RSU Pryor Emergency Preparedness Plan

Prepared by the RSU-Pryor Campus and the RSU Campus Police Department

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(2009)

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INTRODUCTION

Accidents and disasters can happen at any moment and without warning, it is vital that we have an established emergency response plan for the RSU Pryor Campus. Evaluating potential emergency situations, developing emergency procedures and conducting practice exercises, can help save lives, reduce personal injury, and minimize property damage.

As an RSU Pryor employee, faculty member, or student you have a responsibility to co-workers and yourself:

1. Know the layout of the RSU Pryor Campus building.
2. Know the location of fire alarms and fire extinguishers.
3. Know how to test doors for safe passage prior to opening.
4. Know where the exits are and know the emergency exit plan for your location.
5. Know the emergency evacuation area designated for your location in the building.
6. Know the emergency phone numbers to call.
7. Take action immediately when an emergency alarm is activated.
8. Stop what you are doing and move quickly to an exit, taking any visitors with you to the emergency evacuation area.
9. Congregate at the emergency evacuation area for your location and check in with your emergency evacuation warden.
10. Note mentally who is missing from your immediate group and report this to your emergency evacuation warden.
11. Wait at the emergency evacuation area until you are cleared to return to the building. Your emergency evacuation warden does not have the authorization to allow you back in the building, until he/she has received notification from the Director or Campus Police.

WARDENS AND ASSISTANT WARDENS

GREEN AREA (West End of Building):

Area Warden: Sherry Alexander…….825-6021
Assistant Warden: Lindsay Coats…….. 825-6176

RED AREA (Center of Building):

Area Warden: Lisa Ramsey…….825-6003
Assistant Warden: Student Receptionist…… 825-6117

PURPLE AREA (East End of Building):

Area Warden: Dr. Jane Johansson……825-6136
Assistant Warden: Dr. Carment……..825-6028

EMERGENCY PHONE NUMBERS

RSU Campus Police Department Claremore.....(918) 343-7624
Emergency-Fire/Ambulance
Pryor Police/Sheriffs Dept.....9-1-1

Mayes County Teams: **Non-Emergency Numbers**
Pryor Police Department.....(918) 825-1212
Mayes County Sheriff's Office.....(918) 825-3844
Pryor Fire Department.....(918) 825-3131
Pryor Ambulance.....(918) 825-6838
Mayes County Emergency Mgmt.....(918) 825-4650
Integris Mayes County Medical Center.....(918) 825-1600

Oklahoma Poison Control Center.....1-800-222-1222
Statewide 24-Hour Service

When calling for emergency assistance:

1. Get to a safe location.
2. Give your name, phone number, building name and room number and/or specific location. The RSU Pryor Campus address is: 421 S. Elliott St., then give the specific room number.
3. Describe the condition clearly and accurately. Use a calm voice as this will allow you to be better understood and save miscommunication problems with the emergency service you are calling.
4. **DON'T HANG UP!** Let the emergency service you are calling end the conversation as other information may be needed.

GENERAL BUILDING EVACUATION

The time to become familiar with emergency procedure is before an emergency. Therefore, drills for both fire and tornado will be scheduled by the Director of the RSU Pryor campus each semester.

AREA WARDENS:
There are area wardens designated to assist in the evacuation of the Pryor campus. They have been given special training and instructions on how to evacuate the building and what to do in case of an emergency. You should know who the area wardens are for your location of the building before an emergency situation.

If a building evacuation occurs, the area wardens will be responsible for making sure employees, students and visitors to the building are safely evacuated. Wardens will see that their designated areas are evacuated and continue to the evacuation assembly area.

Once in the evacuation assembly area, employees should check in with the Director, and students will check in with their instructors. The Director and instructors will check in with the area warden to make sure they account for everyone. If not, they are to notify the Director or Campus Police immediately with the name of the person and their last known location.

Wardens are not authorized to give permission to re-enter the building until an all clear has been given by the Director or Campus Police.

In the event the emergency requires evacuation of the building.

1. Take the alarms seriously. When the fire alarm sounds, activate the building evacuation plan and leave the building immediately.
2. Fire alarms or verbal notice will usually be used to initiate the evacuation.
3. Safely stop your work. Remain calm and orderly.
4. If you are able to gather your personal belongings, do it quickly, since it may be hours before you are allowed back in the building. However, don't take anything that would either impede the normal flow of traffic or that would cause injury to someone else, i.e. take the purse or backpack but leave the painting on the wall.

