

OKLAHOMA UNION

Emergency Plan Procedures Guide 2025-2026

Teacher _____

Room Number _____

Central Administration

The Superintendent will make decisions that affect the district.

Superintendent
Brenda Taylor
School 1-918-255-6550
Cell 1-918-504-1087

In the absence of the superintendent, contact one of the following people for decision-making purposes:

Call the person specific to the particular building or activity.

Central Administration

<u>Title/Name</u>	<u>School</u>	<u>Cell</u>
HS Prin/Rusty Sellars	918- 255-6551	918-467-0290
MS Prin/Levi Robbins	918-255-6910	918-429-8370
ES Prin/Lacy Hall	918-255-6550	918-510-4259
Safety/James Penn	918-891-0058	918-891-0058

After Hours Building Emergency

An after hours emergency is any emergency occurring before or after the regular school day.

Steps of Action

1. See specific emergency and use those procedures.
2. Contact 911 or appropriate emergency service.
3. Follow emergency procedures.
4. If a group is present in the building: assign roles as necessary, record names, and administer first aid.
5. Summarize in writing the events and give to the principal.
6. Within one week following the conclusion of the school's response to the bomb threat, administration shall convene and evaluate how well the team responded and how well the response followed policy.

Emergency Communication

Coffeyville Fire & EMS	911
Nowata Ambulance	918-273-2287
South Coffeyville Ambulance	911
South Coffeyville Fire	911
Nowata County Sheriff	918-273-2287
Oklahoma Highway Patrol	918-256-3388
Lenapah Fire Department	918-273-2345

Crisis Team Members

Name		Phone
Brenda Taylor	Communication Coordinator	1-918-504-1087
Lacy Hall	Elementary Coordinator	1-918-510-4259
Levi Robbins	Middle School Coordinator	1-918-429-8370
Rusty Sellars	High School Coordinator	1-918-467-0290
Carissa Provost	Elementary Facilitator (3-5)	1-918-520-3106
Tenae Dick	Elementary Facilitator (PK-2)	1-918-273-8080
Christine Lively	Middle School Facilitator	1-620-252-8886
Sadie McKinney	High School Facilitator	1-918-559-8708
Monica Richardson	Middle School Hall Monitor	1-918-515-7299
Lisa Harris	High School Hall Monitor	1-918-440-7709
Katie McKinnon	Elementary Hall Monitor (PK-2)	1-918-231-5010
Sandra Hallett	Elementary Hall Monitor (3-5)	1-918-467-0130
Amelia Vaughan	Counselor Elementary	1-918-559-2016
Sunny Smart	Counselor High/Middle	1-918-842-0259
Katie McKinnon	Health Professional	1-918-231-5010
Rick Garretson	OKU School Resource Officer	1-620-515-6716

Student Runaway/Abduction

Steps of Action

1. Notify Principal
2. Notify SRO
3. Contact Parents.
4. Follow student if it seems appropriate (student runaway)
5. Have picture of child in office with description of clothing worn.
6. Notify classroom teacher.

Personnel Roles:

Principal or SRO: Follow student if appropriate (student runaway)

Secretary: Notify Principal, SRO and parents.

Teacher: Notify office and stay with class.

Abduction or Suspected Abduction

1. Request I.D. and information concerning removal.
2. DO NOT try to physically detain or put yourself or others at risk.
3. Notify the office immediately including: Description of the situation.
4. Principal investigates and determines action.

Fire/Evacuation

Fire alarm is a series of long rings or blasts of a whistle

Steps of Action

1. Take class lists of students.
2. Teacher will double-check the room to ensure total evacuation and shut the door to help contain fire.
3. Teachers will lead students out the nearest door/exit and escort at least 50 yards from school.
4. Restrooms, Hallways, and unoccupied rooms will be checked by the building Principals or designated employee.
5. Teachers will take roll and remain with students.

