GENERAL INFORMATION

If emergency situations occur which are not covered by this manual, call the Administrative Office telephone number at your site for instructions. This is provided to College of Nursing Faculty, Staff and Students as a tool to use during those times when information is needed quickly when an emergency occurs. Prior planning is essential to your safety.

If there is an emergency, Deans, Assistant Deans, Program Directors, and supervisors are responsible for:

- Giving instructions to students, faculty, staff, and visitors;
- Closing doors;
- Providing other required safety and first aid measures unless otherwise directed by the Campus Police/Security, Department of Public Safety or other properly identified emergency personnel.

Before an emergency occurs, know the locations of the fire extinguishers, the fire alarms, and at least two emergency exits for your area.

Every telephone system can be unique, so be familiar with dial-out procedures for your specific system. Don’t forget about using emergency phones located strategically on most campuses. They are connected directly to Campus Police/Security or Public Safety.

FOR EMERGENCY CALLS IN LOCATIONS OTHER THAN THE 271-EXCHANGE AREA, DIAL 911.

EMERGENCY PHONE NUMBERS

OUHSC EMERGENCY PHONE NUMBERS:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>271-4911</td>
</tr>
<tr>
<td>Non-Emergency/Administrative</td>
<td>271-4300</td>
</tr>
<tr>
<td>Weather Information</td>
<td>271-6499</td>
</tr>
<tr>
<td>FIRE/EMERGENCY (ALL LOCATIONS)</td>
<td>911</td>
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SITE SUPPORT

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance/Control Center</td>
<td>271-2121</td>
</tr>
<tr>
<td>After Hours – Emergency Service Only</td>
<td>271-4300</td>
</tr>
</tbody>
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OFFICE OF COMPLAINECE

<table>
<thead>
<tr>
<th>Division</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>ENVIRONMENTAL HEALTH AND SAFETY</td>
<td></td>
</tr>
<tr>
<td>MSDSs, Chemical and Biological Spills, Safety,</td>
<td>271-3000</td>
</tr>
<tr>
<td>Airborne Contaminants, etc.</td>
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<tr>
<td>After Hours – Emergency Service Only</td>
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<table>
<thead>
<tr>
<th>Division</th>
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<tbody>
<tr>
<td>RADIATION SAFETY</td>
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<tr>
<td>Radiation Spills</td>
<td>271-6121</td>
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<tr>
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<td>271-4911</td>
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THE OKLAHOMA POISON CONTROL CENTER

<table>
<thead>
<tr>
<th>Purpose</th>
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<tbody>
<tr>
<td>24-Hour Service</td>
<td>271-5454</td>
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**SCHUSTERMAN EMERGENCY PHONE NUMBERS:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
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<tr>
<td>Emergency</td>
<td>660-3333</td>
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<tr>
<td>Non-Emergency/Administrative</td>
<td>660-3900</td>
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**FIRE/EMERGENCY (ALL LOCATIONS)** 911

**SCHUSTERMAN CENTER – OPERATIONS**

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
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<tr>
<td>Maintenance/Control Center</td>
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<td>Emergency Service Only</td>
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**ENVIRONMENTAL HEALTH AND SAFETY – TULSA**

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<thead>
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<tr>
<td>After Hours - E</td>
<td>660-3878</td>
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<tr>
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**ENVIRONMENTAL HEALTH AND SAFETY – TULSA**

<table>
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<tbody>
<tr>
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**EXPOSURE CONTROL TEAM – TULSA**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Employee Health Pager</td>
<td>646-0146</td>
</tr>
<tr>
<td>Kristy Covey</td>
<td>619-4561</td>
</tr>
<tr>
<td>Dr. James Crutcher</td>
<td>660-3628</td>
</tr>
<tr>
<td>Pager</td>
<td>573-8992</td>
</tr>
<tr>
<td>Dr. Bhushan Sharma</td>
<td>619-4323</td>
</tr>
<tr>
<td>Pager</td>
<td>628-9794</td>
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**RADIATION SAFETY**

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</thead>
<tbody>
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<td>Radiation Spills</td>
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</tr>
<tr>
<td>After Hours – Emergency Service Only</td>
<td>1-405-271-4911</td>
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</table>

