



**EMERGENCY
RESPONSE
HANDBOOK
2016**

TABLE OF CONTENTS

General Overview	page 3 (Click page number)
General Building Evacuation	page 3 & 4
Evacuating Persons with Limited Mobility	page 4 & 5
SNU Alert	page 5
Severe Weather - Tornado	page 6
Fire - Large or Small	page 7
Explosion - Earthquake	page 8
Severe Building Damage	page 8
Utility Failure - Gas Leak	page 9
Persons Stranded in Elevator	page 9
Injury Reporting	page 9 & 10
Emergency Medical Facilities	page 9 & 10
First Aid Overview	page 11, 12, 13
Dangerous Substance Spills	page 13 & 14
Decontamination	
Slips - Trips - Falls	page 15
Reporting Incidents/Accidents	page 15
SNU C.A.R.E. Team	page 16
Active Shooter / Physical Threats (Warning signs)	page 17
Bomb Threat	page 18
Suspicious Package / Items	page 18
Emergency Phone Numbers	page 19
Legal Statements	page 19

GENERAL OVERVIEW

Revised 7-19-16

The SNU Emergency Response Handbook is provided to familiarize staff, faculty, students and visitors the procedures adopted by SNU during an emergency or crisis situation. An emergency can be any crisis including fire, medical, weather-related, damaged property, or criminal incident which requires immediate action by citizens and/or emergency responders. While SNU is a very safe campus, we are not immune from emergencies that negatively impact members of our community.

Before an emergency occurs, know the locations of the fire extinguishers, the fire alarm pull stations, and two emergency exits for your area. Take time to note where the nearest severe weather shelter is located.

If an emergency situation occurs, prior planning is essential. Call the appropriate telephone numbers provided at the end of this guide. This guide is provided to SNU community members as a tool to use when information is needed quickly. Everyone should be familiar with the facilities they use on campus, including fire exits and shelter locations. During an emergency, it is the responsibility of the building manager to provide qualified instructions to SNU community members and visitors.

In case of emergency, 911 should always be called first unless you know that your particular emergency requires contact with one of the other numbers listed.

Calling 911 from a campus phone requires dialing “9” for an outside line, wait on dial tone, then dial 911. Calling SNU Security Dispatch from a campus phone requires only the four digit extension (6309). You may also call 911 from a cellular phone, but you must be able to identify your exact location to emergency personnel. When you dial 911 from a campus phone, your precise location may not be available to emergency communications personnel who answer the call. Be prepared to give your building name, room number(s), and a description of the emergency.

When 911 is called from any building on the main campus, Bethany Police Department will automatically route the emergency information to SNU Security Dispatch office and summon proper emergency responders from off campus. To report emergencies, call 911 first. If time permits, then call SNU Security Dispatch. To report non-emergencies or request routine public safety services from SNU please call (405)491-6309. SNU Dispatch operates 24 hours a day.

GENERAL BUILDING EVACUATION

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

If a building evacuation occurs, every department should have a specific pre-determined area where employees meet and check in with their supervisor. SNU Security or other emergency response personnel should immediately be notified of missing persons so that a search can be made in the immediate area.

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

1. Fire alarms or verbal notice may be used to sound the evacuation.
2. Safely stop your work.

3. Remain calm and orderly. Gather your personal belongings quickly, especially prescription medications. It may be hours before you are allowed back into the building.
4. Seek out and give assistance to disabled or injured people in the area.
5. If safe to do so, close doors and windows, but do not lock them.
6. Never prop open stairwell doors.
7. If time permits, turn off power to all electrical equipment.
8. Walk quickly, but do not run to the nearest safe exit using the stairways.
9. Never use elevators.
10. Follow SNU Security instructions or other properly identified emergency personnel.
11. Go to a pre-determined emergency rally point and report to your roll taker. If you don't know your emergency rally point, ask your supervisor, then fill in the blank below.
12. Keep all roadways and walkways clear for emergency vehicles.
13. Wait for instructions from emergency personnel.
14. Never re-enter any building until instructed to do so by SNU Security or other properly identified emergency personnel.

