



University of Science and Arts of Oklahoma

EMERGENCY PREPAREDNESS GUIDE

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In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act of 1991, and other Federal Laws and Regulations, the University of Science and Arts of Oklahoma does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, status as a veteran in any of its policies, practices, or procedures; this includes but is not limited to admissions, employment, financial aid and educational services.

GENERAL INFORMATION

This guide will help to ensure the safety and well-being of individuals and establishes a foundation for emergency response on the USAO campus. USAO recognizes that emergency planning and emergency response is a continual process that will adapt to the nature of the emergency at hand.

This guide applies to all students, staff and visitors on campus. An emergency can be any crisis including fire, medical emergencies, damaged property or criminal incident which requires immediate action by victims, witnesses and/or emergency responders. While USAO is a safe campus, we recognize that like any location, we are not immune from emergencies that impact members of our community.

This is designed to establish a framework to prepare and respond effectively and safely to an emergency. This includes assessing an emergency situation, coordinating a response effort and, most importantly, that individuals are informed, safely evacuated, or sheltered and accounted for with reasonable accuracy.

This guide is provided to USAO community members as a tool to use during those times when information is needed quickly. Prior planning is essential—everyone should be familiar with the facilities they use on campus including the locations of the fire extinguishers, the fire alarm pull stations, and emergency exits for your area. Also, please take time to note where your nearest severe weather safe place is located.

During an emergency, it is the responsibility of the USAO Staff and Faculty to provide qualified instructions to students and visitors. It is also their responsibility to provide other required safety measures, including closing the doors and providing the necessary first aid within their skill level - unless otherwise directed by USAO Security, Chickasha Police and/or properly identified emergency personnel.

GENERAL BUILDING EVACUATION

The time to become familiar with emergency procedures is before an emergency!

If a building evacuation occurs, every department should have a specific pre-determined area where employees meet and check in with their supervisor. Security or other emergency response personnel should immediately be notified of missing persons so that a search can be made.

Some emergencies may require evacuation of the building. In this event:

1. Fire alarms or verbal notice may be used to sound the evacuation.
2. Safely stop your work.
3. Remain calm and orderly. If it is safe to do so and does not impede your evacuation, quickly gather your personal belongings, especially prescription medicines. It may be hours before you are allowed back into the building.
4. Seek out and give assistance to disabled or injured people in the area.
5. If safe to do so, close doors and windows, but do not lock them.
6. Never prop open stairwell doors.
7. If time permits, turn off the power to all electrical equipment.
8. Walk quickly, but do not run to the nearest safe exit via the stairway.
9. Never use elevators.
10. Follow Security's instructions or other properly identified emergency personnel.
11. Go to a pre-determined safe zone. If you don't know your emergency safe zone, ask your supervisor.
12. Keep all roadways and walkways clear for emergency vehicles.
13. Wait for instructions from emergency personnel.
14. Never re-enter any building until instructed to do so by Security or other properly identified emergency personnel.
15. "NO STAIR" LIST: If you are unable to use the stairs, multiple-story campus buildings have a "No Stair" list. Ensure that you have communicated your name and location to Security so you may be added to the "No Stair" list. In a building evacuation, go to the nearest enclosed stairwell and remain on the landing, these are Areas of Rescue Assistance. Alert a coworker, fellow student or professor to report your position to Security. Security will contact a first responder on scene and ensure they are aware of your location for rescue. For buildings without enclosed stairwells, go to the location on designated as the Area of Rescue Assistance on that floor. If you do not know where the location for your floor, check with Security for that information. Follow the above steps to report your position.

EVACUATING PERSONS WITH LIMITED MOBILITY OR SPECIAL NEEDS

IF YOUR MOBILITY IS LIMITED

Pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your limitation and consider what you would do in an emergency. If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you since people may not be aware of your circumstances or how to help.

OFFERING ASSISTANCE TO OTHERS VISUALLY IMPAIRED PERSONS

In the event of an emergency, describe to the visually-impaired person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the visually-impaired person take your elbow to escort them (this is the preferred method when acting as a “sighted guide”).

HEARING IMPAIRED PERSONS

1. 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!”
2. Turn the light switch on and off to gain attention, then use gestures to show what to do.

AMBULATORY PERSONS USING CRUTCHES, CANES OR WALKERS

Carrying options include using a two-person lock-arm position or having the person sit on a sturdy chair, preferably one with arms. If time permits, call Security at 405-222-8066 for assistance.

