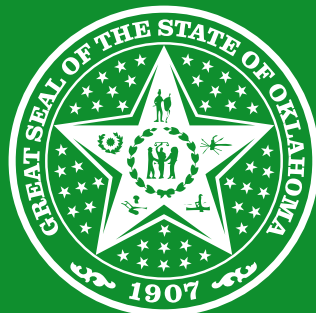




# EMERGENCY EVACUATION GUIDE



OKLAHOMA STATE DEPARTMENT *of* EDUCATION

# EMERGENCY TELEPHONE NUMBERS

## **Capitol Patrol**

Emergency 521-2316 / Non-Emergency 521-6040

## **Hodge Building Services** (Maintenance Requests)

521-3302

## **Fire, Ambulance, E.M.T. & OKC Police**

9-911

## **Oklahoma Emergency Management**

521-2481

## **Bomb Threats** (911 / Capitol Patrol)

9-911 and/or 521-2316

## **Heart Attack\*** (911 / Capitol Patrol)

9-911 and/or 521-2316

\*The Oklahoma Highway Patrol Troop "R" (Capitol Patrol) and our security personnel are provided with a list containing the name and telephone numbers of all trained personnel in the Oliver Hodge Education Building that can assist with item number 6 until emergency personnel (EMT) arrive. Security can be reached by calling 405-630-8221. This document contains personal employee information. Home phone and cell numbers are to be used in emergency situations ONLY.

Each floor in Hodge building is equipped with an "AED" defibrillator machine. The Basement Level and Floors 2-5 are equipped with emergency evacuation chairs to assist those unable to use stairs get up or down as necessary. Below are their locations on each floor.

### **Basement**

AED & First Aid Kit- On the wall between the women's restroom and the glass security doors

Chair- Elevator Lobby Left-Hand Side- Hanging on Wall (Yellow Bag)

### **1st Floor**

AED- On the wall between the women's restroom and the bulletin board

### **2nd Floor**

AED & First Aid Kit- On the wall between the glass security doors and the bulletin board

Chair- Elevator Lobby Left-hand Side of Sliding Doors (Yellow Bag)

### **3rd Floor**

AED & First Aid Kit- On the wall between the water fountain and the women's restroom

Chair- Elevator Lobby Left-Hand Side of Sliding Doors (Yellow Bag)

### **4th Floor**

AED & First Aid Kit- On the wall between the water fountain and the women's restroom

Chair- Elevator Lobby Left-Hand Side of Sliding Doors (Yellow Bag)

### **5th Floor**

AED & First Aid Kit- On the wall between the water fountain and the women's restroom

Chair- Elevator Lobby Left-Hand Side of Sliding Doors (Yellow Bag)

# EMERGENCY NOTIFICATION

## OLIVER HODGE EDUCATION BUILDING

### **Joy Hofmeister**

State Superintendent of Public Instruction (1st Floor)  
Oklahoma State Department of Education  
(405) 521-4885 OFFICE • (918) 633-1639 CELL

### **Phil Bacharach**

Senior Policy Advisor (1st Floor)  
Oklahoma State Department of Education  
(405) 521-4894 OFFICE • (405) 249-0746 CELL

### **Tom Spencer & Julie Ezell**

Executive Director & General Counsel (5th Floor)  
Oklahoma Teachers Retirement System  
(405) 521-2387 OFFICE • (405) 570-1443 Tom's CELL (405) 802-1381 Julie's CELL

### **Sid Smith-McCormick & Bill Connolly**

Building Safety Officers (1st Floor)  
Oklahoma State Department of Education  
(405) 521-3977 OFFICE • (573) 592-9775 Sid's CELL (405) 850-7509 Bill's CELL

## EMERGENCY WARNING SYSTEM

### **I. FIRE CALL BUTTON STATIONS**

A steady sound of the fire alarm system located at both ends of each floor indicates the presence of smoke or fire - immediate evacuation to the lawn between Sequoya and Will Rogers. Fire call buttons are located at each stairway exit.

### **II. EMERGENCY ALARM & P.A. SYSTEM**

The system has two means of sounding a warning in an emergency:

**A. Audio (Voice) Alarm:** Emergency Management will use this alarm to advise the Hodge Building of impending weather situations. It can also be used to notify building occupants of the location of a fire and alternate routes of escape.

**B. Tone Alarm:** This is used in conjunction with the audio alarm to warn the occupants of a potentially dangerous situation.

### **III. SAFE TO RETURN ANNOUNCEMENTS**

"Safe to Return/Warning Has Expired" announcements will come verbally from the Oklahoma Capitol Patrol.

## PERSONNEL EVACUATION PLAN

All Hodge staff and guests will be evacuated to designated safe zones. Personnel and guests may need additional assistance to evacuate. Disabled personnel are defined as those individuals confined to wheelchairs, those who require a cane or crutches, or those individuals with any impairment that prohibits the use of the stairways at a normal pace.

For persons needing assistance, an emergency aid will assist those individuals once at the designated area of refuge and then to the appropriate safe zone. The area of refuge on each floor will be the central stairway landing immediately outside the central stairway door.

**During an emergency the elevators will not be operational. If an alarm sounds, personnel needing assistance should immediately proceed to the area of refuge on their floors for further assistance.**

## SPECIAL CONSIDERATIONS

ELEVATORS ARE OFF LIMITS DURING EMERGENCIES AND DRILLS.

### **Employees Requiring Assistance Prior to an Emergency Evacuation or Drill**

If you feel you may require assistance during an emergency evacuation contact the building safety officer at 521-3977. The building safety officer shall contact a floor monitor for your area and plans will be made to assist you in the event of an emergency evacuation & drills.

