



CARIS COLLEGE
PATIENT CARE CAREERS

Emergency Procedures Manual

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Introduction

The purpose of the Emergency Procedures Manual is to provide a programmed response when conditions arise requiring an emergency response. The goals of the Emergency Procedures Manual is to minimize disruption during times of crisis. In order to meet this goal, staff must be prepared, trained, available, and will to respond to major emergency situations.

This guide will provide the basis for training people to respond appropriately in emergency situations. It is impossible to cover every type of emergency. This guide outlines the process and lists the resources available so that a person who is familiar with the plan may react properly in the event of an emergency. Staff is expected to familiarize themselves with this document and their responsibilities. Responding emergency agencies from outside Caris College will take precedence over authority established within this document until such time as the situation stabilizes and authority reverts back. [Example: A major fire being fought by fire units]

Objectives

1. Assure continuing personal safety for departmental customers [faculty, staff, students, employees, visitors, etc.] and personnel.
2. Minimize disruption to services.
3. Provide emergency response services that are adequate to restore the situation to “normal” as soon as possible.
4. Assure that proper communications are established and maintained with the units’ primary contacts (including students), emergency response assistance, and campus administrators.

Responsibilities

Caris College management is responsible for ensuring that the Emergency Procedures Manual is properly communicated and understood within its respective organizational units. This includes incorporation of its content in safety awareness training.

Maintenance of the Document

The Emergency Procedures Manual will be published in hard copy and will also be available, digitally, and will be available for inspection at all times.

- A group selected for the Safety Committee will review the Emergency Procedures Manual no less than annually.
- Suggestions for improvements are encouraged and will be solicited.
- Critical Plan reviews should occur either “post event” or in conjunction with the completion of any live drill.
- A live drill exercise should be conducted annually in order to test the plan and implementing its concepts.

Plan Review and Update

The Emergency Procedures Manual should be updated after every incident or reviewed based on information gleaned from those occurrences. Any additions or deletions of names, telephone numbers or locations during the school year can be made by way of supplemental pages [with old information being struck out with black/blue pen] until formal revisions are made and a new guide is produced. Updated facility information should also be inserted into the appropriate location in the plan.

Campus Closing Due to Bad Weather or Other Emergency

If bad weather or other emergency forces the campus to close or change its schedule, the Campus Director and/or Director of Education will make that decision. The alert will go out via the emergency notification system, the campus's social media sites and a local television station, Fox-41.

Administration and staff are normally to report to work during inclement weather. Faculty do not have to report if their classes have been cancelled. No employee is expected to drive in conditions that he or she considers too dangerous to reasonably navigate.

Medical Emergency

If there is a medical emergency due to an illness or injury, the responsible administrator or staff member on the scene must decide to handle the situation with simple assistance or first aid or to use the 911 emergency number to summon an ambulance and trained technicians to the scene. Simple first aid supplies like Band-Aids are available in the break room. Depending on the circumstances of the situation, 911 may be called immediately from the scene by cell phone, or word may be sent to campus authorities to place the call. First responders to a situation should never hesitate to use the 911 number if they believe it may be warranted. It is important to get trained emergency medical technicians to the scene as soon as possible.

When an emergency medical situation develops, campus authorities should be informed as soon as possible. An Incident Report should be completed and filed after all such situations.

Medical Emergency Response

- If life threatening, contact off-site emergency services [911]. Some incidents may be life threatening to some but not to others [e.g. – allergic reactions, bee stings]. When in doubt, call 911.
- If poisoning is involved, call the **Poison Control Center Hotline: 1-800-222-1222**. Administer first aid as directed by the Poison Control Center.
- If not life threatening, notify the Director of Education or available instructor. If possible, have the following information available:
 - Location of the incident and/or injured parties

- Nature of the injury [cause, severity, etc.]
- Names and ages of those affected
- Any other medical information known
- All personnel should remain calm.
- Keep all non-essential personnel away from the scene.
- Keep all victims calm and reassure that help is on the way.
- Do not attempt to treat or move the injured unless you are formally trained and/or certified.
- Take precautions whenever there is potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious.
- Protect everyone from coming into contact with blood and/or body fluids.
- If you are providing medical treatment, use proper personal protective equipment.
- Office personnel should maintain telephone communication with emergency responders. Office personnel should also have emergency contact information available for emergency responders.
- A staff or faculty member will meet with the medical responders to lead them to the scene of the emergency.
- Qualified personnel should clean and decontaminate areas that may have potential blood borne pathogens present [after the scene is safe/clear].
- All contaminated waste and equipment should be properly handled, treated and disposed of.
- Preserve the scene of the medical emergency in the event the incident will require an investigation.

