

# Emergency Contact Information

## **Warner Campus**

Campus Security..... 918.463.6375 or 9-911  
Maintenance..... 918.463.6232  
Warner Health & Wellness..... 918.640.9741

## **City of Warner**

Police Department..... 918.463.3911 or 9-911  
Fire Department..... 918.463.2727 or 9-911  
Ambulance (Muskogee County EMS) ..... 918.683.0130 or 9-911

## **Muskogee Campuses**

West Campus Security ..... 9-911  
Three Rivers Port Campus Security..... 918.463.6375 or 9-911  
Maintenance ..... 918.463.6232

## **City of Muskogee**

Police Department..... 918.683.8000 or 9-911  
Fire Department..... 918.682.1314 or 9-911  
Ambulance (Muskogee County EMS) ..... 918.683.0130 or 9-911  
Muskogee City Emergency Management..... 918.684.6295 or 9-911

## **Other Emergency Response Agencies**

Muskogee County Sheriff..... 918.687.1275  
Muskogee County Emergency Management..... 918.682.2551  
Oklahoma Highway Patrol ..... 918.683.1782

## **Hospitals**

St. Francis Muskogee Hospital ..... 918.682.5501  
Jack C. Montgomery VA Medical Center ..... 918.577.3000  
Health & Wellness Center..... 918.640.9741

## **Other Health and Community Help**

Poison Control..... 800.222.1222  
Women in Safe Homes..... 918.682.7878  
Suicide Prevention Hotline..... 800-SUICIDE  
Crisis Center (National Help Line) ..... 405.271.5600  
Green Country Behavioral Health..... 918.682.8407  
Military & Veteran Crisis Line..... 1.800.273.8255

## **Road Condition Information Telephone Number:**

Oklahoma State Dept. of Public Safety..... 918.425.2424

## **Power Outage Telephone Numbers:**

OG&E..... 800.522.6870  
PSO Oklahoma ..... 888.216.3523

## General Information

- I. How emergency information is disseminated.
  - Campus Alert Messaging – text and/or voice and/or email and/or desktop alert
  - Tornado Sirens
  - College email
  - Calling Trees
  - College phone system
  - College Web-site
- II. General Building Evacuation
- III. Evacuating Persons with Limited Mobility or Special Needs
- IV. Severe Weather – Tornado
  - a. Storm Shelters
- V. Reporting Incidents
- VI. Utilities Failure
  - a. Power Outage
  - b. Flooding
  - c. Gas Leak
  - d. Persons Stranded in Elevators
- VII. Explosion-Earthquake-Severe Building Damage
- VIII. Fire
- IX. Suspicious Package
- X. Bomb Threat
- XI. Chemical Spills
- XII. Bloodborne Incident
- XIII. Biological Incident
- XIV. Active Shooter
- XV. Mental Health
- XVI. Accidents-Serious Injuries
- XVII. Injury Reporting – Medical Facilities
- XVIII. First Aid
- XIX. Maps

## **I. General Building Evacuation**

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

There are several scenarios that would require a building evacuation. Regardless of the situation, once a fire alarm sounds or a building evacuation is ordered by other means:

1. Remain calm.
2. Safely stop your work.
3. Quickly gather your personal belongings, especially prescription medications.
4. Close doors and windows, but do not lock them.
5. Never prop stairwell doors open.
6. If time permits, turn off the power to all electrical devices.
7. Walk quickly-but do not run-to the nearest safe exit.
8. Never use the elevators.
9. Follow instructions of CSC Security or other properly identified emergency personnel.
10. Go to a predetermined rally point and report to your roll taker. If you don't know your emergency rally point, ask your supervisor.
11. Keep all roadways and walkways clear for emergency personnel.
12. Remain at rally point until you receive further instructions from proper authority.
13. Never re-enter any building until instructed to do so by Campus Security or other properly identified emergency personnel.

## **II. Evacuating Persons with Limited Mobility or Special Needs**

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities in advance of an emergency.

1. Notify instructors and/or classmates of the type of assistance you need during an emergency situation.
2. In the event of a fire, immediate and complete evacuations are preferred if it can be accomplished in a safe manner.
3. 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.
4. 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.
5. In the event of a tornado warning, you should immediately proceed to the lowest floor of the building.
6. Request assistance from instructors or classmates if assistance is needed.
7. Once you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors.
8. 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.

