

Emergency Procedures

OBU Safety: 870-245-4000

Emergency: 911

Medical Emergency:

If you discover a medical emergency:

1. Call Campus Safety and give the following info:
 - a. Your name & phone #
 - b. The building and room #
 - c. The type of injury or symptoms
2. DO NOT MOVE the injured or ill person unless they are in a life-threatening situation.
3. Try to comfort the person until emergency staff arrive.
4. If you are exposed to another's body fluids, go to Health Services office.

Fire:

If smoke or fire is present:

1. Activate the fire alarm system by pulling the lever on the nearest building pull station
2. Call Campus Safety and give the following info:
 - a. Your name and phone #
 - b. The exact location of the fire
 - c. What is on fire and size
3. Assist anyone needing help if there is no immediate danger to yourself
4. Evacuate the building the appropriate route and meet at the designated area. If smoke is present, you may need to stay low or even crawl.
5. If you are above ground floor and smoke or fire has restricted exit routes – remain in your room, cover the base of the door with a towel and call 911.

Tornado:

If you are notified a tornado is approaching:

1. Move quickly to an interior hallway on the lowest level
2. STAY AWAY from all windows and exterior doors
3. Stay out of rooms below large roof sections such as the gym, theater, or auditorium.
4. DO NOT leave the building unless instructed to do so.
5. If you are outside, seek shelter in a nearby building, or find a ditch or low spot in which to lay down and then cover your head.
6. Report injuries and damages to Campus Safety or 911

Evacuation:

If an evacuation order is issued for your building:

1. Follow emergency route signage in your area
2. Close all doors when exiting
3. Take the stairwell to the ground floor and exit the building
4. DO NOT use elevators
5. Proceed to a safe area or the designated gathering area for your building
6. DO NOT return to your building or room until the "ALL CLEAR" message is given by emergency responders

Criminal Activity:

If you witness a crime in progress:

1. DO NOT attempt to apprehend or interfere with a criminal except in self-defense.
2. If it is safe to do so, try to get a detailed description of the criminal including:
 - a. Height, weight, sex, race, age, clothing, marks or tattoos, weapons-if any, direction of travel.
3. If a criminal enters a vehicle, write down its
 - a. License number
 - b. Make, model & color
 - c. Any other identifiers
4. Call Campus Safety or 911. Remain where you are until contacted by an officer or policeman.

Bomb:

If you receive a bomb threat:

1. Keep the person talking as long as possible.
2. Secure information:
 - a. Where is the bomb?
 - b. When is it set to go off?
 - c. What does it look like?
 - d. What type of bomb is it?
 - e. What will cause it to explode?
 - f. Why did you place the bomb?
 - g. What is your name?
3. Try to observe as much from the conversation:
 - a. Caller's gender
 - b. Approximate age
 - c. Voice characteristics
 - d. Background noises, etc.
4. Hold the line open and try to have Campus Safety or 911 contacted on another line.

Active Shooter:

Contacting Authorities:

1. Call 911 & Campus Safety
2. Secure immediate area
 - o Lock and/or barricade the door if possible.
 - o After securing the door, stay away from the door.
 - o If the assailant enters your room and leaves, lock and/or barricade the door behind them if safe to do so, allow others to seek refuge with you.

Protective Actions:

1. Close blinds and block windows
2. Turn off radios and computer monitors
3. Silence cell phones
4. Place signs in exterior windows to identify your location to responders
5. Turn off lights and remain calm and quiet
6. After securing the room, people should be positioned out of sight and behind items that might offer more protection.

What to Report:

1. Your specific location; building name and room #
2. Number of people at your location
3. Injuries; number injured and types of injuries
4. Assailant(s) location, number of suspects; race; sex; clothing/description; type of weapon (long gun or hand gun); number of shots fired; suspect identity if known.