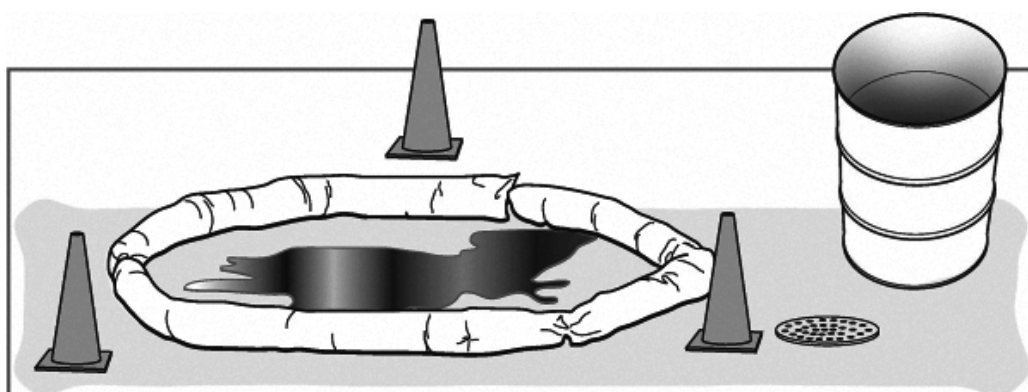


CHEMICAL • BIOLOGICAL • RADIOLOGICAL SPILLS



EXPLOSION • EARTHQUAKE • SEVERE BUILDING DAMAGE

IF OUTDOORS:

- Stay outside
- Move away from trees, signs, buildings, electrical poles and wires
- Protect your head with your arms from anything that can fall on you
- Move away from fire and smoke
- Once outside, move at least 300 feet away from affected building/Proceed to Emergency Assembly Area, if safe to do so
- Check for injuries and give or seek first aid
- Be alert for safety hazards (fires, electrical, gas leaks, etc.)
- Do not use telephones/roadways unless absolutely necessary
- Be prepared for aftershocks
- Cooperate with emergency response personnel, keep informed, and remain calm
- Practice “**Drop, Cover & Hold On!**” Website: <https://www.shakeout.org/dropcoverholdon/>

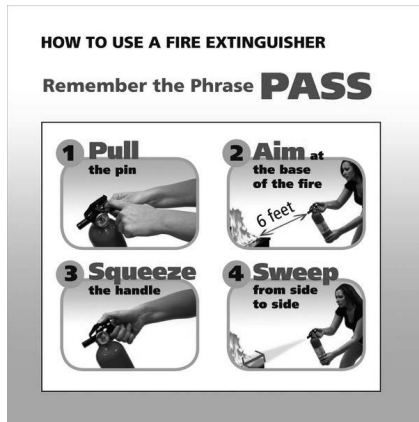
IF INDOORS:

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

EXPLOSION • EARTHQUAKE • SEVERE BUILDING DAMAGE

FIRE

Fire Alarm Pull Station



BOMB THREAT • SUSPICIOUS PACKAGE

IF YOU FIND/ OPEN A SUSPICIOUS PACKAGE/LETTER:

- Call/Text OU Police Department: 9-1-1
- **Do NOT handle**
- Move away
- Notify others to leave
- Close doors as you leave
- Do NOT operate power switches
- Do NOT activate fire alarm
- Move to a safe area (like Blue Emergency Phones)
- NO re-entry where package is located
- Follow OU Police/other recognized authorities

IF A BOMB THREAT IS RECEIVED OVER THE TELEPHONE:

- Stay calm
- Pay attention to all details
- Attempt to take notes from caller:
 - Where is bomb placed?
 - What time is bomb set to explode?
 - What type of bomb is it?
 - Where are you calling from?
 - What is your organization?
 - Why was the bomb placed?
 - Who are you?
 - Who else have you told?
 - What does it look like?

On another phone, have someone else call/text 9-1-1 & relay information

- Write information down
- Try to keep the caller on the phone
- Listen for things like background noise, accent, speech pattern, anything to help determine the origin of the call
- Evacuate the building **ONLY** if necessary/notified by properly identified emergency personnel

IF TOLD TO EVACUATE:

- Be aware of surroundings as you evacuate
- Do not touch suspicious/unfamiliar items
- Take personal belongings **only** if safe to do so
- Leave doors/windows open
- Do NOT turn on/off lights
- Assist persons with access and functional needs
- Use stairs
- **DO NOT USE ELEVATORS**
- Move well away from building to your departmental Emergency Assembly Area
- Await further instructions from OU Police/other recognized authorities

See **GENERAL BUILDING EVACUATION** in FlipChart