

University of Oklahoma College of Dentistry Evacuation Plan

Building Coordinators: Diana Stone and Kim Graziano

Ensure that all persons in their respective departments know how to exit the building in the event of a fire or other emergency. Identify and educate floor representatives and department coordinators in the COD about the Fire and Weather evacuation plans. Make sure all individuals in each area have taken the Fire Safety Training, coordinated through the Environmental Health and Safety Office

Floor Representative: Ensure individuals in each area or building know the location of all fire extinguishers, fire exits, evacuation routes and alarm systems and how to use them. Assist all persons on the floor exit the building using the stairwells, help everyone stay calm and not panic. Be sure all persons have evacuated the floor.

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

Department Coordinators: Responsible for maintaining a current head count of persons in your department. Once at the assigned Muster Point, account for all persons in your department and relay that information to the Building Coordinators.

Department	Coordinator	Co-Coordinator	Muster/Meeting Point
Administration/Deans office	Diana Stone	Julie Mowdy	Library Stairs North side
AEGD	Sara Driver	Dr. Vaughan	Allied Health Front Lawn

Department	Coordinator	Co-Coordinator	Muster/Meeting Point
Clinic Operations	Joni Jenkins	Dr. Mullasseril	Allied Health Front Lawn
Clinical Support- CBO, Comm. Center	John Schallhorn	Karen Nichols	Allied Health Front Lawn
Community Dentistry	Janet Powell	Dr. Cumby	Allied Health Front Lawn
Dental Hygiene	Kristy Jurko	Tammie Vargo	Allied Health Front Lawn
Dental Materials/Research	Luellen Chenoweth	Dr. Khajotia	Fountain
Endodontics	Suzan Stone	Dr. Goldbeck	Fountain
Information Tech	Neil Clark	Jason Jones	Fountain
Fixed Prosthodontics	Julie Hall	Dr. Siler	Fountain
Operative Dentistry/ Restorative Dentistry	Suzan Stone	Dr. Fruits	Fountain
Oral Diagnosis	El Wall-Ellis	Dr. Settle	Fountain
Oral Implantology	Jana Williams	Gina Newsom	Allied Health Front Lawn
Oral Pathology	Karen Lassiter	Dr. Lewis	Library Stairs North side
Oral Surgery	Jennifer Romriell	Lisa Nichols	Library Stairs North side
Orthodontics/Grad Ortho	Terrie Birdsong	Donna Bentley	Fountain
Pediatric Dentistry	Irene Quintero	Dr. White	Allied Health Front lawn
Periodontics/Grad Perio	Stephanie Ward	Dr. Koticha	Fountain
Removable Prosthodontics	Sharon Ingram	Dr. Jacobsen	Allied Health Front Lawn

Department	Coordinator	Co-Coordinator	Muster/Meeting Point
Storeroom	Jack Dever		Allied Health Front Lawn
OU Dentistry	Sherri Eleby-Lewis	Kathleen McCarroll	Library Stairs North side
Student Store	Darla Hall		Allied Health Front Lawn
Support Lab	David Dembinski	Charlene Boyd	Library Stairs North side
Dental Hygiene Students DH I & II's	Class Presidents	Class Vice-Presidents	Allied Health Front Lawn
Dental Students DS 1 & 2 (during class or lab)	Class Presidents	Class Vice-Presidents	Library Stairs North side
Dental Students DS 3 & 4 (during class or lab)	Class Presidents	Class Vice Presidents	Fountain
OD clinic/radiology	Supervising faculty	Supervising faculty	Library Stairs North side
Oral Surgery Pre-doc clinic	Supervising faculty	Supervising faculty	Library Stairs North side
ARC clinic	Supervising faculty	Supervising faculty	Allied Health Front Lawn
Blue clinic	Supervising faculty	Supervising faculty	Allied Health Front Lawn
Burgundy clinic	Supervising faculty	Supervising faculty	Allied Health Front Lawn
Gold clinic	Supervising faculty	Supervising faculty	Library Stairs North side
Green clinic/Implantology	Supervising faculty	Supervising faculty	Allied Health Front Lawn
Pedo/Ortho clinic	Supervising faculty	Supervising faculty	Allied Health Front Lawn

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, activate the fire alarm or call 911 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.

Treat all fire alarms as actual emergencies and follow the steps for evacuation. Do not assume an alarm is due to a drill or a spurious condition just because there is no visible flame or smoke in your area. Do not call the campus police and ask if a fire alarm is “real”. When the fire alarm sounds, evacuate the building. The fire alarm in this building is a ringing bell.

