



HONDROS  
COLLEGE OF NURSING

Emergency  
Management  
Guide

2016-2017



## EMERGENCY NUMBERS

### Emergency Number

Active Emergency.....0-911

### Campus Safety - Campus Director

Westerville Main Campus.....614-942-7150

West Chester Main Campus.....513-644-6050

Fairborn Campus.....937-777-1030

Independence Campus.....216-532-7100

Maumee Campus.....419-402-7003

### Administrative Numbers

Business Office.....614-942-7091

Call Center.....855-906-8773

Faculty.....855-906-8773

Financial Aid.....855-906-8773 Ext 2811

Registrar.....614-942-7125

Technology Help Desk..... 855-906-8773 Ext 6339

### Campus Addresses

Fairborn Branch Campus  
1810 Successful Drive  
Fairborn, OH 45324

Independence Branch Campus  
5005 Rockside Road, Suite 130  
Independence, OH 44131

Maumee Branch Campus  
1684 Woodlands Drive  
Maumee, OH 43537

West Chester Branch Campus  
7600 Tyler's Place Blvd  
West Chester, OH 45069

Westerville Main Campus  
4140 Executive Parkway  
Westerville, OH 43081

### Non-Emergency Numbers: Police/ Fire

Blendon Township (Westerville).....614-889-9494

West Chester.....513-759-7291/513-777-1133

Fairborn.....937-754-3000/937-754-3080

Independence.....216-524-3033/216-524-4001

Maumee.....419-897-7040/419-897-7057

### Information and Referral Numbers

#### Child Abuse Hotlines:

Columbus Area.....614-229-7000

Cincinnati Area.....513-936-8009

Dayton Area.....937-879-4357

Cleveland Area.....216-229-8800

#### Domestic Violence Hotlines:

All Ohio Campuses.....800-799-7233

Columbus Area.....614-224-4663

Cincinnati Area.....513-381-5610

Dayton Area.....937-426-2334

Cleveland Area.....216-391-4357

## TORNADO / SEVERE WEATHER

**Tornado Watch:** Conditions are right for a tornado. Monitor the weather closely.

**Tornado Warning:** A funnel cloud has been sighted. Take cover immediately.

### Procedure

- Discourage students/employees from leaving campus during severe weather.
- Notify those in your area to take shelter.
- Avoid using elevators in case loss of power occurs.
- Report the severe weather condition to Campus Director.
- Protect yourself from flying debris by taking cover immediately following notification of a tornado warning.
- If you are outside move to an area away from buildings, trees and power lines. Lie flat in a ditch or culvert. Avoid locations where falling objects are likely.
- If you are inside take cover in the basement, stairwell, hallway, bathroom or interior offices. Move to the lowest level of the building whenever possible and utilize interior rooms and hallways for shelter.
- Stay away from; glass, windows or anything large that could fall and injure you.
- As a last resort, get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Use your arms to protect head and neck.
- Monitor cell phones, pagers, landline phones, email, etc. for update information via the University's mass notification system.

### Roles

#### Campus Administration

- Alert all faculty and staff.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the College Management.  
Use Emergency Response Notification System (ERNS) when needed.

#### Faculty & Staff

Upon notification of a Tornado Warning/Severe Weather

- Direct students and employees to safe locations.
- Move to the lowest level of the building whenever possible utilizing inner hallways, restrooms and stairwells for shelter. Stay away from doors & windows.
- Assist persons with disabilities to the shelter area.
- Account for all students/employees.
- If possible, take your class roster sheets.
- Keep students/employees quiet, calm and informed.
- Monitor developing weather conditions.
- Listen for the "all clear" signal.

### What To Do Following A Tornado

- Listen to NOAA weather radio.
- Help injured and trapped persons when appropriate.
- Watch for fallen power lines and broken glass. Isolate the area, if necessary.
- Call 911 for any medical, fire or police emergency that may exist.
- Notify Campus Administration.
- If damage has occurred to the building evacuate the affected areas/campus.

## SEVERE WINTER WEATHER

Hondros College will cancel all courses when the county where the campus is located declares a level 3 emergency, or the equivalent.

Stay tuned to local television and radio stations, as well as our website and student portal for the most up to date campus closing and delay information.

