

Northwest Technology Center Emergency Management Plan

Revised September 8, 2025



EMERGENCY MANAGEMENT PLAN

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Northwest Technology Center Emergency Management Plan

The **Emergency Management Committee (EMC)** has developed this emergency plan to support Northwest Technology Center during a crisis involving the school district. The plan is divided into three sections; Section I is designed to identify and review the school's **Internal Resources and Capabilities**, Section II covers our **Crisis Communication Plan**, and Section III is designed to outline the **Emergency Management Plan** school employees should follow during an emergency or crisis involving employees, students or patrons of the community.

This plan will help:

1. provide quick access to emergency procedures
2. involve other emergency response agencies, i.e. fire and police departments
3. define the roles and responsibilities of school personnel
4. minimize potentially serious situations before escalating to a full emergency
5. take a proactive approach to determining risk and vulnerability before an emergency occurs
6. provide a safe school for our staff and students

While we have attempted to address as many hazards as possible, we recognize there may be limitations to this plan. This plan offers maximum flexibility for handling unpredictable situations while operating within an outlined structure that supports the district and offers maximum administrative control. The **EMC** will become a standing committee responsible for reviewing and updating the **Emergency Management Plan**. This will be done through regular meetings called by the **Emergency Management Committee Coordinator**. It will also be the committee's responsibility to assist in providing staff training for all staff and faculty responsible for carrying out the procedures outlined in this guide.

SECTION I

INTERNAL RESOURCES AND CAPABILITIES

The **Incident Command Structure** will be made up of the following individuals:

Incident Commander	<i>BIS Director</i>
EMC Coordinator(s)	<i>Assistant Superintendent(s)</i>
EMC Assistant Coordinator(s)	<i>BIS Director(s), PN Director, & BIS Coordinator(s)</i>
Public Information Officer	<i>Director of Marketing, Superintendent, or Designee</i>
Command Center Coordinator	<i>Assistant Superintendent</i>
Program Evacuation Coordinator	<i>Assistant Superintendent</i>
Evacuation Team	<i>Superintendent, Assistant Superintendent(s), BIS Director(s), PN Director, & BIS Coordinator(s)</i>
Transportation Coordinator	<i>Front Office Administrative Assistant(s)</i>
Emergency Medical Response Team	<i>PN Director, PN Instructor, HCC Instructor(s), & BIS Health Coordinator(s)</i>
Crisis Intervention Team	<i>Counselor(s)</i>
Communications Coordinator	<i>Front Office Staff or Evening Registrar</i>
Instructors and Program Coordinators	<i>Teaching Staff</i>
Director of Information Technology	<i>Network/Information Services Manager</i>

Activating the Emergency Management Committee

The activation of the **Emergency Management Committee** will be a direct result of a crisis involving the school, school personnel, or students. The **EMC Coordinator** or designee will call a meeting in the campus Board Room(s). If the Board Room is not suitable, the meeting will be held in a designated area. Once the incident has been identified, information will be given to the team members regarding the nature of the emergency. Each team member will then be expected to fulfill his or her duties as outlined in the **Emergency Management Plan**. The school's operator will begin calling as outlined in the Emergency Management Plan (telephone list located on page 17).

Implementation of the Emergency Management Plan

Employees with responsibilities outlined in this plan should begin carrying out assigned duties as outlined in this guide. If the primary person responsible for carrying out a specific part of the plan is not available or is incapacitated, the assistant designated as the backup will be responsible for carrying out the assigned duties as outlined in this guide.

The **EMC Coordinator** will be responsible for supervising all procedures during the initial staging of the emergency. As soon as the nature of the emergency is identified, the EMC Coordinator will make sure that:

1. The appropriate announcement or emergency tone is sounded to announce to the staff and students the nature of the emergency.
2. Procedures are followed to ensure the safety of our staff and students.
3. Authorities and emergency response agencies are notified.
4. Internal communication channels are established within the school.
5. Duties and roles are reinforced.
6. External communication channels are established.

Emergency Management Committee's Role and Responsibilities

- A. **EMC Coordinators:** Will be responsible to coordinate activities and training involving implementation of the **Emergency Management Plan**. Will also be responsible for initiating the emergency procedures outlined in this guide. The coordinator will receive additional training involving Incident Management System (IMS) to ensure all personnel, facilities, equipment, and communications used will be able to work in unison with the local emergency response agencies supporting our community. The EMC Coordinator will serve as the school's representative to each of the emergency response agencies and provide a direct source of communication to each agency.
- B. **Assistant EMC Coordinator(s):** Will serve as an assistant to the EMC Coordinator(s) and fill in if the coordinator is not on campus during an emergency or the emergency occurs after hours. The duties will be the same as outlined above. The assistant will also be responsible for the same IMS training listed above.
- C. **Public Information Officer:** Will be responsible for gathering information regarding the nature of the emergency and coordinate the release of the information to the media. The school's spokesperson will prepare statements originating from the school and will be responsible for preparing any statement made by the Superintendent regarding the nature of the crisis. Will be responsible to work directly with the press corps and media. Only official members of the press will be admitted into the Media Briefing Area to be designated by the Director of Marketing. Alternate off-campus site – Alva

Campus - Alva Recreation Center. Alternate off-campus site – Fairview Campus – Major County Fairgrounds.

- D. **Command Center Coordinator:** Will be responsible for supporting the needs of the center and the needed diagrams, maps and communication devices used by the committee during an emergency. The command center coordinator will maintain direct communication with the school's maintenance crew and direct their actions to support the needs of the school.
- E. **Evacuation Team:** Will be responsible for maintaining communication with all instructors. To assist when the time is appropriate to coordinate a controlled evacuation of all students from campus.
- F. **Emergency Transportation Coordinator:** will be responsible for coordinating with the Public Schools Transportation Department(s) or with outlying school bus drivers to assist with the transfer of the uninjured students from the Alva Campus to the Alva Recreational Center and from the Fairview Campus to the Major County Fairgrounds. Once all students are accounted for and safely off campus, parents will be able to pick up their child from the Alva Recreational Center/Major County Fairgrounds.
- G. **Emergency Medical Response Team:** Will be responsible for assessing medical injuries and prioritizing the medical needs of the injured. As emergency medical personnel arrive, the Team will work with other medical personnel to keep accurate record of each student and the hospital the student is transferred to. Instructors will stay with students and all others will assist emergency personnel.
- H. **Crisis Intervention Team:** Will be responsible for assisting with the psychological and emotional needs of the students or staff. The Crisis Intervention Team will identify the cause of the emergency and take appropriate steps in working with students and staff involved in the crisis.
- I. **Communications Coordinator:** Will maintain an open line of communication with the EMC Coordinator and the emergency response agencies. The operator will be responsible for placing the 911 call during an emergency involving school personnel or students under the direction of the Assistant Superintendent. The school's Assistant Financial Officer and Business Manager will assist the Communications Coordinator during school emergencies.
- J. **Instructors' and Program Coordinators' Duties:** Teachers will be responsible for the well-being and security of their students. Teachers will move students into a safe area of the classroom or shop. The Assistant Superintendent will work directly with each instructor to notify him or her of the appropriate place and time to transfer their students. It will be the responsibility of each program instructor to keep accurate records on all students who are present, absent or left early. Instructors will become familiar with each procedure outlined in this guide. Instructors will learn to recognize the different types of signals used, be able to follow the procedures immediately and appropriately. Once an alarm is sounded for evacuation, make sure to follow the evacuation procedures posted in each classroom. Instructor and students should relocate to the designated area appropriate for the nature of the emergency. Instructors should have a current copy of their student roster at all times during an emergency. Instructors should not leave students unattended under any circumstances. After Instructors have been instructed to release their students, report to the command center for further instructions or assignments.

I. Personnel

a. Staff and Faculty

Since all instructors are trained in fire/safety evacuation, the instructor(s) will clear all students from the area. Once all students are accounted for, instructors will wait for further instructions. A staff member (generally a building administrative assistant) will call the custodial/maintenance staff for assistance from maintenance personnel. In a fire, after initiation of sprinkler system, an alarm should sound the fire tone notifying staff to evacuate the building. In addition, the Fire Department will be notified by the Communications Coordinator, if needed.

b. Hazardous Material Response Team

Hazardous Material Trainers and Custodial/Maintenance Staff will comprise the team. They should be notified of a hazardous material release and will contact the local Fire Department.

c. Emergency Medical Response Team

The PN Instructor, HCC Instructor(s), and the BIS Health Coordinator(s) will serve as the Emergency Medical Response Team. For specific locations of First Aid Equipment see page 41.

d. Campus Security

The School Resource Officer, Superintendent, Assistant Superintendents, BIS Directors, PN Director, and BIS Health Coordinator(s) are the designated security management team, with additional help from the maintenance personnel. In the evening, the Night Registrar and Custodial/Maintenance Staff will serve as the designated security management team.

e. Emergency Management Committee

The Emergency Management Committee is outlined on page 4. Individuals are identified by position; roles and responsibilities are defined on pages 5 and 6.

f. Evacuation Team

Comprised of the Superintendent, Assistant Superintendents, BIS Directors, PN Instructor, and BIS Coordinator(s) working with local emergency services will coordinate a controlled evacuation of all students, staff and guests attending any classes or functions on school grounds.

g. Public Information Team

The Director of Marketing will assist the Superintendent of the School in preparing statements to the media and serve as the communications officer for the district.

h. Transportation Coordinator

The Front Office Administrative Assistant(s) will assist the evacuation team and local emergency response personnel with transportation needs of the school.

i. School Resource Officer

Each campus does have part-time School Resource Officer services. If an emergency exists at a time our School Resource Officer is on duty, they will be included in our emergency response.

