



# **CRISIS RESPONSE GUIDE**

## Sources

This guide was compiled by OSU personnel, who consulted the following sources:

Federal Bureau of Investigations. *The School Shooter: A Threat Assessment Perspective*.

Mayo Clinic. *First Aid Guide*.

University of Central Oklahoma. *Guide to Emergency Procedures*.

## Acknowledgements

We would like to thank the following departments at OSU for their help in developing the content for the OSU Crisis Response Guide:

**Counseling Services**

**Environmental Health and Safety**

**Human Resources**

**OSU Police Department**

**Physical Plant**

**Political Science, Center for the Study of Disasters and Extreme Events**

**Student Disability Services**

**Research Compliance**

**Risk and Property Management**

**University Health Services**

*We would also like to acknowledge President Roger Webb and his team at the University of Central Oklahoma, as our guide was largely based on the UCO model.*

**The Crisis Response Guide was compiled by:**

**Dr. Lee E. Bird,**  
Vice President for  
Student Affairs

**Kevin Kraft,**  
Graduate Student

**Matthew Beier,**  
Undergraduate Student

**OSU Police Department**

USDA Building  
405-744-6523

**OSU Police Department TTY**

405-744-4206

**University Fire Marshal**

120 Physical Plant  
405-744-7241

**TDD – Message Relay Service**

1-800-522-8506

**Risk Property Management**

C070A Bennett Hall  
405-744-7337

**Vice President for Student Affairs**

201 Whitehurst  
405-744-5328

**Research Compliance**

219 Cordell North  
405-744-1676

**University Counseling Services (UCS)**

316 Student Union  
405-744-5472

**Radiation Safety Officer**

405-714-8040  
405-714-8041

**Employee Assistance Program (EAP)**

Seretean Wellness Center  
405-744-6415

**Biological Safety Officer**

405-744-3203  
405-880-4407

**Stillwater Medical Center**

1323 W. 6th Street  
405-372-1480

**Environmental Health and Safety (EHS)**

120 Physical Plant  
405-744-7241

**University Health Services (UHS)**

1202 W. Farm Road  
405-744-7665

**Physical Plant**

405-744-7154

**Poison Control**

1-800-222-1222

**In Emergency, Dial 911**

**IMPORTANT CONTACTS**

## General Information

A variety of resources are utilized to disseminate critical information in the case of an emergency. **CODE RED** is available to all campus faculty, staff, and students, and you can register your phone to receive a text message and/or voicemail through your Okey account at [www.okey.okstate.edu](http://www.okey.okstate.edu). Other communication methods include:

- **Tornado Sirens**
- **University Email**
- **Cable Override**
- **Calling Trees**
- **University Voicemail System**
- **Radio Stations**
- **Weather Radios**

Oklahoma State University makes every effort to protect the safety of the campus and larger community through educational training efforts, crisis and disaster preparation, and structural mitigation. However, safety is ultimately the responsibility of each individual. Use your own common sense and good judgment in assessing risks and taking appropriate action. The information provided in this guide is exactly that, a guide for actions to take in a crisis. You are responsible for your own safety.

In any emergency, dial **911** for immediate assistance. If you dial **911** from your cell phone, even if on campus, you may reach the Stillwater Police. Tell the dispatcher your location and s/he will direct your call to the proper authorities. Dialing **744-6523** will always reach the OSU Police Department, but it is a non-emergency number.

## Gas Leak

- 1** Cease all operations immediately.
- 2** Extinguish cigarettes, etc.
- 3** Do not switch lights on or off.
- 4** Evacuate as soon as possible, notifying others as you go.
- 5** Leave the area and **dial 911.**
- 6** Do not re-enter the building until cleared to do so by the OSU Police Department or other authority.

## Flooding

- 1** If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
- 2** **Between 7:00 a.m. and 10:00 p.m. Monday–Friday**, notify the Physical Plant at **744-7154.**
- 3** **After hours**, notify the OSU Police Department at **744-6523.**
- 4** If necessary, evacuate the building. See **Building Evacuation | Elevator Entrapment | Injury Reporting** section of this document.

## Power Outage

- 1** **Between 7:00 a.m. and 10:00 p.m. Monday–Friday**, notify the Physical Plant at **744-7154.**
- 2** **After hours**, notify the OSU Police Department at **744-6523.**
- 3** If evacuation of the building is required, exit via stairways. Do not use elevators. Seek out disabled persons and provide assistance if it is within your abilities.
- 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, **dial 911.**
- 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 chemical containers and secure storage areas.

