

WOODWARD EMERGENCY PHONE NUMBERS

When using a campus phone dial 9 to reach an outside line.

FIRE DEPARTMENT.....911

WOODWARD POLICE DEPARTMENT.....911

Non-emergency.....580-256-2280

AMBULANCE911

CAMPUS POLICE

Alva Campus.....580-327-8511

OPERATIONS

Maintenance/Control Center.....580-327-8646

Emergency after hours580-327-7604 (cell) or 580-327-0475 (backup cell)

VP STUDENT AFFAIRS & ENROLLMENT MANAGEMENT.. 580-327-8415

HEALTH AND SAFETY OFFICE.....580-327-8416 or 580-732-0015 (cell)

DIRECTOR OF HOUSING/STUDENTS.....580-327-8418

HEALTH SERVICES.....580-327-8414

POISON CONTROL CENTER1-800-522-4611

WHEN CALLING:

- 1.** Give your name
- 2.** Give extension number
- 3.** Give **building** name and room number or other specific location.
- 4.** Describe the condition clearly and accurately.
- 5.** DO NOT HANG UP! Let the person you are talking to end the conversation, other information may be needed.

GENERAL INFORMATION

If there is an emergency, Deans, Department Heads and Supervisors have the responsibility to give instructions to students, faculty and staff, close and lock doors and provide other required safety and first aid measures unless otherwise directed by the Campus Police and Health and Safety Office or other properly identified emergency personnel.

*SOME EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING.
IN THIS EVENT:*

1. Fire alarms or verbal notice will be used to sound the evacuation.
2. Remain calm and orderly. Walk quickly, but do not run.
3. Exit via stairway. **DO NO USE ELEVATORS.**
4. Follow instructions of Campus Police and Public Safety or other properly identified emergency personnel.
5. Seek out and give assistance to disabled or injured people in the area.
6. If time permits, turn off the power to all electrical equipment and close doors.
7. Go to a predetermined assembly area away from the building. Keep all roadways and walkways clear for emergency vehicles.
8. **WAIT FOR INSTRUCTIONS** from emergency personnel. **NEVER RE-ENTER BUILDING** until instructed to do so by Campus Police and Health and Safety or other properly identified emergency personnel.

If emergency situations not covered by this booklet occur, call the appropriate emergency number for instructions.

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

EARTHQUAKE DURING AN EARTHQUAKE:

1. Stay in the building. Do not evacuate until instructed by properly identified emergency personnel.
2. Take shelter under tables, desks, in doorways and/or similar places.
3. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
4. Assist disabled or injured persons in the area and find a safe place for them.
5. Cooperate, keep informed and remain calm.

IF EVACUATION IS ORDERED:

1. Seek out disabled or injured persons in the area and give assistance. Exit via stairways. **DO NOT USE ELEVATORS.**
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

BOMB THREAT
IF A BOMB THREAT IS RECEIVED OVER THE TELEPHONE, TAKE
THE
FOLLOWING ACTIONS

1. Stay Calm
2. Attempt to get the following information from the caller:
 - a. Where the bomb has been placed.
 - b. What time the bomb is set to explode.
 - c. What type of bomb it is.
 - d. What type of container the bomb is in.
 - e. Why the bomb was placed.
 - f. Who the bomber and/or caller is.
3. Have a co-worker or another person contact Woodward Police and Health and Safety, using another phone.
4. Write information down as caller says it and have co-worker relay information to Campus police.
5. Try to keep caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that 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.

POWER OUTAGE

IN THE EVENT OF A POWER OUTAGE

1. Between 8:00 a.m. and 4:30 p.m. notify **Maintenance Office 580-327-8646**.
2. After hours, notify **Maintenance Emergency number 580-327-8655**.
3. If evacuation of the building is required, exit via stairways. **DO NOT USE ELEVATORS**. Seek out disabled persons 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, contact the Maintenance Emergency number **580-327-8655**.
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.

IN THE EVENT PEOPLE ARE TRAPPED IN AN ELEVATOR:

1. Tell the passengers to stay calm and that you will get help.
2. Call the Woodward Police **580-256-2280**
3. Call Maintenance **580-327-8646**, after hours **580-327-8655**.
4. Try to keep the trapped passengers calm. Talk to them until Maintenance personnel arrive.

FIRE

KNOW THE LOCATION OF FIRE EXTINGUISHERS IN YOUR AREA AND HOW TO USE THEM

UPON DISCOVERY OF A SMALL FIRE (a fire which can be **readily** extinguished with available equipment).

