

EMERGENCY RESPONSE PLAN



OKLAHOMA SCHOOL FOR THE DEAF

AUGUST 1, 2011

OKLAHOMA SCHOOL FOR THE DEAF CRISIS POLICY

AUGUST 1, 2011

KaAnn Varner, Superintendent

OKLAHOMA SCHOOL FOR THE DEAF CRISIS POLICY

While school violence occurs differently in every school and in many situations, the Oklahoma School for the Deaf has added a School Crisis plan which is to be used should school violence occur.

As precautionary measures, the school will:

- Request that all visitors register with the receptionist on third floor Long Hall.
- Articulate a clearly defined locker policy which appropriately reflects the school's custodial interest. Student lockers "and their contents" may be searched at any time for reasons of health and safety.
- All forms of non-physical intimidation: "hard looks," "stare downs," and "mad dogging" are banned and will be treated as direct offenses to the student code of conduct. Threatening behavior is not tolerated.

It is the responsibility of all staff and students to report intruders or any threat on school grounds. Signs are posted providing a toll-free anonymous hotline for reporting weapons, offenses and any other criminal activity. Posters with the number to call **(877) SAFE-CALL extension OK1** are posted in each building.

As part of our Crisis Policy, The Oklahoma School for the Deaf has adopted a "zero tolerance" policy on violence and threats of violence. All threats will be taken seriously. Absolutely nothing will be considered a joke.

A student in possession of weapons or explosives on School property is subject to immediate and permanent expulsion.

A student threatening violence against teachers, classmates or School property will be immediately suspended from school pending "psychological evaluation and appropriate treatment or action".

There will be suspension and careful investigation with evaluation and counseling in any case where a student is arrested for violent crimes or possession of weapons or explosives away from school grounds.

There will be enforcement of appropriate dress code "banning the wearing of clothing bearing slogans and symbols related to violence" on School property.

Unfortunately, no public place, including this school is immune from unwanted intruders who might be a security risk to those around them. The following procedure will be used if a potentially serious security threat is suspected.

If anyone who is recognized as a potential security threat is in a school building or on the grounds, the staff member making the sighting will call their supervisor, identify themselves, and say "CODE ONE". This will identify the area in which the intruder is located. Calls should be made using the same code as the intruder moves from location to location.

STEPS OF ACTION:

1. The Principal, or other designated personnel in his/her absence, will make the announcement: "This is a Code One". This will alert all classroom teachers to lock their doors. The Principal's designated staff will immediately start locking outside doors.
2. The Principal's secretary will call police giving as much information as possible about the intruder (clothing, gender, race etc).
3. The school will adopt a buddy system so that a staff member next door to a classroom will alert all deaf staff to the possibility of immediate danger.
4. All teachers located near restrooms will check for students and direct them to their class, or if deemed necessary, to the nearest classroom.
5. Students in open, unsecured areas, such as gyms, hallways, etc., will be taken to the nearest secured room.
6. Teachers will keep track of their students and if they have to bring students in from the hall from another classroom, the teacher must be informed as soon as possible.
7. If there are children on the playground and the situation is deemed dangerous, the Principal will send a staff member out to get them and their teacher into the nearest secured classroom.
8. The teachers will move students away from the doors and windows. Keep students calm and ask them to be patient; wait until the Police and/or Administrator announce the "All Clear" to allow students to leave the safe room.

Copies of building floor plans have been sent to the Murray County Police Department.

Once law enforcement is on campus, they shall assume the full responsibility of the campus lock-down. Interpreters will be assigned to work with the police/firemen.

Once the all-clear has been issued by Emergency Response Personnel, and it is certain that all students/staff are accounted for and safe, the OSD Crisis Management Team will move into action.

STEPS OF ACTION DURING EVENING HOURS (3:30 P.M. – 8:00 A.M.)

If anyone is seen on campus grounds, in dorms, cafeteria or gymnasium as a potential threat, the staff member making the sighting will dial "O" and identify himself or herself and say "CODE ONE."

The Operator will then contact the Security Officer, the Superintendent's residence, the Dean of Students, all Dorm Supervisors, Recreational Supervisor and the Student Health Center. The Operator or designee will then call the police and give as much information as possible about the intruder (clothing, gender, race etc).

DCS staff will move all of the students in their care to the designated "safe room" inside the dorm. Making sure that all students are accounted for and are safe. The Dorm Supervisors, Recreational Supervisor and Security will lock down all buildings.

DESIGNATED SAFE AREAS IN DORM ARE:

STEWART HALL:

- 1st, 2nd, and 3rd floors: The hall area on the west side to the south of living rooms. Close all doors to the area. If storage rooms have enough empty space, move students there.

BLATTNER HALL:

- 1st floor: The kitchen area with door closed.
- 2nd and 3rd floors: Main living areas with doors closed.

LONG HALL:

- 1st floor east living area with door closed.

GRIFFING HALL:

- 2nd and 3rd floors: Main living areas with door closed.

READ HALL:

- 1st floor: Nurses office.
- 2nd and 3rd floors: Storage rooms.

