

## University of Oklahoma College of Dentistry Evacuation Plan

**Building Coordinators: Liz Bennie 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 Plan. Make sure all individuals in each area have completed the Fire Safety Training.

**Floor Representatives:** Ensure individuals in each area or building know the location of all fire extinguishers, fire exits, evacuation routes, designated areas for nonambulatory persons 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 <sup>th</sup> Floor	Diana Stone	Julie Mowdy
4 <sup>th</sup> Floor	Heather Gibson	Sherri Eleby-Lewis
3 <sup>rd</sup> Floor	Joni Jenkins	David Dembinski
2 <sup>nd</sup> Floor	Susan Shelden	Sabrina Savage
1 <sup>st</sup> Floor	Jo Rumley	Darryl Vogt

**Division Coordinators:** Responsible for maintaining a current head count of persons in your division. Once at the assigned Muster/Meeting Point, account for all persons in your division and relay that information to the Building Coordinators via text message.

Division/Area	Coordinator	Co-Coordinator	Muster/Meeting Point
Administration/Dean's Office	Camille McGuiness	Kim Kelley	Library Stairs North Side
AEGD	Shannon Moomey	Dr. Vaughan	Allied Health Front Lawn

<b>Division/Area</b>	<b>Coordinator</b>	<b>Co-Coordinator</b>	<b>Muster/Meeting Point</b>
Clinic Operations	Tracey King	Dr. Mullasseril	Allied Health Front Lawn
Clinical Support- CBO, Comm. Center	Janetta Tesch	Karen Nichols	Allied Health Front Lawn
Community Dentistry	Dr. Luce	Marsha Beatty	Allied Health Front Lawn
Comprehensive Care	Sharon Ingram	Dr. Johnson	Library Stairs North side
Dental Hygiene	Karen Rucker	Donna Wood	Allied Health Front Lawn
Dental Materials/Research	Luellen Chenoweth	Dr. Khajotia	Fountain
Endodontics	Suzan Stone	Dr. Goldbeck	Fountain
Information Tech/Dental Informatics	Jason Jones	Dustin Lee	Fountain
Operative Dentistry/ Restorative Dentistry	Suzan Stone	Dr. Dacus	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	Gail Oldham	Lisa Nichols	Library Stairs North Side
Orthodontics/Grad Ortho	Terrie Birdsong	Donna Bentley	Fountain
Pediatric Dentistry	Irene Quintero	Kathy Rogers	Allied Health Front Lawn
Periodontics/Grad Perio	Stephanie Ward	Dr. Koticha	Fountain
Prosthodontics Fixed/Removable	Julie Hall	Dr. Jacobsen	Fountain

<b>Department</b>	<b>Coordinator</b>	<b>Co-Coordinator</b>	<b>Muster/Meeting Point</b>
OU Dentistry	Sherri Eleby-Lewis	Kathleen McCarroll	Library Stairs North Side
Shipping Receiving/Student Store	Loydia Barnhart	Darla Hall	Allied Health Front Lawn
Sterilization	Lilly Moore		Allied Health Front Lawn
Support Lab	Tammy Bailey		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
Shillingburg Clinic	Supervising faculty	Supervising faculty	Allied Health Front Lawn
Robertson Clinic	Supervising faculty	Supervising faculty	Allied Health Front Lawn
Miranda 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

*Note:* In 2018, we experienced instances of fire alarms being pulled by small children when there was no emergency. To reduce the potential for future false alarms, we consulted with the Office of the Fire Marshal and they installed covers on all of the fire alarms in the Colege of Dentistry building. These covers are battery operated and inspected routinely by Office of the Fire Marshal personnel. A review of how these covers operate and what to do if they are removed is included in the education of all Building Coordinators, Floor Representatives and Division Coordinators noted above.

## 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.

Location of fire extinguishers is located in Appendix A

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 is activated, evacuate the building. The fire alarm in this building is an auditory message along with flashing lights.

- 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 to the designated safe area until they can be moved.
- Nonambulatory persons will proceed to the nearest stairwell and shelter in place. The floor coordinator will notify building coordinators and the fire department of their location in the building.
  - If it is a patient, the provider will stay with them until help arrives to assist them down the stairs.
  - A wheelchair is available on the 1<sup>st</sup> floor for anyone who may need one.

- Do not re-enter the building until a Campus Police officer or the building coordinator has given approval.
- See building evacuation floor plans and Muster/Meeting locations – Appendix B

### **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 157).
- 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 1<sup>st</sup> 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.
- See Appendix C

## **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 an 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**

- In the event of a campus wide LOCK DOWN, you will be notified via the ECS system. 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 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**)

### **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.
- 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:
  - Locking the doors.
  - Barricading the doors with heavy furniture.
  - Closing and locking windows, and close blinds or cover windows.
  - Turning off lights.
  - Silencing all electronic devices.
  - Remaining 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).
  - Hiding 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).
  - Remaining 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 AND CLASS