II. Equipment

a. Fire Protection

The Alva Campus has sprinklers in part of the building. Fire extinguishers and fire pulls have been installed in various locations throughout the Alva Campus. The Fairview Campus has sprinklers in part of the building. Fire extinguishers and fire pulls have been installed in various locations throughout the Fairview Campus. Fire extinguishers are inspected annually and checked monthly.

b. First Aid Supplies & Emergency Supplies

All instructional areas, along with the front office, have a First Aid Kit that are checked annually and restocked as needed. See page 41 for a listing by campus for the specific location of the CPR Kits and AEDs. School vehicles have a fire extinguisher and a First Aid Kit stored in the trunk or back compartment.

c. Communication Equipment

All custodial staff and selected administrators carry cell phones/wireless communication devices.

d. Warning Equipment

Northwest Technology Center's intercom is run on electricity and is connected to the generator backup.

e. Emergency Power Equipment

Electric Service is provided the Alva Campus by OG&E. Electric Service is provided the Fairview Campus by Fairview Municipal Power Authority. Each campus has generators for backup power and battery-operated exit signs and lighting that will stay on for safe exits from the building.

f. Decontamination Equipment

The school does not have any specialized decontamination equipment. Northwest Technology Center does have eye wash stations in each mechanical and trade shop. Decontamination shower stations are set up in the BioMed, Automotive Collision and Practical Nursing area at the Alva Campus and in the BioMed room at the Fairview Campus.

III. Facilities

a. Emergency Operating Center

The Emergency Management Committee Coordinator will be in charge during an emergency by managing resources, analyzing information, and making decisions. The primary location for the Emergency Operations Center (EOC) will be the Campus Board Rooms. In the event the primary location cannot be used, an alternate location will be designated. The EOC will serve as the centralized management center for emergency operations. Here, decisions are made by the Emergency Management Committee (EMC) based upon information provided by the Incident Commander (IC) and other personnel. Both the primary and secondary EOC contain backup communications equipment, reference materials, facilities, diagrams of the campus and other tools necessary to respond quickly and appropriately to a campus emergency.

b. Media Briefing Area

The media briefing area will be configured to support the needs of the media during a disaster involving the school. During an emergency, Northwest Technology Center will use the Seminar Room or other designated area as the media debriefing area.

In the event the on-site media debriefing area is not available, an off-site media area will be designated.

c. Sanitation Facilities

If water and sewage lines have been disrupted, emergency sanitation facilities may need to be improvised.

Considerations:

1. Supplies – basic sanitation supplies are always on hand. These are: plastic garbage bags and ties (heavy duty), household chlorine bleach, soap, liquid detergent, toilet paper, and towelettes.
2. Water Substitutes – Water substitutes for cleansing are: rubbing alcohol, lotions containing alcohol, lotions, towelettes, wet wash cloth, and spray bottle to act as makeshift shower.
3. Disinfectants – can be made from using 1 part liquid chlorine bleach to 10 parts of water.
4. Health – Reserve water for drinking purposes. Consider other ways to wash the body. Take steps to protect against diseases. Keep body, hands, and cooking and eating utensils clean. Control rodents and insects.

Northwest Technology Center Sanitation Facilities – We will have general cleaning supplies on hand. In addition, Northwest Technology Center does have eye wash stations in each mechanical and trade program. Shower facilities are available in the Practical Nursing area at the Alva Campus and in the Video Production Lab area at the Fairview Campus.

d. Shelter Areas

Non-evacuation procedures are listed on page 19 and Safer/Shelter Room locations are listed on page 37 of the Emergency Management Plan for Northwest Technology Center.

e. First-Aid Stations

All Northwest Technology Center instructional areas have a First Aid Kit that is restocked yearly by the maintenance staff. Each campus has an AED to assist with medical emergencies that may occur on campus. All of the school vehicles have expanded First Aid Kits. *(See attached list, page 41, for identification and location of AED and First Aid Kits).*

IV. Organization Capabilities

a. Training

Safety and prevention training is provided to all staff and faculty on a regular basis. All staff is given the opportunity to retrain or certify in First Aid and CPR.

b. Evacuation Plan

Attached is a copy of the Fire Evacuation Routes for Northwest Technology Center Alva Campus (see page 45) and for Northwest Technology Center Fairview Campus (see page 46). Plans are posted in conspicuous places within each classroom and office area.

c. Employee Support System

Northwest Technology Center relies on its certified counselors on staff to provide a mental health recovery plan for its students and employees should a problem/situation arise and are identified under the Crisis Intervention Team.

d. One Call: Northwest Technology Center's Voice Notification System

Northwest Technology Center will broadcast updates (recorded One Call messages) to telephones of full-time high school and/or full-time adult students in the case of an emergency. The messages will address:

- 1) what has happened
- 2) current student status
- 3) who is assisting with efforts (law enforcement, fire officials, etc.)
- 4) immediate plans for the future

e. RAVE Alert System

Allows Northwest Technology Center to send messages simultaneously, quickly, and reliably to administrators, instructors, staff, and students.

*Follow-up phone calls may also be made if the situation warrants. **

V. Backup Systems

a. Payroll

Northwest Technology Center's payroll software is leased from ADPC in Ponca City, OK. Backup records are maintained in Ponca City.

b. Communications

The school has a campus wide public address system to broadcast warnings and to make general announcements to the students and staff. The school has available cell phone and 2-way radio communications for the administrative staff and the building maintenance staff.

c. Information Systems Support

Northwest Technology Center employs two computer technical support staff to maintain the computer information system and to keep all campus systems operational.

d. Emergency Power

Northwest Technology Center has back-up generators which will supply emergency power in the event of a power outage.

SECTION II

CRISIS COMMUNICATION PLAN

If you have discovered a potential crisis, no matter what your job title, you should begin following this outline until a supervisor relieves you of this responsibility. Time is of the essence. You have a critical window in which you are able to control the accurate flow of information about any situation.

DO IT NOW!

If the situation happens during normal business hours, contact the following individuals and advise them that there is a potential crisis, and that more information will be forthcoming.

Main Office: Alva 327-0344 or extension 2015 or 2044; Fairview 227-3708 or extension 1018, 1021 or 1002

Public Information Officer: Melinda Barton 580-430-1572 or extension 2032 Alva; 1019 Fairview

Assistant Superintendent: Alva, Jeremy Eaton 405-202-1223; Fairview, Colt Shaw 918-695-0842

Safety Facilitator: Alva, Adam Honeyman 580-741-1100; Fairview, Jason Wallace 580-799-7620

Superintendent: Daren Slater, 580-484-7316

If a situation happens at any other time, contact the appropriate individuals listed on the Primary Contacts List (pg. 14 & pg. 15) and begin the procedure below:

1. Complete the Initial Information Form following this document to assess the situation.
2. Prepare to pass the initial information form over to the PIO or an administrator who will be the spokesperson for NWTC. Direct media to the Seminar Room (or designated area) to await the initial public statement. All media communication will be through the PIO or administration.
3. A communications command post will be established by the beginning of the second hour. All incoming and outgoing phone calls will be logged. A site will be designated for all future media briefings.
4. Members of the crisis response team will meet to determine what facts should remain internal and what can be released to the media.
5. Activate additional support. The PIO will need to call in certified back up consultants. These people will need to be put on "stand by" and notified of the situation.
6. The Incident Commander will focus all of their attention on handling the actual emergency. The PIO will review and investigate the situation and verify, verify, verify the facts.
7. Determine the three key messages to be delivered to internal and external audiences.
8. Following the investigation, the PIO will inform the Superintendent, Assistant Superintendents and other appropriate staff members of the results of the investigation.
9. Preparation of the spokesperson. The spokesperson should be an authority, be concerned and be enthusiastic. The messages used will be short, in simple language and not involve any organizational jargon or abbreviations.
10. Rehearse the news conference before it happens.
11. Release the details to the stakeholders. Two separate sessions should occur. One will release information to the media and the second will release info to the families/staff.
12. Prepare for the news conference and family/staff meetings.
13. Conduct the media news conference and family/staff meetings.
14. Review of Media Coverage. Review and evaluate the coverage in the media and performance.

