

University of Oklahoma College of Dentistry Evacuation Plan

Building Coordinators: Liz Bennie and Kim Graziano

The Building Coordinators are responsible for ensuring that all persons in their respective departments know how to exit the building in the event of a fire or other emergency. They are also responsible for identifying and educating floor representatives and department coordinators in the COD about the Fire and Weather evacuation plans. The Environmental Compliance Officer is also responsible for verifying that all individuals in each area have successfully completed Fire Safety Training.

Floor Representatives: Floor representatives are responsible for ensuring that individuals in each area or building know the location of all fire extinguishers (see *Appendix A*), fire exits, evacuation routes, accessible safe areas (on the east sides of the second floor, for example) and alarm systems, and how to use them. In the event of an emergency, floor representatives are also responsible for assisting all persons on the floor exit the building using the stairwells; helping everyone stay calm and not panic; and verifying that all persons have evacuated the floor.

Location	Representative	Back-Up Representative
5 th Floor	Diana Stone	Julie Mowdy
4 th Floor	Heather Gibson	Sherri Eleby-Lewis
3 rd Floor	Joni Jenkins	Karen Nichols
2 nd Floor	Kim Graziano	Sabrina Savage
1 st Floor	Jo Rumley	Darryl Vogt

Department Coordinators: Each Department Coordinator is responsible for maintaining a current head count of persons in their respective departments. Once at their assigned Muster/Meeting Point (see *Appendix B*), each Coordinator is responsible for accounting for all persons in their respective departments and relaying that information to the Building Coordinators.

Department	Coordinator	Co-Coordinator
Administration/Dean's Office	Diana Stone	Julie Mowdy
AEGD	Shannon Moomey	Dr. Vaughan
Clinic Operations	Joni Jenkins	Dr. Mullasseril
Clinical Support- CBO, Comm. Center	Karen Nichols	Adam Bruce
Community Dentistry	Marsha Beatty	Dr. Cumby
Dental Hygiene	Karen Rucker	Donna Wood
Dental Materials/Research	Luellen Chenoweth	Dr. Khajotia
Endodontics	Suzan Stone	Dr. Goldbeck
Information Tech	Jason Jones	Scott Newhouse
Fixed Prosthodontics	Julie Hall	Dr. Jacobsen
Operative Dentistry/ Restorative Dentistry	Suzan Stone	Dr. Fruits
Oral Diagnosis	El Wall-Ellis	Dr. Settle
Oral Implantology	Jana Williams	Gina Newsom
Oral Pathology	Karen Lassiter	Dr. Lewis
Oral Surgery	Gail Oldham	Lisa Nichols
Orthodontics/Grad Ortho	Terrie Birdsong	Donna Bentley
Pediatric Dentistry	Irene Quintero	Dr. Fagan
Periodontics/Grad Perio	Stephanie Ward	Dr. Koticha
Comprehensive Care	Sharon Ingram	Dr. Nan Shadid
Storeroom and Houskeeping Staff	Jack Dever	
OU Dentistry	Sherri Eleby-Lewis	Kathleen McCarroll
Student Store	Darla Hall	

Department	Coordinator	Co-Coordinator
Support Lab	David Dembinski	Tammy Bailey
Dental Hygiene Students DH I & II's	Class Presidents	Class Vice-Presidents
Dental Students DS 1 & 2 (during class or lab)	Class Presidents	Class Vice-Presidents
Dental Students DS 3 & 4 (during class or lab)	Class Presidents	Class Vice- Presidents
OD Clinic/Radiology	Supervising faculty	Supervising faculty
Oral Surgery Pre-doc Clinic	Supervising faculty	Supervising faculty
ARC Clinic	Supervising faculty	Supervising faculty
Shillingburg (Blue) Clinic	Supervising faculty	Supervising faculty
Robertson (Burgundy) Clinic	Supervising faculty	Supervising faculty
Miranda (Gold) Clinic	Supervising faculty	Supervising faculty
Green Clinic/Implantology	Supervising faculty	Supervising faculty
Pedo/Ortho Clinic	Supervising faculty	Supervising faculty

Fire Evacuation Plan: * OUHSC procedures requires that buildings and vehicles shall be evacuated upon discovery of a fire and that only those persons who have received proper training in the use of portable fire extinguishers should attempt to extinguish the fire in its early stages.

