

## BOMB THREAT • SUSPICIOUS PACKAGE



### TAKE NOTES



## FIRE

- Know where at least TWO exits are
- Know where the Emergency Assembly Area is
- Know the locations of fire extinguishers & fire alarm pull stations

### UPON DISCOVERY OF A FIRE:

- Call 9-1-1
- Activate the fire alarm pull station if not already sounding
- IMMEDIATELY evacuate to the nearest exit
- Give verbal alarm to others on way out
- Take valuables, if possible
- Close doors on way out
- Stay low to floor to avoid smoke & heat
- Use stairways only/**DO NOT USE ELEVATORS**
- If it is safe to do so on your way out, close all doors leading to the main hallways to prevent further spread of the fire
- NEVER prop stairwell doors open as this will allow smoke and heat to enter the stairwell
- Assist persons with access & functional needs
- Proceed to Emergency Assembly Area
- Wait for further instructions from OU Police or emergency personnel
- DO NOT RE-ENTER THE BUILDING UNTIL given an "ALL-CLEAR" by OUPD or properly identified emergency personnel

### IF YOUR CLOTHES ARE ON FIRE:

- **STOP, DROP** to the floor, and **ROLL**
- Cover your face with your hands
- Smother the fire with a blanket, rug or heavy coat

## FIRE



## INJURY REPORTING

### SLIPS, TRIPS & FALLS:

Major causes of injuries: spilled liquids/wet floors

If you spill/discover a spill:

- Clean up the spill immediately
- If you need help with clean-up contact **Facilities Management (FM)**
- Report all other trip/fall hazards (malfunctioning elevators, holes in sidewalk, loose carpet, etc.) to **FM**

### RESPONDING TO INJURIES FOR ANYONE:

- If there is a Medical Emergency: Call/Text: 9-1-1
- Immediately report the incident to your supervisor
- Supervisors, notify Enterprise Risk Management (ERM) of incident/Do not send documentation until instructed by ERM
- Legal Counsel will send the forms when the investigation is approved
- OU employee reporting the incident (NOT injured visitor) must fill out the following forms until directed to do so by ERM:
  - a. Standard Liability Incident Report (SLIR)
  - b. Scope of Employment (SOE)
- Interoffice the originals (ERM, NEL Building, Rm 112) or email: [norman.risk.management@ou.edu](mailto:norman.risk.management@ou.edu)
- If an employee is involved in an at-fault motor vehicle accident, take an online defensive driving course within 6 months of the date of accident/Failure to do so, employee will be declared uninsurable & unable to drive any State vehicles
- Once a claim is filed, all correspondence is between State Risk Management and the employee/claimant
- For complete details visit: <http://ou.edu/risk/insurance/liability-insurance>