NON-AMBULATORY PERSONS (e.g. wheelchairs)

Contact Security at 405-222-8066, then move the person to an area of refuge such as a stairwell, if possible. For assistance in identifying areas of refuge (shelter-in-place) before an emergency happens, contact Security at 405-222-8066 or Student Services at 405-574-1278.

Wheelchairs have moveable parts: some are not designated to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Because lifting a person with minimal ability to move may be dangerous to their well-being, always consult with the person in the chair regarding:

1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Whether the seat cushion or pad should be brought along with him/her if they are removed from the chair.
4. Whether to straighten or bend arms or legs when lifting because of pain, braces, or other medical concerns.
5. Whether to carry a person forward or backward on a flight of stairs.
6. The type of medical assistance necessary after the evacuation.

WHEN LIFTING SOMEONE, REMEMBER TO USE PROPER LIFTING TECHNIQUES

1. Never try to lift someone alone.
2. Always get at least two people to help lift a person.
3. Place one foot a little ahead of the other with toes pointing slightly outward.
4. Place your feet about shoulder width apart. Bend at your knees.
5. Lift yourself and the person with your legs, keeping your back straight.

SEVERE WEATHER, TORNADO AND LIGHTNING SAFETY

If severe weather is imminent and you are outdoors, move indoors as quickly as possible!

TORNADO

At the USAO campus, the severe weather warning will be made via the sirens from the City of Chickasha. Please remember that the Outdoor Warning Devices (sirens) are not meant to be heard indoors. Campus-wide notification may also be sent out via the campus mass notification system.

1. Consider obtaining a flashlight and a NOAA All-Hazards Radio for your department.
2. Shut off any equipment that might be affected by a temporary loss of electricity.
3. Close hallway doors as you leave to shield the corridors from flying debris.
4. Move to any of the designated weather refuge area locations across campus:
 - a. Basement of the Student Center
 - b. Basement of Nash Library
 - c. First Floor of Troutt Hall (between 8 a.m. and 5 p.m., Monday through Friday when the campus is open.)
5. If time does not permit movement to a designated weather refuge area or when you are off-campus, seek shelter and move to a small room on lower levels, an interior hallway, a basement, or a tunnel. Avoid upper floors, large glassed areas, and windows.
6. Stay out of parking garages, underpasses, auditoriums, and exterior walkways. Stay away from electrical appliances.
7. Use the telephone for emergency calls only.
8. Stay calm and alert.
9. Call 911 off-campus or 405-574-1233 on-campus to report any damage.
10. There will not be an “all-clear” signal from the siren designated for the campus. Other locations should become familiar with their neighborhood procedures for warning and all-clear signals.
11. You are encouraged to listen/watch the local media broadcasts for weather updates.

LIGHTNING SAFETY

1. Postpone activities promptly if you hear thunder and go to a safe shelter immediately. If swimming, get out of the water. Don't stand in puddles of water, even if you are wearing rubber boots.
2. Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby, get in a hardtop vehicle with windows closed. The steel frame of the vehicle provides some protection if you are not touching metal.
3. If you can't get to a shelter, avoid trees. Crouch in the open, keeping twice as far away from a tree as it is tall.
4. Coaches and leaders should monitor the weather during practice sessions or games.
5. Avoid metal! Drop metal backpacks, stay away from clotheslines, fences, exposed sheds and electrically-conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools.

6. Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

What to do if someone is struck by lightning:

1. Call 911 immediately. Get medical attention as quickly as possible.
2. Give first aid. If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. Use an AED if available. If the person has a pulse and is breathing, address any other injuries.
3. People struck by lightning carry no electrical charge that can shock other people. You can attend to them without risk of shock.

FIRE

ADVANCED PLANNING IS ESSENTIAL!

1. Know the location of fire extinguishers in your area ahead of time and how to use them.
2. Know the locations of the fire alarm pull stations.
3. Be familiar with at least two fire exits in your area in case one is blocked or unusable.
4. If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. See “No Stair” list under general evacuation procedures.

