



# **Emergency and Safety Procedures Manual**

Revised October 21, 2008

# Emergency and Safety Procedures Manual For Nebraska Methodist College – The Josie Harper Campus

## Table of Contents

<b>Topic</b>	<b>Page</b>
Overview.....	3
Reporting an Emergency.....	4
Active Shooter or Violent Incident on Campus.....	6
Bomb Threat or Suspicious Package: “Code Yellow” .....	9
Telephone Threat.....	9
Mail or Written Threat .....	10
Suspicious Package.....	10
Building Evacuation.....	11
Campus Lockdown due to Imminent Threat.....	12
Criminal Activity on Campus.....	13
Disruption of College Operations due to Emergency.....	14
Disruptive Behavior (Faculty/Staff Manual Only).....	15
Fire or Explosion – “Code Red” .....	16
Hazardous Material Spills.....	17
Illness Surveillance.....	18
Pandemic.....	19
Power/Utility Failure.....	20
Tornado and Severe Weather.....	21
 Appendix:	 Appendix
	:
1. Student Innless/Injury Report Form.....	1
2. Blue Light Activation- Communication Tree.....	2
3. Bomb Threat Checklist.....	3
4. Fire/Evacuation Drill- Procedures.....	4
5. Code Red (Fire and Drill) Evaluation Form.....	5
6. Influenza-Like Illness (ILI) tracking Form.....	6

## OVERVIEW

The safety and wellbeing of the NMC community is the overarching goal of the NMC Emergency and Safety Procedure Manual. However, the existence of any policy manual is of limited value without the active support of the students, faculty, and staff. Everyone at NMC should be prepared to take appropriate and deliberate actions when an emergency arises. It is critical that all employees are familiar with manual and are prepared to follow the emergency plan as best as possible. Students should be familiar with general safety guidelines as well. Safety is *everyone's* responsibility!

Prevention is a critical factor in any emergency plan. Faculty, staff, counselors, and students are in the best position to identify and react to any warning signals or potential dangers and must take personal responsibility for reporting concerns. These could range from safety concerns in a laboratory to unusual or suspicious behavior. It is through a trust-based partnership among administration, faculty and staff, and students that our campus can remain safe and focused on education.

The Emergency Procedure Manual is an adjunct to the *NMC Incident Management Plan*, the goals of which are to:

1. Maintain the health and safety of the NMC community
2. Prevent or minimize the impact of emergencies
3. Maximize effectiveness of campus response, including communication, immediate actions, and recovery
4. Provide for continuity of operations

## **Reporting an Emergency**

**When reporting an emergency, provide the following:**

- Your name;
- Location of the emergency;
- Telephone number from which you are calling; and
- Type of emergency you are reporting (e.g., injury, fire, or hazardous material spill) to Campus Security.
- Do not attempt to move or transport an injured person. Wait for appropriate medical assistance.
- Depending on the nature of the emergency you will call one of the following numbers
  1. \*911 – This is the City of Omaha’s emergency line; If 911 is called, place a second call to Security (354-6911) to inform them of the call to 911, or call the College Front Desk (354-7000) and alert them to notify security.

**\*If calling 911 from campus phone, dial 9-911**

2. 354-6911 – Direct, top priority line to the Methodist Hospital operator for immediate access to security
3. 354-4111 – Customer Service Center (to report power failure, etc)
4. 354-7000 – College Front Desk

Questions/concerns regarding emergency preparedness topics can be forwarded to the NMC Safety Compliance Officer (Kris Hess) at 354-7260, the Methodist Health System Safety Department at 354-4048 (Safety Officer) or 354-4068 (Methodist Health System Safety Compliance Officer)

# In Case of Accident, Injury or Medical Emergency on Campus

## **Employee Injury or Illness:**

Follow the Health System policies and procedures, briefly described below. Refer to the [Human Resources Policy/Work-Related Injury/Illness](#) and [Return to Work](#) Policy for complete information (on Ernie)

ALL WORK RELATED INJURIES AND ILLNESSES MUST BE REPORTED AT THE TIME OF INCIDENT OR WITHIN 24 HOURS.

- Notify your supervisor.
- If you are not at a hospital location, and it appears emergency care is needed, your supervisor will contact 911. Employee Health will be contacted at 354-5684 as soon as possible after contacting 911.
- If you do not require emergency care, your supervisor will contact Employee Health at 354-5684. Employee Health will assist in determining the best care options. You should not proceed to medical care without notifying Employee Health, unless it is an emergency.

**Students Injury or Illness:** The Accident and Unusual Occurrence Policy and Blood and Body Fluid Exposure policies are located in the Student Handbook, which provides all steps and details in managing and reporting student illness or injury (including Blood and Body Fluid Exposure).

ALL WORK RELATED INJURIES AND ILLNESSES MUST BE REPORTED AT THE TIME OF INCIDENT OR WITHIN 24 HOURS.

Protocol for on-campus and off-campus occurrences:

- The student reports any accident or unusual occurrence to the appropriate faculty member, preceptor or designated supervisor, who assists the student in both the reporting and treatment.
- If the incident occurs on the Josie Harper Campus and is an **emergency, call 911 (or 9-911 from campus phone.)** For non-emergencies, the faculty/staff should call student health at 354-7210 or 354-7211. If the NP is unavailable call the front desk (354-7000), describe the situation and ask for assistance.
- The student receives immediate first aid or medical attention at the site as needed, with the assistance of the faculty member, preceptor or designated supervisor and will receive information related to the nearest emergency services, if necessary.
- The faculty member, preceptor or designated supervisor collects the information related to the accident or occurrence and assists the student in completing the Illness/Injury Report Form within 24 hours. The steps for filing the report are explained in the “Accident and Unusual Occurrence Policy” in the Student Handbook.

