

EMERGENCY PROCEDURES GUIDE



The University of Oklahoma
Norman Campus



All Emergencies Dial: 9-1-1
Police Non-Emergency: 405-325-1717

Department of Campus Safety

IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

EMERGENCY NUMBERS

Police / Fire / Ambulance (Call/Text).....9-1-1
 Emergency Phones On Campus (Just Pick One Up)

NON-EMERGENCY NUMBERS

University Police 405-325-1717
 Alcohol & Hazing Hotline 405-325-5000
 Department of Campus Safety
 Email: CampusSafety@ou.edu
 Emergency Management 405-325-5145
 OU Fire Marshal 405-325-2983
 OU Max Westheimer Airport 405-325-7233
 Building & Electrical Inspector 405-219-7221
 Mechanical & Plumbing Inspector 405-200-3285
 Weather Information 405-325-3095
 Disability Resource Center 405-325-3852

Enterprise Risk Management

Third-Party Property Damage/Injury 405-325-5433
 Email norman.risk.management@ou.edu
 Worker's Compensation 405-325-0866
 Environmental Health & Safety 405-271-3000
 Facilities Management - 24-Hour Service
 Academic Buildings (Non-Housing)..... 405-325-3060
 Housing..... 405-325-4421
 OU Counseling Center 405-325-2911
 Radiation Safety 405-271-6121

OFF CAMPUS

Office Of Compliance (Anonymous HotLine).. 866-836-3150
 Oklahoma Poison Control Center 1-800-222-1222
 Rape Crisis Center 405-943-7273
 Suicide Prevention Lifeline 1-800-273-8255
 Women's Shelter for Battered Women 405-364-9424

When Calling:

- Get to a safe location
- Give your **name**, **phone** number, building name, room number, & other specific location
- Describe the **condition** clearly and accurately
- **DO NOT HANG UP**
- Let the other person end the **conversation** (other information may be needed)
- **TDDs** on campus questions/problems, **contact: Disability Services** at: 405-325-3852 (voice) or 405-325-4173 (TDD)

PRIOR PLANNING IS ESSENTIAL!

- During an emergency, Deans, department heads, and supervisors have the responsibility to give instructions & provide safety measures to everyone on campus, unless otherwise directed by OU Police or other properly identified emergency personnel
- **BEFORE** an emergency occurs: know locations of the fire extinguishers, fire alarm pulls, at least **TWO** emergency exits, and severe weather refuge areas
- Use the Blue Emergency Phones located strategically around the campus, if necessary, which are connected directly to the OU Police Department
- Dial 9-1-1 for **ALL EMERGENCIES**
- 9-1-1 calls made with a cell phone may go to either the OU Police Department or the Norman Police Department
- Tell the 9-1-1 operator you are on campus and your location



GENERAL INFORMATION

BUILDING EVACUATION

EXPLOSION • EARTHQUAKE • SEVERE BUILDING DAMAGE

FIRE

EVACUATION OF PERSONS WITH LIMITED ACCESS/FUNCTIONAL NEEDS

ACTIVE SHOOTER

THREATENING • DISRUPTIVE INDIVIDUALS

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

INJURY REPORTING

BOMB THREAT ☒ SUSPICIOUS PACKAGE

CHEMICAL ☠ BIOLOGICAL ☠ RADIOLOGICAL SPILLS

SEVERE WEATHER ⚡ LIGHTNING SAFETY ⚡ TORNADO

FIRST AID

BUILDING EVACUATION



DO NOT USE ELEVATOR



BUILDING EVACUATION

THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES IS BEFORE AN EMERGENCY!

Every department should have a specific **Emergency Evacuation Plan & Assembly Area** where employees, students, and visitors should meet to check in with the supervisor. The OU Police Department or other emergency response personnel should be notified of missing persons so that a search can be made.

EVACUATION PROCEDURES:

- Safely stop your work
- Remain calm and orderly
- Evacuate building immediately if you hear the fire alarm
- If it is safe to do so and does not impede your evacuation, take personal belongings
- If safe to do so, close doors/windows, but do NOT lock them
- Use stairwells
- Assist persons with access & functional needs if possible
- **NEVER USE ELEVATORS**
- Follow instructions from OU Police or other properly identified emergency personnel
- Go to pre-determined **Emergency Assembly Area** and report to your supervisor
- Keep all roadways/walkways clear for emergency vehicles
- **NEVER RE-ENTER ANY BUILDING** until instructed to do so by OU Police or other properly identified emergency personnel

Name of This Building: _____

Emergency Assembly Area for this building: _____

BUILDING EVACUATION

Explosions or Severe Building Damage

Protect Yourself During Earthquakes!



