

## QUICK REFERENCE: EMERGENCY PROCEDURES

University of Oklahoma—Tulsa  
Schusterman Center

### EMERGENCY COMMUNICATIONS SYSTEM (ECS)

- The ECS is a safety/warning service providing precautionary information and guidelines for critical campus incidents
- ECS automatically transmits messages by multimedia sources to:
  - ▶ Personal phone numbers (home, office and cell)
  - ▶ Instant Messaging (IM), text messaging and e-mail
- ECS relies upon up-to-date information:
  - ▶ Individuals must update contact information regularly and to update, go to: **Norman academic programs/departments** <http://account.ou.edu/>  
**HSC academic programs/departments** <http://www.ouhsc.edu/ecs>
  - ▶ Individuals should keep one form of contact with them at all times (i.e., cell phone).

### FIRE

- Activate the nearest fire alarm pull station
- Call OU-Tulsa Campus Police at 918-660-3333
- Notify occupants in the immediate area and help people who need assistance
- Close doors as you exit
- Evacuate the building at the nearest exit and proceed to your designated meeting area
- Do not re-enter the building until authorized to do so by emergency personnel

### BUILDING EVACUATION PROCEDURES

- Evacuation is mandatory upon fire alarm activation
- Do not use elevators
- Take personal belongings (ID, keys, purses, wallets) and, if possible, dress appropriately for the weather
- Move away from danger to a designated safe area

### SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package
- Evacuate the immediate area
- Call OU-Tulsa Campus Police at 918-660-3333
- Notify your area coordinator

### BOMB THREATS

- Remain calm
- Get as much information as possible from the threatening call
- Call OU-Tulsa Campus Police at 918-660-3333
- Follow instructions from emergency personnel

### SUSPICIOUS BEHAVIOR OR PERSON OF CONCERN

- Do not physically confront suspicious person
- Do not allow anyone access to a locked room or building
- Do not prevent suspicious person exiting
- Call OU-Tulsa Campus Police at 918-660-3333

### WORKPLACE VIOLENCE OR PERSON IN MENTAL CRISIS

- Report incident to your immediate supervisor or department head
- Contact OU-Tulsa Campus Police at 918-660-3333
- Post incident or when safe, notify the Threat Assessment Review Committee (TARC) at 918-660-3300 or 918-660-3301

### ACTIVE VIOLENT ATTACK

- Immediately call OU-Tulsa Campus Police at 918-660-3333 or Tulsa Police via 9-1-1
- Run — Exit location immediately
- Hide — Close, lock and barricade access to your location; try not to panic
- Fight — **Only** as a last resort. Use available items to combat assailant
- Evacuate only after authorities instruct you to do so

### WEATHER EMERGENCIES

- Call the Emergency Weather Hotline at **918-660-3999**
- For updates, monitor local television, radio stations and OU-Tulsa website for announcements
- The public address system will broadcast imminent tornado danger
- Shelter until the public address system broadcasts the *All Clear*
- Shut off non-essential electrical equipment

### SNOW AND ICE

- For updates, monitor local television, radio stations; the OU-Tulsa website for announcements; or call the Emergency Weather Hotline at 918-660-3999

### FLOODING

Flooding can occur due to major rainstorms, water main breaks or power loss to sump pumps. Prior to imminent or in actual flooding

- Safely:
  - ▶ Secure vital equipment, records and hazardous materials
  - ▶ Shut off non-essential electrical equipment
  - ▶ Wait for instructions from OU-Tulsa Police
- Move all personnel to a safe area
- Do not return to your work area until instructed to do so by OU-Tulsa Police

### GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes, or vapors

- Immediately leave the location
- Call OU-Tulsa Campus Police at 918-660-3333 and provide your location and the odor to the call taker
- Do not activate a fire alarm
- Do not activate light switches or electrical equipment

### RESPONSE TO HAZARDOUS MATERIAL SPILLS OR INCIDENTS

- Evacuate, if necessary
- If the incident is indoor, close all doors to isolate the area, if it is safe to do so
- Call OU-Tulsa Campus Police at 918-660-3333
- Be prepared to provide the following information:
  - ▶ If anyone is injured or exposed to material
  - ▶ If a fire or explosion is involved
  - ▶ Material name and quantity
  - ▶ Time and location of the incident
- If personnel are contaminated, remove contaminated clothing and obtain water to flush skin and eyes for at least 15 minutes in a contained area
- Obtain medical attention for the victim
- Follow instructions provided by the emergency responders