The building coordinator will schedule fire drills with assistance from the campus Fire Marshal’s Office and the Biomedical Electronics Shop. The building coordinators will notify all department coordinators via email prior to a drill. Notification of a drill can also be given over the facility public address system.

- When the fire alarm is sounded all personnel must begin to exit the building going to the closest marked EXIT, all exits are marked on the evacuation maps located next to each elevator. DO NOT USE ELEVATORS. Hall Fire doors will automatically close when fire alarm is sounded.
- 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.
- Floor Representatives will assist everyone to the closest exits and ensure everyone has evacuated their assigned floor.
- Faculty, Students and Staff who are providing care to a patient will be responsible for the evacuation of that patient. You will stay with your patient at all times and take them to **your** designated Muster/Meeting Point.
- **Supervising clinical faculty** will be responsible for the safe evacuation of the students and patients under their supervision. Faculty will then direct everyone to the assigned muster/meeting point of that individual clinic.
- All lit Bunsen burners and handheld torches shall be extinguished before evacuating
- Health care providers and floor representatives will assist patients that are sedated down the stairs. Wheelchairs are

- available on the 1st floor near the main entrance for patients who need them.
- Do not re-enter the building until a campus police officer or the building coordinator has given approval.

Severe Weather Plan: The weather forecasts for Oklahoma during this time of year may result in a need to seek shelter. Should this occur while you are in the building, the following will be important to remember:

- The Dean's Office will monitor weather forecasts during severe weather.
- The 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.
- In addition, the HSC Emergency Communication System [ECS] will send an alert as well. If you have updated your information with the ECS system*, 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 for the COD are: *

- The north hallway on the first floor between the two inner hallway doors. The hallway doors are solid doors with magnetic holds. The doors should be manually pulled shut on both ends of the hallway (the magnetic locks only release when a fire alarm is sounded).
- The northwest and northeast inner stairwells from the first floor to the second floor. Shelter should not be sought above the second floor in these stairwells.
- First floor interior locker room (room 161). Doors leading to hallway at both entrance/exit locations must be manually closed.
- **Oral Surgery and Graduate Perio** are to stay on the second floor between the fire doors located in the north hallway. This is to avoid transporting patients that maybe sedated down to the 1st floor shelter area.
- 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 maps below.

Earthquake

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

Lockdown

- This is a campus wide LOCK DOWN. This means that there is an external safety threat in the area.
- **Students, Faculty, Staff, and Residents**
 - Close all external doors and windows
 - Barricade doors that cannot be locked
 - Close window shades, blinds
 - Remain silent, including silencing cell phones
 - Stay in the building until further notice
 - Follow 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**)

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 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, by:
 - 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.

FIRE EXTINGUISHER LOCATIONS (total extinguishers – 76):

1ST FLOOR	Comments
North Side Outdoor	
By Room 104	
By Room 117	
By NE Elevator	
Room 128 North	
By Room 129B	
Room 135	
Room 137	
Room 138	
By NW Elevator	
Room 146	
By Room 147	
Room 153	
Room 156 South	
Stairway 162	
2ND FLOOR	
By SE Elevators	
By Room 222B	
Room 230	
By NE Elevator	
Room 244 East	Brown Clinic
Room 253 (By Room 253A)	Graduate Periodontics
By NW Elevator	
By Room 281M	Radiology
Room 290 West	Oral Diagnosis
Stairway 292	
3RD FLOOR	
By SE Elevators	
Room 301	
Room 301A	
Room 316 (By Room 309)	Blue Clinic
Room 318	Blue Clinic
By NE Elevator	

Room 332 East (By Room 325A)	Burgundy Clinic
Room 333	Burgundy Clinic
Room 342 West	Burgundy Clinic
Room 346	
Room 351	
Room 351A	
By NW Elevator	
Room 373	Gold Clinic
Room 378 East	Gold Clinic
4TH FLOOR	
Stairway 384	
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	
Room 433 SE	
Room 433 West	
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
Stairway 498	
5TH FLOOR	
By SE Elevator	
Room 514C	
By NE Elevator	
Room 523	
Room 524	
Room 526	
Room 535E	
By Room 544	
Room 544G	
By NW Elevator	
By Room 556	
Stairway 588	



See College of Dentistry Building Map and Campus Map for Exits, Designated Shelter areas and meeting/muster point below.