**OKLAHOMA POISON CONTROL CENTER**

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1-800-764-7661</td>
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**LAWTON CAMPUS EMERGENCY PHONE NUMBERS**

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<thead>
<tr>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>580-581-2911</td>
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<tr>
<td>Non-Emergency</td>
<td>580-581-2237</td>
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**FIRE/EMERGENCY**

<table>
<thead>
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<th>Type</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
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</table>

**MEDICAL EMERGENCIES**

<table>
<thead>
<tr>
<th>Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Comanche County Memorial Hospital</td>
<td>580-355-8620</td>
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**DUNCAN EMERGENCY NUMBERS**

**FIRE/EMERGENCY**

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
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</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL EMERGENCY</td>
<td>580-252-5300</td>
</tr>
</tbody>
</table>
Reporting Procedure:

1. Get to a safe location;
2. Give your name;
3. Give your phone number;
4. Give your 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.

REPORT ANY OF THE FOLLOWING TO CAMPUS POLICE/SECURITY IMMEDIATELY:

- A tense situation that is about to escalate;
- 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 an area that you know is not occupied;
- Recently broken windows or doors, or scratches on 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/garage;
- Door-to-door solicitors without properly issued local permits or licenses, and without authority from the office of Administrative Affairs/Provost/Dean;
- 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, signs or otherwise damaging architectural features, pulling up or removing plants and shrubbery or landscaping.

REPORT ANY OF THE FOLLOWING TO RISK MANAGEMENT OR ADMINISTRATION:

- Overgrown shrubs, tall weeds, or trees that could potentially harbor a criminal;
- Dim lighting in and around building, parking lots/garages, pathways, and sidewalks.

For your personal safety, be aware of your surroundings at all times. If you are studying or working late and don’t want to walk to your car alone or in the dark, call Campus Police/Security to request an escort.

SLIPS – TRIPS – FALLS

Spilled liquids and wet floors are one of the major causes of slips, trips and falls. If you spill something, please clean it up immediately or call housekeeping/janitorial services. If you discover a spill or wet floor and need assistance with clean up, contact General Services/Housekeeping immediately. If you experience a slip, trip or fall:

1. If the injury occurred on the OUHSC campus in Oklahoma City, call the Campus Police and Public Safety Department at 271-4300 and an officer will be dispatched to your location. On all other campuses, call security or Administration offices. The Risk Management Coordinator may respond as well.
2. Because the incident may involve risk management, a report will be filed by the responding officer.
3. Either the responding officer or the Risk Management Coordinator will facilitate medical attention for the victim, if needed.

SEVERE WEATHER/TORNADO

IF SEVERE WEATHER/TORNADO IS IMMINENT AND YOU ARE OUTDOORS, MOVE INDOORS AS QUICKLY AS POSSIBLE.

At the OUHSC Campus, the severe weather warning will be made via the siren located at the Service Center Building. Other Oklahoma campuses and sites will be alerted by the community sirens or alert system in that community. Campus wide notification will also be sent out via e-mail, describing the current situation.

- Flashlight s, weather radios and emergency water and rations are stored in the building for your protection.
- Shut off any equipment that might be affected by a temporary loss of electricity (i.e. Desktop PC).
- Close hallway doors as you leave rooms to shield the corridors from flying debris.
• On your campus, move to any of the designated shelters in each building. Evacuation routes and shelters will be displayed near the elevators on each floor of each campus/site building.
• When you are off the campus or in buildings without designated shelters, move to a small room on lower levels, an interior hallway, a basement or tunnel. Avoid upper floors, large glassed areas and windows.
• Stay out of parking garages, auditoriums and exterior walkways. Stay away from electrical appliances.
• Use telephones (even cell phones) for emergency calls only.
• Stay calm and alert.
• Call Campus Police/Security/Administration to report any damage.
• There will not be an all clear signal from the sirens. Dean/Dean’s Designee will give an all clear to return to your regular activity.

DESIGNATED TORNADO SHELTERS ARE:
- OKC OUHSC – CON Basement/Tunnels
- Tulsa Schusterman – A,B,D,F and G Corridors in Building 1
- Lawton Cameron–
  South Shepler Tower – Inner hallway 1st floor
- Conwill Hall – Central Corridor outside rooms 106 and 107
- Duncan – Inner hallway

FIRE

ADVANCE 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 alarms in your area;
3. Be familiar with at least two fire exits in your area in case one is blocked or unstable.