Exposure Control Plan [ECP]

Caris College is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan [ECP] is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens".

The ECP is a key document to assist our school in implementing and ensuring compliance with the standard, thereby protecting our employees. The ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control including universal precautions, engineering and work practice controls, personal protective equipment (PPE), and housekeeping
- Hepatitis B vaccination program
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

Administrative Duties

The Campus Director is responsible for implementation of the ECP. With the help of the Director of Education and other members of campus leadership as necessary, the Director will make sure that the ECP is maintained, reviewed, and updated at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Caris College (812) 258-9510.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials [OPIM] must comply with the procedures and work practices outlined in the ECP.

The Campus Director, Director of Education and Program Directors will see to it that all necessary personal protective equipment, engineering controls, labels, and red bags as required by the standard are provided and maintained. The Campus Director, Director of Education and Program Directors will ensure an adequate supply of the aforementioned equipment is available in the appropriate sizes. The Campus Director and Director of Education are responsible for training, documentation of training, and making a copy of the ECP available to all employees, and other necessary representatives.

Employee Exposure Determination

The following is a list of all job classifications at our facility in which employees have occupational exposure:

- Faculty working in labs

The following is a list of job classifications in which some employees at our establishment may have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks or procedures, in which occupational exposure may occur for these individuals.

| Job Classification | Task/Procedure |
|---------------------------|--|
| Faculty working in labs | Supervising students in a setting with a potential of injury requiring First Aid and clean-up of blood or OPIM |

Part-time and temporary employees are covered by the standard if the employee is performing a function as an employee of Caris College in our facility.

Methods of Implementation

Universal Precautions

All employees are required by this policy to utilize appropriate universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training. All employees have an opportunity to review this plan at any time during their work shift by contacting the Campus Director. If requested, we will provide an employee with a copy of the ECP free of charge within 15 days of the request.

The Campus Director, Director of Education and Program Directors are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which effect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of this plan must also reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens. In addition, the review will include consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

Engineering and Work Practice Controls

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. Some specific work practice and engineering controls utilized at this facility are: sharps containers; biohazardous waste receptacles; red biohazard bags; biohazardous wipes to reduce blood splatter; safety glasses.

Sharps disposal containers are inspected weekly to prevent overfilling and maintained or replaced by a contracted, licensed biohazardous waste disposal company every month.

This facility identifies the need for changes in engineering controls and work practices through employee interviews and suggestions from Caris College staff members. We evaluate the need for new procedures and products by investigating any new request by the employee for such devices or procedures. Investigation of the request will be performed by the Campus Director, and/or the Director of Education.

Personal Protective Equipment (PPE)

PPE is provided to all employees at no cost to them. Training is provided by the Director of Education or a Program Director in the appropriate PPE for the task or procedures employees will perform.

The types of personal protective equipment available to employees are as follows: gloves; gowns; mask; goggles; aprons; and sharps containers. PPE is located in the appropriate laboratories, classrooms, and skills areas and may be obtained directly by the employee. All instructors in need of personal protective equipment have direct access to it without requisition.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves and other PPE
- Remove PPE after it is contaminated and before leaving work area
- Used PPE may be disposed of in the biohazard trash or sharps container
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching, contaminated items or surfaces; replace torn, punctured, contaminated, or if their ability to function as a barrier is compromised
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration
- Never wash or decontaminate disposable gloves for reuse
- Wear appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eye, nose or mouth
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface

The procedure for handling used PPE that is not disposable is to disinfect with 10% Bleach solution, commercially prepared PDI SANI-CLOTH® HB, or commercially prepared DISPATCH disinfectant.

Housekeeping

Regulated waste is placed in containers which are closeable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and close prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is to seal and place them in the designated area for pick up and disposal by MedPro. The procedure for handling other regulated waste is to seal the biohazard bags with appropriate bag closures and place them in the designated area for pick up and disposal.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closeable, puncture-resistant, leak proof on sides and bottoms, and labeled or color-coded appropriately.

Broken glassware which may be contaminated is to be picked up using mechanical means, such as a brush and dust pan.