UPON DISCOVERY OF A SMALL FIRE:

1. Immediately call Security at 405-222-8066.
2. Remember the PASS method:
 - a. Pull the pin
 - b. Aim at the base
 - c. Squeeze the handle
 - d. Sweep from side to side.
3. At about 8 to 10 feet from the fire, promptly direct the charge of a fire extinguisher toward the base of the flames. Remember most fire extinguishers discharge their contents for only 30 seconds or less. Get help if necessary.
4. Evacuate and call for help if the small fire cannot be extinguished.

UPON DISCOVERY OF A LARGE FIRE:

1. Call 911 and activate the fire alarm as well as give verbal alarm.
2. Call Security at 405-222-8066.
3. Evacuate the building, alerting people as you go. Seek and assist persons in your area who are limited in their mobility or who may need some additional assistance in evacuating.
4. Exit using the stairways only. Do not use elevators.
5. If safe to do so, close all doors leading to the main hallways and any stairwells to prevent further spread of the fire.
6. Never prop stairwell doors open.
7. Once outside, move to an open area at least 500 feet away from the affected building(s).
8. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
9. Wait for further instructions from Security or emergency personnel. Do not re-enter the building until instructed to do so by Security or properly identified emergency personnel.

** If clothes are on fire, stop, drop to the floor and roll (Stop, Drop & Roll). Smother the fire with a blanket, rug or heavy coat. Call 911 for help. Administer appropriate first aid within your ability until help arrives.*

EXPLOSION, EARTHQUAKE, AND SEVERE BUILDING DAMAGE

IN THE EVENT OF AN EARTHQUAKE/EXPLOSION IN A BUILDING, TAKE THE FOLLOWING ACTIONS

1. During an earthquake, if you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster and other debris.
2. Move away from fire and smoke.
3. Proceed to the emergency assembly area for your group, if safe to do so. Check with your supervisor to determine your meeting location if you do not know it.

IF INDOORS:

1. Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
3. In an earthquake, stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
5. Stabilize any laboratory procedures that could lead to further danger (turn off gas or electrical equipment).
6. After the effects have subsided, evacuate the immediate area and call Security at 405-222-8066.
7. Do not light matches.
8. Do not turn lights on or off.
9. Seek and assist injured and disabled persons in evacuating the building.
10. Exit via the stairway. Do not use elevators. If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. See “No Stair” List under general evacuation procedures.
11. Once outside, move at least 500 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
12. Wait for further instructions from Security or other properly identified emergency personnel. Do not re-enter the building until instructed to do so.

AFTER AN EARTHQUAKE OR EXPLOSION:

1. Check for injuries, then give or seek first aid.
2. Be alert for safety hazards (fires, electrical, gas leaks, etc.).
3. Do not use telephones or use roadways unless absolutely necessary.
4. Be prepared for aftershocks.
5. Cooperate with emergency response personnel, keep informed, and remain calm.

UTILITY FAILURE - GAS LEAK - PERSONS STRANDED IN ELEVATOR

POWER OUTAGE

1. Between 8 a.m. and 5 p.m. notify the Physical Plant at 574-1233. If phones are not operating properly, use a cell phone.
2. After hours, notify Security at 405-222-8066.
3. If evacuation of the building is required, exit via stairways. Do not use elevators. Seek out disabled persons and provide assistance. If you are unable to use the stairs, multiple-story campus buildings have a “No Stair” list. See “No Stair” List under general evacuation procedures.
4. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the appropriate faculty immediately. For emergencies after hours, contact Security at 405-222-8066.
5. When mechanical ventilation is interrupted, vapors from chemicals may reach hazardous concentration levels. Do not perform procedures using hazardous materials until power is restored. Clean up or put away chemicals and close chemical containers and secure storage areas.

FLOODING

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify Physical Plant at 405-574-1233 Monday – Friday between 8 a.m. – 5 p.m. After hours, and when campus is closed, notify Security at 405-222-8066.
3. If necessary, evacuate the building. See the GENERAL EVACUATION PROCEDURES section of this document.

STEAM LINE FAILURE

1. In the event of a steam line failure, call Security at 405-222-8066.
2. Evacuate the area as soon as possible by taking exits that avoid the steam leak.

GAS LEAK

1. Cease all operations immediately.
2. Do not switch lights on or off.
3. Evacuate as soon as possible, notifying others as you go.
4. Leave the area to call Security at 405-222-8066.
5. Do not re-enter the building until cleared to do so by Security or other proper authorities.

