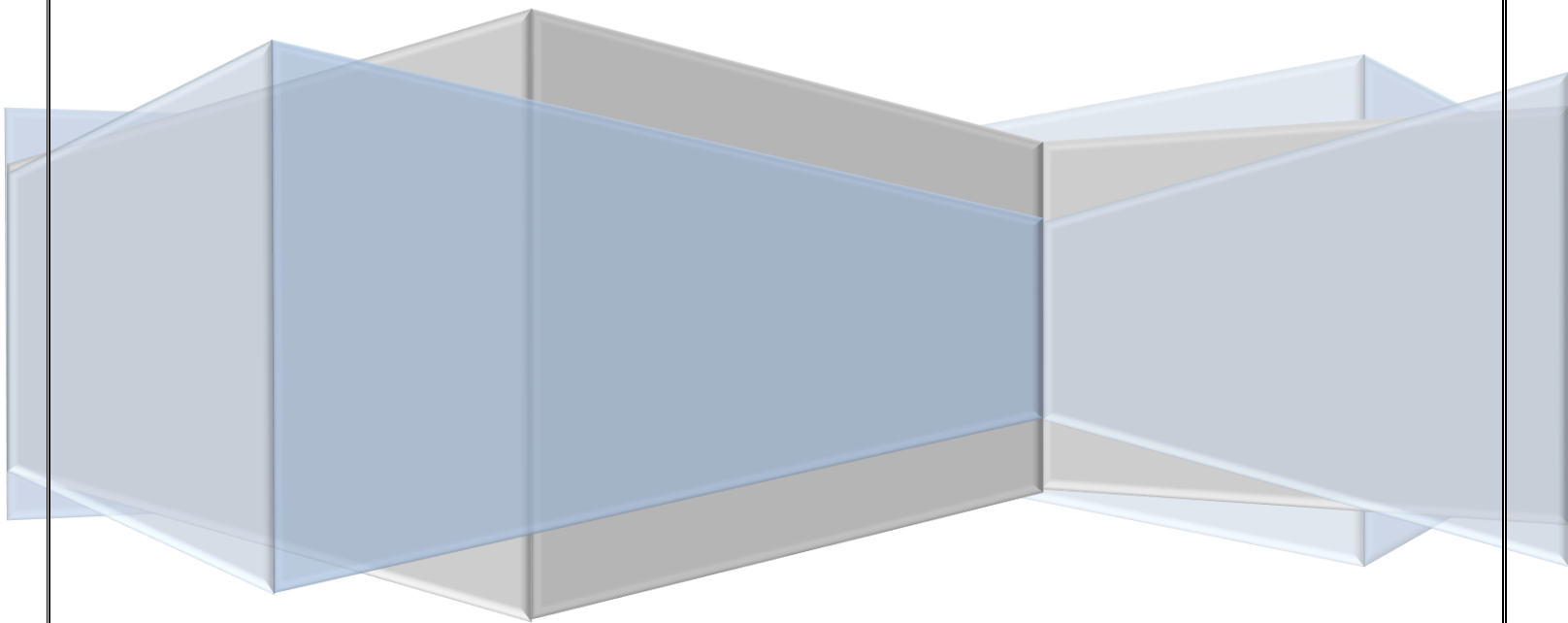




NIGHTINGALE COLLEGE

**EMERGENCY RESPONSE
AND EVACUATION
PROCEDURES**



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY PHONE NUMBERS:

Ambulance, Fire and Law Enforcement	911
Ogden City Police Department	(801) 395-8221
Ogden City Fire Department	(801) 399-4357

SAFETY COMMITTEE AND CONTACT INFORMATION

Vice President, Operations Controller	Kara Harmon	EXT 1309
Director, Learner Support Services	Nerima Pasic	EXT 1310
Director, Nursing Education Services	Sue Jero	EXT 1301
Manager, LALR & Title IX Coordinator	Ashley Thompson	EXT 1318

EMERGENCY RESPONSE AND EVACUATION PROGRAM

BUILDING EMERGENCY EVACUATION PLAN A

HOW TO REPORT AN EMERGENCY:

Call appropriate emergency number and calmly state:

- Your name
- The building and/or room (location) of the emergency
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

