

2023-2024

**MOORE NORMAN  
TECHNOLOGY  
CENTER**

**EMERGENCY  
OPERATION PLAN**



# Emergency Operation Plan

## 2023-2024

The following document was reviewed, updated and approved by the Director of Public Safety and Campus Security and Emergency Management and the Safety Coordinator and meets the filing conditions set by the Department of Education and the Oklahoma Department of Career and Technology Education.

This document was sent to the following agencies on September 18, 2023.

- George Mauldin, Cleveland County Emergency Management
- Chris Amason, Cleveland County Sheriff
- Travis King, NFD Fire Chief

A handwritten signature in black ink that reads "Jerry McConnell". The signature is written in a cursive style with a large, stylized "J" and "M".

Jerry McConnell, OCEM  
Director of Campus Safety and Security and  
Emergency Management

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## INTRODUCTION

### Purpose of the Plan

The purpose of the Moore Norman Technology Center Emergency Operations Plan (EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the school and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Moore Norman Technology Center has established guidelines and procedures to respond to incidents, emergencies, and hazards in an effective way.

The developed guidelines for dealing with a school incident are enclosed in this plan. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Moore Norman Technology Center regularly schedules in-service training for faculty and staff.

Lastly, developing, maintaining, and exercising the School EOP increases the district's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rule out the potential for legal action, establishing procedures and guidelines on best practices provides a margin of protection against liability.

### Scope of the Plan

The Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communication plans; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

### Definitions

**Incident:** An incident is an occurrence – natural, technological, or human-caused – that requires a response to protect life or property. The Incident Commander or designee shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

**Hazards:** Hazards shall include situations involving threats of harm to students, teachers, employees and/or district property. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal Grant Funds. Participation in the local government's preparedness programs is essential to ensure that response and recovery services are delivered to schools in a timely and effective manner.

Adopting NIMS enables staff to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials and community emergency responders.

Schools should work with local government agencies to remain NIMS compliant. Compliance is stated in the Campus Life and Safety and Security (CLASS) and Oklahoma Department of Education.

<http://www.okhighered.org/class/nims.shtml>

Staff training is based on the role and responsibilities assigned:

- **Leadership Personnel**- Emergency management personnel typically obligated (required) to command and/or manage an incident in the absence of traditional emergency/incident response personnel (ex. Incident Commander) may complete IS-100.HE; IS-200a; ICS-300; ICS-400; IS-700a and IS-800b.
- **Critical Personnel** - Emergency management personnel with a critical role in response should complete IS-100.HE; IS-200a; IS-700a and IS-800b.
- **General Personnel**- Personnel with any role in emergency preparedness, incident management, or response should complete IS-100.HE & IS-700a.

These courses are free from FEMA's Independent Study at <http://training.fema.gov/IS/NIMS.aspx>

Other CLASS requirements include integrating the school's plan with the community Emergency Operations Plan (EOP), participating in community preparedness programs and exercising the plan with emergency leaders.

MNTC requires all staff to assume their role in emergency planning and participate in training and exercise hazard-specific incident plans. The school is responsible for ensuring that training and equipment necessary for an appropriate response/recovery operation is in place.

## PREPAREDNESS, PREVENTION AND MITIGATION

## Preparedness

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, reviewing, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Moore Norman fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

## Prevention

Prevention includes actions to avoid during an incident or to intervene to stop an incident from occurring. The school is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school. A recent security camera upgrade offers a greater protection to our students. District identification badges are required to be worn at all times while on campus.

## Mitigation

Mitigation includes activities that reduce the loss of life and property from natural and/or human-caused disasters. For example, of the many hazards that can endanger a school campus and its service to the community, the most prevalent is fire. The school was built in accordance with State building codes using approved materials, fire-resistant assemblies, exiting requirements, corridor and stairwell dimensions, fire suppression systems and many other standards.

## DISTRICT CRITICAL GOALS IN AN EMERGENCY

The four critical goals that MN will observe during a crisis are as follows:

1. Life safety
2. Incident stabilization
3. Property preservation
4. Environment conservation

## SITUATION OVERVIEW AND HAZARD ANALYSIS SUMMARY

### Situation Overview

#### General Population

Franklin Campus

- 200 Employees
- 1,259 high school and post high students

- Conferencing estimated people per month is 400

South Penn Campus

- 39 Employees and 150 adjunct
- Number of students & visitors estimated per month is 1,500
- Conferencing estimated people per month is 6,250

**Special Needs Population**

Moore Norman Technology Center is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students and staff with:

- Limited English proficiency,
- Blindness or visual disabilities,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school’s current enrollment of students with special needs fluctuates. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

**Campus Overview**

Moore Norman Technology Center provides premiere education on two campus locations:

**Franklin Campus** (Main Campus)

4701 12<sup>th</sup> Ave NW

Norman, Oklahoma 73069

405-801-5000

|                            |  |
|----------------------------|--|
| Type of Institution.....   | Education, Business Education and Conferencing |
| Campus Setting .....       | Rural  |
| Proximity of Campuses..... | Within 10 miles                                |
| Location.....              | Central Oklahoma                               |
| County.....                | Cleveland                                      |
| County Population .....    | 295,528 based on 2020 Census                   |

**South Penn Campus**

13301 South Pennsylvania

Oklahoma City, OK 73170

405-801-5000

|                          |   |
|--------------------------|---|
| Type of Institution..... | Adult and Business Education & Conferencing |
| Campus Setting .....     | Rural                                       |

|                 |                    |
|-----------------|--------------------|
| Location.....   | Central Oklahoma   |
| County.....     | Cleveland          |
| Population..... | 55,081 2010 Census |

A map of the buildings annotated with evacuation routes, shelter locations, first aid kits and AED are in each classroom/office area. All staff members are required to know these locations.

**Hazard Analysis Summary**

MNTC is exposed to some hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

In June 2010, MNTC completed a thorough hazard analysis assessment that identifies vulnerabilities on or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential risks and hazards to students, teachers, staff and visitors. Identified hazards have been assessed and ranked accordingly.