### **Help if Able**

As you evacuate to safe zones be aware of individuals who may need assistance. If you are able to safely provide assistance please do. If you are unable to provide help to them be sure to notify an emergency aid of their location.

### **Significant Threat to Building**

In the event of a major threat to the building the evacuation designated safe zone maybe subject to change & the new location will be communicated by the safety officers & emergency aids. The secondary meeting spot for evacuation is the Department of Agriculture's parking lot.

### **Grab as Go**

The SDE & Oliver Hodge Safety Officers will be responsible for grabbing an AED as they evacuate to insure there is one at the designated safe zone. The first floor central stair monitor (front desk) will be responsible for grabbing the visitor sign in log to account for all Oliver Hodge visitors.

### **Classified Documents and Information:**

#### **Teacher Certification Records**

Room 211

#### **School Personnel Records**

Room 210

#### **State Board of Education Documents**

Room 118

#### **SDE Employee Personnel Records**

Room 111

# EMERGENCY OPERATION PROCEDURES

Actual or threatening emergencies (severe storms, fire, bomb threats, flood, earthquake explosions, gas leaks, or other emergency warnings) require immediate action by all employees and visitors. To ensure the safety of all persons in the building, emergency action plans have been developed with personnel designated to supervise in such emergencies. The organizational structure in effect in an emergency is as follows:

## I. NOTIFICATION OF EMERGENCY

- A. Origin of problem:** The floor monitor shall call the Building Safety Officer at 521-3977, Building Security Officer at 630-8821, or Capitol Patrol at 521-2316.
- B. Building Safety Officer shall notify:**
  - 1. All floor monitors
  - 2. State Superintendent of Public Instruction (521-4885), Senior Policy Advisor (521-4894) and/or Oliver Hodge Safety Officer (521-3977)
  - 3. Executive Director, Teachers Retirement System (521-4745) & all agencies currently located in the Oliver Hodge Building.

## II. RESPONSIBILITIES

- A. Building Security Officer, (OHP/Capitol Patrol):** Provide building security, assist in flow of employees out of building, and coordinate emergency services and/or vehicle traffic.
- B. Building Safety Officer:**
  - 1. Contact appropriate personnel and coordinate evacuation.
  - 2. Notify all Oliver Hodge occupants when safe to return to building & evacuation updates.
- C. Floor Monitors:**
  - 1. Notify employees in area to evacuate the building.
  - 2. Maintain an orderly flow of employees.
  - 3. Ensure designated employees evacuate disabled & individuals needing assistance
  - 4. Confirm the evacuation of the assigned area. Then report to Building Safety Officer in the designated evacuation location.
  - 5. Work with building safety office to ensure evacuation procedures are up to date.
- D. Building Superintendent,, Senior Policy Adviosr, and/or Oliver Hodge Safety Officers**  
Provide Emergency Responders wth necessary information-including possible staff still in building.

## III. SEVERE STORM/TORNADO--Evacuation to Basement (Tone with announcement)

If evacuation is necessary because of a severe storm, the Capitol Patrol shall alert the personnel in the building by a tone with announcement. The Building Safety Officer shall confirm that floor monitors have begun evacuating personnel to shelter in the basement.

- A.** All personnel shall proceed to the basement of the building by the exit stairs. Elevators are off limits during emergencies and drills.
- B.** Office machinery, files or appliances as well as personal objects (coats, purses, briefcases, etc.) are to be left unless there is sufficient time to secure equipment and/or personal effects.
- C.** Walk, do not run, to the stairway or exit to safety. Proceed in an orderly fashion.
- D.** All personnel shall remain in the basement and tunnels until the Oklahoma Highway Patrol duty supervisor issues a clearance for returning to the offices.
- E.** If warning time is not sufficient to evacuate to the basement or tunnel, move away from windows, get under

something heavy, such as a desk, and cover your head and/or eyes.

#### **IV. FIRE--Evacuation to Outside** (Tone with announcement)

Because of the emergency response teams and equipment arriving at the building, the east side of the Hodge Building and the parking areas are OFF LIMITS during a building evacuation or exercise. If a building evacuation occurs in inclement weather, personnel will be directed to assemble in various state buildings until transportation is arranged.

- A.** All personnel shall leave the building by the safest exit closest to their current location. All elevators are off-limits during emergency evacuations and drills. Use of the tunnel for evacuations during fire emergencies should be used only if stairs are unavailable.
- B.** Office machinery, files or appliances as well as personal objects (coats, purses, briefcases, etc.) are to be left unless there is sufficient time to secure equipment and/or personal effects.
- C.** WALK, don't run, to the stairway or exit to safety. Proceed in an orderly fashion.
- D.** Evacuees should proceed to the lawn between the Sequoia and Will Rogers Buildings.

#### **V. OTHER EMERGENCIES**

Other emergencies, such as earthquake, flood, explosions, gas leaks, or aircraft crashes into state buildings, shall be treated in the same manner as a fire evacuation.

#### **VI. CIVIL EMERGENCY ALERT**

The State Capitol Complex Civil Emergency Alert system is the same as any other community in the state. If you hear this signal, turn your radio to the appropriate station or wait for any messages over the building alarm system.

#### **VII. BOMB THREAT – Evacuation to Outside**

Each bomb threat is to be individually screened or evaluated by the State Superintendent will communicate necessary action to the Building Safety Officer.

- A.** Evacuation of building will be the same as a fire evacuation.
- B.** DO NOT try to locate the bomb, and DO NOT try to move any unusual objects. Avoid all suspected objects or packages and report the location to the Security Officer (630-8221) or Building Safety Officer (521-3977) who will report to the Capitol Patrol.