The emergency rally point for our department is _____

EVACUATING PERSONS WITH LIMITED MOBILITY OR SPECIAL NEEDS

IF YOUR MOBILITY IS LIMITED

Pre-planning is essential to a safe evacuation. If you are a person who has special needs, know your limitation 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.

For assistance in identifying areas of refuge or shelters in place before an emergency occurs, contact Facilities Management at 405-491-6356 during business hours for training in your area of responsibility.

OFFERING ASSISTANCE TO OTHERS

VISUALLY IMPAIRED PERSONS:

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them (this is the preferred method when acting as a "sighted guide").

HEARING IMPAIRED PERSONS:

1. 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!"
2. Turn the light switch on and off to gain attention, then use gestures to show what to do.

AMBULATORY PERSONS USING CRUTCHES, CANES, OR WALKERS:

Carrying options include using a two-person lock-arm position or having the person sit on a sturdy chair, preferably one with arms. If time permits, call SNU Security at 405-491-6309 for assistance.

NON-AMBULATORY PERSONS (e.g. wheelchairs)

Contact SNU Security at 405-491-6309 for assistance. Then carefully move the person to an area of refuge such as a stairwell if possible. Wheelchairs have moveable parts: some are not designed to withstand the stress of lifting. The wheelchair batteries may need to be removed prior to lifting. Life support equipment may also be attached. Attempting to lift a person with minimal ability to move, may be dangerous to their well-being. Always consult with the person in the wheelchair regarding the following information:

1. The number of people necessary to provide safe assistance
2. The proper way to remove someone from their wheelchair
3. Whether the seat cushion or pad should be brought along with him/her if they are removed from the chair.
4. Whether to straighten or bend arms or legs when lifting because of pain, braces, or other medical concerns.
5. Whether to carry a person forward or backward on a flight of stairs.
6. The type of medical assistance necessary after the evacuation.

WHEN LIFTING SOMEONE, REMEMBER TO USE PROPER LIFTING TECHNIQUES

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

SNU ALERT

SNU Alert is the emergency notification system that allows SNU officials to send news, instructions, and emergency updates simultaneously to individuals through phones, text messaging, and e-mail. The benefits of the SNU Alert system are its immediacy and direct access to individual campus members through multiple points of contact.

SNU Alert complements tools the university already has in place to respond to a range of emergencies that may include weather related closing, environmental health crisis, public safety incidents, and other unique emergency situations. In the event of an actual emergency, the university will continue to relay critical information using the most appropriate options from our full range of notification resources: SNU Alert, Web announcements, e-mail, Social Media sites, the local radio/TV stations, door-to-door notifications and posters.

SNU Alert is available to those individuals who “opt-in” to receive these messages. All students, faculty, and staff are encouraged to update their contact information and their SNU Alert preferences through their MySNU account under MyStuff. Please note there may be a charge from your cell phone provider if you choose to receive text messages via the Alert system.

SEVERE WEATHER ~ TORNADO

IF SEVERE WEATHER IS IMMINENT AND YOU ARE OUTDOORS, MOVE INDOORS AS QUICKLY AS POSSIBLE!

At the SNU Bethany campus, the severe weather warning can be heard via the sirens from the City of Bethany. Please remember the Outdoor Warning Devices (sirens) are often difficult to be heard indoors. Campus-wide notification may also be sent by using the SNU Alert system. In addition to the sirens, a lightning prediction system is in place at SNU Football Stadium. If you are at or near the Stadium and hear two long sirens (15 seconds) seek shelter indoors immediately.

1. Consider obtaining a flashlight and a NOAA All-Hazards Radio for your department. The Emergency Management Unit may provide one for your office if one is requested.
2. Shut off any equipment that might be affected by a temporary loss of electricity.
3. Close hallway doors as you leave to shield the corridors from flying debris.
4. If on campus, move to any of the five designated "Primary shelters" across campus. These five **"Primary shelters" are the basements of the following buildings:**

**Beaver Science Hall
Bracken Hall
Broadhurst Gymnasium
Chapman Apartments Laundry Facility
Snowbarger Hall**

5. If time does not permit movement to a Primary shelter, seek shelter in a **"Secondary shelter"**. Please familiarize yourself with your specific building secondary shelter.

