

Emergency Procedures For Woodward, OK



Northwestern
OKLAHOMA STATE UNIVERSITY

Revised 2021

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EMERGENCY CONTACT NUMBERS

Woodward Fire Dept. or EMS	911
Woodward Police Dept.	911 or (580)254-8518 (non-emergency)
Woodward County Sheriff's Office	.1 or (580)256-3264 on-emergency)
NWOSU Campus Police	.1 or (580)327-8511

WHEN CALLING

1. Give your NAME, EXTENSION OR PHONE #
2. Give BUILDING NAME, ROOM #, or OTHER SPECIFIC LOCATION.
3. DESCRIBE CONDITION or EMERGENCY clearly/accurately.
4. DO NOT HANG UP until released.

GENERAL INFORMATION

If there is an emergency, Deans, Department Heads, and Supervisors have the responsibility to give instructions to students, faculty, and staff, as well as to close and lock doors, and to provide other required safety and first aid measures...unless otherwise directed by NWSU Campus Police, and/or the Health and Safety Officer, and/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. DO NOT RUN.
3. EXIT via stairway. DO NOT USE ELEVATORS.
4. FOLLOW INSTRUCTIONS of Campus Police and Health and Safety personnel, or other properly identified emergency personnel.
5. SEEK OUT AND GIVE ASSISTANCE to disabled or injured people in your immediate vicinity.
6. If time permits, TURN OFF THE POWER to all electrical equipment, and close doors.
7. Go to a PREDETERMINED SECURITY AREA away from the building. Keep all roadways and walkways clear for emergency vehicles.
8. WAIT FOR INSTRUCTIONS from emergency personnel. NEVER RE-ENTER A BUILDING unless instructed to do so by Campus Police and Health and Safety personnel.

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

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

DESIGNATED SHELTER LOCATIONS



SEVERE WEATHER

City Siren is a STEADY TONE SIREN for one minute...ONE MINUTE TIME ONLY.

Dorm Sirens are OSCILLATING HORNS.

When 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 telephones FOR EMERGENCY CALLS ONLY.
7. STAY CALM AND ALERT.
8. Call NWOSU Campus Police (580-327-8511) and Health and Safety (580-327-8416) to report any damage.

Hail Storm:

1. If indoors, DO NOT LEAVE THE BUILDING.
2. If outdoors, SEEK SHELTER IMMEDIATELY.
3. DO NOT ATTEMPT TO MAKE WAY TO VEHICLES to move them.
4. STAY AWAY from glass windows and doors.

Snow Storm:

1. REMAIN INDOORS; avoid driving on icy or snow-bound roads.
2. IF OUTSIDE, seek shelter immediately.
3. Designated NWOSU personnel will distribute supplies, as needed.
4. If isolated in an otherwise-unoccupied building, call NWOSU Campus Police (580327-8511) to notify them of your presence in the building.

Severe Thunderstorm:

1. If thunder or lightning are present, DO NOT STAND UNDER TREES, or other structures which may conduct lightning.
2. IF OUTSIDE, seek shelter immediately.
3. If INDOORS, stay away from glass windows and doors.
4. Monitor radio and television reports re:
weather forecasts and emergency warnings.

Tornado:

- 1. Seek shelter immediately! Do not remain outdoors or in vehicles.**
2. Move indoors to the lowest level of a building
3. Find an interior room or hallway, away from exterior windows and doors
4. Stay in shelter and monitor local weather reports if possible

ACTIVE SHOOTER RESPONSE *Call*

9-1-1 IMMEDIATELY!

NWOSU utilizes the "**Run, Hide, Fight**", method endorsed by the U.S. Department of Homeland Security, for responding to an Active Shooter.