**Remember- Do not attempt to move or transport an injured person. Wait for appropriate medical assistance.**

# In Case of an Active Shooter or Violent Incident on Campus

While the number is relatively small, the number of violent incidents on college campuses involving active shooters has increased and warrants the development of appropriate policies and procedures to best protect the NMC campus community. Active shooter incidents evolve rapidly, where seconds, rather than minutes, matter. In general, how one responds to an active shooter will depend on the specific situation. There is no way to predict the motives or actions of a person intent on committing an act of violence, therefore the following recommendations are just that, recommendations, based on the practices and policies of numerous colleges and universities. Any option may still result in a negative consequence.

**Steps to take** If you hear shots fired on campus or see or know of an armed individual on campus:

1. **First- protect yourself first by moving to a safe location.**
2. ***If safe- Call 911 (or 9-911 from campus phone) or activate a campus blue light if available and safe.***
  - a. Provide details of situation- who and where you are, what you have witnessed, and if anyone has been injured
  - b. If possible alert others – call campus security 354-6911 (campus) or the front desk at 354-7000 and tell them to call security.

While there is no evidence to suggest one right way to respond to the threat of violence, there are some general recommendations to follow *if, and only if, you deem it safe to do so.*

1. In the event of an active shooter on campus and you are:  
*In a classroom, office, laboratory, residence facility:*
  - a. Stay in the room secure the door with a lock and barricade if possible with a heavy wedge or furniture and turn off lights
  - b. Silence all items that emit sounds- phones, radios, etc
  - c. If it is safe to do so, allow others to take refuge with you,
  - d. Identify ONE person to call 911 (9-911 from campus phone)
  - e. If the door has a window cover it or stay out of view, and take adequate cover- thick desks, walls, or any object that may stop a bullet; stay low and quiet.
  - f. If the room has an external window and depending on the location of the gunman, consideration may also be to exit the building. If this is decided, proceed silently and calmly while someone is posted to watch for potential changes to the situation. You may also choose to place signs in the window to alert law enforcement that people are in the room

*In the hallway or corridor:*

- c. Get to a room that is not already secured and secure it. Unless you are very close to an exit, do not run through a long hall to get to the exit, and *do not* hide in restrooms unless it is the last resort.

*Trapped with the gunman:*

- a. Try to remain calm
- b. Do not provoke the gunman. If no shooting is occurring, do what the gunman tells you to do and do not make sudden moves.
- c. In this situation, only you can make the decision of what you will or will not do to preserve your life or the lives of others.

*In an open space (such as parking lot or large room)*

- a. Immediately seek protection- put something between you and the assailant.
- b. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available
- c. If in doubt find the safest area and secure it as best you can

**Placing a call to report emergency:**

CALLING 911- Emergency situations should be reported to law enforcement. Dial 911 (or 9-911 from campus phone), stay on the phone until it is answered (may take several rings) DO NOT hang up. Be prepared to provide as much information as possible including:

- Speak calmly, clearly and slowly
- What is happening
- Where you are located- building and room number
- Number of people at your immediate location
- Injuries- number and types
- Your name
- Any details that you witnessed regarding the assailant- description, type of weapons, identity if you know it.

**Treating the Injured:**

- Apply pressure to bleeding and elevate if possible
- Provide calm reassurance

**Un-securing the area:**

- The assailant may not stop until engaged by law enforcement or until their objective was met-
- Do not allow yourself to be lured into the open (the assailant may bang on the door, yell for help, or otherwise entice you to open the door)
- If there is any doubt about the safety of the individuals inside the room, keep the room secured until you are confident that official law enforcement is in command of the situation.
- You may be instructed by law enforcement to exit with your hands on your head. Follow their instructions.
- Once you have been evacuated you will not be permitted to retrieve items or access the area until the crime scene is released

**Keeping Updated:**

If an active shooter situation develops, NMC will implement its emergency response plan and will work with law enforcement to support their efforts to manage the situation.

- Announcement over Loud Speaker (if deemed safe)
- NMC Campus Closure Hotline (354-7222) recorded message
- Alert on the NMC Homepage
- (Text-messaging service being developed)
- All College email

# In Case of a Bomb Threat or Suspicious Package

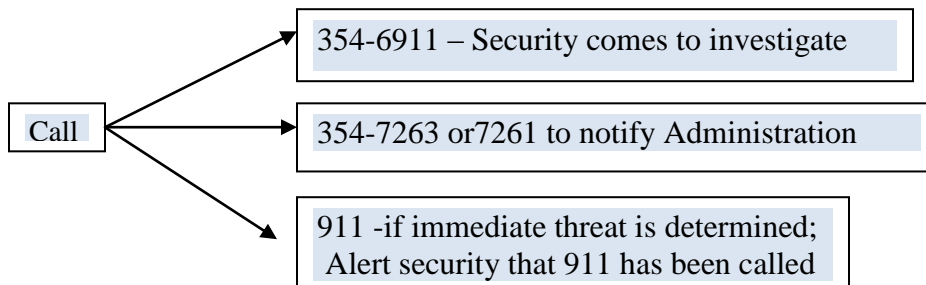
The following procedures will be used in the event of a written or telephone bomb threat or if any explosive/incendiary devices are directed at or found anywhere on the premises.