NAME OF INSTITUTION: Nightingale College – Ogden

PHYSICAL ADDRESS: 4155 Harrison Blvd., Suite 100
Ogden, UT 84403

PHONE NUMBER: (801) 689-2160

BUILDING EVACUATION:

Upon hearing the fire alarm or announcement, begin evacuation procedures:

- Keep yourself and others calm
- Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route
- Close windows and doors as you leave
- Instructors: take your Attendance Book with you for a correct head count
- Instructors: in every classroom there is an Evacuation Box which contains flashlight, clipboard, pen, incident reports, and minor first aid equipment
- Take the Evacuation Box with you
- Report immediately to the designated “safe area” located in the parking lot
- Check in with the Campus Director or the Director of Nursing who will be taking a head count from individual instructors
- Wait for instructions from emergency response personnel
- Do not re-enter the building until told by an official that it is safe to do so

SAFE AREA LOCATION(S)

1. West entrance parking lot – go to the furthest point of the parking lot
2. East entrance parking lot – go to the furthest point of the parking lot

BUILDING SAFETY SYSTEMS:

The building at Nightingale College will use the following safety systems:

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

Smoke Detectors – This will immediately activate the fire alarm system. All three floors have smoke detectors.

Fire Extinguishers and Pull Stations – Pull Station located across main office; Fire Extinguishers located in the main hall area.

Manual Alarm Pull Station- Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these alarms with furniture or equipment.

First Aid Kit – For minor injuries not requiring medical attention. There are first aid kits located in the nursing lab and main office.

Locate the emergency equipment in your area and know how to use it.

EVACUATION PERSONNEL:

Evacuation Warden: Vice President, Operations | Controller

Alternate Warden: ADN Program Manager

Searcher: Executive Assistant | Bursar

Stairwell Monitor: Manager, Academic & Student Services

Date of Last Evacuation Drill: January 4th, 2016

Evacuation Drills are to be held at the beginning of each semester or three times per year.

EVACUATION PERSONNEL DUTIES:

Designated Evacuation Personnel Duties Will Alternate per Area

If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. A flashlight will be provided in case of a power failure.

Evacuation personnel should never be placed in imminent danger.

Evacuation Warden Duties:

1. Announce any disaster to all areas
2. Use the whistle blower that has been provided if there is no intercom system in the building or if the system is not functioning to make announcement
3. Supervise assembly of Evacuation Personnel in the area
4. Report to the Command Center, if areas were unable to be searched due to lack of personnel
5. Ensures all people from the area proceed to the designated meeting place to check in and announces the “All Clear” to re-enter the building
6. “All Clear” will originate from the Command Center
7. Report any and all problems to the Command Center

Command Center will be the **Fire Department or other Emergency Services Vehicle.**

Alternate Evacuation Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed

Searcher(s) and Stairwell Monitor Duties: May be more than one person depending on the size of the area to be searched – (Area should be searchable in 3 minutes or less)

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them
2. Notify any remaining employees or other persons on the floor about the emergency and the requirement to evacuate
3. Notify Evacuation Warden that the floor/building is “clear” and proceed to safe area

EMERGENCY RESPONSE AND EVACUATION PROGRAM PLAN B**FIRE EMERGENCY**

If you discover fire or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:

1. Remove/evacuate individuals away from danger, without endangering your safety
2. Activate Alarm: Pull fire alarm at pull-box and/or call 911
3. Confine/contain fire smoke by closing doors and windows if possible
4. Extinguish/Evacuate:

- Extinguish fire only if you are trained to do so and only if the fire is small and manageable by using nearest fire extinguisher
- Evacuate by nearest safe exit
- NEVER use elevators
- Do not run; crawl if overwhelmed by smoke

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

5. Follow instructions for the building evacuation plan

- Check door with the back of your hand to ensure it is cool before opening
- Walk quickly, but **Do Not Run** - follow your instructor out of the building to the designated safe area
- Instructors: lead your students to the designated safe area (located in the parking lots)

DO NOT RE-ENTER THE BUILDING UNTIL “ALL-CLEAR” IS ISSUED BY THE FIRE DEPARTMENT OR OTHER EMERGENCY PERSONNEL.