If a fire cannot be extinguished, the fire alarm should be activated and/or a 911 call should be placed immediately. Interior fires in the workplace pose a greater hazard to personnel. These fires can produce greater exposure to quantities of smoke, toxic gases, and heat because of the capability of a building or structure to contain or entrap these combustion products.

All COD patients, students, faculty, staff and visitors are expected treat all fire alarms as actual emergencies and follow the steps for evacuation. It is not appropriate to assume that an alarm is due to a drill or a spurious condition just because there is no visible flame or smoke in your area. It is also not acceptable to call Campus Police to ask if a fire alarm is "real."

When the fire alarm sounds, everyone must evacuate the building. The fire alarm in this building is a ringing bell.

- When the fire alarm is sounded all personnel must begin to exit the building by going to the closest marked EXIT. All exits are marked on the evacuation maps, which are located next to each elevator. DO NOT USE ELEVATORS.
- Campus Police are automatically notified when the fire alarm is activated. It is not necessary to contact the Campus Police if the fire alarm is sounding.
- All lit Bunsen burners and handheld torches shall be extinguished before evacuating.
- Hall Fire doors will automatically close when fire alarm is sounded.
- Floor Representatives will direct people to the closest exits and ensure that everyone has evacuated their assigned floor before they proceed to their designated Muster/Meeting Point (see *Appendix B*).
- Supervising clinical faculty will be responsible for the safe evacuation of the students and patients under their supervision as follows:
 - Faculty, students and staff who are providing care to a patient are to remain with their patients at all times and, if possible, take them to their designated Muster/Meeting Point.
 - Oral Surgery patients who cannot exit the building safely should be accompanied to the east stairwell and await the assistance of Fire Department personnel.
- Under no circumstances may anyone re-enter the building until a Campus Police officer or the Building Coordinator has given approval to do so.

Severe Weather Plan: Weather in Oklahoma can change quickly and it may, at times, result in a need to seek shelter. Should this occur while you are in the building, the following is important to remember:

- The Dean's Office monitors the forecast during severe weather.
- Sirens will sound if there is a tornado warning within of the Oklahoma City area.
- Should there be a need to seek shelter, an announcement will be made over the intercom system.
- The OUHSC Emergency Communication System [ECS] will issue alerts in the event of severe weather and other emergency situations. The effectiveness of the ECS is dependent on the accuracy of the contact information in the system; therefore, all students, faculty and staff are encouraged to [keep ECS information up-to-date](#). If you have updated your information, you will receive a text message, email, and/or voicemail.
- Students, residents, faculty and staff should assist patients and visitors in seeking shelter in the areas mentioned below.

Severe Weather Shelter Locations within the COD are:

- First Floor
 - *North hallway between the two inner hallway doors.* These hallway doors are solid doors with magnetic holds. In the event that this area needs to be used for shelter during severe weather, the doors should be manually pulled shut on both ends of the hallway once everyone is in place. (Note: The magnetic locks only release when a fire alarm is sounded).
 - *Northeast and northwest inner stairwells.* (Note: Shelter should not be sought above the second floor in these stairwells.)
 - *Student Lounge/Locker room (Room 157, see Appendix C).* (Note: Doors leading to the hallway at both entrance/exit locations must be manually closed.)

- Second Floor
 - *Sedated patients only: North hallway between the fire doors.* Oral Surgery and Graduate Perio are to remain on the second floor and proceed to the area fire doors located in the north hallway. (Note: The Fire Marshal's Office and the Oklahoma City Fire Department dispatch has been advised of this location, which has been established to avoid risks associated with transporting patients that may be sedated down stairs to the 1st floor shelter area.)
- Additional Shelter Location
 - *Basement of Basic Sciences Education Building*
Only if it is safe to do so, you may seek shelter in the basement of the Basic Sciences Education Building (located on the west side of the dental school) or other designated shelter areas located on map in *Appendix D*.