# **BOMB THREAT** REPORT

## OLIVER HODGE EDUCATION BUILDING

### **I. When you receive a bomb threat:**

- A.** Try to stay as calm as possible!
- B.** Keep the caller on the line as long as possible.  
**Do not hang up the phone even if they do.**
- C.** Record the date and time if you can.
- D.** Write down the exact words if you can.

### **II. Try to write down the following information:**

- A.** Caller's voice:  Male  Female
- B.** Age of caller:  Young  Old  Middle Age
- C.** Did the caller have an accent, if so please describe?
- D.** Did you notice anything familiar such as background noises, tone of voice, or knowledge of building or routine?
- E.** What time is the bomb going to explode and/or where it is located?
- F.** Any other information that might help track down the caller.

### **III. Contact:**

- A.** Emergency, 9-911, immediately with the above information; Capital Patrol 1-4541;
- B.** State Superintendent Joy Hofmeister, 1-4885; Senior Policy Advisor, Phil Bacharach, 1-4894;
- C.** OSDE Safety Officer, Bill Connolly, 2-3319; Oliver Hodge Safety Officer, Sid McCormick 1-3977

# **BASEMENT** EMERGENCY EVACUATION PLAN

## OLIVER HODGE EDUCATION BUILDING

### FLOOR MONITORS

<b>Floor</b>	Tara Hill- Data Services 2-3297
<b>Floor</b>	Tyler McNeely - Data Services 2-3645
<b>North Stair</b>	Gary Hurst - Instructional Delivery Services 2-5110
<b>Central Stair</b>	Kyle Wang - Data Services 1-2504
<b>Central Stair</b>	Marty Fulk - Media 1-3103
<b>South Stair</b>	Thomas Finch- Data Services 2-3307
<b>South Stair</b>	Phong Tong - Data Services 2-8816
<b>Assistance Aide</b>	Adam Thiel - Printing Services 1-3459

Assistance aides help disabled individuals to the area of refuge (central stair landing) and then down the stairs to the evacuation destination. The area of refuge is the area where individuals may expect to find assistance to evacuate if prior plans have not been made.

### EMERGENCY PHONE NUMBERS

**Emergency:** 9-911

**Capitol Patrol Emergency:** 521-2316  
521-6040 (Nonemergency)

**Building Security:** 630-8221 (Brandon Smith)

**Building Safety Officer:** 521-3977

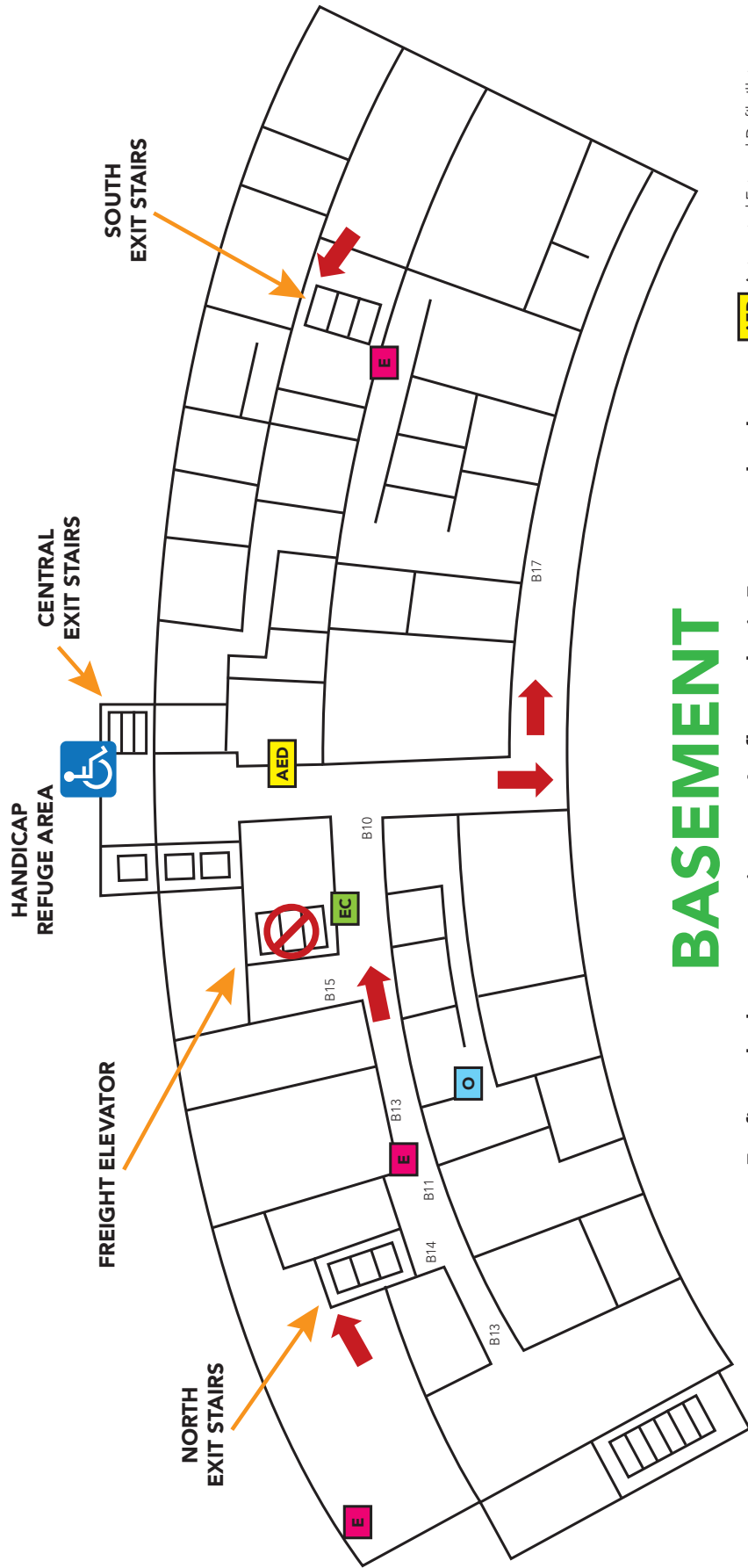
**Oklahoma City Police:** 231-2121

**Fire:** Tone with announcement – Proceed to nearest stairway and exit building.

**Tornado:** Tone with announcement – Take nearest stairway to the basement and tunnel.





When evacuating the building or sheltering in the basement, please ensure that individual office lights are turned off and that individual office doors remain open.