Alerts may also be sent through our Emergency Response Notification System (ERNS),

### Westerville Campus Notification Outlets:

WCMH NBC Channel 4  
WBNS CBS Channel 10  
WSYX ABC Channel 6  
WTTE FOX Channel 28

### West Chester Campus Notification Outlets:

WKRC CBS Channel 12  
WCPO ABC Channel 9  
WLW Radio AM 700

### Fairborn Campus Notification Outlets:

WHIO CBS Channel 7

### Independence Campus Notification Outlets:

WKYZ Channel 3  
WEWS Channel 5  
WJW Channel 8

### Maumee Campus Notification Outlets:

ABC Channel 13

## **BOMB THREAT / SUSPICIOUS PACKAGE / EXPLOSION**

### **Receiving a Bomb Threat**

- Remain calm and professional. Listen carefully to the caller; be polite and show interest as you attempt to gather information.
- Attempt to determine the location and detonation time of the alleged bomb. (If available, utilize the Bomb Threat Checklist.)
- Keep the caller on the line for as long as possible and try to determine the reason for the placement of the alleged bomb.
- If you are a Hondros College Phone Team Representative, remove yourself from the call queue sequence immediately following the bomb threat call. This will ensure you are able to make the appropriate notifications without having to take additional calls.

### **Bomb Threat**

- Notify Campus Administration.
- Wait for decision on whether to stay in place or evacuate.
- If evacuation is ordered, follow Evacuation/Fire Procedures.
- Stay in your designated areas until you are told it is safe to return to the building.
- Do not use radios, cell phones, pagers, Nextel two-way phones or microwaves during a bomb threat.
  - All media inquiries should be referred to the Director of Corporate Marketing.

### **Suspicious Mail/Package**

- If you receive a suspicious letter or package; don't handle it unnecessarily.
- Isolate it immediately; don't open, smell or touch the package.
- Notify your supervisor and Campus Director.
  - Do not use a radio or cell phone to make the notification.

### **Bomb Explosion**

- Determine the location and extent of the explosion.
- Call 911.
- Notify Campus Administration.
- Assist with any wounded or injured.
- Assist with the continued evacuation.
- Secure the area until authorities arrive.

## **Roles**

### **Campus Administration**

- Alert all personnel.
- Notify the local police (911 using a landline).
- Keep people at least 300 feet from the building.
- Messaging system
- Meet First Responders.
- Have keys and building plans available for the First Responders
- Notify the College Management.
- Never rule out the possibility of a second device.
- Use Emergency Response Notification System (ERNS) when needed.

### **Faculty & Staff**

- Evacuate the building, if ordered.
- Look for any unusual or suspicious items in the classroom and building while exiting.
- Keep the students/employees calm and quiet.
- Report any missing students/employees.

## **INTRUDER / SUSPICIOUS PERSON / HOSTAGE**

### **Procedure**

- The staff member who spots the suspicious person should ask if assistance is needed.
- Communicate in a non-threatening manner.
- If it is safe to do so (i.e. you do not see a weapon or have not been threatened). Ask for identification and the nature of their business.
- If there is no acceptable reason to be in the building:
  - Ask the suspicious person/intruder to leave the building/property.
  - If the intruder refuses to identify themselves or initiates a verbal/physical confrontation – call Campus Administration.
- If the intruder is in possession of a weapon, escape the area and call 911. Notify Campus Administration.
  - Be prepared to give the 911 Operator/Campus Administration a description of the individual(s) and the location you last saw the suspicious person/intruder.
- All media inquiries should be referred to the Director of Corporate Marketing.

## WEAPONS

### Whenever a Person:

- Has a weapon.
- Says person has a weapon.
- Is holding another person against their will.

### Procedure

- Call 911. Notify Campus Administration.
- Inform the 911 Operator/Campus Administration.
  - Which building and where in the building the event is occurring.
  - How many are involved (perpetrators and hostages).
  - What demands, if any, have been made.
  - Is anyone injured.
  - Escort students/employees that are in hallways to a safe location.
  - If it is safe to do so, begin evacuating others from the building (in a direction away from the incident).
- DO NOT initiate communication with the hostage taker.
- Keep notes on the times and any communication from the hostage taker and other witness information.
- If communication becomes necessary, restrict it to one person until law enforcement takes over.
- Follow all orders given by law enforcement.

## Roles

### Campus Administration

- Alert all personnel.
- Notify the local police.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the College Management.
- Use Emergency Response Notification System (ERNS) when needed.