If students are OUTSIDE when a "Code One" is called, one DCS from each dorm will begin notifying all students to go to their dorms. The Dorm Supervisors will monitor the doors until all students have been accounted for.

If students are in the CAFETERIA when the "Code One" is called, the cafeteria doors will be locked and students and staff will remain there. The students should be moved as far away from windows and doors as possible. Again DCS will account for their assigned students.

If students are in the GYMNASIUM area when a "Code One" is called the staff there will lock the doors and direct students into the game room or dance room areas. DCS will account for their assigned students.

DCS will instruct students to remain calm and patient until the crisis is over. Students and staff will remain in safe areas until the Police or Administrators announce an "ALL CLEAR".

OKLAHOMA SCHOOL FOR THE DEAF EVACUATION PLAN

AUGUST 1, 2011

KaAnn Varner, Superintendent

EVACUATION PLAN

The following evacuation plan will serve for any unexpected disaster such as tornados, floods, explosions, wild fires, hazardous materials spills/explosions, airplane crashes, damaging winds/hail, building collapses, bomb threats and nuclear attacks.

The school has developed a Crisis Management Team. They are:

Crisis Management Team Leader – KaAnn Varner
Maintenance Repair/Security Officer – Gary Allmon & Dave Hughes
Public Relations/Communication Officer – Traci Prince
Safety/Fire Officer – Jammie Thomison
Medical/First Aid Officer – Mark Saunders & Brenda Malone

When a threat of disaster occurs, the Switchboard Operator will notify:

The Chief of Police or his agent – (580) 622-2000
Fire Chief or His Assistant – (580) 622-3535

If the Team Leader and/or Safety Officer determine that it's safer to remain in the buildings, the tornado alarm (blue light/bell) will sound/flash to alert everyone on campus to go to the assigned tornado shelter closest to them.

If it is determined that evacuation is safer, a flashing blue and yellow light (see page 3 of Fire alarm procedure) will sound/flash; everyone will evacuate the buildings in the same manner as for fire evacuation procedure. If Griffing Hall is determined to be a safe shelter, staff will take students to safety there and assure that everyone is accounted for and safe.

If the disaster occurs during the evening hours, the Blattner Hall Dormitory Coordinator will notify the switchboard operator and dormitory staff in each building and notify the Sulphur Police and Fire Departments.

If the disaster occurs in the daytime, teachers are responsible for students and supervisors are responsible for assigned employees. Both teachers and staff are responsible for visitors, volunteers and other non-employees.

If the disaster occurs in the evening, the DCS will be responsible for the students and the Dean of Students and dormitory coordinators are responsible for staff and visitors.

If it is necessary to evacuate the campus, everyone will go to the Assembly of God Church.

If a TOTAL CAMPUS EVACUATION is necessary, teachers/supervisors are responsible to lead students/staff to safety through Griffing Hall and onto waiting buses/vans behind the building. If Griffing hall is not safe go to the football field and load buses/vans there.

The Transportation Officer will ask Maintenance personnel and other staff members qualified to drive the buses/vans to designated safe areas such as:

- Sulphur Public Schools
- Mill Creek or Davis Schools
- Expo Center

If the school receives a Bomb Threat, the Switchboard Operator will use the attached telephone bomb threat checklist to record as much information as possible. She/he will notify Simplex Alarm System (888-746-7539, account #SD1266) to sound one long continuous bell to alert occupants in all buildings.

Using this plan, all staff and students must be accounted for. Anyone who cannot be accounted for must be reported to emergency response personnel immediately.

The Crisis/Management Team will begin to coordinate recovery and will maintain a point of central control.

A command center/alternate command center must be set up for the superintendent, emergency response personnel and others to work from.

The campus will be locked-down (perimeter, police and fire department – let only authorized people in – allow no civilians in area).

As soon as possible, buildings must be assessed for damages. Each building must have utilities disconnected prior to anyone entering building.

Buildings that are not restricted by Emergency Response Personnel will be inspected by authorized OSD personnel to check that it is safe to enter.

Restricted buildings must not be entered by anyone other than responding emergency personnel. No one will be allowed to enter restricted buildings until an all-clear given to re-enter the building.

As soon as possible (if building cannot be occupied) all staff and students must be located to a temporary site. The Emergency Crisis Team will begin moving any salvageable files, business equipment, etc. A temporary location for basic operations and contact with media, parents, and public must be set up as soon as possible.

The Communications/Public Relations Officer will meet with the press, family, parents, etc.

OKLAHOMA SCHOOL FOR THE DEAF FIRE ALARM PROCEDURE

AUGUST 1, 2011

KaAnn Varner, Superintendent

FIRE ALARM PROCEDURE

- PURPOSE:** To ensure maximum efforts are made by Oklahoma School for the Deaf to provide a safe and secure environment for students and employees in the event of a fire.
- SCOPE:** To implement and test procedures to be followed in the event of a fire.
- OBJECTIVES:**
- To promote a good understanding of established procedure.
 - To update procedures, as required.
 - Practice, at least twice per semester, to assure adherence to established procedures.
- RESPONSIBILITIES:** The OSD Safety Officer and/or designee are responsible for the conduct of all drills.