## Evacuation of Persons with Limited Mobility | Special Needs

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities in advance of an emergency. Notify instructors and/or classmates of the type of assistance you need during an emergency situation.

In the event of a **fire**, immediate and complete evacuations are preferred if it can be accomplished in a safe manner. If immediate and complete evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell, until emergency personnel arrive and complete evacuation. The assisting individual should stay with you until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required.

In the event of a **tornado warning**, you should immediately proceed to the lowest floor of the building. Request assistance from instructors or classmates if assistance is needed. Once you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors.

**Pre-planning** is essential to a safe evacuation. If you are a person who has special needs, know your needs and consider what you would do in an emergency. If you need to be evacuated, help yourself and rescuers by providing them with information about your needs and the best ways to assist you, since people may not be aware of your circumstances or how to help. This can be accomplished by self-identifying to **Environmental Health and Safety (744-7241)** and/or **Student Disability Services (744-7116)**. Students living in Residence Halls should tell their hall staff, and identify a place to meet in the event of an emergency. A good guide that details questions to ask yourself and items to collect is available at <http://www.preparenow.org/eqtips.html>

## In Emergency, Dial 911

## Building Evacuation

Many situations require building evacuation. In the event that a **fire alarm** sounds or building evacuation is otherwise communicated to you:

- 1 Safely stop your work.
- 2 Remain calm and orderly. Gather your personal belongings quickly.
- 3 Close doors and windows.
- 4 Never prop stairwell doors open.
- 5 If time permits, turn off the power to all electrical equipment.
- 6 Walk quickly—but do not run—to the nearest safe exit.
- 7 Do not use elevators.
- 8 Follow instructions of the OSU Police or other properly identified emergency personnel.
- 9 Go to predetermined departmental collection point to report your safety status.

## Elevator Entrapment

- 1 Call the OSU Police at **744-6523** or **activate emergency phone** inside elevator car.
- 2 Relay how many people are trapped, the condition of passengers, the name of the building, and the floor that the elevator car is on.
- 3 Advise passengers to stay calm. **Do not attempt self rescue** as the elevator may move or restart. Elevators are very safe and are designed to protect passengers.

## Injury Reporting

- For all life threatening emergencies, **dial 911**. The police will summon an ambulance and other emergency services as necessary.
- **STUDENTS:** For non-life threatening injuries, visit University Health Services (1202 W. Farm Road) for medical treatment. UHS is a comprehensive outpatient treatment facility with on-site x-ray imaging, lab facilities and pharmacy.
- **EMPLOYEES:** For non-life threatening injuries unrelated to work, seek treatment at your medical provider of choice. For non-life threatening work-related injuries, please seek medical attention at University Health Services. Report work-related injuries to your supervisor as soon as possible; your supervisor will file a Worker's Compensation reporting form found online at:

[http://www.okstate.edu/osu\\_per/benefits/benforms.html](http://www.okstate.edu/osu_per/benefits/benforms.html)

## Medical Facilities

### Stillwater Medical Center

1323 W. 6th Street  
405-372-1480

### University Health Services

1202 W. Farm Road  
405-744-7665

## Severe Weather | Tornado

You are responsible for finding shelter in the event of a tornado. If you are on the main campus during a normal work day, the best places to seek shelter are in buildings with basements.

### These buildings have basements

Note that some of these basements are quite small.

4-H\*, Ag Hall\*, Architecture, ATRC, Business, Classroom, Cordell, Dairy Barn, Engineering North, **Engineering South\***, Gallagher-Iba, Human Environmental Sciences, Iba Hall, Library, Life Sciences East & West, Math Sciences, McElroy Hall, Noble, North Murray, OADDL, Parker Hall, Physical Sciences, Scott Hall, Seretean Center, Small Grains, Stout Hall, Student Health, **Student Union\***, USDA, Vet Med Teaching Hospital, Water Plant, Wellness Center, Wentz Hall, and Willard.

**For locations of the above buildings with basements please reference the last section, Campus Map | Places of Refuge.**

**\*After normal working hours,** only 4-H, Ag Hall, Engineering South, and Student Union (Parking Garage entrance) will be opened by OSU Police for use as shelters. Monitor weather reports and go to these buildings when it begins to storm; if the sirens are sounding, it is too late to seek other shelter.