Initial Information

Gather and put the following information in writing immediately:

• What is the problem? _____

• When did the problem occur? _____

Date: _____

Time: _____

• Where did the problem occur? _____

• Are any facilities damaged? If yes, please list: _____

• Is access to any facility affected? If yes, please list: _____

• Are operations affected? Please list: _____

• Who are the individuals involved? _____

• Are there injuries? _____

• Are there fatalities? _____

• Why did the problem occur (estimate)? _____

• How did the problem occur (estimate)? _____

• Was the problem detected internally? Give details. _____

Was the problem detected by outside individuals, government authorities or the media?

Give details. _____

• Is there harm to human life or the environment? Give details. _____

• Could criminal or ethical wrongdoing be involved? Give details. _____

• Was anyone previously aware of this problem and did that/those individual(s)

• have the ability to prevent the situation from occurring? Give details. _____

• Has a solution been reached to the problem? If so, what? _____

• If not, do you know of appropriate corrective action? _____

• Witness list: _____

• Was 9 -1-1 called? _____

• What agency responded? (Circle one) police/deputy sheriff/fire/EMS/Other _____

PRIMARY CONTACTS

Name **Adam Honeyman (Alva) or Jason Wallace (Fairview)**
Title Safety Facilitator
Office Phone 580-327-0344 (Alva) or 580-227-3708 (Fairview)
Office Fax
Home Phone
Home Fax
Pager
Mobile Phone **Adam (580)741-1100 or Jason (580) 799-7620**
E-mail ahoneyman@nwtech.edu or jwallace@nwtech.edu
Other numbers

This person was contacted:

Yes
 No
 Time contacted
 Initials

Name **Melinda Barton**
Title PIO/Communications Manager
Office Phone 580-327-0344 or 580-227-3708
Office Fax 580-327-5467
Home Phone 580-430-1572
Home Fax
Pager
Mobile Phone **580-430-1572**
E-mail mbarton@nwtech.edu
Other numbers

This person was contacted:

Yes
 No
 Time contacted
 Initials

Name **Jeremy Eaton**
Title Asst. Supt.-Alva
Office Phone 580-327-0344
Office Fax
Home Phone
Home Fax
Pager
Mobile Phone **405-202-1223**
E-mail jeaton@nwtech.edu
Other numbers

This person was contacted:

Yes
 No
 Time contacted
 Initials

Name **Colt Shaw**
Title Asst. Supt.-Fairview
Office Phone **580-227-3708**
Office Fax
Home Phone
Home Fax
Pager
Mobile Phone **918-695-0842**
E-mail cshaw@nwtech.edu
Other numbers

This person was contacted:

Yes
 No
 Time contacted
 Initials

Name **Daren Slater**
Title Superintendent
Office Phone **580-327-0344 or 580-227-3708**
Office Fax
Home Phone
Home Fax
Pager
Mobile Phone **580-484-7316**
E-mail dslater@nwtech.edu
Other numbers

This person was contacted:

 Yes
 No
 Time contacted
 Initials

Name **Woods/Major Co Sheriff**
Title
Office Phone **CALL 9-911**
Office Fax
Home Phone
Home Fax
Pager
Mobile Phone
E-mail

This person was contacted:

 Yes
 No
 Time contacted
 Initials

Name **Alva/Fairview Police Dept.**
Title
Office Phone **CALL 9-911**
Office Fax
Home Phone
Home Fax
Pager
Mobile Phone
E-mail
Other numbers

This person was contacted:

 Yes
 No
 Time contacted
 Initials

Name **Alva/Fairview Fire Dept.**
Title
Office Phone **CALL 9-911**
Office Fax
Home Phone
Home Fax
Pager
Mobile Phone
E-mail
Other numbers

This person was contacted:

 Yes
 No
 Time contacted
 Initials

SECTION III

EMERGENCY MANAGEMENT PLAN

It is the intent of Northwest Technology Center to provide for the safety of clients, students, and faculty in the event of any threatening or non-threatening disaster situations. Comprehensive planning and preparation are necessary to avoid or lessen the impact of any such disaster.

This manual has been developed as a guide for all employees of Northwest Technology Center, to follow in the event of such a disaster. It is vital for all personnel to read and understand this manual thoroughly to ensure the safety of all students and personnel in the event of a disaster. There are references to the Mental Health Crisis Protocol which is published separately.

Below is a list of steps to prepare for emergencies:

1. Review evacuation and non-evacuation procedures for all emergencies/disasters.
2. Review emergency procedures with staff and students.
3. Have drills for fires, tornadoes, etc. pursuant to school law.
4. Make sure staff are trained to use fire extinguisher.
5. Make sure custodial/maintenance staff are trained to shut off utilities and to keep buildings clear of flammable materials.
6. Have emergency numbers available.
7. Check and maintain adequate first aid supplies in each area.

EMERGENCY MANAGEMENT COMMITTEE

POSITION	NAME	WORK #	HOME #	CELL #
EMC Coordinator	Alva-Jeremy Eaton Fairview-Colt Shaw	327-0344 227-3708	405-202-1223 918-695-0842	405-202-1223 918-695-0842
Assistant EMC Coordinator(s)	Alva-Charlotte Hadwiger Fairview-Jason Wallace Alva-Brooke Meyer Fairview-Melissa Powell	327-0344 227-3708 327-0344 227-3708	327-7980 799-7620 732-0293 542-3009	430-5164 799-7620 732-0293 542-3009
Public Information Officer(s)	Melinda Barton Daren Slater	327-0344 327-0344	430-1572 484-7316	430-1572 484-7316
Command Center Coordinator	Alva-Jeremy Eaton Fairview-Colt Shaw	327-0344 227-3708	405-202-1223 918-695-0842	405-202-1223 918-695-0842
Evacuation Team Coordinator	Alva-Jeremy Eaton Fairview-Colt Shaw	327-0344 227-3708	405-202-1223 918-695-0842	405-202-1223 918-695-0842
Evacuation Team	Alva-Jeremy Eaton Fairview-Colt Shaw Alva-Charlotte Hadwiger Fairview-Jason Wallace Alva-Mandy Clepper Fairview-Melissa Powell	327-0344 227-3708 327-0344 227-3708 327-0344 327-0344	405-202-1223 918-695-0842 430-5164 799-7620 405-226-2726 542-3009	405-202-1223 918-695-0842 430-5164 799-7620 405-226-2726 542-3009
Transportation Coordinator	Alva-Angie Flynt Fairview-Amanda Robinson	327-0344 227-3708	748-1778 744-0102	748-1778 744-0102
Emergency Medical Response Team	Alva-Mandy Clepper Alva-Brooke Meyer Alva-Halah Nusser Alva-Lacey Volker Fairview-Debra Button Fairview-Melissa Powell	327-0344 327-0344 327-0344 327-0344 227-3708 227-3708	405-226-2726 732-0293 430-1636 608-341-9231 227-0137 542-3009	405-226-2726 732-0293 430-1636 6083419231 227-0137 542-3009
Crisis Intervention Team	Alva-Karen Koehn Alva-Jessica Schanbacher Fairview-Kay Koehn Fairview-Amy McClure Fairview-Jennier Shaw	327-0344 327-0344 227-3708 227-3708 227-3708	327-5283 351-8579 794-0216 405-406-8259 918-695-0843	327-7273 351-8579 794-0216 405-406-8259 918-695-0843
Communications Coordinators	Alva - Angie Flynt Alva- Jessica Kriegh After 4 pm – Alva- Alva -Jalynn Spady Fairview-Kelley Burggraf Fairview – Amanda Robinson After 4 pm – Fairview- Susie Harder Fairview – Becki Scott	327-0344 327-0344 327-0344 227-3708 227-3708 227-3708 227-3708	748-1178 748-2718 740-412-0189 405-306-2906 744-0102 405-519-1661 227-0108	748-1178 748-2718 740-412-0189 405-306-2906 744-0102 405-519-1661 227-0108
Campus Security	Alva – Jayce Cline – SRO Fairview – Frank Huebert - SRO Alva – Tino Fraire Fairview - Shane Glover	 327-0344 227-3708	748-0813 227-6808 748-1220 227-7308	748-0813 227-6808 748-1220 227-7308
Assistant Superintendent	Alva-Jeremy Eaton Fairview-Colt Shaw	327-0344 227-3708	405-202-1223 918-695-0842	405-202-1223 918-695-0842
Superintendent	Daren Slater	327-0344	484-7316	484-7316

The Superintendent or designee will contact School Board Members, if necessary.

EVACUATION AND NON-EVACUATION PROCEDURES

Steps of Action:

Instructors and Staff: Read the Emergency Management Plan and know what you are to do in event of an emergency. If you do not understand what you are to do, ask your Assistant Superintendent. Any areas not explained fully in this Emergency Management Plan should be directed to your Assistant Superintendent.