There are alarms boxes that operate manually, throughout each building.

- Anyone noting a fire is authorized to activate the fire alarm system and report the emergency to the Superintendent or his/her representatives.
- During evening hours the dormitory coordinator in Stewart Hall is designated the Superintendent's representative and will notify appropriate buildings. (See instructions page 6.)
- The Fire Department will be notified by the Simplex Monitoring Service. The Simplex Monitoring services will notify the designated individual in order until OSD is informed of the alarm.

PRACTICE DRILLS

- All drills will be conducted after the Alarm Service is notified and the System is taken off line. This will prevent the Fire Department from responding to a false alarm.
- The Safety Officer and designee will monitor all drills and report results to the Superintendent and to the Safety Committee.
- It is MANDATORY that every employee responds to all alarms (detailed instructions are attached).
- The Safety Officer or designee will give the "All Clear".

- Supervisors are responsible for maintaining an updated evacuation route and procedures for each room. Evacuation route signage must be clearly posted by each exit.

WHITE HALL FIRE ALARM PROCEDURES

When alarm sounds: Alternating light flashing and on/off buzzer.

ELEMENTARY DEPARTMENT – FIRST FLOOR

- Teachers will close windows and doors and pick up their grade books as they leave the room.
- Teachers in rooms: 116, 124, 125, 127, 133, 134, 137, and 138 lead their students out the south door to the Stewart Hall playground, check roll and proceed to Griffing Hall.
- Teachers in rooms: 104, 106, 110, 113, 114, and 117 lead students out the north doors to the Read Hall playground check roll and proceed to Griffing Hall.
- Teacher in room 127 will check the restrooms at the south end of the hall.
- Teacher in room 110 will check the restrooms at the north end of the hall.
- If a fire occurs when students are in transition, it will be the responsibility of the staff member who released the student to account for the student. Students should be instructed to report to that staff member immediately.
- Teachers, students and staff will remain in Griffing Hall until the “All Clear” signal is given.

JUNIOR HIGH AND HIGH SCHOOL – 2nd and 3rd FLOORS

- Teachers will close windows and doors and pick up their grade books before leaving their rooms.
- Teachers in rooms: 228, 229, 232, and 233 use south stairs on 2nd floor and exit the south door and proceed to Griffing Hall.
- Teacher in rooms: 234 and 235 use the east door on 2nd floor and proceed to the parking lot on north side of gym. An alternate route – use stairs and go out the south door on 1st floor.
- Teachers in rooms: 203, 205, 208, 209, and 210 use the north stairs to 1st floor and out the north door and proceed to Griffing Hall.
- The Principal’s Secretary will notify the deaf staff on 2nd floor. She will also check the girls’ restroom and then proceed out the front door to Griffing Hall.

WHITE HALL FIRE ALARM PROCEDURES CONTINUED:

- Teacher in room 203 will check the boys' restroom and then proceed down the north stairs to 1st floor out the north door and go to Griffing Hall.
- The staff in rooms 304 and 308 will proceed down the north stairs to 2nd floor and out the front door to Griffing Hall.
- The Staff in Rooms: 321, 322, 325, 327, 328, and 329 will exit the south stairs to 1st floor and out the south door and proceed to Griffing Hall.
- The Librarian will check the women's restroom on the north end of 3rd floor and then proceed down the north stairs to 1st floor and out the north door and go to Griffing Hall.
- The person in room 321 will check the restroom in the Library and close that door and the kitchen door and proceed down the south stairs to 1st floor and out the south door and proceed to Griffing Hall.
- You must clear the building area with the students at least 100 feet.
- The teachers will move the students into 1st floor Griffing Hall and check roll.
- Should a fire occur as students during class change, it is the responsibility of the staff member who released the student to account for the student. Students should be instructed to report to that staff member immediately.
- When it is safe to return to the building, the Safety Officer or designee will give the "All Clear" signal.

ADMINISTRATIVE STAFF

- All Administrative Staff will close windows and doors in their area and exit the building through the west doors and proceed to Griffing Hall.
- Staff will remain in Griffing Hall until the "All Clear" signal is given by the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. The Security Officer will notify the Superintendent and the Maintenance Supervisor of the emergency.

DO NOT USE ELEVATOR

AUDITORIUM FIRE ALARM PROCEDURES

When the alarm sounds: Alternating lights flashing and on/off buzzer

- Hearing staff alert all deaf staff that the alarm is flashing/sounding.

- Staff will close all windows and doors as they leave the classrooms/offices.
- Rooms A1, A2, A3, and A4 will exit through the north door and proceed away from the building to Griffing Hall.
- Rooms A5 and A6 will exit through the west door and proceed to Griffing Hall.
- Staff and students stay at least 100 feet away from the building.
- All students and Staff in the auditorium will exit through the south and west doors and proceed to Griffing Hall. Students will stay in groups with their teacher so everyone can be accounted for.
- Teachers and DCS will check the roll to account for all children.
- If a fire occurs when students are in transition, it will be responsibility of the staff member who released the student to account for the student. Students should be instructed to report to that staff member immediately.
- Remain in the safe area until a verbal “All Clear” is given by the Safety Officer or designee.
- Each exit must be manned by at least one adult. The remaining adults will lead the children outside.
- Adults in Rooms A1 and A6 will check the restrooms A7 and A9 for anyone who may not have heard or seen the alarm.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and the Maintenance Supervisor are notified.