PEOPLE TRAPPED IN AN ELEVATOR

1. Tell the passengers to stay calm and that you will get help.
2. If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help.
3. Call Security at 405-222-8066.
4. Try to keep the trapped passengers calm. Talk to them until Security or other help arrives.

FIRST AID OVERVIEW

EXPOSURE TO BLOOD (Or Other Potentially Infectious Material):

Treat everything as if it is contaminated with a blood borne pathogen.

PERCUTANEOUS EXPOSURE (Cuts to the skin):

If you are stuck with any sharp object (needle, scalpel, dental wire, suture needle, etc.) which is contaminated with human blood or other potentially infectious material, wash the area thoroughly with warm water and antibacterial soap (if available), and proceed to a facility to get care within 1 to 2 hours of the exposure.

SPLASH TO THE EYES, FACE, MUCOUS MEMBRANES, OR BROKEN SKIN

Flush the area with water or normal saline and proceed to a facility to get care within 1 to 2 hours of the exposure.

ELECTRICAL INJURIES

- Do not touch the victim before turning off the power source.
- Seek medical attention immediately.

HEAT INJURIES

- Get the person into the shade or a cool area.
- Loosen restrictive clothing.
- If Heat Stroke is suspected, seek medical attention immediately.

FROSTNIP/FROSTBITE

- Warm the affected area with lukewarm water.
- Do not rub the affected area.
- Seek medical attention, especially if blisters occur.

CLOSED BONE FRACTURE

- Do not move patient unless they are in life-threatening immediate danger.
- Do not try to set a fractured limb. Stabilize the area.

SMALL OBJECT IN EYE(S)

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

ANIMAL BITES

- While wearing gloves, help the patient by carefully massaging the wound and then apply gentle pressure to encourage bleeding.
- Rinse the wound under warm water for 15 minutes.

- Wash the wound and surrounding area with povidone-iodine swab stick for 5 minutes and continue to rinse periodically.
- Pat injury dry using sterile gauze pads.
- Cover the wound with a pad and secure it with gauze and tape.

JOINT DISLOCATION

- Immobilize the joint and do not attempt to straighten.
- Seek medical attention.

HEAD OR SPINE INJURY

- Never move a person who may have a spine injury unless they are in life-threatening/immediate danger
- All head or spine injuries can be very serious. Seek medical attention in all cases of head or spinal injury.

UNCONSCIOUS PERSON

- Check for breathing and pulse. Summon help.
- Clear the airway if you know how.
- If you are trained, perform CPR if needed.
- Place the victim on his/her side, unless there is the possibility of spinal injuries.

BLEEDING

- For control of minimal bleeding, use disposable gloves and apply direct pressure using a clean, dry dressing.
- For control of spurting blood, use disposable gloves, a gown, a mask and protective eye-wear and apply direct pressure using a clean, dry dressing.
- Watch for shock and seek medical attention.

SHOCK

- Make sure the patient is breathing.
- Stop any life-threatening bleeding.
- Elevate the patient's legs 6-8 inches.
- Cover the patient to keep warm.
- Continue to monitor the patient until help arrives.

SEIZURE/CONVULSION

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

THERMAL BURNS

- Apply cool, not cold, clean water or dressings.
- Protect from dirt and friction by applying clean, dry dressings.
- Do not break blisters.
- Do not apply oil, butter, grease or ointment.

* Do not administer first aid unless you have been trained to do so. If failure to administer first aid would result in further injury or death, use common sense and work within your abilities. Do not begin to assist unless you can conclude the assistance. You could be liable if you initiate help but do not carry it out.

DANGEROUS SUBSTANCE SPILLS/DECONTAMINATION

CHEMICAL SPILLS

1. Evacuate the area as needed.
2. Call Security at 405-222-8066.
3. Most chemicals are odorless so remember just because you can't smell it doesn't mean it's not harming you. Look at the Material Safety Data Sheets (MSDS) for health hazards and required personal protective equipment.
4. Seal the area off. Only trained personnel should be permitted to enter the area.
5. Check MSDS for precautions and cleanup information.
6. Wear appropriate personal protective equipment, (gloves, respirator, shoe covers)
7. Clean up spill following precautions listed in MSDS for that chemical.
8. Use appropriate absorbent, and neutralizing material or a spill kit to clean up.
9. Dispose of all contaminated material as hazardous waste.

