

**EMERGENCY EVACUATION PLAN
SIXTH DISTRICT OF OMEGA PSI PHI FRATERNITY INC.**

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EMERGENCY EVACUATION PLAN

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1.0 PURPOSE

The Sixth District of Omega Psi Phi Fraternity Incorporated places special emphasis on the protection of everyone during an emergency. This Plan describes the duties, responsibilities, and expectations of a properly executed plan in the event of an emergency requiring evacuation.

2.0 APPLICABILITY

This Plan applies to all attendees of District Council and Sixth District Annual Meetings.

3.0 DEFINITIONS

- A. Declared Emergency – An emergency may be declared by any person having firsthand knowledge and confirmation of a threat, which endangers the occupants of the Omega Psi Phi Fraternity Inc. during District Council and Sixth District Annual Meetings
- B. Diagrams – Floor plans that strategically indicate vital positions in relation to building exits and fire extinguishers
- C. District Representative – The Sixth District Representative elected by the Fraternity having overall jurisdiction of the Fraternity in the Sixth District
- D. Evacuation Drills – A practical exercise conducted at least annually by the District’s Executive Team to ensure occupants know and respond properly to a Declared Emergency
- E. Event Planner – Person given overall responsibilities for the coordinating and ensuring a viable emergency action plan is in place
- F. Exits – Corridors, stairways, and doors, that have been designated as a means of egress and provides safe passage from the building
- G. Incident Commander –The individual at an on-scene command post responsible for the management of command-specific emergency operations at an incident site, i.e., HazMat, Fire, Law Enforcement, EMS/Rescue
- H. Law Enforcement Department –City/County Department having law enforcement jurisdiction
- I. On-Scene Command Post – Location established at the incident site as a forward control/coordination point where tactical deployment decisions are made
- J. Security Doors – Doors that are equipped with electronic systems and locks to prohibit or limit access. In an emergency, these doors will allow passage by activation of the fire protection system, or by steadily applying pressure to the door hardware in an outward direction for 30 seconds. During this time, a loud chirping sound will be emitted near the door
- K. U.S. Department of Homeland Security - serves as the principal medical, workforce health and safety, and public health authority for DHS
- L. 911 – Is an emergency telephone number used to dispatch emergency response personnel

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4.0 VENUE BUILDING PLAN

4.1 VENUE BUILDING PLAN

The spaces covered under this plan are primarily used as offices and as rooms for assembly. Storage areas, supply closets, rest rooms, break rooms, lobby areas, etc., are also included in this plan.

The Venue building is equipped with a fire and smoke alarm system which may be activated when sensors detect smoke or fire, or when manually activated from one of the pull stations located throughout the building. Notify emergency response personnel by calling 911.

Doorways and exits shall be clearly marked, readily accessible and remain unobstructed. All Exits shall be unlocked and readily accessible from the interior side. Doors that are normally held open by magnetic switches shall not be blocked or propped open. Security Doors will deactivate upon receipt of a fire alarm signal.

Fire extinguishers are strategically located throughout the building and are maintained and inspected regularly. Diagrams displaying the most time efficient means of egress are placed in designated areas. This Plan includes one or more pre-designated areas where occupants shall assemble and be accounted for.

An Evacuation Drill shall be conducted at least annually by the District's Executive Team. The exercise shall include a review of the OSHA Guide to Emergency Action Planning, activation of the fire alarm system, evacuation of all administrative office occupants and visitors, and include a post drill evaluation and assessment.

4.2 EDUCATION AND TRAINING

This plan applies to all attendees and visitors of District Council and Sixth District Annual Meetings. The Sixth District of Omega Psi Phi Fraternity Incorporated places special emphasis on the protection of everyone during an emergency. The following events will be covered:

- A. What to do in the case of an emergency?
- B. Who are the medical personnel on site?
- C. Where is the emergency situation taking place?

4.3 EMERGENCY EVENTS (Fire, chemical spills, strong odors, other hazards)

If a situation which could adversely affect building occupants or cause property damage is encountered, attendees and visitors shall:

- A. Immediately call 911 and indicate the emergency situation; and
- B. Involve others as necessary to expedite the investigation.

