

# EMERGENCY PROCEDURES



## Norman Campus

**OFFICE OF COMPLIANCE  
FACILITIES MANAGEMENT  
OU POLICE DEPARTMENT  
DEPARTMENT OF RISK MANAGEMENT**

# GENERAL INFORMATION

## UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

Non-Emergency/Administration	325-2864
Weather Information	360-5928
<b>Emergency</b>	<b>911</b>
<b>TDD only</b>	<b>325-1911</b>

## OFFICE OF COMPLIANCE

Non-Emergency/Administration	271-2511
Environmental Health & Safety	
Chemical and Biological Spills, Safety, Airborne Contaminants, etc.	325-5147
<b>After Hours - Emergency Service Only</b>	<b>911</b>
Radiation Safety	
Radiation Spills	325-0820
<b>After Hours - Emergency Service Only</b>	<b>911</b>

## RISK MANAGEMENT

University Fire Marshal (Fire Ext, Training, Evac Plans, Admin)	325-2983
Reporting Workers' Compensation	325-0866
Reporting Third Party Property Damage or Injury	325-5433
Risk Management Non-Emergency/Administration	325-5433
<b>Fire Emergency</b>	<b>911</b>
<b>After Hours - Emergency Service Only</b>	<b>911</b>

## FACILITIES MANAGEMENT - 24-HOUR SERVICE

Academic Buildings (non-housing)	325-3060
Housing	325-4421

**OKLAHOMA POISON CONTROL CENTER** (Statewide 24-Hour Service) 1-800-222-1222

*Also look for one of the Blue Emergency Phones on campus to make an emergency call.*

## WHEN CALLING:

1. Get to a safe location.
2. Give your name, phone number, building name and room number, and other specific location.
3. Describe the condition clearly and accurately.
4. **DON'T HANG UP!** Let the other person end the conversation since other information may be needed.

**For questions/problems regarding TDDs on campus, contact: Disability Services at 325-3852 (voice) or 325-4173 (TDD).**

## PRIOR PLANNING IS ESSENTIAL!

- ❖ If emergency situations occur that are not covered by this booklet, call the appropriate telephone number above for instructions. This chart is provided to familiarize OU employees with emergency procedures for use during those times when information is needed quickly when an emergency occurs. If there is an emergency, Deans, department heads, and supervisors have the responsibility to give instructions to students, faculty, staff, and visitors, to close doors, and to provide other required safety and first aid measures unless otherwise directed by OU Police or other properly identified emergency personnel.
- ❖ Before an emergency occurs, know the locations of the fire extinguishers, the fire alarm pulls and at least TWO emergency exits for your area.
- ❖ Please make sure that you are familiar with your phone and the dial-out procedures that are required to make an emergency phone call. Also remember to use one of the Blue Emergency Phones located strategically around the campus, if necessary. These phones are connected directly to the OU Police Department.
- ❖ When trying to make an emergency call please dial 911. It is NOT necessary to dial 8 before the number because you will automatically be transferred to the OU Police Department. However, if you do dial 8 before 911, your call will be transferred automatically to the Norman Police Department.
- ❖ For questions or problems regarding Telecommunications Devices for the Deaf (TTDs) on campus, contact Disability Services at 325-3852 (voice) or 325-4173 (TDD).

## GENERAL BUILDING EVACUATION

***THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES IS BEFORE AN EMERGENCY!***

If a building evacuation occurs, every department should have a specific **pre-determined area** where employees, students, and visitors should meet to check in with the supervisor. The OU Police Department or other emergency response personnel should be notified of missing persons so that a search can be made.

### **SOME EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING. IN THIS EVENT:**

1. Fire alarms or verbal notice will **USUALLY** be used to sound the evacuation.
2. Safely stop your work. Remain calm and orderly.
3. Gather your personal belongings quickly since it may be hours before you are allowed back into the building.
4. Seek out and give assistance to disabled or injured people in the area.
5. If safe to do so, close doors and windows, but do not lock them.
6. Never block stairwell doors open.
7. If time permits, turn off the power to all electrical equipment.
8. Walk quickly, but do not run to the nearest safe exit via the stairway. **NEVER USE ELEVATORS.**
9. Follow instructions from OU Police or other properly identified emergency personnel.
10. Go to your pre-determined **Emergency Assembly Area** and report to your supervisor. If you don't know about your departmental emergency assembly area, ask your supervisor, then fill in the blank below.
11. Keep all roadways and walkways clear for emergency vehicles.
12. **NEVER RE-ENTER ANY BUILDING** until instructed to do so by OU Police or other properly identified emergency personnel.