-A.M. Hills Residential Facility (*1st floor of the three stairwell towers, under the stairs if possible*)

-Herrick (*Basement area on West side of building, directly beneath the Informational Technology Department.*)

-Sawyer Center (*Public Restrooms on the 1st floor; 1st floor Interior hallway corridors on either side of the basketball court, with hallway doors closed.*)

-Webster Commons (*Lower Level/Basement- Back stairwell below ground level; Restrooms on the Lower Level/Basement; Interior hallway behind the Storm Cellar grill area*)

6. When you are off-campus or in buildings without designated shelters, move to a small room on lower levels, an interior hallway, a basement, or a tunnel. Avoid upper floors, large glassed areas, and windows.
7. Stay out of parking garages, underpasses, auditoriums, and exterior walkways. Stay away from electrical appliances.
8. Use the telephone for emergency calls only.
9. Stay calm and alert.
10. Call 911 off-campus or SNU Security at 405-491-6309 on-campus to report any damage.
11. There will not necessarily be an "all-clear" signal from the siren designated for the campus. Other locations should become familiar with their neighborhood procedures for warning and all-clear signals.
12. You are encouraged to watch/listen to the local media broadcasts for weather updates.

FIRE

ADVANCE PLANNING IS ESSENTIAL

1. Know the location of fire extinguishers and/or pull stations in your area ahead of time. Most will be located near an entrance doorway.
2. Be familiar with at least two fire exits in case one is blocked or unusable.
3. Contact Facilities Management at 405-491-6356 for advanced fire extinguisher training for your department or office.

UPON DISCOVERY OF A FIRE

1. Immediately call 911 and give your name, location, and a description of the fire, for example; “there’s a fire in a trash can on 3rd floor of science building!” 911 dispatchers should contact SNU Security to advise them of your location and pass the information to them while dispatching emergency personnel.
2. Activate the fire alarm if the building is equipped with one, and give verbal warning to others.
3. If you have attended fire extinguisher training, and have time to assess the size and cause of the fire, you may decide to safely utilize a fire extinguisher. **Remember to use the “PASS METHOD”:**
 - ✓ **P**ull the pin
 - ✓ **A**im at the base
 - ✓ **S**queeze the handle
 - ✓ **S**weep from side to side.

At about 8 to 10 feet from the fire, promptly direct the charge of a fire extinguisher toward the base of the flames. Remember most fire extinguishers discharge their contents for about 30 seconds. Evacuate and call for help if the small fire cannot be extinguished.

4. Evacuate the building, alerting people as you go. Seek and assist persons in your area who are limited in their mobility or who may need some additional assistance in evacuating.
5. Exit using the stairwells only. Do not use elevators.
6. Close all doors leading to the main hallways and any stairwells to prevent further spread of the fire.
7. Never prop stairwell doors open.
8. Once outside, move to your pre-determined departmental emergency rally point which should be in an open area at least 500 feet away from the affected building(s). Avoid inner courtyards.
9. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
10. Wait for further instructions from SNU Security or emergency personnel. Do not re-enter the building until instructed to do so by SNU Security or properly identified emergency personnel.

TIP: If clothes are on fire, stop, drop to the floor and roll (Stop, Drop & Roll). Smother the fire with a blanket, rug or heavy coat. Call 911 for help. Administer appropriate first aid within your ability until help arrives.

SNU POLICY PROHIBITS USE OF CANDLES OR ANY OTHER OPEN FLAME DEVICE ON UNIVERSITY PROPERTY

EXPLOSION ~ EARTHQUAKE ~ SEVERE BUILDING DAMAGE

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

IF OUTDOORS

1. Stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling 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 pre-determine an assembly location if you do not know where to meet.

IF INDOORS

1. Immediately take cover under tables, desks or other 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 and other people.
4. Avoid overhead fixtures, windows, filing cabinets, bookcases, TV's and other heavy objects that could fall or shatter.
5. Stabilize any laboratory projects that could lead to further danger (turn off gas or electrical equipment).
6. After the effects have subsided, evacuate the immediate area. Call SNU Security at 405-491-6309 to advise your name, location, and attempt to give a detailed injury report.
7. Do not light matches in case of gas leak.
8. Do not turn lights on or off due to possible spark.
9. Seek and assist injured and disabled persons while evacuating the building.
10. Exit by using the stairwells. 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 SNU Security 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.