BLDG	Location	Class
DCSB	By Room 104	ABC dry
DCSB	First Floor East Lobby	ABC dry
DCSB	Room 117	ABC dry
DCSB	By Room 125	ABC dry
DCSB	By Room 132	ABC dry
DCSB	Room 138	ABC dry
DCSB	First Floor By NW Elevators	ABC dry
DCSB	Room 146	ABC dry
DCSB	Room 153	ABC dry
DCSB	By Room 147	ABC dry
DCSB	First Floor West Lobby	ABC dry
DCSB	First Floor Stairway 162	ABC dry
DCSB	Second Floor By SE Elevators	ABC dry
DCSB	Room 230	ABC dry
DCSB	By Room 222B	ABC dry
DCSB	Second Floor By NE Elevator	ABC dry
DCSB	Room 244 East (AEGD)	ABC dry
DCSB	Room 245	ABC dry
DCSB	Room 253 (By Room 253A)	ABC dry
DCSB	Second Floor By NW Elevator	ABC dry
DCSB	By Room 281M	ABC dry
DCSB	Room 290 West	ABC dry
DCSB	Second Floor Stairway 292	ABC dry
DCSB	Third Floor By SE Elevators	ABC dry
DCSB	Room 301	ABC dry
DCSB	Room 301A	ABC dry
DCSB	Room 309	ABC dry
DCSB	Room 308 by Room 315	ABC dry
DCSB	Third Floor By NE Elevator	ABC dry
DCSB	Room 333	ABC dry
DCSB	Room 332 by Room 339	ABC dry
DCSB	Room 346	ABC dry
DCSB	Room 351	ABC dry
DCSB	Room 351A	ABC dry
DCSB	Third Floor By NW Elevator	ABC dry

DCSB	Room 373	ABC dry
DCSB	Room 372 by Room 379	ABC dry
DCSB	Stairway 384	ABC dry
DCSB	Fourth Floor By SE Elevators	ABC dry
DCSB	Room 409	ABC dry
DCSB	Room 416	ABC dry
DCSB	Room 418 (By Room 419)	ABC dry
DCSB	Fourth Floor By NE Elevator	ABC dry
DCSB	Room 426 North (By Room 428)	ABC dry
DCSB	Room 433 NE	BC CO2
DCSB	Room 433 SE	BC CO2
DCSB	Room 433 West	BC CO2
DCSB	Room 442 North	ABC dry
DCSB	Room 447	ABC dry
DCSB	Fourth Floor By NW Elevator	ABC dry
DCSB	Room 488	ABC dry
DCSB	By Room 488	ABC dry
DCSB	Room 493	ABC dry
DCSB	Stairway 498	ABC dry
DCSB	Fifth Floor By SE Elevator	ABC dry
DCSB	Fifth Floor By NE Elevator	ABC dry
DCSB	Room 523	ABC dry
DCSB	Room 526	ABC dry
DCSB	Room 535E	ABC dry
DCSB	By Room 544	ABC dry
DCSB	Room 544G	ABC dry
DCSB	Fifth Floor By NW Elevator	ABC dry
DCSB	By Room 556	ABC dry
DCSB	Stairway 588	ABC dry
DCSB	East Penthouse by Stairs	ABC dry
DCSB	East Penthouse by Room 606A	ABC dry
DCSB	East Penthouse Elevator Equipment Room	ABC dry
DCSB	West Penthouse by Stairs	ABC dry
DCSB	West Penthouse by Room 607A	ABC dry
DCSB	West Penthouse Elevator Equipment Room	ABC dry
DCSB	South Penthouse	ABC dry

# APPENDIX B

# Evacuation Route

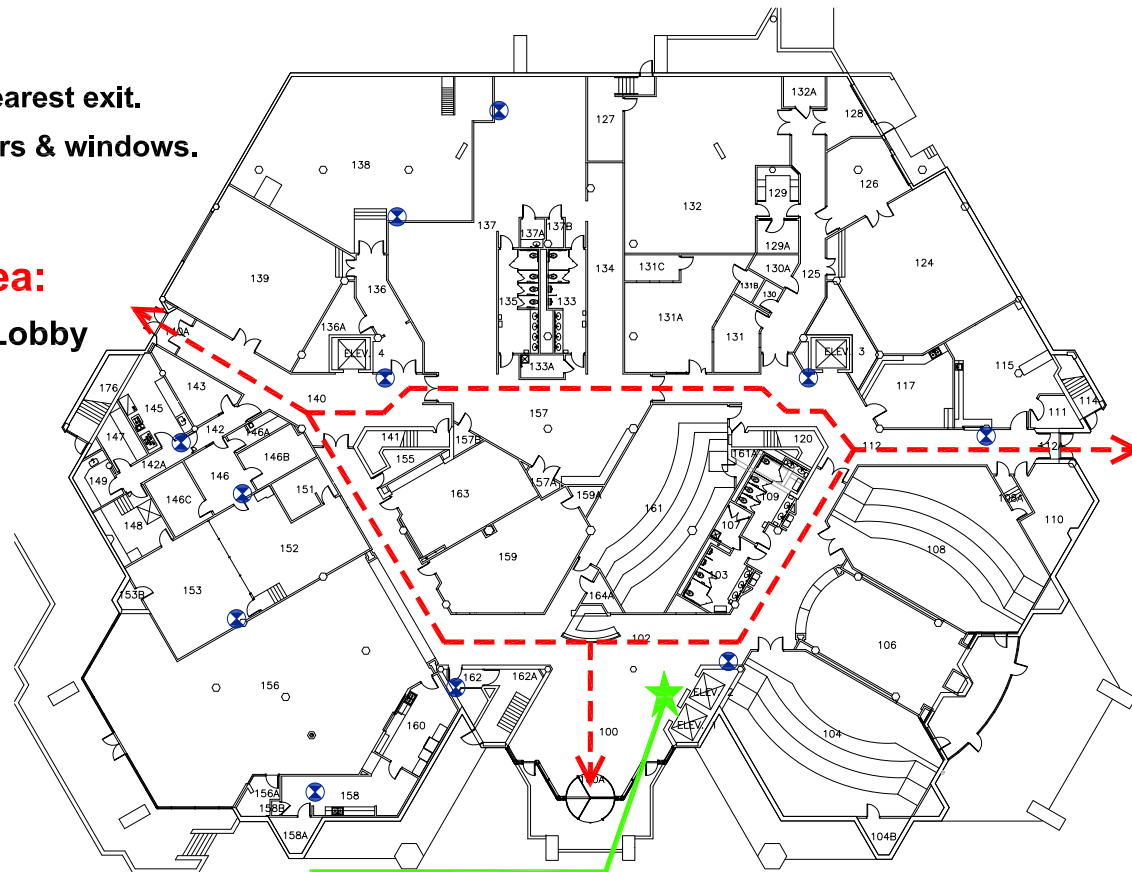
## *Dental Clinical Sciences Building 1st Floor*