TORNADO

Signals

Tornado watch and warnings will be monitored by the School office

Warnings will be a series of short rings of the bell or a series of short blasts of a whistle.

STEPS OF ACTION

1. Students should proceed to their designated areas following the route as instructed by the teacher.
2. Teachers are to close classroom doors.
3. Teachers should keep their class rosters with them and follow behind their classes to be sure students are following the drill procedure and to verify student count.
4. Wait for the clear signal before returning to the classroom.
5. School buses will not be loaded in the event of threatening weather at dismissal time.
6. Building Principals will check to make sure all personnel are in the Tornado Shelters.
7. Superintendent or designated staff will check all out buildings (bus barn, field houses, ag building) and verify no staff or students are present.
8. School buses will not be loaded in case of a tornado warning at dismissal time. (If a warning is issued after leaving school return to school if possible and get students into tornado shelters. If approaching tornado, unload students in the safest location and notify the school of location.)
9. Leaders of afterschool activities should become familiar with evacuation protocol and location of safe rooms.

LOCK-DOWN PROCEDURE

UNWANTED INTRUDER

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

GENERAL PROCEDURES:

*Authorized visitors must wear a visitor's badge. **Staff shall stop any stranger and inquire as to his/her business in the building.** Escort all visitors to check in with the office.*

SIGNALS:

“SORRY TO INTERRUPT: AN UNWANTED INTRUDER IS ON CAMPUS – GO INTO LOCKDOWN PROCEDURES”

Steps of Action

1. Give signal and call police. When calling, advise if there is a weapon. Try to give a description and last known location of the person by noting clothing, gender, race, etc.
2. Teachers lock classroom doors and turn off lights immediately.
3. Once doors are locked no one else is to enter room (you do not know who the intruder may be)
4. Position students where they are not visible if possible. Instruct students to set cell phones on silent.
5. After assessing situation-may be able to escape danger through outside exit. (classroom window)
6. Provide students with what information you have available. (parents will be calling and it is better to have accurate information provided)

PERSONNEL ROLES

Principal: Announce the warning signal. If necessary help evacuate students. Ensure all doors are locked.

Secretary: Call the Police. Notify other buildings on campus and outside classes.

Teachers: Stay with and protect students, provide first aid,

and take roll. Lock room doors.

LOCK-DOWN PROCEDURE OUTSIDE THREAT

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

SIGNALS:

“We have a lockdown situation”

Steps of Action

1. Give Signal and call 911 if necessary.
2. Secure outside entrances.
3. Teachers lock classrooms and position students in a safe location. (ideally not visible from outside)
4. Principal should try to find out details of the event.
5. Provide accurate information to staff and students. (People will be calling)

PERSONNEL ROLES

Principal: Announce the warning signal. If necessary, help evacuate students. Ensure all doors are locked.

Secretary: Notify other buildings and classes on campus.

Teachers: Stay with and protect students. Take roll so accurate information can be provided if needed.
Lock room doors.

LOCK-DOWN PROCEDURE BOMB THREAT

Signals

*Continuous ringing of bell or whistle
(Evacuate buildings as you would for fire drill)*

STEPS OF ACTION

1. If phone threat is received by phone, obtain as many details as possible by using the check list below. Try to keep the caller talking. Do not hang up the phone after the conversation ends even if the caller hangs up. This will make tracing calls easier. If a threat is received in written form, handle the note as little as possible and take pictures if on the surface of wall or object.
2. Notify the principal or designee as soon as possible.
3. Notify local authorities. (Police, fire department)
4. Evaluate the credibility of the threat. OKU staff will go to each exit and verify that it is safe for students to exit.
5. Evacuate and search the building if advised.
6. Unauthorized personnel **SHOULD NOT** search or disturb items.