The **Emergency Assembly Area** for our department is \_\_\_\_\_.

## EXPLOSION - EARTHQUAKE - SEVERE BUILDING DAMAGE

### **IN THE EVENT OF AN EARTHQUAKE OR EXPLOSION, TAKE THE FOLLOWING ACTIONS:**

1. **If you are outside, stay outside.** Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
2. Move away from fire and smoke.
3. Once outside, move **at least 300 feet away** from the affected building. Proceed to the **Emergency Assembly Area** for your group, if safe to do so. Check with your supervisor to determine your assembly area location if you do not already know it.
4. Check for injuries and give or seek first aid.
5. Be alert for safety hazards (fires, electrical, gas leaks, etc.).
6. Do not use telephones or use roadways unless absolutely necessary.
7. Be prepared for aftershocks.
8. Cooperate with emergency response personnel, keep informed, and remain calm.

### **IF INDOORS:**

1. Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
3. In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
4. Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
5. If possible, stabilize laboratory procedures that could lead to further danger (turn off gas or electrical equipment).
6. After the effects have subsided, evacuate the immediate area and call OU Police (911).
7. Seek and assist injured and disabled persons in evacuating the building.
8. Do not light matches and **DO NOT** turn lights on or off.
9. Exit via the stairway.
10. **DO NOT USE ELEVATORS.**
11. Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from OU Police or other properly identified emergency personnel. **DO NOT RE-ENTER** the building until instructed to do so.

# FIRE

## ADVANCE PLANNING IS ESSENTIAL!

1. Know the location of fire extinguishers and fire alarms in your area (if any) ahead of time and how to use them. Fire alarms are usually located at or near the exit.
2. If you have not had fire extinguisher training and want to be trained, call the OU Fire Marshal at 325-2983.
3. Be familiar with at least TWO fire exits in your area in case one is blocked or unusable.
4. Know the locations of the **Blue Emergency Phones** in your area.
5. If you have had fire extinguisher training and are comfortable using one, remember **PASS**:
  - ❖ **P**ull the pin (remember - you must pull out the pin to discharge the fire extinguisher).
  - ❖ **A**im the nozzle at the base of the flames.
  - ❖ **S**queeze the trigger.
  - ❖ **S**weep the nozzle back and forth across the base of the flames.

### UPON DISCOVERY OF A SMALL FIRE (about the size of a basketball):

1. First call 911 to reach the OU Police Department. Then pull the nearest fire alarm (if available in your building). Give a verbal alarm to others in the area if a fire alarm is not available.
2. At about 8 to 10 feet from the fire, promptly direct the charge of a fire extinguisher toward the base of the flames and sweep from side to side. Remember: Most fire extinguishers last only 30 seconds or less. Get help if needed.

### UPON DISCOVERY OF A LARGE FIRE:

1. Call 911 to reach the OU Police Department.
2. Activate the fire alarm and give verbal alarm to others. Fire alarms are generally located near the exits.
3. Evacuate the building, alerting people as you go. Seek and assist persons in your area who are limited in their mobility or who may need some additional assistance in evacuating.
4. Exit using the stairways only. **DO NOT USE ELEVATORS.**
5. Close all doors leading to the main hallways to prevent further spread of the fire. **NEVER** prop stairwell doors open.
6. Once outside move to an open area at least 300 feet away from the affected building(s).
7. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
8. Wait for further instructions from OU Police or emergency personnel. **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO** by OU Police or properly identified emergency personnel.

If clothes are on fire, drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help.

# EMERGENCY EVACUATION OF PERSONS WITH LIMITED MOBILITY/SPECIAL NEEDS

## IF YOUR MOBILITY IS LIMITED:

**Pre-planning** is essential for a safe evacuation. If you are a person who has special needs, know your limitations and consider what you would do in an emergency. If you need to evacuate, help yourself and your rescuers by providing them with the information they need about the best ways they can assist you, since people may not be aware of your circumstances or how to help. Consider having a primary person to assist, but have a back-up person just in case the primary person may not be available in an emergency.