If the building you are in does not have a basement, go to the ground floor and enter an interior (windowless) room or hallway. **It is too risky to go to another building once the sirens have sounded.**

- Shut off equipment that might be affected by a temporary loss of electricity.
- Close hallway doors as you leave to shield the corridors from flying debris.
- Stay away from windows.
- Use telephones for emergency calls only.
- Stay calm and alert.
- If local radio is available, keep tuned to KOSU-FM (91.7 MHz), KSPI-FM (93.7 MHz), KVRO-FM (98.1 MHz) or KGFY-FM (105.5 MHz) for storm details.
- **Dial 911 to report injuries and emergencies caused by the storm.**
- **Call Physical Plant (744-7154) to report all damage.**
- There will not be an all clear signal from the alert sirens. Additional blasts indicate a new or renewed alert.
- Report locations of trapped persons, making note of persons with injuries and/or disabilities.

### Persons with Disabilities

Persons with disabilities who are mobility impaired must also make plans. If a power outage occurs during severe weather, elevators may not work. Go to a small interior room or closet (or a landing in an interior stairwell); stay away from windows and exterior walls. Tell someone where you will be going and take a cell phone, if possible.



## Active Shooter

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, OSU recommends the following precautions to all students, employees and visitors. Ultimately, each person is responsible for their own safety and decisions.

- 1 Dial 911.** Report the situation and your location.
- 2** Turn on your cell phone and follow instructions from **CODE RED** alerts.
- 3** Evacuate if safe.
- 4** If you cannot safely evacuate the building, lock yourself in the room you are in.
  - A** Do not stay in an open hallway or common area.
  - B** Do not sound the fire alarm. A fire alarm requires everyone to evacuate the building, which could place them in more danger than they are otherwise in.
  - C** Barricade yourself in the room using furniture or anything you can push against the door.
  - D** Lock windows. Close blinds or curtains. Turn off lights.
  - E** Stay away from windows and doors.
  - F** Turn all audio equipment off. Switch cell phone to silent or vibrate.
  - G** Stay calm and be as quiet as possible.
- 5** If you are unable to escape or barricade yourself away from the intruder, you must decide what action to take.
  - A** You can try to hide, but make sure it is a well-hidden place so you will not be found as the intruder searches for more victims.
  - B** If you think you can safely make it outside the building by running, do so. If you decide to run, do not run in a straight line. Use trees, vehicles or any other object to block yourself from view as you run.

- C** If the intruder is causing death or serious physical injury and you are unable to run or hide, you may choose to play dead if other victims are around you.
- D** The last option you have if caught in an open area may be to fight back. This is very dangerous, but may be your only option.
- E** If you are caught by the intruder and choose not to fight back, follow their directions.  
Do not look the intruder in the eye.
- 6** Once the police arrive, obey all instructions. This may involve being handcuffed or putting your hands in the air.

The FBI and other investigative bodies have repeatedly found that there is no accurate profile of school shooters. However, several clear behavioral warning signs have been identified which are cause for concern.

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper or self-control easily.
- Assaults others repeatedly.
- Possesses weapons or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

If any member of the university community believes that a student is **an imminent risk for violent or suicidal behavior**, they are directed to **dial 911** immediately. Students or employees believed to be at possible risk for violent or suicidal behavior, but not an imminent threat, may be referred to the **OSU Threat Assessment Team** which evaluates threatening students and employees and determines courses of action. **To report a concern to the Threat Assessment Team, contact the OSU Police Department at 744-6523.**

An educational video offered by OSU Risk and Property Management can be found at: <http://vpaf.okstate.edu/RPM>

## Mental Health

Every person experiences distress. It is important for OSU students and employees to recognize signs of distress and take appropriate action. Signs of distress may include:

- Listlessness, lack of energy, or falling asleep in class or at work.
- Poor attendance at class or work.
- Marked changed in personal hygiene, appearance, or behavior.
- Isolation from others.
- Impaired speech or garbled, disjointed thoughts.
- Threat of harming self or others.
- Behavior that regularly interferes with the normal activities of the classroom or workplace.
- Overtly suicidal statements.
- High levels of irritability.
- Alcohol or other drug abuse.
- Dramatic weight loss or weight gain.
- Bizarre or strange behavior obviously inappropriate to the situation (e.g., talking to invisible people).
- Emotions (e.g., fearfulness, tearfulness, or nervousness) displayed to an extreme degree or for prolonged periods.
- Excessive procrastination or very poorly prepared work, if inconsistent with previous work.

## Suicide Intervention

Suicide attempts and suicidal ideation are not uncommon occurrences on college campuses. Typical warning signs of suicidal ideation include:

- Overtly suicidal statements (e.g., “I won’t be around next week,” “I just can’t go on anymore.”).
- Giving away prized possessions.
- Anxiety.
- Depression.
- Radical change in behavior.
- Ambivalence about the future.

