

For additional copies contact The Department of Campus Safety at:
CampusSafety@ou.edu

EMERGENCY PROCEDURES GUIDE



The University of Oklahoma Norman Campus



All Emergencies Dial: 9-1-1
Police Non-Emergency: 405-325-1717

IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

EMERGENCY NUMBERS

- Police / Fire / Ambulance (Call/Text).....9-1-1
- Emergency Phones On Campus (Just Pick One Up)

NON-EMERGENCY NUMBERS

- University Police 405-325-1717
- Alcohol & Hazing Hotline 405-325-5000
- Department of Campus Safety
 - Email:..... CampusSafety@ou.edu
 - Emergency Management405-325-5145
 - OU Fire Marshal 405-325-2983
 - OU Max Westheimer Airport 405-325-7233
 - Building & Electrical Inspector 405-219-7221
 - Mechanical & Plumbing Inspector 405-200-3285
 - Weather Information 405-325-3095
- Disability Resource Center 405-325-3852

Enterprise Risk Management

- Third-Party Property Damage/Injury 405-325-5433
- Emailnorman-riskmanagement@ou.edu
- Worker's Compensation 405-325-0866
- Environmental Health & Safety 405-271-3000
- Facilities Management - 24-Hour Service
- Academic Buildings (Non-Housing)..... 405-325-3060
- Housing..... 405-325-4421
- OU Counseling Center 405-325-2911
- Radiation Safety 405-271-6121

OFF CAMPUS

- Office Of Compliance (Anonymous Hot Line).. 866-836-3150
- Oklahoma Poison Control Center 1-800-222-1222
- Rape Crisis Center 405-943-7273
- Suicide Prevention Lifeline 1-800-273-8255
- Women's Shelter for Battered Women 405-364-9424

When Calling:

- Get to a safe location
- Give your name, phone number, building name, room number, & other specific location
- Describe the condition clearly and accurately
- DO NOT HANG UP
- Let the other person end the conversation (other information may be needed)
- **TDDs on campus questions/problems, contact: Disability Services at: 405-325-3852 (voice) or 405-325-4173 (TDD)**

FIRST AID

EXPOSURE TO BLOOD (or other potentially infectious material)

Do the following Immediately:

- **PERCUTANEOUS EXPOSURE:** If struck with sharp object contaminated with human blood/potentially infectious material, wash thoroughly with soap & water/Proceed to healthcare facility within 1 to 2 hours of exposure
- **SPLASH TO EYES, FACE, MUCOUS MEMBRANES, BROKEN SKIN:** Flush area with water
- Proceed to healthcare facility within 1 to 2 hours of exposure
- Always report exposure as soon as possible (within 24 hours - (See **INJURY REPORTING** Section)

HEAD /SPINE INJURY:

- Never move someone with possible spine injury unless in life-threatening/immediate danger
- Always seek medical attention

UNCONSCIOUS PERSON:

- Check breathing and pulse/Call for help
- Perform CPR if needed
- Place victim on his/her side, unless possibility of fall/other injury

BLEEDING:

- Minimal bleeding: use disposable gloves, apply direct pressure with clean, dry dressing
- Bleeding after 15 minutes of continuous pressure: seek medical help
- Spurting blood: use disposable gloves, gown, mask, protective eyewear/Apply direct pressure with clean, dry dressing
- Blood soaks through dressing: do not remove it/Apply another dressing on top
- Watch for shock, seek medical attention as needed

SHOCK:

- Make sure victim is breathing/Call for help
- Life-threatening bleeding: apply direct pressure to wound
- Lay victim down/elevate legs 6-8 inches
- Cover victim to keep warm
- Monitor victim until help arrives

SEIZURE/CONVULSION:

- Do not restrain patient
- Protect patient during seizure
- Place victim on his/her side
- Protect victim's head and limbs
- Do not force anything into mouth
- Seek medical attention
- Reassure patient

CLOSED FRACTURE:

- Do not move victim unless danger of fire/explosion/life-threatening emergency
- Do not try to set a fracture/straighten injured limb
- Stabilize injured area
- Seek medical attention

SMALL OBJECT IN EYE(S):

- Wash gently with normal saline or flush with water
- Do not rub eye(s)
- seek medical attention

ELECTRICAL INJURIES:

- Turn power off (*never touch victim before turning off power*)
- Seek medical attention immediately

DISLOCATION:

- Immobilize joint in position found/Do not try to straighten
- Seek medical attention

FROSTNIP/FROSTBITE:

- Remove jewelry if possible
- Warm affected area with lukewarm water (NEVER hot water) until thawing is complete, but not longer
- Dry heat is not recommended
- Do not rub affected area
- Seek medical attention, especially if blisters occur

HEAT STRESS:

- Get person into shade/cool area
- Loosen restrictive clothing
- Cool person with cool water
- Ice under armpits
- Sips of cool water (Not ice water), only if person is conscious
- Heat Stroke suspected: seek medical attention immediately (this is a life threatening condition)

FOR SEVERE BURN CALL 9-1-1 THEN PROCEED WITH FIRST AID CARE:

- Severe burn covering large area of body
- Do NOT immerse in water
- Prevent contamination: cover burn with clean, non-adhesive dressing
- Stuck to skin: do not remove clothing
- Take steps to prevent shock
- Lay victim flat, elevate feet 8-12 inches
- Cover with blanket
- Stay/Monitor victim airway/breathing
- Start CPR if needed
- Burns: not deep but cover more than one part of body, seek medical attention

CARE FOR MINOR BURN:

- Use cool water for several minutes, NOT cold
- Wash with soap & water
- Watch for redness, drainage, increased pain, streaking
- Cover burn with clean, dry, loose bandage
- Do NOT use ointment unless minor burn
- Do NOT break blisters

FIRST AID