## OFFERING ASSISTANCE TO OTHERS:

### VISUALLY IMPAIRED PERSONS:

In an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your arm and escort them out. This is the preferred method when acting as a "sighted guide".

### HEARING IMPAIRED PERSONS:

1. Write a note, telling what the emergency is and the nearest evacuation route. For example: "Fire - go out rear door to the right, and down, NOW".
2. Turn light switch off and on to gain the person's attention and then use gestures to show what to do.

### AMBULATORY PERSONS USING CRUTCHES, CANES, OR WALKERS:

Carrying options include a two-person locked arm position or having the person sit in a sturdy chair, preferable one with arms. If time permits call OU Police for assistance.

### NON-AMBULATORY PERSONS (e.g., wheelchairs):

Contact OU Police, then move to an area of refuge such as a stairwell, if possible. For assistance in identifying areas of refuge (shelter-in-place) for your area before an emergency occurs, contact the University Fire Marshal at 325-2983.

There are many considerations when moving someone who is in a wheelchair. For example, wheelchairs have moveable parts and some are not designed to withstand the stress of lifting a person. You may have to remove chair batteries. Life support equipment may also be attached. Because lifting a person with minimal ability to move may be dangerous to them, pre-planning for individual needs is best.

### WHEN LIFTING A PERSON, REMEMBER TO USE PROPER LIFTING TECHNIQUES:

1. Never try to lift someone alone. Always get two persons to help lift a person.
2. Place one foot a little ahead of the other with toes pointed out slightly.
3. Place your feet about shoulder width apart.
4. Bend at your knees and lift yourself and the person with your legs, keeping your back straight.

# ARMED SUBJECTS

## SAFETY CONSIDERATIONS FOR FACULTY, STAFF, AND STUDENTS:

1. If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact OUPD at 325-1911 or 911.
2. If the armed subject is outside the building:
  - Turn off all the lights and close and lock all windows and doors. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
  - If safe to do so, move to a core area of the building and remain there until an “all clear” instruction is given by an authorized known voice.
  - Unknown or unfamiliar voices may be misleading and designed to give false assurances. Therefore, use caution if you do not recognize the voice giving instructions.
  - Remain out of view from any windows and away from potential flying glass.
3. If the armed subject is inside the building:
  - If it is possible to flee the area safely and avoid danger, do so. Move quickly and quietly to the nearest building exit.
  - Be alert for instructions from authorities as soon as you exit. Move completely away from the building.
  - Listen continually for sounds of a threat and move away from it.
  - Contact OUPD at 325-1911 or 911 with your location, if possible.
  - If flight is impossible, lock all the doors and secure yourself in your space. If locks are not an option, attempt to obstruct the doorways with furniture or heavy objects.
- Remain out of any line of sight from the doorway and do not stay directly in front of the door.
- Get down on the floor or under a desk and remain silent.
- If practical/feasible, get students on the floor and out of the line of fire.
- If safe to do so, wait for the “all clear” instruction.
4. If the armed subject comes into your class or office:
  - There is no one procedure the authorities can recommend in this situation.

### THE FOLLOWING ARE SUGGESTED GUIDELINES.

- Attempt to get the word out to other staff, if possible, and call OUPD at 325-1911 or 911 if that seems practical.
- Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
- Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active armed subject.
- If safe to do so, wait for the “all clear” instruction.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and contact authorities.

# DISRUPTIVE INDIVIDUALS

## 1. Who is a disruptive individual?

- An individual who makes threats of physical harm to you, others or themselves.
- An individual who behaves in a bizarre manner or exhibits unstable behavior patterns.
- An individual who appears to be intoxicated or under the influence of a controlled substance.

## 2. What action should I take?

- A. Contact OUPD at 325-1911 or 911.
- B. Give your name and campus location with a brief explanation of the situation.
- C. Take note of the individual's age, personal appearance, clothing, vehicle or any other information that would help identify the individual.

## 3. Express your authority with non-verbal cues:

- Sit or stand erect.
- Square your shoulders.
- Smile and make eye contact.
- Speak clearly and distinctly.
- Maintain a constant voice volume — not too loud.

## 4. Cues to avoid:

- Do not touch your face.
- Observe the individual's personal space — do not stand too close.
- Do not touch the person.
- Do not slouch, glare or sigh at the individual.