GYMNASIUM FIRE ALARM PROCEDURES

When the alarm sounds: Alternating lights flashing and on/off buzzer

- Each teacher will calmly guide all students in their charge out the nearest exit, taking the roll book and closing doors as they go.
- All groups will proceed to Griffing Hall and remain there until a verbal “All Clear” signal is given by the Safety Officer or designee.
- The girls’ dressing room and restroom will be checked by the girls’ physical education teacher.
- The boys’ dressing room and restroom will be checked by the boys’ Recreation Specialist.
- The girls’ physical education teacher will notify the teacher’s assistant.
- Clear the building and remain at least 100 feet away from the building.

If a fire occurs between classes, it will be the responsibility of the staff member who released the student to account for the student. Students should be instructed to report to that staff member immediately.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and the Maintenance Supervisor are notified.

DO NOT USE ELEVATOR

READ HALL FIRE ALARM PROCEDURES

When the Alarm sounds: Alternating lights flashing and on/off buzzer

- Teachers and staff take children out the south door to the grassy area in the front, and proceed to the north side of Long Hall and conduct a student roll-check.
- Staff on 1st and 3rd floors exit the building out the south door to the grassy area in the front and proceed to the north side of Long Hall.
- Clear the building a distance of at least 100 feet.
- Wait for the verbal "All Clear" from the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and Maintenance Supervisor are notified.

CLINIC FIRE ALARM PROCEDURES

When the fire alarm sounds: Alternating lights flashing and on/off buzzer

Staff will make sure all doors are closed and will check the restrooms. Staff will exit the building and proceed to the north side of Long Hall waiting there for the "All Clear" to be given.

NIGHT

Call the evening Switchboard Operator at extension 4955. The nurse on duty will begin evacuation; closing windows and doors in each area in the following order:

- Supply room
- Kitchen
- North bedroom and restrooms
- Nurse's station
- Doctor office
- South bedroom and restrooms
- Supervisor's office
- Treatment room
- Dental office
- Reception area and restroom

Exiting through the south door.

If two nurses are on duty: Nurse #1 will check the east side of the clinic; Nurse #2 will check the west side. Specific responsibilities will be delegated by the clinic supervisor.

Should the fire danger exist in the south area, evacuation will begin in the south end of the clinic and exit the north.

All occupants will proceed to Griffing Hall 1st floor and there account for all occupants and remain until the "All Clear" signal is given by the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and Maintenance Supervisor are notified.

LONG HALL FIRE ALARM PROCEDURES

When alarm sounds – Alternating lights flashing and on/off buzzer

FIRST FLOOR:

- Students and Staff exit through north-west ramp door.
- DCS check each bedroom and bathroom, closing all windows and doors.
- Proceed to Griffing Hall stopping at the Pavilion to check roll.
- Remain in Griffing Hall until the "All Clear" signal is given by the Safety Officer or designee.

SECOND FLOOR:

- Staff/Occupants will exit down north stairway.
- Staff/Occupants will proceed to Griffing Hall.
- Remain in Griffing Hall until the "All Clear" signal is given by the Safety Officer or designee.

THIRD FLOOR:

- Staff will exit down either north or south stairways depending on where fire is located and proceed to Griffing Hall.
- Each staff member is responsible for closing windows and doors to their office.
- The Accounting Technician will close doors to the copy room and hallway.
- The Administrative Assistant will close windows and doors to the conference room and break room.

- Remain in Griffing Hall until the “All Clear” signal is given by the Safety Officer or designee.
- Clear the building with the students at least 100 feet.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and the Maintenance Supervisor are notified.

DO NOT USE ELEVATOR

DORMITORY (NIGHT) FIRE ALARM PROCEDURES

When the alarm sounds: Alternating lights flashing and on/off buzzer

- Dial 4955 (night operator) and report fire alarm.
- Students are to move out orderly in single file.
- Direct Care Specialists (DCS) check each bedroom and bathroom.
- The DCS will close all windows and doors.
- Under supervision of DCS, students go to designated areas. Students to remain in assigned area.
- DCS will take the student roll call lists.
- If a fire occurs when students are in transition, it will be the responsibility of the staff member who released the student to account for the student. Students should be instructed to report to that staff member immediately.
- All students and staff will remain out of the building until the “All Clear” signal is given by the Dean of Students or his designee.

STEWART HALL (GIRL’S DORMITORY) ALL FLOORS

- Exit through front and rear exits.
- Proceed to the Pavilion to check roll, then on to Griffing Hall 1st floor.
- You must clear the building with the students at least 100 feet.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and the Maintenance Supervisor are notified.