### **SAFETY TIPS**

- DO NOT USE ELEVATORS.
- If smoke is visible, crawl to nearest exit.
- Close (DO NOT LOCK) all doors & windows.
- Participate in ALL fire drills.

### **Designated Meeting Area:**

- Student Union Building - Lobby



### **Legend:**

- Evacuation Route
- ⊗ Fire Extinguishers
- ★ YOU ARE HERE



If you have any questions please contact:  
Campus Police at 271-4300

**YOU ARE HERE**

# Evacuation Route

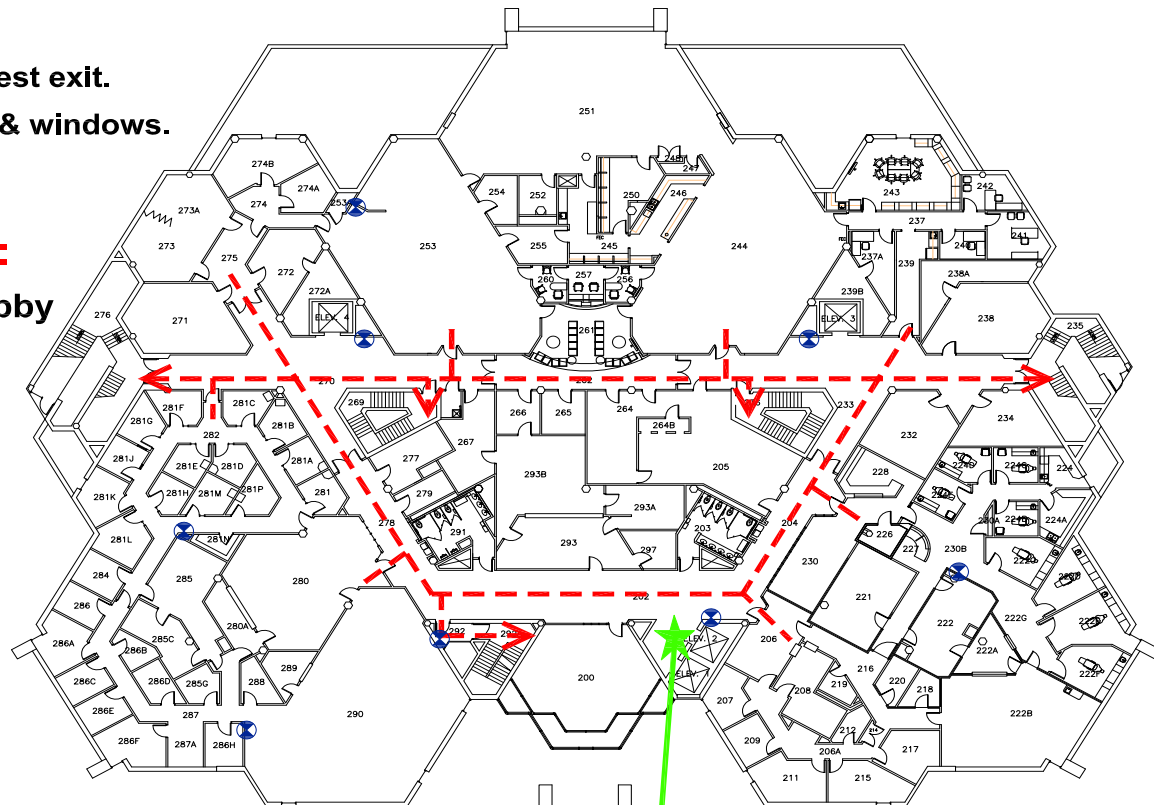
## *Dental Clinical Sciences Building 2nd Floor*

### **SAFETY TIPS**

- DO NOT USE ELEVATORS.
- If smoke is visible, crawl to nearest exit.
- Close (DO NOT LOCK) all doors & windows.
- Participate in ALL fire drills.