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(A possible threat exists whenever the following conditions occur: evidence of visible smoke, flame, or sparks or of strong odors of unknown origin is present).

When a situation has been confirmed to exist, that places building occupants in danger from fire or other hazards, attendees and visitors shall:

- A. Sound an alarm by shouting “Fire”
- B. Pull the nearest fire alarm if the fire alarm system is not already activated;
- C. If a fire is present, and it is in its early stages of developing, try to extinguish it by using a fire extinguisher;
- D. Proceed to the nearest Exit and assist others in doing so;
- E. Assure that 911 knows of the emergency;
- F. Wherever possible, shut but do not lock doors as you leave;
- G. All meeting attendees and visitors, except for those assigned command and control responsibilities, shall proceed to the designated evacuation area. Emergency Evacuation Coordinators are responsible for escorting meeting attendees or visitors to the designated evacuation area. The designated evacuation area has been identified by the venue owner and will be communicated to all Emergency Evacuation Coordinators;
- H. Attendees and visitors escorted from the venue shall remain in their designated evacuation area until each Emergency Evacuation Coordinator has accounted for all meeting attendees and visitors; and
- I. Any attendee or visitor with pertinent information or knowledge relating to the emergency shall make it known to responding Fire Department or Law Enforcement personnel as soon as possible.

4.4 BOMB THREATS:

The majority of the bomb threats received are of the crank-call type. The crank-caller tends to be abrupt and hurried in delivering the bomb threat. Also, the crank-caller will seldom provide details regarding the type of bomb, location, time of detonation, or reasons for planting the bomb and does not repeat the call frequently.

When there is an actual or potential bomb threat the caller tends to prolong the conversation and either volunteers’ information or shows some willingness to answer questions concerning the type of bomb, location time of detonation and reasons for planting the bomb; and repeats the call with increasing frequency as the time approaches detonation.

4.4.1 GUIDELINES FOR A TELEPHONED BOMB THREAT

The following guidelines are to be followed by anyone who receives a bomb threat call:

- A. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
- B. Listen carefully. Be polite and show interest.

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- C. Try to keep the caller talking to learn more information.
- D. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- E. If your phone has a display, copy the number and/or letters on the window display.
- F. Complete the Bomb Threat Checklist immediately (see Attachment A). Write down as much detail as you can remember. Try to use exact words.
- G. Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 immediately with information and await instructions.
- H. If a bomb threat has been received by handwritten note:
 - 1. Call 911
 - 2. Handle note as minimally as possible.
- I. Signs of a suspicious package:
 - 1. No Return Address
 - 2. Excessive Postage
 - 3. Stains
 - 4. Strange Odor
 - 5. Strange Sounds
 - 6. Unexpected Delivery
 - 7. Poorly Handwritten
 - 8. Misspelled Words
 - 9. Incorrect Titles
 - 10. Foreign Postage
 - 11. Restrictive Notes
- J. Do Not:
 - 1. Use two-way radios or cellular phone, radio signals have the potential to detonate a bomb.
 - 2. Evacuate the building until Law Enforcement arrives and evaluates the threat.
 - 3. Activate the fire alarm.
 - 4. Touch or move the suspicious package.

4.5 HAZARDOUS WEATHER REFUGE AREA:

When a hazardous weather alert is communicated by the National Weather Service emergency notification system, all Emergency Evacuation Coordinators shall ensure that all attendees and visitors immediately go to the closest designated refuge area. All attendees and visitors shall stay in the designated refuge area until given the “clear” sign from the Emergency Evacuation Coordinators. The designated refuge area will be identified prior to the start of the District Council and/or Sixth District Annual Meeting.

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Weather Events

In the event that the District Council or Sixth District Annual Meetings is affected by serious weather-related events (hurricane, tornado, snow, ice storm, flooding, etc.) the Executive Team will do an initial assessment of the weather conditions. The Executive Team members must render assistance in these types of events; however, you should not place yourself in danger while assisting with these events.

The Executive Team should assess the potential weather situation as part of the initial assessment, activating the central emergency notification system if appropriate. If necessary, the Executive Team will convene to determine the status of ending the meetings and evacuation plan along with immediate shelter needs. The Public Relations Director will begin to notify the attendees by public announcements to broadcast situation, delay, closure, power loss, etc.