# BASEMENT

For fire and other emergencies go to 1st floor and exit. For storm related emergencies proceed down the tunnels to the appropriate meeting space.

-  Automated External Defibrillator
-  Emergency Chair
-  Extinguisher
-  Oxygen

# FIRST FLOOR EMERGENCY EVACUATION PLAN

## OLIVER HODGE EDUCATION BUILDING

### FLOOR MONITORS

<b>Admin. Evac. Liason</b>	Treasure Morgan - Administrative Services 1-4885
<b>Floor</b>	Debbie King - Administrative Services 1-4514
<b>North Stair</b>	Jason Perez - Teacher & Leader Effectiveness (TLE) 2-0282
<b>North Stair</b>	Frances Clevenger - Human Resources 2-4930
<b>Central Stair</b>	Amy Gibson- Administrative Services 1-3302
<b>Central Stair</b>	Vicki Crofford-Human Resources 2-4977 & Lori Gray-Human Resources 1-3127
<b>South Stair</b>	Lori Murphy - Legal Services 2-5260
<b>South Stair</b>	David Kinney- Legal Services 1-4352
<b>Assistance Aide</b>	Cory Ingram- Communications 1-4540
<b>Assistance Aide</b>	Annette Price - Communications 1-6647

Assistance aides help disabled individuals to the area of refuge (central stair landing) and then down the stairs to the evacuation destination. The area of refuge is the area where individuals may expect to find assistance to evacuate if prior plans have not been made.

### EMERGENCY PHONE NUMBERS

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**Capitol Patrol Emergency:** 521-2316  
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**Building Security:** 630-8221 (Brandon Smith)

