

**EMERGENCY PROCEDURES**

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## General Information

If there is an emergency, Deans, Department Heads, Supervisors, and Area Coordinators have the responsibility to give instructions to students, faculty and staff. Close and lock doors, and provide other required safety and first aid measures unless otherwise directed by the Campus Security or other properly identified emergency personnel.

### IN THE EVENT EVACUATION OF THE BUILDING IS REQUIRED:

1. Fire alarms or verbal notice will be used to sound the evacuation.
2. Remain calm and orderly. Walk quickly, but do not run.
3. Exit via stairway. **DO NOT USE ELEVATORS.**
4. Follow instructions of Emergency Response Personnel.
5. Seek out and give assistance to disabled or injured people in the area.
6. If time permits, turn off power to critical electrical equipment.
7. Close doors behind you as you leave the area.
8. Go to your pre-determined assembly area away from the building.
9. Keep all roadways and walkways clear for emergency vehicles.
10. **WAIT FOR INSTRUCTIONS** from emergency personnel. **NEVER RE-ENTER BUILDINGS** until instructed to do so by Campus Security or other properly identified emergency personnel.

## Contact Telephone Numbers

<b>OU-Tulsa Police</b>	
<b>Emergency</b>	<b>918-660-3333</b>
Non-Emergency	918-660-3900
<b>Office of Compliance</b>	<b>405- 271-2223</b>
Environmental Health and Safety	918-660-3878
Billing and Compliance	918-619-4827
Institutional Review Board (IRB)	405- 271-2045
Institutional Animal Care and Use Committee (IACUC)	405- 271-7381
Radiation Safety	405- 271-6121
Student Health Clinic	918-660-3102
<b>Operations Department</b>	<b>918-660-3555</b>
<b>Student Affairs</b>	<b>918-660-3100</b>
Student Counseling Services	918-660-3109
Disability Resources	918-660-3107
Family and Children Services	918-560-1113

## Slips, Trips and Falls

- 1) When someone experiences a slip, trip, or fall call (or have someone call for you) Campus Police (918-660-3333).  
Campus Police will be dispatched to the location
- 2) Because it may involve Workers' Compensation or Risk Management, a report will be filed by the responding officer.
- 3) 3. Either the responding officer (for visitors) or the supervisor/designated coordinator (for employees) should ensure that medical attention is obtained, if needed.
  - a) Employees/Students who require medical attention should go to one of the EMERGENCY MEDICAL FACILITIES listed elsewhere in this document.
  - b) If a visitor (non-employee/non-student) is injured, call Campus Police to have an incident report completed. Contact information will be sent to Environmental Health and Safety.

## Explosion

### **IN THE EVENT OF AN EXPLOSION IN A BUILDING, TAKE THE FOLLOWING ACTION:**

- 1) Immediately take cover under tables, desks, or other such objects, which will give protection against flying glass and debris.
- 2) After the effects of the explosion have subsided, call Campus Police at 918-660-3333 (or 911).
- 3) Activate the building fire alarm system.
- 4) Evacuate the immediate area of the explosion.
- 5) Seek and assist injured persons in evacuating the building. Exit using the stairway.
- 6) **DO NOT USE THE ELEVATORS.**
- 7) Once outside, move to the designated assembly area for that building.
- 8) Keep roadways and walkways clear for emergency vehicles
- 9) Wait for further instructions from Campus Police or properly identified emergency personnel.
- 10) **DO NOT RE-ENTER THE BUILDING** until instructed to do so.

## Occupational Blood Exposure Procedure

If an employee sustains a blood exposure by sharps/splash injury, or prolonged exposure to damaged skin complete the following:

- 1) Wash the injury site with soap and water. Antiseptic wash is acceptable, but not superior.
- 2) REPORT! If you sustain the injury at an OU Clinic, immediately notify the clinic manager.
- 3) If you sustain the injury at an outside hospital/clinic, immediately contact **Employee health Services at that facility**. If this occurs after hours, on weekends/holidays, contact the facility's Nurse Supervisor through the operator. Employee Health or the Clinic Manager will facilitate acquiring the SOURCE's blood work: STAT: Rapid HIV, HIV 1/2 antibody, Hepatitis B surface antigen, Hepatitis C virus antibody.
- 4) IMMEDIATELY GO to **Access Medical** (See Emergency Medical Facilities) for medical evaluation and treatment. You will receive medication if needed at one of these locations as well as baseline and follow-up laboratory blood work. If after hours, please report to the nearest ER for medical evaluation and treatment. (See Emergency Medical Facilities)
- 5) Blood, serum, plasma, semen, vaginal, cerebrospinal, synovial, pleural, pericardial, amniotic fluids, or any other visibly bloody fluid will be considered a potentially risk substance. Any tissue exposure is equivalent to these fluids

