

OKWU LOCKDOWN PROCEDURE FOR FACULTY AND STAFF

When an intruder on campus is causing deadly harm or threatening people, you must immediately seek cover and take actions for a campus lockdown. Events triggering a lockdown include but are not limited to the following:

- An active shooter.
- A mass shooting, a hostage situation, or a riot.
- An act of violence or threats on the campus.
- Any situation where evacuation may pose a greater risk than seeking sheltering.

WHAT TO DO

Each campus building will have one person (or two, at which time established schedules will be put in place) in charge of safety procedures and practices. This person, in times of a lockdown will be responsible for locking his/her building's doors. The same person will also be in control of calling authorities and proceeding with the OKWU lockdown procedure. Immediately after a lockdown, the head of each building will report to Kyle White.

When an announcement is made through OKWU Alert to initiate an emergency lockdown, the following steps should be followed:

1. When possible, leave the area or campus safely.
 - When running, use a zigzag pattern.
2. If unable to leave, proceed to the nearest secured area/building. If it is not safe to run in to the nearest building, hide behind a large, heavy object (e.g., a vehicle, tree).
3. Call 911 if able to do so safely, and give the dispatch operator the following information:
 - Your name
 - Location of the incident
 - Shooter's characteristics, such as skin color, height, weight, hair color, clothing, distinguishing features (glasses, mustache, etc.), and type of weapon.
4. If not locked, lock all the doors. If it is not possible to lock the doors, place furniture in front of them and create a barricade, restricting entry to the room.
5. If in a room that cannot be locked, try to find a space that has a locking door.
6. Individuals are not allowed to leave the building during the lockdown until the "all clear" confirmation has been given by the police, a Security guard, or the person in charge of the building.
7. Be aware of alternative exits if it becomes necessary to flee.
8. Do not sound the fire alarm to evacuate the building.
9. Close blinds and drapes, and turn off the lights.

10. Move away from doors and windows. Do not huddle but spread out.
11. Stay low to the floor.
12. Remain quiet.
13. Put cell phones on vibrate, and, if communication is needed, use text messaging only.
14. If gunshots are heard, lay on the floor behind a heavy object (e.g., a desk, filing cabinet).
15. If a shooter enters the room and you are not able to flee, consider fighting or throwing items at the perpetrator.
16. Remain under lockdown until instructed by OKWU Alert/law enforcement.
17. Stay calm. This is crucial as hysteria can lead to making poor decisions or taking needless risk.
18. After the lockdown, person in charge for that building will do a head count and report it to Kyle White.
19. Also the head of the building is responsible for calling an ambulance if needed and giving the dispatch operator the following information:
 - Name.
 - Location.
 - Description of injuries.
20. After the lockdown, only use text messaging to notify your family, keeping lines open for emergency personnel.

Every office in each building should have a specific implementation plan of each employee's responsibilities and what to do during the lockdown.

***IF YOU NOTICE SOMETHING SUSPICIOUS,
IMMEDIATELY CONTACT CAMPUS SECURITY!***

HOW TO RECOGNIZE PSYCHOLOGICAL DISTRESS

Early detection is a key to prevention.

- If someone whose capacity to cope has become overwhelmed to the point that he/she can no longer function effectively (e.g., uncontrollable crying, severe withdrawal, speaking in general terms of harming self or others), call Campus Security (918-876-2529), the Student Health Department (918-335-6264), or Kyle White, VP for Student Development, (918-766-5512) on campus immediately.

Relationships are essential.

- Developing relationships with students is crucial when it comes to students being comfortable to call/report a student with problems.

IF CRIME IS OCCURRING IN CLOSE PROXIMITY TO CAMPUS

When an announcement is made through OKWU Alert, the following steps should be followed:

1. Try to remain calm.
2. Remain indoors, trying to stay away from windows. **DO NOT SEEK SHELTER IN OPEN AREAS.**
3. Lock all doors and windows.
4. **If Applicable**, call 911 and give the dispatch operator the following information:
 - Your name
 - Location of the incident
5. Stay alert.
6. The actions listed under WHAT TO DO may apply but will ultimately be determined by Campus Security.

HOSTAGE SITUATION

If you are involved in a situation where a hostage has been taken or the perpetrator is armed, do NOT attempt:

- To disable or disarm the perpetrator.
- Negotiate.
- Set off any alarm.

Try to:

1. Remain calm.
2. Follow instructions of hostage taker.
3. Do not threaten the perpetrator.
4. Be respectful to the hostage taker.
5. Ask permission.
6. Do not argue.

**CAUTION: NEVER TRY TO HANDLE A POTENTIALLY
DANGEROUS SITUATION ON YOUR OWN!**