### **Designated Meeting Area:**

- Student Union Building - Lobby



### **Legend:**

- Evacuation Route
- ⊗ Fire Extinguishers
- ★ YOU ARE HERE

If you have any questions please contact:  
Campus Police at 271-4300

**YOU ARE HERE**

# Evacuation Route

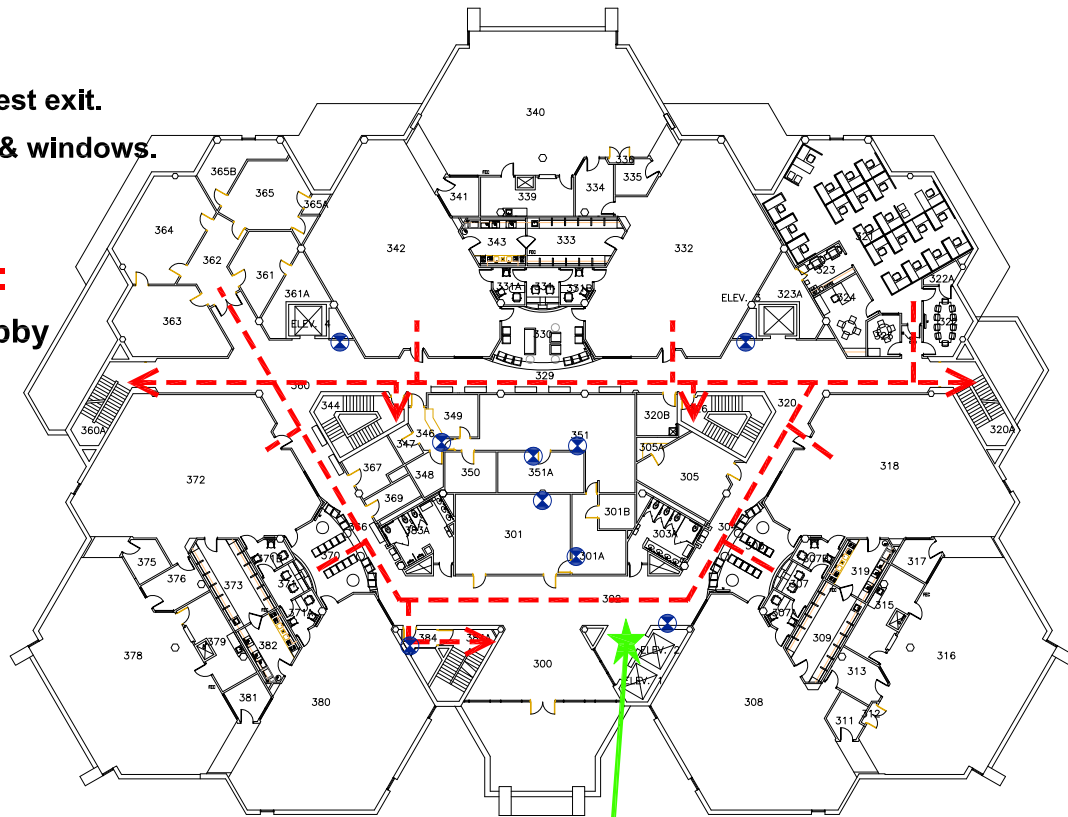
## *Dental Clinical Sciences Building 3rd Floor*

### SAFETY TIPS

- DO NOT USE ELEVATORS.
- If smoke is visible, crawl to nearest exit.
- Close (DO NOT LOCK) all doors & windows.
- Participate in ALL fire drills.

### Designated Meeting Area:

- Student Union Building - Lobby



### Legend:

- Evacuation Route
- ⊗ Fire Extinguishers
- ★ YOU ARE HERE

YOU ARE HERE

If you have any questions please contact:  
Campus Police at 271-4300

# Evacuation Route

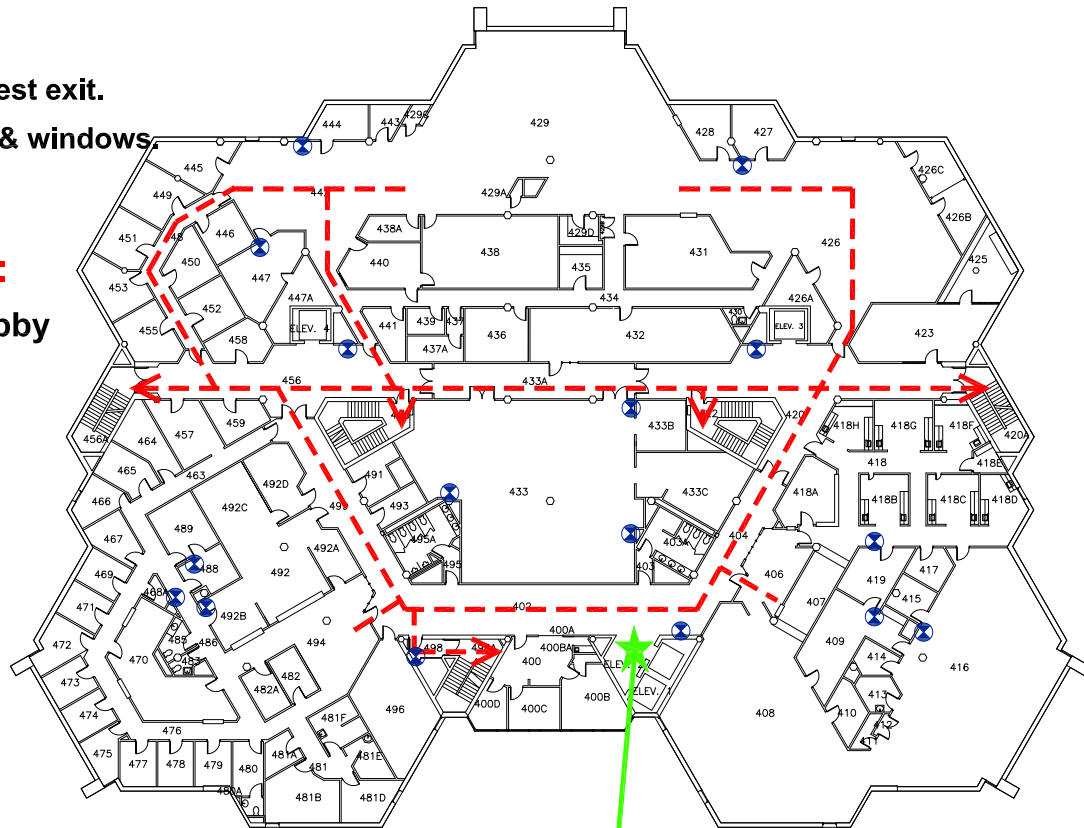
## *Dental Clinical Sciences Building 4th Floor*

### **SAFETY TIPS**

- DO NOT USE ELEVATORS.
- If smoke is visible, crawl to nearest exit.
- Close (DO NOT LOCK) all doors & windows.
- Participate in ALL fire drills.

