

University of Oklahoma
Emergency Response Plan for
HEPiX Nov 4-8, 2024

Emergency Contact Numbers:

Kevin Kloesel, University Meteorologist – 405-397-9652

OUPD – 405-325-1911 or 911

Norman PD - 911

Norman Fire - 911

Norman EMS – 911

Emergency Operations Center: OU Police Department 2775 Monitor Ave. or OU Office of Emergency Preparedness (NEL Room 121)

OU Event Emergency Plan Principles:

Preparedness for events on the OU campus involves the OU Executive Policy Group, OU Emergency Preparedness Manager, OU Fire Marshal, University Meteorologist, city and county emergency management, city and county police and fire departments and volunteer citizens. To meet these challenges and provide cohesion to organizing preparedness activities as well as event safety management, OU has created an Office of Emergency Preparedness (OEP). The OEP continually works to ensure that the OU campus is prepared for any events held on its' property. OU takes an all-hazards approach to disaster preparedness for events, one that encompasses terrorist attacks, natural hazards such as weather, health emergencies, etc. The guiding principle to be shared with each event staff member is **“If you see something, say something.”**

Emergency Response Plan objectives include:

Life Safety – Minimize suffering, loss of life, and personal injury resulting from hazardous or emergency conditions that could occur during this event.

Incident Stabilization – Provide a framework for a comprehensive emergency management system that addresses preparedness, response, recovery and mitigation.

Protection of Property – Minimize damage to property resulting from hazardous or emergency conditions that could occur during this event.

Special areas of concern on our campus include, but are not limited to:

- Hazardous weather conditions
- Injuries/medical emergencies
- Suspicious behavior, activity, or packages
- Fire
- Missing/Lost Person

This Emergency Response Plan establishes OU’s response to any emergency that might occur during this event. In the event of an emergency, OUPD, first responders, and the OU Emergency Preparedness Manager will coordinate incident command.

EVENT DETAILS:

Event Area:

Bulk of event will be held the Forum Building. They will have a reception at Fred

Jones Museum and dinner at Sam Noble Museum.

Road/Sidewalk Closures:

No alterations to road and foot traffic.

Inclement Weather:

The University Meteorologist in coordination with the Emergency Preparedness Manager and/or personnel at the National Weather Center will monitor weather conditions before and during this event. Concerns that may postpone, cancel or halt this event include the forecast/anticipation of:

- a) Lightning within eight (8) miles of the event,
- b) High winds sustained at 30 mph or gusts of 40 mph or greater (these values are typical if temporary or inflatable structures are in use),
- c) Hail of any size,
- d) Extreme temperatures such as heat or cold. For winter season events, wind chill values below 32F will be monitored. If wind chills dip below 10F, outdoor activities could be suspended/cancelled. For summer season events, the Oklahoma Mesonet Wet Bulb Globe Temperature (WBGT) will be monitored. If WBGT exceeds 80F, heat and hydration advisories will be issued. If WBGT exceeds 90F, outdoor activities could be suspended/cancelled.
- e) Precipitation Heavy rain would cause free time to be moved indoors to either the Forum or Walker Residence Hall or
- f) The risk of a tornado.

Cancellation/Postponement

Decision to postpone, cancel or halt the event will be made by HEPiX and Kristin Trammell (303-475-8463) in conjunction with the University Meteorologist and the OU Emergency Preparedness Manager.