IF
POSSIBLE



USING
CANE



USING
WALKER



USING
WHEELCHAIR



EXPLOSION • EARTHQUAKE • SEVERE BUILDING DAMAGE

IF OUTDOORS:

- Stay outside
- Move away from trees, signs, buildings, electrical poles and wires
- Protect your head with your arms from anything that can fall on you
- Move away from fire and smoke
- Once outside, move at least 300 feet away from affected building/Proceed to Emergency Assembly Area, if safe to do so
- Check for injuries and give or seek first aid
- Be alert for safety hazards (fires, electrical, gas leaks, etc.)
- Do not use telephones/roadways unless absolutely necessary
- Be prepared for aftershocks
- Cooperate with emergency response personnel, keep informed, and remain calm
- Practice “Drop, Cover & Hold On!” Website: <https://www.shakeout.org/dropcoverholdon/>

IF INDOORS:

- Immediately take cover under tables, desks or other such objects for protection against flying glass/debris
- If you are not near a sturdy object, make yourself as small as possible, cover your head/neck
- In an earthquake, if you stand in a doorway, brace yourself against frame, watch out for swinging doors/other people
- Avoid overhead fixtures, windows, tall furniture, bookcases, heavy objects that could fall or shatter
- If possible, stabilize laboratory procedures that could lead to further danger (turn off gas or electrical equipment)
- After the effects have subsided, gather personal belongings if safe to do so, evacuate immediate area
- In the event of an explosion, call OU Police 9-1-1
- Assist injured and persons with access & functional needs in evacuating building
- Do not light matches, DO NOT turn lights on or off
- Exit via the stairway
- **DO NOT USE ELEVATORS**
- Keep roadways/walkways clear for emergency vehicles
- Wait for further instructions from OU Police or other properly identified emergency personnel
- DO NOT RE-ENTER building until instructed to do so

EXPLOSION • EARTHQUAKE • SEVERE BUILDING DAMAGE

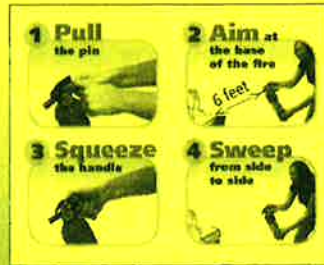
FIRE

Fire Alarm Pull Station



HOW TO USE A FIRE EXTINGUISHER

Remember the Phrase **PASS**



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

EVACUATION OF PERSONS WITH LIMITED ACCESS/FUNCTIONAL NEEDS

Evacuation Procedures For People with Functional Needs



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):

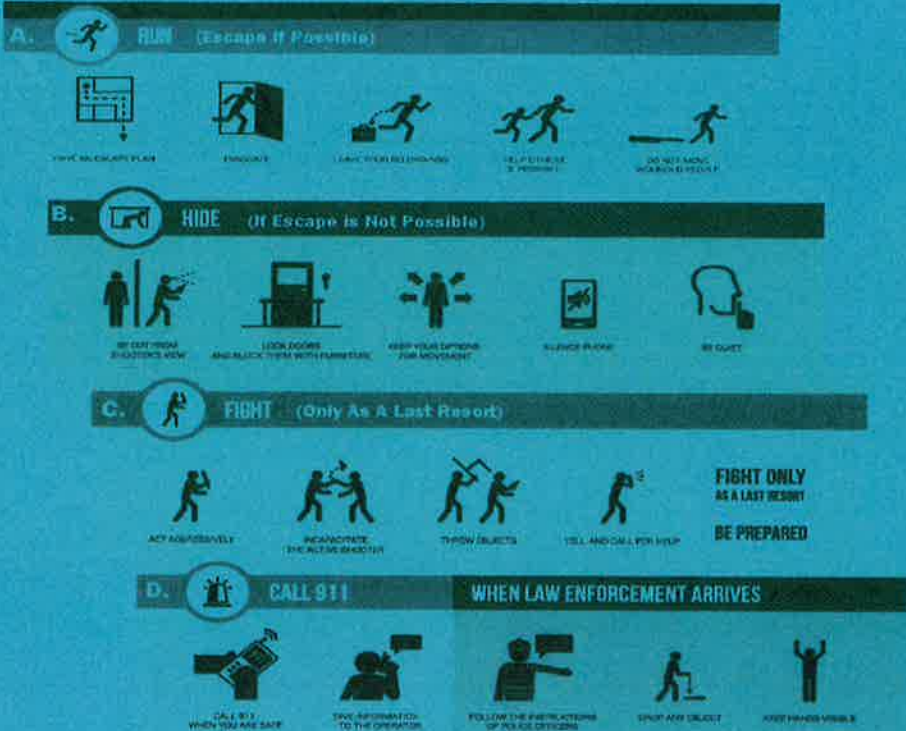
- Contact OU Police, move to an area of refuge such as a stairwell, if possible
- Need help identifying areas of refuge: contact the University Fire Marshal's Office: fire@ou.edu
- There are many considerations when moving someone who is in a wheelchair
- Wheelchairs have moveable parts and some are 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