Earthquake: In the event of an earthquake, the following guidelines should be followed:

- *During an Earthquake* drop, cover and hold on, and minimize movement to a few steps.
 - *If you are Indoors:*
 - Stay indoors until the shaking has stopped.
 - Do not use a doorway for protection, except if you know it is a strongly supported load-bearing doorway.
 - Do not use elevators.
 - *If you are Outside:*
 - Stay outside.
 - Move away from buildings, streetlights and utility wires.
- *After an Earthquake:*
 - Look around to make sure it is safe to move before exiting the building.
 - Be aware that electricity may go out or the sprinkler system may turn on.
 - Look for and extinguish small fires.

Lockdown: A campus-wide LOCK DOWN means that there is an external safety threat in the area. In the event of a lockdown, faculty, staff, students and residents should:

- Close all external doors and windows.
- Barricade doors that cannot be locked.
- Close window shades and blinds.
- Remain silent, including silencing cell phones.
- Stay in the building until further notice.
- Follow the directions of Campus Police or other emergency responders.

Active Shooter/Threat

- *Before an Active Threat*
 - Everyone is encouraged to notify Campus Police of any suspicions, observations or unusual behavior. Be aware of:
 - Unusually aggressive, odd, or scary behavior.
 - Sudden changes in behavior.
 - Threats of violence or retribution, either serious or said jokingly.
 - Remember additional on-campus resources for reporting concerning behavior:
 - Behavioral Intervention Team (BIT)
 - (405) 271-9BIT(9248) or bit@ouhsc.edu
 - Threat Assessment Response Committee (TARC)
- *During an Active Threat (Avoid, Deny, Defend)*
 - Avoid
 - Leave personal belongings behind.
 - Visualize possible escape routes, including physically accessible routes for those with disabilities and functional needs.
 - Avoid escalators and elevators.
 - Take others with you but do not to stay behind because others will not go.
 - Call 911 when safe to do so; and, let a responsible adult know where you are.

➤ Deny

If you find that you cannot get away from the shooter by exiting the structure, you should move to deny the shooter unfettered access to you and those around you:

- Lock the doors.
- Barricade the doors with heavy furniture.
- Close and lock windows, and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- Use strategies to silently communicate with first responders if possible, (e.g., in rooms with exterior windows make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants).
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room).
- Remain in place until given an all clear by identifiable law enforcement.

➤ Defend

The decision to defend is a personal choice. If neither your attempt to avoid or deny access has succeeded, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc.

**Appendix A:
FIRE EXTINGUISHER LOCATIONS**

1ST FLOOR	Comments
By Room 104	
East Lobby	Atrium (near Room 106)
Room 117	
By Room 125	
By Room 132	
By Room 138	
Room 138	
By NW Elevator	
Room 146	
By Room 147	
Room 153	
West Lobby (by Room 156A)	Commons
Inside Stair 1/Exit (Southwest)	
2ND FLOOR	Comments
By SE Elevators	
By Room 222B	
Room 230	Oral Surgery
By NE Elevator	
Room 244 East	AEGD
Room 245 (by Room 250)	
Room 253 (by Room 253A)	Graduate Periodontics
By NW Elevator	
By Room 281M	Radiology
Room 290 West	Oral Diagnosis
Inside Stair 1/Exit (Southwest)	
3RD FLOOR	
By SE Elevators	
Room 301	Senior Lab
Room 301A	Senior Lab
Room 308 (by Room 315)	Shillingburg Clinic
Room 309	Shillingburg Clinic
By NE Elevator	

Appendix A:
FIRE EXTINGUISHER LOCATIONS *(continued)*

3RD FLOOR <i>(continued)</i>	
Room 332 (by Room 339)	Robertson Clinic
Room 333	Robertson Clinic
Room 346	
3RD FLOOR	
Room 351	
Room 351A	
By NW Elevator	
Room 372 (by Room 379)	Miranda Clinic
Room 373	Miranda Clinic
Inside Stair 1/Exit (Southwest)	
4TH FLOOR	
By SE Elevators	
Room 409	Green Clinic
Room 416	Green Clinic
Room 418 (By Room 419)	Green Clinic
By NE Elevator	
Room 426 North (By Room 428)	Yellow/Orange Clinic
Room 433 NE	PreClinic
Room 433 SE	PreClinc
Room 433 West	PreClinic
Room 442 North	Graduate Orthodontics Clinic
Room 447	Graduate Orthodontics Clinic
By NW Elevator	
Room 488	Faculty Practice
By Room 488	Faculty Practice
Room 493	Faculty Practice
Inside Stair 1/Exit (Southwest)	
5TH FLOOR	
By SE Elevator	
By NE Elevator	
Room 524	
Room 526	
Room 535E	