UPON DISCOVERY OF A SMALL FIRE:

1. Immediately call Campus Police/Security/Public Safety.
2. Remember the PASS method: 1. Pull the pin. 2. Aim at the base 3. Squeeze the handle 4. 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 about 30 seconds or less;
4. Get help if necessary.

UPON DISCOVERY OF A LARGE FIRE:

1. Activate the fire alarm and give verbal alarm;
2. Call Campus Police/Security/Public Safety OR 911;
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. Close all doors leading to the main hallways to prevent further spread of the fire;
6. Never prop stairwell doors open;
7. Once outside, move to your departmental emergency assembly area which should be in an open area at least 300 feet away from the affected building(s). Avoid inner courtyards;
8. Keep roadways, walkways and driveways clear for emergency vehicles. Remain upwind from smoke and fumes;
9. Wait for further instructions from Campus Police/Security/Public Safety or emergency personnel. Do not re-enter the building until instructed to do so by Campus Police/Security/Public Safety or properly identified emergency personnel;

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

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 students, faculty, staff and visitors meet and check in with the appropriate Administrator. Campus Police/Security/Public Safety or other emergency response personnel should be notified of missing persons so that a search can be made.

1. Fire alarms or verbal notice will usually be used to sound the evacuation.
2. Safely stop your work/study.
3. Remain calm and orderly. Gather your personal belongings quickly, 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.
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 instructions of Campus Police/Security/Public Safety or other properly identified emergency personnel.
11. Go to a pre-determined **emergency assembly area**, and report to your roll taker. If you don't know your assembly area, ask your supervisor/faculty, then fill in the blank below.
12. Keep all roadways, driveways 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 Campus Police/Security/Public Safety or other properly identified emergency personnel.

The **emergency assembly area and roll-taker** for our department/college is:

**OUHSC:**
- Assembly Area – Pavilion, east of CNB
- Roll-Taker – Jesse Clark
- All Clear – Administrator on Duty or Dean’s Designee

**SCHUSTERMAN:**
- Assembly Area – North of building between the flag poles
- Roll-Taker – Kathy Knight
- All Clear – Emma Kietnz or designee

**LAWTON:**
- Assembly Area – Parking lot south of South Shepler Tower
- Roll-Taker – Sandra Wardell or designee
- All Clear – Kathy Cooper or designee

**DUNCAN:**
- Assembly Area – Parking lot north of DRH Learning Center
- Roll-Taker – Crystal Krey or designee
- All Clear – Lori McElroy or designee

**APPENDIX A:** OUHSC COLLEGE OF NURSING BUILDING FLOOR ONE EVACUATION ROUTE
**APPENDIX B:** OUHSC COLLEGE OF NURSING BUILDING FLOOR TWO EVACUATION ROUTE
**APPENDIX C:** OUHSC COLLEGE OF NURSING BUILDING FLOOR THREE EVACUATION ROUTE
**APPENDIX D:** OUHSC COLLEGE OF NURSING BUILDING FLOOR FOUR EVACUATION ROUTE
**APPENDIX E:** TULSA SCHUSTERMAN CENTER ACADEMIC CENTER BUILDING 1 – 1ST FLOOR EVACUATION ROUTE
**APPENDIX F:** LAWTON SOUTH SHEPLER HALL 7TH FLOOR EVACUATION ROUTE
**APPENDIX G:** LAWTON CONWILL HALL 2ND FLOOR EVACUATION ROUTE
EMERGENCY MEDICAL FACILITIES – INJURY REPORTING

STUDENTS: For life threatening injuries, chemical exposures, or needlesticks after regular business hours, seek treatment at the nearest hospital emergency room. (OUHSC-OKC – during regular business hours, students in OKC may contact Student Health at 271-2577.)

VISITORS: If a visitor is injured, contact Administration.

EMPLOYEES: For life threatening injuries, serious chemical exposures, or needlesticks, after regular business hours, seek treatment at the nearest hospital emergency room.