## Fire

**\*Know the location of fire extinguishers in your area and how to use them\***

**Upon discovery of a SMALL fire which can be readily extinguished with available equipment:**

- 1) Immediately call Campus Police at the Schusterman Campus, 918-660-3333.
- 2) Remember PASS:
  - i) Pull the pin
  - ii) Aim low toward the base of the flames
  - iii) Squeeze the handle, and
  - iv) Sweep from side to side.
- 3) Get help if necessary

**Upon discovery of a LARGE fire:**

- a) Activate the fire alarm and give verbal alarm.
- b) Call Campus Police at 918-660-3333 or 911
- c) Evacuate the building, alerting people as you go. Assist the disabled.
- d) Exit via the stairway. DO NOT USE ELEVATORS.
- e) Close all doors to prevent further spread of fires.
- f) Move to an assembly area, 300 feet away from the affected building(s).
- g) Keep roadway and walkways clear for emergency vehicles
- h) Wait for further instructions from Campus Police.
- i) Do not re-enter the building until instructed to do so by Campus Police.

## Evacuation of Disabled Persons

### **Visually Impaired Persons**

- ❖ In the event of an emergency, tell the person the nature of the emergency and offer to act as their “sighted guide” to guide them to the nearest emergency exit. Have the person take your elbow to escort them.

### **Hearing Impaired Persons**

- ❖ Two preferred methods of warning are:
  - Writing a note, telling what the emergency is and the nearest evacuation route. For example—FIRE—go rear door—NOW!
  - Turn light switch on and off to gain attention, then use gestures what is happening and what to do.

### **Persons Using Crutches, Canes or Walkers**

- ❖ Carrying options include using a two-person lock arm position or having the person sit on a sturdy chair with arms. If time permits, call Campus Police at 918-660-3333.

### **Non-Ambulatory Persons**

- ❖ Lifting a person with minimal ability to move may be dangerous. Consult with the person in the wheelchair regarding:
  - The number of people necessary for assistance.
  - Ways of being remove from the wheelchair.
  - Whether a seat cushion/pad should be brought along if they are removed from the chair.
  - Whether to extend or bend extremities when lifting.
  - Being carried forward or backward on a flight of stairs.



## Severe Weather/Tornado Procedures

- ❖ If severe weather is imminent, if you are outside, move indoors as quickly as possible. The severe weather announcement will be made via the public address system
- ❖ Turn off any equipment that might be affected by a temporary loss of power.
- ❖ Facility occupants should move to a designated shelter, if possible. Stay out of parking garages, auditoriums and exterior stairway and walkways. Stay away from electrical appliances.
- ❖ Move to an interior hallway, basement or tunnel. Avoid large glassed areas and windows. Close hallway doors as you leave to shield the corridors from flying debris.
  - ❖ STAY CLAM AND ALERT.
- ❖ Use the telephone for emergency calls ONLY.
- ❖ Wait for the all-clear announcement over the public address system.
- ❖ Call 918-660-3333 to report any damage