## Telephone Threat

### Steps to take: Refer to Bomb Threat Checklist- Appendix

- Treat any threat as genuine and report as soon as possible.
- DO NOT transfer phone call. DO NOT hang up.
- Get attention of someone and give note saying: “Bomb Threat- notify Security 354-6911”
- Ask: Exact location of the bomb  
Time set for detonation  
Description of explosive or container  
Type of explosive  
Reason for call or threat
- Also note:  
Date and time of the call  
Caller ID information (on phones so equipped)  
Exact language used  
Sex of caller  
Estimated age of caller  
Peculiar or identifiable accent  
Possible race of caller  
Identifiable background noise
- DO NOT discuss the threat or warning outside the College. These issues are considered confidential and should be treated as such.

### Steps to notify security and evacuate building:



**When directed by administration, security or other law enforcement personnel, Front Desk Staff will make an announcement with overhead paging system to follow Evacuation Procedures.**

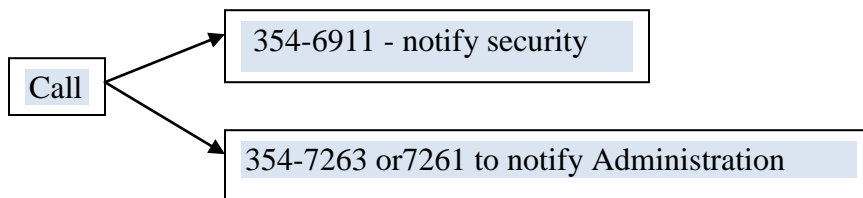
**Everyone is to evacuate the building immediately and report to the designated Collection Point at the far South parking lot.**

## Mail or Written Threat

### Steps to take:

- Save all articles, including any envelope or containers.
- Avoid unnecessary handling.
- Any suspected letter that might be contaminated should be placed in a plastic bag (e.g., garbage can liner) and sealed.
- DO NOT discuss threat or warning outside the College.

### Who to contact:



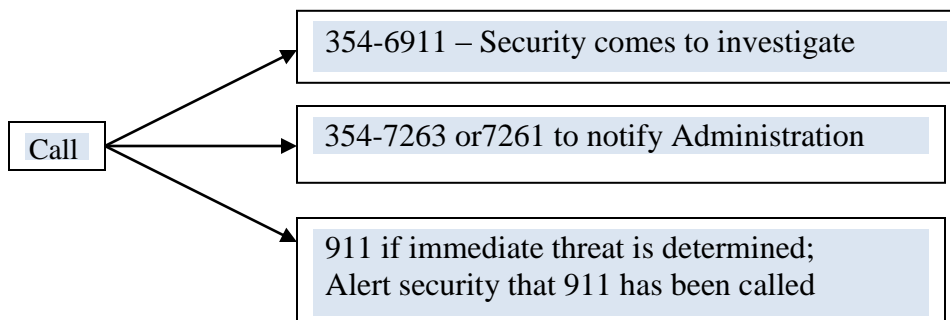
Determination will be made by these parties if further follow-up is needed.

## Discovery of Suspicious Package or Suspected Explosive Device

### Steps to take:

- Do not attempt to remove the device/object.
- Immediately leave the area and notify the operator (354-6911).
- Wait for further instructions.
- DO NOT discuss the threat or warning outside the College.

### Who to contact:



**When directed by administration, security or other law enforcement personnel, Front Desk Staff will make an announcement with overhead paging system to follow Evacuation Procedures.**

**“Everyone is to evacuate the building immediately and report to the designated Collection Point at the far South parking lot.”**

# In Case of a Building Evacuation

Evacuation is required when the safety of the College community is best served by requiring everyone to vacate the building(s). Situations include fire, in the event of a bomb threat, or if other hazard is detected.

## Steps to take:

- Shut down any hazardous operations and render them safe, if it is possible to do so
- Take jackets if readily available
- Close doors (but do not lock) as you leave
- If you are away from your office or room and the alarm sounds, do not return, but proceed immediately to the designated area (Far south parking lot -lower level)
- Notify all others in your area if they did not hear the alarm
- Once a room is vacated, turn lights off and/or leave a sticky note on the door if possible to indicate empty room
- Instructors and staff should make every effort to ensure that all students evacuate- i.e. library staff should insure that all students have been evacuated from the library and turn off lights to indicate that space has been evacuated
- Exit the building via the safest route, walk quietly, and swiftly. Feel exit doors before opening- if hot to touch, move to next exit.
- DO NOT use elevators
- Report to designated evacuation point and wait for directions
- DO NOT reenter the building until the “all-clear” is given.

## *If you are trapped by smoke, heat or flames:*

- Leave the room door closed and seal cracks and ventilation grills with clothes (clothing, towels, etc)
- Call 911 (or 9-911 from campus phone) and notify operator of your location
- Hang emergency notice in window if possible (clothes, sheet, towel. . .)
- Stay close to the floor

## *Evacuation of persons with disabilities:*

- Hearing impairments:
  - gain the person’s attention (wave, gesture, turn lights on and off)
  - write a note indicating evacuation directions and escort if possible
- Visual Impairments:
  - announce that evacuation is necessary
  - offer your arm for guidance
  - explain the path and any obstacles
- Mobility impairments:
  - If evidence of fire, smoke or emergency, evacuate all people from the area
  - If there is not an immediate evidence of fire or emergency, move persons to the predetermined Area of Evacuation Assistance (area near stairwells to the north or south - farthest from area of danger on the second and third floors of Clark; 2<sup>nd</sup> floor lobby outside of administration.)

