

# SWOSU SAYRE EMERGENCY RESPONSE GUIDE

## EMERGENCY NUMBERS

### 8-911

SWOSU Campus Safety  
Ext. #2106  
SWOSU Campus Police  
Ext. #8-3111 or (580) 774-3111  
Sayre Police Department  
(580) 928-2122  
Beckham County Sheriff  
(580) 928-2121  
Oklahoma Hwy Patrol  
(580) 323-2424  
Sayre Animal Control  
(580) 928-2122  
SWOSU Worker Compensation  
(580) 774-3111  
SWOSU Physical Plant  
Ext. #8-3788 or (580) 774-3788  
Safety & Hazards Office  
(405) 521-3025  
America Red Cross  
(405) 232-7121

## AFTER HOURS BUILDING EMERGENCY

Contact Sayre Police Department  
**8-911**  
**or (580) 928-2122**

## ACTIVE SHOOTER

**ALERT**-A campus text notification is sent out.  
**LOCKDOWN**-Barricade entryways, turn out the lights, silence your phone, don't open the door for anyone until SWOSU Campus Police deems it safe, and look for ways to escape.  
**INFORM**-Real time information about incident given.  
**COUNTER**-Empower, take control, personal decision.  
**EVACUATE**-If safe, run, and leave everything behind including cars.

### GENERAL PROCEDURES:

#### Faculty/Staff:

Stop any stranger and inquire as to his/her business in the building.

- If in a classroom, call the SWOSU Campus Police.
- If shots are fired, evacuate students to safest position away from the intruder and call SWOSU Campus Police.
- When calling SWOSU Campus Police advise if there is a weapon, and what kind. Try to give a description of the person by clothing, gender, race, etc.
- Take students into classrooms.
- Check restrooms and vacant rooms.
- Lock door with keys, if possible.
- Move students away from doors and glass

#### Designated People:

- Designated People will secure all doors and take the needed steps to assure that it is secure.
- Remain there until an "All Clear" signal is given.

## STORMS

On SWOSU campus, the severe weather warnings will be monitored by a radio in the Dean's Office and by a Campus Officer.

### In the event the sirens sound you should:

- If you are in unsafe location at that time, go to designated storm shelter for that building.
- Go to the lowest level, on the inside wall and assume a kneeling position, head down, with hands covering head.
- Faculty should keep their class rosters with them and remain with their classes to be sure students are following the Tornado Evacuation procedure and to verify student count.
- Wait for all clear signals before returning to classroom.
- Avoid all large clear-span buildings (gym, cafeteria, etc.) during a tornado.
- In an outside office, window blinds are to be closed.
- A radio should be located within hearing distance of office personnel if at all possible.

Each building has Designated People who see that the storm shelter area for that building is unlocked and accessible for Faculty/Students in the Building. All students should be reminded that lowest level away from windows and doors is standard Tornado Precautions in all SWOSU Buildings. NO ANIMALS, EXCEPT FOR SERVICE ANIMALS, ALLOWED IN ANY SHELTER. Any questions should be directed to SWOSU Campus Police 580-774-3111.

## FIRE/EVACUATION

Procedures to follow:

- Activate (pull) the fire alarm and give verbal alarm.
- Call 8-911, when your safety is not in jeopardy.
- Evacuate the building, alerting others as you go.
- Exit using the stairways only. DO NOT USE ELEVATORS
- Close doors as you are exiting.
- Locate persons with disabilities, and provide assistance if possible.
- Evacuate to at least 500 feet from the building.

If you suspect someone is trapped inside, notify authorities on the scene. Never go back inside

## INJURY/ILLNESS/ACCIDENT

If someone becomes ill or is injured:

- If trained, administer CPR/First Aid/Automated External Defibrillator (AED) and call, Nancy Sanders Ext. #2106 or 8-911. Stay with person.
- Do not attempt to move a person unless they are in immediate danger of further injury.
- Direct first responders to the location of the medical emergency.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids.

Visitors: Contact Ext. #2106 or 8-911. They will notify the SWOSU Risk Management office after medical attention has been sought.

Employees: Contact SWOSU Campus Police (580) 774-3111. They will initiate the workers compensation packet then contact the SWOSU Workers Compensation Office.

If a spill of body fluid is present, secure the spill scene and contact the building custodian for proper cleanup, if custodian is not available, contact the SWOSU Campus Police.

### Automobile accident:

- Contact SWOSU Campus Safety or 8-911.
- Give your name and location.
- Advise the extent of any injuries and the number of people involved
- Have all persons and witnesses involved remain at the scene until the police arrive.

Do not move vehicle(s).