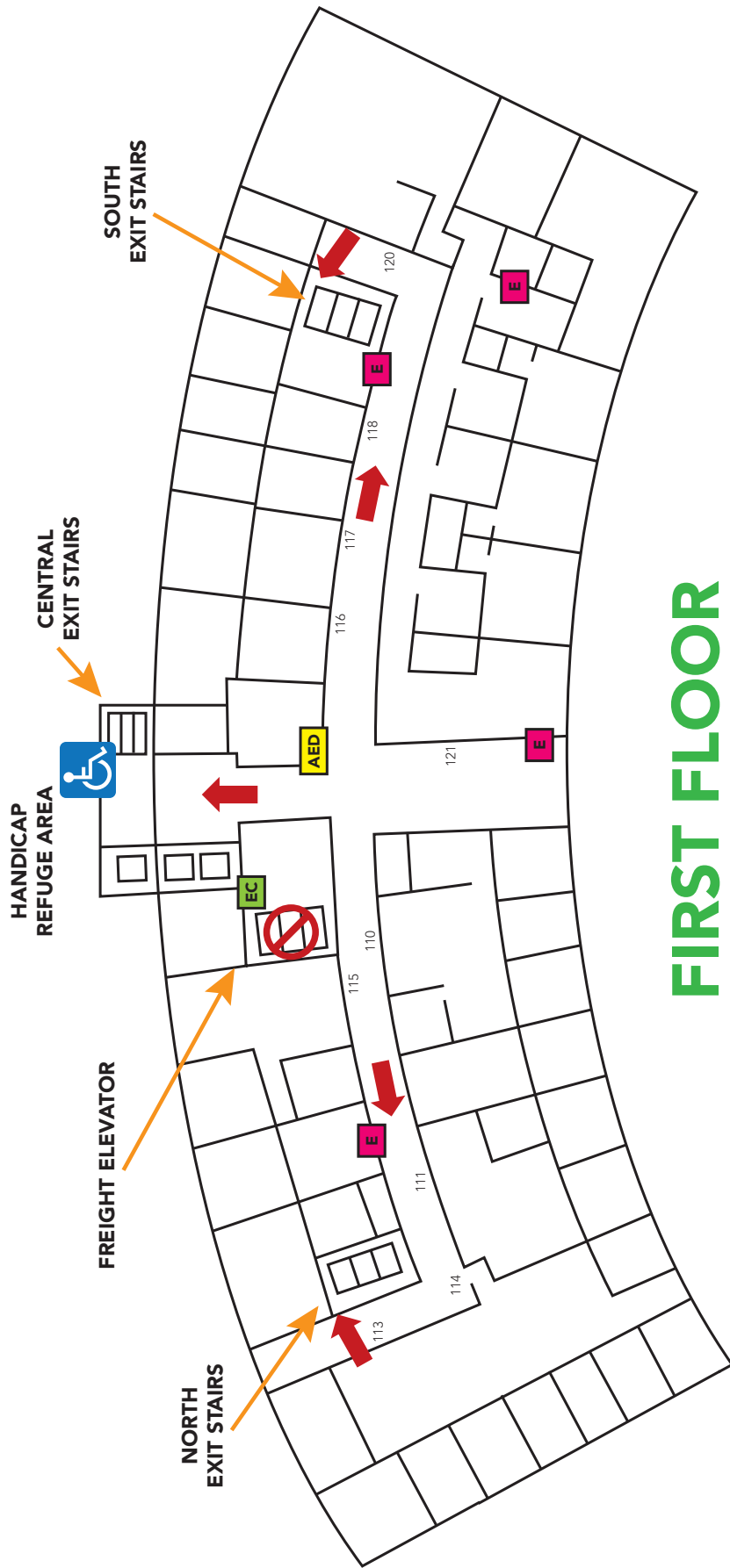
**Building Safety Officer:** 521-3977

**Oklahoma City Police:** 231-2121

**Fire:** Tone with announcement – Proceed to nearest stairway and exit building.

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When evacuating the building or sheltering in the basement, please ensure that individual office lights are turned off and that individual office doors remain open.



# FIRST FLOOR

North, South and East exits are only to be used if the West exit is unavailable.

- AED Automated External Defibrillator
- EC Emergency Chair
- E Extinguisher
- O Oxygen

# SECOND FLOOR EMERGENCY EVACUATION PLAN

## OLIVER HODGE EDUCATION BUILDING

### FLOOR MONITORS

<b>Floor</b>	Melissa Clark- Teacher Certification 2-3337
<b>Floor</b>	April Barr- Accreditation 1-3311
<b>North Stair</b>	Desare Witmer- School Support 2-3263
<b>North Stair</b>	Janie Stewart - School Support 2-0140
<b>Central Stair</b>	Lynn Jones - Accreditation 1-6638
<b>Central Stair</b>	Justin Newton - Teacher Certification 1-3337
<b>South Stair</b>	Brad Barker - School Personnel 1-3369
<b>South Stair</b>	Matt Morgan- Accountability 2-6250
<b>Assistance Aide</b>	Michael Tamborski - Accountability 2-1462
<b>Assistance Aide</b>	Jeff Smith - Teacher Certification 2-3232

Assistance aides help individuals to the area of refuge (central stair landing) and then down the stairs to the evacuation destination. The area of refuge is the area where individuals may expect to find assistance to evacuate if prior plans have not been made.

### EMERGENCY PHONE NUMBERS

**Emergency:** 9-911

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**Building Security:** 630-8221 (Brandon Smith)