EVACUATION OF PERSONS WITH LIMITED ACCESS/FUNCTIONAL NEEDS

ACTIVE SHOOTER



ACTIVE SHOOTER

- Use a continuous assessment process to decide on appropriate survival action
- Trust your intuition
- Go with your "gut" feeling

- A. Run/Escapade:** (If possible to flee safely/avoid danger)
- Have an escape route & plan in mind
 - Move quickly to the nearest exit
 - Don't wait for others to validate your decision
 - Leave belongings behind
 - Listen continually for sounds of a threat & move away from it
 - Be alert for instructions from authorities as you exit
 - Call 9-1-1 & inform authorities as soon as safely possible

- B. Hide/Barricade:** (If flight is impossible)
- Move to an area that can be locked or barricaded
 - Turn off lights/all noise producing devices
 - Remain out of sight
 - Do not stay directly in front of the door
 - If with others quickly formulate a plan to attack shooter if they gain entry to your space
 - Do not huddle together
 - Spread out
 - Look for items to use as improvised weapons
 - Call 9-1-1 only if you can do so without giving away your location to shooter
 - Stay where you are until contacted by authorities
 - Once contacted by the police, do exactly as you are told

SUGGESTED GUIDELINES:

Fight/Overwhelm:

- If the armed subject comes into your class or office and begins firing, there is no one procedure the authorities can recommend in this situation
- Assume the shooter can succeed in wounding or killing everyone unless stopped
- Throw things such as fire extinguisher or chair to distract the shooter as you attack
- When multiple persons are trapped in a space attack as a group from all directions
- Use group body weight to pin the shooter and any weapons
- Once you have the advantage do not relinquish it until officers are on the scene and direct you to do so
- Once contacted by police do exactly as you are told

ACTIVE SHOOTER



THREATENING • DISRUPTIVE INDIVIDUALS

1. Threatening individual:

- Anyone who makes threats of physical harm to themselves or someone else

2. Disruptive individual:

- Anyone who behaves in a bizarre manner
- Exhibits unstable behavior patterns
- Appears to be intoxicated
- Under the influence of a controlled substance

3. Actions to take:

- Retreat to a safe location
- Warn others
- Call/Text OL PD: 9-1-1
- Take note of the person's age, appearance, clothing, vehicle

4. If you fear for your safety:

- Retreat to a safe location
- Wait for the police
- Take note of details to help identify individual: age, appearance, clothing, vehicle, etc



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

INJURY REPORTING



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, NEEL Building, Rm 112) or email: norman.riskmanagement@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>

BOMB THREAT • SUSPICIOUS PACKAGE



TAKE NOTES



BOMB THREAT • SUSPICIOUS PACKAGE

IF YOU FIND/ OPEN A SUSPICIOUS PACKAGE/LETTER:

- Call/Text OU Police Department: 9-1-1
- **Do NOT handle**
- Move away
- Notify others to leave
- Close doors as you leave
- Do NOT operate power switches
- Do NOT activate fire alarm
- Move to a safe area (like Blue Emergency Phones)
- NO re-entry where package is located
- Follow OU Police/other recognized authorities

IF A BOMB THREAT IS RECEIVED OVER THE TELEPHONE:

- Stay calm
- Pay attention to all details
- Attempt to take notes from caller:
 - Where is bomb placed?
 - What time is bomb set to explode?
 - What type of bomb is it?
 - Where are you calling from?
 - What is your organization?
 - Why was the bomb placed?
 - Who are you?
 - Who else have you told?
 - What does it look like?