5. Seek out and give assistance to disabled or injured persons in the area. The area warden should be notified of this situation so they may accurately assess the situation and summon appropriate help.
6. If it is safe, close doors but do not lock them. The Fire Department or other emergency personnel may need immediate entry.
7. If time permits, turn off all electrical equipment.
8. Walk quickly, but calm and orderly, to the appropriate exit for your area of the building. Attached are floor plans to show you the nearest safe exit for your area of the building.

BUILDING EVACUATION ASSEMBLY AREAS

During the evacuation it is necessary for everyone to know the assigned meeting place. This will make it easier for the area wardens to accurately account for everyone.

EVACUATION LOCATIONS:

The evacuation assembly area will be the Thunderbird Youth Academy parking lot located due north of the RSU Pryor campus building. All areas are to enter the parking lot through the walkway gate and remain in the group with your area warden. This area will take us away from the building to avoid impeding emergency vehicles and would allow the proper distance from the building to meet bomb evacuation criteria.

After the wardens check their evacuees, they will meet at the walkway gate with the Director. This will give the Director, Campus Police, or emergency personnel a central location to communicate with the wardens to keep them updated or to give the all-clear to re-enter the building.

It is imperative that everyone check in with their area warden so the Fire Department is not searching the building for you when you are safely outside.

The wardens will have the phone numbers for Campus Police and will be able to check in with them as needed and if anyone is found to be in need of emergency medical treatment in the evacuation area, they will be immediately brought to the warden’s staging area, which is the center of the TYA parking lot, for Triage.

TORNADO OR SEVERE WEATHER

The weather will be monitored by the Director, Campus Police, and area wardens.

The City of Pryor maintains a city wide civil defense warning siren that will be sounded in the event of tornado warning. Designated safe areas are located in the restroom vestibules at each end of the building. If the siren is sounded, IMMEDIATELY proceed to the designated areas at each end of the building.

DO NOT ACTIVATE THE FIRE ALARM.

The area wardens will assist with the evacuation of the building to the designated safe areas and will make sure everyone is aware of the warnings. They will also render assistance to the physically impaired individuals.

Close hallway doors as you leave to shield the corridors from flying debris.

Stay in the designated safe areas until the all clear is given. The sirens will not signal an all clear, only the initial warning. The Director and Campus Police, as well as the wardens will be monitoring the weather and will give the all clear signal.

If high winds or large hail should occur, move away from windows and into the center of the building, such as a hallway, away from glass. DO NOT return to your room until it has been deemed safe to do so by the Director or Campus Police. Any areas which pose a potential safety hazard to any returning students or tenants will be declared "OFF LIMITS" until the damage can be assessed and the proper steps can be taken to insure everyone's safety.

After the storm or danger passes, if an area of the building has sustained damage, the decision to evacuate the entire building will be made by the Director.

Employees, students, and visitors have the freedom to take whatever action they deem necessary to protect themselves and their families. However, it is advisable that they remain at the facility and take proper precautions, for attempts to reach home might be hazardous. Employees, students, and visitors who decide to leave the facility MUST notify their area wardens before doing so.

FIRE

1. All faculty should review fire safety procedures and the emergency evacuation plan with students during the course orientation. Employers should go over the procedures with their employees upon their initial hire and then on at least a yearly basis thereafter.

2. Know the location of fire extinguishers and fire alarms in the building. Know this ahead of time and how to use the extinguishers. Fire alarms are located at or near the exits. A FLOOR PLAN INCLUDING EMERGENCY EXITS AND LOCATIONS OF FIRE ALARMS has been included in the back of this manual.

3. Be familiar with at least TWO fire exits in your area in case one is blocked or unusable. Your area warden will be able to direct you to these if needed.

4. Know the locations of the Fire Alarm pull stations in the building.

5. REFER TO GENERAL BUILDING EVACUATION FOR DETAILED PROCEDURES.

Person Discovering a Fire:

1. Remember the acronym R.A.C.E. and you can easily recall the steps to take when a fire is discovered:

   R-RESCUE When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself.

   A-ALARM Activate the Fire alarm by pulling the nearest pull station. This will notify occupants of the building to begin emergency evacuation procedures. You will then need to call 9-1-1 to notify the Pryor Fire Department. If possible, rescue and/or assist anyone in immediate danger; if not possible, report their location to your area warden, RSU Police, or to Fire officials upon their arrival. Close the doors in the fire area to prevent spreading.