## 5 Anger management tactics

- Get their attention: Use their name, ask them to sit down.
- Acknowledge their feelings: Paraphrase what they say so they will know you are listening.
- Get them moving: Offer a chair, move them to a private area, if possible.
- Offer assistance: Use the word "we" to include them in the solution process.
- Tell them exactly what you can do for them and when.
- Offer an alternative, if appropriate.
- Advise co-workers of the potential problem, if possible.
- Call for aid immediately if you sense the situation is getting out of hand.

# UTILITY FAILURE - GAS LEAK - PERSONS STRANDED IN ELEVATOR

## POWER OUTAGE:

1. Notify Facilities Management at the proper number(s) listed above. Telephones are answered 24 hours a day.
2. After midnight, if phones are not working properly, deliver a message to the OU Police Department at 2775 Monitor Avenue.
3. If evacuation of the building is required, exit using the stairways. **DO NOT USE ELEVATORS**. Seek out persons who need assistance in the evacuation.
4. When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals. Notify the lab supervisor immediately. Do not perform procedures using hazardous materials until power is restored. For specific emergencies after hours, contact Facilities Management at 325-3060.

## FLOODING OR STEAM LINE FAILURE:

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify the Facilities Management of the problem (325-3060) and the specific location.
3. As necessary, evacuate the area or building. See the **GENERAL BUILDING EVACUATION** section of this document.
4. In the event of a failure of a steam line, evacuate the area by taking exits that avoid the steam leak. Report the problem to Facilities Management at 325-3060.

## GAS LEAK:

1. Cease all operations immediately and evacuate the area as soon as possible, notifying others as you leave.
2. Do not switch lights on or off. Do not take time to open windows or close doors.
3. **Leave the area to report the gas leak.** Call OU Police (911) by using a cellular phone or one of the **Blue Emergency Phones** after evacuating.
4. **DO NOT** re-enter the building until cleared to do so by OU Police or other proper authorities.

## PEOPLE TRAPPED IN AN ELEVATOR:

1. If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help. Alternatively, call OU Police at 325-1717 if a mobile phone is available in the elevator.
2. If you discover trapped persons, talk to them and try to keep them calm until an officer or other help arrives.

# INJURY REPORTING

## SLIPS, TRIPS AND FALLS

Spilled liquids and wet floors are one of the major causes of slips, trips and falls. If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance, please contact the Facilities Management at 325-3060. Report all other trip and fall hazards (malfunctioning elevators, holes in the sidewalk, loose carpet, etc.) to Facilities Management immediately at 325-3060.

## RESPONDING TO INJURIES TO STUDENTS, VISITORS OR EMPLOYEES

**If any situation appears to be a medical emergency, contact OU Police at 911 to get help immediately.**

**VISITORS/STUDENTS:** If any visitor or student is injured, or if you see a visitor/student who is injured, do the following:

1. Immediately report the incident to your supervisor.
2. The OU employee reporting the incident - NOT the injured visitor - must fill out the following forms. Please read the instructions before completing these forms.
  - ❖ "Standard Liability Incident Report".
  - ❖ "Scope of Employment" form.
3. Send the original completed forms to Risk Management, NEL 112.
4. Do not take documents, estimates, or other paperwork from the claimant. The claimant must contact the State of Oklahoma Risk Management Division in Oklahoma City at 405-521-4999.
5. DO NOT suggest, recommend, or insist that the claimant go to a doctor, call an ambulance, or suggest that the State will pay for it.
6. The reporting forms and detailed instructions are available at the Risk Management office, NEL 112. Alternatively, paperwork can be found on the web at: <http://www.ou.edu/risk/documents.html> under "Insurance Forms". If you have any questions about reporting an accident or injury involving a visitor or student, call 325-5433.

**EMPLOYEES:** In the event of an accident involving injury or illness suffered on-the-job by any OU employee, the following procedures must be followed:

1. If life-threatening, seek emergency medical treatment.
2. Employees should obtain a "Workers' Compensation Referral" form from their supervisor before seeking medical treatment, if possible.
3. Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness. If not an emergency, the supervisor should be notified BEFORE the employee seeks medical treatment.
4. The supervisor is responsible for recording and investigating the details of the incident.
5. Forms and instruction for completing the paperwork can be obtained from Risk Management, NEL 112, or on the web at: <http://www.ou.edu/risk/documents.html> under "Workers' Compensation Forms". Call 325-0866 for assistance.