First responders: police, fire, EMS are contacted if needed.

4.6 INCIDENT COMMAND

The Incident Commander is usually a command officer from the City/County Fire Department, or the Law Enforcement Department depending upon the nature of the emergency.

5.0 CATASTROPHIC INJURY or DEATH of BROTHER (ATTENDEE)

Medical assistance should be provided based on a brother's capabilities and training during normal medical events. Emergency Communications (911) should be contacted for all medical emergencies. The District Representative or in his absence the First Vice District Representative should be contacted for any major medical incident. Other executive team members will be contacted on an as need basis.

All media communication will go through the Director of Public Relations in conjunction with the On Scene Commander and District Representative.

In incidents involving multiple injuries and/or fatalities, a Family Assistance Center may be established. The Chaplain will work with family members and significant others for memorial service in cases of brother's death. The Chaplain will establish an emotional support plan for brothers and/or affected parties.

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Active Shooter Incident

Every person facing a dangerous situation must be prepared to take direct responsibility for his or her own personal safety and security. Based on what you see and hear, determine if it makes sense to stay

where you are and try to hide, or if you should try to escape to a safer location. Do not wait for others to validate your decision. Unfortunately, there may not be a clear “right” answer. However, one of the following actions should be taken, listed in priority of consideration:

- a. **RUN:** Have an escape route and plan in mind, leave your belongings behind, keep your hands visible and follow law enforcement’s direction.
- b. **HIDE:** Hide in an area out of the threat’s view, block entry to your hiding place and if possible lock doors. Silence your mobile devices.
- c. **FIGHT:** Use as a last resort if your life is in imminent danger.

If you need to exit the building in an emergency, seek cover behind buildings, cars, and other solid structures – go as far away as possible while still staying safe. Just keep on going and going until you know that you are out of danger’s way.

After reaching shelter, call 911. Tell the police as much as you can about the shooter’s location and description. Remember that your survival of an active shooting situation will likely depend on the immediate actions you take to help protect yourself.

Missing Person Notification

The Sixth District of Omega Psi Phi Fraternity, Inc. takes brothers/attendees safety very seriously. If a member of our community has reason to believe that someone is missing, he or she should immediately notify a member of the Sixth District Executive Team. District leadership, in conjunction with area law enforcement will initiate an investigation which will include the following:

- Conduct a welfare check of the brother/attendee last know location
- Attempt to contact the missing person via his/her phone numbers
- Call or speak in person with known relatives, friends, acquaintances, etc
- Try to locate a vehicle if known
- Contact employer, if known.
- If a student, contact the student’s professors to gather information about the student’s recent class attendance.

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If the investigation indicates that the brother/attendee is missing, a Missing Person's Report will be filed with the local law enforcement agency.

6.0 RESPONSIBILITIES

6.1 DISTRICT OFFICERS

District Officers shall:

- A. Disseminate this Plan and any subsequent revisions to all who attend District Council and/or Sixth District Annual Meeting.
- B. Comply with and enforce this Plan uniformly throughout the Sixth District of Omega Psi Phi Fraternity Incorporated by participating in annual drills that produce evacuation efficiency.

6.2 EMERGENCY EVACUATION COORDINATORS

Emergency Evacuation Coordinators shall:

- A. Disseminate this Plan and any subsequent revisions to all who attend District Council and/or Sixth District Annual Meeting.
- B. Comply with and enforce this plan uniformly throughout the Sixth District of Omega Psi Phi Fraternity Inc. by participating in annual drills that produce evacuation efficiency.
- C. Ensure that all attendees and visitors have evacuated the area and/or reported to the designated refuge area.
- D. Perform an accurate head count of attendees and visitors that reported to the designated refuge area.
- E. Notify 911 of missing employees so that emergency response personnel can conduct a search.

6.3 DISTRICT EVENT COORDINATOR

District Event Coordinator shall:

- A. Provide an overview of this Plan for District Officers and Emergency Action Coordinators so they may disseminate related information to attendees and visitors.
- B. Ensure that training will be presented to those directly affected by implementation of the Plan.
- C. Periodically conduct drills to ensure the efficiency of this Plan.
- D. Ensure that the Sixth District of Omega Psi Phi Fraternity Incorporated Emergency Evacuation Plan complies with the regulations.