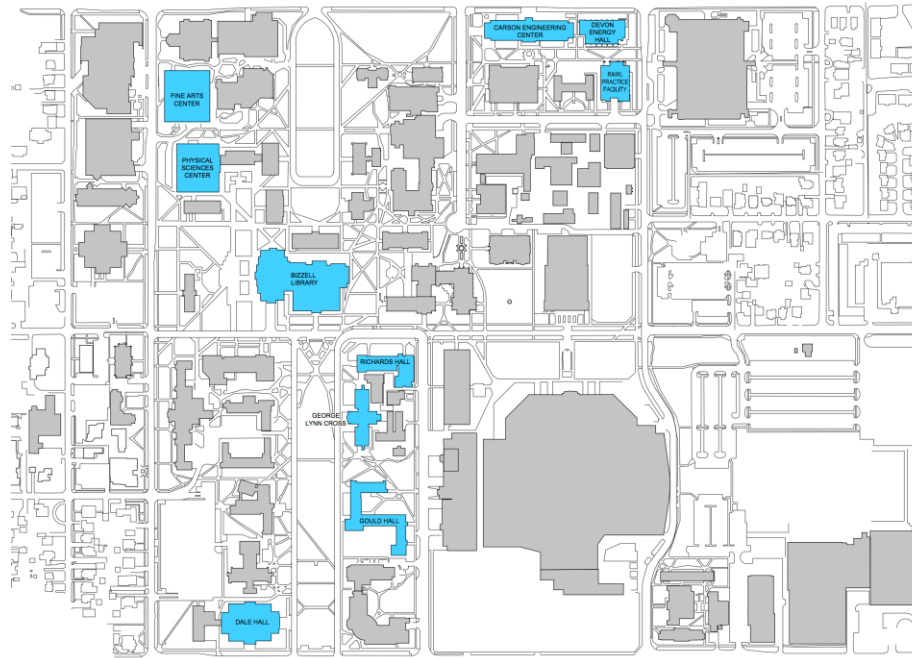
Evacuation and Refuge Considerations:

In the event of imminent danger due to any of the above weather conditions, participants may be directed to evacuate the area and seek refuge.

For refuge against lightning, dangerously high winds, hail, or heavy rains seek refuge in: **While at or around the Forum Building, attendees will take refuge inside the Forum Building.**

For a tornado event where a more substantial refuge is required, and the tornado warning is issued with limited lead-time (15 minutes or less), attendees should seek refuge in: **Participants inside or outside the Forum will take refuge in the Forum Basement.** Take refuge in the interior rooms on the lowest floor away from windows, interior glass, and doors. Get IN, Get DOWN, Cover UP.

For a tornado with an anticipated longer lead-time of 30 minutes or more, evacuation of attendees from the event site may be necessary. Attendees should seek shelter in one of the nearest campus Best Available Refuge Areas denoted in blue on the maps below.



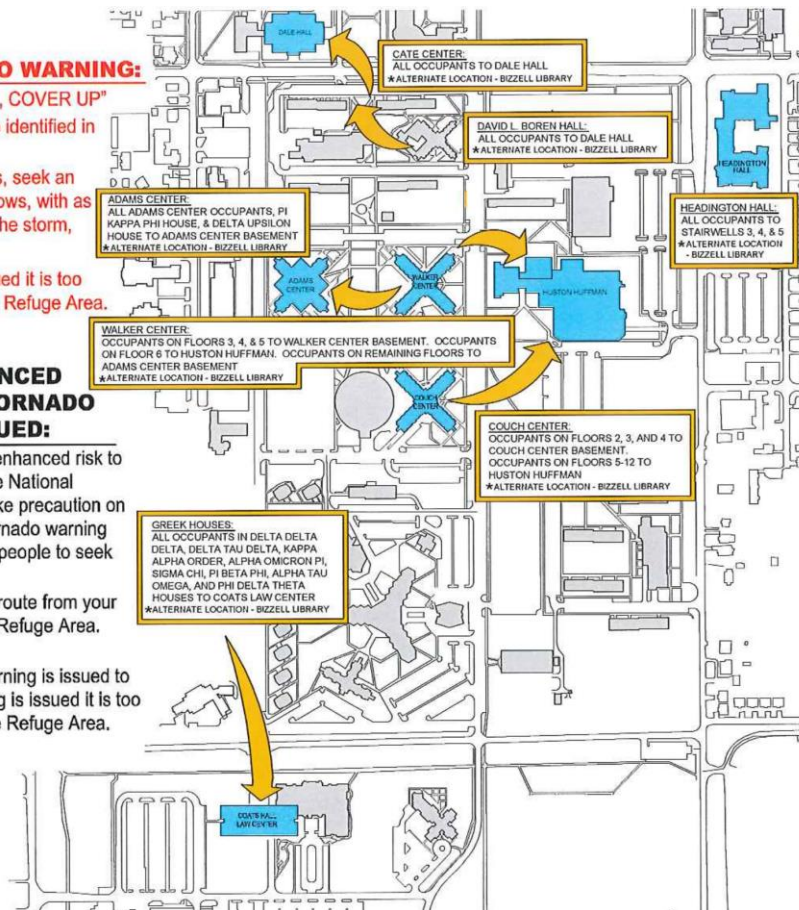
IN CASE OF A TORNADO WARNING:

- "GET INDOORS, GET DOWN, COVER UP"
- Immediately move to the place identified in your building's tornado plan.
- If you are unclear where that is, seek an interior space away from windows, with as many walls between you and the storm, and as low as possible.
- After a tornado warning is issued it is too late to seek the Best Available Refuge Area.

IN CASE OF ADVANCED NOTICE BEFORE A TORNADO WARNING IS ISSUED:

- There may be days when an enhanced risk to safety may be identified by the National Weather Service. OU may take precaution on these days in advance of a tornado warning and close operations to allow people to seek Best Available Refuge Areas. The attached map shows the route from your building to the Best Available Refuge Area.
- Do not wait until a tornado warning is issued to move. After a tornado warning is issued it is too late to seek the Best Available Refuge Area.

**BEST AVAILABLE REFUGE AREA MAP
STUDENT HOUSING**



Take refuge in the interior rooms on the lowest floor away from windows, interior glass, and doors. Get IN, Get DOWN, Cover UP.

The University Meteorologist in conjunction with the Emergency Preparedness Manager or OUPD has the responsibility to issue an "all clear" message when it is safe to resume the event.

Fire:

The Event Coordinator will ensure that the OU Fire Marshal has inspected the event

area and any equipment associated with the festivities prior to the event. Report all fires immediately to OUPD by calling 405-325-1911 or 911 and evacuate the area by moving event participants/spectators to **Participants inside or near the Forum building will assemble in the parking lot located at Timberdell and Asp.**

Injuries:

Report immediately any injuries or medical emergencies to OUPD by calling 405-325-1911 or 911. These include any injuries to participants, spectators and/or event personnel.

Event Safety Focal Point:

Always have an Event Safety Focal Point or Deputy designated to observe the festivities and spectators for any signs of distress, injuries, or suspicious activity. The name and mobile contact information for the Event Safety Focal Point must be listed on the first page of this emergency response plan. The Event Safety Focal Point must be on site at the event for the duration of the event.

Suspicious behavior or activity:

Event staff and volunteers should be staged throughout the event area. Participants, spectators, and staff are encouraged to report any suspicious behavior or activity to OUPD by calling 405-325-1911 or 911. In the event the area is evacuated due to an armed subject follow carefully the instructions given by OUPD or other properly identified first responders. Do not attempt to re-enter any evacuated areas until given direction from properly identified first responders.

Suspicious package:

If a suspicious package is reported or found do not handle the package. Discontinue the use of all electronic devices such as cell phones or radios; instead, report in person the package to the nearest OUPD officer. Follow their directions concerning evacuation or notification to participants/spectators. Do not attempt to re-enter the area unless directed by properly identified first responders.

Missing Persons:

If notified of a missing person report it immediately to OUPD. Attempt to stay with the person making the notification until OUPD arrives and interviews the person making the notification. Follow all instructions from OUPD.

Assisting Agencies/Departments:

OU Fire Marshal
OU Office of Emergency Preparedness
OUPD

(v3.23.17)