### **Designated Meeting Area:**

- Student Union Building - Lobby



### **Legend:**

- Evacuation Route
- ⊗ Fire Extinguishers
- ★ YOU ARE HERE

If you have any questions please contact:  
Campus Police at 271-4300

**YOU ARE HERE**

# Evacuation Route

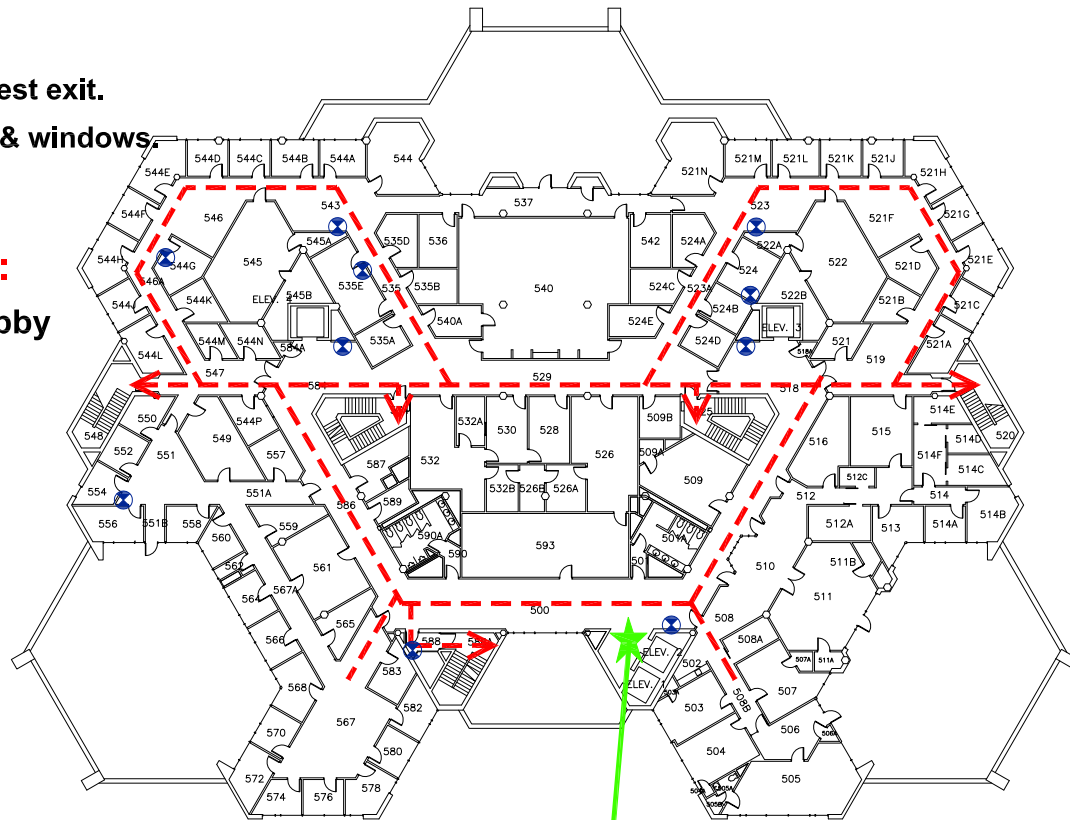
## *Dental Clinical Sciences Building 5th Floor*

### **SAFETY TIPS**

- DO NOT USE ELEVATORS.
- If smoke is visible, crawl to nearest exit.
- Close (DO NOT LOCK) all doors & windows.
- Participate in ALL fire drills.