If you observe a student or employee in extreme distress (e.g., you believe they are an immediate danger to themselves or others), **dial 911**. The police will respond and summon counseling staff and additional emergency personnel as required.

**STUDENTS** in non-emergent distress should visit University Counseling Services (316 Student Union, **744-5472**).

**EMPLOYEES** in non-emergent distress should visit the Employee Assistance Program (Seretean Wellness Center, **744-6415**).

The staff at University Counseling Services (UCS) is available for phone consultations regarding student behavior and assistance making student referrals. If you have questions or concerns about the behavior of a person or you are simply unsure if a behavior is cause for further action, contact UCS staff for guidance.

Students or employees believed to be at possible risk for violent or suicidal behavior, but not an imminent threat, may be referred to the **OSU Threat Assessment Team** which evaluates threatening students and employees and determines courses of action. **To report a concern to the Threat Assessment Team, contact the OSU Police Department at 744-6523.**

## Fire Procedures in General Campus Buildings

In the event of a fire, do the following things:

- 1 Immediately activate the building fire alarm system.**
- Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
- If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. **Don't fight the fire if these conditions exist:**
  - The fire is too large or out-of-control (larger than the size of a small trash can).
  - If the atmosphere is toxic.
- If the first attempts to put out the fire do not succeed, evacuate the building immediately.
- Doors, and if possible, windows should be closed as the last person leaves a room or area.
- When exiting through a closed interior door, check door with the back of your hand for excessive heat in case fire is on the other side.
- Do not use elevators—use building stairwells.
- When they hear the fire alarm sound, all persons in the building must evacuate immediately.
- Once outside of the building, cross the nearest street to allow emergency crews access. **Dial 911** from a safe location if emergency personnel have not arrived.

If you live in on-campus housing, the **OSU ResLife Handbook** and the **University Apartments Handbook** contain additional information on safety policies. **Fire drills** are conducted in all campus housing units. An announced drill is held early in the fall semester and an unannounced drill is held during the spring semester.

### Laboratory Fire Procedures

If you are in a **chemistry or biology laboratory** and hear the fire alarm, do the following things:

- All containers of **infectious materials** shall be placed into autoclaves, incubators, refrigerators, or freezers.
- Follow Fire Procedures in General Campus Buildings (above).

**Laboratory personnel** evacuated from the building in an emergency who may be contaminated with an infectious agent due to an exposure or release must do the following things:

- Prevent others from becoming exposed or contaminated.
- Take self-protective measures by removing contaminated clothing if possible.
- Wait for emergency decontamination by emergency response personnel.

## Suspicious Package

- 1 Do not handle the package.** Move away and **dial 911** if you feel threatened.
- If you have opened a suspicious package or letter:
  - **Dial 911.**
  - Leave the package or envelope in place and move away slowly.
  - Leave the room slowly, notifying others to leave the room also, and closing doors behind as you go.
  - Notify others in the building to evacuate.
- Do not operate any power switches.
- Do not activate the fire alarm.
- Do not allow reentry into the area/office suite where the package is located.
- Follow the instructions you will receive from OSU Police or other recognized authorities.

## Bomb Threat

If you receive a bomb threat over the telephone, take these actions:

- Stay calm. Pay close attention to details.
- 2 Take notes.** Try to get the following information from the caller:
  - Who are you?
  - Why are you doing this?
  - What time is the bomb set to explode?
  - What does it look like?
  - Who else have you told?
  - What is your organization?
  - Where has the bomb been placed?
  - What type of bomb is it?
  - Where are you calling from?
- Have a co-worker or another person **dial 911** using another phone.
- Write information down as caller says it and have co-worker relay information to the Police.
- Try to keep the caller on the phone. **Listen for any background noises, voice inflection or accents, and anything else that would help determine the origin of the call.**
- Evacuate the building upon instruction from properly identified emergency personnel.

## Radiation Incident

### Minor Spills

Incidents that involve the release or spillage of fewer than 100 microcuries of a radionuclide can generally be regarded as “minor.” In such cases:

- Notify all other persons in the room at once.
- Clear room of all persons except those needed to deal with the spill.
- Confine **liquid** spills by dropping absorbent media on spill.
- Confine **solid** spills by dampening thoroughly, taking care not to spread contamination:
  - 1 Use inert absorbent material (kaolin clay, “Kitty Litter”).
  - 2 Otherwise use paper towels, if no chemical reaction will result.
- Notify your laboratory supervisor immediately.
- Notify the Radiation Safety Office at **714-8040** or **714-8041**.
- After hours, **dial 911** and notify the Radiation Safety Officer at **714-8040** or **714-8041**.