# In Case of Campus Lockdown due to Imminent External Threat

A threat of violence MAY include, but is not limited to, a person on or near campus with a weapon, the lock down of nearby schools, or significant law enforcement action in the neighborhood adjacent to campus. In the event of any threat that has the potential of causing harm or injury to any person(s) on campus, the College may “lock-down” to protect occupants and minimize the overall exposure to danger.

A **Partial Lockdown** means that the doors leading outside of the building are locked and people may not exit or enter the building unless supervised by security or designated authority.

The term 'lockdown' can be defined as an emergency course of action taken by an agent of authority, such as security, administration, or law enforcement officials, to contain a problem or incident within the area of its origin by controlling the movement of people.

## **Lockdown Procedures:**

- The administrative person in authority will assess the situation in collaboration with campus security. If deemed necessary, “lock-down” will be ordered and communicated to the campus community via overhead announcement, all-college email, and website notice. (When text-messaging services are available, a text-message will be sent).
- Message will specify “Full Lockdown” or “Partial Lockdown”
- Remain calm and follow instructions
- Notify those around you and anyone you can that is outside. Use judgment about safety when doing so. Lock doors.
- An-all clear will be announced, when the situation is deemed safe to return to normal operations.

### *Partial Lockdown Procedures:*

- An announcement will be made that a partial lockdown has been ordered
- Implement campus notification system
- All external doors will be locked
- Unless there are special circumstances, no one will be permitted to enter or exit the building(s)
- Once in "Partial Lockdown" you will be allowed to move about to facilitate certain needs, e.g. bathroom, water, but you are not allowed to leave the building unless an all clear has been sounded;

## **In Case of Criminal Activity on Campus**

If you notice or become suspicious of any criminal activity, secure your safety first, and then report the incident or concern by following the following steps. It is everyone's responsibility to be alert to and report any criminal activity or suspicious behavior.

### **Steps to take: (Blue Light notification Tree is located in the Appendix)**

1. Attempt to remove yourself from danger
2. If you are outdoors, Activate Blue Light if you feel that you are in danger or fearful for your personal safety (Blue lights are not for car trouble or flat tires)
3. Blue Light activation goes directly to Hospital Operator- provide all information to the operator who will notify security
4. Call 911 (or 9-911 from campus phone) from a safe location if possible.
5. If possible, provide police/security with:
  - Location of crime
  - Nature of crime and specifics (number of people, weapons, etc)
  - Any injuries
  - Description of suspect(s)
  - Direction of travel
  - Description of vehicles involved in crime
  - DO NOT pursue or attempt to stop suspects

## **In Case of Disruption of College Operations Due to Emergency**

Nebraska Methodist College primarily serves students in the greater Omaha area, but also has many students throughout greater Nebraska and even nationally. Because of this geographical diversity it is impossible for the College to make effective emergency closure decisions for all geographic areas reached by the College. The College will be as comprehensive as possible when making announcements concerning emergencies, but the ultimate decision for safety rests with the individual student or staff member. The individual should never travel to a classroom, clinical site, or other college-related function if the safety of the individual is threatened by the act of travel.

College administration will monitor emergency situations to determine the extent to which some or all college operations will be suspended. Emergency situations are usually weather-related, but can also include power outages, mechanical breakdowns, health emergencies, or local or national crises.

- In the event of an emergency situation, College Administration will announce the decisions concerning college operations as early as possible. Announcements concerning disruption in college operations will be recorded on the College Hotline at 354-7222. Announcements related to overnight events that affect campus operations (usually weather-related) will be posted by 5am if at all possible.
- For clarity, announcements will always include:
  1. Status of the Josie Harper Campus for students.
  2. Status of clinical and preceptor experiences for students.
  3. Status of online communications.
  4. Expectations for faculty and staff attendance.
- Announcements will also be posted on the website at [methodistcollege.edu](http://methodistcollege.edu), but the website is not considered the primary source of communication in a crisis situation.
- Weather usually allows for some forewarning to allow for adequate planning, and therefore requires only an announcement on the College Hotline. Emergency events that give little or no forewarning will be communicated through both the College Hotline and through the activation of the College calling tree, so that breadth of communication is ensured.
- Students with remaining questions concerning attendance should call their Program Director for further guidance. The ultimate decision concerning personal safety in the event of a crisis is the responsibility of the individual, regardless of the final decision of the College.