### **Designated Meeting Area:**

- Student Union Building - Lobby

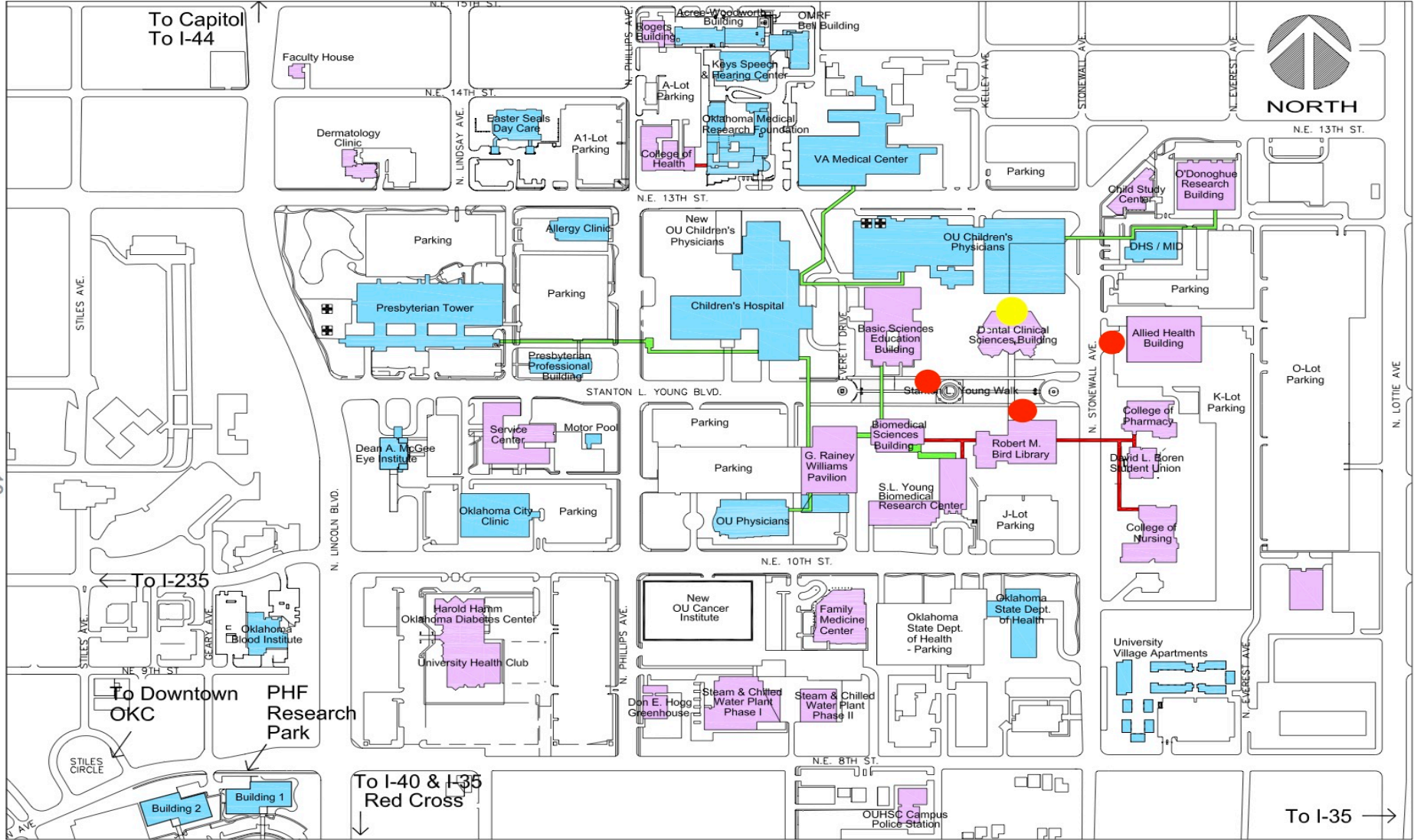


### **Legend:**

- Evacuation Route
- ⊗ Fire Extinguishers
- ★ YOU ARE HERE

If you have any questions please contact:  
Campus Police at 271-4300

**YOU ARE HERE**



- 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

Revised 1-2017, 6-2019

# APPENDIX C



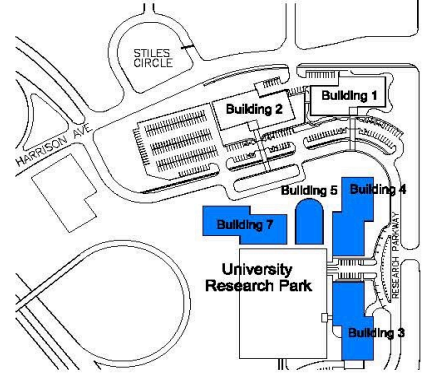
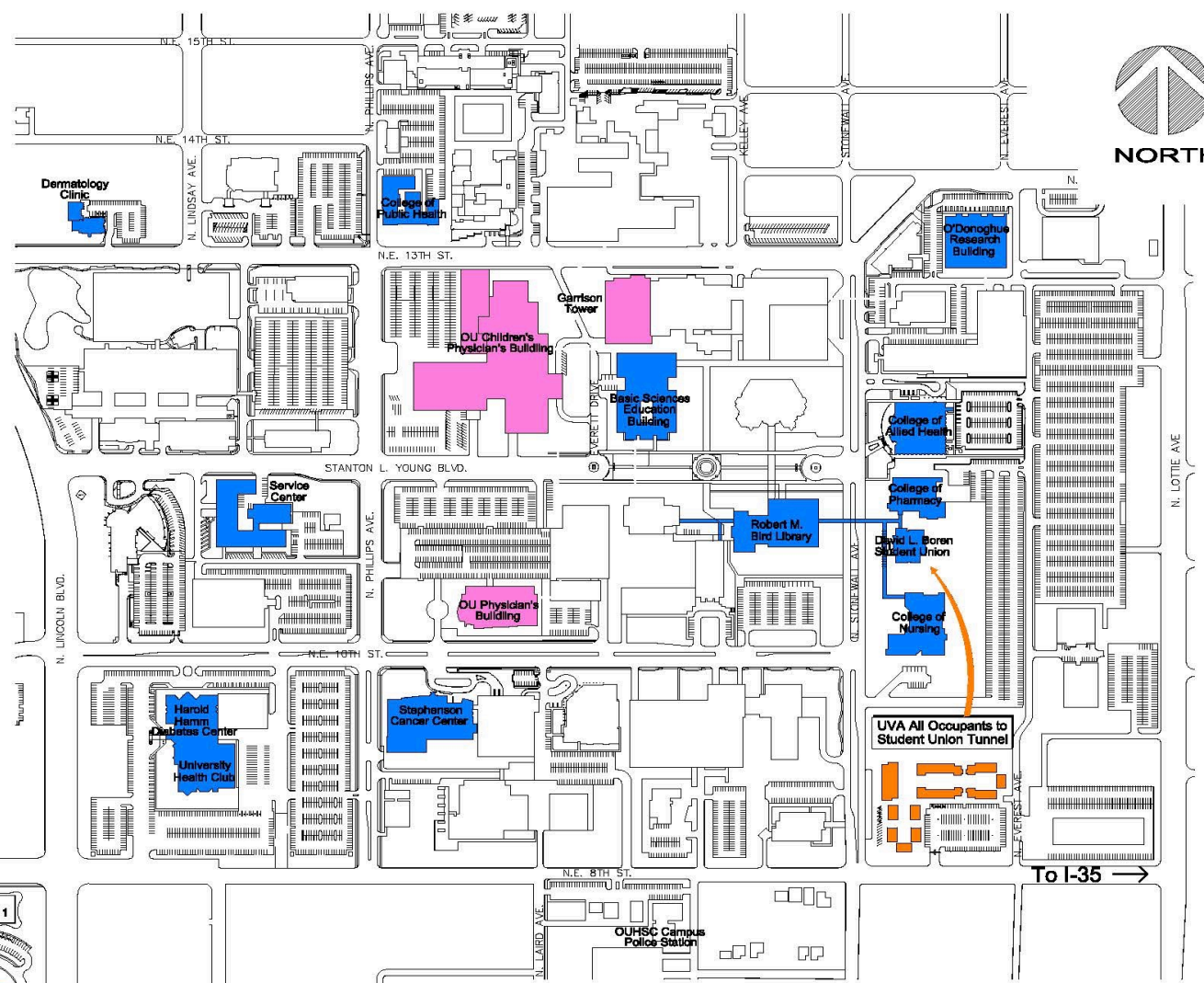
**IN CASE OF A TORNADO WARNING**