DO NOT USE ELEVATOR

DORMITORY (NIGHT) FIRE ALARM PROCEDURES

When the alarm sounds: Alternating lights flashing and on/off buzzer

- Dial 4955 (night operator) and report fire alarm.
- Students are to move out orderly in single file.
- Direct Care Specialists (DCS) check each bedroom and bathroom.
- The DCS will close all windows and doors.
- Under supervision of DCS, students go to their designated areas. Students to remain in assigned area to be counted by DCS.
- DCS exit with roll call lists.
- If a fire occurs when students are in transition, it will be the responsibility of the staff member who released the student to account for the student. Students should be instructed to report to that staff member immediately.
- All students and staff will remain out of the building until the “All Clear” signal is given by the Dean of Students or designee.

BLATTNER HALL (BOY’S DORMITORY) ALL FLOORS

- CENTER AREA: exit through north door.
- EAST WING: exit through east rear stairs.
- WEST WING: exit through west rear stairs.
- Proceed to the front of Blattner hall for roll check, then move everyone to Griffing Hall 1st floor.
- Clear the building and remain at least 100 feet away from the building.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and the Maintenance Supervisor are notified.

DO NOT USE ELEVATOR

GRIFFING HALL FIRE ALARM PROCEDURES

When the fire alarm sounds: Alternating lights flashing and on/off buzzer

(NIGHT: Call evening Switchboard Operator, ext. 4955 and report)

FIRST FLOOR – DINING HALL

- Supervisor will alert deaf employees.
- Exit the building through south double doors, closing windows in each area and remain at least 100 feet from the building, until everyone is accounted for – then proceed to Long Hall.
- Wait for the “All Clear” from the Safety Officer or designee.

FIRST FLOOR – SUPPLY

- Close all windows and doors, exit through the west door, proceed to Long Hall and remain until the “All Clear” signal is given by the Safety Officer or designee.

SECOND AND THIRD FLOORS (when occupied)

- Exit through the south door and proceed down the stairs and out the south door to Long Hall.
- Staff check the restrooms and close windows and doors.
- Staff are responsible for students will make certain that all students are present.
- Once students are accounted for, staff will move the students to Long Hall.
- If evening, wait for the verbal “All Clear” from the Dean of Students or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and the Maintenance Supervisor are notified.

DO NOT USE ELEVATOR

MAINTENANCE DEPARTMENT FIRE ALARM PROCEDURES

When the fire alarm sounds: Alternating flashing lights and on/off buzzer

- All personnel in the office, electrical and painters’ area should exit the south door of the Vocational Building and go to Long Hall, closing all windows and doors as they leave.
- All personnel in the plumbing or carpentry shops exit through the north door of the building and go to Long Hall.
- All personnel in the old boiler room and automotive shop should exit through the south door and assemble at Long Hall.
- It is the responsibility of hearing employees to always alert their deaf co-worker of the alarm and the urgency to leave the building.

- Remain in assigned area until the “All Clear” signal is given by the Safety Officer or designee.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will ensure that the Superintendent and the Maintenance Supervisor are notified.

VOCATIONAL BUILDING FIRE ALARM PROCEDURES

When the fire alarm sounds: Alternating flashing lights and on/off buzzer

Teachers will assume responsibility to see that every student is evacuated from the classroom and building and all windows and doors are closed.

The following procedure will be used to make the evacuation orderly and as expedient as possible. All students will proceed as a group to Long Hall where the teacher will take roll call. Staff and students will remain there until the “All Clear” signal is given by the Safety Officer or designee. **YOU MUST CLEAR THE BUILDING WITH THE STUDENTS AT LEAST 100 FEET.**

FIRST FLOOR

- Transportation and Dean of Students’ Office: Close all windows and doors and exit through the door at the west end of offices and through the south door of the building. Alternate exit is the door at the north side of the building.
- Classroom 113: Exit through the door at the west side of the building. Alternative exit is the door at the east end of the Classroom 113 and the south door of the building.
- Vocational Mechanical Trades Classroom: Exit through the northwest door on the north end of the first floor. Alternate exit is through the southeast door and the south door of the building.
- Occupational Training Opportunities for the Deaf (OTOD) Classroom: Exit through the southwest door of the classroom and the south door of the building.

SECOND FLOOR

- Classroom 209: Exit through the west door, go down the entry stairs to first floor and out the south door of the building. Alternate exit is through the north door, down the north stairs to first floor and out the north door of the building.
- Art Classroom 205: Exit through the door on the east end of the classroom down the entry stairs to first floor and out the south door of the building. Alternate exit is through the northeast classroom door, down the north stairs to first floor and out the north door of the building.

DO NOT USE THE ELEVATOR

VOCATIONAL BUILDING FIRE ALARM PROCEDURES CONTINUED

THIRD FLOOR

- Sewing Classroom 309: Exit through the north doors, down the entry stairs to the first floor and out the south doors of the building. Alternate exit is through the north doors of the classroom, down the north stairs to first floor and out the north door of the building.
- Business Classroom 315: Exit through the west door, down the entry stairs to first floor and out the south door of the building. Alternate exit is through the northwest door, down the north stairs to first floor and out the north door of the building.
- Food Service Classroom 305: Exit through the east doors down the entry stairs to first floor and out the south door of the building. Alternate exit is through the northwest door, down the stairs to first floor and out the north door of the building.