The table on the following page briefly discusses MNTC high priority hazards including flooding, severe storms, fire, chemical, intruder, civil disturbance, and terrorism.

| Table 1 – High Priority Hazards |  |
|---------------------------------|--|
| <b>Tornado</b>                  | <p><b>Franklin Road Campus</b>- Norman has high potential risk for tornados. In 1999, an EF5 swept through Norman and Moore Oklahoma causing 583 injuries and 36 deaths. In May 2010, an EF4 caused significant damage to the southeast area of Norman. On April 13-15, 2012, an F1 tornado caused extensive damage to apartments on 24th Ave South and various areas in central Norman. Many of these tornados were predicted to hit and cause damage close to the Franklin campus area.</p> <p><b>South Penn Campus</b> - Moore has been devastated in past years with violent and destructive tornados. On May 8, 2003, one supercell produced three tornados that dropped near SW 149<sup>th</sup> and Penn Ave after 5 pm causing minor structural and tree damage. On May 3, 1999 an EF5 tornado hit Moore with a recorded wind speed of 302+ mph, A “tornado emergency” was issued for the Bridge Creek/Moore tornado, marking the first time this level of warning was ever used. On May 20, 2013 Moore again with affected by a violent tornado classified as an EF5. It struck two elementary schools in session killing 24 people, including 10 children.</p> |

|                                   |  |
|-----------------------------------|--|
| <p><b>Flooding</b></p>            | <p><b>Franklin Road Campus</b> - Flooding is a natural feature of the climate, topography, and hydrology of Norman and its surrounding areas. Flooding predominates mainly through the early spring due to rainy weather.</p> <p>The Little River Tributary, north of Norman floods every 2 to 4 years. Long periods of rainfall and mild temperatures are normally the cause. Flooding at 12<sup>th</sup> Avenue North and South and Franklin road creates a traveling challenge as well as high and fast moving water.</p> <p>Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding could also occur if a water pipe breaks or prolonged rainfall causes urban streams to rise.</p> <p><b>South Penn Campus</b> – No known flooding issues exist.</p> |
| <p><b>Severe Winter Storm</b></p> | <p><b>Franklin Road &amp; South Penn Campus</b> – Norman, Moore and Oklahoma City and its surrounding areas are vulnerable to severe winter storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm.</p> <p>During the winter storms of 2010, cold temperatures resulted in significant freezing throughout the state causing widespread damage and treacherous conditions. The accumulations aggravated by rain, drifting snow, and ice caused pipes to burst and flooded the Health Education Building. Damages and repair cost were close to \$250,000.</p>   |
| <p><b>Fire</b></p>                | <p><b>Franklin Road &amp; South Penn Campus</b> - The most prevalent hazard is fire. The Franklin Road Campus is located in a rural setting on 15 acres. South Penn Campus is also located in a rural area on 65 acres. Severe droughts in Oklahoma over the past two years have increased the possibilities of fire hazards.</p> <p>The 2012 Cleveland and McClain county fires reiterated the importance of fire preparedness and prevention efforts.</p>  |
| <p><b>Chemical</b></p>            | <p><b>Franklin Road Campus</b> - The campus is located a half mile from the nearest railway and one and quarter miles from Interstate 35. Hazardous chemicals are transported through both mediums.</p> <p>Currently propane and combustible gasses are stored on school grounds.</p> <p><b>South Penn Campus</b> – The South Penn campus sits between I-35 East, I-240 N and I-44 West. Transportation of hazardous chemicals is possible through any of these corridors.</p>   |
| <p><b>Intruder</b></p>            | <p><b>Franklin Road &amp; South Penn Campus</b> - While a hostile intruder incident has never occurred at MNTC, it is vulnerable to intruders like any other school.</p>   |

|                          |  |
|--------------------------|--|
| <b>Civil Disturbance</b> | <p><b>Franklin Road &amp; South Penn Campus</b> - The Cities of Norman, Moore and Oklahoma City, with populations over 100,000, are vulnerable to civil disturbances.</p> <p>Multiple people were shot in Oklahoma City on May 2012 after a celebration of NBA sports team game. Local law enforcement officials assembled to restore order.</p> <p>In 2005, an OU student was killed when a bomb he was carrying exploded 100 yards from the stadium on game day. Over 84,000 people were attending the game.</p> |
| <b>Terrorism</b>         | <p><b>Franklin Road &amp; South Penn Campus</b> - Like other public institution, MNTC is vulnerable to terrorist activity.</p>   |

## PLANNING ASSUMPTIONS AND LIMITATIONS

### Planning Assumptions

By stating the planning assumptions, this allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The Districts EOP assumes:

- The school community will continue to be exposed and subjected to hazards and incidents.
- A major disaster could occur at any time or any place without warning. Although national emergency preparedness has significantly increased public awareness and readiness, a large sector of the population will be ill prepared.
- Should a single site incident (e.g., fire, gas main breakage) occur, rapid and appropriate response will reduce the number of injuries and diminish the loss of property.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the scene.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- Proper prevention and mitigation actions, such as creating a positive school environment, conducting routine inspections and monitoring campus safety and security will prevent or reduce incident-related losses.
- Maintaining the Districts EOP and providing frequent opportunities for stakeholders (staff, students, parents, First Aid Support Team (FAST), etc.) to exercise the plan can improve the school’s readiness to respond to incidents.

### Limitations

It is understood that no guarantee is implied by this Plan to be a perfect incident management system. As personnel and resources may be overwhelmed, MNTC can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time. Actions of school personnel in a crisis state will be based on experience, best practices and training.