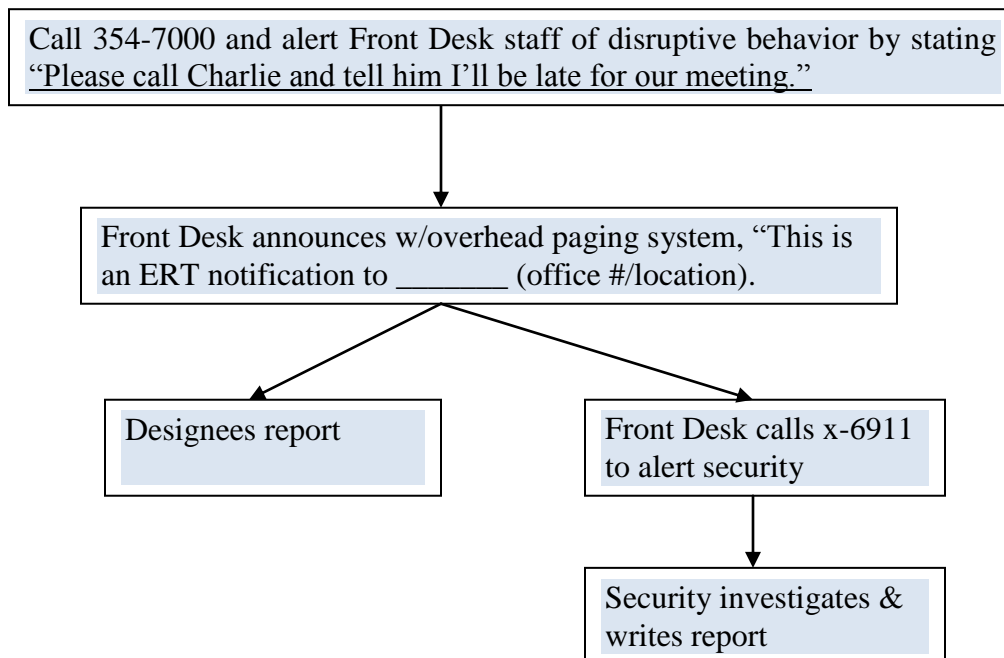
# In Case of Disruptive Behavior

These actions may be taken when any person demonstrates a disruptive or violent behavior.

## Steps to take:

- All actions taken should be directed to the protection and safety of the students, college personnel, and public.
- The specific actions are dependent on the situation and on the professional judgment of the respective faculty/staff/administrator.
- If additional assistance is needed and it is possible to call security without increasing the threat, call Security 354-6911 otherwise follow instructions

## Who to contact if you are unable to call for help directly:



# In Case of Fire or Explosion (Code Red)

## Steps to take:

\* **DO NOT** use elevators

- Fire alarm sounding/fire strobe flashing, no smoke or flames sighted:  
Wait for further instructions.
- Smell something burning, no smoke present  
Dial 354-6911 to report to Security who will come to investigate. If off-site, follow specific site instructions.
- Smoke and/or flames sighted:  
Activate **R.A.C.E.** procedures  
**Rescue** those in danger  
**Alarm**
  - \* Pull fire alarm
  - \* Dial 354- 6911 make contact with the hospital operator, and give the following information:
    - a. Exact location of fire
    - b. Your name
    - c. Type of fire, if known
    - d. In the event of multiple fires, repeat steps a. and b.
    - e. Stay on the phone; DO NOT hang up

**Confine** the fire by closing the door of the room with the fire in it.

**Extinguish** the fire or **Evacuate**, if necessary. If evacuation is necessary, call 354-7000 for Front Desk staff to announce “Code Red” evacuation procedures in overhead paging system.

Fire extinguisher operation – Initiate **P.A.S.S.** procedures

- \* **Pull** the pin
- \* **Aim** low, pointing to the extinguisher nozzle at the base of the fire
- \* **Squeeze** the handle, releasing extinguishing agent
- \* **Sweep** from side to side at the base of the fire until it is out

- Notify Health System Safety Officer (354-4048)
- The person(s) who initiate the call will complete a Code Red Report (in collaboration with security) within one week of incident.

# **In Case of Hazardous Material Spills**

**Chemical Spill:** Toner, Cleaning Fluids, etc.

## **Steps to take:**

- If possible, identify chemical spilled.
- Notify persons in immediate areas about spill. Evacuate if necessary.
- Attend to any persons who may have been exposed, if possible, without placing yourself at risk.
- Refer to Material Safety Data Sheet (MSDS)- ERNIE Intranet Form
- If spilled material is flammable, turn off ignition and heat sources.
- Move nearby items to minimize damage.
- If contaminated with a hazardous chemical during a spill or clean-up, seek help immediately.
- Follow other specified plans.

## **Who to contact:**

- Call 354-4111 for non-emergency spills
- Call 354-6911 if it is an emergency and inform them that a chemical spill or exposure has occurred. Provide as much detail as possible.

# In Case of Illness Outbreak

The purpose of the Campus Illness Surveillance Policy (also located in the NMC Incident Management Plan for Pandemic Influenza) is to track the incidence of influenza and influenza-like illnesses or other disease outbreaks on campus so that appropriate mitigation measures can be taken to reduce the impact on the College community.

## Steps to take:

1. Students, faculty and staff who are ill are to call their supervisor or course instructor to report their absenteeism. Calls need to be made as early in the day as possible, and repeated each day that they are absent.
2. The faculty member or supervisor is to log onto the ILI Surveillance Form on Angel to document the absence. (It is strongly recommended that form be added to desktop for ease of access.)
3. The form requires the following information: name of person (to eliminate the potential of duplicate reports), date of absence, reporting supervisor or faculty member and program of study if student, and if the student is in the Residence Community. The form requires that one of the following options be checked: Absent with ILI symptoms (symptoms will be listed); Gastro-intestinal Illness (symptoms listed), non-influenza like illness; other.
4. The submit button will forward the information to student/campus health (Campus Health Coordinator(s)) A daily count of campus absenteeism will be reviewed. Illness trends will be tracked and documented in a campus health report as necessary
5. The campus health report will be shared with the VPAA and VPSA and ultimately the President as necessary
6. Actions pending the report findings may include stepping up infection control initiatives, communication with the college community, and possible closure should there be an epidemic.

