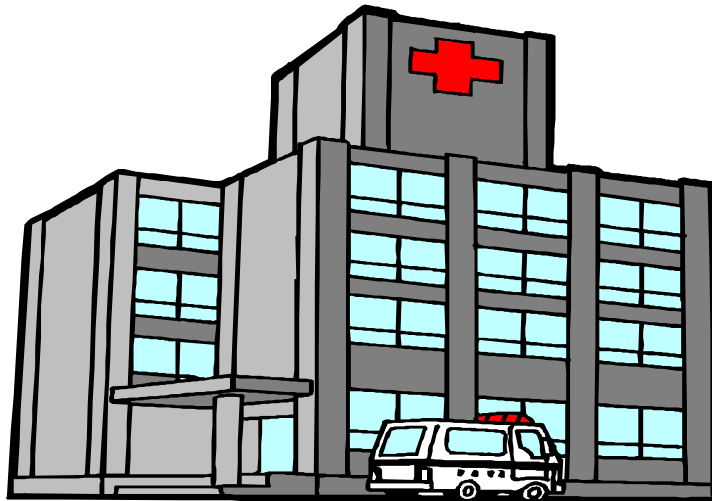




# COLLEGE OF NURSING

# CAMPUS EMERGENCY RESPONSE GUIDE



Revised 11/08, 6/09, 2/10, 9/10

# **TABLE OF CONTENTS**

Safety Mission .....	3
Emergency Phone Numbers .....	3
Emergency Codes .....	3
Code Red Procedures .....	4
Location of Equipment .....	4
Fire Alarm System .....	5
STOP – DROP – ROLL .....	5
Unable to Evacuate .....	5
Fire Extinguisher Operation – PASS .....	5
Fire Prevention Information .....	6
Bioterrorism – “Plan Eagle” .....	6
Evacuation .....	7
Disaster .....	7
Tornado Watch / Warning .....	8
Earthquake .....	9
Hazardous Material Safety / Exposures .....	10
Bomb Threat .....	11
Weapons – “Code Silver” / Violent Person .....	12
Infant/Child Abduction - “Code White” .....	13
Utility Service Interruptions .....	14
Bloodborne Pathogen Exposure / Needlesticks .....	15
Animal Incidents .....	15
Reporting a Crime .....	16
Safety Hints .....	16
Hazardous Vulnerability Analysis (HVA) .....	Contact MCON HR to view report
Index .....	17

# SAFETY

Safety Mission: It is the mission of the Safety Department to provide campus safety to its employees, students, and guests. Enforce rules and regulations and to investigate matters related to safety concerns.

Policy: Methodist Health Services Corporation (MHSC) maintains a Fire Emergency Plan that complies with Joint Commission standards and other regulatory standards for emergency preparedness, fire safety, and all other applicable fire & life safety codes.

## PHONE NUMBERS:

	<u>CALL:</u>	
<b>EMPLOYEE EMERGENCY</b>	<b>3333</b>	This number rings to both Security and Call Center. One or both areas will pick up on the line and be able to dispatch immediate assistance to your location.
<b>SECURITY (ROUTINE)</b>	<b>(672)-5921</b>	
<b>POLICE / FIRE / AMBULANCE</b>	<b>911</b>	
<b>MEDICAL EMERGENCIES</b>	<b>911</b>	
<b>CALL CENTER HELP LINE</b>	<b>4444</b>	
<b>POISON CONTROL</b>	<b>(672)-4950</b>	

## EMERGENCY CODES:

<b>CODE RED</b>	<b>Fire</b>
<b>CODE WHITE</b>	<b>Infant abduction</b>
<b>PLAN E</b>	<b>Evacuation</b>
<b>CODE ORANGE</b>	<b>Disaster</b>
<b>PLAN EAGLE</b>	<b>Terrorism Preparedness</b>
<b>CODE SILVER</b>	<b>Weapon Event</b>

# **CODE RED – FIRE**

(To be used for a real fire and/or fire drill)

**If you discover a fire follow the R.A.C.E. procedure listed below.**

- R RESCUE** People from the fire scene.
- Stay calm, walk, never run.
- A ALARM** Pull any alarm box located near all exits.
- Call 3333 and give location of fire.
- C CONTAIN** the fire.
- Close all doors and windows
  - Assure that fire doors remain closed.
- E EXTINGUISH**
- You must have two fire extinguishers.
  - There shall be at least two persons present.
- or **EVACUATE**
- Follow department policy.
  - Never use elevator.
  - When ordered to do so by fire department.
  - Never return to the fire area until safe to do so.
  - Never pull beds in hallway.