1. Call 9-911.
2. Promptly direct the charge of a fire extinguisher toward the base of the flames and sweep from side to side.
3. Get help if necessary.
4. Call Health and Safety **580-327-8416**.

UPON DISCOVERY OF A LARGE FIRE.

1. Call 9-911. Activate fire alarm and give verbal alarm.
2. Call **Health and Safety 580-327-8416**.
3. Evacuate the building, alerting people as you go. Seek and assist disabled persons in the area. Exit via the stair ways. **DO NOT USE ELEVATORS.**
4. **DO NOT LOCK DOORS**
5. Close all doors leading to the main hallways to prevent further spread of fires.
6. Once outside, move to an open area at least 150 feet away from the affected building(s). **AVOID INNER COURTYARDS.** Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
7. Wait for further instructions from Campus Police, Health and Safety or properly identified emergency personnel.

***If your clothes are on fire, drop to the floor and roll.
Smother the fire with a blanket, rug or heavy coat.
Call for help. Administer First Aid.***

EVACUATION OF PERSONS WITH DISABILITIES

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:

Two methods of warning are:

1. Writing 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!”
2. Turn light switch on and off to gain attention and then indicate with **HAND SIGNALS** **WHAT IS HAPPENING AND WHAT TO DO.**

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.

NON-AMBULATORY PERSONS (in wheel chairs): There are many considerations when moving a person in a wheelchair. 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. Lifting a person with minimal ability to move 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. 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 extend or bend extremities when lifting because of pain, catheter, leg bags, spasticity, braces, etc.
5. Being carried forward or backward on a flight of stairs.
6. The type of assistance necessary after evacuation.

PRACTICE PROPER LIFTING TECHNIQUES:

Correct Position:

Squat

One foot a little ahead of the other

Toes pointed slightly outward

Feet about shoulder width apart

Lift yourself and load with your legs

KEEP YOUR BACK STRAIGHT

EXPLOSION

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

1. Immediately take cover under tables, desks or other such objects which will give protection against glass and debris.
2. After the effects of the explosion have subsided, call Campus Police and Health & Safety.
3. Activate the building fire alarm system.
4. Evacuate the immediate area of the explosion.
5. Seek and assist injured and disabled persons in evacuating the building. Exit via the stairway. **DO NOT USE ELEVATORS.**
6. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
7. Wait for further instructions from Campus Police, Health and Safety, or other properly identified emergency personnel. **DO NOT RE-ENTER** the building until instructed to do so.

BIOLOGICAL/CHEMICAL SPILLS

BIO-SAFETY LEVEL 1 ORGANISM SPILL

(Low risk for healthy adults):

1. Wear disposable gloves.
2. Soak paper towels in appropriate disinfectant and place over spill.
3. Place towels in a plastic bag for disposal.
4. Clean up spill area with fresh towels soaked in disinfectant
5. If disinfectant does not completely decontaminate the waste material, autoclave waste prior to disposal.

BIO-SAFETY LEVEL 2 ORGANISM SPILL

(Moderate risk agents):

1. Alert people in immediate area of spill.
2. Put on protective equipment.
3. Cover spill with paper towels or other absorbent materials.
4. Carefully pour a freshly prepared 1 to 10 dilution of house hold bleach around the edges of the spill and then into the spill. Avoid splashing.
5. Allow a 20 minute contact period.
6. Use paper towels to wipe up the spill, working from the edges into the center.
7. Clean up the spill area with fresh towels soaked in disinfectant.
8. Place towels in a plastic bag and decontaminate in an autoclave.

BIO-SAFETY LEVEL 3 ORGANISM

(Serious or Lethal Agents):

1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the laboratory to evacuate.
3. Close doors to affected area.
4. Call Campus Health and Safety **580-327-8416**. They will contact the appropriate response persons.
5. Have a knowledgeable person assist emergency personnel.

BIOLOGICAL SPILL ON THE BODY:

1. Remove contaminated clothing.
2. Vigorously wash exposed area with soap and water for at least one minute.
3. Seek medical attention (if necessary).
4. Report the incident to the laboratory supervisor.

CHEMICAL SPILLS

Follow the detailed instructions provided by Lab Supervisor. Call Health and Safety Office **580-327-8416** for major spills or if assistance or medical treatment is needed.

1. If flammable material is spilled, turn off sources of ignition and heat if safe to do so.
2. Evacuate as necessary. Remove injured people, if safe to do so.
3. Identify or characterize the substance(s) involved.