9. Employees can accomplish this by self-identifying to their supervisor while students can contact Student Disability Services (918.463.6328).
10. Students living in Residence Halls should contact the Director of Residential Life and identify a place to meet in the event of an emergency.
11. A good guide that details questions to ask yourself and items to collect is available at <http://www.preparenow.org/eqtips.html>

### III. Severe Weather/Tornado

At the Connors State College Campuses, severe weather warnings will be made via storm sirens from the Cities of Warner and Muskogee. Campus-wide notification will also be sent out via the campus mass notification system.

#### Signals:

1. Tornado watch and warning will be monitored by a radio at the CSC security office.
2. Under a “watch” the Library, Administration Building, Gym, Physical Plant, Student Union and Muskogee Campuses are notified that the area is under a watch. All shelters are opened by the assigned persons. Under a “warning” the Administration Building, Library, Student Union, and Gym are advised, and individuals are directed to designated shelters.

#### Steps of Action:

1. Go to the lowest level inside wall and assume a kneeling position, head down, with hands covering heads.
2. Students in unsafe locations at the time will go to assigned locations at the direction of the faculty and/or staff.
3. Faculty members are to close classroom doors.
4. Faculty should keep their class rosters with them and remain with their classes to be sure students are following the Tornado Evacuation procedure and to verify student count.
5. Wait for all clear signals before returning to classroom.
6. Avoid all large clear-span buildings (gym, cafeteria, etc.) during a tornado.

#### Severe Weather Sirens/Tornado Sirens:

A siren indicates the need to take action to protect life (**SEEK SHELTER!!!**) It means that a severe weather spotter has seen a tornado or a funnel cloud and / or Doppler radar has spotted rotating winds in the thunderstorm, meaning a tornado may be present. Typically, emergency management will sound the sirens when a severe thunderstorm has a history of producing severe winds and tornados along its path.

**Sirens will only be set off if the severe weather is in your area. Meaning if you hear them, you may be in the path of the storm. The sirens are meant as an early warning system to protect life. You may only hear the sirens go off once before severe weather or tornado, but that does not mean the threat of severe weather is over. The siren system does not have an “all**

clear” siren. Emergency services will do their best to keep sounding the sirens to warn you of the imminent danger that may be approaching. When the sirens stop sounding that does not mean the threat is over! You should wait for the all clear to be given by the emergency official in your area or shelter.

### **Storm Shelter Locations**

#### **Warner Campus**

Westbrook Library Learning Center	Work area
McClarren Hall	Basement
Russell Hall	Basement
Classroom Building	Basement
Faculty Housing	Storm Cellar
Millers Crossing Clubhouse	Restrooms

#### **Muskogee West Campus**

Main Building Restrooms, Synar Building Stairways, Admin Building Restrooms.

#### **Muskogee Three Rivers Port Campus**

Room 20 or any interior classroom that does not have windows.

## **IV. Reporting Incidents**

**Report any of the following immediately to Campus Security.**

**Warner Campus: 918.463.6377 or 9-911**

**Muskogee Three Rivers Port Campus: 918.684.5473 or 9-911**

**West NSU Connors Campus: 911**

- II. A tense situation between individuals or groups that has a potential for violence.
- III. Any unusual noise that you can't explain, i.e. screams, breaking glass, pounding, or a gunshot.
- IV. Any emergency, such as an accident, a fire, or a critically ill or injured person.
- V. Anyone being forced into a vehicle.
- VI. Property being carried out of an office or area that you know is not occupied.
- VII. Recently broken windows or doors, or scratches on your doors or windows.
- VIII. Someone running from a vehicle, building, or area while carrying property.
- IX. Someone looking into building windows or windows of parked vehicles.
- X. A vehicle driving slowly and aimlessly, back and forth on a street, or in a parking lot.
- XI. Door to door solicitors without properly issued local permits or licenses.
- XII. Someone loitering around the buildings, hallways, or other campus areas, with no clear purpose.

XIII. Any form of vandalism, such as spray painting a sign or building; graffiti; removing benches or signs; pulling up or removing plants and shrubbery.

**Report the following to Maintenance (918.463.6232) during normal business hours or Campus Security after hours.**

- Overgrown shrubs, tall weeds, or trees that could potentially harbor a criminal.
- Broken or non-working lights.
- Holes in parking lots, grounds or other locations.
- Dim lighting in and around buildings, parking lots, pathways, and sidewalks.
- Water on the floors from leaking pipes, water fountains.