# In Case of Pandemic

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population and the virus begins to cause serious illness and then spreads easily person-to-person worldwide. The federal government, states, communities and industry are taking steps to prepare for and respond to an influenza pandemic. NMC has created a Pandemic Preparedness plan, with the primary goal of protecting the health and lives of the NMC community. Policies have been developed to mitigate the impact of pandemic or other public health threat based on best practices and/or recommendations from the CDC, WHO, US Department of Health and Human Services, and Douglas County Health Department.

The NMC Plan is based on leveled criteria as determined by the Federal Government Response Stages and the WHO Phase and Level Criteria, and will be made readily available if and when the pandemic risk is elevated to level 4 or above.

<b>Inter-pandemic phase</b> New virus in animals, no human cases	Low risk of human cases	1
	Higher risk of human cases	2
<b>Pandemic alert</b> New virus causes human cases	No or very limited human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
<b>Pandemic</b>	Efficient and sustained human-to-human transmission	6

# In Case of Power/Utility Failure

## Steps to take:

- Call the Methodist Hospital operator at 354-6911 (for emergencies) or 354-4111 (for non-emergencies)
- Follow additional steps below, as appropriate:

Utility	Service	Additional Steps to Take/Persons to Contact for Information
Electricity	Normal	Use flashlights. Check elevators for people.
Water	Domestic Water	If flooding occurs, contain water. Notify floor below.
Steam	Heating, Cooking, Hot Water	Contain, if possible.
Sewer	Sanitary, Storm	If flooding occurs, contain water. Notify floor below. Use standard precautions. Do not use water. Do not flush toilets.
HVAC	Heating, Ventilation, Air Conditioning	Call building management to report outage at 4111.
Elevators	Elevators	Reassure occupants trapped in elevators that help is on the way. Maintain communication. Call building management at 4111.

- Write up a summary of the power/utility failure and send to the Health System Safety Officer. Contact the Safety Department (354-4048) if assistance is needed.

# **In Case of Tornado or Severe Weather**

## **Tornado Watch**

A tornado watch means conditions are favorable for a tornado to develop.

### **Steps to take:**

- Prepare your work area with equipment or emergency supplies that may be needed (e.g., flashlights).
- Clear hallways and designated areas to be ready to move in the event of a tornado warning.

## **Tornado Warning**

A tornado warning means a tornado has been sighted, sirens are sounding, and the Weather Service is advising everyone to take cover.

### **Steps to take:**

- Move employees and necessary supplies to designated areas. Stay away from outside walls and windows.
- Employees are responsible for conducting a sweep of the surrounding offices in their immediate area to be sure all individuals have evacuated to shelter locations. Place a yellow post-it note on the outside of each office door checked to signify all persons from within that office have evacuated to shelter locations.
- Remain in designated areas until the “all clear” is given.

## **Tornado Shelter**

The tornado shelter locations at the College are:

- Clark Center basement
- Riley-Leinart Center -northwest corner of the first floor- PTA Lab (former Nursing Lab) adjacent classroom 1070, restrooms.

## **Appendix I: Forms and Documentation**

1. Student Illness/Injury Report Form
2. Blue Light Activation- Communication Tree
3. Bomb Threat Checklist
4. Fire/Evacuation Drill- Procedures
5. Code Red (Fire and Drill) Evaluation Form
6. Illness Surveillance Form
7. NMC Department Phone Tree