## Tornado Assemble Locations

### **Schusterman Center Strom Shelters**

**Building 1:** Floor 1: 1A04—  
1A15; 1B01—1B21

**Building 3:** 3111—3115  
corridor and restrooms

**Building 4W:** 4-West  
Basement

**Building 5:** Room 507

**Building 6:** 3111 corridor (in  
Bldg 3)

**Building 7:** Room 507 (in  
Bldg 5)

**Building 8:** Building 9  
restrooms

**Building 9:** Building 9  
restrooms

**Building 10:** 4-West

Basement

**Building 11:** 3111 corridor  
(Bldg. 3)

**Building 12:** 4-West  
Basement

**Learning Center:**

1st floor class room 145

South stairway 1st floor to  
the 2nd floor landing; 1st  
floor restrooms

**Library:**

1st floor corridor by  
restrooms

North stairwell 1st floor to  
2nd floor landing

## Tornado Assemble Locations

### **Schusterman Campus**

**Clinic:** Interior exam rooms

**Tisdale Clinic:** 1<sup>st</sup> floor

imaging suite

### **Family Medicine Clinic:**

Interior exam rooms

**South Memorial Clinic:**

X-ray room

## First Aid

In the event of a serious illness or injury, immediately call Campus Police at 918-660-3333. Tell them the exact location of the victim and provide the telephone number from which you are calling. If you notice any medical alert jewelry, advise emergency response personnel. Give appropriate first aid until emergency response personnel arrive. **DO NOT** move the victim unless absolutely necessary.

### **EPILEPTIC SEIZURE:**

1. Do not force anything into the mouth.
2. Protect patient during the seizure.
3. Do not restrain the patient.
4. Reassure the patient.
5. Seek medical attention.

### **ELECTRICAL INJURIES:**

1. It is imperative to turn off the power source before touching the victim.
2. Seek medical attention.

### **THERMAL BURNS:**

1. Keep patient warm.
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. Do not break blisters.
6. Do not apply oil, butter, grease or ointment.
7. Seek medical attention

## Emergency Communication

The University of Oklahoma has taken measures for preventing and responding to potentially violent situations on campus. Here are some of the actions. Each campus has a Threat Assessment Review Committee (TARC). TARC analyzes reports of unusual or dangerous behavior to determine if a situation is an isolated incident or a small piece of a broader threat to campus. The University of Oklahoma has an Emergency Communications System (ECS) to contact you by email, phone, text messaging, and instant messenger in the case of a dangerous situation on campus. To update or verify your emergency contact information, visit <https://ecs.ou.edu>. Click your avatar in the upper right corner to view or change your account settings.

OU also has campus emergency phone systems (EPS). These are the blue-lighted phones that dial directly to a Security dispatcher.

### TARC Contacts

**OU Police Department - Tulsa . . . . . 918-660-3900**

**OU Health- Risk Management . . . . . 918-660-3629**

**Student Affairs Executive Director . . . . . 918-660-3102**

**Director of HR . . . . . 918-660-3191**

**Office of the Vice President . . . . . 918-660-3301**

## Emergency Medical Facilities

If a **major** injury occurs it is recommended you utilize the  
Emergency Room at:

St. John Medical Center

1923 S. Utica Tulsa

Saint Francis Hospital

6161 South Yale, Tulsa

For **minor** emergencies any **Access Medical** location is  
recommended.

Hours of operation are: Mon-Sat 8am-10pm, Sun 11am-7pm  
Med Center Tulsa locations are:

2929 S. Garnett  
Rd.  
918-665-1520

10221 E. 81<sup>st</sup> St.  
918-252-9300

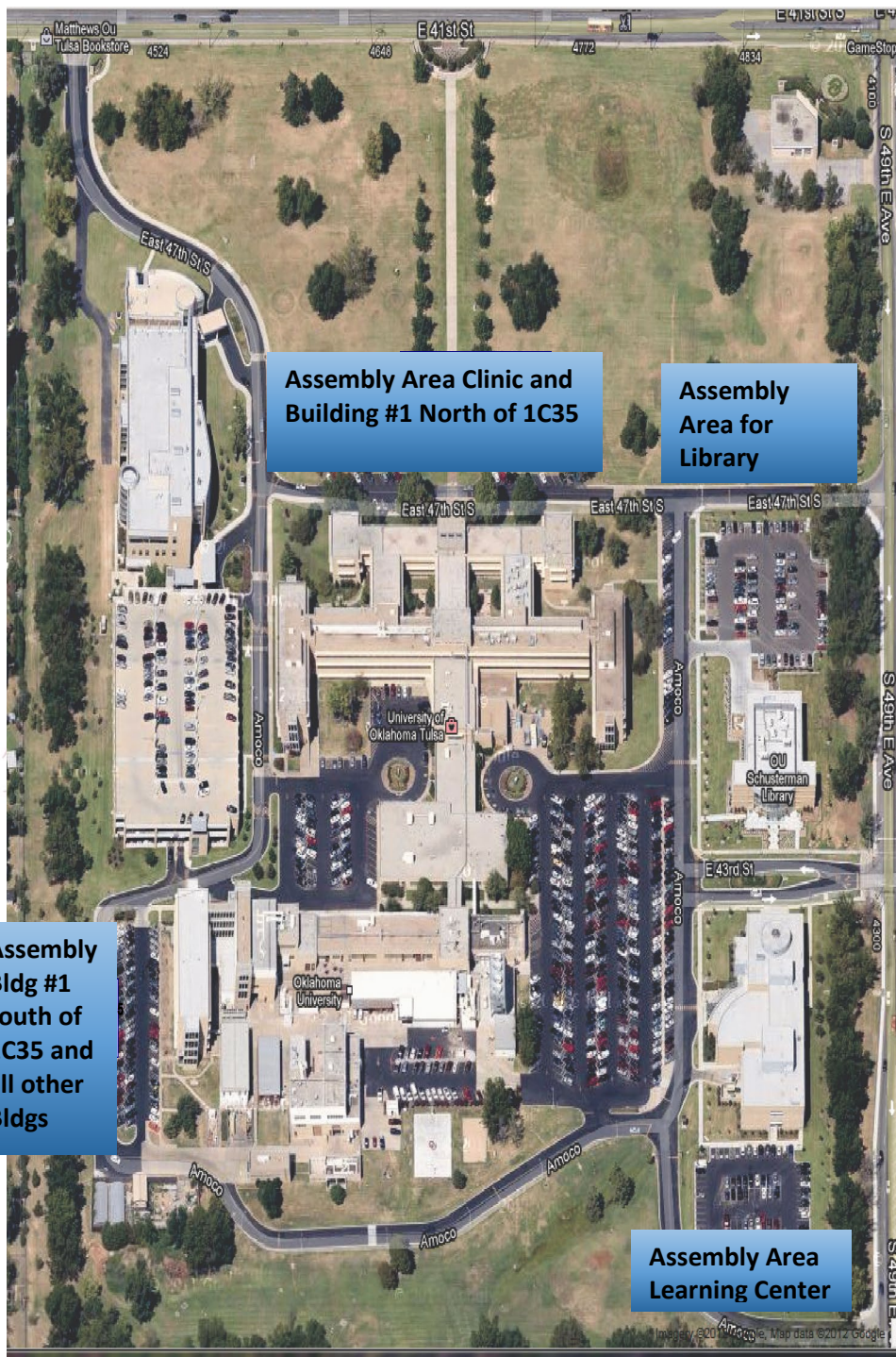
1623 South Utica  
918-392-5100

All exposures, accidents, injuries, or illnesses that occur on the job **must**  
be reported on a Form 2 *Employee's Report of Workers' Compensation  
Injury*, a *Supervisor's Report of Occupational Injury*, and *Employees  
Report of Injury*, and submitted to Selena Chidester at (918)  
660-3628 or at [Selena.Chidester@ouhealth.com](mailto:Selena.Chidester@ouhealth.com). At the Human  
Resources on the Schusterman Campus. **The paperwork must be  
submitted within 24 hours of the incident. FAILURE TO  
DOCUMENT THE INCIDENT MAY RESULT IN DENIAL OF CLAIM  
AND/OR PAYMENT FOR MEDICAL SERVICES.** Forms may be found on-  
line at: <http://hr.ou.edu/documents/1/Benefits/SupervisorWC.pdf>

## Evacuation Procedures

- The evacuation announcement will be made via the public address system.
- Shut down processes and equipment that should not run unattended.
- Close your door as you leave.
- Assist visitors with evacuation.
- Leave by the nearest exit—travel around the outside of the building to your assembly point.
- Assemble in your designated assembly area.
- Check-in with your supervisor or secretary at the assembly location.
- Supervisors (or delegate) should inform an Area Coordinator of any missing employees.
- Area Coordinators will check-in at each assembly area to locate missing employees.
- Please do not leave the campus until instructed to do so.