UTILITY FAILURE ~ GAS LEAK ~ POWER OUTAGE:

POWER OUTAGE

1. Between 8am and 4pm Monday–Friday, attempt to notify Facilities Management located at 6711 NW 42nd, or call 405-491-6356 if phones are operating properly.
2. After hours, notify SNU Security located in the Science building at 405-491-6309.
3. If evacuation of the building is required, exit by using stairwells. Do not use elevators. Seek out Disabled persons and provide assistance.
4. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab supervisor immediately. For specific emergencies after hours, contact SNU Security at 405-491-6309.
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.

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. Do not continue to push random buttons on the elevator, as this will further confuse the normal elevator operational system. Elevators often reset on their own if left alone for a few minutes.
3. Call SNU Security at 405-491-6309. They will contact the elevator company.
4. Stay in contact with the trapped persons until SNU Security or other help arrives.

FLOODING

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify the Facilities Management Office at 405-491-6356. After hours, contact SNU Security.
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 on or off.
3. Evacuate as soon as possible, notify others as you go.
4. First, leave the area, and then call SNU Security at 405-491-6309.
5. Do not re-enter the building until cleared to do so by SNU Security or other proper authorities.

INJURY REPORTING ~ EMERGENCY MEDICAL FACILITIES

LIFE THREATENING EMERGENCIES

For life threatening injuries or chemical exposures contact 911 immediately. If time permits, call SNU Security at 405-491-6309. SNU Security will dispatch appropriate campus emergency responders. If able, seek treatment at the nearest hospital emergency room.

NON-LIFE THREATENING INJURIES

STUDENTS / FACULTY / STAFF / ADMINISTRATION: If you need assistance with non-life threatening injuries call SNU Security at 405-491-6309, or proceed to the SNU Health Center in Webster Commons during normal business hours. “When in doubt call 911”. (Error on the side of caution).

VISITORS: If a visitor is injured, contact SNU Security immediately at 405-491-6309. They will dispatch appropriate campus emergency responders to handle the incident. Security personnel will document the incident.

EMPLOYEES: If any injury occurs to SNU faculty, staff or administration, notify your supervisor immediately. Call SNU Security at 405-491-6309. They will initiate the proper notifications. If necessary, they will arrange emergency transportation to the nearest appropriate emergency room.

For life threatening injuries or serious chemical exposures **after** regular SNU business hours, call 911 immediately or seek treatment at the nearest hospital emergency room. Contact SNU Security at 405-491-6309 as soon as possible to document the incident.

- Employees who require medical attention for occupational injuries should contact their supervisor and receive authorization to go **to Concentra Urgent Care**, 200 S. Quadrum Drive, Oklahoma City, OK 73108; (located just east of the intersection of Reno & Portland, east of Bob Mills Furniture). **Phone (405) 942-8767**; Fax (405) 942-7033; Normal Hours Monday–Friday 8:00 a.m. to 5:00 p.m.
- For after-hours emergencies, SNU supervisors may call Concentra After-Hours Care at the same phone number and same location to set up treatment for the employee.
- Injured employees and their supervisor must complete the appropriate SNU injury report forms in order to have benefits paid under the Workers' Compensation system. The injured person must have an SNU authorization form with them to be treated for the injury.
- Students requiring medical attention that is non-life threatening during regular business hours should visit the SNU Health Center in Webster Commons. The SNU Health Center can be contacted at 405-491-6605. For serious or life threatening injuries call 911 and contact SNU Security at 405-491-6309.
- **Your supervisor, along with Human Resources, should be notified in the event of any injury occurring on campus.**

Remember all accidents, injuries, or illnesses that occur on the job regardless of location must be reported using SNU Workers' Compensation forms. For copies of these forms and instructions, contact Workers' Compensation at 405-974-5994.

FIRST AID OVERVIEW

EXPOSURE TO BLOOD (Or Other Potentially Infectious Material)

Take the following actions immediately. Refer to the detailed instructions in the SNU Exposure Control Plan Protocol. Treat everything as if it is contaminated with a blood borne pathogen. Call SNU Security immediately at 405-491-6309 to report the incident. Keep others clear from the area. Limit the contact with the blood and surrounding area when possible.