RUN

- If possible and safe to do so, the best option is to run and get to a safe place away from the threat
- Take others with you if you can safely do so
- Have a plan for escape and be aware of where the exits are in a room or building
- Warn others you see about entering the building where the shooter is
- Once you make it to a safe place call 911

HIDE

- If you cannot run to safety the next best option is to hide
- Close and lock doors, and barricade them if possible (i.e. chairs, desks)
- Avoid hiding in clusters or groups
- Remain quiet and silence mobile devices
- Remain in place until instructed to move by law enforcement

FIGHT

- If you cannot run or hide from an attacker, then fight only as a last resort
- Be aggressive and commit to your actions

- If possible, use a group of people to overpower and disable the attacker
- Use improvised weapons to disable the attacker (i.e. chairs, books, fire extinguishers)

Caution re: window escape:

- BE PREPARED for contact with Law Enforcement upon exiting building.
- Keep hands in plain view
- REMEMBER: Active Shooter may attempt to exit the building, posing as a bystander.
- Obey all commands given by law enforcement or other emergency personnel

- Only consider window escape on the ground floor, or if there is absolutely no other option

Bystanders should:

- REPORT:** Provide as much information as possible re: the shooter, such as clothing description, types of weapons, exact location, physical description, etc.
- LOCKDOWN:** When lockdown commences, remain where you are. Follow the instructions of designated faculty and staff members.

ACTIVATE: When activated, the Campus Alert System (CAS) will provide information via text messages to your personal cell phone, if enrolled in the CAS.

ACT: Assigned staff in each building will do their jobs. EVERYONE (including you) has a job to do.

If Shooting Incident Is NOT In Your Building

Advise people in hallways of what is going on; try to get them to go inside a room; close and lock door; turn off lights, stay out of sight. Designated Staff are advised the following:

- If anyone refuses to enter an office or classroom, DO NOT ARGUE with them. Do not become a victim trying to get them to shelter.
- In an active shooter incident, the fire alarm going off does not necessarily mean to evacuate the building (the shooter may have activated the alarm to draw people into the open)
- STAY LOCKED DOWN until your receive the “all clear” message from
- DO NOT STAY in the open.

REMEMBER: “RUN, HIDE, FIGHT”

BIOLOGICAL / CHEMICAL SPILLS

Bio-Safety Level One 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 Two Organism Spill (Moderate-Risk Agents):

1. ALERT PEOPLE in immediate area of spill.
2. Put on and utilize PROTECTIVE EQUIPMENT.
3. COVER SPILL with paper towels or other absorbent materials. Don't step in spill.
4. CAREFULLY POUR a freshly-prepared 1:10 dilution of household bleach around the edges of the spill, and then into the spill. Stronger concentrations may cause noxious fumes. AVOID SPLASHING.
5. Allow 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 PLASTIC BAG and DECONTAMINATE in an AUTOCLAVE.

Bio-Safety Three Organism Spill (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 areas.
4. Call CAMPUS HEALTH AND SAFETY (580-3278416) and 9-1-1.
5. Have a KNOWLEDGEABLE PERSON assist emergency personnel.

Biological Spill on the body:

1. REMOVE CONTAMINATED clothing.
2. VIGOROUSLY WASH EXPOSED AREAS with soap and water for at least one minute.
3. SEEK MEDICAL ATTENTION (if necessary).
4. REPORT THE INCIDENT to the laboratory supervisor.
5. CALL CAMPUS HEALTH AND SAFETY (580-3278416) and 9-1-1. They will contact the appropriate response personnel.

Chemical Spills:

Follow the detailed instructions provided by Lab Supervisor. Call Health and Safety Office (580-3278416) and 9-1-1 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

BOMB THREAT / BOMBING / EXPLOSION

Preparatory and Emergency Response to Bomb Threats:

- Each and every bomb threat should be TAKEN SERIOUSLY.
- If the initial call is received by 911 Dispatchers, an IMMEDIATE FOLLOW-UP should be conducted to gather more information re: background noises, the caller's voice characteristics, exact verbiage, and other pertinent details.
- Each First Responder should receive TRAINING in the recognition of, and response to, various explosive devices.
- Special note should be made to RECENT THEFTS, or suspicious acquisitions of chemicals stored on the campus, and any breach of security or theft of chemicals.
- This extends to area suppliers of various oxidizing and fuel products (diesel, petroleum jelly, various oxidizing chemical agents (e.g. anhydrous ammonia, peroxide, acetones, urea, ammonium nitrate, etc., rental vehicles, plumbing supplies), and other items commonly used in the building of or transporting of homemade explosive devices.