## **Fire Drills Are Important To Continuously Improve Response.**

### **Location of Equipment:**

Fire Alarm Pull Boxes – 1<sup>st</sup> floor – located at each exit passageway  
2<sup>nd</sup> – 7<sup>th</sup> floor - located at each stairwell exit.

Fire Extinguishers – 1<sup>st</sup> floor – are located by the vending machine area, time clock, outside room 106, and in 106 kitchen.  
2<sup>nd</sup> – 7<sup>th</sup> floor – At each stairwell in the fire hose cabinet, lounges, kitchens

Exit Stairwells: One stairwell is located at each side of the building. The West Stairwell will direct to exit through the first floor and out the main doors. The East Stairwell will lead you our directly to the rear of the building through the outside stairwell to the parking lot behind the building.



#### Fire alarm system:

- ❖ In case of a fire, activate the nearest fire alarm pull station.
- ❖ Each dormitory room is equipped with a smoke detector and carbon monoxide detector. When they activate and sound an alarm, you are to proceed to the fire alarm box, activate the pull station to alert others in the building, then exit the building.
- ❖ Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
- ❖ Once alarms activated, it will automatically notify the Peoria Fire Department and Methodist Security.
- ❖ When the alarms sound, you are to evacuate the building, **NO EXCEPTIONS**.
- ❖ Staff and/or resident assistants are designated to follow RA procedures if on the floor.
- ❖ Leave your rooms and close doors.
- ❖ Attempt to extinguish the fire if you can do so safely.
- ❖ If smoke is present, crawl low under the smoke to get out.
- ❖ Report any information about the fire to Security, Safety Officer, and/or Fire Department.
- ❖ Move away from the building and meet at the CON designated meeting place
- ❖ Do not attempt to re-enter the building until authorized by the Safety Officer, Security, or Fire Department.

#### If you are on Fire:

##### **STOP - DROP and ROLL**

- ❖ **STOP** where you are, **DROP** to the floor or ground, and **ROLL** your body to smother the fire.

#### Unable to Evacuate:

- ❖ Let someone who is evacuating report your location to authorities.
- ❖ Go to the stairwell, stay out of way of evacuating tenants.
- ❖ Wait in the stairwell for help to arrive. The stairwells are pressurized during a fire – which means that fresh air from the outside is brought into the stairs.



#### Fire Extinguisher Operation:

- P – Pull** the pin
- A – Aim** the nozzle at the base of the fire
- S – Squeeze** the trigger and handle together
- S – Sweep** agent back and forth over fire

## **Fire Prevention:**

There are many possible fire sources that cause a fire and/or smoke. Two of the greatest possible fire sources in dormitory living are careless use of smoking materials and malfunctioning, overheated, or overloaded electrical appliances and circuits.

To minimize the risk, observe the following;

- Smoking is **NOT ALLOWED** in the college or surrounding property.
- Turn off all electrical appliances before leaving your room.
- Do not cook in your room, use the kitchen facility and stay in the kitchen until the cooking is complete.
- Do not use appliances if a burning odor is present or appliance is not working correctly. Notify building maintenance.
- **NO burning of candles or incense or open flame of any kind.**
- Do not prop open doors if you are not in the room.
- Do not place furniture in hallways that will block a normal egress path.
- Hallways are to be kept clear – no storage of any kind, **NO EXCEPTIONS.**
- Keep exit stairwells open and no storage in stairs.

Please note: Any violations noted during safety inspections, will result in removal of items and discussion with proper College personnel.

## **BIOTERRORISM “PLAN EAGLE”**

### **C. If a suspicious substance is suspected or found do the following:**

- Keep away from substance.
- Secure the room or area.
- Wash hands.
- Notify Security at 3333.
- Security will secure scene and evacuate if necessary.
- Security will notify 911
- Security to notify Call Center to notify Terrorism Response Team.

### **C. If an exposed person enters the College do the following:**

- Person shall be placed in a room isolated from other persons immediately.
- Wash hands after placing person in room.
- Contact MMCI Infection Control Nurse and Safety Officer to inform of incident and give name of agent or symptoms if possible.
- If agent is indicated by assessment, your facility must be locked down.
- MMCI will notify local fire and police agencies.
- Call Center to notify Terrorism Response Team.