- "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	
<span style="color: blue;">■</span>	Best Available Severe Weather Refuge Area (HSC Bldg.'s)
<span style="color: pink;">■</span>	Best Available Severe Weather Refuge Area (Other Entities)
<span style="color: orange;">→</span>	Univ. Village Apts. ("UVA") Route to Best Available Severe Weather Refuge Area

1<sup>st</sup> Floor

Storm shelter  
Student lounge  
&  
Locker room  
areas

North Interior Stairwells  
from the 1st - 2nd floor

Locker room

Student Lounge

North Interior  
Stairwells from  
1st - 2nd floors

OUHSC  
DENTAL CLINICAL SCIENCES

BOCKLUS • PAYNE • ASSOCIATES  
ARCHITECTS

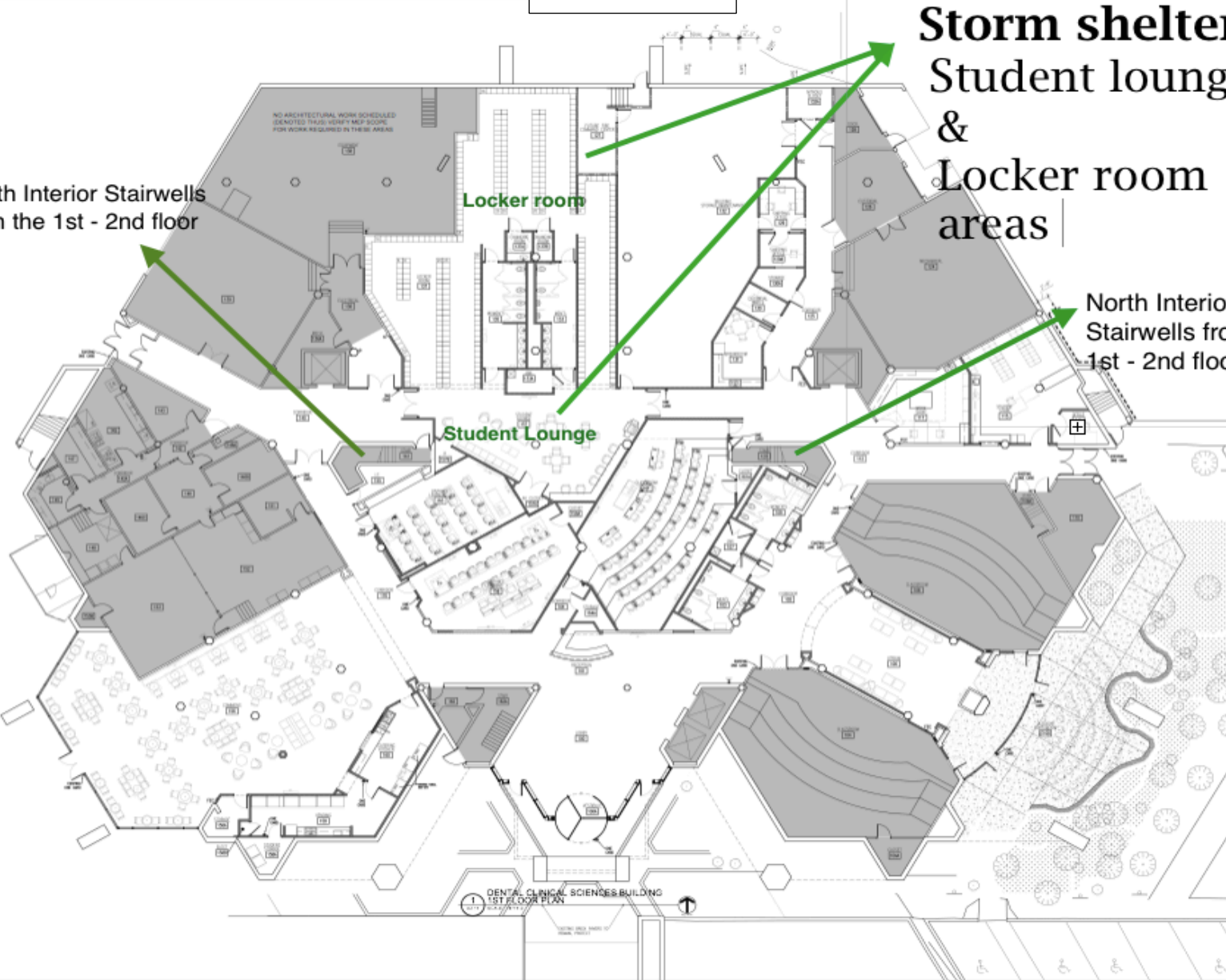
CONSULTANT

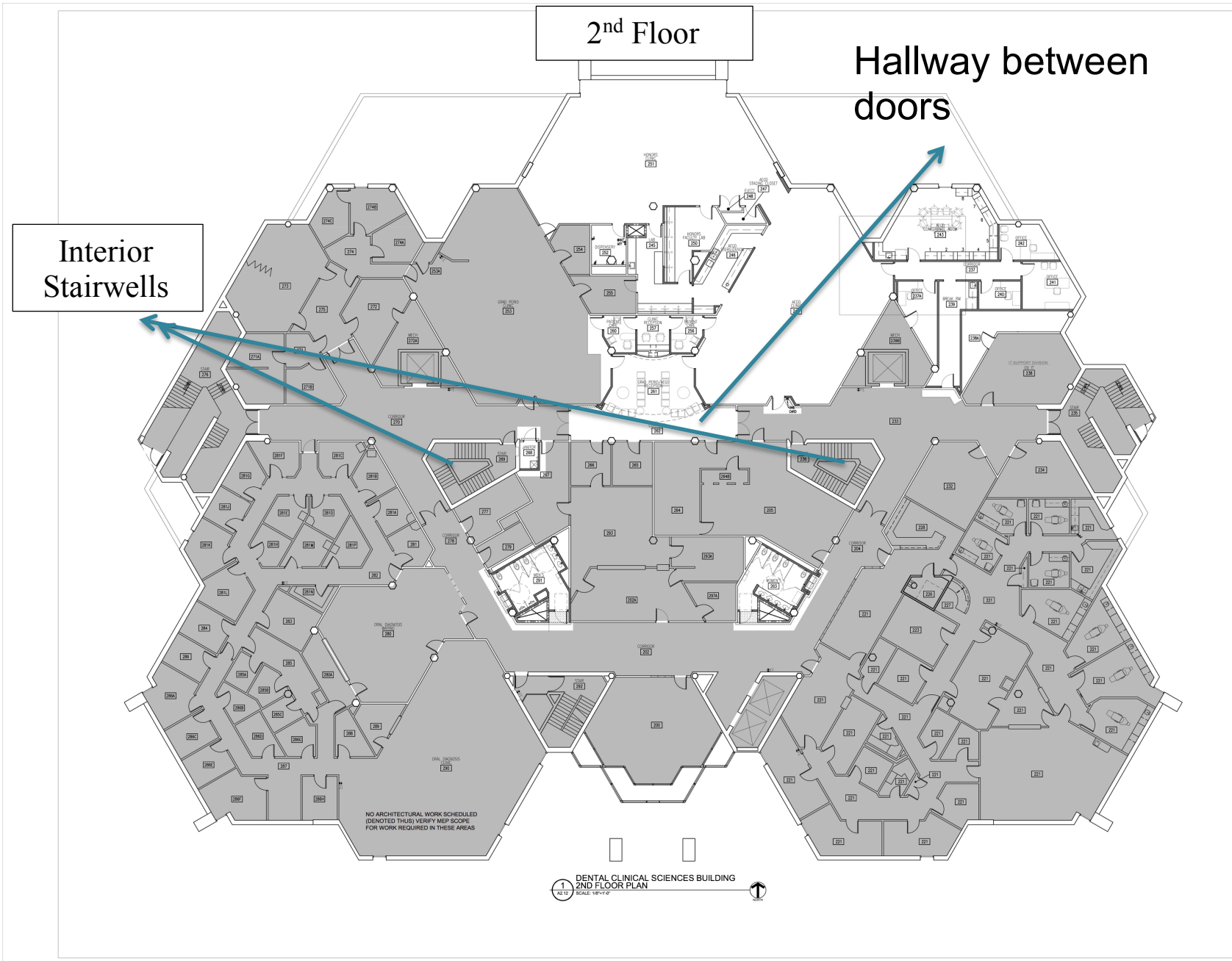