Labels

The following labeling method(s) is used in this facility:

| Equipment to be Labeled | Label Type |
|--------------------------------|--|
| Laboratory equipment | Biohazard Label – Red with International |
| Biohazard Trash Receptacles | Biohazard Symbol |
| Sharps Containers | |
| Laundry Areas | |

Program Directors will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Program Directors if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

Hepatitis B Vaccination Program

The Director of Education and Program Directors provide training to applicable faculty members and students on Hepatitis B Vaccinations, addressing safety, benefits, efficacy, methods of administrations, and availability.

The Hepatitis B Vaccination series is required for all applicable faculty working in labs prior to beginning employment.

Vaccination is required unless:

1. Documentation exist that the employee has previously received the series
2. Antibody testing reveals the employee is immune
3. Medical evaluation shows vaccination is contraindicated

Vaccination should be provided by a licensed provider of the employee's choosing. The cost will be incurred by the employee. Following Hepatitis Vaccinations, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

Post-exposure Evaluation and Follow-up

Should an exposure incident occur, contact the Campus Director at the following number: (812) 258-9510 ext. 104.

An immediately available confidential medical evaluation and follow-up will be conducted by either the employee's personal physician or by a licensed medical physician designated by the institution. The cost will be incurred by the institution. Following initial first aid [clean the wound, flush eyes or other mucous membranes, etc.], the following activities will be performed:

- Document the routes of exposure and how exposure occurred

- Identify and document the source individual [unless the employer can establish that identification is not feasible or prohibited by state or local law]
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider
- If the source individual is already known to be HIV, HCV, or HBV positive new testing need not be performed
- Assure that the exposed employee is provided with the source individual's test results with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during the waiting period, perform testing as soon as feasible

Administration of Post-exposure Evaluation and Follow-up

The Campus Director and Director of Education ensure the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, result of the source individual's blood test
- Relevant employee medical records, including vaccination status

The Campus Director and/or Director of Education provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluation of the Circumstances Surrounding an Exposure Incident

The Campus Director, Director of Education and/or a Program Director will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- A description of the device(s) being used
- Protective equipment or clothing that was used at the time of the exposure incident
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training.

If it is determined that revisions need to be made, the Campus Director, Director of Education and Program Directors will ensure that appropriate changes are made to this ECP.

Employee Training

All employees who have occupational exposure to bloodborne pathogens receive training conducted by the Program Director or Director of Education. All employees receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the standard
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize task and other activities that may involve exposure to blood or OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- Information on Hepatitis B Vaccine
- Information on the appropriate actions to take and persons to contact in an event of an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medial follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following the exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session

Recordkeeping

Training records are completed for each applicable employee upon completion of training. These documents will be kept for at least three years in the employee personnel file maintained by the Campus Director.

The training records include:

- The dates of training sessions
- The contents or a summary of training sessions
- The names and qualifications of persons conducting the training

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such request should be addressed to the Campus Director.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records". The Director of Education is responsible for maintaining medical records. These confidential records are kept in faculty's file for at least the duration of employment plus three years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Director of Education, 2780 Jefferson Centre Way, Suite 102 Jeffersonville, IN 47130.

OSHA Recordkeeping

At Caris, the Program Directors maintain a sharps injury log to record percutaneous injuries from contaminated sharps. The information in the sharps injury logs are recorded and maintained on the OSHA 300 log and OSHA 301 Report form. Caris maintains the log as required.

Threatening or Violent Situations

It is the policy of Caris College that all criminal actions occurring on or near the campus or at a school-related activity are to be reported to the available campus authorities and/or regular police. Campus authorities include the Campus Director, Director of Education, Director of Admissions, Registrar, Director of Financial Planning, or the ranking school representative at the scene.

If a threatening or violent situation does occur at the college, campus authorities and all faculty and staff members are expected to assume reasonable responsibility for the safety of students in the building.

Criminal actions that are serious or threatening in any way should also be reported directly to the Jeffersonville Police Department by calling (812) 283-6633. In the event of imminent danger, the use of the 911 emergency call number is strongly recommended.