On the OUHSC campus, if a major injury occurs to OUHSC faculty, staff or students, notify Campus Police and Public Safety at 271-4911. They will initiate the proper notifications and arrange for emergency transport to the nearest emergency room. On the OU-Tulsa campus, notify Campus Police and Public Safety at 660-3878. On the Lawton campus, notify Cameron University Campus Police at 581-2911. All other campuses call 911 and proceed to the nearest emergency room.

Remember, all accidents, injuries, or illnesses that occur on the job, regardless of location, must be reported using OUHSC Workers’ Compensation forms. For copies of these forms and instructions, contact Human Resources at 271-2189 or see the downloadable forms located on the web at: http://hr.ou.edu/documents/.

All incidents or injuries involving students at all campuses and all sites must be reported on the Student Incident Form located on the web at: http://intranet.nursing.ouhsc.edu/Academics/documents/NCLIN005_Student_Injury_or_Exposure_to_Communicable_Disease_R1.1_20120813.docx.

BOMB THREAT – SUSPICIOUS PACKAGE

IF YOU FIND OR OPEN A SUSPICIOUS LETTER, BOX, PACKAGE, OR CONTAINER:

1. Do NOT handle the package. Move away if you feel threatened and call Campus Police/Security/Public Safety;
2. If you have opened a suspicious package or letter:
   • Leave the package or envelope in place and move away slowly;
   • Leave the room slowly, notifying others to leave the room also, closing doors behind you as you go.
3. Do not operate any power switches;
4. Do not activate the fire alarm;
5. Move to a safe area (like emergency phones (blue at OUHSC) and call Campus Police/Security/Public Safety or 911;
6. Do not allow re-entry into the area/office suite/classroom where the package is located;
7. Follow the instructions you will receive from Campus Police 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 details. They may be important;
2. Take notes. Attempt to get the following information from the caller:
   • Who are you
   • Why are you doing this?
   • What time is the bomb set to explode?
   • What does it look like?
   • Who else have you told?
   • What is your organization?
   • Where has the bomb been placed?
   • What type of bomb is it?
   • Where are you calling from?
3. Have a fellow student or co-worker contact Campus Police/Security/Public Safety immediately, using another phone;
4. Write information down as caller gives it and have co-worker relay information to law enforcement officials;
5. Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything which 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. Do not touch any suspicious items;
2. Take personal belongings when you leave. You might not be allowed back in for an extended period;
3. Leave windows and doors open;
4. Do not turn lights on or off;
5. Use only the stairs; do not use elevators;
6. Move well away from the building to your departmental emergency assembly area and wait for further instructions from properly identified emergency personnel/authorities. See GENERAL BUILDING EVACUATION for your college/departmental emergency assembly area.

EXPLOSION-EARTHQUAKE-SEVERE BUILDING DAMAGE

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

1. In 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 faculty/supervisor for your 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, if you 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, book cases and other heavy objects that could fall or shatter;
5. Stabilize any laboratory procedures that could lead to further danger (turn off any gas and electrical equipment);
6. After the effects have subsided, evacuate the immediate area and call Campus Police/Security/Public Safety/911;
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;
11. Once outside, move at least 300 feet away from the affected building. Keep roadways, driveways and walkways clear for emergency vehicles;
12. Wait for further instructions from Campus Police/Public Safety/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, 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 8:00 a.m. and 4:30 p.m. notify the following:
   - OKC – Site Support – 271-2121
   - Tulsa – Maintenance – 660-3555
   - Duncan – Dial 555 on House Phones
2. After hours, notify Campus Police/Public Safety/Security.
3. If evacuation of the building is required, exit via stairways. **Do not use elevators.** Seek out persons with disabilities and provide assistance.
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 lab supervisor immediately. For specific emergencies after hours, call Campus Police/Public Safety/Security.
5. When mechanical ventilation is interrupted, vapors of 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 containers.

**FLOODING:**

1. If flooding occurs because of a plumbing failure or other structural problem, stop using all electrical devices.
2. Notify Site Support/Maintenance.
3. If necessary, evacuate the building. Refer to **GENERAL EVACUATION PROCEDURES.**

**STEAM LINE FAILURE:**

1. In the event of a failure of a steam line, call Campus Police/Public Safety/Security;
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 Campus Police/Public Safety/Security or 911. Use a cell phone or emergency phones if available;
5. **DO NOT** re-enter the building until cleared to do so by Campus Police 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 Campus Police/Public Safety/Security;
4. Try to keep the trapped passengers calm. Talk to them until help arrives;

**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 limitations 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 be unaware of your circumstances or how to help.