# **EVACUATION**

**In any emergency situation evacuate the building quickly with consideration of safety.**

A total evacuation of the East Campus Building is required when the fire alarms are activated or an emergency constitutes the evacuation.

Employees, Students, Guests on floors 2-7 are to proceed to the closest stairwell to exit. (Those East of the elevators proceed to the East Stairwell which will exit to the rear outside exit to the parking lot behind the building, those West of the elevator proceed to the West stairwell which will exit through the 1<sup>st</sup> floor and out the main door.) Employees, Students, and Guest on the 1<sup>st</sup> floor are to proceed to the closest exit from the classroom they are in at the time of the alarm. Employees, Students, Guests in the basement proceed to the closest exit. Do not use the basement stairs to the first floor. Exit through the parking deck.

# **DISASTER**

Methodist Security and Safety Officer will attempt to obtain as much information as possible about the disaster, the location, and the types and numbers of injuries through telephone, radio, television, and personal reports.

Security and Safety will consult College Leaders to determine what role the college will take in the case of disaster conditions.

Safety Officer and Command Center will work with local emergency medical personnel to coordinate information and activities. There may be a need to evaluate a request for nursing students to assist with emergency medical care at the hospital.

# TORNADO WATCH/WARNING

Tornado Watch: A tornado WATCH is announced when conditions are favorable for severe weather to develop, a severe thunderstorm or tornado WATCH is issued by the National Weather Service in Lincoln, Illinois. Local radio and/or television stations will issue the watch notification for specific central Illinois counties. The internal notification of a watch should be implemented when Peoria County and/or any surrounding collar counties are designated as “watch areas”.

Tornado Warning: A tornado WARNING is announced by the National Weather Service when a tornado has been sighted or indicated by weather radar for Peoria County and/or any surrounding collar counties. Tornadoes travel at an average of 30 miles per hour and usually move from the Southwest to the Northeast, but their direction of travel can be erratic and may change suddenly. Most tornadoes occur during the mid-afternoon or early evening (3:00 p.m.-7:00 p.m.), but can originate at any time with little advance warning from the Peoria Weather Bureau. If a tornado warning is announced, staff should be prepared to take the appropriate steps listed below and move patient, staff and visitors into safe areas as directed.

**Alert notification will be made by Methodist Medical Center Operator through the RED Alert System.** A voice recorded phone message call will be made to the dorm room phones alerting the student to the weather conditions.

## **In event of a tornado, staff should:**

1. Go to a MMCI computer and read the pop-up message that will appear.
2. If a WATCH – be cautious and be ready to move and take cover.
3. If a WARNING - Move all persons and guests to the basement which is the lowest level of the facility.
4. Continue to monitor weather developments through television, radio, or weather radio until an “all clear” is issued by the weather service and MMCI.

# EARTHQUAKE

**Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:**

- **“DON’T PANIC” – “STAY CALM”**
- Duck or drop to the floor
- Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms.
- Keep away from appliances, windows, and heavy hanging objects.
- Hold on securely and stay in your protected position until shaking stops.
- Evacuate the building as soon as shaking stops

**If you are outside when you feel shaking:**

- Move to a clear area away from trees, signs, buildings, and electrical wires and poles.
- If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

**If you are driving when you feel shaking:**

- Stop at the side of the road, away from hazards such as overpasses and power lines and poles.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

**After the shaking has stopped:**

- Anticipate aftershocks, and plan where you will take cover.
- Check for injuries, and give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and if you smell gas, open windows and leave the building immediately.
- Contact MMCI Security at 672-5921.

**Stay out of damaged buildings.**

## **HAZARDOUS MATERIAL SAFETY / EXPOSURES**

- A. In case of a chemical spill:**
1. Dial 3333 and say:
    - “ I am reporting a chemical spill”; give the chemical name;
    - Location of the spill, and
    - Details of any injuries and any other pertinent information.
  2. If you splashed the product on your skin, in eyes, etc., need to complete an Incident Form. Take form with you to Emergency Department if you had chemical contact (liquid, powder, or vapor).
  3. Contact Safety Officer to report spill/exposure.
- B. Evacuate immediately in the event of:**
- Any hazardous material greater than the working volume
  - Any gas produced from a liquid or solid
  - Any spill of a material identified by its label as a Class A Poison or asphyxiant
  - Accidental exposure to a very toxic chemical
- C. Accidental chemical contact with skin, eye, etc.:**
- Immediately flush the area with tepid running water for 15-20 minutes
- D. Material Safety Data Sheet (MSDS):**
- Icon named “MSDS on Line” located on all MMCI computers to access the electronic version of all MSDS within the organization.
  - Master MSDS Manuals can be found in Safety Officer’s Office.
- E. Chemical Approval Process:**
1. In order to purchase a new chemical, you must do the following:
    - Need to fill out Hazardous Materials Approval Form.
    - Send form with MSDS to Safety Officer for approval.