On another phone, have someone else call/text 9-1-1 & relay information

- Write information down
- Try to keep the caller on the phone
- Listen for things like background noise, accent, speech pattern, anything to help determine the origin of the call
- Evacuate the building **ONLY** if necessary/notified by properly identified emergency personnel

IF TOLD TO EVACUATE:

- Be aware of surroundings as you evacuate
- Do not touch suspicious/unfamiliar items
- Take personal belongings **only** if safe to do so
- Leave doors/windows open
- Do NOT turn on/off lights
- Assist persons with access and functional needs
- Use stairs
- **DO NOT USE ELEVATORS**
- Move well away from building to your departmental Emergency Assembly Area
- Await further instructions from OU Police/other recognized authorities

See **GENERAL BUILDING EVACUATION** in FlipChart

CHEMICAL • BIOLOGICAL • RADIOLOGICAL SPILLS



CHEMICAL • BIOLOGICAL • RADIOLOGICAL SPILLS

CHEMICAL SPILLS:

- Major spills/assistance/medical treatment, Call/Text: 9-1-1
- Identify/characterize substance(s) involved
- Evacuate if needed
- If safe, remove injured persons
- Questions: contact **Environmental Health & Safety Office**

CHEMICAL SPILL/SPLASH ON BODY/EYES:

- Know location of eyewash/safety showers near you
- Remove contaminated clothing
- Brush off remaining dry chemical
- Flush skin/eyes with water for 15 minutes minimum
- Check footwear for accumulation
- **ALL** splashes in eye(s): seek medical attention

BIO SAFETY LEVEL 1 ORGANISM SPILL:

(low-risk agents for healthy adults)

- Wear disposable gloves
- Place paper towels over spill
- Soak with appropriate disinfectant
- Towel disposal: use plastic bag
- Clean spill area: use fresh towels soaked in disinfectant
- If disinfectant does not completely de-contaminate waste material, autoclave wastes prior to disposal/route for incineration

HUMAN BLOOD OR BIO SAFETY LEVEL 2 ORGANISM SPILL:

(moderate risk agents)

- Alert immediate area of spill
- Put on protective equipment
- Cover spill with paper towels/absorbent materials
- Avoid splashing
- Pour freshly prepared 10 to 1 diluted household bleach or appropriate disinfectant around edges of spill, then into spill
- Allow 20-minute contact period
- After spill is absorbed, clean up spill area with fresh towels soaked in disinfectant
- Place towels in a plastic bag, decontaminate in autoclave/route for incineration

HUMAN BLOOD OR BIO SAFETY LEVEL 3 ORGANISM: (serious or lethal agents)

- Alert Police, call: 9-1-1
- Do not breathe
- Leave the room immediately
- Close the door
- Notify others in the room to evacuate immediately
- Assist others, if necessary
- Remove personal protective equipment in airlock/access zone
- Turn potentially contaminated clothing outward
- Remove gloves last
- Use antiseptic soap & warm water to wash exposed skin
- Warn others not to enter contaminated area
- Place appropriate sign on door
- Wait minimum 30 minutes for dissipation of aerosols spills
- Coordinate cleanup call: **Environmental Health & Safety Office**

RADIOACTIVE MATERIALS SPILL:

- **After hours:** notify Police, dial: 9-1-1
- **Regular hours:** report all accidents to **Compliance Office**
- Notify approved user
- If large spill: vacate, do not allow re-entry

PERSONNEL DECONTAMINATION:

- Flush contaminated skin thoroughly with water
- Wash repeatedly with mild soap/warm water
- Lacerated skin by glassware/equipment contaminated with radioactive material: immediately wash wounded area under stream of lukewarm water
- Ingestion radioactive material: report immediately



When a TORNADO WARNING is Issued
"Get In, Get Down, Cover Up"

1. Get In

Get into a sturdy building and put as many walls between you and the outside as possible.



2. Get Down

Get as low in the building as possible – the basement or the lowest floor.



3. Cover Up

Flying and falling debris are a storm's number one killer. Use pillows, blankets, helmets, etc. to cover up and protect yourself.