Instructors: Read the procedure for your area to your class on the first day of class. Make sure your students understand what they are to do and answer all their questions. Any areas not explained fully in this Emergency Plan should be directed to your Assistant Superintendent.

EVACUATING INDIVIDUALS WITH DISABILITIES

Steps of Action:

1. Individuals with disabilities must identify their own primary and secondary evacuation routes. Each route must lead to an exit or safely lead to an area of refuge.
2. Each person with a disability should ask a co-worker, instructor, or staff in advance to provide assistance if an emergency develops. The evacuation assistant should be informed as to how he or she can best help.
3. The Evacuation Team can help by being aware of others who may need assistance, even for temporary disabilities, in an evacuation.

NON-EVACUATION PROCEDURES

The following emergencies are considered to be **non-evacuation** situations:

Tornado
High Winds
Severe Thunderstorms

Response Team:

Instructors: Take the attendance roster with you to your destination.

Please read and follow the procedures outlined for your area:

Remain calm. Move into the safer/shelter room. See diagram of school layout for safer/shelter room (Multipurpose Room) for Northwest Technology Center – Alva Campus page 45 and for safer/shelter room (Math Room) for Northwest Technology Center – Fairview Campus page 46. Activate the RAVE Alert System.

A tornado alarm will be activated. The “all-clear” signal will be an announcement over the Public Address (PA) system. A tornado alarm will be a continuous siren tone at the Alva Campus. A tornado alarm will be a warble siren tone at the Fairview Campus.

EARTHQUAKE

In the event of an earthquake, the following precautions should be taken:

If Indoors:

1. Remain calm and briefly assess the situation before acting.
2. **Do not** move to another location or outside, move away from windows, shelves, and heavy objects or furniture that may fall. **Drop** to the ground. **Cover** your head and neck with your arms and seek shelter by getting under a sturdy desk or table if nearby and **Hold on** to your shelter and be prepared to move with it until the shaking stops. If there is no table or desk near you, drop to the ground and then, if possible, move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary and cover your head and neck with your hands and arms.
3. **If you are unable to Drop, Cover, and Hold On:** If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.

If Outdoors:

1. Remain calm and briefly assess the situation before acting.
2. Move to a clear area if you can safely do so.
3. Avoid power lines, trees, signs, buildings, and vehicles.
4. Avoid areas where objects are likely to fall.
5. **If Driving**, pull over to the side of the road, stop, and set the parking brake. Avoid overpasses, bridges, power-lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person moves the wire.

After the Quake:

1. Gas pipes may have ruptured. Do not use open flames until advised by authorities that it is safe to do so.
2. Avoid touching fallen electrical lines.
3. Instructors should take roll of students to be sure all are present and report to the Assistant Superintendent or other person as directed.

SUICIDE INTERVENTION

If a person threatens or attempts suicide, contact the Assistant Superintendent or his designee. The parents or guardians of a high school student will be notified immediately. When dealing with adults, the police should be notified. The Assistant Superintendent will follow-up with a phone call to check on the welfare of the student.

Talk of Suicide: Instructor will refer to Counselor and/or Assistant Superintendent.

Steps of Action

1. Do not leave student alone.
2. Counselor and/or Assistant Superintendent will assess situation with student.
3. Call parent, guardian, or next of kin.
4. Notify sending school counselor and/or sending school administrator of the situation.
5. Activate Mental Health Crisis Protocol

A Person With A Weapon Who Has Attempted Suicide

Steps of Action

If Unconscious:

1. Secure the weapon.
2. Contact the Front Office Administrative Assistant.
3. Follow normal procedure for attempted suicide.

If Conscious:

1. Treat as an intruder.
2. Initiate campus "Intruder On Campus" procedures, page 34.

A Person Has Attempted Suicide

Steps of Action

1. Render Aid.
2. Call the Front Office Administrative Assistant – the Front Office Administrative Assistant will call 9-911 for medical assistance.
3. Call Emergency Medical Response Team.
4. Clear the area so no other individuals will be harmed.
5. Wait for medical personnel.
6. Activate Mental Health Crisis Protocol

Response Team:

Instructor.....will call the Assistant Superintendent or Counselor for assistance.

Assistant Superintendent.....will be responsible for contacting the parent or guardian.

Front Office Administrative Assistantwill call 9-911 if assistance is needed.

DEATH OF A STUDENT OR FACULTY MEMBER

1. Within the first 4 hours
 - a. Crisis Intervention Team Members will be notified immediately if there is a death of a student or faculty member.
 - b. The intervention team will determine the response procedures and implement intervention steps as needed.
 - c. Crisis Intervention Team will report to the site and meeting room will be determined.
 - d. The Team will identify appropriate friends and acquaintances of the deceased for special intervention.
 - e. Crisis Intervention Team calls the Oklahoma Education Critical Incident Network (OECIN) to prepare for student and staff debriefings (1-877-4HELP49).
 - f. Activate Mental Health Crisis Protocol.

2. Within the next 5-24 hours
 - a. Crisis Intervention Team meets for a formal debriefing.
 - b. Reviews activities and makes any further decisions that are necessary.
 - c. Appoints an individual to be in charge of dealing with the needs of the victim's family.
 - d. Makes arrangements for debriefing of the critical incident with students and staff.
 - e. Help coordinate any monetary matters of the deceased student with the family.
 - f. Crisis Intervention Team and Assistant Superintendent will discuss additional needs of employee.

3. After the funeral
 - a. OECIN Director works with the students support services staff and administration to hold debriefing sessions for students and faculty.

Note: For additional resources or referrals contact United Way "Help-line" at 211 or Oklahoma State Department of Education SAFE CALL at 1-877-723-3225 x 651 (1-877SAFECALL ex OK1).

ABUSE, NEGLECT, EXPLOITATION, AND TRAFFICKING

Steps of Action

1. **Report Suspected Abuse, Neglect Exploitation or Trafficking.**
 - A. Technology center employee having reasonable cause to believe that any student is **a victim of abuse, neglect or exploitation** shall immediately report this matter to:
 - a. Oklahoma Department of Human Services (“DHS”) through the hotline designated for this purpose (9-1-800-522-3511), AND
 - b. Local law enforcement.
 - B. Additionally, any district employee must report **suspected child trafficking** to:
 - a. Oklahoma Bureau of Narcotics and Dangerous Drugs Control (“OBNDCC”) at 9-1-800-522-8031,
 - b. DHS through the hotline designated for this purpose (9-1-800-522-3511), AND
 - c. Local law enforcement.
2. After a report is made to DHS or OBNDCC via the hotline or to law enforcement, the reporting party will prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student’s age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the campus director or, if the reporter believes the director is not an appropriate individual, to the superintendent.
3. Advise Assistant Superintendent and Counselor.
4. Assistant Superintendent will notify any additional persons deemed necessary.
5. Outside agency will evaluation situation and take appropriate action.
6. Activate Mental Health Crisis Protocol.

STRAY ANIMAL ON CAMPUS

Steps of Action

1. Teachers will instruct students to leave all animals found on campus alone.
2. All students will move inside the building or to an area of protection.
3. Instructor will contact Front Office Administrative Assistant (***Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021***).
4. Front Office Administrative Assistant will contact the Assistant Superintendent and call animal control (***Alva Campus 580-327-3434 or Fairview Campus 580-2274416***) for removal.
5. Assistant Superintendent will verify all doors are secure and students are protected.

Treat all animals as strays!

Response Team:

- Instructor***move students to safety and contact Front Office Administrative Assistant. (Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021).*
- Front Office Administrative Assistant**..... *notify Assistant Superintendent and call Animal Control.*
- Assistant Superintendent**.....*check area and manage the scene until Animal Control arrives.*

SNOW OR ICE STORM

Steps of Action

1. School administration will monitor changing weather conditions and monitor weather forecast.
2. The Superintendent or his representative will communicate with sending schools regarding any adverse weather.
3. Northwest Technology Center will consider any action taken by sending schools regarding whether classes will be held, delayed, or cancelled.
4. If weather becomes adverse after 6 a.m. the Northwest Technology Center Superintendent or his representative will contact area agencies to determine road conditions. This information will help the Superintendent or his representative determine what, if any, changes Northwest Technology Center will make regarding afternoon, full-time classes, and evening Adult Career Development (ACD) classes.
5. Any class changes made as a result of Step # 4 will be communicated by the Assistant Superintendents at each campus through radio stations KALV, KPAK, KNID, and K101 and television stations channels 4, 5, and 9.
6. In the case of school closure or delayed opening, Northwest Technology Center will broadcast information (a recorded One Call message) to full-time students no later than 6:30 a.m. *

* **Recommended:** Northwest Technology Center will broadcast voice notification messages (One Call) **only** to those students and/or parents who have completed a "Contact Information Consent" form and filed it with Northwest Technology Center.

Response Team:

Superintendent will contact sending schools and local agencies.