EMERGENCY RESPONSE AND EVACUATION PROGRAM PLAN C

Hostage/Intruder Situation Plan

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these following guidelines should be followed:

Vice President, Operations | Controller /Designee – Responsibilities:

Immediately notify the appropriate law enforcement agencies (911)

1. Secure the building:
 - Lock down building, and do not let any students that are not in class enter the building
 - Alert all departments and individual classrooms of the event
 - Command instructors to lock their classroom doors and not let students leave or re-enter
2. Notify the College President and Dean of Nursing
3. Monitor hostage situation the best you can without doing anything to intensify it
4. Follow instructions of law enforcement officials who will take over when they arrive on scene

If the attacker comes in the area:

All other Faculty and Staff – Responsibilities:

1. Remain calm. Talk with the intruder in a low-key, non-threatening manner. Do not argue with or antagonize in any way
2. Keep your distance
3. Give the intruder ample personal space
4. Do not attempt to deceive or threaten the intruder
5. Suggest marching the students and/or staff quietly out the back door
6. Back off if this approach agitates the intruder
7. Constantly be aware and prepared for violence
8. Initiate the **Drop, Cover and Hold Action** if the intruder opens fire (see page 7 for Action instructions)

Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering it may take very little to cause such persons to become violent.

If anyone begins firing a weapon on campus, the following actions should be taken:

Vice President, Operations | Controller /Designee - Responsibilities:

1. Inform the faculty supervising students in classrooms to initiate the **Drop, Cover, and Hold Action** until the situation is resolved
2. Immediately notify the appropriate law enforcement agencies (911)
3. Notify the College President and Dean of Nursing
4. Work in coordination with law enforcement agencies until the situation is resolved
5. Initiate student release procedures and/or evacuation procedures if situation escalates

All other Faculty and Staff - Responsibilities:

1. In classrooms, maintain the **Drop, Cover, and Hold Action** until the situation is resolved
2. In open areas, move students to safer areas as quickly as possible
3. Only in extreme cases should it become necessary to initiate the **Drop, Cover and Hold Action**; this should be done only when there is no chance for students to reach safer areas

Designated Safe Areas:

1. In building: please look for the Designated Safe Area Sign in the Administrative Offices
2. Outside the building: the furthest points of the East and West entrances' parking lots

3.

EMERGENCY RESPONSE AND EVACUATION PROGRAM PLAN D

Earthquake Situation Plan

Even in a severe earthquake, there is much you can do to prevent or minimize injuries or damage to property. During an earthquake, every person should:

Drop, Cover, and Hold Action

Regardless of your location on campus (hallway, classroom, multi-story building or outside) it is important to know what to do and how to protect yourself in an earthquake. Practice what to do during an earthquake and teach yourself how to react automatically when the shaking starts. If you are outside when the shaking starts, get into an open area away from trees, buildings, walls, and power lines. Remain in the clear until the shaking stops. If you are on a side walk near a building, duck into a doorway to protect yourself from falling bricks, glass, plaster, or other debris. Once the shaking stops, move to a designated safe area and await instructions from the command center.

Procedures for those INSIDE the building:

Drop

- Drop down to the floor.

Cover

- Take cover under a sturdy desk, table, or other furniture.
- If that is not possible, seek cover against an interior wall.
- Protect your head and neck with your arms.
- Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

Hold

- If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it.
- Hold the position until the ground stops shaking and it is safe to move.

Do not be surprised if the fire alarm or sprinkler system is activated. Once the shaking has stopped and it is safe to move, evacuate the building as quickly as possible.

Do not use the elevators!

Additional Information:

- If you are in a **wheelchair**, stay in it. Move to cover if possible, lock your wheels, and protect your head with your arms.

Injured/Trapped:

- Once the shaking has stopped, and you have been injured or are trapped in a building/room by falling debris, yell for help to notify others of your situation. If a window is available, hang a piece of clothing out of the window to alert others of your location. Once the shaking has stopped and it is safe to move, move to your designated safe area and await instructions from the command center.

If you are in an automobile:

- Stop your vehicle in the nearest open area. Stay in the vehicle until the shaking stops.

After an Earthquake:

- Remain calm and be prepared for aftershocks. Be guided by emergency personnel if evacuation is ordered.