LIGHTNING SAFETY:

- Postpone activities **immediately** if you see lightning/hear thunder
- Go to a safe shelter **immediately**
- Get out of water
- Do NOT stand in puddles of water (even if wearing rubber boots)
- Find sturdy building/hardtop vehicle (windows closed, do not touch metal)
- **AVOID:** metal, sheds, picnic shelters, baseball dugouts, bleachers, trees, golf clubs, fishing rods, tools, fences
- Crouch in open area
- Stay away from elevated objects/trees
- **Coaches and leaders:** monitor weather during practice
- Stay several yards away from other people
- Do NOT share a bleacher bench or huddle in a group

SEVERE WEATHER AND TORNADO SAFETY:

Go to <http://account.ou.edu/> and ensure your mobile number is listed under Emergency Alert Information tab

In the event of a tornado warning you will receive an OU Alert text informing you of weather danger

The City of Norman maintains a citywide civil defense warning siren that may be sounded in the event of a tornado warning

Severe weather is imminent, you are outdoors: move indoors as quickly as possible

- Consider obtaining an emergency kit and weather radio for your department
- Shut off equipment that might be affected by a temporary loss of electricity
- Close hallway doors as you leave to shield corridors from flying debris
- Move to severe weather refuge area in building
- Become familiar with location of severe weather refuge area in your building before a storm occurs
- <http://ou.edu/campusafety/university-meteorologist/weather>
- Off campus or in buildings with no designated shelters: move to small room on lower levels, interior hallway/ basement

GET IN, GET DOWN, COVER UP:

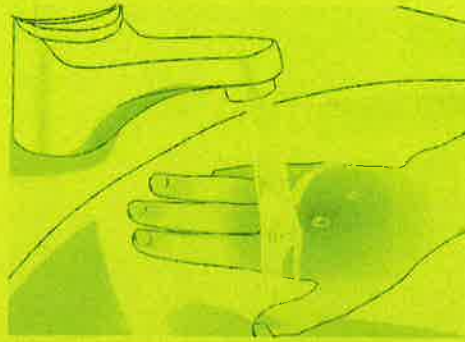
- Avoid: upper floors, large glassed areas, auditoriums, windows, parking garages, exterior walkways, electrical appliances
- Use telephone for emergency calls **ONLY**

STAY CALM AND ALERT:

- Call 9-1-1 to report any damage
- An "All Clear" OU Alert will be issued after weather danger has passed
- There will not be an "All clear" signal from the City of Norman siren system

LOCATION OF SEVERE WEATHER REFUGE AREA: _____

FIRST AID



FIRST AID

EXPOSURE TO BLOOD (or other potentially infectious material)

Do the following Immediately:

- **PERCUTANEOUS EXPOSURE:** If struck with sharp object contaminated with human blood/potentially infectious material, wash thoroughly with soap & water/Proceed to healthcare facility within 1 to 2 hours of exposure
- **SPLASH TO EYES, FACE, MUCOUS MEMBRANES, BROKEN SKIN:** Flush area with water
- Proceed to healthcare facility within 1 to 2 hours of exposure
- Always report exposure as soon as possible (within 24 hours - (See **INJURY REPORTING** Section)

HEAD /SPINE INJURY:

- Never move someone with possible spine injury unless in life-threatening/immediate danger
- Always seek medical attention

UNCONSCIOUS PERSON:

- Check breathing and pulse/Call for help
- Perform CPR if needed
- Place victim on his/her side, unless possibility of fall/other injury

BLEEDING:

- Minimal bleeding: use disposable gloves, apply direct pressure with clean, dry dressing
- Bleeding after 15 minutes of continuous pressure: seek medical help
- Spurting blood: use disposable gloves, gown, mask, protective eyewear/Apply direct pressure with clean, dry dressing
- Blood soaks through dressing: do not remove it/Apply another dressing on top
- Watch for shock, seek medical attention as needed

SHOCK:

- Make sure victim is breathing/Call for help
- Life-threatening bleeding: apply direct pressure to wound
- Lay victim down/elevate legs 6-8 inches
- Cover victim to keep warm
- Monitor victim until help arrives

SEIZURE/CONVULSION:

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

CLOSED FRACTURE:

- Do not move victim unless danger of fire/explosion/life-threatening emergency
- Do not try to set a fracture/straighten injured limb
- Stabilize injured area
- Seek medical attention

SMALL OBJECT IN EYE(S):

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

ELECTRICAL INJURIES:

- Turn power off (*never touch victim before turning off power*)
- Seek medical attention immediately

DISLOCATION:

- Immobilize joint in position found/Do not try to straighten
- Seek medical attention

FROSTNIP/FROSTBITE:

- Remove jewelry if possible
- Warm affected area with lukewarm water (NEVER hot water) until thawing is complete, but not longer
- Dry heat is not recommended
- Do not rub affected area
- Seek medical attention, especially if blisters occur