BIS Director and PN Instructor will determine if afternoon and evening classes will be held, adjusted, or cancelled after consulting with Superintendent.

Superintendent contact media with any school/class cancellations or changes.

Custodial/Maintenance Staff will assist with the clearing of paths and walkways; ice-melt will be stored in the warehouse to assist with the clearing of paths and walkways.

HAZARDOUS MATERIAL SPILL

Steps of Action

1. Staff will identify the hazard (spill, leak, fire, explosion, injury).
2. Instructor should evaluate the classroom, following the emergency evacuation procedure and contain the hazard. Tape off area to avoid unnecessary exposure.
Note: Instructors will be responsible to provide updated information for the Master Chemical Inventory List and Master Safety Data Sheets (SDS) book for all hazardous chemicals used in their program.
3. Staff member will notify the Front Office Administrative Assistant of the incident (**Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021**).
4. The Front Office Administrative Assistant will notify the Assistant Superintendent and the Custodial/Maintenance Staff.
5. The Assistant Superintendent will determine if evacuation procedures or shelter in place procedures are required and will notify staff, instructors, students and guests over the public address system.
6. The Assistant Superintendent and/or Custodial/Maintenance Staff will determine if the appropriate medical or emergency agency will be called to the scene.
7. Staff will assist with clean up and dispose of hazardous material according to the SDS sheet and as outlined by the Environmental Protection Agency (EPA).
8. The instructor will complete an Accident/Incident report.

Note: If a victim is sent to the emergency room for treatment, send a copy of the SDS with the victim.

Response Team:

Instructor or Staff Membercontact Front Office Administrative Assistant of the incident (**Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021**). Will evacuate students and guests from building or shelter in place as directed by Assistant Superintendent, will assist administration with the identification of the chemical and will complete a campus Accident/Incident report on page 40.

Front Office Administrative Assistant will contact the Assistant Superintendent, the Custodial/Maintenance Staff, and **9-911** in order to contact the Fire Department or other emergency personnel.

Assistant Superintendentwill determine if evacuation procedures or shelter in place procedures are required and will notify staff, instructors, students, and guests over the public address system.

GAS LEAK

1. Notify Front Office Administrative Assistant (**Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021**).
2. Clear the area immediately (evacuate building if necessary).
3. Front Office Administrative Assistant will notify the Assistant Superintendent and Custodial/Maintenance Staff.
4. Custodial/Maintenance Staff will call emergency number of supplier: **Alva Campus - Oklahoma Natural Gas Company (800-664-5463)** or **Fairview Campus – Center Point Energy (866-275-5265)**.
5. Assistant Superintendent or their designee will call fire and police by dialing **9-911**.
6. Custodial/Maintenance Staff will determine the nature or cause of suspected leak and take appropriate steps to correct the problem, i.e., shut off gas at valve.
7. Assistant Superintendent or their designee will decide if there is a need to cancel school.
8. Assistant Superintendent will coordinate with sending schools' transportation department to transport students.

Response Team:

- Instructor or Staff**will notify Front Office Administrative Assistant (**Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021**) and clear the area immediately.
- Front Office Administrative Assistant** will notify the Assistant Superintendent and Custodial/Maintenance Staff.
- Custodial/Maintenance Staff**will call emergency number of supplier: **Alva Campus – Oklahoma Natural Gas Company (800664-5463)** or **Fairview Campus – Center Point Energy (866-275-5265)**.
- Assistant Superintendent**will call fire and police by dialing **9-911**, determine if there is need to cancel school, and coordinate transportation, if needed.

CAMPUS WIDE ELECTRICAL OUTAGE

Steps of Action

1. Generator will supply back-up power. Continue with Steps 2 through 6.
2. Notify Front Office Administrative Assistant (**Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021**).
3. Front Office Administrative Assistant will notify the Assistant Superintendent and Custodial/Maintenance Staff.
4. Front Office Administrative Assistant will report outage to supplier: **Alva Campus OG&E (800-522-6870)** or **Fairview Campus Fairview Municipal Authority (580-227-4416)**.
5. Assistant Superintendent or their designee will decide if there is a need to cancel school.
6. Assistant Superintendent will coordinate with sending schools' transportation departments to transport students.

Response Team:

Instructor or Staffwill notify Front Office Administrative Assistant (**Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021**) of power outage.

Front Office Administrative Assistant will notify the Assistant Superintendent and Custodial/Maintenance Staff of outage and report outage to supplier: **Alva Campus OG&E (800-522-6870)** or **Fairview Campus Fairview Municipal Authority (580-227-4416)**.

Custodial/Maintenance Staff will take appropriate steps to restore power, if possible.

Assistant Superintendentwill decide if there is a need to cancel school, and coordinate transportation of students, if needed.

WILDFIRE / GRASS FIRE

Steps of Action

1. Notify Front Office Administrative Assistant (***Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021***) regarding the location of grassfire.
2. Front Office Administrative Assistant will call 9-911 to notify the fire department.
3. Front Office Administrative Assistant will contact the Assistant Superintendent and Custodial/Maintenance Staff.
4. Assistant Superintendent and Custodial/Maintenance Staff will assess the situation and coordinate with the fire department the need to evacuate the building.
5. Assistant Superintendent will coordinate with sending schools' transportation departments to transport students.

Response Team:

Instructor or Staff will notify Front Office Administrative Assistant (***Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021***).

Front Office Administrative Assistant will notify fire department by **9-911** and notify Assistant Superintendent and Custodial/Maintenance Staff.

Custodial/Maintenance Staff will assess the situation and coordinate with the fire department.

Assistant Superintendent will coordinate with the fire department the need to evacuate the building and coordinate transportation, if needed.

FIRE

Steps of Action

1. Staff discovering the fire will pull fire alarm pull station to sound alarm and contact the Front Office Administrative Assistant of the fire (***Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021***). **The fire alarm will be a buzzer sound with flashing lights.**
2. Staff will give the Front Office Administrative Assistant the general location of fire.
3. The Front Office Administrative Assistant will notify the Assistant Superintendent or their designee of the fire.
4. Staff finding fire use fire extinguisher only if the fire is “small incipient stage,” you have been trained on how to use a fire extinguisher, and it is safe to do so. Do not block exit, make sure you have a way out and begin the evacuation of students/personnel from the area.
5. The “Fire Alarm” will be activated to warn occupants of the danger.
6. Activate the *RAVE Alert System*.
7. Following the evacuation procedures, all staff will exit the building through the nearest exit closing doors behind them as rooms are cleared.
8. Instructors will take roll to ensure safety of all students and that all students are accounted for after reporting to designated safe area.
9. The Assistant Superintendent or their designee will assess damage, decide if there is a need to cancel school, and coordinate transportation, if needed.

Response Team:

Instructor or Staff will pull fire alarm and notify the Front Office Administrative Assistant of the fire (***Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021***).

Front Office Administrative Assistant will **phone 9-911** and notify the Assistant Superintendent or their designee of the fire.

Assistant Superintendent will activate Fire Alarm, supervise the evacuation, and work with local emergency response personnel.

Front Office Administrative Assistant will notify personnel of the emergency.

Instructor evacuate classroom, remain with students, and take roll call at assembly point.

Staff..... assist with the evacuation of students and visitors, report to the Assistant Superintendent.

****Building Diagrams/Evacuation Maps are located on page 45 for Alva Campus and on page 46 for Fairview Campus.****

BOMB THREATS

Steps of Action

Person taking the call, get as much detail as possible about the bomb and its location. Request more information by expressing a desire to save lives.

Response Team:

Individual taking the call or receiving the notice of a threat

..... note as much information as possible from the caller or person giving the information, contact the Front Office Administrative Assistant (**Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021**), use bomb threat report on page 32.

Front Office Administrative Assistant will contact the Assistant Superintendent.

Assistant Superintendent will determine need for evacuation and notify staff accordingly. The Assistant Superintendent or their designee will make an all page "This is an unscheduled fire drill; please evacuate the building at this time" and will activate the RAVE Alert System. Gather information from staff on anything suspicious. Assign support staff to administer first aid assistance at evacuation site. Secure the scene.

Front Office Administrative Assistant call Police 9-911 as directed, notify other buildings on campus, and notify Superintendent's office.

Instructor will evacuate building, remain with students, and take roll.

Staff..... will assist with evacuation of students and visitors, check restrooms and other spaces to make sure building is clear and report to Assistant Superintendent.

Custodial/Maintenance Staff..... secure entrances to campus.

Note: All staff must have a copy of the bomb threat report near their phone.

BOMB THREAT REPORT

Name of Person completing form _____

This report should be filled out for purposes of investigation

*Keep a copy of this form at the primary telephone in each building and at the two main switchboards.

