 abysssing

up on 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
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, NEIL Building, Rm 112) or email: norman.risk.management@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