



Please make sure you have these numbers entered into your phone:

OU-Tulsa Emergency Number                      918-660-3333

Non-Emergency Number                              918-660-3900

### **First Aid**

In the event of a serious illness or injury, **immediately call Campus Security at 918-660-3333**. Tell them the exact location of the victim and provide telephone number from which you are calling. Give appropriate first aid until emergency response personnel arrive.

In the event of a non-life-threatening emergency, the College of Education & ECEI maintains small first aid kits in each of our buildings:

- Building 4W – Kit and OTC pain meds are located the Mail Room/Copy Room (Room 4W-103)
- Building 4 (4201 and 4205) – Kit is located in the Supply Cabinet in the Copy/Supply Room
- Building 12 – Kit is located in the open meeting area supply cabinet.

### **Tornado/Severe Weather**

If severe weather is imminent, severe weather announcements will be made via the public address system. You will hear a tornado warning emergency notification from the University.

- **Designated Shelters:** For Buildings 4-West and Building 12, the tornado shelter is located in the 4-West basement. For Building 4, the tornado shelter is designated at the 1<sup>st</sup> floor restrooms (4215-4202 Corridor), or if there is time, employees can go to the basement in 4W.

**Remain in shelter until a message is received from the University that the danger has passed.**

**For Tornado and/or Fire Drills, all employees must exit the building immediately, and proceed to the West side of the parking lot next to 4W. Employees will remain there until the All Clear has been issued.**

*For more details on Emergency Procedures, please refer to the OU-Tulsa Emergency Procedures flip book you received at employee orientation. Please keep this book at your desk for reference.*