Appendix A:
FIRE EXTINGUISHER LOCATIONS *(continued)*

5TH FLOOR	
By Room 544	
Room 544G	
By NW Elevator	
By Room 556	
Inside Stair 1/Exit (Southwest)	
6TH FLOOR (East Penthouse)	
By Stairs	
By Room 606A	
Elevator Equipment Room	
6TH FLOOR (West Penthouse)	
By Stairs	
By Room 607A	
Elevator Equipment Room	
6TH FLOOR (South Penthouse)	
By Door	

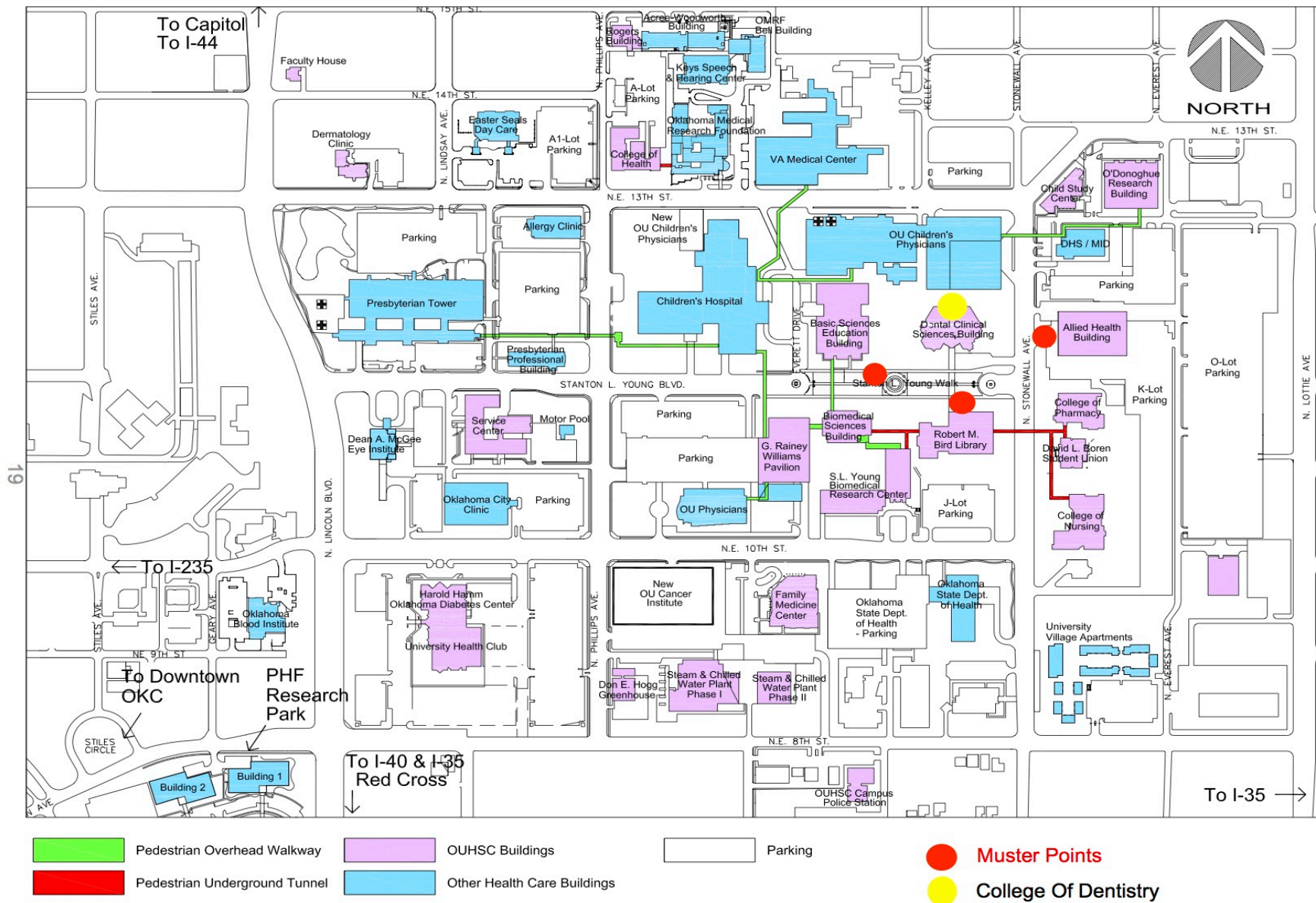
**Appendix B:
Designated Muster/Meeting Points**