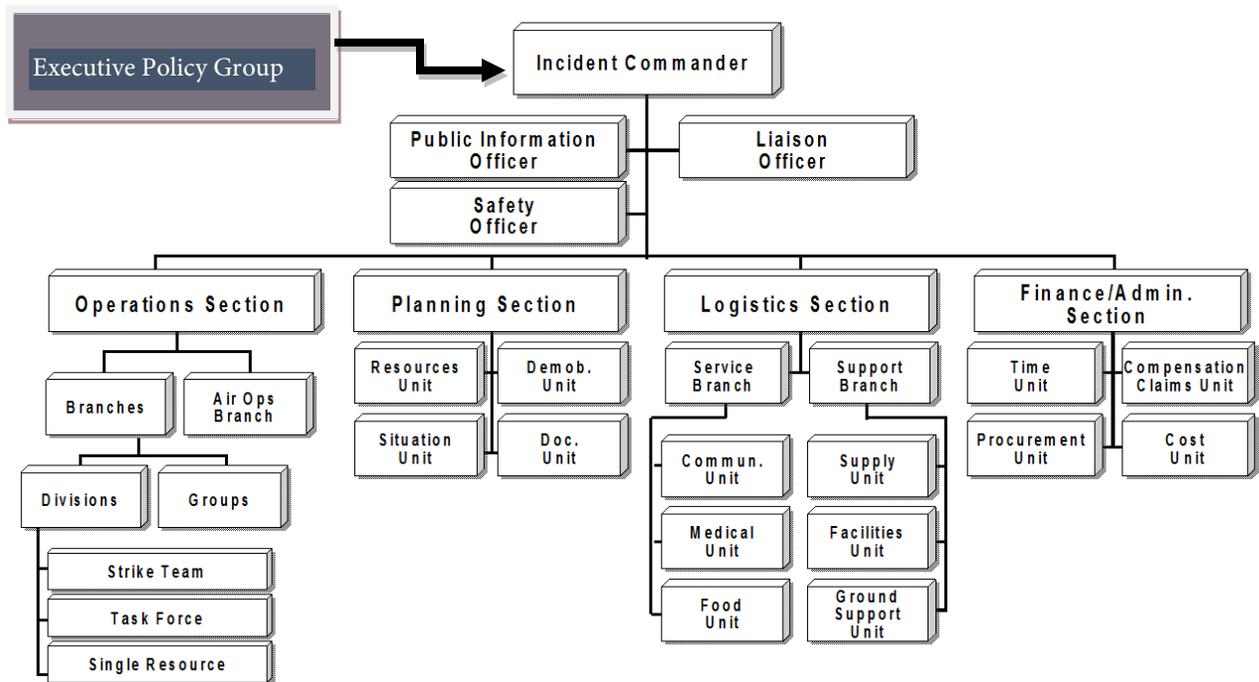
## CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the school, generally parallel some of their routine day-to-day functions. Additionally, the same personnel and material resources used for day-to-day activities will be employed during incidents. This is because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. Therefore personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

## INCIDENT COMMAND SYSTEM FUNCTIONS (ICS)

In a major disaster, the school may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS) will be used to manage all incidents and major planned events. All response assets are organized into **five functional areas**: Command, Operations, Planning, Logistics, and Administration/Finance.

ICS Organization & Responsibilities



**Executive Policy Group or the Command Staff:** The Executive Policy Group (EPG) role is that of policy and major decisions.

**Section:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.

**Branch:** That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.

**Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.

**Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.

**Strike Team:** Specified combinations of the same kind and type of resources with common communications and a leader.

**Single Resource:** An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

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**Executive Policy Group (EPG)**

The Executive Policy Group (EPG) role is that of policy and major decisions. Included in this group is the Superintendent, Assistant Superintendent, HR Director, PIO and Director of Finance, Chief Officer – Bus Operations, Business Analyst, and Executive Director – Instructional Support..

The Superintendent is the schools executive decision maker and will oversee the Executive Policy Group or delegate that authority in his/her absence. At all times the Superintendent will retain the overall responsibility for the safety of students and staff. Delegating authority to manage the incident will allow the Superintendent to focus on policy-level activities and interfacing with other agencies and parents. Prior to recovery, this group should be focused on the district planning and preparation, determining short and long-term effects on restoring the district to normal operations and establishing alternative facilities just to list a few. The Superintendent will assign an Incident planning and recovery management team. Members of this team are:

| Job Title   | Emergency Position   | Work Address                                | Contact Information  |
|---|--|---|--|
| Brian Ruttman,<br>Superintendent/CEO                    | Executive Policy Group (EPG) Commander and 1 <sup>st</sup> Command | Administration Office, Franklin Road Campus | Office: (405) 801-5200 x 5101<br>Cell: [REDACTED]<br>Fax: (405) 360-9989<br><a href="mailto:brian.ruttman@mntc.edu">brian.ruttman@mntc.edu</a> |
| Terri Helvey,<br>Assistant Superintendent - Instruction | Executive Policy Group (EPG) and 2 <sup>nd</sup> Command           | Franklin Road Campus                        | Office: (405) 801-5281<br>Cell: [REDACTED]<br>Fax: (405) 360-9989<br><a href="mailto:Terri.helvey@mntc.edu">Terri.helvey@mntc.edu</a>          |
| Kyle Williams,<br>Chief Officer Business and Operations | EPG Member and 3 <sup>rd</sup> Command                             | Franklin Road Campus                        | Office: (405) 801-5121<br>Cell: [REDACTED]<br>Fax: (405) 360-9989<br><a href="mailto:Kyle.williams@mntc.edu">Kyle.williams@mntc.edu</a>        |

| Job Title   | Emergency Position | Work Address         | Contact Information  |
|---|--------------------|----------------------|--|
| Jerry McConnell,<br>Executive Director<br>Facilities and Public<br>Safety | Incident Commander | Franklin Road Campus | Office : (405) 801-5211<br>Cell: [REDACTED]<br>Fax: (405) 360-9989<br><a href="mailto:Jerry.mcconnell@mntc.edu">Jerry.mcconnell@mntc.edu</a> |

### Incident Commander

The Incident Commanders (IC) is also the Operations Section Chief and is the person with the greatest technical and tactical expertise in dealing with the problem at hand. The Operations Section Chief:

- Develops and implements strategy and tactics to carry out the incident objectives.
- Organizes, assigns, and supervises the response resources.

overall responsibility is managing an incident within the MNTC jurisdiction by establishing objectives, planning strategies, and implementing tactics. The IC will determine when to operationalize the Incident Command Center, activate the Emergency Operations Plan (EOP) and provide an assessment of the situation to the Superintendent or designee. As the incident grows, the IC may delegate authority for performance of certain activities to the Command Staff and the General Staff. The incident Commander will add positions only as needed. The IC is assigned by the Superintendent. Responsibilities include:

1. Directs the incident management activities using strategic guidance provided by the Executive Policy Group.
2. Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP for both the Franklin and South Penn Campus.
3. Keep the Executive Policy Group informed of the situation.
4. Establish and manage the Incident Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
5. Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
6. Coordinate media relations and information dissemination with the Superintendent.
7. Develop working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
8. Document all activities.

9. Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter-in-Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
10. Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
11. Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)

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## PIO

The PIO acts as the official spokesperson for the district in emergency situations.

The PIO reports directly to the Superintendent/Incident Commander. The PIO is the primary contact for anyone who wants information about the incident and the district's response to it. The PIO will provide information to the media, public, and parents. School incidents attract a lot of media attention. Without a PIO, media requests would overwhelm the Incident Commander. The PIO will also coordinate communications to our internal audiences including both incident staff and school personnel. It's very important for the PIO to coordinate with other public information staff to ensure that we do not issue confusing or conflicting information.

Accurate information is essential. The Superintendent will work in conjunction with the PIO to formulate appropriate releases.

The PIO will refer to the Crisis Communication Plan guidelines for communicating with media plan for all communications.

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## Operations Section

**Operations** directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents. School-related responsibilities and duties include:

1. Analyze school staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan.
2. Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.
3. Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
4. Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
5. Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
6. Document all activities.

If needed, strike teams may be established within the Operations Section.

| Operations Section            |   |
|-------------------------------|---|
| Strike Teams Responsibilities |   |
| <b>CERT</b>                   | <p>Community Emergency Response Team (CERT) team members have been trained in disaster preparedness, light search &amp; rescue, disaster medical operations and fire safety. The CERT is responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). CERT is also responsible for:</p> <ul style="list-style-type: none"> <li>▪ Identifying and marking unsafe areas.</li> <li>▪ Conducting initial damage assessment.</li> <li>▪ Obtaining injury and missing student reports from teachers.</li> </ul>                               |
| <b>Student Care Team</b>      | <p>Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Student Care Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Accounting for the whereabouts of all students,</li> <li>▪ Setting up a secure assembly area.</li> <li>▪ Managing sheltering and sanitation operations.</li> <li>▪ Managing student feeding and hydration.</li> <li>▪ Coordinating with the Student Release Team.</li> <li>▪ Coordinating with the Logistics Section to secure the needed space and supplies.</li> </ul> |
| <b>Maintenance</b>            | <p>Maintenance is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Locating all utilities and turning off, if necessary.</li> <li>▪ Securing and isolating fire/HazMat.</li> <li>▪ Assessing and notifying officials of fire/HazMat.</li> <li>▪ Conducting perimeter control.</li> </ul>   |
| <b>Crisis Counseling Team</b> | <p>The Crisis Counseling Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Determining need for outside agency assistance.</li> <li>▪ Recommending counseling resources.</li> <li>▪ Being available for brief counseling discussions with student or staff.</li> <li>▪ Reporting erratic behavior or mental issues to Medical Chief.</li> </ul>   |

| <b>Operations Section</b>            |  |
|--------------------------------------|--|
| <b>Strike Teams Responsibilities</b> |  |
| <b>Student Release Team</b>          | <p>Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Setting up secure reunion area.</li> <li>▪ Checking student emergency cards for authorized releases.</li> <li>▪ Completing release logs.</li> <li>▪ Coordinating with the Public Information Officer on external messages.</li> </ul> |

### Planning Section

In a school incident, the **Planning Section** helps ensure responders have accurate information, such as the number of students remaining in the building. The Planning Section Chief can also provide resources such as maps and floor plans. In addition to developing plans, he/she can provide an invaluable service by recording a chronology of incident events for legal, analytical, fiscal, and historical purposes.

The major duties of the **Planning Section** may include:

- Collecting, evaluating, and displaying incident intelligence and information.
- Preparing and documenting Incident Action Plans.
- Tracking resources assigned to the incident.
- Maintaining incident documentation.
- Developing plans for demobilization.

### Logistics Section

**Logistics** can assist the Incident Commander/Operations Section by providing the resources and services required to support incident activities. During a school incident, Logistics is responsible for ensuring that there are sufficient food, water, and sanitation supplies. They are also responsible for arranging buses for evacuations and communication equipment.

The **Logistics Section** is responsible for all the services and support needs, including:

- Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.
- Providing communication planning and resources.
- Setting up food services.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services to incident personnel (not injured students).

Logistics and Finance have to work closely to contract for and purchase goods and services needed at the incident.

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### Finance/Administration Section

**Finance** is the one who worries about paying for the response efforts for the incident. Responsible for all financial aspects associated with an incident. The Finance/Administration Section is set up for any incident that requires incident-specific financial management.

The Finance/Administration Section is responsible for:

- Contract negotiation and monitoring.
- Timekeeping of personnel and equipment.
- Cost analysis.
- Tracking and compensation for injury or damage to property occurring at the incident.
- Keep a running tally of the costs associated with the incident.
- Work closely with Logistics to make sure MN is able to contract for and procure the resources necessary to manage the incident.

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### Staff Training

This area is broken up into three unique requirement groups that staff may assist during a crisis and their level of NIMS training.

#### **Directors**

Responsibilities include:

- Supervise and assist Assistant Directors under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Assist staff in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Provide information to the EOC.

#### **Assistant Directors/Coordinators**

Responsibilities include:

- Supervise and assist teachers/instructors under their charge.
- Provide information to teachers/instructors.

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Assist staff in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.

### **Teachers**

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.
- Document any student leaving property.

### **Instructional Assistants**

Responsibilities include:

- Assisting teachers as directed.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.