**I.A- STUDENT ILLNESS/INJURY OR EXPOSURE REPORT**

**NMC Student Health Office**

**720 N. 87<sup>th</sup> Street, Omaha, NE 68114**

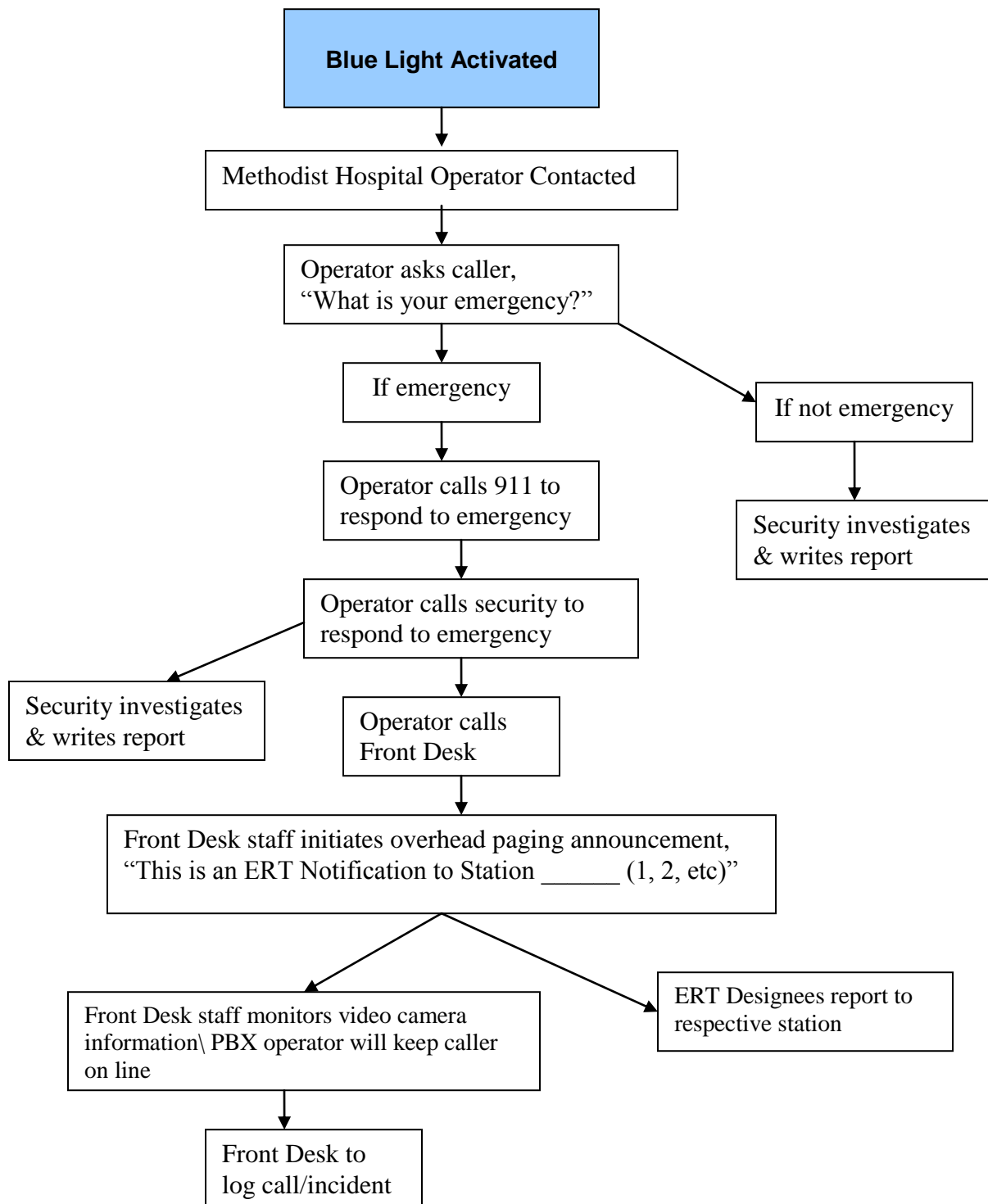
**Phone 354-7210 FAX 354-7010**

**TO BE COMPLETED BY STUDENT AND INSTRUCTOR/PRECEPTOR:**

Name		Student ID#	Age	Date of Birth
Home Address			Home and Cell Phone	
Program of study		Witness to incident		
<b>Circle One:</b> Male Female	Date of Incident	Time of Incident	Location of Incident	
<input type="checkbox"/> <b>Illness/Injury</b> Describe how the accident or injury occurred in detail (job task performing, what was involved that led to incident and part of the body affected). Please be specific.				
<input type="checkbox"/> <b>Exposure</b> Source Pt. ID: _____ Source Pt. Room _____ If sharps injury indicate type & brand of device used #: _____				
Describe how the exposure occurred in detail (job task performing, what was involved that led to exposure and part of body affected). Please be specific.				
What action could have been taken to prevent this incident or its recurrence:				

Program Director Name \_\_\_\_\_ Notified? YES NO Date Notified \_\_\_\_\_  
 \_\_\_\_\_ Instructor/Preceptor Signature \_\_\_\_\_  
 Phone # \_\_\_\_\_ Student Signature \_\_\_\_\_  
 Date \_\_\_\_\_

## I.2 Blue Light Activation: “Communication Tree”



**\*Emergency Response Team members are all faculty and staff who are able and willing to respond to the scene. Faculty and staff are not *required* to respond to an ERT Alert. It is a personal choice to do so. Under no circumstances are students to be included in an ERT Response.**

# I.3. Bomb Threat Checklist: Telephone Procedures

DATE: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_ : \_\_\_\_\_ AM/PM TIME CONCLUDED: \_\_\_\_\_ : \_\_\_\_\_ AM/PM

- Remain calm, be courteous, listen to, and **do not interrupt** the caller
- Get attention of another person - give note saying "call security - bomb threat"
- If your phone has caller id display, record number of incoming call \_\_\_\_\_
- Write down exact words of the caller and threat
- Don't hang up the phone. leave line open
- Notify a supervisor

**TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:**

1. when will it explode? at what time? \_\_\_\_\_
2. where is it located? what floor? room? \_\_\_\_\_
3. what does it look like? \_\_\_\_\_
4. what kind of bomb is it? \_\_\_\_\_
5. what will set it off? \_\_\_\_\_
6. why are you doing this? \_\_\_\_\_
7. who are you? \_\_\_\_\_
8. are you aware that it could kill or injure innocent people in addition to those you intend to hurt? \_\_\_\_\_

### DESCRIPTION OF CALLER (check all that apply)

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_ Approximate Age \_\_\_\_\_

Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other:	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Traffic
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other:

Name Of Person Receiving Call \_\_\_\_\_ Phone # Threat Received on \_\_\_\_\_

Name Of Possible Suspect: \_\_\_\_\_

Adapted from UCSF Police Bomb Threat Checklist

## **I.4 Fire/ Evacuation Drill Policy and Procedures**

- Drills will be conducted according to National Fire Protection Agency (NFPA) guidelines.
- When a red “X” is found:
  - \* Follow steps outlined on previous page (“Smoke or flames sighted”) but DO NOT pull the fire alarm.
  - \* Place a fire extinguisher on top of the red “X” (to simulate putting the fire out).
  - \* Complete the “Code Red (Fire) Report” and forward it to the Safety Office.
- Evacuate – Upon issuance of “Code Red”, all persons will evacuate to their fire evacuation collection points.
  - \* Follow posted evacuation routes
  - \* Use stairs; DO NOT use elevators
  - \* Close doors behind you
  - \* Assist disabled persons
  - \* Stay low if smoke is present