PERCUTANEOUS EXPOSURE (Cuts to the skin)

If you are stuck with any sharp object (needle, scalpel, dental wire, suture needle, etc.) which is contaminated with human blood or other potentially infectious material, wash the area thoroughly with warm water and antibacterial soap (if available). Proceed to a facility to get care within 1 to 2 hours of the exposure. Call SNU Security immediately at 405-491-6309 to report the incident.

SPLASH TO THE EYES, FACE, MUCUS MEMBRANES, OR BROKEN SKIN

Flush the area with water or normal saline and proceed to a facility to get care within 1 to 2 hours of the exposure.

ELECTRICAL INJURIES

1. Do not touch the victim before turning off the power source.
2. Call SNU Security at 405-491-6309 to report the incident; **If Life-threatening, call 911 immediately.**
3. Seek medical attention immediately.

HEAT RELATED INJURIES

1. Call SNU Security at 405-491-6309 to report the incident.
2. If possible, get the person into the shade or a cool area and loosen restrictive clothing.
3. If Heat Stroke is suspected, seek medical attention immediately.
4. **If person is non-responsive call 911 immediately.**

FROSTNIP / FROSTBITE

1. Warm the affected area with lukewarm water.
2. Do not rub the affected area.
3. Seek medical attention, especially if blisters occur.

CLOSED FRACTURE (Broken Bone)

1. Call SNU Security at 405-491-6309 to report the incident.
2. Do not move patient unless they are in life-threatening immediate danger.
3. Tell person to stay calm and as still as possible and that you will get help.
4. Do not try to set a fractured limb. Stabilize the area of injury.

DISLOCATION

1. Immobilize the joint, do not attempt to straighten.
2. Call SNU Security at 405-491-6309 to report the incident.
3. Seek medical attention.

SMALL OBJECT IN EYE(S)

1. Wash gently with normal saline or flush with water.
2. Do not rub eye(s)
3. Seek medical attention if necessary.

FIRST AID OVERVIEW (cont.)

ANIMAL BITES

1. Call SNU Security at 405-491-6309 to report the incident.
2. While wearing gloves, and with the patient's permission, you may help the patient carefully massage the wound and apply gentle pressure to encourage bleeding.
3. Rinse the wound under warm water for 15 minutes.
4. Wash the wound and surrounding area for 5 minutes and continue to rinse periodically.
5. Seek medical attention if necessary.

HEAD OR SPINE INJURY

1. Never move a person who may have a spine injury unless they are in life-threatening/immediate danger.
2. Call SNU Security at 405-491-6309 to report the incident.
3. Head or spine injuries may be very serious. Persons should seek medical attention in all cases of head or spinal injury.

UNCONSCIOUS PERSON

1. Call 911 and/or SNU Security at 405-491-6309 to report the incident.
2. Check for breathing and pulse. Summon for help.
3. Clear the air-way if it is determined there is a blockage.
4. If you are trained, perform CPR if necessary.
5. Place the victim on his/her side, unless there is the possibility of spine or neck injury.
6. **If Life-threatening, call 911 immediately.**

BLEEDING

1. Call SNU Security at 405-491-6309 to report the incident.
2. **If Life-threatening, call 911 immediately.**
3. For control of minimal bleeding, use disposable gloves and apply direct pressure using a clean, dry dressing.
4. For control of spurting blood, use disposable gloves, a gown, a mask and protective eyewear if possible. Apply direct pressure using a clean, dry dressing.
5. Watch for shock and seek medical attention immediately.

SHOCK

1. Make sure the patient is breathing. **If person is non-responsive call 911 immediately.**
2. Call SNU Security at 405-491-6309 to report the incident.
3. Attempt to stop any life-threatening bleeding.
4. Elevate the patient's legs 6-8 inches.
5. Cover the patient to keep warm.
6. Continue to monitor the patient until help arrives.

SEIZURE / CONVULSION

1. Do not restrain the patient.
2. Protect patient during the seizure. Place the victim on his/her side and protect the head and limbs.
3. Do not force anything into the patient's mouth.
4. Call SNU Security at 405-491-6309 to report the incident.
5. Seek medical attention immediately.