### **Custodians/Maintenance Personnel**

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.

- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school.
- Monitor radio emergency broadcasts.
- Monitor and record any person leaving property.

### **Office Staff**

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance as directed by Incident Commander or designee.
- Assist with health incidents as needed, acting as messengers, etc.

### **Food Service**

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

### **Bus Drivers**

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

### **Other Staff (e.g., Itinerant Staff, Substitute Teachers)**

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

### **Students**

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities.

## EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center, or referred to as the EOC is the central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of MNTC.

The EOC is responsible for the strategic overview, or "big picture", of the disaster, and does not normally directly control field assets, instead making operational decisions and leaving tactical decisions to lower commands. The common functions of all EOC's is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals. In most EOC's, there is one individual in charge, and that is the Incident Commander.

### Franklin Campus

The primary area for assembling the Emergency Operations Center (EOC) will be made at the time of incident, location of incident and structural damage if any. The Executive Policy Group (EPG) normally meets in A200. Meeting rooms are situational based on availability.

### South Penn Campus

The primary area for the Emergency Operations Center (EOC) will be located in the safe room in the EMT classrooms.

Activation of the campus Emergency Operation Center (EOC) is at the discretion of the Incident Commander. Some criteria to consider in this decision includes whether there is:

1. Declaration of Local or State of Emergency.
2. Lack of campus resources for the incident.
3. Catastrophic event.
4. Prolonged or unknown duration of an incident.

### Alternate Reporting Location

If building structure damage is significant and does not allow meeting in the designated area, an alternate location will be named.

## RESOURCES

Moore Norman Technology Center will use its own resources and equipment to respond to incidents until incident response personnel arrive. The following is a partial list of departments, organizations or agencies that can be contacted to assist in providing additional resources or assistance:

- **First aid and sanitation supplies:** MNTC Health programs and labs and custodial/maintenance department.
- **Cots and bedding supplies:** American Red Cross 405-321-0591 (office) or 405-476-9040 (cell); The Salvation Army at 405-364-9910, or Little Axe Health Center, Beverly Felton Executive Director of Health at 405-447-0300 (work) or 405-432-8689.
- **Food/water supplies:** Sodexo Manager (cell); Sam’s Club 405-307-8374.
- **Security:** Cleveland County Sheriff’s Department, Cleveland County Police Department; MNTC Campus Resource Officers; Sargent Jerry McConnell with McClain County Sheriff’s Department (dual commission with Cleveland County) and Campus Resource Officers Deputy Diane Jones 405-317-1656 or Deputy Phil Gabriel 405-708-9225.
- **Counseling services:** NAIC at 405-321-0022; MNTC counselors or other local public school counselors.
- **Disaster Distress Helpline** (Crisis Counseling) 1-800-985-5990
  - <http://disasterdistress.samhsa.gov>
  - Multilingual
  - Toll-free national hotline 24/7
  - TTY for hearing impaired 1-800-846-8517
- [www.211oklahoma.org](http://www.211oklahoma.org)
- <http://heartlineoklahoma.org/our-programs/call-center-helplines/> (Suicide Prevention)

## COMMUNICATIONS

### Crisis Communication Plan

When an emergency occurs, the need to communicate is immediate. If schools are disrupted, customers will want to know how they will be impacted. Employees and their families will be concerned and want information. Neighbors living near the facility may need information—especially if they are threatened by the incident. All of these “audiences” will want information before the school has a chance to begin communicating.

An important component of the emergency program is the Crisis Communications Plan. Schools must be able to respond promptly, accurately and confidently during an emergency and in the hours and days that follow. Many different audiences must be reached with information specific to their interests and needs. The image of the business can be positively or negatively impacted by public perceptions of the handling of the incident.

The Crisis Communication Plan is directed by the Marketing Communications Department and under the supervision of the Director of Marketing Communications.

### **Internal Communications**

Communication between staff and faculty is very important. New information will be updated as it becomes available or at least every hour and preferably every ½ hour.

### **External Communications**

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and First Aid Support Team (FAST)s will require clear and concise messages from MNTC regarding the incident, what is being done about it, and the safety of the students and staff.

### **Communication With Parents**

Before an incident occurs MNTC will:

- Inform parents how the school will send alerts and other important notices.
- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included on the schools website at [www.mntc.edu](http://www.mntc.edu)
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

During an incident MNTC will:

- Disseminate information on the schools website to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

### **Communication with the Media**

In the event of an incident the Incident Commander will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with the Executive Policy Group.

School employees are to refer all media requests for information, questions and updates to the Director of Marketing Communications. This also includes postings to social media. Templates for statements/press releases to the media, including standard procedures and protocols, have been developed and are included in the Crisis Communication Plan.

The PIO or designee maintains media contacts at the major television, Internet, and radio stations. In the case of an incident, these media contacts will broadcast MNTC external communications plans, including the information hotline for parents and guardians.

### **Handling Rumors**

When addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, MNTC will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians and maintenance, clerical, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, MNTC will conduct public meetings as needed. These meeting are designed to provide the opportunity for people to ask questions and receive accurate information.

Communication is a critical part of incident management. This section outlines MNTC communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

### **Types of Communication Tools Used**

Some common internal and external communication tools that MNTC may use include the following:

- *Electronic media:* Tablets and other available electronic media should be used to receive emails and other important information.
- *Landline telephone:* MNTC has designated a school telephone number as a recorded “hotline” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders) and other emergency teams.
- *Cellular telephones:* These phones may be the only tool working when electric service is out; they are useful to faculty/staff enroute to or from a site.
- *Intercom systems:* Franklin campus has an intercom system that can be used to make emergency announcements. Franklin campus buildings have intercom capabilities.