1. Document the following details:
 - a. Date _____
 - b. Time _____
 - c. Gender _____
 - d. Age _____
 - e. Culture _____
 - f. Length of call _____
 - g. Phone number called _____

2. Ask the caller the following questions:
 - a. When is the bomb going to explode? _____
 - b. Where is it right now? _____
 - c. What does it look like? _____
 - d. What will cause it to explode? _____
 - e. What kind of bomb is it? _____
 - f. Did you place the bomb? _____
 - g. Why did you put it in the building? _____
 - h. What is your address? _____
 - i. What is your name? _____

3. Document the caller's voice (check all that apply)

<input type="checkbox"/> calm	<input type="checkbox"/> had stutter	<input type="checkbox"/> slow	<input type="checkbox"/> deep
<input type="checkbox"/> nasal	<input type="checkbox"/> excited	<input type="checkbox"/> raspy	<input type="checkbox"/> familiar
<input type="checkbox"/> angry	<input type="checkbox"/> had lisp	<input type="checkbox"/> rapid	<input type="checkbox"/> ragged
<input type="checkbox"/> clearing throat	<input type="checkbox"/> deep breathing	<input type="checkbox"/> cracking voice	<input type="checkbox"/> whispered
<input type="checkbox"/> disguised	<input type="checkbox"/> soft	<input type="checkbox"/> slurred	<input type="checkbox"/> distinct
<input type="checkbox"/> normal	<input type="checkbox"/> laughter	<input type="checkbox"/> crying	<input type="checkbox"/> accent

4. Document the caller's threat language (check all that apply)

<input type="checkbox"/> incoherent	<input type="checkbox"/> irrational	<input type="checkbox"/> taped	<input type="checkbox"/> foul
<input type="checkbox"/> message read?	<input type="checkbox"/> well-spoken (educated)		

5. Document any background sounds observed (check all that apply)

<input type="checkbox"/> animal	<input type="checkbox"/> PA system	<input type="checkbox"/> static	<input type="checkbox"/> machinery
<input type="checkbox"/> local	<input type="checkbox"/> booth	<input type="checkbox"/> street	<input type="checkbox"/> music
<input type="checkbox"/> motors	<input type="checkbox"/> voices	<input type="checkbox"/> toll	<input type="checkbox"/> _____

other

6. **DO NOT DISCUSS THIS CALL WITH OTHER PERSONNEL.**

PERIMETER SECURITY PROCEDURES

Lockout

Steps of Action

General Procedures

Perimeter Security will be implemented when the threat or possible threat is believed to be **OFF campus** and the students and staff are **not** in immediate danger.

Signal/Announcement

An announcement will be made of the campus public address system and/or RAVE Mobile Security System announcing the need to implement Perimeter Security measures.

Action Steps

Instructors will secure their area, limiting access into classrooms/shops by locking entrances to their classrooms or shops. Students will be instructed to stay within the classroom/shop unless given permission by their instructor to leave with instructions to return as quickly as possible.

Student breaks may be canceled or adjusted as directed by the Assistant Superintendent. If student breaks are allowed during the campus lockout, instructors will provide direct supervision of their students to the break area and back to their classroom.

All entrances into the building will be secured. The main entrance will be under supervision of administration (or designee) to allow for guests and students to enter through the main entrance. Signs should be posted on all locked doors directing students to enter through the specified supervised entrance.

When Perimeter Security is implemented, traffic will be monitored through the one controlled entrance.

Response Team:

Assistant Superintendent will be notified if a threat or possible threat is believed to be “off-campus” and students and staff are NOT in immediate danger. Will authorize “Lockout Notification” and instruct custodial/maintenance staff to secure all entrances into the building and to post “Lockout Notification” on secured doors and will activate the RAVE Alert System. Will notify staff when it is appropriate for “Lockout” procedures to cease.

Front Office Administrative Assistant will make the “Lockout Notification” on public address system

Instructor and Staff will secure their area, limiting access into classrooms/shops by locking entrances during “lockout”.

Custodial/Maintenance Staffwill lock all external doors and post signs on locked outer doors.

INTRUDER ON CAMPUS PROCEDURE

Lockdown

INTRUDER - Anyone who poses a threat to the safety of students, staff, or the facility, and is no longer wanted on campus.

Steps of Action – *This guide cannot cover every possible situation that might occur. It is a tool that can reduce the number of injuries or deaths if put into action as soon as an intruder situation develops. Quickly determine the most reasonable and safest way to protect your own life. Intruder situations are unpredictable and evolve quickly. **If you can - escape**. If there is an accessible escape path, attempt to evacuate the premise. If you cannot safely escape, follow procedure below:*

Call extension **2015** or **2044** or **327-0344** on the **Alva** campus or extension **1002** or **1021** or **227-3708** on the **Fairview** campus, if you discover the threat. Call **9-911** from campus phones or **911** from cell phones when there is an imminent threat to life. Notify those around you and anyone you can who is outside. Use judgment about safety of doing so. Lock doors. Activate the *RAVE Alert System*.

Front Office Administrative Assistant will notify Assistant Superintendent who will activate the Intruder alarm. **The Intruder alarm will be a warble tone at the Alva Campus. An announcement will be made over the intercom system at the Fairview Campus.**

1. Move to a location within the building that has a lockable door and lock it, or:
 - a. Use a door wedge to secure door from inside
 - b. Stack furniture in front of the door
2. **Hide.** Get out of the line of sight and fire.
 - a. Get away from windows, doors, and outer walls
 - b. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
 - c. Close, cover, turn off, or lock, if possible, windows, blinds, window in the door, lights, ventilation.
3. Be Quiet. Do not draw attention to yourself.
 - a. Do not talk
 - b. Turn off audio equipment.
 - c. Turn off cell phones and radios or turn to vibrate.
4. Do not exit the building when a fire alarm sounds UNLESS
 - a. You have reason to believe that there really is a fire in the building, or
 - b. You have been advised by a school official or other recognized emergency responder to evacuate.
5. Be ready to move, if current position is judged to be too dangerous. Be aware of possible escape routes.
6. **Take action against the active shooter**, as a last resort, and only when your life is in imminent danger.
7. Recognized law enforcement or a school official will notify occupants when it is safe to resume normal activities.

Response Team:

Instructor or Staffwill notify Emergency Response by dialing **9-911** and then notify Front Office Administrative Assistant.

Front Office Administrative Assistantwill notify Assistant Superintendent or their designee.

Assistant Superintendentwill determine if the individual is authorized to have a firearm/weapon on campus.

Front Office Administrative Assistantif needed, will make the "Lockdown Notification".

Instructor and Staffwill move to their lockdown locations, will remain quiet and not move until sheriff or school personnel say it is safe.

Assistant Superintendentwill notify **9-911** and provide information.

Motor Vehicle Crash

Steps of Action

- 1 – Ensure all participants are accounted for and responsive.
- 2 – If anyone is ejected from the vehicle, unresponsive, or injured call 911 immediately.
- 3 – Assess your vehicle's condition to determine if it is safe to occupy and if it can safely be moved.
 - If able, move vehicles out of traffic to a safe place adjacent to the crash site and activate hazard lights.
 - If it is safe to do so, remain in the vehicle with seat belts fastened until help arrives.
 - If it is unsafe to remain in the vehicle, participants should cautiously exit and move to a safe location away from traffic and hazards.
 - Turn on hazard lights, put on a safety vest located in the vehicle emergency kit and set out warning devices, if possible, to do so without endangering yourself or others.
 - Do not smoke or place lit flares within 25' of damaged vehicles or fluids which have leaked from them.
 - If a vehicle cannot be moved, call 911, call the Assistant Superintendent and wait for assistance.
 - If it is safe to do so, remain in the vehicle with seat belts fastened until help arrives.
 - If it is unsafe to remain in the vehicle, cautiously exit and move to a safe location away from traffic and hazards.
 - Turn on hazard lights, put on a safety vest located in the vehicle emergency kit and set out warning devices, if possible, to do so without endangering yourself or others.
- 4 – Call the local police or highway patrol to report the accident.
- 5 – Activate the *RAVE Alert System*.
- 6 – Do not leave the scene until you have exchanged information with other motorists or the police release you from the scene.
 - Exchange name, address, phone number, insurance company, policy number, driver's license number, and license plate number for the driver and the owner of each vehicle.
 - If the driver's name is different from the name of the insured, establish what the relationship is and take down the name and address for the driver and the insured.
 - Make a written description of each car, including year, make, model and color and the exact location of the collision and how it happened.
- 7 – Notify your Assistant Superintendent as soon as possible.
- 8 – Complete an Accident/Incident Report, found on page 40, as soon as possible and submit it to Human Resources.
- 9 – If the vehicle needs to be towed, or needs repairs to operate safely, contact the Assistant Superintendent.