After 4:00pm, the Security Officer on duty will respond to the fire alarms and assist in the evacuation. They will insure that the Superintendent and the Maintenance Supervisor are notified.

DO NOT USE THE ELEVATOR

OKLAHOMA SCHOOL FOR THE DEAF SEVERE WEATHER PROCEDURE
AUGUST 1, 2011

KaAnn Varner, Superintendent

SEVERE WEATHER PROCEDURE

PURPOSE: To ensure maximum efforts are made by Oklahoma School for the Deaf to provide a safe and secure environment for students and employees during severe weather situations.

SCOPE: To implement and test procedures to be followed in the event of severe weather.

OBJECTIVES:

- To promote a good understanding of established procedures.
- To update procedures as required.
- Practice to assure adherence to established procedures and practices or at least four (4) evacuations as required by law (SB764).

RESPONSIBILITIES:

- Safety Officer and/or designee will be responsible for the conduct of drills or actual warnings during the normal work day. The alarms will be activated from the Simplex Control Panel.
- The Dormitory Coordinator, Stewart Hall will be responsible for the conduct of actual warnings between the hours of 5:00 P.M. to 7:30 A.M. The notification will be made from the alternate Switchboard Operator.
- Administrative staff and supervisors will assure that all students/employees have a clear understanding of actions required upon notification.
- Safety Officer and designee will monitor results and submit a report to the Superintendent and the Safety Committee following each practice drill.
- Staff on duty will stop all activity and secure their area, then follow severe weather alarm procedures moving students to their assigned shelter area.
- Supervisors have responsibility for posting these instructions in a common area such as a bulletin board for all employees to have access.

SEVERE WEATHER ALARM PROCEDURES

FOR EMERGENCY ALERT CENTER

DAY PROCEDURES (7:30 A.M. to 5:00 P.M.)

When the call is received from Emergency Weather Advisor, Police Department, the Civil Defense siren (six (6) blasts) is actuated, the operator will call:

1. SAFETY OFFICER, ext. 4907
 - Safety Officer will activate the Simplex system alarm which flashes a blue light/bell throughout the school complex.
 - The Safety Officer will also alert the Superintendent's Office.
 - Emergency Alert Center Staff:
 - Superintendent
 - Safety Officer
 - Switchboard Operator.
 - The initial location is the Switchboard Console and will be transferred to 1st floor Long Hall.
 - The Safety Officer or designee will call the Police Department to check for "All Clear" and then ring the alarm and a flashing yellow light to signal "All Clear".

EVENING HOURS (5:00 P.M. to 7:30 A.M.)

When call is received from City Hall, Police Department or noting Civil Defense Siren (six (6) blasts), the Dormitory Coordinator, Stewart Hall, or Alternate Switchboard Operator will call Security Officer at (580) 618-0694. The Security Officer will go to the north entry of the Vocational Building and activate the tornado alarm, (blue light and bell). If unable to reach the Security Officer, the Dormitory Coordinator, Stewart Hall and Alternate Switchboard Operator will call areas below stating "THIS IS NOT A PRACTICE – IMPLEMENT SEVERE WEATHER PROCEDURES IMMEDIATELY."

READ HALL, ext. 5018, 5019, 5023, or 5021

BLATTNER HALL, (boys' residence), ext. 5002, 5003, 5010, 5106, and 5110. If no answer, DCS from Stewart Hall will be notified and will leave their building to notify other dormitory staff.

GRIFFING HALL, ext. 5033, 5083, and 5302, and DINING HALL, ext. 4932

CLINIC (between 5:00 P.M. and 11:30 P.M.) ext. 4922 or 5014

RECREATION (Gym and Student Union), ext. 5024, 5025, and 5026

STEWART HALL (girls' residence), ext. 4958, 4964, 5082, 5100, 5101, 5103, 5104, and 5105

SUPERINTENDENT, ext. home 4920 or (580) 618-6032 V/TTY, and 4908

SECURITY OFFICER (during cold season), (580) 622-0694

DAY OR NIGHT, STAFF WILL PROCEED AS FOLLOWS TO ASSURE THE SAFETY OF ALL CHILDREN:

1. BLATTNER HALL: East Wing and Center Living Area on first floor
2. CLINIC: Supervising Nurse's office
3. GRIFFING HALL: 1st floor dining room, east wing hall and serving line between food line and counter
4. READ HALL: Central hallway on 1st floor
5. RECREATION: 1st floor hall
6. STEWART HALL: 1st floor, eastern portion of building

DCS assigned to each dormitory will take a count of students to ascertain that all children are present and/or accounted for.

Recreation staff will call the 1st floor of each dormitory and account for children remaining in the building.

All assigned staff (DCS on duty, coordinators, nurses, group sponsors, recreational staff, etc.) from all buildings shall survey surrounding grounds to ascertain that no child remains outside and in danger.

Dormitory Coordinator, Stewart Hall, will be responsible to contact Police Department to see if "All Clear," then notify Communications Center, who then will notify each building when the emergency is over.

SCHOOL BUILDING (WHITE HALL) SEVERE WEATHER PROCEDURES

When the blue light flashes and the bell rings, ALL STAFF AND STUDENTS will move to first floor to the hallway by the elevator and sit on the floor.