HEAT STRESS:

- Get person into shade/cool area
- Loosen restrictive clothing
- Cool person with cool water
- Ice under armpits
- Sips of cool water (Not ice water), only if person is conscious
- Heat Stroke suspected: seek medical attention immediately (this is a life threatening condition)

FOR SEVERE BURN CALL 9-1-1 THEN PROCEED WITH FIRST AID CARE:

- Severe burn covering large area of body
- Do NOT immerse in water
- Prevent contamination: cover burn with clean, non-adhesive dressing
- Struck to skin: do not remove clothing
- Take steps to prevent shock
- Lay victim flat, elevate feet 8-12 inches
- Cover with blanket
- Stay/Monitor victim airway/breathing
- Start CPR if needed
- Burns: not deep but cover more than one part of body, seek medical attention

CARE FOR MINOR BURN:

- Use cool water for several minutes, NOT cold
- Wash with soap & water
- Watch for redness, drainage, increased pain, streaking
- Cover burn with clean, dry, loose bandage
- Do NOT use ointment unless minor burn
- Do NOT break blisters

Flipchart Resource Sheet for This Building

Building Name: Sarkeys Energy Center

Building Address: 100 East Boyd Street

Building Safety Coordinator (BSC): Allison Richardson

BSC Contact Info (Email & Office phone number): arichardson@ou.edu (405) 325-2449

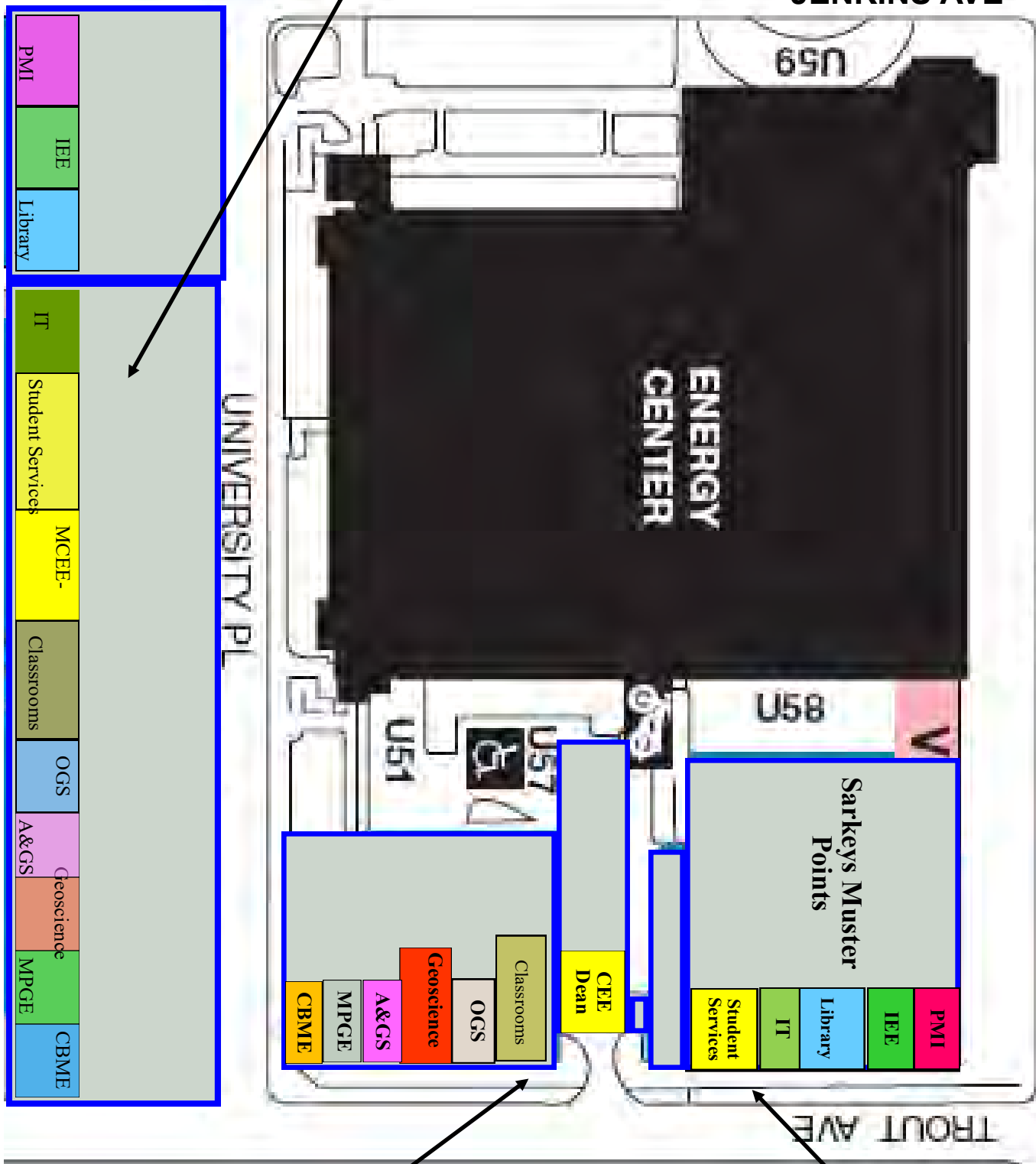
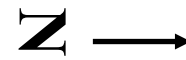
Best Available Refuge Area (Severe Weather): See attachment