THERMAL BURNS

1. Apply cool, not cold, clean water or dressings.
2. Protect from dirt and friction by applying clean, dry dressings.
3. Do not break blisters.
4. Do not apply oil, butter, grease or ointment.
5. Call SNU Security at 405-491-6309 to report the incident.

Note: Do not administer First Aid unless you have been trained to do so. If failure to administer First Aid 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 liable if you initiate help but do not carry it out.

DANGEROUS SUBSTANCE SPILLS / DECONTAMINATION

CHEMICAL SPILLS

1. Immediately evacuate the area and set up a safe perimeter as needed.
2. Call SNU Security at 405-491-6309 to report the incident.
3. Most chemicals are odorless so remember just because you can't smell it doesn't mean it's not harming you.
4. Only trained personnel should be permitted to enter the exposed area.
5. Check MSDS for precautions, health hazards, personal protective equipment, and cleanup.
6. Wear appropriate personal protective equipment, (gloves, respirator, shoe covers)
7. Clean up the spill by following precautions listed in MSDS for that chemical.
8. Use a spill kit, appropriate absorbent, or neutralizing material to clean up the spill.
9. Properly dispose of all contaminated material as hazardous waste.

CHEMICAL SPLASH ON BODY / EYES

1. Remove contaminated clothing. Flush skin or eyes with water for at least 15 minutes.
2. For chemical splashes to the eyes, hold eyelids open and flush for 15 minutes in fresh water.
3. Make sure chemicals have not accumulated in the soles of shoes. This could be a potential long term exposure point.
4. Seek medical attention for all chemical splashes to the eyes by calling 911.
5. Someone should be responsible to call SNU Security at 405-491-6309 to report the incident.

MERCURY SPILLS

1. Mercury is a heavy metal and when released or spilled becomes airborne.
2. Evacuate and restrict access to the area.
3. Call SNU Security at 405-491-6309 to report the incident.
4. Only trained personnel should be allowed into the area.
5. Put on appropriate personal protective equipment, (gloves, respirator, shoe covers)
6. If a mercury spill kit is available use the extractor/pump to clean up the beads.
7. Use the water bottle and scouring pads for all areas without beads.
8. All contaminated material must be disposed of as hazardous waste.

DANGEROUS SUBSTANCE SPILLS / DECONTAMINATION (cont).

BLOOD SPILLS

1. Alert people in the immediate area of spill.
2. Call SNU Security at 405-491-6309 to report the incident.
3. Put on appropriate personal protective equipment.
4. Cover the spill with absorbent material.
5. Pour an appropriate disinfectant or a freshly prepared 1 to 10 dilution of household bleach around the edges of the spill and then into the spill. Be careful to avoid splashing!
6. Use the recommended contact time of the disinfectant or for bleach a 20 minute contact time.
7. After spill has been absorbed, clean up the spill. Place all material in a biohazard bag for disposal.
8. If material involves broken glassware, use mechanical means to clean up such as a brush and dustpan.

RADIOACTIVE MATERIAL SPILLS

SNU Environmental Health & Safety must be notified by calling 405-974-2216 during normal business hours, or contact SNU Security at 405-491-6309 after business hours for the following incidents:

- Personnel contamination
- Indication of ingestion, inhalation, absorption, or puncture involving radiological chemicals
- Unexpected release of radioisotopes to the air or sewer
- Loss of radioactive material
- Damaged or lost radioisotope shipment containers
- Any radiochemical spill outside of a labeled area

Remember to seek immediate medical attention when necessary during a spill or exposure

PERSONNEL DECONTAMINATION:

1. If ingestion of radioactive material has occurred, immediately report the incident to a Supervisor.
2. Flush contaminated skin area(s) thoroughly with water, and wash repeatedly with mild soap and warm water.
3. If skin is lacerated by glassware or equipment contaminated with radioactive material, wash the wounded area(s) in a stream of lukewarm water.
4. Remove and bag all contaminated clothing and towels.
5. Seek medical attention if necessary.