### Faculty & Staff

- Lock classroom/office doors. Or, evacuate students/employees in a safe direction.
- Keep students/employees calm and quiet.
- Do not allow anyone into the room, except public safety officials or properly credentialed College leadership.

### Facilities / Maintenance

- Respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).
- Respond to scene to assist, if requested.
- Notify the College President.

- Activate Emergency Text Messaging System.
- Respond to scene to assist, if requested.

## TIMELY WARNING AND EMERGENCY NOTIFICATION POLICY

Timely Warnings, also called "Public Safety Notices", are provided to give students, faculty and staff timely notification of crimes that are considered by Hondros College to present a serious or continuing threat to the campus community and to heighten safety awareness.

Hondros College assigned security personnel and/or campus directors are responsible for preparing a Timely Warning/Public Safety Notice when a crime is reported to or brought to the attention of the responsible personnel and that crime represents an ongoing threat to the safety of members of the campus community. Information for alerts may also come from other law enforcement agencies or officers. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to the campus community and is subject to the availability of accurate facts concerning the incident(s).

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, local police will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Timely Warnings/Public Safety Notices also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police.

## TIMELY WARNING AND EMERGENCY NOTIFICATION PROCEDURE

Hondros College responsible security personnel – Campus Director, will meet with local and state law enforcement authorities to discuss what is reasonable in terms of the timely reporting of criminal issues and any preventative methods. Timely Warnings/Public Safety Notices are sequentially numbered, by each year, and provide main details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often crime prevention tips.

When the Hondros College security personnel and/or campus director becomes aware of off-crimes investigated by the local Police that may present a serious or continuing threat to the campus community, a Timely Warning/Public Safety Notice may be issued. This will be determined by the Hondros College security personnel and/or campus director based on the facts of the situation, the possible impact to the campus community, and the information provided by the local Police department.

## Information included in Timely Warnings/Public Safety Notices

- A comprehensive statement of the incident
- If any a physical description or photo of the suspect
- The active measures that we/and or the authorities will take
- Any other relevant and important information to be included

Timely Warnings/Public Safety Notices will be posted on the intranet <http://intranet.hondroscollege.edu/> and may also be distributed by e-mails sent to all Hondros College e-mail addresses, which are accessible and available to all students, faculty, and staff. The core intent of the warning is to enable members of the campus community to protect themselves, and to help promote current and future safety.

## HAZARDOUS MATERIALS / SHELTER IN PLACE

If a Hazardous Materials emergency occurs, the decision and direction to Evacuate or Shelter-in-Place needs to be made immediately. This direction can come from campus administrators, local officials or media outlets depending on the severity of the situation.

### Procedure

Identify the potential threat to the campus. If a transport vehicle is involved, look for the insignia or the chemical codes of the potential health threats. When reporting the incident, report the type of hazardous threat, if you know it.

- Call 911.
- Notify Campus Administration.
- Provide appropriate details of the incident, including fire, fumes or other unusual conditions.
- Report important information to the Campus Administration and emergency responders, such as color and hazard symbol that was on the vehicle or container.
- Take steps to protect lives. (See Shelter-in-Place or Evacuation processes below.)
- Make a decision with local officials whether to set up a Shelter-in-Place or evacuate the university building and/or campus.

1. **Shelter-in-Place:** Remain in room closing all doors and windows. Turn off all HVAC systems and close all vents. If supplies are available, pack the doorframe with wet articles of clothing, towels, or whatever you have on hand to retard fumes from migrating into the room. Use similar articles to cover nose and mouth.
2. **Evacuate:** Leave building and move to a predetermined "rally point" or other location as instructed by Hondros College Administration or public safety official. Move in a direction away from and upwind from

the scene. Cover nose and mouth with handkerchief or similar article.

- All media inquiries should be referred to the Director of Corporate Marketing.

### Roles

#### Campus Administration

- Alert all personnel.
- Notify the local police/fire/EMS.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the College Management.
- Use Emergency Response Notification System (ERNS) when needed.

#### Faculty & Staff

- Keep students/employees calm and quiet.
- Shelter-in-Place or Evacuate, if directed, to a safe zone.
- Report any missing students/employees, if known.

## MEDICAL EMERGENCY – SERIOUS INJURY

### Procedure

- Call 911.
- Notify Campus Administration.
- Administer first aid if safe to do so. Handle bodily fluids appropriately.
- Do not attempt to move someone who is injured and appears to be in pain unless failure to move the person could result in death or further serious physical injury.
- Assign someone to meet responding police/EMS.
- Help secure the scene until Campus Administration and/or authorities arrive.
- Identify witnesses to Campus Administration (if known).
- Complete an incident report and/or injury report.