## BOMB THREAT

**If you receive a bomb threat call, try to keep the caller on the line and ask the following questions:**

- Where is the bomb located?
- What time will the bomb explode?
- Why was the bomb put there?

**Note the responses the caller gives you.**

**Listen to distinguishing:**

- Background noises such as music, voices, or other sounds, and note if the caller indicates any knowledge of the hospital by description of locations or comments made.
- Voice characteristics and try to determine the sex, age, race, and mental condition of the caller.

**As soon as possible:**

- Call the emergency phone number 3333 and a Security Officer will respond immediately.
- Write down the exact comments and statements the caller made.

**If there is a need to search your area:**

- Security may have you assist them in looking for any out-of-place package, bag, box, or container.
- If a package looks suspicious, do not touch, unwrap, or try to move any package or item. Leave it alone, contact Security immediately.
- If there is a need to evacuate your area, follow the evacuation plan and departmental evacuation plan.

**If you receive a threat by e-mail or fax:**

- Do not delete e-mail.
- Do not throw away fax.
- Contact Security immediately.
- Do not spread the information throughout the area.

# **CODE SILVER – WEAPONS – VIOLENT PERSON**

**Report to Security immediately: Call 3333, and “911” if;**

- You observe someone displaying or concealing a weapon.
- A situation needs an immediate intervention from a Security Officer.
- There is a situation that could potentially result in violence at the Medical Center.

**If an individual comes into the building or dorm area and displays a weapon or makes threats, employees should;**

- Take cover and/or leave the area as soon as possible.
- Assist other students, staff, visitors, or other bystanders in leaving the area, if safe to do so.
- Notify the Security Department at 3333 and 911 immediately.
- Close & lock all doors in department, (if possible), remain in secure area until all clear given by Security

**Upon the Security Officer’s or Peoria Police arrival, provide the following information:**

- Location of the person with the weapon.
- Kind of weapon.
- Location of weapon if not in person’s possession.
- Whether or not another person is being threatened.
- The mental and emotional condition of the suspect involved.

**The Security staff will contact the Peoria Police Department for assistance, if needed in handling an armed or disturbed individual.**

# INFANT/CHILD ABDUCTION / CODE WHITE

## **Prevention:**

- Notify Security immediately of any suspicious person who loiters near the building and/or child care areas.
- Do not leave healthcare uniforms, scrubs clothing or lab coats accessible.

## **If it is believed that an abduction has occurred:**

- Notify Security at 3333, give location of abduction and age of child.
- Security will notify police department and hospital Call Center.

## **All staff/students/employees should:**

Follow departmental procedure as outlined in the Infant Abduction Policy.

- Be alert for any person who may be carrying, leading, or concealing an infant or child that matches the appropriate age.
- Observe stairwells, elevators, or exits from the building.
- Report immediately to Security any suspect seen leaving property.
- Get a description of the person and any vehicle they may leave in.
  - Person (height, weight, clothing, etc.)
  - Vehicle (make, model, year, color, size, type, etc.)
  - Description of child (clothing, height, weight, etc)

# **INTERRUPTIONS IN UTILITY SERVICE**

## **A. IF YOU EXPERIENCE AN INTERRUPTION IN UTILITY SERVICE CALL 4444.**

### **ELECTRICAL SERVICE:**

- Report all defective equipment.

### **WATER:**

In the event of a loss of domestic water:

- Ensure all faucets are turned off.
- Refrain from flushing toilets.
- Use waterless hand washing products located on unit.

### **PLUMBING:**

- Under flooding conditions, ensure patient/visitor safety.
- Remove electrical equipment from the affected area and post signs.
- Refrain from flushing toilets until instructed.

### **COMMUNICATIONS:**

- Telephone - may use cellular phones”
- Data - inform Information Services at 4357.

### **HEATING, VENTILATION, & AIR CONDITIONING:**

If unusual or irregular environmental conditions exist, call 4444.

### **ELEVATOR SERVICE:**

- In the event of elevator failure, call 4444.