SLIPS ~ TRIPS ~ FALLS

SPILLED LIQUIDS AND WET FLOORS ARE ONE OF THE MAJOR CAUSES OF SLIPS, TRIPS AND FALLS. MOISTURE FROM OUTSIDE CARRIED IN ON SHOES CAN CAUSE 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 Facilities Management immediately at 405-491-6356. If no answer, call Security at 405-491-6309 and advise the location of the problem.

If you experience a slip, trip or fall and feel you may be injured, use the following procedures;

1. If the injury occurred on SNU campus or property, call SNU Security at 405-491-6309. A security officer will be dispatched to your location. The Workers Compensation/Human Resources Director may respond as well. Be prepared to state when, where, and how the incident occurred.
2. Because the incident may involve workers' compensation or risk management, a report will be filed by the responding security officer.
3. The responding security officer and/or the Human Resources Director may facilitate medical attention for the injured person if necessary.

REPORTING INCIDENTS

REPORT ANY OF THE FOLLOWING TO SNU SECURITY IMMEDIATELY AT 405-491-6309 or call 911

- A tense situation between individuals or group that appears to have a potential for violence.
- Any unusual noise that you can't explain; screams, breaking glass, pounding, or a gunshot.
- Any emergency, such as an accident, fire, or a critically ill or injured person.
- Anyone being forced into or from a vehicle.
- Property being carried out of an office or area that you know is not occupied.
- Recently broken windows or doors, or scratches on your doors or windows.
- Someone running from a vehicle, building, or area while carrying property.
- Someone looking into building windows or windows of parked vehicles.
- A vehicle driving slowly and aimlessly, back and forth on a street, or in a parking lot.
- Door to door solicitors without properly issued local permits or licenses.
- Someone loitering around the buildings, hallways, or other campus areas, with no clear purpose.
- Any form of vandalism, such as spray painting a sign or building; graffiti; removing benches or signs; pulling up or removing plants and shrubbery, climbing on roofs, etc.

REPORT THE FOLLOWING TO PHYSICAL PLANT (M-F, 8:00am-4:00pm, 405-491-6356) OR SNU SECURITY AFTER HOURS AT 405-491-6309

- 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.

CAMPUS AWARENESS RESPONSE AND EVALUATION TEAM (C.A.R.E.)

The purpose of the **SNU C.A.R.E. TEAM** is to provide the campus community with the necessary information to refer students in psychological or emotional distress, or who are experiencing personal crises, to the appropriate resources on campus. The C.A.R.E. Team utilizes a proactive approach to coordinate and plan responses to identify, assess, manage, reduce and educate the campus community as to the risk of individual harm or interpersonal violence. The C.A.R.E. Team also provides assistance to students experiencing circumstances of extreme hardship, and works with the campus community in response to the death of a student. More information regarding the C.A.R.E. team can be found at: <http://www.SNU.edu/care>

FOR MORE INFORMATION ABOUT SAFETY AND SECURITY AT SNU, REVIEW THE CURRENT “ANNUAL SECURITY REPORT” AVAILABLE ON THE SNU WEBSITE (www.SNU.edu).

ACTIVE SHOOTING OR IMMEDIATE PHYSICAL THREAT

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or other location, we recommend the following procedures be followed:

- If you cannot safely evacuate the building, lock and secure yourself in the room you are in at the time of the threatening activity and develop a plan to protect yourself if needed.
- Barricade yourself in the room with furniture or anything you can push against the door.
- If telephone communication is available, call 9-1-1 immediately.
- Do not stay in the open hall or other common area
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from windows unless that proves to be a safe avenue to safety.
- Turn all lights and audio equipment off. Silence cell phones.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge-type area, you must decide what action to take. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep as many objects as you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are down around you.
- The last option you have if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your best option.
- If you are caught by the intruder and choose not to fight back, follow their directions and don't look the intruder in the eyes.
- Once the police arrive, obey all commands. This may involve you being handcuffed or made to lay face down. or put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

This emergency action plan cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

WARNING SIGNS

It must be stressed that if you have had contact with any individuals who display the following tendencies, that you contact SNU Security, Student Development officials, Residence Life Staff (if applicable), a Counseling Services administrator, C.A.R.E. team member, or other university officials in a timely manner:

