



☩ Saint Luke's

College of Health Sciences

Emergency Preparedness Handbook

EMERGENCY PREPAREDNESS PROCEDURE

These emergency preparedness procedures are published with the understanding that disasters will occur. It is the desire of Saint Luke's College of Health Sciences (SLCHS) to provide as safe an environment as possible for students, faculty and staff. This is the principal planning source that explains how SLCHS will coordinate and engage available resources to administer a comprehensive, scalable emergency preparedness program. The plan's primary purpose is to minimize loss of life, prevent injuries, protect property, safeguard the environment and sustain normalcy by effectively and efficiently responding to internal and external emergencies, disasters and/or catastrophic incidents.

This handbook is designed to guide you during emergencies such as fires, disasters, bomb threats or medical. Anyone wishing more information regarding emergency procedures should contact the Director of Bursar Operations at 816-936-8725.

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COMMUNICATION

In the event of an emergency, the SLCHS President or his/her designee will communicate to the campus community as soon as information is available and verified. The following methods will be used to notify students, faculty and staff of school closings. The following methods will be used to communicate emergency information:

- Email to all students, faculty, and staff
- SLHS (text) Alerts (will only be sent to those enrolled)
- Main page of SLCHS web site
- Voicemail on the main College phone: 816-936-8700
- KMBC Channel 9 (ABC)
- KCTV5 Channel 5 (CBS)
- KSHB Channel 41 (NBC)
- FOX Channel 4 (FOX)

To contact SLCHS about an emergency, please call Security at 816-932-2911 or the College at 816-936-8700.

INCLEMENT WEATHER (THUNDERSTORM, TORNADO, SNOW, ETC.)

SLCHS wants to keep its students, faculty, and staff safe during inclement weather. It is recognized that weather conditions near one's home may be different from that near the College. The College participates in Saint Luke's Health System Alerts for severe weather alert notifications and additional weather resources. This includes the review of the National Weather Service (www.weather.gov) projections along with the condition of main traffic

arteries, to determine the appropriateness of holding classes.

When weather predictions signal the potential for paralyzing weather, SLCHS Administration will monitor the status of inclement weather to determine if action is necessary. If action is necessary, faculty, staff, and students will be notified.

TORNADO WARNINGS

If a tornado warning is issued which involves the warning area around SLCHS, the following procedures will be engaged:

1. An overhead announcement will be made via the Cisco phone system.
2. An announcement via College mass notification system is sent.
3. All occupants of the building should proceed immediately to the A-Level.
4. Do not use elevators.
5. The administration will monitor the situation and notify occupants when it is safe to return to their classrooms/offices.
6. Students attending clinicals should follow process of your clinical site.
7. Do NOT stop to collect personal belongings.

EARTHQUAKE

If a tremor strikes when you are inside:

1. Stay inside. Watch out for falling debris. Stay away from windows and mirrors.
2. Either crawl under a table or desk, sit or stand against an inside wall away from windows, or stand inside a strong doorway.

After the tremor is over:

1. Check for injured people. Do not move seriously injured people unless they are in immediate danger.
2. If you think the building has been damaged, please evacuate. After-shocks can level severely damaged buildings.
3. Do not use the telephone except to report an emergency. If a call is necessary, dial Security at extension 22911 and report the emergency situation to the communications operator. Be sure to give your name, building and room number, and telephone extension.
4. Do not use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
5. Open doors carefully, watching for objects that may fall.
6. Do not use matches or lighters. Watch for fires that may have started.
7. Be prepared for additional after-shocks.

Facilities Management will coordinate the inspection of damage from the earthquake and determine the priority of repair work needed.

CHEMICAL/HAZARDOUS WASTE

SLCHS will adhere to the hazardous waste policy as written for SLH/SLHS. The policy can be found in the SLHS Policies and Procedures portal.

FIRE

If you hear the fire alarm:

1. Leave the building by the nearest exit (faculty is responsible for seeing that students exit). Do NOT stop to collect personal belongings.
2. Do NOT use the elevators.
3. Close all doors as you leave to contain or confine the fire and minimize the spread of smoke.
4. Do NOT re-enter the building.
5. Assemble at the lower parking lot located north and east of the building unless directed to another location by safety personnel.