### Roles

#### Campus Safety & Security

- Confirm that a medic has been dispatched.
- Meet First Responders.
- Assist with securing the scene, if necessary.
- Notify the College Management.
- Begin investigating the incident.

#### Faculty & Staff

- Secure and isolate the area.
- Assign someone to meet responding police/EMS.
- Notify Campus Administration.
- Assist with first aid.

- If the student or employee is unconscious or unable to speak, contact the appropriate College administrator (Student Services, Human Resources, etc.) to get the student's/employee's emergency contact information.
- Travel with injured/ill person to the hospital or medical facility if there is no parent, guardian or friend available.
- In the event of a serious injury or illness, a College official should also respond to the medical facility as an official representative of the institution.

#### Facilities / Maintenance

- Respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).

### CHOKING GUIDELINES

1. Check for responsiveness.
  - a. Ask, "Are you choking?"
  - b. Ask, "Can you speak, breathe or cough?"
2. If victim CAN speak, breathe or cough DO NOTHING. Stay with victim to offer reassurance.
3. If victim cannot speak, breathe or cough say, "I'm going to help you." Send someone to call 911.
4. Stand behind the victim and place your arms around the abdomen and make a fist with one hand.
5. Place the thumb side of the fist slightly above the navel and well below breast bone.
6. Grasp the fist with the other hand and provide quick upward thrusts into the abdomen.
7. Repeat thrusts until object is expelled or victim becomes unresponsive.
8. If victim becomes unresponsive begin CPR and continue until help arrives.

### EVACUATION / FIRE

#### If You Discover or Suspect a Fire

- Activate the fire alarm.
- Do not place yourself at risk by trying to put out the fire.
- Evacuate the building. Use the nearest exit. Follow the posted evacuation procedures for each building.
- Do not use elevators.
- Call 911.
- Notify Campus Administration.
- Monitor cell phones for the Emergency Text Messaging System

#### Evacuation

1. If you are in a classroom with a closed door, use the back of your hand to feel the door for heat. If the door is hot, don't open it. If it's cool, go to Step 2. If the door is hot, go to Step 7.

2. Brace yourself behind the door and open it slowly. If the environment outside the door is not favorable, close the door and go on to Step 7.
3. Enter the hallway. Close the door behind you. Stay low (crawl, if necessary), and make your way to the nearest exit.
4. Exit the building via stairwells. If your stairwell is blocked by smoke and heat, go to an alternate exit. Do not use elevators.
5. Once you have exited the building, move to a safe location. Wait for the "all clear" signal or for additional information requiring you to assemble at a remote location.
6. If all of the fire exits are blocked, go back to a room containing exterior windows and seek refuge.
7. If supplies are available, pack the doorframe with wet articles of clothing, towels, or whatever you have on hand to retard smoke from migrating into the room.
8. Cover nose and mouth with handkerchief or similar article.
9. Call 911. Notify Campus Administration of your location.
10. Stay close to the floor. Proceed to a window. Open the window to allow the smoke to escape and for you to breathe fresh air.
11. Let everyone within hearing distance be aware that you are trapped. Yell and wave a towel outside the window. Stay near the window.

#### Roles

##### Staff/Faculty – "Evacuation Coordinators"

- Activate the fire alarm.
- Call 911.
- Notify Campus Administration.
- Assist with the evacuation process.
- Assist special needs personnel and/or coordinate their evacuation as necessary.
- Inform the "Fire Wardens" and fire department of persons that are NOT accounted for.

##### Student/Faculty Services – "Fire Wardens"

- Activate the fire alarm.
- Call 911.
- Notify Campus Administration.
- Position yourself near the stairwell/emergency exits and begin accounting for the Evacuation Coordinators and those that have evacuated.
- Once everyone has evacuated, begin collecting accountability information from the Evacuation Coordinators.



- Inform the fire department personnel of any persons that are NOT accounted for.

#### Campus Administration

- Alert all personnel.
- Notify the local police/fire/EMS.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the College Management.

#### Faculty & Staff

- Activate the fire alarm.
- Call 911.
- Notify Campus Administration.
- Evacuate the students/employees in an orderly fashion.
- Check your rooms/offices to make sure all occupants are out of the building.
- Take your class roster sheets.
- Remain with your students/employees.
- Report stranded and missing persons to the Fire Wardens and the fire department when they arrive.

