



When a TORNADO WARNING is Issued
"Get In, Get Down, Cover Up"

1. Get In
 Get into a sturdy building and put as many walls between you and the outside as possible.

2. Get Down
 Get as low in the building as possible – the basement or the lowest floor.

3. Cover Up
 Flying and falling debris are a storm's number one killer. Use pillows, blankets, helmets, etc. to cover up and protect yourself.



BUILDING EVACUATION

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

Every department should have a specific **Emergency Evacuation Plan & Assembly 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.

EVACUATION PROCEDURES:

- Safely stop your work
- Remain calm and orderly
- Evacuate building immediately if you hear the fire alarm
- If it is safe to do so and does not impede your evacuation, take personal belongings
- If safe to do so, close doors/windows, but do NOT lock them
- Use stairwells
- Assist persons with access & functional needs if possible
- **NEVER USE ELEVATORS**
- Follow instructions from OU Police or other properly identified emergency personnel
- Go to pre-determined **Emergency Assembly Area** and report to your supervisor
- Keep all roadways/walkways clear for emergency vehicles
- **NEVER RE-ENTER ANY BUILDING** until instructed to do so by OU Police or other properly identified emergency personnel

Name of This Building: _____

Emergency Assembly Area for this building: _____



CHEMICAL • BIOLOGICAL • RADIOLOGICAL SPILLS

CHEMICAL SPILLS:

- Major spills/assistance/medical treatment, Call/Text: 9-1-1
- Identify/characterize substance(s) involved
- Evacuate if needed
- If safe, remove injured persons
- Questions: contact **Environmental Health & Safety Office**

CHEMICAL SPILL/SPLASH ON BODY/EYES:

- Know location of eyewash/safety showers near you
- Remove contaminated clothing
- Brush off remaining dry chemical
- Flush skin/eyes with water for 15 minutes minimum
- Check footwear for accumulation
- **ALL** splashes in eye(s): seek medical attention

BIOSAFETY LEVEL 1 ORGANISM SPILL:

(low-risk agents for healthy adults)

- Wear disposable gloves
- Place paper towels over spill
- Soak with appropriate disinfectant
- Towel disposal: use plastic bag
- Clean spill area: use fresh towels soaked in disinfectant
- If disinfectant does not completely de-contaminate waste material, autoclave wastes prior to disposal/route for incineration

HUMAN BLOOD OR BIOSAFETY LEVEL 2 ORGANISM SPILL:

(moderate risk agents)

- Alert immediate area of spill
- Put on protective equipment
- Cover spill with paper towels/absorbent materials
- Avoid splashing
- Pour freshly prepared 10 to 1 diluted household bleach or appropriate disinfectant around edges of spill, then into spill
- Allow 20-minute contact period
- After spill is absorbed, clean up spill area with fresh towels soaked in disinfectant
- Place towels in a plastic bag, decontaminate in autoclave/route for incineration

HUMAN BLOOD OR BIOSAFETY LEVEL 3 ORGANISM: (serious or lethal agents)

- Alert Police, call: 9-1-1
- Do not breathe
- Leave the room immediately
- Close the door
- Notify others in the room to evacuate immediately
- Assist others, if necessary
- Remove personal protective equipment in airlock/access zone
- Turn potentially contaminated clothing outward
- Remove gloves last
- Use antiseptic soap & warm water to wash exposed skin
- Warn others not to enter contaminated area
- Place appropriate sign on door
- Wait minimum 30 minutes for dissipation of aerosols spills
- Coordinate cleanup call: **Environmental Health & Safety Office**

RADIOACTIVE MATERIALS SPILL:

- **After hours:** notify Police, dial: 9-1-1
- **Regular hours:** report all accidents to **Compliance Office**
- Notify approved user
- If large spill: vacate, do not allow re-entry

PERSONNEL DECONTAMINATION:

- Flush contaminated skin thoroughly with water
- Wash repeatedly with mild soap/warm water
- Lacerated skin by glassware/equipment contaminated with radioactive material: immediately wash wounded area under stream of lukewarm water
- Ingestion radioactive material: report immediately