CHEMICAL SPLASH ON BODY/EYES

1. Remove contaminated clothing. Flush skin or eyes with water for at least 15 minutes.
2. For chemical splashes to the eyes. Hold eyelids open for flushing of the eyes for 15 minutes.
3. Make sure chemicals have not accumulated in the soles of shoes. This could be a potential long-term exposure point.
4. Seek medical attention for all chemical splashes to the eyes by calling 911.

MERCURY SPILLS

1. Mercury is a heavy metal and when released or spilled becomes airborne.
2. Evacuate and restrict access to the area.
3. Call Security at 405-222-8066.
4. Only trained personnel should be allowed into the area.
5. Put on appropriate personal protective equipment, (gloves, respirator, shoe covers)
6. If a mercury spill kit is available use the extractor/pump to clean up the mercury beads.
7. Use the water bottle and scouring pads for all areas without mercury beads.
8. All contaminated material must be disposed of as hazardous waste.

BLOOD SPILLS

1. Alert people in the immediate area of spill.
2. Put on appropriate personal protective equipment.
3. Cover the spill with absorbent material.
4. Pour an appropriate disinfectant or a freshly prepared 1 to 10 dilution of household bleach around the edges of the spill and then into the spill. Be careful to avoid splashing!
5. Use the recommended contact time of the disinfectant or for bleach a 20-minute contact time.
6. After spill has been absorbed, clean up the spill. Place all material in a biohazard bag for disposal.
7. If material involves broken glassware, use mechanical means to clean up debris, such as a brush and dustpan.

RADIOACTIVE MATERIAL SPILL

1. USAO Security must be notified promptly in the event of the following:
 - a. Personnel contamination
 - b. Indication of ingestion, inhalation, absorption, or puncture involving radiological chemicals
 - c. Unexpected release of radioisotopes to the air or sewer
 - d. Loss of radioactive material
 - e. Damaged radioisotope shipment containers
 - f. Any radiochemical spill outside of a labeled area
2. Report all radiation related accidents to Security 405-222-8066.
3. Seek immediate medical attention when necessary.

PERSONNEL DECONTAMINATION

1. Flush contaminated skin area(s) thoroughly with water, and wash repeatedly with mild soap and warm water.
2. If skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area(s) under a stream of lukewarm water.
3. If ingestion of radioactive material has occurred, report the incident immediately to a supervisor.
4. Remove and bag contaminated clothing.
5. Seek immediate medical attention when necessary.

SLIPS, TRIPS AND FALLS

Spilled liquids and wet floors are one of the major causes of slips, trips and falls. Even moisture from outside carried in on shoes can cause an injury. If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance with clean up, contact the Physical Plant immediately at 405-574-1233 Monday – Friday between 8 a.m. – 5p.m. After hours, and when campus is closed, contact Security at 405-222-8066. If you experience a slip, trip or fall:

1. If the injury occurred on the USAO campus, call Security at 405-222-8066. The Workers Compensation/Risk Management representative may respond as well.
2. Because the incident may involve workers' compensation or risk management, a report will be filed by the responding officer.
3. Either the responding officer or the Risk Management representative will facilitate medical attention for the victim, if needed.
 - a. Employees who require medical attention should go to the suggested location of Grady Memorial Hospital.
 - b. Injured employees and their supervisor must complete the appropriate USAO injury report forms in order to have benefits paid under the Workers' Compensation system.

REPORTING

INJURY REPORTING – EMERGENCY MEDICAL FACILITIES

STUDENTS

For life threatening injuries, chemical exposures, or needle-sticks, call 911 and Security at 405-222-8066. Security will assist in arranging for the transport to an appropriate medical facility.

VISITORS

If a visitor is injured, contact Security immediately at 405-222-8066. They will notify the appropriate office after medical attention has been sought for the injury if necessary.

EMPLOYEES

If any injury occurs to USAO faculty and staff, notify Security at 405-222-8066. They will initiate the proper notifications and, if necessary, arrange for emergency transport to the nearest appropriate emergency room.

After regular USAO business hours, for life threatening injuries, serious chemical exposures, or needle-sticks, seek treatment at the nearest hospital emergency room. Contact Security at 405-222-8066 as soon as possible.

Remember all accidents, injuries, or illnesses that occur on the job regardless of location must be reported using USAO Workers' Compensation forms. For copies of these forms and instructions contact the business office at 574-1211.