MAIL HANDLING

Steps of Action

When a suspicious package or piece of mail is identified:

1. STAY CALM.
2. Do not open the letter or package.
3. If you become suspicious of the letter or package while in the process of opening it, STOP immediately. DO NOT open it any further, DO NOT shake it, DO NOT show it to others and DO NOT empty its contents.
4. Leave it where it is or gently place it on the nearest flat surface.
5. If possible, gently cover the letter or package (use a trash can, article of clothing, etc.).
6. Shut off any fans or equipment in the area which may circulate the material.
7. Alert others nearby to relocate to an area away from the site of the suspicious item(s).
8. Take your essential belongings in case your return to the area is delayed.
9. Close the door into the immediate area of the suspicious package and keep others away.
10. Call 9-911 immediately and notify the Front Office Administrative Assistant.
11. Wash your hands thoroughly with soap and water.
12. Follow instructions from emergency personnel regarding medical attention.

Response Team:

Instructor or Staff will notify Emergency Response by dialing **9-911** and then notify Front Office Administrative Assistant.

Front Office Administrative Assistant will notify Assistant Superintendent or their designee.

Assistant Superintendent will notify staff to relocate to an area away from the site of the suspicious item(s) and will determine if building should be evacuated.

SAFER/SHELTER ROOMS

Campus	Rooms
Alva	Room 12 – Multi Purpose Room
Fairview	Math Room

** See campus map for Alva Campus on page 45 and Fairview Campus on page 46. **

EMPLOYEE INSTRUCTIONS FOR ACCIDENTS / INJURIES BEFORE 4:00 PM

BEFORE 4:00 PM:

Steps of Action for weekday emergencies: These steps are to be posted in an easy-to-locate area at the front desk. In the event that the Front Office Administrative Assistant is absent or gone temporarily, these steps should be pointed out to any replacement employee.

Step #1 - Questions to ask. Upon receiving a call for assistance, ask the following questions:

1. What is the student's / victim's name?
2. Where is the student / victim located?
3. What is the nature of the injury?
4. Is the student / victim conscious?
5. Is the student / victim bleeding?

Step #2 - If ambulance or fire department is needed

1. dial **9-911** for emergency assistance.

Step #3 - Call for help: Contact the Main Office Administrative Assistant (*Alva Campus ext. 2015 or 2044; Fairview Campus ext. 1021*)

Step #4 - Call for medical assistance

ALVA CAMPUS

1. Mandy Clepper, PN Director, **ext 2081**, if not available call:
2. Lacey Volker, PN Instructor, **ext 2080**, if not available call:
3. Halah Nusser, Business and Industry Services Health Coordinator, **ext 2059**.
4. Brooke Meyer, Health Careers Certification Instructor, **ext 2025**.

FAIRVIEW CAMPUS

1. Debra Button, Health Careers Instructor, **ext 1010**, if not available call:
2. Melissa Powell, Business and Industry Services Health Coordinator, **ext 1026**.

Step #5 – Designate someone to meet Emergency Medical Services at front door and walk Emergency Medical Services to the victim.

Step #6 - Who to notify

1. Assistant Superintendent (*Alva Campus, Jeremy Eaton, ext 2020; Fairview Campus, Colt Shaw, ext 1000*).
2. Public Information Officer (*Melinda Barton, ext. 2032*).

Step #7 - Contact custodial services to decontaminate the accident scene.

Step #8 - Complete Accident / Incident Report found on page 40.

EMPLOYEE INSTRUCTIONS FOR ACCIDENTS / INJURIES AFTER 4:00 PM AND WEEKENDS

AFTER 4:00 PM, AND WEEKENDS:

Steps of Action for evening and weekend emergencies: These steps are to be posted in an easy-to-locate area at the front desk. In the event that the Front Office Administrative Assistant or Night Registrar is absent or gone temporarily, these steps should be pointed out to any replacement employee.

Step #1 - Questions to ask. Upon receiving a call for assistance, ask the following questions:

1. What is the student's / victim's name?
2. Where is the student / victim located?
3. What is the nature of the injury?
4. Is the student / victim conscious?
5. Is the student / victim bleeding?

Step # 2 - If ambulance or fire department is needed

1. Dial **9-911** for emergency assistance.

Step # 3 - Call for help: Call the Night Registrar (*Alva Campus ext. 2054 or 2015; Fairview Campus ext. 1025 or 1021*).

Step # 4 - Designate someone to meet Emergency Medical Services at front door and walk Emergency Medical Services to the victim

Step # 5 - Who to notify

1. Superintendent, Daren Slater at **580-484-7316**
2. Business and Industry Services Director, **Alva Campus** - Charlotte Hadwiger at **580-430-5164** or **Fairview Campus** – Jason Wallace at **580-799-7620**.
3. Assistant Superintendent, at **Alva Campus** – Jeremy Eaton at **405-202-1223** or at the **Fairview Campus** – Colt Shaw at **918-695-0842**.
4. Public Information Officer, Melinda Barton at **580-430-1572**.

Step # 6 - Contact custodial services to decontaminate the accident scene.

Step # 7 - Complete Accident / Incident Report found on page 40.

Northwest Technology Center

ACCIDENT/INCIDENT FORM

Student

Employee

Visitor

Is this an Accident Incident?

To be filled in at the time of the accident/incident by the person caring for the injured person or by the person who is reporting the accident/incident.

Name: _____ Phone: _____

Address: _____ Gender: _____

High School or Adult _____ Date: _____ Time: _____

Program: _____ Teacher: _____

If high school student, were the parents' notified? Yes _____ No _____

Person Notified: _____ Time: _____

Location of Accident/Incident: _____

Person(s) in Attendance: _____

How Accident/Incident Occurred and description of injury if applicable: _____

Treatment/Disposition: _____

(Signature)

Statement: "I _____, (**refused or accepted**) to have treatment provided by the school nurse."
Circle One

Signature: _____

Date: _____

Routing Information: Initial and route to Superintendent

_____ Business and Industry Services Director _____ Assistant Superintendent

If the injured person is an employee, the Assistant Superintendent will notify the Business Office.

AED / CPR / FIRST AID KIT LOCATIONS

Campus	Type of Kit	Location
Alva	AED	Main East Entrance Hallway Outside BioMed Classroom Hallway Outside BIS Training Room
	CPR	Front Office Health Training Room
	First Aid	Front Office Main East Entrance Hallway Outside BioMed Classroom Hallway Outside BIS Training Room Hallway Outside Health Classroom BioMed Supply Room All Instructional Classrooms
Fairview	AED	Front Office
	CPR	Front Office & Health Training Room
	First Aid	Front Office All Instructional Classrooms

BACKUP CAMPUS COMMUNICATION PLAN

Loss of Public Address System and/or Telephone Communications:

In the event the Public Address and/or the Telephone Systems are not operational the primary form of communication will be cell phones and hand-held communication devices.

Access and Re-Entry Program

The purpose of the Access and Re-Entry Program is to control the flow of resources and personnel into the area of an incident.

Campus Security

- **School Resource Officer (or designee)**
- **Head Maintenance (or designee)**
- **Maintenance (or designee)**

To provide security and access, the Campus Security Team will:

- Upon evacuation, secure the school, if appropriate.
- Set up access control points to control the flow of people going into the building.
- Meet outside responders at the emergency access points.
- Establish and maintain contact with police, other emergency response agencies and Incident Command.
- Ensure only authorized personnel enter the incident scene and keep spectators out of the area.
- Advise the Incident Command of expected disruptions to operations and advisable measures to protect occupants.
- Maintain access route for emergency personnel and vehicles.
- Making safety inspection of building and facilities which may have been damaged, initially and subsequently.
- Cordon off areas with apparent structural damage or other dangers.
- Shut down utilities and building systems if advised to do so by the Incident Command or law enforcement.
- Coordinate efforts of and act as a liaison with public utilities.
- Provide auxiliary power, lighting, etc. as needed.
- Ensure that all responders are working in a safe environment.
- Station team members at obvious access points to direct parents, fire, rescue, police, and medical personnel.
- Direct volunteers to Logistics Section.
- Maintain sidewalks, driveways, and parking lot.
- Assist emergency responders in searching the school.
-

To prepare for re-entry, will:

- Unlock the school and prepare to return the school back to a normal condition.
- Maintain infrastructure integrity.
- Re-activate utilities and systems when appropriate.
- Notify Incident Command when school is safe to return.

Command Center Coordinator

- **Command Center Coordinator and/or designee(s)**

The Command Center Coordinator and/or designee(s) will:

- Prepare to receive volunteers with a Volunteer Assignments Record showing the time the volunteer arrived, name, credentials, assignment, and time they leave.
- Provide volunteers with an assignment.
- Set up sanitation facilities.
- Monitor sanitation and properly care for waste until it can be disposed.
- Gather all food/water supplies for distribution and conserve, as needed.
- Set up areas for shelter, sleeping, eating.