Emergency Evacuation Assembly Area (Outside): See attachment

Important Contact Numbers for This Building

NAME & TITLE	LOCATION OF OFFICE	OFFICE PHONE	EMAIL
J. Mike Stice, Dean MCEE	SEC Rm 1510	325-3821	mstice@ou.edu
Annette Moran, MCEE Student Services	SEC Rm P119	325-4005	brynto18@ou.edu
Angela Walker, MCEE IT	SEC Rm E130	325-3177	angela.walker@ou.edu
Lynn Soreghan, Director Geosciences	SEC Rm 710B	325-3253	lsoreg@ou.edu
Nick Hayman, Director OGS	SEC Rm N119	325-3031	hayman@ou.edu
Runar Nygaard, Director MPGE	SEC Rm 1264	325-2921	runar.nygaard@ou.edu
James Bierman, Librarian, YB	SEC Rm R220	325-2941	jbierman@ou.edu
Sherman Brennan, Assistant, YB	SEC Rm R220	325-4804	Sherman.B.Brennan-1@ou.edu
Brian Grady, Director CBME	SEC Rm T309	325-5814	bpgrady@ou.edu
Rett Norman, Assistant, CBME	SEC Rm T301	325-5814	rett.norman@ou.edu
Berrien Moore, Dean CAGS	NWC 3630	325-3095	berrien@ou.edu
Emalee Lemke, Assistant, DGES	SEC Rm 510F	325-5325	elemke@ou.edu
Vicky Farley, Staff Assistant, DGES	SEC Rm 510	325-5325	vfarley@ou.edu
Scott Greene, Chair of DGES & Coordinator of OKAGE	SEC Rm 510 B	325-5325	jgreene@ou.edu
Becca Castleberry, Assistant, OKAGE	SEC Rm 684	325-5832	bc@ou.edu
Facilities Management		325-3060	
OUPD		325-1911	
Non - Emergency		325-2864	