### Major Spills or Release

An incident that occurs outside a fume hood and that involves the release of more than 100 microcuries of a radionuclide should be considered “major.” In such cases:

- Evacuate room immediately, shut doors and windows on the way out.
- Notify the laboratory supervisor.
- Notify the Radiation Safety Office at **714-8040** or **714-8041**.
- After hours, **dial 911** and notify the Radiation Safety Officer at **714-8040** or **714-8041**.
- Post a “Keep Out” sign on the laboratory door.
- In a safe place, assemble all persons who were present in lab.
- Wait for assistance.

### Personnel Contamination

- Notify Radiation Safety Office immediately at **714-8040** or **714-8041**.
- Remove all contaminated laboratory personal protective clothing (lab coat, gloves, etc.).
- If possible, wash contaminated area with mild soap and water.
- Flush eyes with clean water only. Repeat washing as necessary.
- **REMINDER:** Never impede or delay medical assistance because of radiation contamination.

## Chemical And Bloodborne Incidents

- 1 If you discover a **spilled chemical**, ensure your safety and the safety of others by immediately evacuating the area.
- 2 Seal off the area by closing the door as you leave and do not let others enter the area.
- 3 Activate the emergency response system by dialing **911**. Be prepared to tell them the building, floor and room number where the spill is located, the amount of material spilled and its identity, if known.
- 4 Go to a safe location and await arrival of emergency responders. For spills outdoors, remember to **stay uphill and upwind**.
- 5 Do not attempt to clean up the spill unless you have been trained to do so.

### Chemical Contact with Your Clothes, Body or Eyes

- 1 Remove contaminated clothing immediately. Failure to do so may increase severity of injuries. If chemical involved was cryogenic, and if clothing was frozen, do not remove clothes until safety shower has melted the ice.
- 2 Proceed to nearest safety shower/eyewash and flush eyes and all contaminated portions of your body for at least 15 minutes.
- 3 In case of chemicals getting into eyes, it may be necessary to hold the eyes open to ensure chemicals are adequately removed.
- 4 In all cases where chemical entered eyes, or where exposure to hydrofluoric acid is suspected, medical attention must be received immediately.
- 5 Removed clothing must be properly handled and disposed of in order to avoid spreading contamination.
- 6 Seek medical attention.

### Spills Involving Blood or Other Bodily Fluids

- 1 If the blood or bodily fluid is not your own, **DO NOT TOUCH** material or otherwise attempt to clean it up! Contact with bodily fluids may expose you to Bloodborne Pathogens such as HIV/HBV.
- 2 Secure the area and do not allow others to come into contact with the material.

**Continued on reverse side.**

flip

- 3** If you came into contact with the material:
  - A** Immediately wash the affected area with soap and water paying close attention to any areas of **broken skin**.
  - B** If material entered **eyes**, flush with water for **15 minutes**.
  - C** If material entered **nose or mouth**, rinse with water repeatedly.
  - D** Notify your supervisor and Student Health Services of possible exposure to Bloodborne Pathogens.
- 4** Do not attempt to clean up the material unless you have been trained and authorized to do so.
- 5** Contact the **Action Desk** at **744-7154** and notify them of the need for cleanup of bodily fluids. **After hours**, notify the **OSU Police Department** at **744-6523**.

## Biological Incident

The release or spill of biohazardous material will require a different response based on several factors including the actual agent and the associated risks, the amount of material spilled, type of spill and the location of the spill.

### Personal Exposure to Infectious Material

In the event that a substance enters the mouth, eyes, lungs, or penetrates/comes in contact with skin, follow the instructions below and seek immediate medical attention.

- 1** Remove all contaminated clothing and place it in a biohazard bag, the biological safety cabinet, or a biohazard waste container.
- 2** Vigorously wash exposed area (if possible) with soap and water or disinfectant for one minute. If mouth or eyes are exposed, flush with water for one minute.
- 3** If others are present in the laboratory, warn them of the biohazard.
- 4** Report the spill to the Principal Investigator or Lab Manager.
- 5** **If an individual is injured during work:** Go to University Health Services or Stillwater Medical Center to obtain emergency care. (See section on Injury Reporting).
- 6** On-site emergency assistance can be obtained by dialing **911**.

Personnel working in a **Biosafety Level 2 or 3** laboratory, or who have performed duties in the past 6 months in an area containing infectious materials, must notify their supervisors and seek medical attention if they:

- 1** Develop a fever greater than 100.4 °F.
- 2** Display initial onset symptoms consistent with contraction of the infectious agent used in the laboratory.