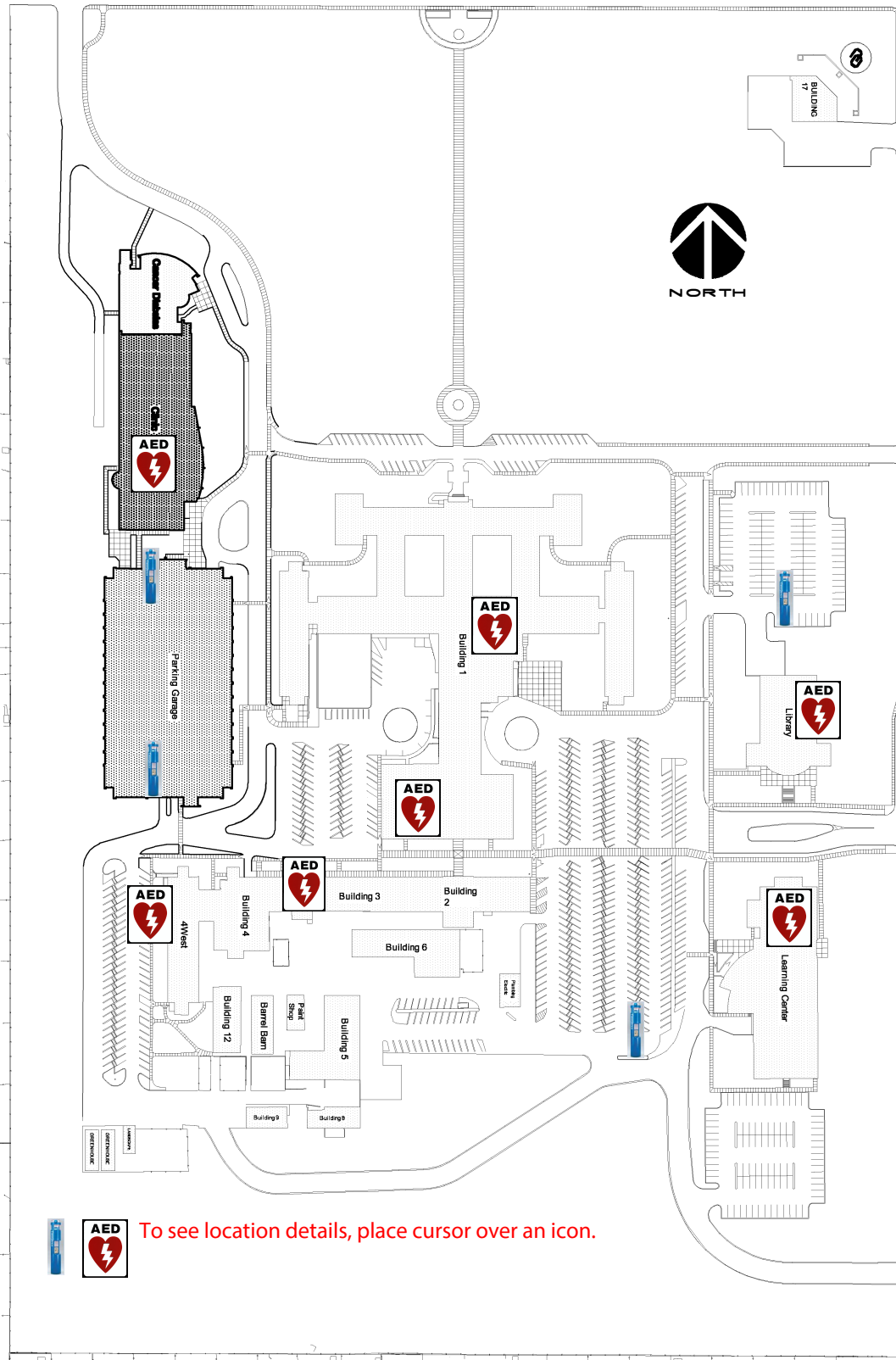
### MEDICAL EMERGENCIES

- **Cardiac Arrest or Heart Attack**
  - ▶ Assess the scene for danger
  - ▶ Check the victim
  - ▶ Perform CPR if needed
- **Burns**
  - ▶ Remove the cause of the burn.
  - ▶ Flush the area(s) with water.
  - ▶ Do not apply dressing, creams, or lotions.
  - ▶ Call OU-Tulsa Campus Police at 918-660-3333
- **Bleeding**
  - ▶ Wearing gloves, use a clean cloth to apply pressure to the wound
  - ▶ Immobilize the body part
  - ▶ Keep person lying down
  - ▶ Call OU-Tulsa Campus Police at 918-660-3333

# AED & EMERGENCY PHONE LOCATIONS

## UNIVERSITY OF OKLAHOMA-TULSA

### SCHUSTERMAN CAMPUS



YALE AVENUE