Odd/Suspicious/Concerning Behavior

As a professional who has chosen to work within the field of higher education, you may occasionally encounter a student or colleague who displays behavior that may be considered odd, suspicious or frightening. Such behavior may include a sudden change in appearance and/or hygiene, threatening or inappropriate comments, disturbing or frightening ideas or thoughts expressed in writings and class assignments and rumors or gossip about a particular student or group of students. If you feel the person may be a danger to himself/herself or others, you should report the information to the campus authorities. Any supporting information and/or documentation should be provided at the time of the report to help in the evaluation of the situation. When campus authorities have been made aware of a concern, they will process the information and act in accordance with the Caris College policy.

School administrators to whom the report is made will evaluate the situation, perhaps seek input from others, and make a determination as to how to proceed. While there are no sure and certain predictors of violence, there are some indicators to help guide the decision-making process.

Warning signs of impending violence may include, but are not limited to:

1. A known past history of violent behavior.
2. Displays of violence in writing or art. Sometimes, violent or bizarre depictions can be products of a psychotic mind.
3. Loneliness and social isolation which suggests few may be in a position to identify and report violent tendencies or extreme behavior.
4. Stalking and other antisocial or extreme behavior.
5. Hallmark behaviors of paranoia which may suggest mental illness. Paranoid behaviors may include whispering to oneself; taking an inordinately long time to answer a question; expressing suspicion that one is being followed, his/her conversations are being recorded or that people are watching him/her.
6. Sometimes evident is a bizarre and inappropriate facial affect.

Certainly, not all individuals that exhibit odd behavior are psychotic or violent. However, professionals should “trust their gut” and report behavior and situations that do not seem “right.”

Administrative and other professionals must deal carefully with situations involving behavior as described above. Oftentimes, disabilities that manifest themselves in the form of odd behavior may simply be a byproduct of a disability and call for acceptance and accommodation in the normal course of the educational process.

Administrators and staff must also understand their position as educational professionals and the legal protections afforded disabled persons. Disabilities cannot usually be disclosed to members of the campus community even to satisfy concerns over odd behavior. These situations require delicate and sensitive handling and due regard for not only the safety of the community, but for the privacy and wellbeing of the student who is the subject of the report. For these reasons as well as others, administrative staff should take every report seriously and consider how best to deal with each situation. When dealing with a report of odd behavior, overreactions and under-reactions must be guarded against.

Faculty and staff who report concerning behavior to campus authorities should realize that information cannot always be returned or provided to the reporting individual about a student’s known situation because privacy laws usually shield students’ mental illness from disclosure to most individuals. Even if a student is believed, by institutional officials, to be a threat to himself or others and is required to undergo a psychological evaluation, the written opinion of a licensed physician/psychiatrist is usually the deciding factor as to

whether or not a student is committed for medical treatment and/or whether or not they will be allowed to continue in school.

Guns, Weapons, Threat of Violence

In the event **someone is suspected or known to have a firearm** or other deadly weapon at school or a school event, regular police officers on the scene and/or campus authorities should be notified immediately. If regular police are not on the scene, campus authorities should try to monitor the suspect/perpetrator's location until regular police arrive.

If a firearm or other deadly weapon is pulled, remain calm; without endangering yourself, do what you can [cell phones, talking, text messaging, email, etc.]) to alert the regular police, campus authorities, and others on the premises of the danger. If appropriate and possible, an announcement may be made by campus authorities through the emergency notification system that there is an armed intruder in one of the buildings. The basic warning code announcement for such a situation is the following: "We have a Code 300 in the building."

Do not confront the armed individual yourself. If you speak to the individual, remain calm, and talk in a controlled manner. If possible move away from the threat to the safest possible area and help others to do the same. If a safe evacuation of the building is possible, evacuate and gather at an appointed safe location. If a safe evacuation of the building is not possible, the standard advice is to use the "lock down" procedures stated below.

If a threatening or violent situation does occur at the college, campus authorities and all faculty and staff members are expected to assume reasonable responsibility for the safety of students who are in the building.