C-CONFINE Close all doors, windows and other openings if time and conditions permit. In any event, close the door in the immediate fire area to slow down the spread of smoke and fire.

E-EVACUATE the building utilizing the emergency evacuation procedures.

Finally, meet the Fire Department upon their arrival and advise them of the condition and location of the fire and if you know, tell them the approximate cause. The cause of the fire will make a difference on the type of equipment they will need and how they approach the fire.

UPON DISCOVERY OF A SMALL FIRE
(About the size of a basketball)

1. Call 9-1-1, pull the nearest fire alarm, and then notify RSU Campus Police at 343-7624.
2. If you know how to use a fire extinguisher, remove the extinguisher from the wall bracket and remember PASS.

   P-Pull the pin, you must pull it all the way out for the extinguisher to work.

   A-Aim the nozzle at the base of the flames from 8 to 10 feet away from the fire.

   S-SQUEEZE the trigger.

   S-SWEEP the nozzle back and forth across the base of the flames.
3. If the fire is continuing to spread at this time, evacuate the building using the emergency evacuation plan.

UPON DISCOVERY OF A LARGE FIRE:

1. Call 9-1-1 for the local Fire Department and activate the fire alarm on your floor.
2. Notify the Campus Police Officer and notify your area warden if possible.
3. Evacuate the building using the emergency evacuation plan.
4. Close all doors leading to the main hallway to prevent further spread of the fire.
5. Once outside, move to the emergency evacuation assembly area.
6. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
7. Wait for further instructions from your area warden, who will be receiving information from the Director or Campus Police.

ANY RE-ENTERING OF THE BUILDING WILL DEPEND UPON THE BUILDING BEING DECLARED SAFE AND CLEARED BY THE PRYOR FIRE DEPARTMENT.

Power outage, Flooding, Gas Leaks

POWER OUTAGE:

1. IMMEDIATELY notify the Director and Campus Police: 343-7624.
2. If phones are not working properly, use a cell phone to make the contacts.
3. If evacuation of the building is required, utilize the General Building Evacuation Plan. Seek out persons who need assistance in the evacuation.

FLOODING:

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify the Director and Campus Police: 343-7624 of the problem and specific location.
3. If evacuation of the area or building is necessary, your area warden will be notified and assist in evacuation to a safe area or to the evacuation assembly area.

GAS LEAK:

1. Upon being alerted to a gas leak, cease all operations immediately and evacuate the area using the General Building Evacuation Plan.
2. Do not switch light on and/or off. Do not take time to open windows or close doors.
3. Leave the area to report the gas leak. Notify your area warden immediately. Once outside use a cell phone to call 9-1-1 to alert the Pryor Fire Department. Also, notify the Director and Campus Police: 343-7624.
4. DO NOT re-enter the building until cleared to do so by the Director, Campus Police, or Emergency Personnel.

BOMB THREAT/SUSPICIOUS PACKAGE

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like a stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, look for anything that appears unusual. Let the trained bomb technician determine what is or is not a bomb.

1. **DO NOT HANDLE THE PACKAGE!** Slowly leave the room and notify others in the vicinity to leave the area as well. Leave the building, call 9-1-1 and the RSU Campus Police at 343-7624.

2. If you have received a suspicious package or letter:
   A: Leave the package or envelope in place. Be careful not to touch any objects or surfaces to avoid further contamination.
   B: Slowly leave the room and notify others in the vicinity to leave the room as well.

3. Do not operate any power switches.

4. Do not activate the fire alarm.

5. Move to a safe area preferably outside the building and call 9-1-1 and the RSU Campus Police: 343-7624.

6. Do not allow re-entry into the area/location where the package is located. Someone "just wanting a peek" could accidentally set it off by movement or if their cell phone went off.

7. RSU Campus Police will immediately notify the Director.

8. If you feel the package contains a suspicious or deadly substance, i.e. anthrax, and you have already touched or been exposed to it, immediately notify someone nearby to call 9-1-1 and RSU Campus Police.

9. Follow the instructions you will receive for decontamination from the Pryor Fire Department or other recognized authority in case the material is hazardous.

BOMB THREATS:

Although bomb threats are delivered in a variety of ways, the majority of threats are called in to the target. Occasionally these calls are through a third party who has the information and wants to warn the victims. Sometimes the threat is through writing or a recording. The three logical explanations for reporting a bomb threat are:

1. The caller has definite knowledge or believes that an explosive or incendiary device has been or will be placed and he/she wants to minimize personal injury or damage. The caller may be the person who placed the device or someone who has become aware of such information.