### **Job Specific Duties During Evacuation:**

- Employees are responsible for conducting a sweep of the surrounding offices in their immediate area to be sure all individuals are evacuated. Place a yellow post-it note on the outside of each office door checked to signify all persons from within that office have evacuated.
- Fire department personnel will be directed by security.
- Area of Evacuation Assistance for physically handicapped individuals are the areas near stairwells to the north or south (farthest from area of danger) on the second and third floors of Clark; 2<sup>nd</sup> floor lobby outside of administration.
- Designated fire evacuation collection point for the College is the Far South Parking Lot (lower level).
- Individuals will remain in designated collection points until Code Red is cancelled.
- Fire Extinguishers and pull stations are located on each floor (Maps posted on campus and in Appendix)

# I.5 Code Red Evaluation Form



## Methodist Health System CODE RED (FIRE & DRILL) EVALUATION FORM



Your Department \_\_\_\_\_

Location of Code Red \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

### Equipment Function Section

Please place X in box

1. Was the fire alarm loud enough in my area?
2. Were the strobe lights flashing?
3. Was an overhead page announcement of fire location made?
4. Was the paged location understandable?
5. Did the smoke doors close automatically?
6. Were all the doors in area closed?
7. Did you find any security doors locked after the sound of alarm? (Birthing Center only)
8. Were the "Exit" signs lit?  
Time of "All Clear"

	YES	NO	NA
1			
2			
3			
4			
5			
6			
7			
8			

### Staff Function Section

Please place X in box

1. Did staff clear all equipment, (i.e. carts, wheelchairs, etc.) from corridor?
2. Was the Code Red explained to the patients?
3. Did staff remain in area to assist if needed?
4. Were staff members prepared to receive evacuated patients?
5. Did the person in charge of this area conduct a Staff Knowledge Assessment/ Mini Review of fire procedures with his/her staff after completion of drill?

	YES	NO	NA
1			
2			
3			
4			
5			

Please circle the number of employees surveyed including the person filling out this form

1    2    3    4    5

Reference Key: 1 - No Knowledge

2 - Partial Knowledge

3 - Complete Knowledge

The Reference Key will be used to determine the level of staff knowledge based off of the following questions.

### Staff Knowledge/Mini Review

Place a 1, 2, or 3 in Box according to Reference Key

1. Describe how you would rescue a victim if the room was half full of smoke. *(Go in low, on your hands & knees with a co-worker at the doorway)*
2. Describe how you would rescue a victim if the room was completely filled with smoke. *(Do not enter)*
3. Staff can tell you how they would alert others that a patient's room has been checked and evacuated. *(place garbage bag over door and close)*
4. Describe the alert steps of R.A.C.E., *(i.e. shout Code Red, Call 6911/9911, pull the fire pull station.)*
5. Staff can demonstrate two compartments that contain fire from spreading.
6. Staff can demonstrate two paths of evacuation from the department.
7. Staff can demonstrate the use of a fire extinguisher. *(Pull, Aim, Squeeze, Sweep)*
8. Name the four duties during a fire emergency. *(Rescue, Alert, Confine, Evacuate or Extinguish)*

		Level of knowledge for each staff member questioned.				
		1	2	3	4	5
QUESTIONS	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					

### Special Remarks or Comments

Were there any issues that need to be looked at or repaired, please list below:

\_\_\_\_\_

Note: To ensure compliance with various regulatory agencies, fire drills will be conducted. A "Code Red" announcement will be made over the paging system. **All staff must treat these exercises as though there is an actual emergency.** Automatic fire doors may need to be closed manually during a drill and, where applicable, emergency equipment must be manned.

(PRINT) Name of Supervisor or Observer \_\_\_\_\_

(SIGN) Name of Supervisor or Observer \_\_\_\_\_

JEH Send Code Red Fire and Drill Evaluation form via interoffice mail to the "Safety Department" for you location (S)

Methodist Hospital, Jennie Edmondson Hospital, Physicians Clinic, Corporate, College, Off-Site Departments

## I.6. ILI (Influenza Like Illness) Report Form

### **Information on Person Who is Absent:**

1. Last Name:

2. First Name:

3. Program of Study:

- Faculty / Staff
- CNA
- Health Promotion
- Medical Assistant
- Nursing
- Phlebotomy
- PTA
- Radiography
- Respiratory Care
- Sonography
- Surgical Technology

4. Date of Absence:

5. Reason for Absence:

- Influenza-Like-Illness, Respiratory (ILI, Symptoms; High Fever (>100) lasting 3 -4 days, Headache, General Aches and Pains, Fatigue / Weakness / Extreme Exhaustion, Chest Discomfort / Cough)
- Gastrointestinal Illness (Symptoms, Vomiting and diarrhea)
- Sick, other than ILI or GI
- Absent Caring for person with ILI or GI Symptoms

### **Reported By:**

6. Your Name:

7. Your E-mail Address:

8. Have you notified your supervisor / faculty?

- Yes
- No