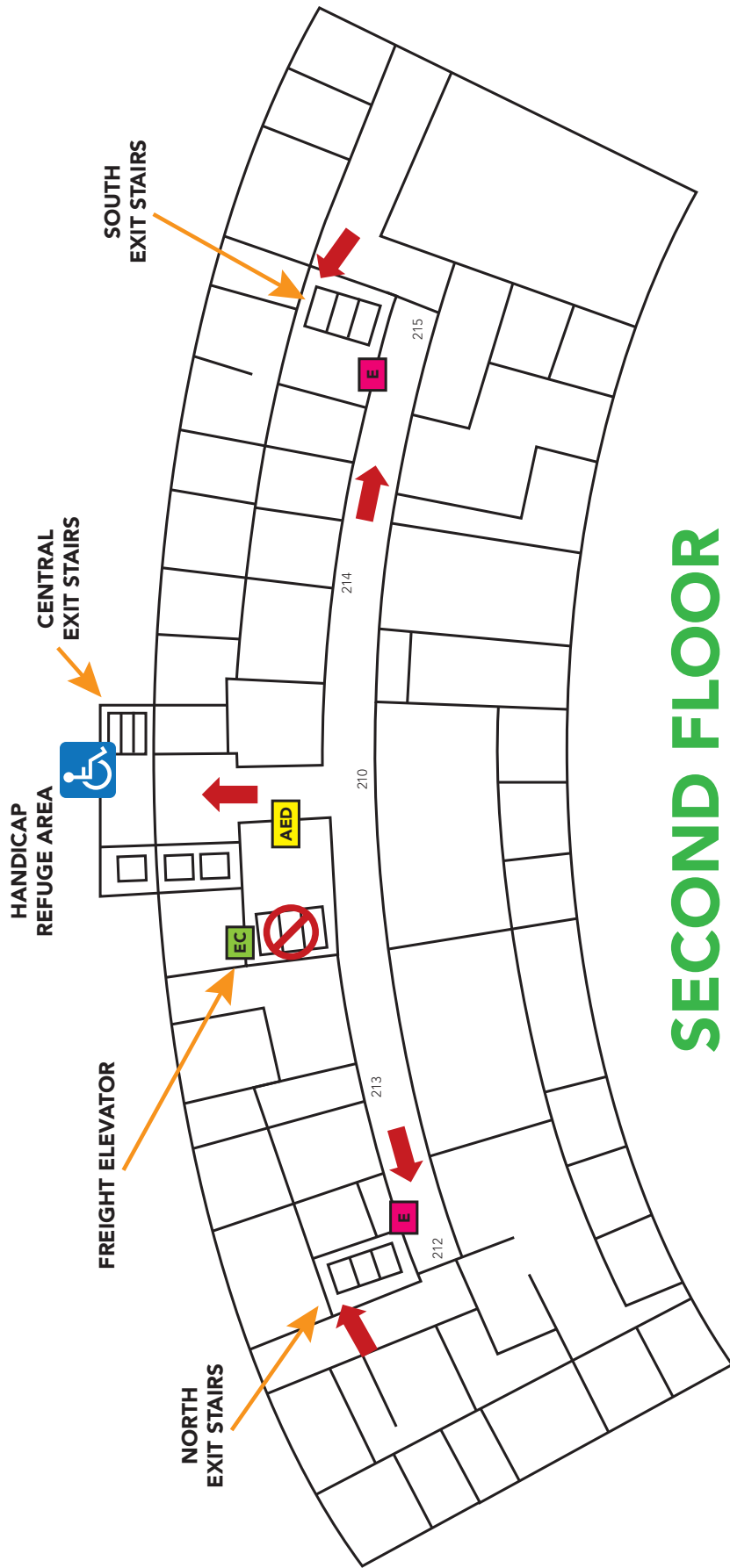
**Building Safety Officer:** 521-3977

**Oklahoma City Police:** 231-2121

**Fire:** Tone with announcement – Proceed to nearest stairway and exit building.

**Tornado:** Tone with announcement – Take nearest stairway to the basement and tunnel.

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# SECOND FLOOR

# THIRD FLOOR EMERGENCY EVACUATION PLAN

## OLIVER HODGE EDUCATION BUILDING

### FLOOR MONITORS

<b>Floor</b>	Donna Chisholm - Federal Programs 1-2893
<b>Floor</b>	Tracie Raibourn - Instruction 1-2107
<b>North Stair</b>	Anthony Kibble- Federal Programs 2-3260
<b>North Stair</b>	Jose Henriquez - Federal Programs 1-6958
<b>Central Stair</b>	Laura Meissner - Child Nutrition 2-5080 & Dwight Pickering - Instruction 2-1591
<b>Central Stair</b>	Josh Flores - Instruction 2-3628
<b>South Stair</b>	Kurt Bernhardt - Instruction 1-3364
<b>South Stair</b>	Vicki Hale - Instruction 1-4287
<b>Assistance Aide</b>	Bo Merritt - Federal Programs 1-3170
<b>Assistance Aide</b>	Darren Bowens - Instruction 2-3219

Assistance aides help individuals to the area of refuge (central stair landing) and then down the stairs to the evacuation destination. The area of refuge is the area where individuals may expect to find assistance to evacuate if prior plans have not been made.

### EMERGENCY PHONE NUMBERS

**Emergency:** 9-911

**Capitol Patrol Emergency:** 521-2316  
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**Building Security:** 630-8221 (Brandon Smith)

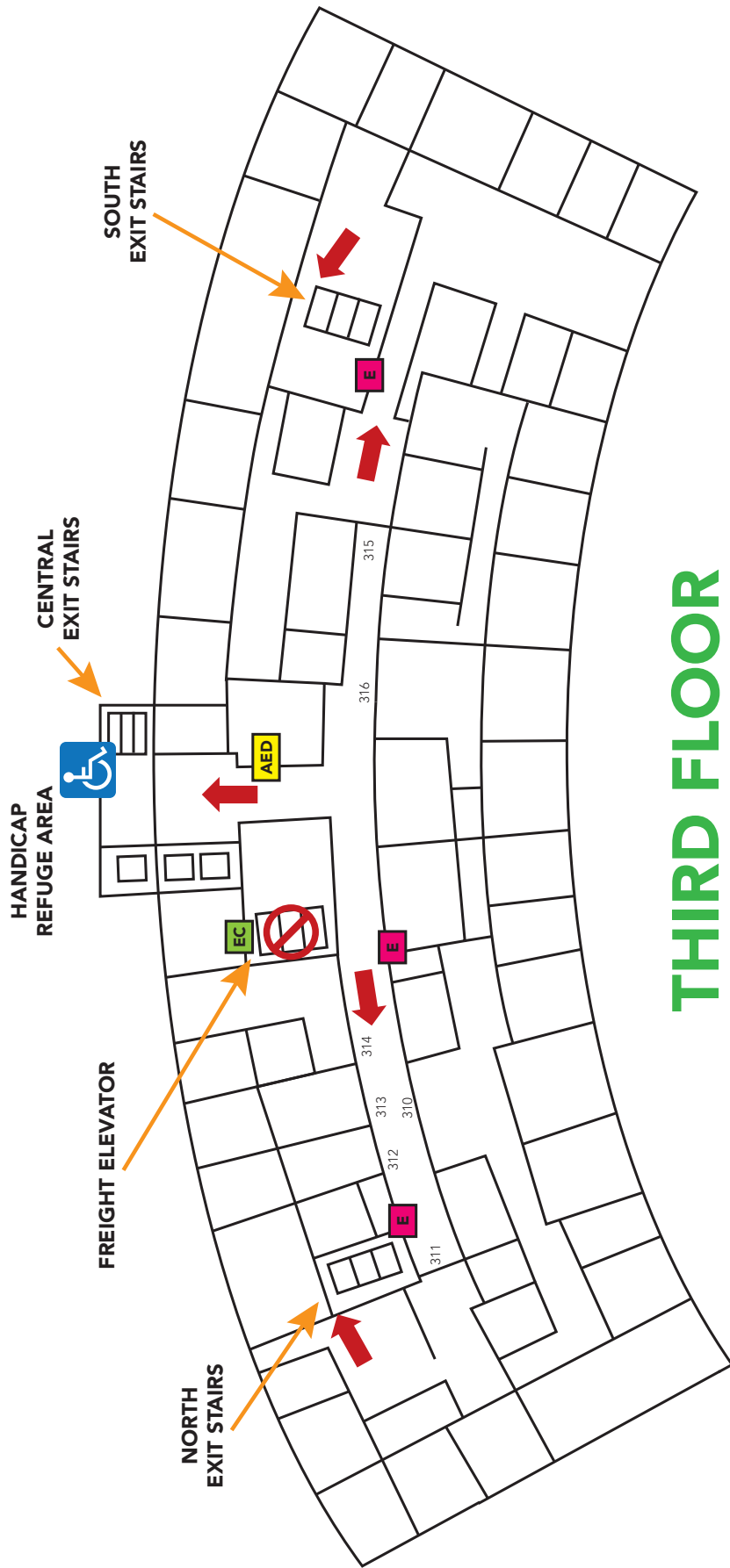
**Building Safety Officer:** 521-3977

**Oklahoma City Police:** 231-2121

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# FOURTH FLOOR EMERGENCY EVACUATION PLAN