## BOMB / EXPLOSIVE

Remain CALM

If anyone suspects an item to be a bomb or explosive device, **DO NOT** use radio communications or cell phones, immediately call the Sayre Police Department at (580) 928 -2122 then call SWOSU Campus Police (580) 774-3111, or call 8-911.

The caller should provide, description of the object and exact location

- Do not in any way touch any item or device that is suspected to be a bomb or explosive.
- Notify your supervisor or nearest university authority.
- Follow the instructions of your supervisor or other authority, who will initiate the Building Evacuation Plan.
- Follow any further direction authorities on site might give. Do not re-enter the building unless advised it is safe to do so.

Pay attention to the voice of the caller; any notable background noises, or possible clues to the caller's location. Get as much information from the caller as possible concerning details of the threat. **THE BUILDING AFFECTED, TIME SET TO GO OFF, ETC.**

If the threat is by written note, handle the note as little as possible and keep it secure for police use.

Call 8-911 or SWOSU Campus Police immediately, (580) 774-3111

# 8-911

**SWOSU CAMPUS POLICE**

## SUICIDE INTERVENTION

- Remain calm. Be supportive and refrain from making any judgmental or moralizing comments.
- Notify SWOSU Bill Swartwood (580) 928-5533 or (580) 497-7468.
- Remain with the suicidal person until help arrives.
- Stay engaged with the person through active listening.
- Students who are believed to be suicidal or unsafe to be left alone should be referred to the Red Rock Crisis Unit or the Sayre Hospital Emergency Room.
- Counseling Services (580) 774-3776
- Dean (580) 928-5533.
- Campus Police (580) 774-3111
- If student is under 18, contact the parents.
- If it is determined to use Red Rock, call the Crisis Unit (580) 323-6021 let them know that we are sending a SWOSU student.
- They may want to take some personal belongings to the Crises Unit, it is allowed but someone must be with them at all times. Often a friend can wait with the student until the officer arrives.
- Students who go to the Crisis Unit can expect to be there 2-3 days. They are allowed visits and phone calls during appropriate times.
- A student can also be taken to the Sayre Hospital Emergency Room and they can perform the assessment and determine what is best for the student. The student will be charged emergency room fees.
- Do not personally provide transportation for the student. Dean's office should be contacted and will notify the student's instructors regarding the situation. The status of the absence (excused or unexcused) is at the discretion of the instructor.

## GENERAL RESPONSIBILITIES FOR FACULTY/STAFF

### Faculty/Staff:

- Become familiar with alarm locations and signals,
- Make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
- Have class rosters at all times during an emergency.
- If students are in danger in any way, take whatever action is necessary for the safety of the students.
- Notify the SWOSU Campus Police as soon as possible.

The University plan of action will provide assistance.

- Faculty/Staff will not leave students unattended under any circumstances.
- Any Faculty/Staff (trained in CPR and First Aid) will go to where students are reported to be injured - only if, not attending to students.

### SWOSU Campus Safety Officer:

The SWOSU Campus Safety Officer will supervise all emergency procedures during the emergency. As soon as the nature of the emergency is identified, the Officer on the scene will make sure:

- That the appropriate alarm is sounded and/or SWOSU alert will be sent out.
- Those procedures to ensure the safety of the students and faculty/staff are being exercised.
- That proper authorities and agencies are notified.
- The communication channels are established within the building and campus wide.
- That role assignments are reinforced.
- That external communications are established.
- That designee will be on site during emergency.

## ADMINISTRATION

President,

Dr. Diana Lovell (580) 774-3766  
Dean of Sayre Campus, Bill Swartwood  
(580) 928-5533 Ext. #2107

VP of Administration and Finance,  
Lori Boyd (580) 774-3731

VP of Academic Affairs,  
Dr. James South (580) 774-3771

VP of Student Services,  
Dr. Adam Johnson (580) 774-7172

VP of Public Relations and Marketing,

Dr. Boone Clemmons (580) 774-3066

## EMERGENCY NOTIFICATION SYSTEM

Southwestern Oklahoma State University is partnered with Omnilert to enhance its emergency notification system by offering an easy way to receive urgent text messages from SWOSU to all students, faculty, and staff.

The service is free and voluntary, and you are strongly urged to register. Only emergency or other urgent messages, including weather-related closures, will be sent via SWOSU Alert. The system will not be used to distribute advertising or other unsolicited content.

You must be registered to receive SWOSU Alert. Though the system is free, subscribers may have to pay fees associated with their text messaging service.

To register for the Emergency Notification Alert

Please visit <https://www.swosu.omnilert.net/subscriber.php>