REPORTING INCIDENTS

Report any of the following to Security immediately at 405-222-8066 or call 911:

- A tense situation between individuals or groups that has a potential for violence.
- Any unusual noise that you can't explain, screams, breaking glass, pounding, or a gunshot.
- Any emergency, such as an accident, a fire, or a critically ill or injured person.
- Anyone being forced into a vehicle.
- Property being carried out of an office or area that you know is not occupied.
- Recently broken windows or doors and/or scratches to your doors or windows.
- Someone running from a vehicle, building, or area while carrying property.
- Someone looking into building windows or windows of parked vehicles.
- A vehicle driving slowly and aimlessly, back and forth on a street, or in a parking lot.
- Door to door solicitors without properly issued local permits or licenses.
- Someone loitering around the buildings, hallways, or other campus areas, with no clear purpose.
- Any form of vandalism, such as spray painting a sign or building; graffiti; removing benches or signs; pulling up or removing plants and shrubbery.

Report the following to the Physical plant at 405-574-1233 Monday – Friday between 8 a.m. – 5p.m. After hours, and when campus is closed, contact Security at 405-222-8066.

- Overgrown shrubs, tall weeds or trees that could potentially harbor a criminal.
- Broken or non-working lights.
- Holes in parking lots, grounds or other locations.
- Dim lighting in and around buildings, parking lots, pathways and sidewalks.
- Water on the floors from leaking pipes, water fountains.

ACTIVE SHOOTING OR IMMEDIATE PHYSICAL THREAT/ARMED SUBJECTS

If you observe any armed individual, other than law enforcement, on campus at any time; or if an individual is acting in a hostile or belligerent manner; or if gunshots are heard in or around a campus facility that precedes an order to “Shelter-in-Place,” use a continuous assessment to decide upon appropriate survival action. If possible, immediately contact Security at 405-222-8066 and/or call 911.

1. If an armed individual/active shooter is **OUTSIDE** the building:
 - Remain calm and quiet.
 - Turn off all lights; silence all sounds (e.g. cell phones, televisions, copy machines).
 - Close and lock all windows and doors; if locks are not an option attempt to obstruct the doorways with heavy objects.
 - If safe to do so, move to core area of the building and remain there until an “all-clear” instruction is given by a properly identified first responder.
 - Stay away from doors and windows.
 - Unknown or unfamiliar voices may be misleading and designed to give false assurances; therefore, do not let anyone in the room or building in case that person is the armed individual or may be someone being held hostage by the armed individual.
 - Call 911 and provide a situation report for your area; **DO NOT** use your phone if doing so will give away your location to the shooter.
2. If an armed individual/active shooter is **INSIDE** the building:
 - **GET OUT.** If it is possible to flee the area safely and avoid danger, do so.
 - Move quickly; do not wait for others to validate your decision.
 - Leave belongings behind and use a route where the shooter cannot see you.
 - Listen continually for sounds of a threat and move away from it.
 - Move quickly and quietly to the nearest building exit. Once outside move away from the building as quickly as possible.
 - If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
 - Be alert for instructions from authorities as you exit.
 - Call 911 and inform authorities as soon as safely possible.
3. If an armed individual/active shooter is **INSIDE** the building and you cannot get out:
 - **HIDE OUT.** Move to an area that can be locked or barricaded.
 - Turn off lights as well as all noise-producing devices.
 - Remain out of any line of sight from the doorway and don’t stay directly in front of the door.
 - If located with others, quickly formulate your plans should the armed individual gain entry to your space. Spread out and look for improvised weapons. There may be more than one armed individual.
 - Get down on the floor or under a desk and remain silent.

- Call 911 only if you can do so without giving away your location to the armed individual.
 - Stay in place without giving away your location until contacted by authorities.
 - Once contacted by police, do exactly as you are told.
4. If an armed individual/active shooter is **INSIDE** the building and you cannot get out or hide out then formulate a plan to take out the shooter.
- Assume the active shooter will succeed in wounding or killing everyone unless they are stopped.
 - **TAKE OUT.** Coordinate with any others trapped in the situation to throw things to distract the shooter as you attack as a group from all directions.
 - Use group body weight to pin the armed individual and any weapons.
 - If possible, isolate the weapon, but **DO NOT** pick it up.
 - When you have the advantage, do not relinquish it until officers are on the scene and direct you to do so.
 - When contacted by police do exactly as you are told.
5. If you are **OUTSIDE** and the shooter is in the same area:
- Use a continuous assessment process get out of the area if possible.
 - If getting out of the area isn't possible, hide out behind a building, car or other large object.
 - Listen continuously for sounds of a threat and move away from it, if possible.
 - Remain calm and quiet; silence all sounds (i.e. cell phones) until you're in a safe location.
 - If getting out or hiding out are not possible formulate a plan to take out the shooter.

Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This emergency action plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

WARNING SIGNS

If you have had contact with any individual who displays the following tendencies, contact Security, Student Services staff or other university officials in a timely manner:

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly to include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

SHELTER IN PLACE

“Shelter-in-Place” is a request to seek immediate shelter indoors following the announcement of an emergency condition. Sheltering-in-Place means to make a shelter of the building that you are in, and with a few adjustments this location may be made even safer and more comfortable until it is safe to go outside.

Sheltering can be related to a variety of situations: severe weather emergencies, hazardous condition, chemical release, or criminal activity. The basic concept behind Sheltering-In-Place is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety.

If the situation warrants and it is safe to do so, evacuation of a hazardous environment is preferred. Sheltering-in-Place should only be used when it is not safe to evacuate your current location. In some instances, it is safer to shelter in place than to evacuate a building. For example: if there is smoke or fire is immediately outside your room; a violent person is in the building, live electrical wires bar access to the exit; individuals with mobility disabilities are on upper or lower floors.

Please remember that individuals cannot be forced to shelter in place. Therefore, it is important to maximize the cooperation within your building. Determine if all occupants will shelter or if some will leave the building. It is important that you be able to account for as many people as possible.

HOW YOU WILL KNOW TO “SHELTER-IN -PLACE”

A shelter-in-place notification may come from several USAO sources utilizing various communications tools including the Drover Alert, USAO email and the website.

HOW TO “SHELTER-IN -PLACE”

No matter where you are, the basic method of sheltering-in-place will remain the same. Some situations may however necessitate taking different precautions when sheltering-in-place. Should the need ever arise, follow these basic steps, unless instructed otherwise by university personnel or if the situation warrants:

- If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- If there are others in the building, provide for their safety by asking them to stay – not leave.
- Unless there is an imminent threat, ask students, staff, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Locate a room to shelter inside. It should be:
 - Rooms with no windows or exterior door
 - Rooms that have little or no ventilation
 - The room(s) should have adequate space for everyone to be able to sit in it. Avoid overcrowding by selecting several rooms if necessary.
- Shut and lock all windows (for a tighter seal) and close exterior doors.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains.

- If possible, turn off air conditioners, heaters, and fans.
- If possible, close vents to ventilation systems.
- Remain as calm as possible and know that the emergency situation is the central focus of emergency response personnel.
- Stay in-place until the danger has passed or conditions warrant an immediate evacuation. The University will make an “all clear” announcement.

SHELTER-IN -PLACE – HAZARDOUS MATERIALS

Should an interior hazardous material release occur, the instruction would be to evacuate the building or area. In the event of an exterior hazardous material release (including chemical, biological or radiological), either accidentally, or intentionally, a Shelter-In-Place may be initiated.

Should an exterior hazardous material Shelter-In-Place be initiated the following procedures are recommended:

- Move indoors and remain there.
- Once indoors, remain in an office, classroom, residence hall room, or other indoor space. The best rooms to enter are interior rooms with no windows.
- Encourage everyone to immediately go into rooms and out of large public areas.
- Close and lock windows, doors, and seal the room as much as possible.
- Shut off heating, ventilation and air conditioning (HVAC) units if possible.
- Pull down blinds, turn off lights and any other electronic equipment.
- As warranted, the university will send additional messages through the Drover Alert system.
- If in a vehicle driving on campus, leave campus immediately – obeying traffic and speed regulations.
- Remain Sheltered-In-Place until informed by University officials that it is safe to leave or conditions warrant an immediate evacuation.

