

INJURY REPORTING



EVACUATION OF PERSONS WITH LIMITED ACCESS/FUNCTIONAL NEEDS

Know your barriers. Consider what you would do in an emergency. If you need to evacuate, help yourself and your rescuers by providing them with the information they need about the best way they can assist you. Since people may not be aware of your circumstances or know how to help, consider having a primary person to assist, but have a back-up person just in case the primary person may not be available in an emergency.

OFFERING ASSISTANCE TO OTHERS:

Blind, Low Vision:

- Tell the person the nature of the emergency
- Offer to guide them to the nearest emergency exit
- As a “sighted guide” ask the person if they want to take your arm & escort them out

Deaf, Hard of Hearing:

- Write a note telling what the emergency is and the nearest evacuation route
- For example: “Fire! Go out rear door to the right, and down, NOW!”
- Turn light switch off and on to gain the person’s attention and use gestures to show what to do

Ambulatory Persons Using Crutches, Canes, Walkers:

- Carrying options: two-person locked arm position, person sit in a sturdy chair, preferable with arms
- If time permits call OU Police 9-1-1 for assistance

Assistive Devices (e.g. wheelchairs):

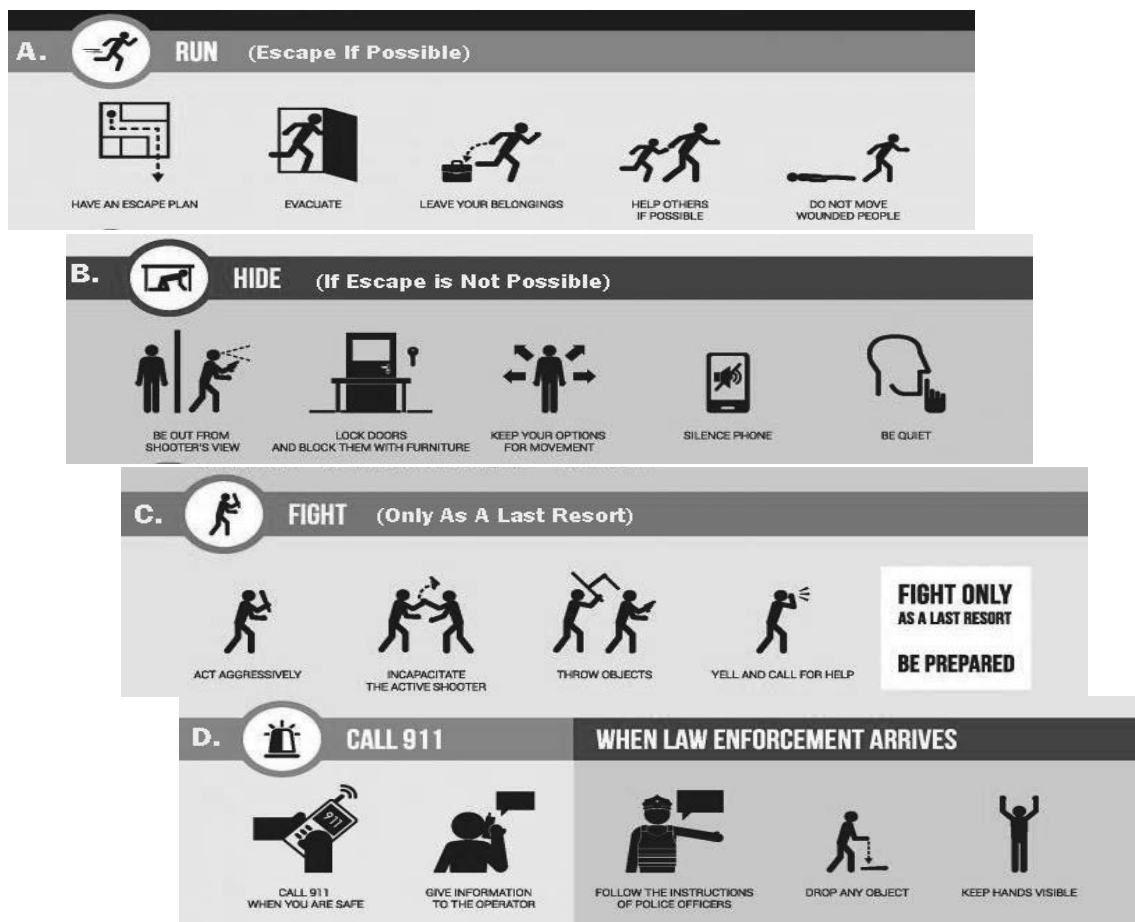
- Contact OU Police, move to an area of refuge such as a stairwell, if possible
- Need help identifying areas of refuge: contact the University Fire Marshal’s Office: fire@ou.edu
- There are many considerations when moving someone who is in a wheelchair
- Wheelchairs have moveable parts and some are not designed to withstand stress of lifting a person
- You may have to remove chair batteries/Life support equipment may also be attached/Lifting a person with an assistive device may be dangerous to them/Pre-planning for individual needs is best

When Lifting a Person:

- Always lift with someone else, never alone
- Place one foot a little ahead of the other with toes pointed out slightly
- Place feet about shoulder width apart
- Bend at knees, lift with your legs, keeping back straight

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ACTIVE SHOOTER



POWER OUTAGE • FLOODING • GAS LEAK • PEOPLE TRAPPED IN ELEVATOR

POWER OUTAGE

- Notify Facilities Management
- If evacuating, use stairways
- Do NOT use elevators

When mechanical ventilation is interrupted, vapors of chemicals may reach hazardous concentration levels

Laboratory personnel should:

- Secure experiments/activities if it poses a threat if power is restored unexpectedly
- Close fume hoods sashes
- Clean up/put away chemicals
- Notify lab supervisor immediately
- Do not perform procedures using hazardous materials until power is restored

FLOODING OR STEAM LINE FAILURE

Flooding:

- Stop using all electrical devices
- Notify Facilities Management
- Evacuate if necessary (See **GENERAL BUILDING EVACUATION**)

Steam line failure: Evacuate & contact Facilities Management

GAS LEAK

- Cease all operations immediately
- Evacuate
- Notify others as you leave
- Do not switch lights on/off
- Do not take time to open windows/close doors
- Leave area to report gas leak
- Call/Text OU Police (9-1-1) after evacuating
- DO NOT re-enter building until cleared by OU Police/proper authorities

TRAPPED IN ELEVATOR:

- Call/Text 9-1-1 or use emergency phone in elevator/push alarm button & wait for help
- If you discover trapped persons:
 - talk to them
 - try to keep them calm until Police/help arrives

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