### All Other Biohazardous Material

If agent involved in the spill is infectious via mucous membrane exposure or inhalation, and the spill has resulted in the creation of aerosols, the lab should be evacuated for 30 minutes to allow the aerosols to settle.

- 1** Evacuate everyone, leave the biological safety cabinet operating and, if possible, place cultures inside cabinet.
- 2** If personal clothing is contaminated, remove all outer clothing and place it into biohazard waste container; thoroughly wash hands and other apparently contaminated areas with soap and water.
- 3** Leave the laboratory for 30 minutes to allow dissipation of aerosols created by the spill, close laboratory doors and post warning signs to prevent others from entering the laboratory.
- 4** Report the accident to the **Principal Investigator (PI) and to the Biological Safety Officer (BSO) (744-3203 or 880-4407)**. Re-entry and appropriate Personal Protective Equipment (PPE) will be jointly decided upon by the PI and the BSO.
- 5** Cover the spill area with paper towels or other absorbent material.
- 6** Carefully pour disinfectant onto the spilled material and do not create any splashes.
- 7** Allow 20-30 minutes of contact time between disinfectant and spilled material.
- 8** Pick up broken glass using forceps or other mechanical means (autoclavable broom and dust pan), discard in a sharps container, and autoclave.
- 9** Use paper towels to wipe up the spill, working from the edges into the center.
- 10** Clean the spill area with fresh towels soaked in disinfectant.
- 11** Transfer all contaminated materials, including PPE, to biohazard waste container, cover with suitable lid, and autoclave according to standard directions.
- 12** Wash hands with soap and water.

**In the event of a major release of a biological agent that is infectious via mucous membrane exposure or inhalation, evacuate the area immediately. Everyone should gather at a designated sight in the cold zone\* and wait for assistance and/or instruction.**

**\*COLD ZONE = at least 100 feet away from the building UPWIND**

## First Aid

### Burns

For major burns, **dial 911** for emergency medical assistance

Until an emergency unit arrives:

- **Do not remove burnt clothing.** However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
- **Don't immerse severe large burns in cold water.** Doing so could cause shock.
- **Check for signs of circulation (breathing, coughing or movement).** If there is no breathing or other sign of circulation, begin cardiopulmonary resuscitation (CPR) if trained.
- **Cover the area of the burn.** Use a cool, moist sterile bandage; clean, moist cloth or towels.

**For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:**

- **Cool the burn.** Hold the burned area under cold running water for at least 5 minutes, or until the pain subsides. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Don't put ice on the burn.
- **Cover the burn with a sterile gauze bandage.** Wrap the gauze loosely to avoid putting pressure on burned skin. Seek medical attention to avoid infection.
- **Take an over-the-counter pain reliever.** Never give aspirin to children or teenagers.

### Chemical Burns

If a chemical burns the skin, follow these steps:

- **Dial 911 if burn area is deep or large.** If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.
- **Remove the cause of the burn** by flushing the chemicals off the skin surface with cool, running water for 15 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin before flushing.
- **Remove clothing or jewelry** that has been contaminated by the chemical.
- **Wrap the burned area loosely** with a dry, sterile dressing or a clean cloth.
- **Consult Material Safety Data Sheet for further instructions.** If you're unsure whether a substance is toxic, call the Poison Control Center at **1-800-222-1222**.

### Chemical Splash in the Eye

If a chemical splashes into your eye, take these steps immediately:

- **Flush your eye with water.** Use clean, lukewarm tap water for at least 15 minutes. Do not rub your eye or use any eye drops.

- **Wash your hands with soap and water.** Thoroughly rinse your hands to be sure no chemical or soap is left on them. Your first goal is to get the chemical off the surface of your eye, but then you need to make sure to remove the chemical from your hands.
- **Remove contact lenses.** If they didn't come out during the flush, take them out.
- **Seek medical attention.**

### Head or Spinal Injury

If you suspect someone has a spinal injury:

- **Dial 911.**
- Keep the person in the same position as he or she was found. Keep the person still. Gently place heavy towels, backpacks or purses on both sides of the neck or hold the head and neck still to prevent movement.
- Provide as much first aid as possible without moving the person's head or neck. If the person shows no signs of circulation (breathing, coughing or movement), begin CPR if trained, but do not tilt the head back to open the airway. Use your fingers to gently grasp the jaw and lift it forward.
- If you absolutely must roll the person because he or she is vomiting, choking on blood or in danger of further injury, use at least two people. Work together to keep the person's head, neck and back aligned while rolling the person onto their side.