SHELTER-IN -PLACE – VIOLENT PERSON/HOSTILE INTRUDER

In the event that a person, or persons, pose a serious threat to the campus a Shelter-In-Place notification may be made. This would usually involve some form of violence, or a firearm, and necessitate immediate action. Should a Shelter-In-Place notification be initiated for this reason, the following procedures are recommended:

- Move indoors to a safe location.
- Get into a room, office, residence hall room, meeting room, etc. and lock all doors and windows.
- Blockade the door if possible with large/heavy furniture, or other heavy objects.
- Pull down blinds, block windows to door in an effort to obstruct vision from the hallway, turn off lights.
- If unable to get indoors, lie flat, get behind an obstruction, put distance between yourself and the danger and await police.
- Remain quiet, silence cell phones, and any other noise producing objects.
- Stay low to the ground, on floor, near solid interior walls, staying away from windows and doors.

- Take cover under furniture, or other large objects while placing as many items as possible between you and the threat.
- Do not peek out windows or doors to see what may be occurring.
- Do not evacuate if fire alarm is activated unless you are positive a fire is occurring.
- If possible, and safe to do so, report the known location of the violent person if known by dialing 911.
- Do not remain on cell phone unless a life and death emergency is occurring in your immediate vicinity.
- Help others when possible, especially the physically disabled.
- If you are in a vehicle during a Shelter-In-Place for violent person, leave campus immediately. Obey traffic and speed regulations.
- Remain in your Shelter-In-Place location until informed by police or circumstances warrant an immediate evacuation.
- When Police arrive do not run at them, or make sudden movements. Do not hold anything in your hand that could be mistaken for a weapon.
- Obey ALL commands given by police officers.

SHELTER-IN -PLACE – WEATHER EMERGENCY

Severe weather could suddenly develop which would initiate a Shelter-In-Place notification. The most likely scenario would be a tornado warning, or a sighting of a tornado close to campus. Should this occur, the following procedures are recommended.

- If outside seek shelter in the closest building.
- Move to the lowest floor in the building, the basement is the best option if available.
- The best room choice is an interior room with no windows, or a small windowless first floor interior room like a closet, or restroom.
- If windows are in the room, close and lock windows and doors, pulling down blinds.
- Center yourself under large furniture, or other objects, possibly protecting yourself from flying glass or debris.
- Remain as close to the floor as possible, stay out of corners and away from outside walls.
- Keep listening to the radio or the television until you are told the danger has passed.
- Remain in your Shelter-In-Place location until informed by University officials that it is safe to leave or conditions warrant an immediate evacuation.
- After notifying your emergency contact, remain off the cell phone, especially after a tornado strike.
- If anyone is seriously injured, dial 911 and request assistance. Report minor injuries to university personnel.

BOMB THREAT – SUSPICIOUS PACKAGE

If you find or open a suspicious letter, box, package or container:

1. Don't handle the package. Move away if you feel threatened. Call Security at 405-222-8066.
2. If you have opened a suspicious package or letter:
 - a. Leave the package or envelope in place and move away slowly.
 - b. Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
 - c. Notify others in the building to evacuate.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Move to a safe area and call Security at 405-222-8066.
6. Do not allow reentry into the area/office suite where the package is located.
7. Follow the instructions you will receive from Security or other recognized authorities.

If a bomb threat is received over the telephone, take the following actions:

1. Stay calm. Try to pay close attention to all details. They may be important.
2. Take notes. Attempt to get the following information from the caller:
 - Who are you?
 - What is your organization?
 - Why are you doing this?
 - Where has the bomb been placed?
 - What time is the bomb set to explode?
 - What type of bomb is it?
 - What does it look like?
 - Where are you calling from?
 - Who else have you told?
3. Have a co-worker or another person contact Security at 405-222-8066 using another phone.
4. Write down exactly what the caller says and have co-worker relay information to Security.
5. Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help to determine the origin of the call.
6. Evacuate the building upon instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

If you are told to evacuate:

1. Quickly scan your work area for suspicious or unfamiliar items. Don't touch any suspicious items.
2. Take personal belongings with you. You may not be allowed back in for an extended period.
3. Leave doors and windows open.
4. Do not turn on or off lights.
5. Use only the stairs; do not use elevators.
6. Move well away from the building and wait for further instructions from Security or other authorities.

EMERGENCY PHONE NUMBERS

Emergency	911
USAO Security	405-222-8066
Counseling Center.....	405-574-1326
Dean of Students	405-574-1330

When Calling:

1. Get to safe location.
2. Give your name.
3. Give your phone number.
4. Give building name and room number or other specific location.
5. Describe the condition clearly and accurately.
6. Don't hang up! Let the person you are talking to end the conversation; other information may be needed.