**OFFERING ASSISTANCE TO OTHERS:**

**VISUALLY IMPAIRED PERSONS:**

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the 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 the rear door to the right and down – Now!”
2. Turn 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 Campus Police/Public Safety/Security for assistance.

NON-AMBULATORY PERSONS (E.G. WHEELCHAIRS):

Contact Campus Police/Public Safety/Security 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 your building coordinator.

Campus Police/Public Safety/Security has an “evacuchair,” which eases transportation of non-ambulatory people, but there are many considerations when moving a person in a wheelchair. For example, wheelchairs have movable parts; some are not designed 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 mobility 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. The ways of being removed from the wheelchair;
3. Whether a 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 the person forward or backward on a flight of stairs;
6. The type of medical assistance necessary after evacuation.

WHEN LIFTING SOMEONE, REMEMBER TO USE PROPER LIFTING TECHNIQUES:

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

FIRST AID

In all instances, check for a medic alert bracelet/necklace before administering first aid!

EXPOSURE TO BLOOD (Or other potentially infectious Material): Take the following actions immediately, and then refer to the detailed instructions contained in the infectious disease policy.

1. PERCUTANEOUS EXPOSURE: If you are stuck with any sharp object (needle, scalpel, dental wire, suture needle, etc.) that 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 one (1) to two (2) hours of the exposure.
2. 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 one (1) to two (2) hours of the exposure.

HEAD OR SPINE INJURY:

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

UNCONSCIOUS PERSON:

1. Check for breathing and pulse. Summon help;
2. If you are trained, perform CPR if needed;
3. Place the victim on his/her side, unless there is the possibility of spinal injuries.

BLEEDING:

1. For control of minimal bleeding, use disposable gloves and apply direct pressure using a clean, dry dressing;
2. For control of spurting blood, use disposable gloves, a gown, a mask and protective eyewear and apply direct pressure using a clean, dry dressing;
3. Watch for symptoms of shock and seek medical attention.

SHOCK:

1. Make sure the victim is breathing;
2. Stop any life-threatening bleeding;
3. Elevate the victim's legs 6–8 inches;
4. Cover the victim to keep warm;
5. Continue to monitor the patient until help arrives;
6. Seek medical attention immediately.

SEIZURE/CONVULSION:

1. Do not restrain the victim;
2. Protect the victim during the seizure. Place the victim on his/her side and protect the head and limbs;
3. Do not force anything into the victim’s mouth;
4. Seek medical attention immediately.

THERMAL BURNS:

1. Apply cool, not cold, clean water or dressings;
2. Protect from dirt and friction by applying clean, dry dressings. Do not break blisters;
3. Do not apply oil, butter, grease or ointment;
4. Seek medical attention immediately.

ELECTRICAL INJURIES:

1. Do not touch the victim before turning off the power source;
2. Call 911 and seek medical attention immediately.

HEAT INJURIES:

1. Get the victim into the shade or a cool area;
2. Loosen restrictive clothing;
3. If heat stroke is suspected, call 911 and seek medical attention immediately.

FROSTNIP/FROSTBITE:

1. Warm the affected area with lukewarm water;
2. Do not rub the affected area;
3. Seek medical attention, especially if blisters occur.

CLOSED FRACTURE:

1. Do not move victim unless they are in life-threatening/immediate danger;
2. Do not try to set a fractured limb.
3. Stabilize the area and seek medical attention immediately.

**SMALL OBJECT IN EYE:**

1. Wash gently with normal saline or flush with water;
2. Do not rub your eye(s);
3. Seek medical attention immediately.

**ANIMAL BITES:**

1. White wearing gloves, help the victim carefully massage the wound and apply gentle pressure to encourage bleeding;
2. Rinse the wound under warm water for 15 minutes;
3. Wash the wound and surrounding area with povidone-iodine swabstick for five (5) minutes and continue to rinse periodically;
4. Pat injury dry using sterile gauze pads;
5. Cover the wound with a pad and secure it with gauze and tape;
6. Seek medical attention immediately.

**DISLOCATION:**

1. Immobilize the joint, do not attempt to straighten;
2. Seek medical attention immediately.