## BOMB THREAT — SUSPICIOUS PACKAGE

### IF YOU FIND OR OPEN A SUSPICIOUS PACKAGE, LETTER, BOX, OR CONTAINER:

1. Do not handle the package. Move away if you feel threatened and call OU Police Department at 911.
2. If you have opened a suspicious package or letter:
  - ❖ Leave the package or envelope in place and move away slowly.
  - ❖ Leave the room slowly, notifying others to leave the room also, closing doors behind as you go.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Move to a safe area (like the **Blue Emergency Phones**) and call the OU Police Department.
6. Do not allow reentry into the area/location where the package is located.
7. Follow the instructions you will receive from OU Police or other recognized authorities.

### IF A BOMB THREAT IS RECEIVED OVER THE TELEPHONE, TAKE THE FOLLOWING ACTIONS:

1. Stay calm. Try to pay close attention to all details. They may be important.
2. Take notes. Attempt to get the following information from the caller:
  - ❖ Who are you?
  - ❖ Why are you doing this?
  - ❖ What time is the bomb set to explode?
  - ❖ What does it look like?
  - ❖ Who else have you told?
  - ❖ What is your organization?
  - ❖ Where is the bomb placed?
  - ❖ What type of bomb is it?
  - ❖ Where are you calling from?
3. Have a co-worker or another person contact the OU Police Department at 911, using another phone.
4. Write information down as the caller says it and have the co-worker relay information to OU Police.
5. Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help determine the origin of the call.
6. Evacuate the building only upon the instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

### IF YOU ARE TOLD TO EVACUATE:

1. Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
2. Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
3. Leave doors and windows open.
4. **Do not** turn on or off lights.
5. Only use the stairs; **DO NOT USE ELEVATORS.**
6. Move well away from the building to your departmental Emergency Assembly Area and wait for further instructions from OU Police or other recognized authorities. See **GENERAL BUILDING EVACUATION** in this brochure for your departmental **Emergency Assembly Area**.

# CHEMICAL, BIOLOGICAL OR RADIOLOGICAL SPILLS

## CHEMICAL SPILLS:

1. Identify or characterize the substance(s) involved.
2. Call OU Police (911) for major spills or if assistance or medical treatment is needed.
3. Evacuate the area as needed. Remove injured persons, if safe to do so.
4. **For questions on spill response, call Environmental Health and Safety Officer at 325-5147.**

## CHEMICAL SPILL OR SPLASH ON BODY/EYES:

1. Know the location of any eyewash or safety showers in your area. Remove contaminated clothing. Brush off any remaining dry chemical. Flush skin or eyes with water for at least 15 minutes.
2. Make sure chemicals have not accumulated in the shoes.
3. Seek medical attention for all splashes in the eye(s).

## BIOSAFETY LEVEL 1 ORGANISM SPILL: (low risk agents for healthy adults)

1. Wear disposable gloves.
2. Place paper towels over the spill and soak with an appropriate disinfectant.
3. Place towels in a plastic bag for disposal.
4. Clean up spill area with fresh towels soaked in disinfectant.
5. If disinfectant does not completely decontaminate the waste material, autoclave waste prior to disposal.

## BIOSAFETY LEVEL 2 ORGANISM SPILL: (moderate risk agents)

1. Alert people in immediate area of spill.
2. Put on protective equipment.
3. Cover spill with paper towels or other absorbent materials. Avoid splashing.
4. Carefully pour a freshly prepared 1 to 10 dilution of household bleach or other appropriate disinfectant around the edges of the spill and then into the spill.
5. Allow a 20-minute contact period.

6. After the spill has been absorbed, clean up the spill area with fresh towels soaked in disinfectant.
7. Place towels in a plastic bag and decontaminate in an autoclave.

## BIOSAFETY LEVEL 3 ORGANISM: (serious or lethal agents)

1. Do not breathe. Leave the room immediately and close the door.
2. Notify others in the room to evacuate immediately, and assist others, if necessary.
3. Remove personal protective equipment in the airlock or access zone. Turn potentially contaminated clothing outward. Remove gloves last and wash any exposed skin areas with antiseptic soap and warm water.
4. Call OU Police (911) and alert them of the situation.
5. Warn others not to enter the contaminated area. Place an appropriate sign on the door.
6. Wait at least 30 minutes to allow dissipation of aerosols created by the spill.
7. Coordinate cleanup with Environmental Health and Safety Officer at 325-5147.