## **V. Utilities Failure ~ Gas Leak~ Persons Stranded in Elevator**

### **Power Outage**

1. During normal business hours, notify Maintenance. If phones are not operating properly, use a cell phone.
2. After hours, notify Campus Security.
3. If evacuation of the building is required, exit via stairways. Do not use elevators. Seek out disabled persons and provide assistance.
4. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. For specific emergencies after hours, contact Campus Security.
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.

### **Flooding:**

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify Maintenance at 918.463.6232.
3. If necessary, evacuate the building. See the GENERAL EVACUATION PROCEDURES section of this document.

### **Gas Leak:**

1. Cease all operations immediately.
2. Do not switch lights or any other electrical device on or off.
3. Evacuate as soon as possible, notifying others as you go.
4. Leave the area to call Campus Security.
5. Do not re-enter the building until cleared to do so by Campus Security or other proper authorities.

**People Trapped in an Elevator:**

1. Tell the passengers to stay calm and that you will get help.
2. If you are trapped, use the emergency phone in the elevator or push the alarm button and wait for help.
3. Call Campus Security.
4. Try to keep the trapped passenger's calm. Talk to them until Police Services or other help arrives.

**VI. Explosion ~ Earthquake ~ Severe Building Damage****IN THE EVENT OF AN EARTHQUAKE/EXPLOSION IN A BUILDING, TAKE THE FOLLOWING ACTIONS:**

1. In an earthquake, if you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
2. Move away from fire and smoke.
3. Proceed to the emergency assembly area for your group, if safe to do so. Check with your supervisor to determine your meeting location if you do not know it.

**IF INDOORS:**

1. Immediately take cover under tables, desks or other such objects which will give 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. In an earthquake, stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
5. Stabilize any laboratory procedures that could lead to further danger (turn off gas or electrical equipment).
6. After the effects have subsided, evacuate the immediate area and call Campus Security.
7. Do not light matches.
8. Do not turn lights on or off.
9. Seek and assist injured and disabled persons in evacuating the building.
10. Exit via the stairway. Do not use elevators.
11. Once outside, move at least 500 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
12. Wait for further instructions from Police Services or other properly identified emergency personnel. Do not re-enter the building until instructed to do so.

#### **AFTER AN EARTHQUAKE OR EXPLOSION:**

1. Check for injuries, give or seek first aid.
2. Be alert for safety hazards (fires, electrical, gas leaks, etc.).
3. Do not use telephones or use roadways unless absolutely necessary.
4. Be prepared for aftershocks.
5. Cooperate with emergency response personnel, keep informed, and remain calm.

## **VII. Fire Procedures in General Campus Buildings**

In the event of a fire, do the following:

1. **Immediately activate the building fire alarm system.**
2. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
3. 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:**
  - a. The fire is too large or out-of-control (larger than the size of a small trash can).
  - b. If the atmosphere is toxic.
4. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
5. Doors, and if possible, windows should be closed as the last person leaves a room or area.
6. When exiting through a closed interior door, check the door with the back of your hand for excessive heat in case fire is on the other side.
7. Do not use elevators—use building stairwells.
8. When they hear the fire alarm sound, all persons in the building must evacuate immediately.
9. 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.

#### **Laboratory Fire Procedures**

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

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

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

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



## VIII. SUSPICIOUS PACKAGE

1. Do not handle the package. Move away and **dial 9-911** if you feel threatened.
2. If you have opened a suspicious package or letter:
  - a. Dial 9- 911.
  - b. Leave the package or envelope in place and move away slowly.
  - c. Leave the room slowly, notifying others to leave the room also, and close doors behind as you go.
  - d. Notify others in the building to evacuate.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Do not allow reentry into the area/office suite where the package is located.
6. Follow the instructions you will receive from Campus Security or other recognized authorities.

## IX. Bomb Threat

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

1. Stay calm. Pay close attention to details.
2. **Take notes.** Try to get the following information from the caller:
  - a. Who are you?
  - b. Why are you doing this?
  - c. What time is the bomb set to explode?
  - d. What does it look like?
  - e. Who else have you told?
  - f. What is your organization?
  - g. Where has the bomb been placed?
  - h. What type of bomb is it?
  - i. Where are you calling from?
3. Have a co-worker or another person **dial 911** using another phone.
4. Write information down as the caller says it and have co-worker relay information to the Police.
5. 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.**
6. Evacuate the building upon instruction from properly identified emergency personnel.