- *Bullhorns and megaphones:* A battery-powered bullhorn is part of the school's emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
- *Two-way radio:* Two-way radios provide a reliable method of communication between rooms and buildings at a single site. Staff will be trained to understand how to operate the two-way radio.
- *Computers:* A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district Superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.
- *Push Notifications:* SchoolReach provides voice instruction through a mobile application.
- *Fax machines:* Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
- *Alarm systems:* Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- *Whistles:* Emergency whistle are available to pick up during New Employee Orientation. Staff is encouraged to attach to their identification lanyard and use when a situation requires immediate attention or assistance.
- *Social Media:* Any social media postings will be executed by the Marketing office.
- *Runners:* Personal messages may be delivered via staff or supervisors.
- *Digital signage:* Pre-determined messages will display on television signage around the buildings.

*Schools Website:* Emergency notifications will be posted and updated on the schools website at [www.mntc.edu](http://www.mntc.edu)

## FAMILY REUNIFICATION

### Franklin Campus

The purpose of the Family Reunification Center is to reunite families after a campus emergency incident or help to identify or locate loved ones. See ANNEX D – Family Reunification Center.

- **Primary Location** - YMCA at 1350 Lexington Avenue, Norman, OK. Stacy Bruce, Vice President of Operations 405-364-9622 extension 126.
- **Secondary Location** - Norman North High School at 1809 Stubbeman in Norman, OK.

### South Penn Campus

- **Primary Location** - Should damage occur to the main building and an immediate evacuation is required, all students and staff will be moved to the BDC temporarily.
- **Secondary Location** – Pioneer Library System SW of the campus. When necessary an alternate campus location will be the Franklin Campus in Norman.

## RECOVERY

After the safety of staff and students have been assured and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

### **The staff/faculty teams will:**

- Conduct a comprehensive assessment of the physical and operational recovery needs.
- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

### **The school district will:**

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes (correspondence classes, videoconferencing, etc.).
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

## SEVERE WEATHER PLAN

The purpose of this plan is to safeguard life and property at Moore Norman Technology Center from severe and hazardous weather. This plan identifies all applicable hazardous weather procedures of the district and describes and assigns roles and responsibilities to achieve the highest level of safety, property protection, and compliance within the campus community during a hazardous weather incident.

+The Hazardous Weather Plan covers both the Franklin Road Campus and the South Penn Campus and meets compliance with 63 O.S. § 681 Emergency Protections and Plans. This plan is reviewed and updated annually.

Serving as the Severe Weather Coordinator is the Safety Officer. She is Mesonet certified, a trained Storm Spotter and trained to interact with the National Weather Service.

### **School Bus Severe Weather Plan**

The School Bus Severe Weather Plan identifies “what to do scenarios”, roles and responsibilities, communicating during severe weather events, delayed dismissal and emergencies that recommend when it is not safe to return students to campus. A seating chart is required annually.

## **MUTUAL AID**

If school resources prove to be inadequate during an incident, MNTC will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

All pre-negotiated agreements and contracts are included in available upon request.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of more qualified first responder, if applicable. If a transfer of command is appropriate, a briefing shall occur. The schools Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

## **RECORDKEEPING**

### **Administrative Controls**

MNTC is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

### **Activity Logs**

The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:

- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

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### Incident Costs

The Finance Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,
- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations, and
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

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### Preservation of Records

In order to continue normal school operations following an incident, vital record must be protected. These include legal documents and student files as well as property and tax records. The principal cause of damage to records is fire and water; therefore, essential records should be protected accordingly. Details stating the way records are protected are outlined in the Continuity of Operations Procedures (COOP).

### **Plan Development, Maintenance and Distribution**

The Superintendent is responsible for approving and promulgating this plan.

The Director of Campus Safety and Security will approve the Emergency Operations Plan (EOP) on an annual basis. This plan will be updated based upon deficiencies identified during incident management activities and exercises. The Director of Facilities and the District Safety Officer is responsible for the overall maintenance and revisions of the EOP, as well as coordinating trainings and scheduling exercises.

A hard copy of the plan is stored online in Navigate and in the Safety office.

Each update or change made to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format and maintained by the district safety officer.

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The District Safety Officer will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs and the date of delivery. Copies of the plan may be made available to the public and media upon request and without the sensitive information at the discretion of the Director of Facility Operations.

### **Training and Exercising the Plan**

MNTC understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The Director of Campus Safety and Security will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program.

Basic training and refresher training sessions will be conducted during the first in-service day of the school year for all school personnel. Mandatory EOP training will include:

- Hazard and incident awareness training for all staff
- Orientation to the EOP
- Optional free First aid and CPR training
- Team training to address specific incident response or recovery activities, such as parent-student reunification, special needs, and relocation
- Two online FEMA courses: ICS 100a and IS-700.he. Both courses are available for free at FEMA's Independent Study web site.

Additional training will include drills and tabletop and functional exercises. Drills and exercises will be conducted annually. Records of the training provided including date(s), type of training and a participant roster will be maintained.

All MNTC school staff members are encouraged to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their jobs more effectively.

### **Threat Assessment Team**

Threat Assessment Team is a group of school officials that meet regularly to discuss issues relating to campus violence, security and potential threats directed at students, staff and visitors. Members include:

1. Director of Facility Operations, Chairperson and EOC Incident Commander
2. District Safety Officer
3. Executive Directors, Directors and Assistant Directors
4. School Resource Officers

An incident occurring on campus or off-campus and involving an enrolled student or employee member requires a completed Incident Report to be filed before the end of the day/work shift. Reports can be filed with the District Safety Officer. Reports are analyzed by the schools Threat Assessment Team.