- The Teacher in room 133 will check the restrooms at south end of 1st floor.
- Teacher in room 110 will check the restrooms at north end of 1st floor.
- The Teacher in room 203 or 205 will check the boys' restroom on 2nd floor.
- The Principal's Secretary will check the girls' restroom on 2nd floor.
- The person in 304 will check the women's restroom on the north end of the building.
- The person in 325 will check the men's restroom on the south end of the building.
- The Librarian will check the restroom in the Library.

All persons will stay in designated areas until the "All Clear" is given (ringing bell and flashing yellow light).

LONG HALL

1ST FLOOR

- Staff and students will gather in the living area and take shelter and wait until the “All Clear” is given (ringing bell and flashing yellow light).

2ND FLOOR

- Staff and students will exit south stairs to 1st floor, go to living area and take shelter.

3RD FLOOR

- Staff/visitors will exit south stairs, waiting if necessary for students to clear stairway, and then proceed to living area and take shelter.

VOCATIONAL BUILDING SEVERE WEATHER PROCEDURES

When the blue light flashes, staff and students will move to the following designated areas:

- All staff/students in Vocational will go to the Transportation Office on 1st floor. If there is not enough room in this office, the restrooms on 1st floor can be used with the supervision of an adult. The Secretary in Transportation will close all interior office doors to protect from debris.
- Linda Shelby will check the restroom on 3rd floor before exiting the stairs to 1st floor.
- Denise Henry will check the restroom on 2nd floor before exiting the stairs to 1st floor.
- Darliene McClellan will close the interior doors in transportation and then check the restrooms on 1st floor and return to the Transportation Office.

Staff and students will stay in designated areas until “All Clear” signal is given (ringing bell and flashing yellow light).

CLINIC SEVERE WEATHER PROCEDURES

DAY Staff will be notified by either hearing the tornado alert or receiving a call from the Switchboard Operator.

WHEN NOTIFIED:

- The nurse in charge will move all occupants into the Supervisor’s office and door will be closed to protect from debris.

Occupants will remain until “All Clear” is advised by Switchboard Operator.

GRIFFING HALL SEVERE WEATHER PROCEDURES

DAY: Will be notified by hearing the tornado alert or receiving a call from Switchboard Operator.

NIGHT: Will be notified by hearing the tornado alert or receiving a call from evening operator.

Security Officer will unlock dining area.

DINING HALL

- When notified of tornado alert, staff and students will move to the east wing hall.
- If children are in dining room, DCS will assist students.

SUPPLY DEPARTMENT

- When notified of tornado alert, staff will enter kitchen area and proceed as above and join other staff and students.

2ND AND 3RD FLOORS (when occupied)

- When notified of tornado alert, all adults and children will exit via the north stairs to the 1st floor; pass through the dining area to the east wing hall.

Staff and students will remain until and "All Clear" is advised by Switchboard Operator.

READ HALL SEVERE WEATHER PROCEDURES

Switchboard Operator will contact Supervisor at ext. 4501 or 5030 and she/he will notify all floors.

- Teachers and Teacher Aides will escort the children in their care down the north stairs to the 1st floor hallway and instruct them to sit on the floor against the wall. Teacher Aides will close all hallway doors. Teachers will take grade books with them and check roll.
- When notified of tornado alert, staff on 1st floor will go to the 1st floor hallway and join other staff and children. Staff on 3rd floor will go down the north stairs to the 1st floor hallway and join other staff and children.

Staff and children will remain until and "All Clear" is advised by Switchboard Operator.

MAINTENANCE DEPARTMENT SEVERE WEATHER PROCEDURES

When notified by the Switchboard Operator (or hear) tornado alert:

DAY: The Security Officer on duty is responsible for unlocking the storage basement in the vocational building.

- All other maintenance staff in the carpenter shop, automotive shop, boiler room, or maintenance office will go immediately to the basement in the vocational building.

- Maintenance staff working in another building should go immediately to the designated area in that building.
- Security/Maintenance personnel will turn the gas and boiler switch off if time permits.
- Maintenance staff working on grounds should go to nearest building to the designated area in that building.
- Maintenance staff working with deaf staff member should alert him to move to designated area.

When “All Clear” is given by Maintenance Superintendent, staff will leave the basement and Security Officer will lock door again.

NIGHT: When notified by evening operator, Security Officer (during cold season) will unlock vocational building basement area and stay until, in his judgment, it is safe to return. (The reason he unlocks vocational building basement is that some people who live close, come and stay there during tornado warnings.)

CUSTODIANS: Custodians will use the same procedures as the students and staff in their work area.

AUDITORIUM SEVERE WEATHER PROCEDURES

When the blue light flashes and bell rings:

- All occupants of the auditorium shall file out of the south double doors and west stage doors, go to the gymnasium southeast boys’ locker room, and sit along the wall.
- Students and staff in auditorium annex will file out of their rooms, go to the gymnasium southeast boys’ locker room, and sit along the wall.

All staff and students will stay in designated area until “All Clear” signal is given (ringing bell and flashing yellow lights).

