



# *Emergency Management Guide*

2025 Edition

*All Hondros College of Nursing associates complete a review and acknowledgement of this guide on an annual basis.*

## Emergency Numbers \*\*\* Active Emergency: Dial 0-911 \*\*\*

### Campus Safety - Campus Executive Director

Columbus Main Campus	614-942-7150
Akron Non-Main Campus	330-222-4928
Bingham Farms Non-Main Campus	248-785-1607
Dayton Non-Main Campus	937-777-1030
Independence Non-Main Campus	216-532-7107
Indianapolis Non-Main Campus	314-223-1667
Maumee Non-Main Campus	419-402-7003
West Chester Non-Main Campus	513-644-6050

### Non-Emergency Numbers - Police/ Fire

Columbus	614-645-4545/614-221-3132
Akron	330-375-2552/330-375-2411
Bingham Farms	248-626-9672/248-626-9862
Dayton	937-333-2677/937-225-4357
Independence	216-524-1234/216-524-4001
Indianapolis	317-327-3811/317-327-6041
Maumee	419-897-7040/419-897-7057
West Chester	513-777-2231/513-777-1133

### Information and Referral Numbers

#### *Child Abuse Hotlines:*

Akron Area	330-434-5437
Cincinnati Area	513-241-5437
Cleveland Area	216-696-5437
Columbus Area	614-229-7000
Dayton Area	937-224-5437
Detroit Area	855-444-3911
Indianapolis Area	800-800-5556
Toledo Area	419-244-3053

#### *Domestic Violence Hotlines:*

<i>All Campuses</i>	<i>800-799-7233</i>
Akron Area	330-374-0740
Columbus Area	614-224-4663
Cincinnati Area	513-381-5610
Cleveland Area	216-391-4357
Dayton Area	937-426-2334
Detroit Area	248-334-1274
Indianapolis Area	317-920-9320
Toledo Area	419-213-3324

### Administrative Numbers

Business Office	614-942-7990
Customer Care/Call Center	855-906-8773
Faculty	855-906-8773
Financial Aid	614-942-7999
Registrar	614-942-7127
Media Inquiries	614-742-7134
Technology Help Desk	855-906-8773 (Option 3, Option 3)

### Campus Addresses

#### **Columbus Main Campus**

1105 Schrock Rd (Suite 650)  
Columbus, OH 43229

#### **Akron Non-Main Campus**

755 White Pond Dr.  
Akron, OH 44320

#### **Bingham Farms Non-Main Campus**

30700 Telegraph Rd., Suite 4400  
Bingham Farms, MI 48025

#### **Dayton Non-Main Campus**

6520 Poe Ave.  
Dayton, OH 45414

#### **Independence Non-Main Campus**

5005 Rockside Road, Suite 130  
Independence, OH 44131

#### **Indianapolis Non-Main Campus**

3500 DePauw Blvd  
Pyramid 1, Suite 7010  
Indianapolis, IN 46268

#### **Maumee Non-Main Campus**

1695 Indian Wood Circle  
Maumee, OH 43537

#### **West Chester Non-Main Campus**

7600 Tyler's Place Blvd  
West Chester, OH 45069

**Note:** In the event of an incident described below, Hondros College of Nursing will release pertinent and sufficient information to media outlets in accordance with federal and state disclosure regulations.

## 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 of Nursing to present a serious or continuing threat to the campus community, and to heighten safety awareness.

Hondros College of Nursing assigned security personnel and/or Campus Executive Directors are responsible for preparing a Timely Warning/Public Safety Notice when a crime or significant issue that represents an ongoing threat to the safety of members of the campus community is reported to or brought to the attention of the responsible personnel. Information for alerts may also come from other law enforcement and/or public safety 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 situation(s) represents a continuing threat to the campus community. This protocol and subsequent communication is subject to the availability of accurate facts and information 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

Responsible Hondros College of Nursing security personnel and/or the Campus Executive 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 potential preventative measures that can be taken, if applicable. Timely Warnings/Public Safety Notices provide essential information about the crime, a description of the suspect (if known), information on who to contact about the investigation, and often crime prevention tips.

When the Hondros College of Nursing security personnel and/or Campus Executive Director becomes aware of off- campus crimes investigated by the local police that may present an immediate or continuing threat to the campus community, a Timely Warning/Public Safety Notice may be issued. This will be determined by the Hondros College of Nursing security personnel and/or Campus Executive Director based on the facts of the situation, the possible impact to the campus community, and the information provided by the local authorities.

### Information Included in Timely Warnings/Public Safety Notices

- A comprehensive statement of the incident
- A physical description or photo of the suspect, if applicable/available
- The active measures that the college and/or the authorities are taking
- Any other relevant and important information

Timely Warnings/Public Safety Notices may be distributed to the Hondros College of Nursing community through the Emergency Response Notification System (ERNS); announcements on the Hondros College of Nursing website, posts on the Hondros College of Nursing Intranet and Student/Faculty Portals, and/or email sent to Hondros College of Nursing 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.

## Instructional Continuity Plan

In the event of an emergency incident that interrupts the established schedule of classes, Hondros College of Nursing will consider the following resolutions to maintain instructional continuity:

- Delivering course components in a synchronous or asynchronous distance education format;
- Rescheduling class sessions for another time during the term, or between terms;
- Adjustment to the Academic Calendar (e.g., shifting the start date of a term); and/or
- Shifting a cohort's start date to a subsequent scheduled term.

The College may consider additional actions to maintain instructional continuity as necessary to promote the progression of its student population.