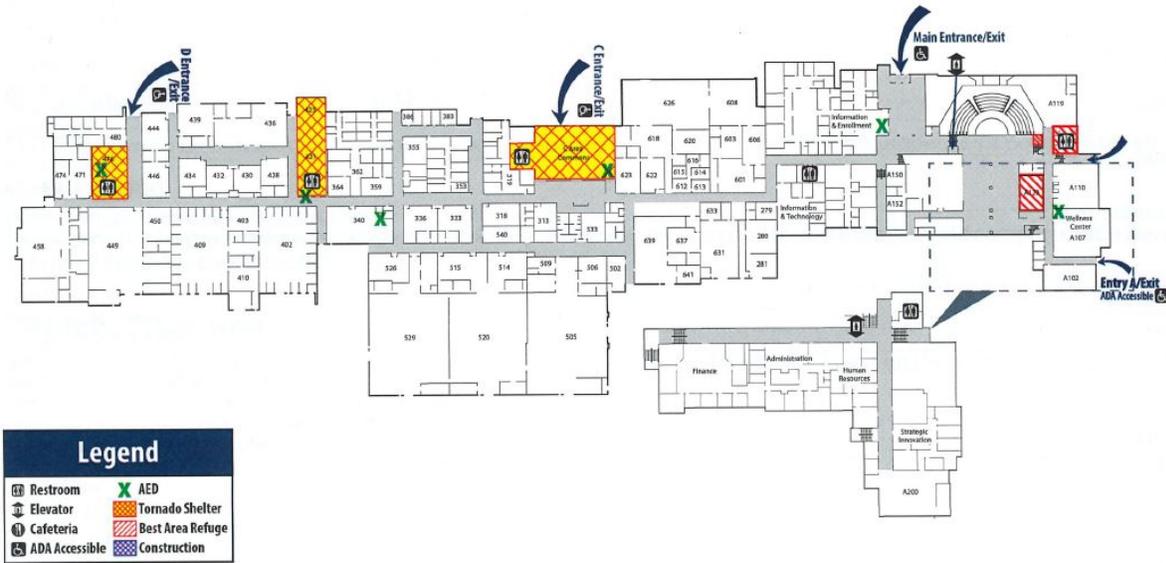
### **Authorities and References**

The following regulations are the State authorizations and mandates upon which this District EOP is based. These authorities and references provide a legal basis for incident management operations and activities.

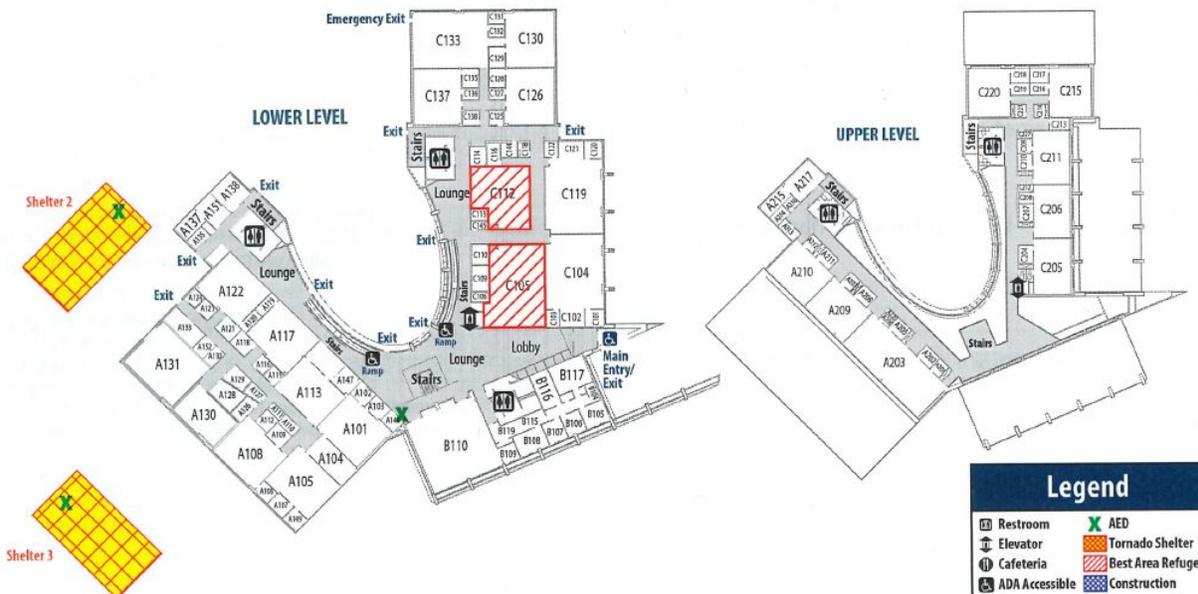
- Code of Federal Regulations 29 CFR 1910.38 relating to emergency preparedness and 29 CFR 1910.39
- Fire Prevention Plan and Oklahoma Statutes Title §63-681.
- The Campus Life and Safety and Security (CLASS) Task Force was created by an Executive Order from the Governor of Oklahoma. The purpose of the task force is to review and evaluate current safety and security plans and student counseling services already in place for higher education and career technology institutions and to make recommendations for any needed changes.
- School is required to coordinate emergency operations with the School operational area pursuant Oklahoma Statutes Title §63-683.6.