## OLIVER HODGE EDUCATION BUILDING

### FLOOR MONITORS

<b>Floor</b>	Kim Ivester - State Aid 2-0119
<b>North Stair</b>	Nancy Hughes - Financial Accounting 2-0275
<b>North Stair</b>	Kathy Black - Financial Accounting 1-3197
<b>Central Stair</b>	David Hall - Comptroller 2-0177
<b>Central Stair</b>	Mathangi Shankar - Comptroller 2-0162
<b>South Stair</b>	Lesia King- Special Education 1-3378
<b>South Stair</b>	Erik Friend - Special Education 1-2198
<b>Assistance Aide</b>	Lori Kimbrough - State Aid 2-0139
<b>Assistance Aide</b>	Todd Loftin- Special Education 2-3237

Assistance aides help individuals to the area of refuge (central stair landing) and then down the stairs to the evacuation destination. The area of refuge is the area where individuals may expect to find assistance to evacuate if prior plans have not been made.

### EMERGENCY PHONE NUMBERS

**Emergency:** 9-911

**Capitol Patrol Emergency:** 521-2316  
521-6040 (Nonemergency)

**Building Security:** 630-8221 (Brandon Smith)

**Building Safety Officer:** 521-3977

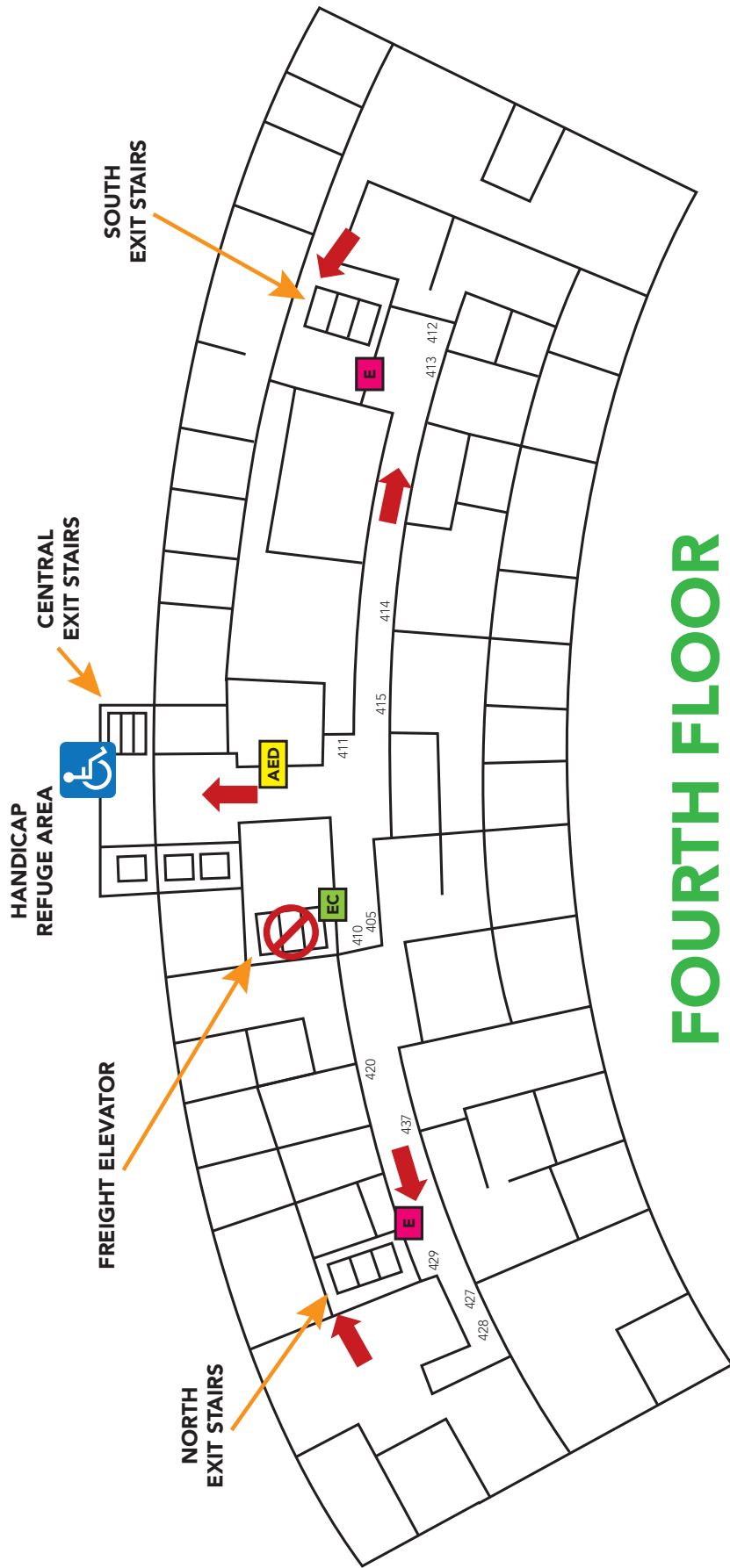
**Oklahoma City Police:** 231-2121

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# FIFTH FLOOR EMERGENCY EVACUATION PLAN