- Threatens harm or talks about killing other students, faculty or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly to include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

BOMB THREAT ~ SUSPICIOUS PACKAGE

IF YOU FIND OR OPEN A SUSPICIOUS LETTER, BOX, PACKAGE, OR CONTAINER

1. Do not handle the package. Move away if you feel threatened and call SNU Security at 405-491-6309.
2. If you have opened a suspicious package or letter:
 - Leave the package or envelope in place and move away slowly.
 - Leave the room slowly; notifying others to leave the room also, closing doors behind as you go.
 - Notify others in the building to evacuate.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Move to a safe area and call SNU Security at 405-491-6309.
6. Do not allow re-entry into the area where the package is located.
7. Follow the instructions you will receive from SNU Security or other recognized authorities.

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

1. Stay calm. Try to pay close attention to all details as that information will be important.
2. Take notes. Attempt to get the following information from the caller:
 - Who are you?
 - What is your organization?
 - Why are you doing this?
 - Where has the bomb been placed?
 - What time is the bomb set to explode?
 - What type of bomb is it?
 - What does it look like?
 - Where are you calling from?
 - Who else have you told?
3. Have a co-worker or another person contact SNU Security at 405-491-6309 using another phone.
4. Write down exactly what the caller says and have co-worker relay information to Police Services.
5. Try to keep caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help to determine the origin of the call.
6. Evacuate the building upon instruction from properly identified law enforcement or as deemed appropriate in individual situations. As you evacuate, look around and see if there are any suspicious packages or items that appear abnormal, then describe the item and its location to law enforcement.

IF YOU ARE TOLD TO EVACUATE

1. Quickly scan your work area for suspicious or unfamiliar items. Do not touch any suspicious items.
2. Take personal belongings when you leave. You may not be allowed back in for an extended period.
3. Leave doors and windows open.
4. Do not turn lights on or off.
5. Use only the stairs; do not use elevators.
6. Move well away from the building to your departmental emergency rally point and wait for further instructions from SNU Security or other authorities. See **GENERAL BUILDING EVACUATION** in this brochure for your departmental emergency rally point.

EMERGENCY PHONE NUMBERS

Emergency – Police / Fire	911
SNU Security Dispatch	405-491-6309
Bethany Police – Non Emergency	405-789-2323
Transportation and Parking Services	405-491-6309
Chemical Spills, Safety, Airborne Contaminants	405-491-6309
Facilities Management	405-491-6356
Access Control	405-491-6356
Human Resources and Risk Mgmt.	405-491-6333
ReNew Counseling Center	405-717-6200
SNU Health Center	405-491-6605
Oklahoma Poison Control Center	405-271-5454

Proceed to a safe location before calling emergency personnel.

1. Give your name
2. Give your phone number.
3. Give building name and room number or other specific location.
4. Describe the condition clearly and accurately.
5. Don't hang up until you are sure the dispatcher or other person you are calling is clear on all information needed for you to receive proper assistance for your situation.

EMERGENCY PREPAREDNESS GUIDE DISCLAIMER:

Use of this information is voluntary. This information is based on available best practices and SNU does not and cannot accept, and hereby specifically disclaims, any liability for death, injury, any loss, cost or expense suffered or incurred by any person if such loss is caused by, arises from or results from the use of any of this material, due to default or omission or any act of its agents specifically disclaims, any liability for losses arising from, caused by, or resulting from, the provision or non-provision of information in this document. SNU is not able to warrant and does not warrant that particular information herein, even when used properly, will protect the user or implementer of the information. Each individual should only act and apply what training and information that they feel qualified to utilize under the existing circumstances. As a condition to any participation in or attendance at SNU or any meeting at SNU or any function at SNU associated or affiliated herewith, each such attendee and participant, including: students, faculty, staff, and visitors, accepts the foregoing disclaimer.

LEGAL STATEMENT:

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, the Civil Rights Act of 1991, and other Federal Laws and Regulations, Southern Nazarene University does not discriminate on the basis of race, color, national origin, age, religion, handicap, disability, status as a veteran in any of its policies, practices, or procedures; this includes but is not limited to admissions, employment, financial aid and educational services

www.snu.edu/safety