

Emergency Response and Phone Numbers

EMERGENCY TELEPHONE NUMBERS

Fire Department		911
Ambulance		911
Univ. Police & Security Services		7-7000
Environmental Health & Safety		7-2273
Facilities Services (24-hr. service)		7-4038
Radiation Safety		7-2227

The first three items listed above should be visibly displayed on every Oregon State University telephone.

FATALITY OR OTHER SERIOUS ACCIDENT

Any on-the-job accident that results in a fatality or the immediate hospitalization of an employee shall be reported **WITHIN 8 HOURS** by telephone to Environmental Health and Safety (7-2273), who in turn will make the required notification to OR-OSHA.

IN CASE OF FIRE

Activate the building fire alarm by pulling the nearest wall "fire pull" to alert occupants. The alarm does not always call fire fighters to the scene, but most alarms are connected to the campus notifier system which is monitored by Security Services Dispatch Center. Call the Corvallis Fire Department (911), and give the exact location of the fire. Evacuate occupants from the building. Follow building evacuation procedures below. Send someone outside the building to direct fire fighters to the scene. For small fires, use the closest appropriate fire extinguisher. Do not use water on electrical fires.

BUILDING EVACUATION

When the alarm sounds, walk to the nearest exit. Use the stairways. Do not use the elevator. It can quickly become a smoke or fire trap and may lose electric power. Be aware of alternate exits from the building.

Before leaving the work station, take personal valuables and lock up any valuable materials or documents. Do not, however, endanger life through delay. Assist non-ambulatory persons in leaving the building. (For detailed instructions, see Building Evacuation Planning.)

Use fire escape ladders only when stairways are closed by fire. In an actual fire, feel each door before opening it. If it feels hot, use an alternate exit. If caught in smoke, keep low where the air is better. Take short breaths through the nose.

When outside the building, do not block doorways or driveways. Stay a minimum of 100 feet from the building. Do not return to the building until advised to do so by personnel in charge.

EMERGENCY TREATMENT

Determine the extent of the person's injury. Check for breathing, pulse, bleeding, possible fracture, and pain. Administer first aid as indicated by the extent of the injuries. If the injured person is:

- **not conscious or ambulatory**, dial 911 on any campus phone for the Corvallis Fire Department ambulance. The ambulance crew will determine whether injured students should be transported to the Student Health Center or to the hospital.
- **conscious and ambulatory STAFF**, arrange for transportation by car or ambulance to the hospital or doctor's office as desired by injured person. If a supervisor or fellow employee is not available to provide transportation, contact Security Services (7-7000). They have the responsibility to ensure that appropriate transportation is obtained.
- **conscious and ambulatory STUDENT**, arrange transportation to the Student Health Center in Plageman Hall by calling Campus Security (7-7000) day or night. Students may also go to their personal physicians if desired.

DISASTER MANAGEMENT PLAN

In the event of a large scale catastrophe, the President of OSU may proclaim a disaster and invoke the OSU Disaster Management Plan. The provisions of this plan supersede routine emergency procedures.