SEC Building Evacuation Alternate Meeting Areas

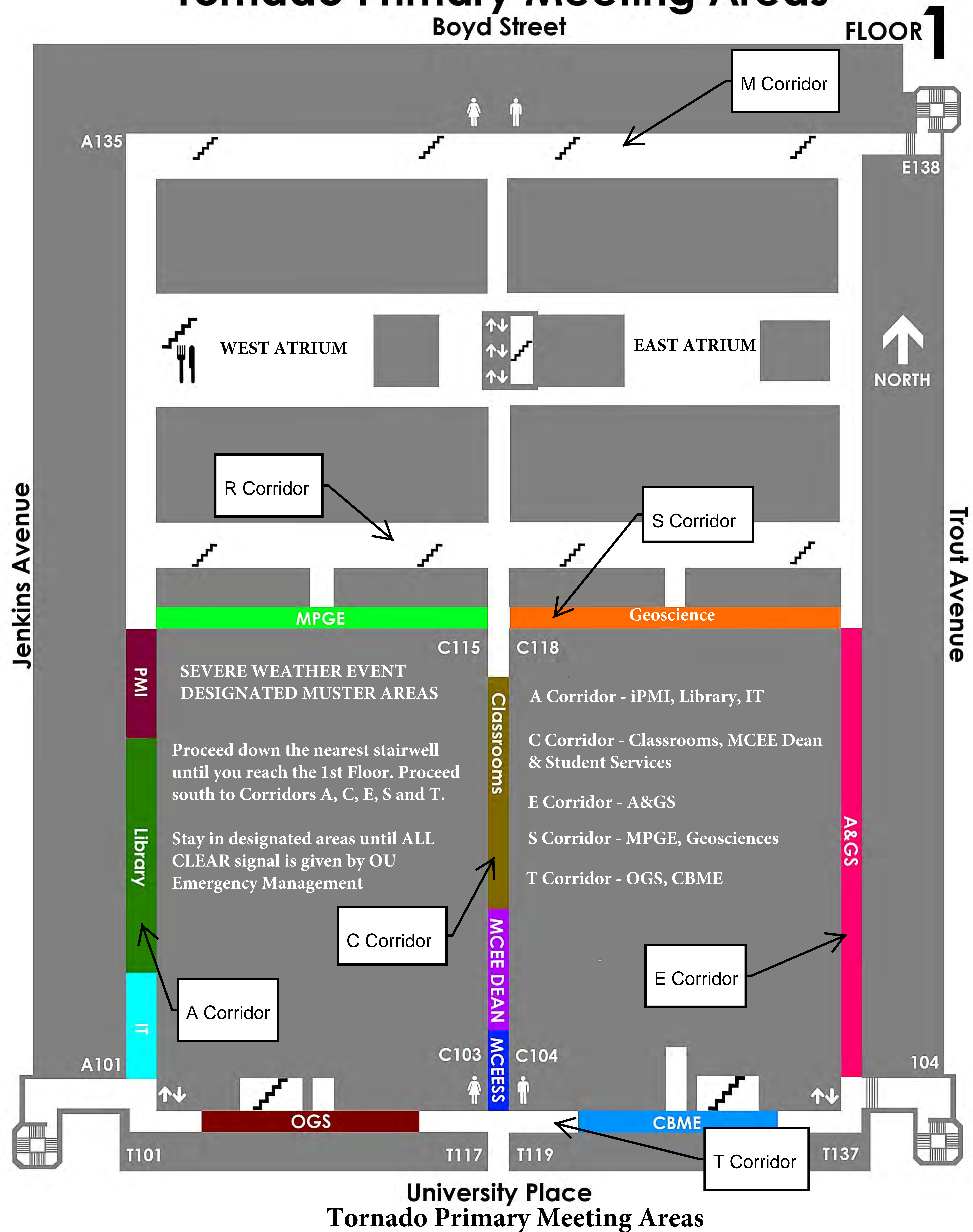


SEC Building Evacuation Primary Meeting Areas

Tornado Primary Meeting Areas

Boyd Street

FLOOR 1



SARKEYS ENERGY CENTER

Building Directory

SEC room numbers begin with a corridor designation.

- Atria/Student Lounges
- East & West Atria, Floor 1
- Atmospheric & Geographic Sciences, College of (A&GS)
- Dean’s Office
- 510, Floor 5
- Bedrock Cafe
- West Atrium, Floor 1
- Chemical, Biological, and Materials Engineering (CBME)
- T301, Floor 3, Corridor T
- Earth & Energy, Mewbourne College of (MCEE)
- Dean’s office
- 1510, Floor 15
- Student Services, Pioneer Natural Resources
- P119, Floor 1, Corridor P
- Student Life
- P118, Floor 1, Corridor P
- International Programs
- R112, Floor 1, Corridor R
- Energy Institute of the Americas (EIA)
- R106, Floor 1, Corridor R
- Geography & Environmental Sustainability, Department of
- 510, Floor 5
- Geosciences, School of
- 710, Floor 7
- Institute for Energy & the Environment (IEE)
- 1462, Floor 14
- Integrated PoroMechanics Institute (iPMI)
- R204, Floor 2, Corridor R
- Oklahoma Alliance for Geographic Education (OKAGE)
- 684, Floor 6
- Oklahoma Geological Survey (OGS)
- N131, Floor 1, Corridor N
- Petroleum & Geological Engineering, Mewbourne School of (MPGE)
- 1210, Floor 12
- Plaza, Gene Van Dyke
- Classroom
- 340, Floor P, SW Corner
- Conference Room
- 350, Floor P, NW Corner
- Computer Labs
- 360 & 370, Floor P, NE & SE Corners
- Reflection Room - Open 24 Hours
- R128, Floor 1, Corridor R
- Restrooms
- C101, C102, M114, M118
- C201, C202, M214, M216
- Restrooms are also located on Floors 4-15
- Youngblood Energy Library, Laurence S.
- R220, Floor 2, Corridor R