## RADIOACTIVE MATERIALS SPILL:

1. During regular working hours, report all accidents to the Radiation Safety Officer, 325-0820. Also notify the approved user.
2. If an accident occurs during off-duty hours, notify OU Police at 911.
3. If a large spill occurs, vacate the area and do not allow re-entry.

## PERSONNEL DECONTAMINATION:

1. Flush contaminated skin thoroughly with water, then wash repeatedly with mild soap and warm water.
2. If skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area under a stream of lukewarm water.
3. If ingestion of radioactive material has occurred, report the incident immediately.

# SEVERE WEATHER — LIGHTNING SAFETY — TORNADO

## LIGHTNING SAFETY:

All thunderstorms produce lightning that can strike as far as ten miles away from any rainfall. On average, 20% of strike victims die; 70% of survivors suffer serious long-term effects. Lightning kills more people than tornadoes do.

1. Postpone activities promptly if you hear thunder and go to a safe shelter immediately. Get out of the water and don't stand in puddles of water, even if you are wearing rubber boots.
2. Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby get in a hardtop vehicle with windows closed. The steel frame of the vehicle provides some protection if you are not touching metal.
3. If you can't get to a shelter, avoid trees. Crouch in the open, keeping twice as far away from a tree as it is tall.
4. Coaches and leaders should monitor the weather during practice sessions or games.
5. Avoid metal! Drop metal backpacks, stay away from clotheslines, fences, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools.
6. Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

## WHAT TO DO IF SOMEONE IS STRUCK BY LIGHTNING:

1. Call 911 immediately. Get medical attention as quickly as possible.
2. Give first aid. If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, address any other injuries.
3. People struck by lightning carry no electrical charge that can shock other people. You can attend to them without risk of shock.

## SEVERE WEATHER AND TORNADO SAFETY:

The City of Norman maintains a citywide civil defense warning siren that will be sounded in the event of a tornado warning.

If severe weather is imminent and you are outdoors, move indoors as quickly as possible.

1. Consider obtaining a flashlight and weather radio for your department.
2. Shut off any equipment that might be affected by a temporary loss of electricity.
3. Close hallway doors as you leave to shield the corridors from flying debris.
4. Move to any of the designated shelters in each building. Become familiar with the location of the shelter in your building **before** a storm occurs. The locations of the specific shelters for residence halls can be found at <http://www.ou.edu/oupd/tornado.htm>.
5. When you are off campus or in buildings without designated shelters, move to a small room on lower levels, an interior hallway, or basement.
6. Avoid upper floors, large glassed areas, auditoriums, and windows.
7. Stay out of parking garages, auditoriums and exterior walkways. Stay away from electrical appliances.
8. Use the telephone for emergency calls **ONLY**.
9. **STAY CALM AND ALERT.**
10. Call 911 to report any damage.
11. There **WILL NOT** be an all clear signal from the siren system in Norman. It is urged that reliance be placed on the broadcast media for this and other status and forecast information.

# FIRST AID

**EXPOSURE TO BLOOD (or other potentially infectious material):** Take the following actions immediately, then report the exposure on the proper Workers' Compensation forms as soon as possible, but within the first 24 hours. See the section on INJURY REPORTING. Always report all exposures to blood to your supervisor **immediately**.

1. **PERCUTANEOUS EXPOSURE:** If you are stuck with any sharp object that is contaminated with human blood or other potentially infectious material, wash the area thoroughly with water and soap. Proceed to a healthcare facility for care within 1 to 2 hours of the exposure.
2. **SPLASH TO THE EYES, FACE, MUCOUS MEMBRANES, OR BROKEN SKIN:** Flush the area with water and proceed to a healthcare facility for care within **1 to 2 hours** of the exposure.

## HEAD /SPINE INJURY:

1. Never move a person who may have a spine injury unless they are in life-threatening/immediate danger.
2. All head or spine injuries can be very serious. Seek medical attention in **all** cases of head or spinal injury!

## UNCONSCIOUS PERSON

1. Check for breathing and pulse. Summon help.
2. If you are trained, perform CPR if needed.
3. Place the victim on his/her side, **unless there is the possibility of fall or other injury**.

