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
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