Gunfire in the Building

If a situation does escalate to actual gunfire in the building, all individuals should immediately move to the safest possible area and use whatever communication means possible [cell phones, classroom phones where available, talking, text messaging email, etc.] to immediately notify the Jeffersonville Police Department and then campus authorities. Again, campus authorities and all faculty and staff members are expected to assume reasonable responsibility for the safety of students who are in the building. If a safe evacuation of the building is possible, evacuate and gather at an appointed safe location. If a safe evacuation is not possible, "lock down" procedures should be followed:

1. If possible, an announcement should be made through the emergency notification system by campus authorities that there is an armed intruder in the building. The basic warning code announcement for such a situation is the following: "We have a Code 300 in the Building"

2. If you are in a room without a safe exit, shut the door, lock it and barricade it if possible. Once the door is secure, move away from it and lie on the floor. If the gunman begins shooting through the door, lying on the floor will minimize your chances of being hit by a bullet. Remain in the locked room until the police or school officials deliver a credible “all clear” signal.
3. If you cannot get to a room with a lockable door, find concealment – that is, hide and lie as flat on the floor as possible to avoid being struck by random bullets that may be sprayed by a shooter.
4. If you cannot find a lockable room and/or concealment and the shooter is immediately present, play dead.
5. If all else fails, give in to whatever demands are made by the shooter.
6. Also know that Caris College affirms your right to defend yourself against imminent danger. While such is not generally recommended in an armed encounter, if you are certain you will be harmed, fighting an attacker may be required and the right to self-defense is affirmed.

Hostage Situations

In the event of a hostage situation, if you are not involved, quietly remove yourself from the area and immediately notify the regular police and campus authorities. Employees should stay away from the scene and attempt to establish a wide perimeter to prevent others from wandering into the situation. If a safe evacuation of the area is possible, evacuate and gather at an appointed safe location. When the police arrive at the college, they will take charge of the situation. If you are part of the situation, remain calm, avoid quick movements and cooperate with the hostage-taker. If you wish to talk with the hostage-taker, ask permission to avoid further agitation of the individual. Stay alert and follow the instructions of the police and/or the hostage negotiator.

If a hostage situation occurs in your classroom or area of supervision:

1. Remain calm and controlled. Help your students stay calm. Avoid quick movements. Don't panic.
2. Follow the directions of the hostage-taker. Tell your students to do the same. Do not try to attack or disarm the hostage-taker.
3. Do not bargain or negotiate with the hostage-taker. If you wish to talk to the hostage-taker, ask for permission to speak. Face the hostage-taker when speaking and do not crowd his/her space. Be respectful, never critical. Do not argue.
4. Make a mental list of students in your class that day. Try to make a mental list of what happens during the incident.
5. Trust the police negotiators! Follow their instructions completely.
6. Stay alert. Evacuate students first, and attempt escape ONLY if the hostage-taker falls asleep from exhaustion.
7. If a hostage situation does occur at the college, campus authorities and all faculty and staff members are expected to assume reasonable responsibility for the safety of students in the building.

Neighborhood Safety Alert

If events in the area around the school warrant it, campus authorities may lock all doors, and persons using the building would be directed to use the front lobby door to enter or exit.

If campus authorities learn of a threatening situation in the vicinity of the school and conduct a neighborhood safety alert, they will inform those in the building of what is being done and why, and signs will be temporarily placed on the locked doors directing persons to enter by the front lobby only. If individuals choose to leave the premises, they have the right to do so.

Whenever a neighborhood safety alert is conducted, campus authorities in the building will notify the Jeffersonville Police Department. If a threatening or violent situation does develop at the college, campus authorities and all faculty and staff members are expected to assume reasonable responsibility for the safety of students in the buildings.

Tornado or Severe Storm Routine

Taking Cover Prior to a Storm

1. If the tornado sirens sound or if school personnel announce a tornado warning, everyone in the building should proceed to the designated safety areas. Instructors should lead/direct their students to the safety areas. On the first day of each quarter, instructors should also explain to their students where the safety areas are for their classrooms.
2. As instructors and school personnel vacate classrooms and offices because of a storm, they should be sure to close their doors firmly.
3. The safest areas in the building are the interior hallways and rooms away from windows and other objects made of glass, located on the first floor. The safest areas for of the building is room 101. The restroom on the first floor is also a safe area.
4. Once in a safe location, everyone should sit down on the floor with their knees tightly drawn to their chests. Faces should be positioned between the knees and covered with arms and hands to protect against possible flying debris.
5. While waiting, silence should be maintained so that any instructions or information can be easily communicated.

Tornado Aftermath

Once a tornado has passed, do the following if there is damage to the building and/or injury to the students or staff.

1. If damage to the building makes it appropriate, move staff or students away from the damaged portion of the building. Faculty and students will need to listen for instructions.