Crisis Intervention Team

- **Counselor(s) or designee(s)**
- **Crisis Response Team or designee(s)**

The Reunification Team, to provide for Reunification, will:

- Establish reunification site.
- Prohibit media from the reunification site and direct media to an alternate site.
- Deliver students to the student staging area at reunification site.
- Make Crisis Counselors available at the reunification site.
- As soon as parents/guardians arrive, "Greeters" will direct parents/guardians to parent check-in location and help them understand the unification process.
- Have parents/guardians complete reunification form.
- Check to assure adult is authorized to take student.
- Ask to see identification of person wishing to take student.
- Have designated staff bring student from the student staging area.
- Confirm each student recognizes the adult as a legitimate, authorized adult.
- Obtain signature of person taking student on Student Release Log.

Reunification Team









- **Counselor(s) or designee(s)**
- **Assistant Superintendent(s) or designees(s)**
- **School Resource Officer**

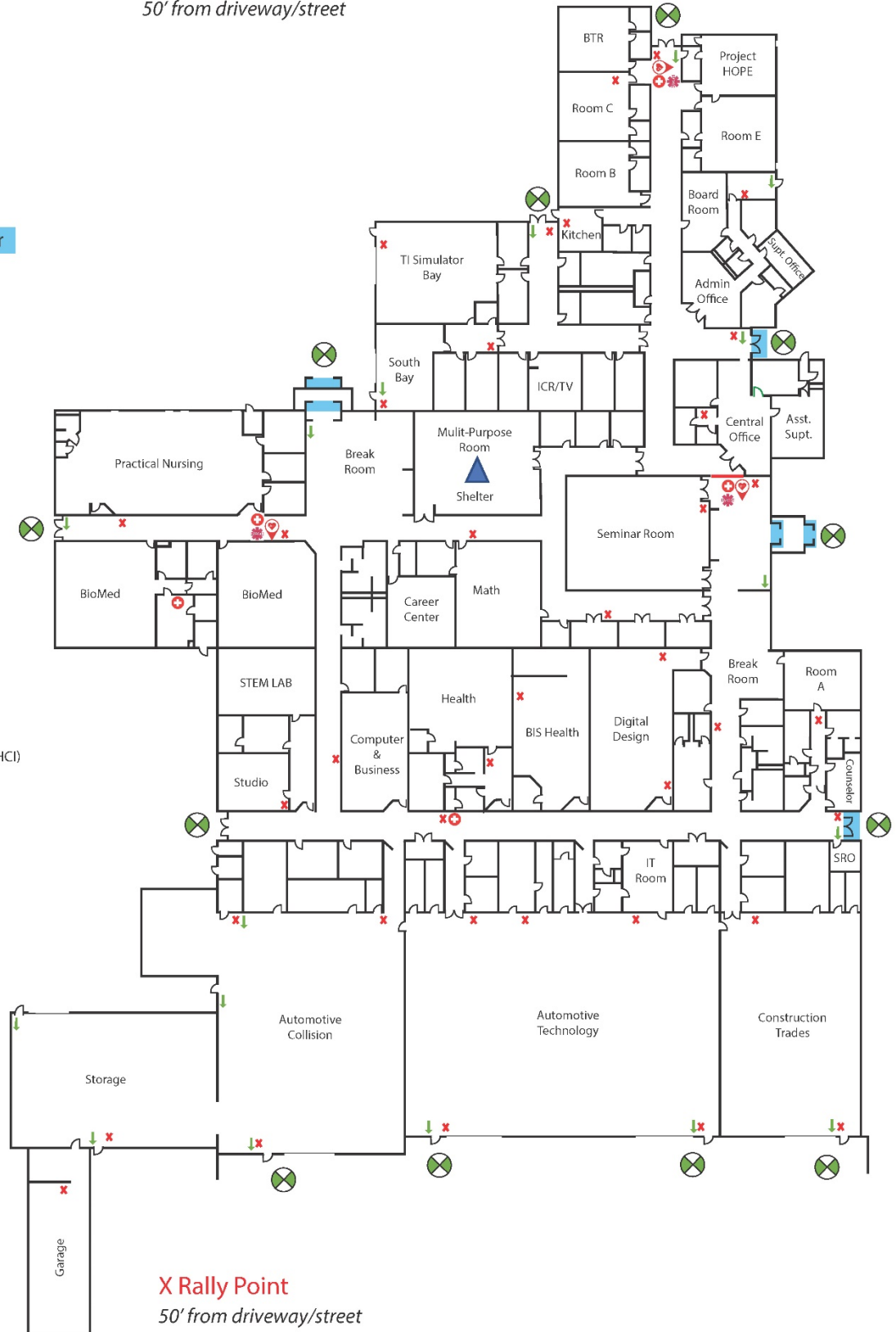
Northwest Technology Center - Alva Emergency Evacuation Plan



X Rally Point
50' from driveway/street

Handicap Accessible Door







- Fire door lowers during fire and power outages.
-  Storm Shelter
-  Exit
-  Fire Pull
-  Fire Extinguisher
-  You are Here
-  AED
-  First Aid Kit
-  NARCAN (naloxone HCl)
Nasal Spray

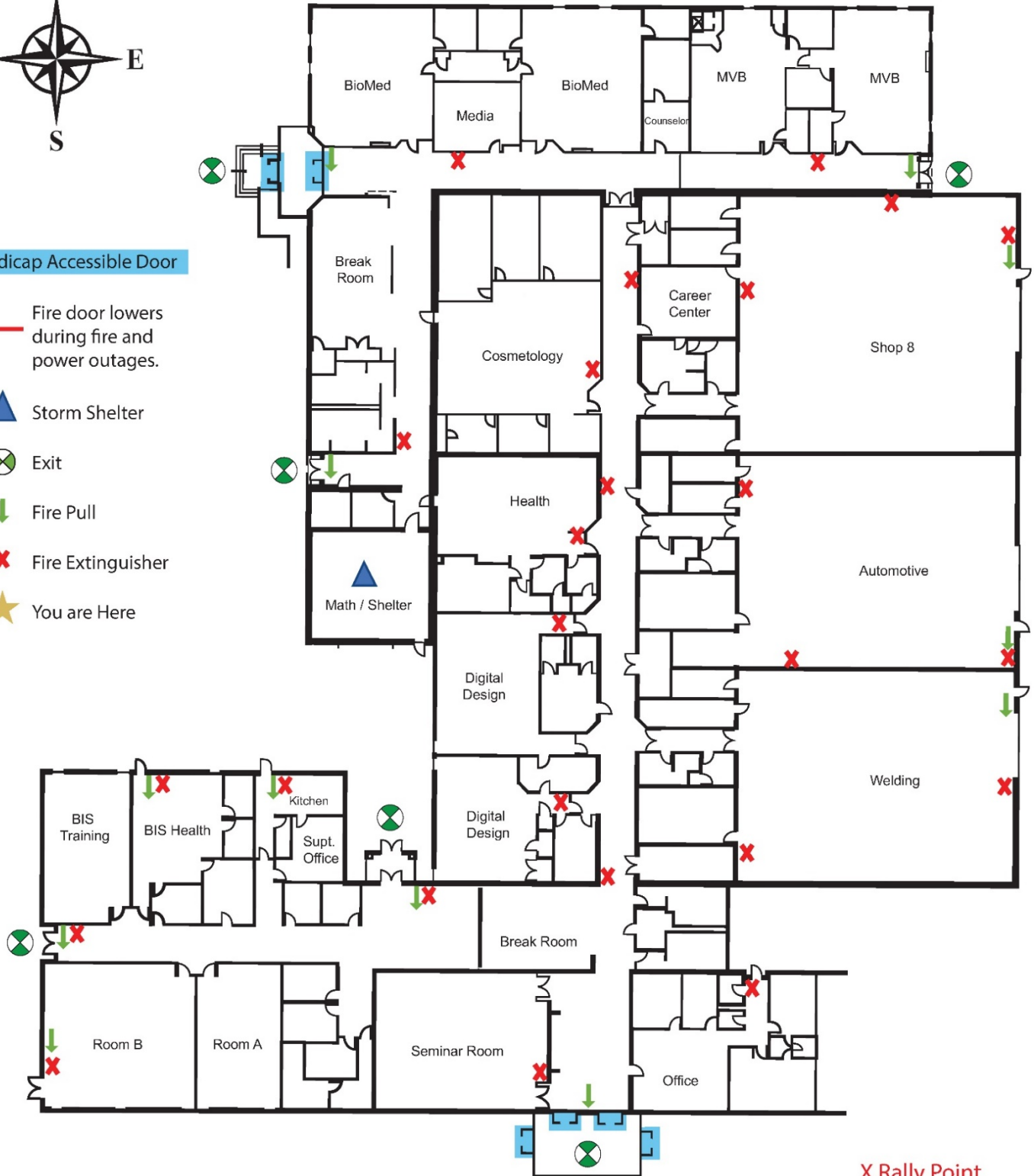


Northwest Technology Center - Fairview Emergency Evacuation Plan



Handicap Accessible Door

-  Fire door lowers during fire and power outages.
-  Storm Shelter
-  Exit
-  Fire Pull
-  Fire Extinguisher
-  You are Here



X Rally Point
50' from driveway/street