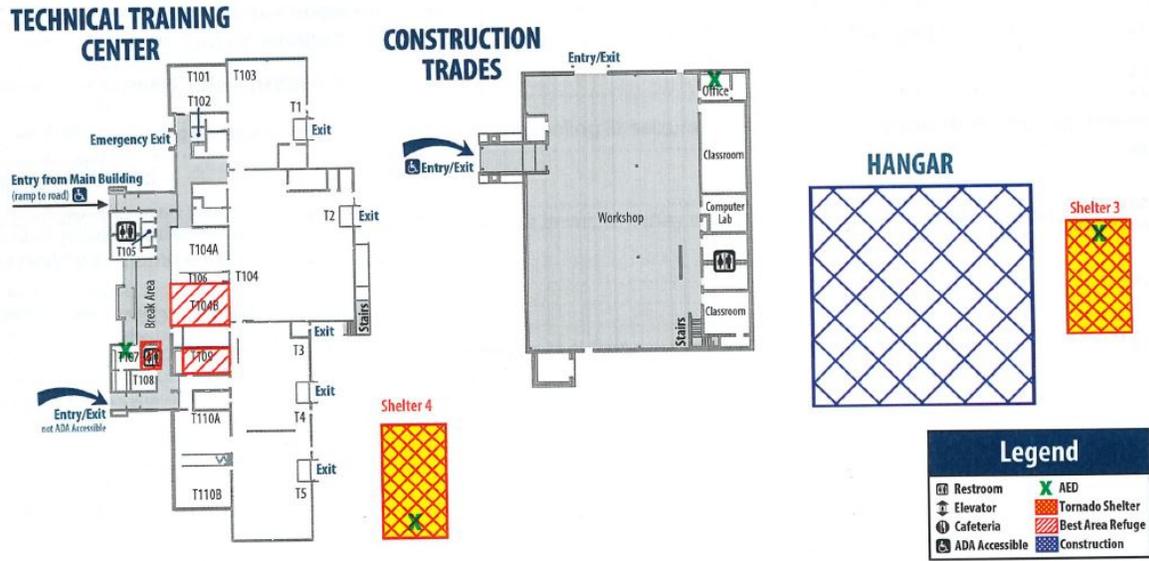
### Franklin Campus Maps

#### Main Building



#### Business and Information Technology Building (BIT)

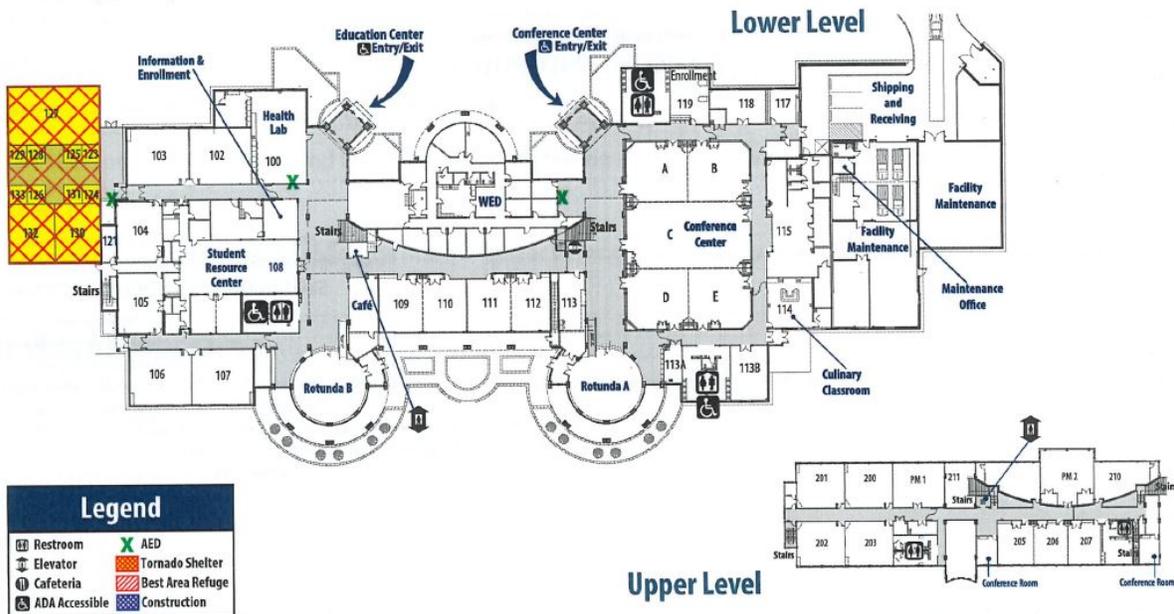




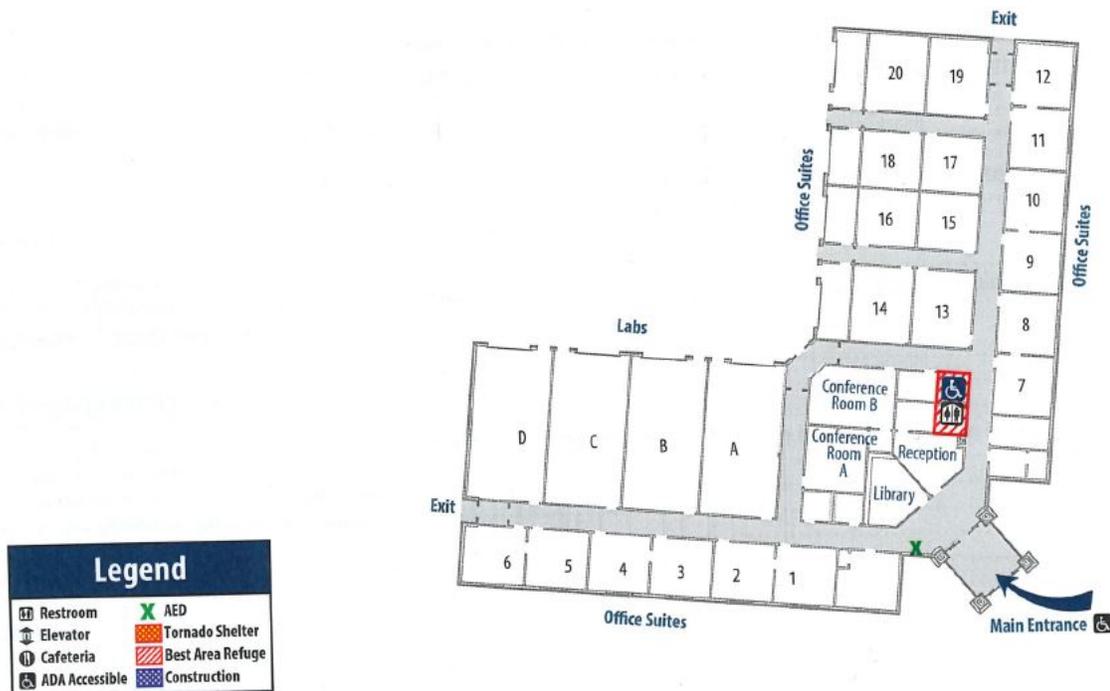
# HEALTH EDUCATION CENTER



South Penn Main Building



Business Education Center



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Brian Ruttman, Superintendent/CEO and Executive Policy Group  
Terri Helvey, Deputy Superintendent and Executive Policy Group  
Jerry McConnell, Executive Director and OK Certified Emergency Manager

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