Response to Suspicious Abandoned Items:

- Lack of equipment and accessibility of Bomb Technicians makes it impractical to thoroughly investigate all abandoned items (e.g. backpacks, et cetera).

- On a University campus, it is extremely common for book bags, backpacks, et cetera to be left in classrooms, the Student Center, and the cafeteria areas.
- Each item should be assessed in terms of location, timing and presence of a crowd, appearance, and whether or not the item fits within the milieu context.
- First responding police officers should take care in initially examining the items.

Faculty and Staff Response to Bomb Threats:

- Stay calm!!! If you took the call, attempt to get the following information from the caller (if applicable): Where the device has been placed; What time it is set to explode; What type of bomb it is; What type of container the bomb is in; Why the bomb was placed; Who the bomber and/or caller is.
- Have a co-worker or another person IMMEDIATELY contact local law enforcement or NWOSU Police Department at 911 or 580-327-8511.
- Write information down as the caller says it, and have a co-worker relay the information to NWOSU Police Department.
- Try to keep the caller on the phone.
- Listen for background noise, voice inflection, accents, or anything that would help determine the origin of the call.
- Evacuate the building upon instruction from properly-identified emergency personnel, or as deemed appropriate in individual situations.

In Case of a Bombing Incident:

- Immediately take cover under tables, desks, or other objects which give protection from shrapnel, falling or flying debris, et cetera.
- After effects of the explosion have subsided, IMMEDIATELY call call 911. Activate building fire alarm, if accessible.
- Evacuate the area of the explosion.
- Seek and assist injured and disabled persons. EXIT VIA STAIRS (DO NOT USE ELEVATOR).
- Once outside, move AT LEAST 150 feet away from the affected building.
- Keep roadways and walkways clear for emergency vehicles.
- Wait for further instructions from NWSU Police Officers, or other Emergency First Responders on the scene.
- DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO!

Explosion:

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 911.
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.
6. EXIT VIA THE STAIRWAYS/Do not use elevators.
7. Once outside, MOVE AT LEAST 150 FEET from the affected building(s).

8. KEEP ROADWAYS AND WALKWAYS clear for emergency vehicles.
9. WAIT FOR FURTHER INSTRUCTIONS from NWOSU Campus Police or other properly identified emergency personnel.
10. DO NOT RE-ENTER THE BUILDING until instructed to do so.

EARTHQUAKE

During an Earthquake:

1. Stay in the building you are in. DO NOT EVACUATE until instructed by properly identified emergency personnel.
2. STAY AWAY from outer doors and ALL glass windows.
3. TAKE SHELTER under tables, desks, in inner doorways, and/or similar places.
4. KEEP AWAY from overhead fixtures, windows, filing cabinets, and bookcases.
5. ASSIST DISABLED or injured persons in your immediate vicinity, and find a safe place for them.
6. COOPERATE, keep informed, and remain calm.

If Evacuation is Ordered:

1. See out disabled and injured persons in your immediate vicinity, and give assistance.
2. EXIT via stairwells. DO NOT USE ELEVATORS.
3. BEWARE of falling debris or electrical wires, as you exit.
4. Go to an OPEN AREA AWAY from buildings, trees, power lines, and roadways.
5. WAIT for further instructions from emergency personnel.

EVACUATION OF PERSONS WITH DISABILITIES

Visually-Impaired Persons:

1. In the event of an emergency, TELL THE PERSON THE NATURE of the emergency, and offer to guide them to the nearest emergency exit.
2. Have the person TAKE YOUR ELBOW to escort them (This is the preferred method when acting as a "Sighted Guide.")

Hearing-Impaired Persons:

1. Two methods of warning are:
2. 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!"
3. TURN LIGHT SWITCH OFF AND ON to gain attention, then indicate with HAND SIGNALS what is happening, and what to do.