# Schusterman Campus Evacuation Area



**Assembly Area Clinic and Building #1 North of 1C35**

**Assembly Area for Library**

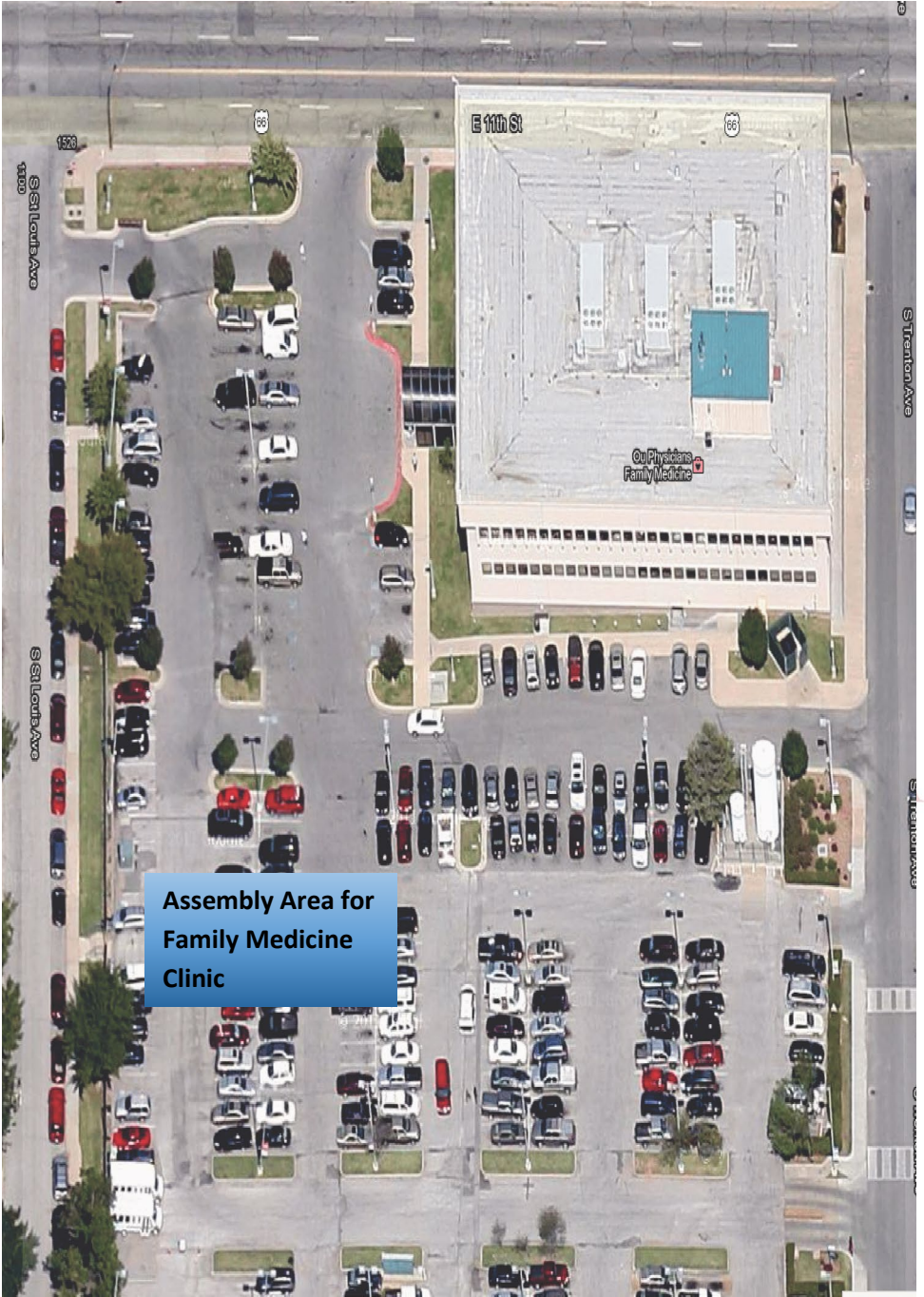
**Assembly Bldg #1 south of 1C35 and all other Bldgs**

**Assembly Area Learning Center**

**South Memorial Evacuation Area**



# Family Medicine Evacuation Area



Assembly Area for  
Family Medicine  
Clinic



Wayman Tisdale Clinic