GYMNASIUM SEVERE WEATHER PROCEDURES

When the blue light flashes and bell rings:

- Teachers will escort their classes to the southeast boys’ locker room and have the students sit along the walls. The girls’ physical education teacher will notify the aide who will help with the students. The girls’ physical education teacher and boys’ physical education teacher will check bathrooms and upstairs area to make sure the area is clear. After everyone is situated, teachers will check roll.

When “All Clear” is given (ringing bell and flashing yellow lights) classes will resume.

See “Evening Severe Weather Procedures” for evening evacuation.

STUDENTS LOADING OR UNLOADING FROM VEHICLES

Supply Officer or Security Officer will notice if students are loading or unloading from vehicles and will notify staff in charge. Staff will lead students to 1st floor of the Vocational Building and sit along west wall until "All Clear" message is given.

VISITORS

Staff will notify visitors in their area to follow them to the designated location for their building.

OKLAHOMA SCHOOL FOR THE DEAF

SAFETY COMMITTEE MEMBERS

2010-2011

Trina Ellis

Wanda Dilbeck

Sam Fields

Erin Hargis

Rusty Harmon

Dawn Hernandez

Van Parker

Linda Riegel

Jennifer Robinson

Mark Saunders

Romaine Williams

Raymond Willingham

Betty Stephens, Chair

Jammie Thomison, Safety Officer

Committee meets the 3rd Wednesday each month at 3:15 p.m. in Long Hall-III conference room.

SAFETY COMMITTEE MEMBER DUTIES

Prepare – Come prepared to share, to ask questions, and to offer solutions. Listen and then apply what you learn to safer work practices. Learn to recognize unsafe work habits in yourself and others. Be active in physical plant and equipment preventive maintenance through reporting and filling out work orders. Make inspection a daily part of your job.

Frequency – OSHA requires monthly safety meetings and stipulates that when there are multiple shifts or off site campuses that additional meetings be held to cover the workforce. Departmental meeting minutes are forwarded to the Safety Committee for review and/or action.

Timing – Safety meetings must be conducted at times when everyone is together and not engaged in other tasks. The length of the meetings will be limited to 45 minutes to one-hour should be brief, conducted according to the agenda, focused and productive.

The Meeting – Safety Committee Members are designated by OSD Administration. Departmental Supervisors may conduct department/unit meetings or delegate to others as appropriate. Purpose of meetings is to introduce the targeted safety problems and any training that needs to be done and to refer concerns to the safety committee for follow up. Review of equipment or review of procedure may be done as delegated by supervisor by any staff person in attendance, but is the responsibility of the supervisor as approving official to make sure all training is correct and complete. Appropriately identified training needs may be referred to the Safety Officer for classes beyond that which the safety meeting allows, i.e., product/equipment representative demonstration, etc.

Input – Each Committee Member will be encouraged to speak, and to offer his/her views. The best suggestions come from the end users of equipment and those who experience real situations.

Get Results – The goal is for the Safety Committee members to agree and to pledge to use the solutions discussed in solving problems, as well as to implement any training provided. Encourage each other - if unsafe practices are noted, remind others to work safely. Report to supervisor any continued unsafe practices. Safety is critical for the students, co-workers and SELF.

Documentation – Keep a record of who attends the meeting, the date, time and what is discussed and any training that is provided. Department of Labor requires documentation of staff training, verified by sign-in sheets stating the topic of discussion, date and time. Record must be retained up to 7 years by the Safety Officer.

At the conclusion of each Safety Meeting a few minutes needs to be devoted to general safety reminders, i.e., using sun-screen, watching for icy patches on walkways, washing hands during flu seasons, etc. Information on new equipment, broken equipment and issuance of MSDS sheets on new products could also be discussed at this time.

NOTE: Whenever a problem is identified, a resolution to solve the problem must be made. If the problem cannot be resolved within the meeting, the problem will be an agenda item for the next scheduled meeting. Some problems may be too complex for the Safety Committee to resolve, such cases must be referred to the Superintendent. NEVER should it appear in writing that a Safety Committee was made aware of a problem or potential problem and nothing was done to correct the problem, or some preventive action was put in place, i.e. training, tools.

August 1, 2011

TO: All OSD employees

FROM: KaAnn Varner, Superintendent

RE: Emergency Response Plan

Oklahoma School for the Deaf's first priority is the safety, security, and well being of our students and staff. While we hope our school is never faced with an emergency situation, we are prepared to respond to an incident if one should occur.

We have taken steps to prepare our school to deal effectively with emergency situations that may occur in or around the campus during the school day and the evening hours. Our comprehensive Emergency Response Plan is complemented by individual plans tailored for each Emergency. These plans are reviewed regularly and are updated by the OSD Safety Committee. All changes are submitted to the Superintendent for approval.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and the fire departments, and parents.

Your cooperation is vital to helping us protect the safety and welfare of children and school employees. Please observe the procedures explained below.

Please familiarize yourself with the different procedures to follow for each emergency.

For documentation purposes, please sign and date below.

KaAnn Varner, Superintendent

KV:jt

NAME

DATE RECEIVED