2. The caller wants to create an atmosphere of anxiety or panic which will, in turn, disrupt the normal activities at the facility where the device is purportedly placed. Whatever the reason for the report, there will certainly be a reaction to it. By staying calm and relying on previous planning these can usually be handled in a controlled manner.

3. When a written threat is received, save all the materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting, typing or computer printing, paper and postal marks. This type of evidence will prove essential in tracing the threat and identifying the writer.

IF YOU HEAR SOMEONE MAKING A BOMB THREAT OR KNOW OF SOMEONE WHO IS GOING TO MAKE ONE:

According to Title 21 O. S. Sec. 1767.1.A.7, it is a Felony to make a bomb threat, even if it is just a hoax to get out of school or work. If you know someone who has made a bomb threat, whether real or a hoax, you MUST report it immediately to the police. Obtain as much information about the threat as possible, such as:

1. Who are they making the threat to?
2. Why are they making the threat?
3. If it is a real threat, what type of bomb, where is it located, etc...?

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

1. Stay calm. Try to pay close attention to all details. They may be important later. A calm response by you could result in obtaining additional information from the caller.

2. Try to keep the caller on the line as long as possible.

3. Locate the ATF Bomb Threat Checklist on the last page of this manual, and use it as a guide.

4. Take notes. As you are talking to the caller, get all the information you can.

   *Who are you?
   *What does the bomb look like?
   *What time is the bomb set to explode?
   *Where is the bomb placed?
   *What type of bomb is it?
   *Why are you doing this?
   *What is your organization?
   *Where are you calling from?
   *Who else have you told?

During or immediately after the call, fill out the attached ATF Bomb Threat Checklist. It is the last page of this manual so it will be easy to locate and use during a call. Go over the checklist periodically so you will remember what type of information is needed. You can also use it as a guide to ask the necessary questions, so you don't forget a question during the call.

*If at all possible, have another co-worker listen in on the call with you.

*Have another co-worker contact the Director and the RSU Campus Police Dept. 343-7624.

*Write the information down as the caller says it and have the co-worker relay the information to RSU Police. Ask the caller to repeat the message.

*Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to innocent people. If a bomber is told the building cannot be evacuated in time, they may be willing to give more specific information on the bombs location, components, or methods of detonation. This will be additional information for the bomb squad.

*Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and or anything that would help determine the origin of the call, and identity of the caller.

The decision will now have to be made whether or not to evacuate based on all of the information available. There are 3 alternatives when faced with a bomb threat.

1. Ignore the threat.
2. Evacuate immediately.
3. Search and evacuate later if warranted.

The Director and Police will discuss the situation and make the decision whether or not to evacuate. If the decision is made to evacuate, you will then follow the regular evacuation protocol.

IF TOLD TO EVACUATE:

1. Prior to evacuation, check your area for anything that does not belong. Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
2. Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period of time.
3. Move well away from the building to your Emergency Evacuation Assembly area and wait for further instructions from the Director, Police, or other recognized authorities.

VIOLENCE IN THE WORKPLACE

There are many ways in which violence in the workplace can occur.
In the event someone shows intent to use violence and/or the employee or student feels a violent incident seems imminent; the following procedures should be followed:

1. If you are alone, immediately lock yourself in an office or classroom and turn out the lights. Make the room as dark as possible. Stay away from windows and doors. Keep quiet by not moving about and don't argue with the intruder.

2. Call Campus Police, 343-7624, or the Pryor Police Dept. at 9-1-1 and describe the incident in detail including the description of the individual and any weapons known to be in their possession. DO NOT HANG UP! Let the dispatcher or officer be the one to end the conversation. Let them know if there is a danger to anyone else in the building so the immediate area can be evacuated if necessary.

3. Do not leave the room until directed to do so by an identified police officer.

4. Do not intervene in the officer's actions upon their arrival. Allow them to take control of the situation and the officers will ask you for further details. Do not keep arguing with the subject after the officer arrives. Allow the situation to settle down.

5. If you are not alone and there are several other people around when a violent or potentially violent situation occurs, walk over to the other people and make sure they are aware of the situation. Most people will not assault someone else with a lot of other people, or "witnesses" around.

6. If necessary, walk into another office or classroom and shut the door immediately. Notify Pryor Police at 9-1-1. Let the instructors, students or employees know what is going on.