Department	Meeting/Muster Point
Administration/Dean's Office	Library Stairs, North Side
AEGD	Allied Health, Front Lawn
Clinic Operations	Allied Health, Front Lawn
Clinical Support- CBO, Comm. Center	Allied Health, Front Lawn
Community Dentistry	Allied Health, Front Lawn
Dental Hygiene	Allied Health, Front Lawn
Dental Materials/Research	Fountain
Endodontics	Fountain
Information Tech	Fountain
Fixed Prosthodontics	Fountain
Operative Dentistry/ Restorative Dentistry	Fountain
Oral Diagnosis	Fountain
Oral Implantology	Allied Health, Front Lawn
Oral Pathology	Library Stairs, North Side
Oral Surgery	Library Stairs, North Side
Orthodontics/Grad Ortho	Fountain
Pediatric Dentistry	Allied Health, Front Lawn
Periodontics/Grad Perio	Fountain
Removable Prosthodontics	Allied Health, Front Lawn
Storeroom (Shipping & Receiving)	Allied Health, Front Lawn
Housekeeping Staff	Allied Health, Front Lawn

Appendix B (continued):
Designated Muster/Meeting Points

Department	Meeting/Muster Point
Storeroom	Allied Health, Front Lawn
OU Dentistry	Library Stairs, North Side
Student Store	Allied Health, Front Lawn
Support Lab	Library Stairs, North Side
Dental Hygiene Students: DH I & DH II	Allied Health, Front Lawn
Dental Students: DS I & DS II (during class or lab)	Library Stairs, North Side
Dental Students: DS III & DS IV (during class or lab)	Fountain
OD Clinic/Radiology	Library Stairs, North Side
ARC Clinic	Allied Health, Front Lawn
Shillingburg Clinic	Allied Health, Front Lawn
Robertson Clinic	Allied Health, Front Lawn
Miranda Clinic	Library Stairs, North Side
Green Clinic/Implantology	Allied Health, Front Lawn
Pedo/Ortho Clinic	Allied Health, Front Lawn