## **B. FOR NON-EMERGENCY SERVICE:**

1. Submit a request via email to “Facility Services”, or
2. Submit a request via fax at 680-2500.

# **BLOODBORNE PATHOGEN EXPOSURES / NEEDLESTICKS**

If you find a needle on the floor, table or chair – **DO NOT RECAP** - Dispose of in sharp box.

If you are stuck by a needle regardless of clean or dirty, the student shall immediately notify the instructor who will in turn notify the area nurse manager or designee.

The student and instructor will follow the College of Nursing process. The department or area nurse manager will follow their procedures.

When exposure occurs there should be no delay in getting treatment --- eyes need to be flushed, wounds cleaned immediately.

## **ANIMAL INCIDENTS**

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to Methodist Security at 672-5921 immediately. Only trained animal technicians should be handle animals.

Any animal that is wandering loose on campus should be reported to Security at 672-5921. If a wild animal such as a bat or a raccoon is inside the building, try to safely isolate it in a room by closing doors behind it and keeping people away.

### **Venomous Animals**

In the case of a bite or other injury caused by a venomous animal (i.e. spider) or an allergic reaction to an insect or other animal, call 911 immediately for emergency medical assistance and Methodist Security at 672-5921.

- Be prepared to give your name, location, and if possible the species or type of animal involved.
- Try to remove victim and yourself from danger, tell others to vacate the area.
- Help the victim immobilize the bite area and make victim comfortable until medical assistance arrives.

## **REPORTING A CRIME**

To report a crime or criminal behavior in progress on campus, call Methodist Security at 672-5921 or 911.

Do not approach or attempt to apprehend the persons involved. Take actions necessary for self-defense. If you are safe, stay where you are until the police and/or Security arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime.
- Location of crime or criminal behavior.
- Description of person(s) (height, weight, sex, clothing).
- Vehicle description.
- Direction of travel.
- Weapons involved.

To report non-emergency police related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, call Methodist Security at 672-5921.

## **SAFETY HINTS**

- Students should lock their room doors whenever they leave the room regardless of length of time.
- Do not loan your keys, ID card, or access card to anyone. If you lose your ID card or access card notify College officials immediately.
- Do not advertise valuables that maybe in your room or vehicle.
- Valuable items should be kept out of sight from hallway view.
- Report all thefts (i.e. valuables, cash, checks, credit cards, etc) immediately to your RA, and Methodist Security.
- Do not prop open elevator or stairwell doors to the dormitory floors.
- Report any door within the dormitory floors that do not lock or latch.
- Be alert to unknown persons on the floor, in the building, or hanging around outside the building.
- No one is allowed to solicit on hospital property.
- Avoid walking alone at night
- Be conscious of your surroundings.
- Carry a whistle or some type of an alarm to use if approached.
- Notify someone from your floor (i.e. RA or friend) your designation and when you will be returning.
- Keep your vehicle doors locked.
- Keep valuables either in your trunk or in your room, do not keep them in plain site of the windows.
- Park in well lighted areas
- Be alert to persons loitering.
- Have your keys ready before you get to your vehicle.
- Always look into your vehicle before you get in.
- If someone is following you while you are driving, go to the nearest open business and call the police.

# INDEX

	Page
<b>A</b>	
Animal Incidents .....	15
<b>B</b>	
Bioterrorism – “Plan Eagle” .....	6
Bloodborne Pathogen / Needlesticks .....	15
Bomb Threat .....	11
<b>C</b>	
Code Red Procedures.....	4
<b>D</b>	
Disaster .....	7
<b>E</b>	
Earthquake .....	9
Emergency Codes .....	3
Emergency Phone Numbers .....	3
Evacuation .....	7
<b>F</b>	
Fire Alarm System .....	5
Fire Extinguisher Operations – PASS .....	5
Fire Prevention Information .....	6
<b>H</b>	
Hazardous Material Safety / Exposures .....	10
Hazardous Vulnerability Analysis (HVA) .....	18
<b>I</b>	
Infant/child Abduction – “Code White” .....	13
<b>L</b>	
Location of Equipment .....	4
<b>N</b>	
Needlesticks .....	15
<b>R</b>	
Reporting a Crime .....	16
<b>S</b>	
Safety Hints .....	16
Safety Mission .....	3
STOP-DROP-ROLL .....	5

**T**  
Tornado Watch/Warning ..... 8

**U**  
Unable to Evacuate ..... 5  
Utility Service Interruptions ..... 14

**W**  
Weapons – “Code Silver” / Violent Person ..... 12