### Unconscious Person

- When you find a person unconscious, attempt to wake them by shouting "Are you OK?" and tapping their shoulder.
- If the person does not wake up, **dial 911.** Unconsciousness is a life-threatening condition.
- Check for breathing and pulse. If you are trained and cannot find a pulse, begin cardiopulmonary resuscitation (CPR).
- Once the person resumes breathing and has a pulse, place the victim on his/her side (in the recovery position) unless there is a possibility of head or spinal injury.

### Choking

- Have a bystander **dial 911** to summon an ambulance.
- Administer the Heimlich Maneuver as follows:
  - Stand behind the person. Wrap your arms around their waist. Tip the person forward slightly.
  - Make a fist with one hand. Position it slightly above the person's navel.
  - Grasp the fist with the other hand. Press hard into the abdomen with a quick, upward thrust—as if trying to lift the person up.
  - Repeat until the blockage is dislodged.

**Continued on reverse side.**

flip

## Heart Attack

If you or someone else may be having a heart attack:

- **Dial 911.** Don't tough out the symptoms of a heart attack.
- **Consider taking an aspirin if your doctor has previously specifically recommended that you take an aspirin if you ever think you're having a heart attack.** Take the aspirin just as your doctor advised.
- **Begin CPR.** If you are with a person who might be having a heart attack and he or she is unconscious, tell the police dispatcher or another emergency medical specialist. You may be advised to begin cardiopulmonary resuscitation (CPR). Even if you're not trained, a dispatcher can instruct you in CPR until help arrives.

## Severe Bleeding

- **Dial 911** and seek medical attention.
- Stop the bleeding.
- Apply direct pressure with a clean cloth or bandage.
- If possible, elevate wound above level of heart.
- Hold the pressure continuously for 5 to 10 minutes.
- Don't keep checking to see if the bleeding has stopped because this may damage or dislodge the fresh clot that's forming and cause bleeding to resume.
- If the blood spurts or continues to flow after continuous pressure, seek medical assistance immediately.
- Be sure to use appropriate personal protective equipment, like latex gloves.

## Shock

If you suspect shock, even if the person seems normal after an injury:

- **Dial 911.**
- Have the person lie down on his or her back with feet higher than the head. If raising the legs will cause pain or further injury, keep him or her flat. Keep the person still.
- Check for signs of circulation (breathing, coughing or movement). If signs are absent, begin CPR if trained.
- Keep the person warm and comfortable. Loosen belt(s) and tight clothing and cover the person with a blanket to maintain body temperature. Even if the person complains of thirst, give nothing by mouth.
- If the person vomits or bleeds from the mouth, turn the person on his or her side to prevent choking.

## Seizure

- **Dial 911.**
- Do not restrain person having seizure or convulsions.
- Protect victim during seizure. Place victim on his/her side and protect head and limbs.
- Do not force anything into victim's mouth.

## Heat Emergency

- Move the person out of the sun and into a shady or air-conditioned space.
- **Dial 911.**
- Cool the person by covering him or her with damp sheets or by spraying lightly with cool water. Direct air onto the person with a fan or newspaper.