## X. Chemical Spills

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 9-911. 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 the 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 chemicals enter 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 to avoid spreading contamination.
6. Seek medical attention.

### **XI. Bloodborne/Bodily Fluid Spills**

1. If the blood or bodily fluid is not your own, **DO NOT TOUCH** the 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.
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 enters 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 Maintenance and notify them of the need for cleanup of bodily fluids. After hours, notify Campus Security.

### **XII. 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 faculty in charge.
5. If an individual is injured during work: See section on Injury Reporting.
6. On-site emergency assistance can be obtained by dialing 9-911.

### **All Other Biohazardous Material**

If the 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 the 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. Cover the spill area with paper towels or other absorbent material.
5. Carefully pour disinfectant onto the spilled material and do not create any splashes.
6. Allow 20-30 minutes of contact time between disinfectant and spilled material.
7. Pick up broken glass using forceps or other mechanical means (autoclavable broom and dustpan), discard in a sharps container, and autoclave.
8. Use paper towels to wipe up the spill, working from the edges into the center.
9. Clean the spill area with fresh towels soaked in disinfectant.
10. Transfer all contaminated materials, including PPE, to biohazard waste container, cover with suitable lid, and autoclave according to standard directions.
11. Wash your 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 (at least 100 feet away from the building UPWIND) and wait for assistance and/or instruction.**

### **XIII. Active Shooter**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, CSC 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 Campus 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 college 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 CSC 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 Vice President for Enrollment Management and Student Services at 918.463.6328.

## **XIV. Mental Health**

Every person experiences distress. It is important for CSC 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 or employees believed to be at possible risk for violent or suicidal behavior, but not an imminent threat, may be referred to the **CSC 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 Vice President for Enrollment Management and Student Services at 918.463.6328.**

## **XV. Accidents – Serious Injuries**

**SPILLED LIQUIDS AND WET FLOORS ARE ONE OF THE MAJOR CAUSES OF SLIPS, TRIPS AND FALLS. EVEN MOISTURE FROM OUTSIDE CARRIED IN ON SHOES CAN CAUSE AN INJURY.**

If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance with clean up, contact Maintenance immediately. If you experience a slip, trip or fall:

1. If the injury occurred on a CSC campus, call Campus Security. An officer will be dispatched to your location.
2. The responding officer will facilitate medical attention for the victim, if needed.
  - Injured employees and their supervisor must complete the appropriate CSC injury report forms in order to have benefits paid under the Workers' Compensation system. See INJURY REPORTING in this document for further details.
  - Students requiring medical attention that is non-life threatening during regular business hours should visit St. Francis Muskogee Hospital or at a minimum call them at 918.682.5501. For life threatening injuries contact Campus Police at 918.463.6375. Campus Security will arrange for transport to the appropriate Emergency Room.

## **XVI. INJURY REPORTING ~ EMERGENCY MEDICAL FACILITIES**

**STUDENTS:** For life threatening injuries, chemical exposures, or needle-sticks after regular business hours contact Campus Security. Campus Security will arrange for transport to an appropriate medical facility. For treatment of non-life-threatening injuries proceed to CSC Health Services during their hours of operation.

**VISITORS:** If a visitor is injured, contact Campus Security immediately.

**EMPLOYEES:** If any injury occurs to CSC faculty and staff, notify Campus Security. They will initiate the proper notifications and, if necessary, arrange for emergency transport to the nearest appropriate emergency room.

After regular CSC business hours, for life threatening injuries, serious chemical exposures, or needle-sticks, seek treatment at the nearest hospital emergency room. Contact Campus Security as soon as possible.

## **XVII. 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 compression. 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 the 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.
- 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 eyes with water. Use clean, lukewarm tap water for at least 15 minutes. Do not rub your eyes 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.

### **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 their 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 people having seizure or convulsions.
- Protect victims during seizure. Place victim on his/her side and protect head and limbs.
- Do not force anything into the 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 your 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.**

**Acknowledgements**

This guide was modeled after Oklahoma State University's Crisis Response Guide and the University of Central Oklahoma's Emergency Preparedness Guide.

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