7. If you are an instructor and are being threatened or feel threatened by a student, end the conversation by walking into another teachers classroom, or out into the commons area where there are other students. Notify the Director and Campus Police immediately. If you are in a classroom or office and feel you are not able to get out, start yelling or

talking very loudly so that another instructor with an open door or students will know what is going on and be able to summon help and/or come to check out what is going on .

8. If there is an ongoing problem in your life, like a protective order or known problems with an individual, Campus Police need to be notified immediately so the situation can be monitored more closely. Also, Campus Police needs a copy of all Protective Orders so we can enforce them while you are in the building. This is for students and employees alike.

9. It is better to head off any problems before they start. If you have someone walk into your business, classroom, or office that causes you to feel threatened, or you have had problems with before, notify Campus Police immediately. Many times a problem can be averted just by their presence.

10. Many problems are caused in school settings by bullying. If you are being bullied by someone or know of someone who is, then you need to notify an instructor, the Director and/or Campus Police immediately.

11. According to Title 21 O. S. Sec. 850, it is a misdemeanor for someone to "intimidate or harass someone because of race, color, religion, ancestry, national origin or disability," for the first offense. Second and subsequent offenses are felonies.

Unfortunately, it is all too common in today's world for a disgruntled student or co-worker to bring a weapon to the workplace or school and start shooting innocent bystanders. You will probably not have any warning in advance that a shooting is going to take place. Therefore, you need to plan ahead about how you will react to the situation.

1. As soon as you hear gunfire, IMMEDIATELY shut and lock all office and classroom doors and lie flat on the floor. This will keep the suspect out of the room and keep you safer. It will also keep him from being able to use you as a hostage.

2. Call 9-1-1 and notify the Police and/or the duty officer immediately. give them the last known location of the suspect and type of weapons the suspect is carrying, if known. If you know the suspect, give the name and possible reasons for this action. Stay on the phone until they hang up as they will have other questions.

3. Avoid the suspect if at all possible. If you are confronted by the suspect, don't argue with him. He is already upset. Don't insult him or try to tell him what to do. Comply with their requests to the best of your ability. They want the revenge or power resulting from these actions. Try to calm him down and stabilize the situation if possible.

4. If the suspect opens fire on students or co-workers before you have a chance to escape, lie flat on the floor and make yourself as small a target as possible. Don't scream or yell at the suspect. By remaining motionless, the suspect may believe you are already down and move on to other targets.

5. If you haven't done so, notify 9-1-1 as soon as it is safe to do so.

6. Assist the injured and check in with your area warden as soon as possible so they can make sure everyone is accounted for.

7. After it is safe to do so, the area wardens will set up a Triage area for the wounded and will assist with First Aid until emergency medical help arrives.

8. After the suspect is in custody, the Police will need to talk with all witnesses and victims. Make sure you give your name and phone number to the police so they will know you are a witness or that you have information about the incident.

9. Entire building evacuation may or may not be required, depending on the situation and involvement of outside police agencies. If a full building evacuation is necessary, then you will need to follow the General Building Evacuation Plan and the instructions of your area wardens. If your area warden is busy with Triage or other duties, they will designate another area warden to take over their position.

10. Understandably, everyone will be very upset and distraught. As soon as the media becomes aware of the situation, they will be at the scene wanting interviews. Your family and friends will want to come down and check on you. Please check in with your area warden or his designee before you leave your evacuation area. Let them know if you are a witness or have any knowledge of the incident so they can forward it on to the Police.

11. It is imperative that everyone follows the plans as it will be chaotic enough without having to look for student or employees who have vanished.

12. Faculty need to regain control of their classrooms and take attendance of their students. Any injured student or employee should be taken immediately to the Triage area. If you are in the evacuation assembly area, take them to the Wardens meeting area, center of the TYA parking lot.

13. The Director will inform the President and they will make the decision whether or not to resume with regular classes or dismiss for the day. Employers will make their own decisions about remaining at work, and will let the area warden know if they choose to leave for the day.

RSU INTRUDER/LOCK-DOWN POLICY

If possible, all faculty, staff and students shall keep their classroom and office doors locked at all times.

LOCK DOWN ALERT:

A. Immediately:

1. Close the already locked doors and move all occupants of the room to a safe location and make sure everyone is out of view of any hallway windows.
2. Close and secure any windows and if shades are available, keep them closed.
3. Instruct all occupants to turn cell phone to vibrate only.
4. Turn off the lights in the room.
5. Use laptops (where wireless is available) and desktop computers to access campus email.