If smoke or fire is sighted, implement **R.A.C.E.:**

R Rescue or remove any persons from the immediate scene.

A Activate call to 911 and pull the fire alarm located between the glass doors at the back of the building. Stay on the line until the operator has all the information.

C Contain or confine the fire and minimize the spread of smoke by closing the door to the room or area involved.

E Extinguish if possible, or **Evacuate** the building (do NOT use elevators).

Fire Extinguisher Operation

Fire extinguishers are located near building exits. Although the majority of extinguishers work with these directions, there are exceptions. Know the correct operating instructions for extinguishers in your area. The following instructions follow the **P.A.S.S.:**

P Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, or other motion.

A Aim the extinguisher nozzle (horn on CO₂ or hose on Dry Chemical extinguisher) at the base of the fire.

S Squeeze or press the handle. Alternate opening and releasing the control level on the extinguisher to help conserve the length of the time the extinguisher will operate.

S Sweep from side to side at the base of the fire until it goes out. Shut off the extinguisher by releasing the handle. Watch for reflashings of fire and reactivate the

extinguisher if necessary.

EXPLOSION

If an explosion occurs at SLCHS:

1. Faculty and staff will coordinate an orderly evacuation.
2. Activate fire alarm system (pull boxes) and call/fire emergency phone 911.
3. Prepare for further evacuation, if necessary.
4. Use telephones for emergencies only.

If an explosion is in another area, await specific instructions.

BOMB DEVICE FOUND

If a bomb device is found:

1. Isolate the area.
2. Call 911. Stay on the line until the police tell you to disconnect.
3. Handling of any suspected explosive device must be left to experts.
4. Evacuate the building. Evacuate by room, starting with rooms nearest the device.
5. Turn off all cell phones and two ways radios.
6. Do not turn lights on and off.
7. SLHS Facilities and Security will be notified by the College administration of the device.

BOMB THREAT

If you receive a telephone bomb threat:

1. Do not hang up.
2. Remain calm.
3. If the phone has caller-ID, note the telephone number.
4. Try to prolong the conversation and get as much information as possible.
5. Note what you hear. Are there background noises, such as music, voices, or cars?
6. How does the caller's voice sound? Any accent? What sex? What age? Any unusual words or phrases?
7. Does the caller seem to know about the College? How is the bomb location described? Does the caller use a person's name? Does the caller give his/her name?
8. When the call is over, notify Security at extension 22911 and complete the bomb threat report immediately. This is located at the front desk and on the S-Drive under Policies and Procedures.
9. After this is done, notify the administration. Then stand by for further instructions. Do not mention the threat to other employees, students, or visitors, which could cause undue concern or panic.
10. If it is deemed necessary to evacuate, you will be notified via SLHS Alerts and email.

If you discover a bomb, threatening note, or other suspicious item:

1. Leave it untouched and secure the area until Security arrives.

2. Contact Security at extension 22911 and report the suspicious item. Follow the procedures (starting at step #9) listed above.

GAS LEAK

If you smell gas:

1. Contact the College Services Center (front desk) at extension 38700.
2. SLHS Facilities will communicate with the local utility company (external).
3. SLCHS will communicate to the campus community (internal) via SLHS Alerts and/or email.

ARMED INTRUDER/ACTIVE SHOOTER

An “active shooter situation” is defined as any incident involving an armed person or group of persons who engage in random or targeted physical force of another person(s) and continues to do so while having unrestricted access to additional victims. They are actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

The first person to recognize that an active shooter situation is occurring should call 911.

Procedure for response to an active shooter in your area:

In the event of an active shooter situation, faculty, staff and students should immediately assess the situation and apply one of the response options described below.

Run/Evacuate: If there is a safe, accessible escape path, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave your belongings behind.
4. Help others escape, if possible.
5. Prevent individuals from entering an area where the active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any police officer.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.

Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

1. Be out of the active shooter’s view.
2. Provide protection if shots are fired in your direction (i.e., an office with solid walls and a door that closes and locks).
3. Do NOT trap yourself or restrict your options of movement.
4. To prevent an active shooter from entering your hiding place, lock the door and blockade the door with heavy furniture.

Fight: If evacuation or hiding is not possible, as a last resort and only when your life is in imminent danger, you should:

1. Act with aggression to incapacitate the shooter.
2. If you can, plan a coordinated attack with other team members.
3. Utilize improvise weapons as striking objects.

TERRORIST INCIDENT

Incidents of terrorism occurring world-wide take many forms. While it may seem remote that our campus may be targeted, federal officials continuously monitor terrorist group activities to determine where a threat may occur. If a threat specifically targets the geographic location in which the campus is located, or campus specifically, the College will evaluate such information and coordinate the appropriate response.

Terrorist incidents may include, but may not be limited to:

1. biological or chemical attacks
2. Radiological devices or attacks.

The Department of Homeland Security defines terrorism as "A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives."

What to do

If you see something suspicious, or if you receive information that may indicate that the campus may be targeted for terrorist activity, notify Police immediately. Dial 911. Provide the dispatcher with the specifics of the suspicious activity or threat, and meet with an officer at a safe location.

Stay Alert

- Watch for strangers or anyone who seems to be acting suspiciously.
- If you see anything raising your concern - including unattended bags, backpacks, packages, cars or vehicles – call 22911.
- If you see something that should be secured but is not, let Security know by dialing 22911

Campus Terrorism Response Plan

As soon as information becomes available that a terrorist incident may occur or has occurred on campus, the College's Incident Command System (ICS) will be activated and will coordinate the campus response. Depending on the type of incident, the ICS will coordinate possible evacuations, cancellations, communications and emergency response.

Campus officials, including SLHS Security, will assess each situation carefully to determine

the best response. That response will be implemented under the guidance of the ICS as well as other local, state and federal emergency agencies.

CIVIL UNREST

Civil disturbances include riots, property damage, threatening individuals, or assemblies that have become significantly disruptive.

Demonstrations are visible actions designed to advocate a position on a particular issue. Most are peaceful, although they may occasionally cause an inconvenience. They may become problematic when they interfere with SLCHS business. College administration may monitor demonstrations.

In Case of Civil Disturbance or Demonstration:

If the site activates perimeter controls for any issue, follow the directions of building leadership.

- If perimeter controls are active, do not utilize perimeter doors until told it is safe to do so.
- If arriving at the school and you see a demonstration at the site, call to see if it is safe to enter the building.
- **Avoid** provoking or obstructing demonstrators.
- **Secure** your area (doors, safes, files, vital records, expensive equipment).
- **Avoid** the area of the disturbance.
- **Report** any unauthorized persons in your building to SLHS Security at extension 22911.
- Continue with normal routines as much as possible. Follow the directions of site leadership.
- **Stay inside** away from doors and windows.
- **Notify:** SLHS Security at extension 22911.
- Call 911 if there is a threat to life or safety.
- Call SLHS Security at extension 22911 if the disturbance threatens the individual safety or SLCHS property.

BEHAVIORAL EMERGENCY

When an upset person is argumentative and/or hostile and behaviors demonstrate a potential for violence, call Security at extension 22911. This will allow Security to provide assistance to safely take control, if necessary. At least one of the officers responding will have training in Non-Violent Crisis Prevention Intervention.

OUTBREAK OF SERIOUS ILLNESS

Students and employees will be notified. Information will be communicated with the Saint

Luke's Hospital (SLH), SLHS, and the Center for Disease Control (CDC), if necessary.

Other Emergency Situations (not requiring emergency responders) INJURY or ILLNESS

1. Provide immediate first aid, if appropriate.
2. Call 911 if it is emergency.
3. Report as soon as possible to the Employee Health at extension 23176 (employees only).

TESTING

Testing will be done yearly for severe weather or other emergencies notification via SLHS Alerts and/or via email.

Fire drills will be conducted once per semester in coordination with SLHS Security. Security will time the drill to verify timely and safe building evacuation. Tornado drills will be conducted once per year in coordination with SLHS Safety Department.