CHEMICAL SPLASH ON BODY/EYES

1. Remove contaminated clothing. Flush skin or eyes with water for at least 15 minutes.
2. Make sure chemicals have not accumulated in the shoes.

SEVERE WEATHER PRECAUTIONS

CITY SIREN IS A STEADY TONE FOR ONE MINUTE, ONE TIME ONLY

WHEN A WARNING SIREN IS ACTIVATED:

1. If outside, move indoors as quickly as possible.
2. Move to interior hallway, basement or tunnel.
3. Avoid upper floors, large glassed areas and windows.
4. Stay out of auditoriums and exterior walkways.
5. Stay away from electrical appliances.
6. Use the telephone for emergency calls **ONLY**.
7. **STAY CALM AND ALERT.**
8. Call Health and Safety to report any damage.

FIRST AID

IN THE EVENT OF A SERIOUS ILLNESS OR INJURY ON CAMPUS, immediately call municipal ambulance 9-911. If you notice any medical alert jewelry, advise emergency personnel. *DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY TO INSURE SAFETY*. Call Health and Safety Office **580-327-8416** to report incident.

FROSTNIP/FROSTBITE:

1. Warm with lukewarm water until thawing is complete, but no longer. NEVER use hot water.
2. Dry heat is not recommended.
3. Do not rub the affected area.
4. Seek medical attention, especially if blisters occur.

THERMAL BURNS:

1. Keep patient warm.
2. Remove jewelry from the affected area if possible.
3. Apply cool, NOT COLD, clean water or dressings.
4. Protect from dirt and friction by applying clean, dry dressing.
5. Do not break blisters.
6. Do not apply oil, butter, grease, or ointment.
7. Seek medical attention;

EPILEPTIC SEIZURE:

1. Do not force anything into the mouth.
2. Protect patient during the seizure.
3. Do not restrain the patient.
4. Reassure the patient.
5. Seek medical attention

ELECTRICAL INJURIES:

1. Turn off the power source.
2. Seek medical attention.

ANIMAL BITES:

1. ALWAYS WEAR GLOVES when blood is involved.
2. Carefully massage the wound and apply gentle pressure to encourage bleeding.
3. Rinse the wound under warm running water for 12 minutes and continue massaging the site.
4. Wash the wound and surrounding area with providone-iodine swab stick for five minutes/continue to rinse periodically.
5. Pat the injury dry using sterile gauze pads.
6. Cover the wound with a pad and secure it with gauze and tape.
7. Seek medical attention.

CLOSED FRACTURE:

1. Do not move victim unless there is a danger of fire, explosion or other life-threatening danger.
2. Do not try to set a fracture or straighten an injured limb.
3. Stabilize the injured area.
4. Seek medical attention.

DISLOCATION:

1. Immobilize joint in the position found and do not attempt to straighten.
2. Seek medical attention.

SMALL OBJECT IN EYE:

1. Wash gently or flush with water.
2. Seek medical attention.

Active Shooter or Armed Intruder Incident

INCIDENT IN YOUR BUILDING:

After receiving the Lock-down text message, hearing shots fired or being informed of an incident:

1. Do not attempt to lock outside doors (responding Officers will need access to the building)
2. Lock your Office or room door, turn off the lights and remain quiet and out of sight.
3. Do not leave the room or Office until told to by a Law Enforcement Officer or you receive an **“ALL CLEAR”** text message.
4. Do not leave even if the fire alarms go off.
5. Use common sense. If the incident is not in your area, lock all doors, get out of sight and stay there.

If the incident is close, hide or get away if you can do it safely.

6. If you are not on campus, do not come on the campus.
7. When the Police arrive obey all of their commands. This may involve putting your hands in the air or getting on the ground. This is done for safety reasons and once circumstances are evaluated they will give you further directions to follow
8. Do not stay in an open hallway or commons area.
9. You can try to hide but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.

INCIDENT NOT IN YOUR BUILDING:

After receiving the Lock-down text message, hearing shots fired or being informed of an incident:

1. If you are assigned to lock down your building, do so now
2. If people are in the hallways, advise them of what is going on and try to get them inside a room, close and lock the door, turn off the lights and stay out of sight.
3. If a student or anyone else refuses to enter an Office or classroom, do not argue with them. Do not become a victim trying to get them into shelter.
4. Do not leave even if the fire alarms go off.
5. Stay locked down until you receive an **“All Clear”** Text message or are told it is clear by a Law Enforcement Officer.
6. If you are outside go to the nearest building away from the incident. Do not stay out in the open.