2. As best as possible, school officials and instructors should take a roll to account for the persons who were in the building prior to the storm and the appropriate Caris leaders should be notified if they are not on site.
3. If someone is injured:
 - a. Assess the extent of the injury, and if possible, administer appropriate first aid. If you are not qualified to administer first aid, remember BRAVE: Breathing, Remove obstruction from the Airways, with loud voice, say, “Emergency . . . call 911.”
4. Evacuation will be conducted if approved by the proper authorities. Instructions to move by transportation or bus access can be made only as required. Instructions will be given if transportation or vehicles will be used to evacuate students.

Tornado Warning means a tornado has been spotted or indicated on the Doppler radar. Tornado Watch means the possibility of a tornado exists.

Fire Alarm Procedures

Faculty, Staff & Students

1. When the fire alarm sounds during hours that the school is in operation, all personnel and students except for those involved in the search for the activated alarm and communication about the fire emergency [see below] **MUST EVACUATE THE BUILDING.**
 2. Prior to exiting the building, faculty and staff should close all windows and doors. However, they should not significantly delay their exit process to do these things. The main goal for these people is to evacuate the building as quickly and safely as possible. It is a good practice also for instructors to carry their attendance roster [containing names of students in their different classes] with them as they leave so that they can use them to take a quick roll call once students have regrouped in the parking lot. However, instructors should not let this delay them in leaving or prompt them to return to the classroom for their roster.
 3. Once outside, faculty and staff should work to move all individuals to a safe distance from the building. Care should be taken not to allow people to clog the exits or to stand in the driving lanes needed by emergency service vehicles.
-
1. When the fire alarm sounds during hours that the school is in operation, the receptionist or another member of the administrative office staff is responsible for dialing 911 and reporting the fire emergency. If fire and/or smoke is present, the person making the call should report that. If no fire or smoke has been detected, the person making the call should report that the fire alarm has been activated and is being investigated. As long as safety permits, the person making the call should remain at that post to act as a point of communication during the emergency. Fire personnel should be dispatched to the school once this call has been made.

Campus Authorities

1. When the fire alarm sounds during hours that the school is in operation, all administrators should quickly evaluate their location and determine whether or not they can get to the designated location within a minute of the sounding of the alarm. Those able to arrive within a minute should do so and await instructions. At least one administrator should try to determine the location of the activated alarm. Other administrators may be sent in pairs to make sure that certain areas of the building are clear or to meet the emergency vehicles and direct fire personnel to the fire location or the activated alarm.
2. After the alarm has been clearly communicated to the fire department by the responsible administrative staff member [911], the Campus Director, if he or she is not on campus, should be contacted immediately about the emergency. His or her cell phone number must be available to staff members in case of such situations.
3. The fire alarm should be allowed to continue sounding until the fire department arrives even it is determined there is no fire and/or danger. After the emergency has passed, fire officials and school administrators will make a decision regarding the return of people to the building. Also, the alarm will be
4. If the fire alarm is activated after hours, the security monitoring service will notify the fire department and contact appropriate personnel as assigned by the President/CEO.

Fire Drills

To conduct a fire drill, the school must notify the fire alarm monitoring service in advance about the drill so the service will not forward the alarm signal on to the fire department. Also, no 911 call needs to be placed by an administrative staff member. School personnel will need to know how to activate, silence and reset the fire alarm system. [The fire department may be involved in a fire drill, if desired, but does not have to be.]

A record should be kept with the Campus Director of all fire emergencies, fire drills and/or false alarms. It should include basic information for the activity such as date and time, nature of the event, the time elapsed for the evacuation, and any other significant details.

Utility Service/Facility Problems

In the event of an electric power failure during regular business hours and not related to any other type of emergency weather situation, instructors should try to make use of available daylight and continue with their classes if at all possible. Evening instructors should keep their students in the classrooms until a school-wide decision can be made to cancel classes for the evening or otherwise proceed. Emergency lighting in the hallways will provide for safe exit from the buildings if necessary. An affected instructor should

contact their Program Director, the Director of Education or the Campus Director to make them aware of the situation and seek assistance.

General Procedure:

1. Report the power outage to the utility company (800) 227-1376
2. Turn off electrical equipment, but leave lights on.
3. Before leaving the building for the day or evening, check all areas to be sure no one is stranded in the building.

In the case of a natural gas leak in that area, use verbal communication to alert others of a leak, and report the emergency via the 911 emergency number and also to the utility company (800) 227-1376. Leave electrical devices in the area along. Do not switch lights off or on.