Persons Using Crutches, Canes, or Walkers:

1. Carry options include using a TWO-PERSON LOCK-ARM position, or CHAIR-CARRY, having person sit on a sturdy chair (preferably one with solid arms).
2. If time permits, call Maintenance Emergency # (580-732-0475) or NWOSU Campus Police at 580-327-8511 to request assistance.

Non-Ambulatory Persons in Wheelchairs:

1. There are MANY CONSIDERATIONS when moving a person in a wheelchair:

2. Wheelchairs have MOVABLE PARTS; some are not designed to withstand the stress of lifting.
3. You may have to REMOVE THE CHAIR BATTERIES.
4. LIFE-SUPPORT EQUIPMENT may be attached.
5. LIFTING a person with minimal ability to move may be DANGEROUS to their well-being.
6. Always CONSULT WITH THE PERSON IN THE CHAIR regarding the number of people necessary for assistance, and ways of being removed from the wheelchair, and whether or not a cushion or pad should be brought along with him/her if they are removed from the chair.
7. ALSO ASCERTAIN whether to extend or bend extremities when lifting, because of pain, catheter, leg bags, spasticity, braces, et cetera.
8. Ask the person in the wheelchair whether they prefer being CARRIED FORWARD or BACKWARD on a flight of stairs. Generally the patient should be positioned backwards when descending stairs, and forward when ascending stairs.
9. INQUIRE re: the type of assistance necessary AFTER EVACUATION.

Practice Proper Lifting Techniques:

1. Correct Position.
 - a. Squat, with one foot a little ahead of the other.
 - b. Toes pointed slightly outward.
 - c. Feet about shoulder-width apart.
 - d. Lift yourself and load with your legs.

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 9-1-1 with cellular phone, or 9, 9-1-1 from a campus phone. Get help, if necessary.
2. Promptly DIRECT THE CHARGE of a fire extinguisher toward the base of the flames, and sweep from side to side.
3. CALL NWOSU Campus Police at 580-327-8511, or Health and Safety Office at 580-327-8416.

Upon discovery of a large fire:

1. CALL 9-1-1 from a cellular phone, or 9, 9-1-1 from a campus phone. ACTIVATE THE FIRE ALARM
2. CALL NWOSU CAMPUS POLICE at 580-327-8511, or Health and Safety at 580-327-8416.
3. DO NOT LOCK DOORS.
4. CLOSE ALL DOORS leading to the main hallways, to prevent further spread of fires.
5. EVACUATE THE BUILDING, alerting people as you go. SEEK AND ASSIST disabled persons in your immediate vicinity. EXIT VIA STAIRWAYS. DO NOT USE ELEVATORS.
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 NWOSU Campus Police, Health and Safety, or properly-identified emergency personnel.

If clothes are on fire:

1. Instruct person to DROP to the floor and ROLL. SMOTHER the fire with a blanket, rug, or heavy coat.
2. CALL FOR HELP.
3. Administer FIRST AID.

FIRST AID

General Instructions:

1. In the event of a serious illness or injury on campus, IMMEDIATELY CALL MUNICIPAL AMBULANCE via 9-1-1. Then, call NWOSU Police at 580-327-8511.
2. If you notice any medical alert jewelry, advise Emergency Personnel.
3. Give appropriate first aid until emergency personnel arrives.
4. DO NOT MOVE THE VICTIM unless absolutely necessary to insure his/her safety.

Frost Nip / Frostbite (Mild or Moderate):

1. Warm the affected area with LUKEWARM WATER until thawing is complete, but no longer.
2. Dry heat is NOT RECOMMENDED.
3. DO NOT RUB the affected area.
4. Provide general warmth to unaffected areas.
5. Seek medical attention, especially if blisters occur.

Frostbite (Severe):

1. SEEK MEDICAL ATTENTION IMMEDIATELY. Call 9-1-1 for emergency transport.
2. Keep the patient WARM and comfortable.

Thermal Burns:

1. Keep patient WARM.
2. Remove jewelry from affected area, if possible without further damaging tissue.
3. Apply cool, NOT COLD, clean water or dressings.