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6.4 ATTENDEES/VISITORS

Attendees/Visitors shall:

- A. Comply with this Plan to ensure evacuation efficiency.
- B. Not re-enter the building until authorized by the Incident Commander or until the situation has been contained and the building is returned to normal operation.
- C. Remain in the designated refuge area until each Emergency Action Coordinator has accounted for all meeting attendees and visitors.

7.0 RECORDS MANAGEMENT

The Executive Assistant to the District Representative is the custodian of records related to this Plan. The named custodian(s) will comply with this Plan as adopted by the Sixth District of Omega Psi Phi fraternity Incorporated, as may be amended from time to time.

8.0 REVIEW

The Executive Assistant to the District Representative is responsible for reviewing this Plan annually or more often as warranted.

9.0 EXCEPTIONS

Exceptions to this Plan may be made at the District Representative's discretion.

10.0 ATTACHMENTS

- A. Homeland Security Bomb Threat Call Procedures/Bomb Threat Checklist

11.0 REFERENCES

- A. National Fire Protection Association, Life Safety Code, NFPA 101
- B. OSHA Standard 29 CFR 1910.35 (Emergency Action Planning)
- C. OSHA Standard 29 CFR 1910.120 (Hazardous Waste Operations and Emergency)
- D. Homeland Security, AC 150/5200-31C, Bomb Threat Procedures....

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Position	Name	Primary Number
District Representative	Al White	919-264-9563
1st Vice District Representative	Cedric Luckey	803-609-5285
2 nd Vice District Representative	Asafr-Adjaye Kofi	301-605-4658
Keeper of Record and Seal	Tim Hunter	803-944-1980
Asst. Keeper of Record and Seal	Robert Hemby	803-347-7050
Keeper of Finance	Gary Bussey	919-423-6230
Asst. Keeper of Finance	Willie Ramey	704-614-3497
Counselor	Michael Boykin	919-607-4998
Chaplain	Travis Alexander	704-467-1888
Public Relations	Jamie Brunson	803-290-0680
Undergraduate Rep. NC	Zachary Cooley	832-493-1975
Undergraduate Rep. SC	Jacori Morton	843-240-0804
Marshall	Baron Davis	803-603-3157
Keeper of Peace	Joe Lewis	704-351-1363
Administrative Adminstrant	Chris White	919-791-8186
Chief of Staff	Robert Cunningham	919-906-0924
Undergraduate Rep. to Supreme Council	John Faison	615-999-1206

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POSITION	ROLE DURING MAJOR INCIDENTS
District Representative	Provides oversight of District's incident response. Informs IHQ of major incidents. Plays key role in crisis communications.
1 st Vice District Representative	Serves as Incident Response Team Leader for any incident involving the district. Assist in making initial assessment and responsible for all security issues.
2 nd Vice District Representative	Shall perform all such duties as delegated by the District Representative.
Keeper or Record and Seal	Shall keep all records of the incident. Assist in making initial assessment.
Asst. Keeper of Record and Seal	Shall perform all such duties as delegated by the District Representative. Assist in making initial assessment.
Keeper of Finance	Responsible for financial issues and custodian of district funds during the incident and any reimbursements
Asst. Keeper of Finance	Assist in making initial assessment and financial issues or reimbursement.
Counselor	Assist in making initial assessment and legal counsel during incident.
Chaplain	Provides emotional and spiritual support to brothers or attendees.
Public Relations	Generates fact sheets, news releases and all public communications concerning the incident. Acts as spokesperson for the district to news media and governmental agencies.
Undergraduate Rep. NC/SC Undergraduate Rep. to SC	Carry out duties as directed by District Representative or other team members.
Marshall	Assists in informing and offering support and assistance to team members.
Keeper of Peace	Assists in providing triage and first aid to ill and injured person(s) and assists with life safety issues.

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Administrative Assistant	Assists in organizing emergency telecommunications as necessary and assists other team members with resources
Chief of Staff	Assists in organizing emergency telecommunications as necessary and assists other team members with resources.

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BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	_____
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____



Homeland Security

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