Note: Classrooms and offices should appear secure and unoccupied from the hallway.

B. The Director or Police will issue an all clear when it is safe for students and faculty to proceed with their normal activities.

EXPLOSION-EARTHQUAKE and/or SEVERE BUILDING DAMAGE

IN THE EVENT OF AN EARTHQUAKE OR EXPLOSION, TAKE THE FOLLOWING ACTIONS:

IF OUTDOORS:

1. If you are outside, stay outside. Move away from signs, the building, electrical poles and wires. Use your arms to protect your head from falling bricks, glass, and other debris.
2. Move away from fire and smoke.
3. Proceed to the emergency evacuation area for your area, if safe to do so.
4. Check for injuries and give or seek first aid.
5. Be alert for safety hazards, i.e., fires, electrical wires, gas leaks, etc...
6. Do not use telephones or roadways unless absolutely necessary.
7. Be prepared for aftershocks.
8. Cooperate with emergency response personnel, keep informed by checking in with your area warden, and remain calm.

IF INDOORS:

1. Immediately take cover under tables, desks, or other such objects for protection against flying glass and debris.
2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
3. If you decide to stand in a doorway during an earthquake, brace yourself against the frame and watch out for swinging doors and other people.
4. Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall and shatter.
5. If possible, stabilize laboratory procedures that could lead to further danger, i.e., turn off gas or electrical equipment, and avoid biological or chemical spills if possible.

6. After the effects have subsided, evacuate the immediate area and call the RSU Police Dept: 343-7624 and 911.
7. Seek and assist injured and disabled persons in evacuating the building and report as soon as possible to your area warden.
8. DO NOT light matches, and DO NOT turn lights on and off.
9. Once outside, proceed to your emergency evacuation area for your area, and check in with your area warden. Wait for personnel. Do not block roadways or walkways.
10. DO NOT RE-ENTER the building until instructed to do so by the Director or Campus Police.

EMERGENCY EVACUATION OF PERSONS WITH LIMITED MOBILITY/SPECIAL NEEDS

VISUALLY IMPAIRED PERSONS:

In 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 arm and escort them out. This is the preferred method when acting as a "sighted guide." Be sure and give detailed instructions as you evacuate this visually impaired person.

HEARING IMPAIRED PERSONS:

1. Turn the light switch off and on to gain the person's attention and then use gestures to show what to do.
2. Write 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”

AMBULATORY PERSONS, USING CRUTCHES, CANES OR WALKERS:

Carrying options include a two-person locked arm position, if trained in this procedure, or having the person sit in a sturdy chair, preferably an arm chair. If time permits, call the Area Warden for assistance.

NON-AMBULATORY PERSONS:

If possible, transport non-ambulatory persons to the nearest exit for evacuation. The area wardens will be able to assist in getting them out. If necessary, stay with them until the Fire Department or other assistance can arrive to assist with the evacuation.

FACULTY AND STAFF SHOULD REMEMBER TO USE PROPER LIFTING TECHNIQUES WHEN LIFTING A PERSON FOR EVACUATION.

1. Never try to lift someone alone. Always get two people to help lift a person.
2. Place one foot a little ahead of the other with toes pointed out slightly.
3. Place your feet about shoulder width apart.
4. Bend at your knees and lift yourself and the person with your legs, keeping your back straight.

REPORTING INJURIES

Spilled liquids and wet floors are one of the major causes of slips, trips and falls. If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance, please contact the Director. Report all other trip and fall hazards such as loose carpet or loose tile to the Director also.

RESPONDING TO INJURIES OF STUDENTS AND VISITORS:

If a situation appears to be a medical emergency, call 9-1-1.
Also, contact RSU Police Dept. at 343-7624 and take the following actions:

1. Immediately report the incident to appropriate RSU faculty or staff on site.
2. For detailed instructions about reporting an accident or injury involving a student or visitor call RSU Employment/ Benefits office at 918-343-7796 or check the RSU Policy and Procedures.

RESPONDING TO INJURED EMPLOYEES:

1. If a life threatening injury has occurred, call 9-1-1 and seek emergency medical treatment.
2. Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness. If not an emergency, the supervisor should be notified BEFORE the employee seeks medical treatment.
3. For further instructions or assistance on reporting an injury, call Employment and Benefits Office, Markham Hall, Room 102, or call 918-343-7886 or 918-343-7796.