#### Facilities/Maintenance

- Respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies, etc.).
- Assist public safety, if requested.
- Reset alarm, when requested.
- Be prepared to turn off the gas.

## ACTIVE SHOOTER / HOSTILE INTRUDER / LOCKDOWN

When a person is actively causing death or serious physical injury, or when there is the threat of imminent death or serious physical injury, the following procedures should be implemented.

#### Procedure

- If there is an Active Shooter/Hostile Intruder on campus or in your building act immediately.
- Move away from the threat if you can, as fast as you can.
- Keep vehicles, bushes, trees, and anything that could possibly provide you cover from the hostile person between you and the shooter while you are running.
  - If the Active Shooter is in the same building try to quickly and safely exit the building immediately.
  - If it is safe to do so, call 911.

- Notify Campus Administration.
- Call 911, if safe to do so.

## LOCKDOWN

The direction to Lockdown may be given when an emergency is taking place on campus and it is unsafe to move around outside or evacuate.

#### Procedure

- If the command to Lockdown is given, lock/secure/barricade yourself in your office, classroom, or in a small, interior room, with few or no windows.
- If visitors are present provide for their safety.
- If in a hallway or other open area, immediately move to a classroom, office or room.
- Once inside a room, lock/secure/barricade the door and wait for instructions from the authorities.
- Stay out of open areas and be as quiet as possible.
- Stay away from the windows.
- Turn off lights and all audio equipment.
- Notify Campus Administration.

#### Roles

##### Campus Administration

- Help secure buildings and limit persons from exiting.
- Alert all personnel.
- Notify the local police/fire/EMS.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the College Management.
- Use Emergency Response Notification System (ERNS) when needed.

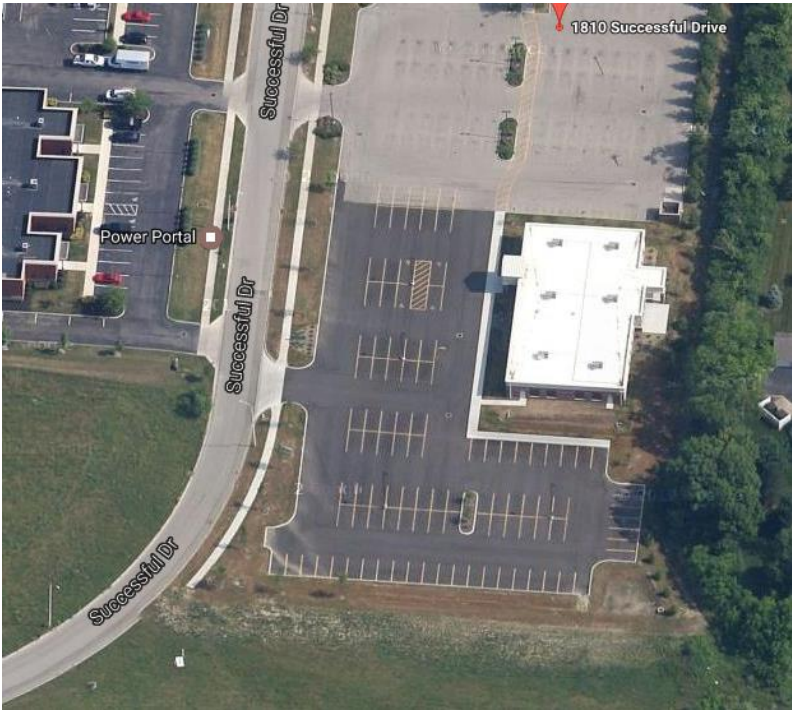
##### Faculty & Staff

- Keep students/employees calm and quiet.
- Do not allow anyone in the room, except law enforcement/first responders.
- Notify Campus Administration.
- Allow staff and students to communicate with friends and family using cell phones.
- Allow the use of College communications sparingly.

##### Facilities/Maintenance

- Respond to the scene with appropriate emergency maintenance equipment and tools (keys, wrenches, hazmat cleaning supplies).
- Be prepared to turn off HVAC systems.
- Be prepared to turn off the gas.
- Be prepared to turn electrical power on/off.
- Help secure buildings and limit persons from exiting.

Fairborn Campus



Independence Campus





Maumee Campus



West Chester Campus



Westerville Campus