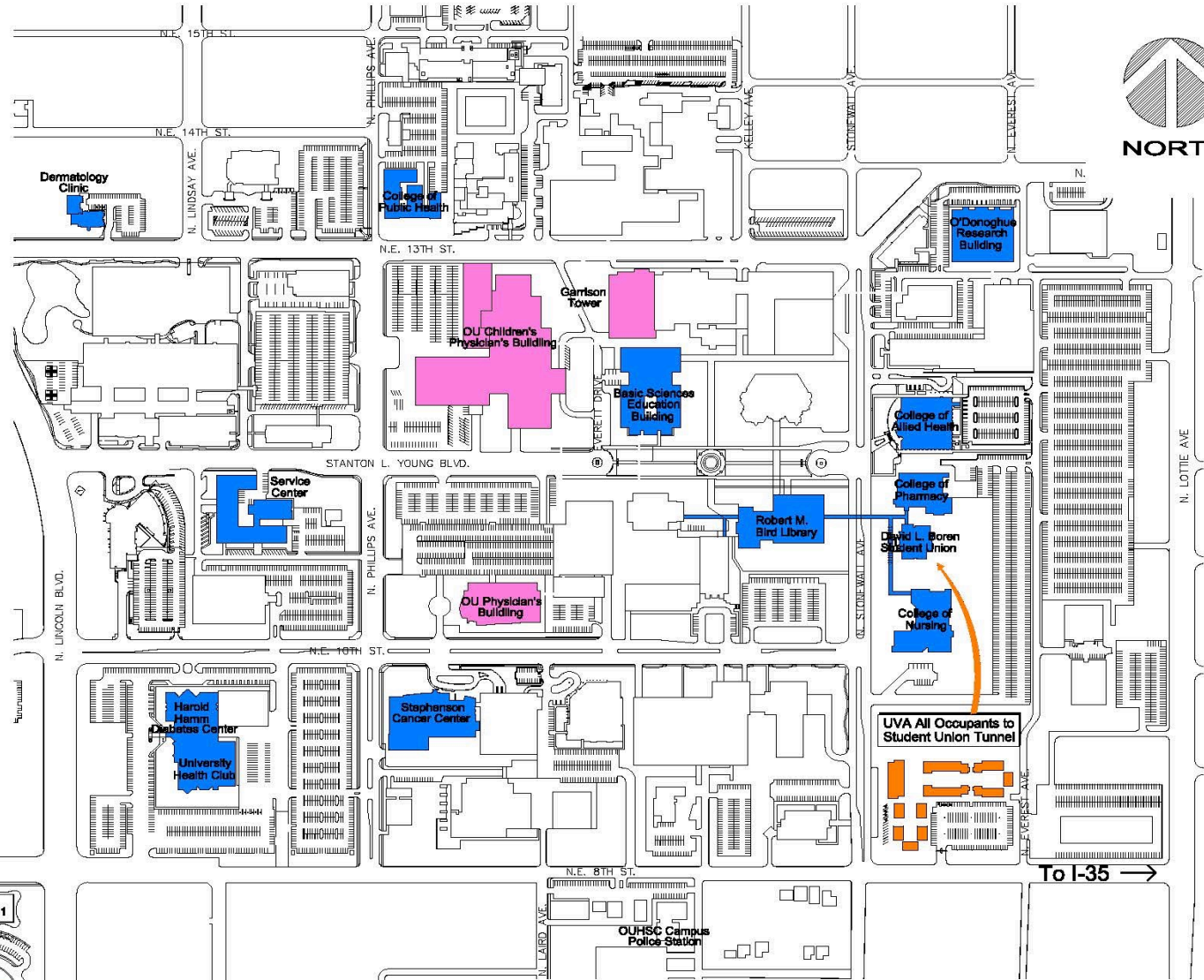
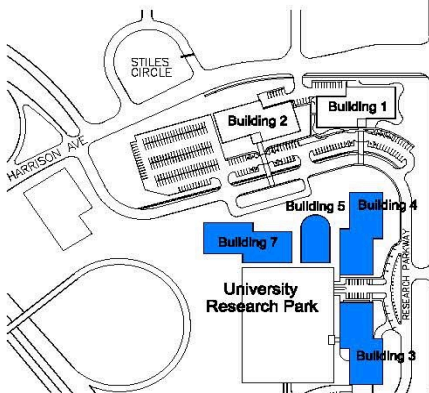
IN CASE OF A TORNADO WARNING

- "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 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:

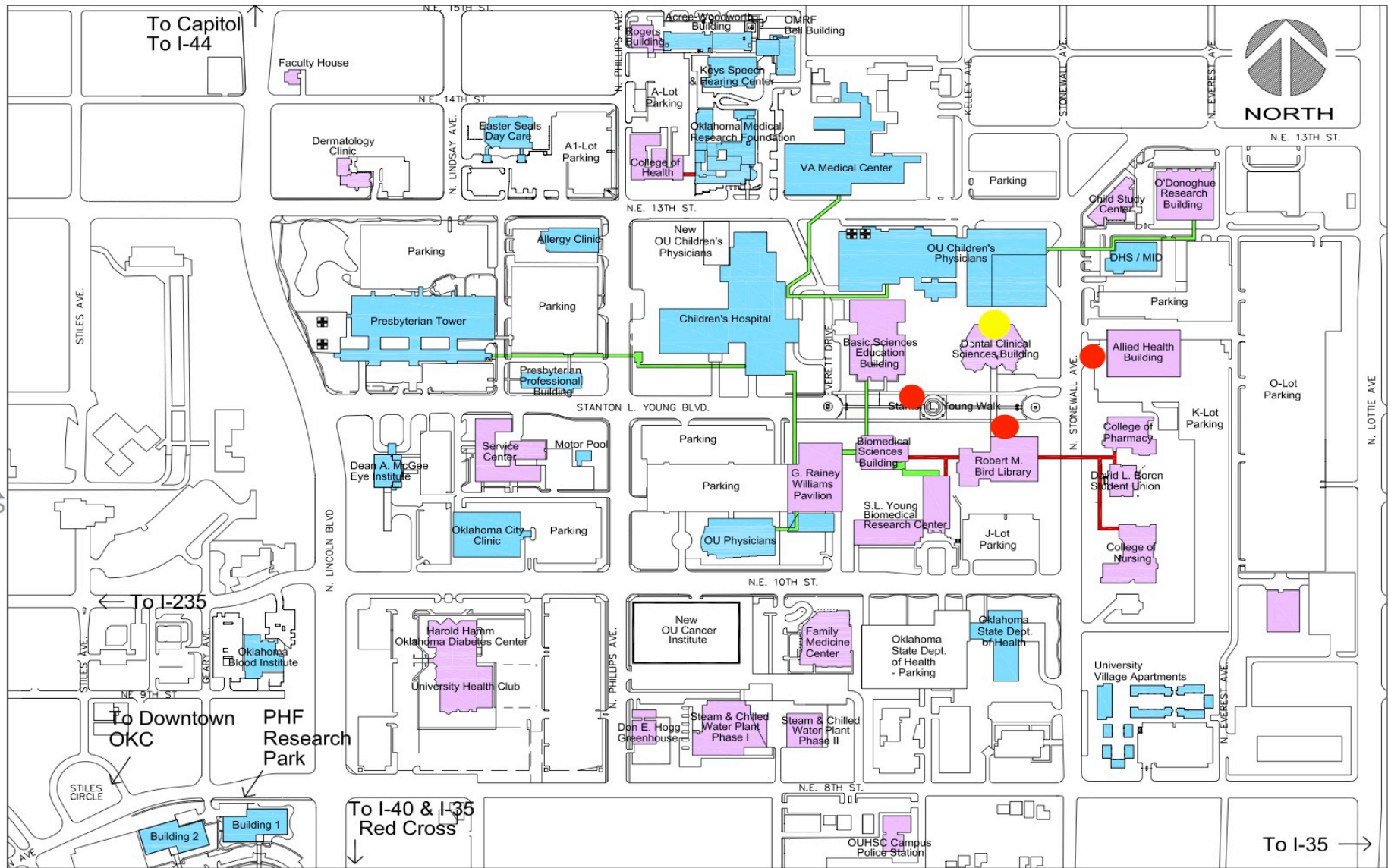
- There may be days identified by the National Weather Service as a "Potentially Dangerous Situation" where the potential for tornadoes is highly likely OUHSC may take precaution on these days in advance of a tornado warning and close operations to allow people to seek Best Available Severe Weather Refuge 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



LEGEND

	Best Available Severe Weather Refuge Area (HSC Bldg.'s)		Best Available Severe Weather Refuge Area (Other Entities)
	Univ. Village Apts. ("UVA") Route to Best Available Severe Weather Refuge Area		



- Pedestrian Overhead Walkway
- Pedestrian Underground Tunnel
- OUHSC Buildings
- Other Health Care Buildings
- Parking
- Muster Points
- College Of Dentistry

March 2009

Map provided by Facilities Management and Capital Planning, OUHSC

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