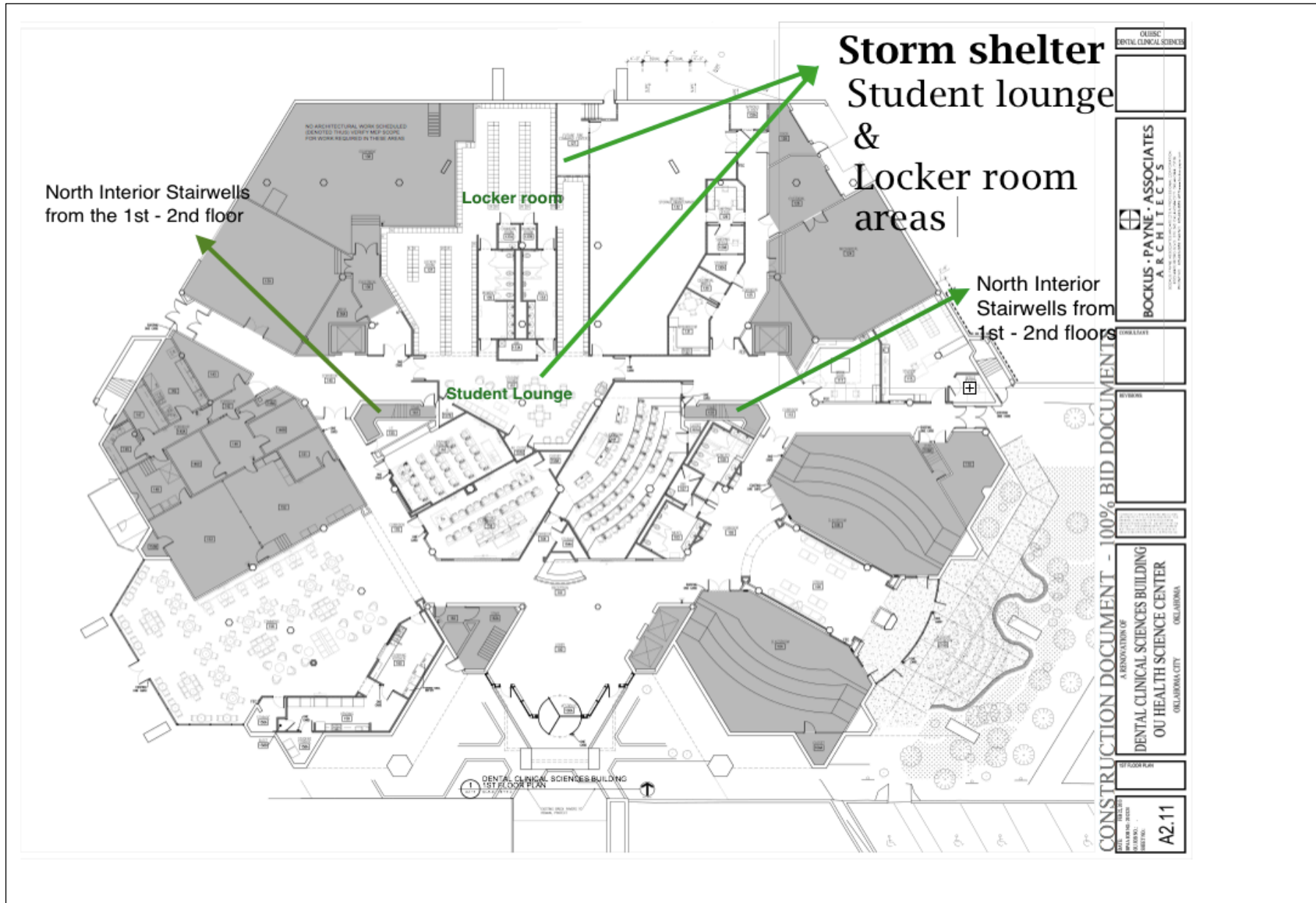
Appendix B (continued): Designated Meeting/Muster Points