COMMUNICATION WITHIN THE CAMPUS COMMUNITY

The following strategies can/will be utilized in a crisis to communicate with the campus community:

1. For faculty and staff, voice mail should be utilized to send out basic information regarding a crisis if possible
2. If the campus network is available for use, an emergency alert message should be sent to all faculty, staff, and students via e-mail
3. If voice and data capabilities are not available, the front desk will be used as a central on-campus location where offices and individuals should go to receive information about the emergency.
4. Printed information will be made available at this location for distribution on-campus if possible.

Strategies for Working with the Media:

1. Working quickly and proactively is imperative. Journalists tend to report the first information they get. If information is slow in coming it invites speculative coverage.

2. The media should be given as much information as possible. When information is withheld, we run the risk of inaccurate reporting, negative editorials, and damaging future media relations.
3. All media correspondence will be handled by Director of Marketing who will obtain the official College statement from the College President.

Director of Marketing – Responsibilities:

1. Director of Marketing will assist in developing strategy and appropriate messages, in preparing "talking points" and fact sheets, and in providing text for fliers/posters, e-mail distributions, and postings to the Nightingale College website. He/she will also prepare and distribute all news releases to on-campus and off-campus media.
2. Director of Marketing (or designee) will serve by default as the College's official spokesperson to which media questions will defer. Where major incidents are concerned, or where especially sensitive issues are involved, **an appropriate informed high-level administrator will be designated as official spokesperson throughout the particular crisis-reporting period.** This individual must be available and accessible to news media at all times during the crisis.
3. Responsibilities may also include participating in press conferences and being interviewed in person or by telephone.

Director of Marketing - Emergency Response Checklist:

1. Immediately respond to the emergency and the needs of the news media.
2. Consult with pertinent administrators and the CERT to determine the level of response needed.
3. Work with law enforcement and emergency services (if involved) and College personnel to develop facts. Draft talking points, fact sheets, flier/poster text, e-mail, website posting, emergency closing hot line/information desk recordings, and news releases as appropriate.
4. Distribute approved news releases to media.
5. Be available to the media until the crisis is over and media interest abates.
6. Delegate information gathering and distribution responsibilities to other College officials as appropriate.

Response Levels:

The Marketing official will respond according to the level of crisis using the following rankings:

- Response Level One - Crisis media response
- Response Level Two - Timely media response
- Response Level Three - Routine or non-media response

Response level one will be in effect when a disaster or other major emergency occurs. Response level two will be in effect in most cases for any minor emergency.

SAFETY COMMITTEE

The Nightingale College Safety Committee is charged with the responsibility of facilitating a high degree of safety awareness on campus and assessing the effectiveness of safety policies.

EMERGENCY PLAN REVIEW

Nightingale College Emergency Response Plan shall be reviewed when the evacuation drills are held at the beginning of each semester by the College Safety Committee and revisions, if any, shall be published immediately.

DRILLS AND EXERCISES

Fire and Disaster Drills shall be conducted from time to time to assess the adequacy of current plans and to evaluate the response of faculty, staff, and students (every semester). A campus-wide disaster drill that evaluates the emergency notification system and emergency management model shall be conducted annually.



NIGHTINGALE COLLEGE

4155 Harrison Blvd., Suite 100 Ogden, UT 84403
 (801) 689-2160 || (toll-free)-855-885-9568 || Fax: (801)-689-3114

Accident / Incident Report Form

Complete this form for any accident resulting in personal injury or incident that may have resulted in injury that occurred on Nightingale College property. The Vice President, Operations | Controller (or designee) is responsible to ensure that this form is distributed as indicated. The Student / Employee / Visitor is responsible to ensure that this form is completed as indicated.

This report involves a (n): _____ Student _____ Employee _____ Visitor

ACCIDENT / INCIDENT INFORMATION

Name: _____ Phone number: _____

Address: _____

DATE OF ACCIDENT/INCIDENT ___/___/___ TIME OF DAY: _____ AM/PM

DESCRIBE THE ACCIDENT/INJURY/INCIDENT: (By the injured)

WHERE DID THE ACCIDENT/INCIDENT OCCUR?

Building _____ Floor _____ Room _____ Ground Area _____

Describe medical treatment sought:

REPORT SUBMITTED BY _____ Date: ___/___/___