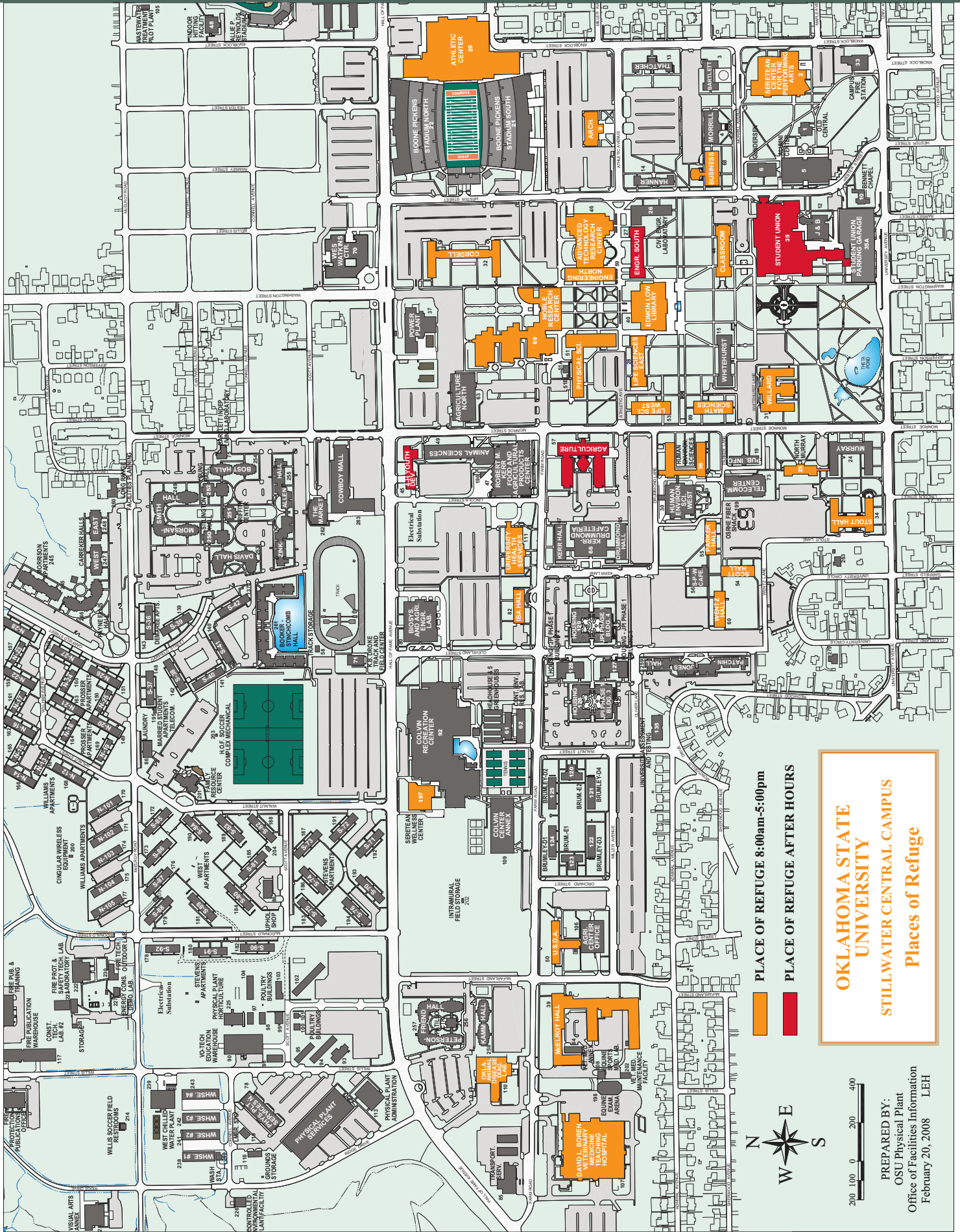
## Hypothermia (Cold Exposure)

- **Dial 911.** While waiting for help to arrive, monitor the person's breathing. If breathing stops or seems dangerously slow or shallow, begin cardiopulmonary resuscitation (CPR) immediately if trained.
- Move the person out of the cold. If going indoors isn't possible, protect the person from the wind, cover his or her head, and insulate his or her body from the cold ground.
- Remove wet clothing. Replace wet things with a warm, dry covering.
- Don't apply direct heat. Don't use hot water, a heating pad or a heating lamp to warm the victim. Instead, apply warm compresses to the neck, chest wall and groin. Don't attempt to warm the arms and legs.
- Offer warm nonalcoholic drinks, unless the person is vomiting.
- Don't massage or rub the person.

## Fractures, Sprains, Dislocations

- **Dial 911.**
- Stop any bleeding. Apply pressure to the wound with a sterile bandage, a clean cloth or a clean piece of clothing.
- Immobilize the injured area. Don't try to realign the bone, but if you've been trained in how to splint and professional help isn't readily available, apply a splint to the area.
- Apply ice packs to limit swelling and help relieve pain until emergency personnel arrive. Don't apply ice directly to the skin—wrap the ice in a towel, piece of cloth or some other material.
- Treat for shock. If the person feels faint or is breathing in short, rapid breaths, lay the person down with the head slightly lower than the trunk and, if possible, elevate the legs.

**Do not administer first aid unless you have been trained to do so. If failure to render assistance would result in further injury or death, use common sense and work within your abilities. Do not begin to assist unless you can conclude the assistance. You could be held liable if you initiate help but are unable to finish.**



- PLACE OF REFUGE 8:00am-5:00pm
- PLACE OF REFUGE AFTER HOURS

**OKLAHOMA STATE UNIVERSITY**  
**STILLWATER CENTRAL CAMPUS**  
**Places of Refuge**

PREPARED BY:  
 OSU Physical Plant  
 Office of Facilities Information  
 February 20, 2008 LEH



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