REVISION

CONSTRUCTION DOCUMENT - 100% BID DOCUMENT  
A RENOVATION OF  
DENTAL CLINICAL SCIENCES BUILDING  
OU HEALTH SCIENCE CENTER  
OKLAHOMA CITY OKLAHOMA

1<sup>ST</sup> FLOOR PLAN

DATE: 06/2019  
DRAWN BY: JESSIE  
CHECKED BY:  
NO. 11  
A2.11





OUHSC  
DENTAL CLINICAL SCIENCES

**BOCKUS · PAYNE · ASSOCIATES**  
ARCHITECTS  
1000 NORTH UNIVERSITY AVENUE, SUITE 1000, OKLAHOMA CITY, OKLAHOMA 73106  
PHONE: 405-521-0888 FAX: 405-521-0889 WWW.BPAOK.COM

CONSULTANT:

KEYNOTES:

CONSTRUCTION DOCUMENT - 100% BID DOCUMENTS  
A RENOVATION OF  
**DENTAL CLINICAL SCIENCES BUILDING**  
**OU HEALTH SCIENCE CENTER**  
OKLAHOMA CITY, OKLAHOMA

2ND FLOOR PLAN

DATE: FEB. 21, 2017  
DRAWING NO.: 2017-012  
SHEET NO.:  
**A2.12**