March 2009

Map provided by Facilities Management and Capital Planning, OUHSC

**Appendix C:
Severe Weather Shelter Areas at the College of Dentistry**



Appendix D: Severe Weather Shelter Areas on the OUHSC Campus

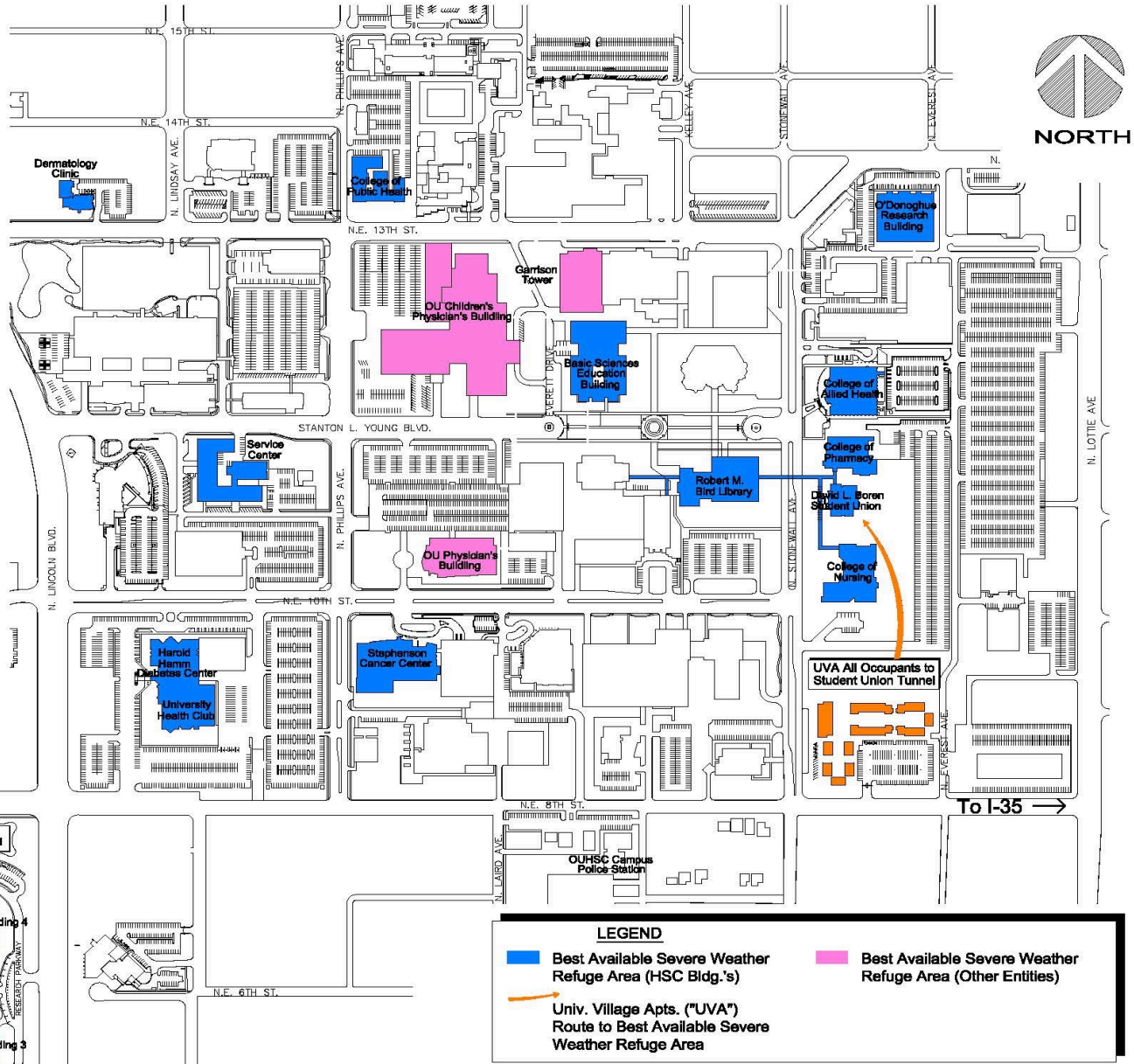
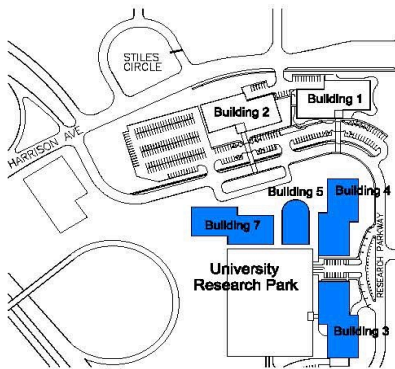
IN CASE OF A TORNADO WARNING

- **"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 in the lowest available level of the building away from windows, with as many walls between you and the storm.
- After a tornado warning is issued it may be too late to seek the Best Available Severe Weather Refuge Area.

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

- There may be days identified by the National Weather Service as a "Potentially Dangerous Situation" where the potential for tornadoes is highly likely OUHSC may take precaution on these days in advance of a tornado warning and close operations to allow people to seek Best Available Severe Weather Refuge Areas.
- The attached map shows the route from your building to the Best Available Severe Weather Refuge Area.
- Do not wait until a tornado warning is issued to move. After a tornado warning is issued it may be too late to seek the Best Available Severe Weather Refuge Area.

* Map provided by:
Emergency Management Operations
Contact: 271-6963



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