4. PROTECT affected area from dirt and friction by applying clean, dry dressings.
5. DO NOT BREAK BLISTERS.
6. DO NOT APPLY oil, butter, grease, or ointments of any kind.
7. SEEK MEDICAL ATTENTION as soon as possible.

Seizures:

1. Direct someone to CALL 9-1-1.
2. DO NOT FORCE any object into the patient's mouth.
3. DO NOT PLACE FINGERS in patient's mouth.
4. PROTECT PATIENT from striking nearby objects during the seizure.
5. DO NOT RESTRAIN the patient.
6. VERBALLY REASSURE the patient.
7. SEEK MEDICAL ATTENTION.

Electrical Injuries:

1. TURN OFF the power source.
2. AVOID ELECTROCUTION.
3. Seek medical attention immediately.

Animal Bites:

1. ALWAYS WEAR GLOVES when blood is involved.
2. CAREFULLY MASSAGE THE AREA SURROUNDING THE WOUND, and apply gentle pressure to promote bleeding.
3. RINSE THE WOUND under warm running water for at least 12 minutes, and continue massaging the site.

4. ASK IF THE PATIENT IS ALLERGIC TO IODINE. If not:
5. WASH THE WOUND AND SURROUNDING AREAS with povidone-iodine swab stick for five minutes/ continue to rinse periodically.
6. PAT THE INJURY dry using sterile gauze pads.
7. COVER THE WOUND with a pad, and secure it with gauze and tape.
8. SEEK MEDICAL ATTENTION as soon as possible.

Closed Fractures:

1. DO NOT MOVE victim unless there is a danger of fire, explosion, or other life-threatening danger.
2. CALL 9-1-1 to seek medical attention.
3. DO NOT TRY TO SET the fracture, or straighten an injured limb.
4. Stabilize the injured area. Immobilize, but do not attempt to bind up extremity with a splint, unless trained to do so.
5. Keep the patient CALM, and ENCOURAGE them not to move.
6. Attempt to check for DISTAL PULSES (pulse in area of the limb farthest away from the heart). If not present, or if less strong than the pulse in the unaffected extremity, NOTIFY 9-1-1 dispatcher immediately.

Open Fracture:

1. S/A.
2. If wound at the fracture site is open, cover lightly with a sterile gauze dressing.

Dislocation:

1. IMMOBILIZE THE JOINT in the POSITION FOUND.
2. DO NOT ATTEMPT TO STRAIGHTEN the limb, OR TO REDUCE the dislocation.
3. SEEK MEDICAL ATTENTION immediately.

Small Object In Eye:

1. WASH gently or FLUSH with water.
2. SEEK MEDICAL ATTENTION.

Chemical Splash on body / eyes:

1. REMOVE contaminated clothing.
2. FLUSH SKIN OR EYES with water for at least 15 minutes.
3. Make sure chemicals HAVE NOT ACCUMULATED in the shoes.

POWER OUTAGE

In the event of a power outage:

1. Between 8:00am and 4:30pm, NOTIFY MAINTENANCE OFFICE (580-327-8646). The phone may not be operating properly. If there is no answer, SEND A MESSENGER to the Maintenance Office located on the SW corner of Monroe and 9th Street.
2. After hours, NOTIFY MAINTENANCE EMERGENCY NUMBER: 580-430-5900 or 580732-0475.
3. If evacuation of the buildings is required, EXIT VIA STAIRWAYS. DO NOT USE ELEVATORS. See 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: 580-7320475.
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:

- Encourage the person trapped to remain calm, and that you will get help.
- Call 911 to dispatch the proper emergency services
- Also contact Campus Police who can notify campus maintenance

Downed Power Lines:

1. If walking toward the scene of downed power lines, and feeling current with feet, walk in reverse away from the source of the electricity, sliding feet along ground.
2. DO NOT LIFT FOOT off the ground.
3. Report downed power lines IMMEDIATELY 911 or to Campus Police (580-327-8511).

Notes