## OLIVER HODGE EDUCATION BUILDING

### FLOOR MONITORS

<b>Floor</b>	Tom Spencer - TRS 1-2117
<b>Floor</b>	Julie Ezell - TRS 1-4746 & Dixie Moody- TRS 1-4742
<b>North Stair</b>	Kim Bold - TRS 1-2223 & Phyllis Bennett- TRS 1-4745
<b>Central Stair</b>	Angie Wilson - TRS 1-4711
<b>Central Stair</b>	Sherrie Kenney - TRS 2-6295
<b>South Stair</b>	Debra Schmitt - TRS 1-4715
<b>South Stair</b>	Tracy Hall - TRS 1-3047
<b>Assistance Aide</b>	Kaleb Jones - TRS 1-3462 & Lisa Miranda-TRS 2-5347
<b>Assistance Aide</b>	Craig Hasty - TRS 1-4722
<b>SDE 5th Floor</b>	Kristen Coleman - Special Ed. 2-1463 & Sheila Butler- Special Ed. 1-4864

Assistance aides help individuals to the area of refuge (central stair landing) and then down the stairs to the evacuation destination. The area of refuge is the area where individuals may expect to find assistance to evacuate if prior plans have not been made.

### EMERGENCY PHONE NUMBERS

**Emergency:** 9-911

**Capitol Patrol Emergency:** 521-2316  
521-6040 (Nonemergency)

**Building Security:** 630-8221 (Brandon Smith)

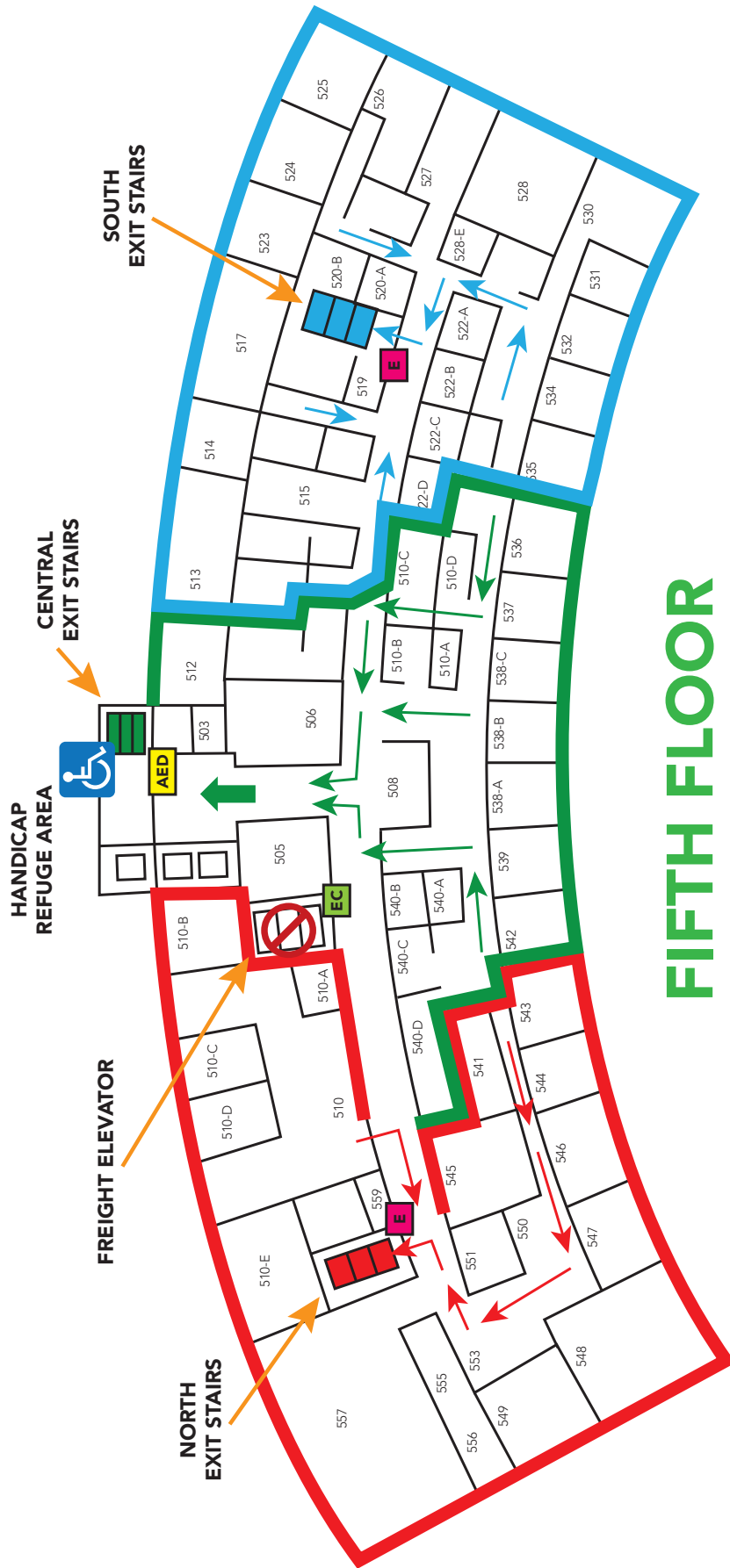
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**Oklahoma City Police:** 231-2121

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When evacuating the building or sheltering in the basement, please ensure that individual office lights are turned off and that individual office doors remain open.



- AED** Automated External Defibrillator
- EC** Emergency Chair
- E** Extinguisher
- O** Oxygen

# FIFTH FLOOR

# EMERGENCY EVACUATION GUIDE



**JOY HOFMEISTER**

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION

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OKLAHOMA STATE  
DEPARTMENT OF EDUCATION