## BLEEDING:

1. For control of minimal bleeding, use disposable gloves and apply direct pressure using a clean, dry dressing.
2. For control of spurting blood, use disposable gloves, a gown, a mask and protective eyewear and apply direct pressure using a clean, dry dressing.
3. Watch for shock and seek medical attention as needed.

## SHOCK:

1. Make sure the victim is breathing. Summon help.
2. Stop any life-threatening bleeding by applying direct pressure to the wound.
3. Lay the victim down and elevate the legs 6-8 inches.
4. Cover the victim to keep warm.
5. Continue to monitor the victim until help arrives.

## SEIZURE/CONVULSION:

1. Do not restrain the patient.
2. Protect patient during the seizure. Place the victim on his/her side and protect the head and limbs.
3. Do not force anything into the mouth.
4. Seek medical attention. Reassure the patient.

## CLOSED FRACTURE:

1. Do not move victim unless there is a danger of fire, explosion or other life-threatening emergency.

2. Do not try to set a fracture or straighten an injured limb.
3. Stabilize the injured area.
4. Seek medical attention.

## SMALL OBJECT IN EYE(S):

1. Wash gently with normal saline or flush with water.
2. Do not rub your eye(s) and seek medical attention.

## ELECTRICAL INJURIES:

1. Never touch the victim before turning off the power.
2. Seek medical attention immediately.

## DISLOCATION:

1. Immobilize joint in the position found and do not attempt to straighten.
2. Seek medical attention.

## FROSTNIP/FROSTBITE:

1. Remove jewelry if possible.
2. Warm the affected area with lukewarm water (NEVER hot water) until thawing is complete, but no longer.
3. Dry heat is not recommended.
4. Do not rub the affected area.
5. Seek medical attention, especially if blisters occur.

## HEAT STRESS:

1. Get the person into the shade or a cool area.
2. Loosen restrictive clothing.
3. Cool the person using cool water, not ice.
4. Give sips of cool water to drink (but not ice water), only if the person is conscious.
5. If **Heat Stroke** is suspected, seek medical attention immediately (this is a life threatening condition).

## THERMAL BURNS:

1. Treat for shock as needed.
2. Remove jewelry from the affected area if possible.
3. Apply cool, NOT COLD, clean water or dressings.
4. Protect from dirt and friction by applying clean, dry dressing.
5. Seek medical attention and watch for shock.
6. DO NOT break blisters, apply oil, butter, grease, or burn ointment.

# GENERAL INFORMATION

## UNIVERSITY OF OKLAHOMA POLICE DEPARTMENT

Non-Emergency/Administration	325-2864
Weather Information	360-5928
<b>Emergency</b>	<b>911</b>
<b>TDD only</b>	<b>325-1911</b>

## OFFICE OF COMPLIANCE

Non-Emergency/Administration	271-2511
Environmental Health & Safety	
Chemical and Biological Spills, Safety, Airborne Contaminants, etc.	325-5147
<b>After Hours - Emergency Service Only</b>	<b>911</b>
Radiation Safety	
Radiation Spills	325-0820
<b>After Hours - Emergency Service Only</b>	<b>911</b>

## RISK MANAGEMENT

University Fire Marshal (Fire Ext, Training, Evac Plans, Admin)	325-2983
Reporting Workers' Compensation	325-0866
Reporting Third Party Property Damage or Injury	325-5433
Risk Management Non-Emergency/Administration	325-5433
<b>Fire Emergency</b>	<b>911</b>
<b>After Hours - Emergency Service Only</b>	<b>911</b>

## FACILITIES MANAGEMENT - 24-HOUR SERVICE

Academic Buildings (non-housing)	325-3060
Housing	325-4421

**OKLAHOMA POISON CONTROL CENTER** (Statewide 24-Hour Service) . . . . . 1-800-222-1222

*Also look for one of the Blue Emergency Phones on campus to make an emergency call.*

## WHEN CALLING:

1. Get to a safe location.
2. Give your name, phone number, building name and room number, and other specific location.
3. Describe the condition clearly and accurately.
4. **DON'T HANG UP!** Let the other person end the conversation since other information may be needed.

**For questions/problems regarding TDDs on campus, contact: Disability Services at 325-3852 (voice) or 325-4173 (TDD).**