ASK THESE QUESTIONS IF POSSIBLE

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your name? _____
9. What is your address? _____

Caller's Male/Female Age____ Race____ Length of Call____

Following Bomb Threat

1. Investigate in conjunction with law enforcement.
2. Discipline any student involved in making of bomb threat according to Oklahoma Union schools discipline policy. This will be in addition to any penalty imposed by law.
3. Oklahoma Union Public schools reserves the right to bring suit against anyone responsible for a bomb threat and to seek restitution and other damages permitted by law.
4. Any school time lost as a result of a bomb threat shall be made up on days and times determined by the school board.
5. Administration should evaluate the effect of the bomb threat on student population and determine if counseling should be offered.
6. Within one week following the conclusion of the school's response to bomb threat, administration shall convene and evaluate how well the team responded and how well response followed policy.

Communication with the Public

1. Superintendent/Principal shall notify parents via school phone messaging system with necessary details.
2. All media questions should be referred to the Superintendent or law officials.
3. If school is dismissed as a result of bomb threat, administration should follow general school procedures for notification of parents.

OFFSITE PICKUP

It is possible during an emergency students will need to be transported away from the school. District should identify a safe location for pickup of students. (Choice of preselected sites when possible) Parents/Guardians will be notified using the school messaging system.

STEPS OF ACTION

1. Building administrator notify transportation director of emergency transportation.
2. School employees certified to drive bus should report to bus barn.
3. Transportation director assign staff to buses and provide information on location of offsite pickup.
4. Secretaries begin notifying parents of location to pick up students
5. Teachers will be given instructions for exiting the buildings. (exit side could be affected by location of emergency)
6. Remaining staff monitor students until loaded on buses and at least 2 staff members board each bus to help with student monitoring

Weapons on School Property

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

SIGNALS:

“SORRY TO INTERRUPT: WE HAVE A LOCKDOWN SITUATION”

STEPS OF ACTION

1. Announce for students/staff to go into lockdown.
2. Call 911
3. Determine if reasonable suspicion exists to search for a weapon (car, locker, or anywhere on school property)
4. If weapon is found, isolate the area and do not touch the weapon. Police will secure it for evidence.

PERSONNEL ROLES

Principal: Announce the warning signal. If necessary help evacuate students. Ensure all doors are locked.

Secretary: Call the Police. Notify other buildings on campus.

Teachers: Stay with and protect students and take roll. Lock room doors.

Medical Emergency/Casualties

STEPS OF ACTION

1. Notify the office/administrator immediately.
2. Notify OKU Health Clerk and call 911.
3. Provide emergency responders with accurate details.
4. Staff trained in First Aid/ CPR should respond to area and provide assistance until emergency personnel arrive. (treat wound, administer Epi pen)
5. Assign an individual to meet and escort the emergency medical responders to the scene.
6. Notify the parent/guardian.
7. Accompany the student/staff to hospital if needed.

PERSONNEL ROLES

Principal: Report to scene. Secure and isolate area. Have trained staff respond to area to assist and assign individual to meet emergency responders and escort to scene.

Secretary: Call the Police, notify school nurse, notify parent/guardian

Teachers: Notify administration office and stay with student/staff until trained personnel arrive at scene.

Off-site / After-School Hours Emergency Plan

STEPS OF ACTION

1. Direct staff and others not to repeat information until verification is obtained.
2. Notify Superintendent
3. Notify and convene Crisis Response Team and assign duties
4. Notify staff and support staff, including psychologists and social workers
5. Inform closest friends of the affected student/staff member and provide support
6. Prepare formal statement or announcement
7. Announce time and place of emergency staff meeting
8. Identify other/additional students, staff and parents likely to be most affected
9. Assess need for community resources
10. Make official statement
11. Hold emergency staff meeting

PERSONNEL ROLES

Superintendent:	Notify principals Coordinate emergency staff meeting Assist in preparing formal statement
Principals:	Contact students, staff or family affected Notify staff Convene emergency staff meeting
Staff:	Notify administration Attend emergency staff meeting