

THE UNIVERSITY OF TULSA

CRISIS MANAGEMENT TEAM

Guidelines for Response to Emergencies

The University of Tulsa Crisis Management Team helps coordinate the university's response to a campus crisis or emergency.

A campus crisis or emergency is defined as a decisive or crucial time in the life of the university community (on or off campus) which requires extraordinary attention and response, and typically involves multiple university offices. Examples include crimes, traumatic mental or physical health incidents, possible or actual natural disasters, fires, environmental disasters, and any disruptions to the orderly conduct of university affairs. The TU Crisis Management Team is appointed by the President.

Accurate, immediate response to an emergency or crisis situation can make an important difference in the outcome. Please keep in mind the following procedures for all major events (or those incidents that may become major events):

- **Call 911.**
- **Call Campus Security at 918-631-5555.**
- **Call TU's Primary Emergency Contact, Kevan Buck, at 918-631-3245 or cell phone 918-809-7367**

(NOTE: TU's Primary Emergency Contact will coordinate response and call or delegate calls to the President, Crisis Management Team and all other necessary individuals.)

For all other non-major emergencies or critical conditions:

- **Call your supervisor or other person responsible for activity.**
- **Call Campus Security at 918-631-5555.**
- **Call a member of the Crisis Management Team** (Campus Security can make the contact for you), who will contact the appropriate individuals for responding to the event.

Crisis Emergency Response Protocol

In the event of an emergency or crisis situation:

- **Deal with the immediate situation.**
- **Contact appropriate emergency agencies.**
- **Contact your supervisor or the person responsible for your area of responsibility and follow procedures for handling the situation.**
- **With your supervisor, determine whether a campus crisis exists and, if so, who should contact Security and the TU Primary Emergency Contact person.**
- **Security and the TU Primary Emergency Contact person will determine if the Chair or other Crisis Management Team representatives will be contacted.**
- **The Chair or other Crisis Management Team representative will work with the TU Primary Emergency Contact person in responding to the crisis, helping with internal communication and coordinating the University's response to the situation.**
- **The person coordinating the response of the Crisis Management Team will determine if a full meeting of the Crisis Management Team is necessary.**
- **After the crisis the Chair will determine if the Crisis Management Team should review the crisis and the University's response to it for evaluation and/or increased understanding.**

TU EMERGENCY LINE: 918-631-5555