

University campuses are among the safest areas in any city; however, campuses are not immune to crime and other campus emergencies. Northwestern places primary values on the safety of its students and employees and has taken action to ensure adequate response to a campus emergency. Northwestern has implemented a campus alert system to provide critical information to the campus community, trained employees for emergency response, and is responding to recommendations of the Oklahoma Campus Life and Safety and Security (CLASS) task force.

Immediately following the shootings at Virginia Tech University, Northwestern immediately implemented additional security measures, including restricting dorm access. We also developed formalized plans to deal with situations where an armed intruder was on campus.

We have completed new plans for dealing with armed intruders at all three of our campuses. A major component of this plan is a new campus alert system that will provide employees and students emergency information via text message on personal cell phones, as well as on television monitors in all ITV rooms. All students are strongly encouraged to register their cell phone numbers with the Student Services to receive campus alert text messages.

The new plans are based upon three action steps to ensure maximum safety for all employees and students. These three actions steps are:

1. Reporting the intruder and declaring a lockdown
2. Activating the campus alert system
3. Actions by employees and students.

### **Reporting the Armed Intruder and Declaring a Lockdown**

Anyone who sees an armed intruder on campus is asked to report the suspect to campus police or other law enforcement officials at the following telephone numbers:

Alva Campus – (580) 327-8511, (580) 430-5114 or 911

Enid Campus – (580) 213-3130, (580) 541-0895 or 911

Woodward Campus – (580) 254-8518, (580) 256-3264 or 911.

When reporting an armed intruder, please provide as much information as possible on the intruder, such as clothing worn, types of weapons and exact location of the intruder. Once law enforcement officials receive the report, the process of ordering a campus lockdown will commence and local law enforcement officials will immediately converge on campus. Only the campus affected will be placed on lockdown.

### **Emergency Evacuation**

In the event a campus emergency requires the evacuation of part or all of the campus, the campus alert system will be activated to provide immediate information to students and employees. Students are to follow the instructions of university employees in this situation. The campus alert system also will be used to inform the campus community when the situation is secured and the campus can be re-occupied.

### **Activating the Campus Alert System**

Following the declaration of a lockdown, the campus alert system will be activated. Lockdown text messages will be sent via personal cell phones and the lockdown order will be flashed on all television monitors in ITV rooms. Assigned faculty and staff will begin the process of locking down all buildings on the campus affected. Employees and students will be given updates, including the status of classes and an “all clear” message when movement on campus is safe.

### **Testing the Campus Alert System**

Testing of the campus alert system, including text messaging, ITV system and website, will be done once annually by activating the systems and sending out a test message.

### **Actions by Employees and Students**

First, students are asked to obey all commands given by employees or through the campus alert system. During an incident on campus that forces a lockdown order, students should remain in the classroom or building until told to leave. Students with special needs will be assisted by faculty or staff. Faculty and staff should secure classrooms and offices, close blinds and turn off room lights. Students should be moved away from doors or windows, remaining calm and quiet until the “all clear” message is given by campus police.

On the Alva Campus, residence hall staff will secure all doors in Ament, Coronado, Fryer and South Halls. Residents are asked to stay in their rooms and lock their doors.

Students and employees should remember that many campus buildings could be considered crime scenes and that tampering or disturbing evidence is prohibited.

### **Summary**

The goals of Northwestern’s response plan are to protect the lives of students and employees. In the event of an emergency on campus, the University will work closely with local law enforcement to secure the campus in a quick and thorough manner. Understanding the elements of our response plan, providing the campus alert system access to your personal cell phone number, obeying all commands and remaining calm will increase your safety in the event of an emergency on campus. Students and employees also are asked to report any suspicious activity or behavior that could prevent such an incident.

Questions regarding Northwestern’s armed intruder plan should be directed to the following officials:

Mr. Brad Franz, Vice President for Student Affairs  
(580) 327-8415 or [bmfranz@nwosu.edu](mailto:bmfranz@nwosu.edu); or

Mr. LeRoy Burks, Chief of Campus Police  
(580) 327-8511 or [leburks@nwosu.edu](mailto:leburks@nwosu.edu).

Mr. Steven Valencia, Associate Vice President for University Relations  
580-327-8478 or [sjvalencia@nwosu.edu](mailto:sjvalencia@nwosu.edu)

Mr. Craig Ricke, Director Information Technology

580-327-8602 or [caricke@nwosu.edu](mailto:caricke@nwosu.edu)