## Color Designations for Types of Emergency Incidents

- **Code Red:** Fire
- **Code Silver:** Shooter
- **Code Black:** Bomb
- **Code Blue:** Medical Emergency
- **Code Violet:** Violent
- **Code Orange:** Hazardous Material
- **Code Green:** Aggressive Incident

## Active Shooter / Hostile Intruder

When a person is actively causing death or serious physical injury, or when there is the threat of imminent death or serious physical injury, implement the following procedure.

### Procedure Overview

1. **RUN:** If you can leave the area, do so.
2. **HIDE:** If you cannot leave – follow the Hiding Protocol described below.
3. **FIGHT:** As a last resort only, and only if lives are in immediate danger.

### Procedure Details

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#### **ACT IMMEDIATELY**

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- A. Move away from the threat, as safely and as quickly as possible.
- B. If the active shooter or hostile intruder is in the same building as you are, try to quickly and safely exit the building immediately.
- C. If you are outside, locate vehicles, bushes, trees, and anything else that could possibly provide you cover. As you run, keep these objects between you and the hostile person.
- D. **HIDING PROTOCOL:** In the event it is necessary to hide from an intruder(s), use the following protocol:
  - a. Lock the doors.
  - b. Turn out the lights.
  - c. Remain as calm and quiet as possible.
  - d. Barricade the doors using tables and chairs
  - e. Move everyone against the same wall that the doors are on.
  - f. When possible, text or call 911. Keep your cell phone covered to avoid light spills.
    - i. **Sample language:** "There is an active shooter in our building, and we are locked together in a room. Please send help immediately."
  - g. If/when you have an opportunity to evacuate, take nothing with you and safely exit the building.
  - h. If the intruder enters your immediate hiding place, FIGHT
- E. When it is safe to do so, call 911. Include information pertinent to the emergency
  - a. Full name
  - b. Address
  - c. Emergency information. Be as detailed as possible (e.g., provide a description of the intruder, the location in the building, etc.)
- F. Notify Campus Administration via Teams, phone call, text, and/or email as soon as safely possible.

# Automated External Defibrillator (AED)

## Procedure (American Heart Association Guidelines)

- A. **Power on AED.** Turn AED on by pushing the button or lifting the lid as soon as it arrives.
- B. **Follow all verbal instructions** given by the AED.
- C. **Correctly attach pads.** Place proper sized pads for victim's age in correct location.
- D. **Clear for analysis**
  - a. Clear rescuers from victim for AED to analyze (push the analyze button if required by device).
  - b. Verbalize and visually demonstrate to stay clear of the person.
- E. **Clear to deliver the shock.** Verbalize and visually demonstrate to stay clear of the person.
- F. **Press the button to deliver a shock.**
  - a. Resume chest compressions immediately after shock delivery
  - b. Do not turn AED off during CPR

**See the information at the end of this document for more information about operating the AED.**

# Bomb Threat / Suspicious Package / Explosion

## General Bomb Threat Procedures

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

## Receiving a Bomb Threat by Phone or Email

- A. Remain calm and professional. If possible, write down the in-bound phone number off the phone display.
  - a. If you are a phone team representative, remove yourself from the call queue sequence immediately following the bomb threat call, so you make proper notifications and not take additional calls.
- B. Listen carefully to the caller. Be polite and show interest as you attempt to gather information. Utilize the Department of Homeland Security Bomb Threat Checklist (attached) to gather and record information.
- C. While talking, communicate to Campus Executive Director, Campus Manager, and/or Campus Dean/Director of Nursing via Teams, text message, and/or email.
- D. Keep the caller on the line as long as possible, and do not hang up. Attempt to determine the location, detonation time, and the reason for placing of the alleged bomb.
- E. People receiving this message should immediately call 911. During the call, provide as much information as possible including, at minimum:
  - a. Full name
  - b. Address
  - c. Emergency information. Be as detailed as possible.
  - d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.
- F. Notify Campus Administration via Teams, phone call, text, and/or email as soon as safely possible.
- G. Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will send a message via the ERNS and email with updated information.
- H. If instructed by authorities, initiate evacuation procedures. Wait for the All-Clear from local authorities before returning to the building.
- I. All media inquiries should be referred to the Director of Marketing.

## Receiving a Bomb Threat in Person

- A. Remain calm. While difficult to do so, it is important to remain focused on the individual.
- B. Gather as much information as possible, such as what they are wearing, what they are saying, and where did they say the bomb is or will be located.
- C. Do not try to locate the bomb.
- D. Be prepared to give the 911 operator and Campus Administration a description of the individual(s) and the location you last saw the suspicious person/intruder.
- E. Any staff member who spots a suspicious person should ask the individual to identify themselves and provide

a form of identification and sign in for a visitor pass. Staff should ask for assistance if they feel uncomfortable.

- a. If there is no acceptable reason to be in the building, politely ask the suspicious person to leave the building/property; if they refuse, excuse yourself by saying you will find someone to assist them. Then, move to a safe place, and notify the Campus Executive Director, the Campus Manager, and/or the Campus Dean/Director of Nursing.
- b. If the intruder refuses to identify themselves or initiates a verbal or physical confrontation, excuse yourself and communicate with Campus Administration.

F. Call 911 immediately and provide the following:

- a. Full name
- b. Address
- c. Emergency information. Be as detailed as possible (e.g., provide a description of the intruder, the location in the building, etc.)
- d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.

G. Notify Campus Administration via Teams, phone call, text, and/or email as soon as safely possible.

H. Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will send a message via the ERNS and email with updated information.

I. If instructed by authorities, initiate evacuation procedures. Wait for the All-Clear from local authorities before returning to the building.

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

## Suspicious Mail/Package

A. If you receive a suspicious letter or package; don't handle it unnecessarily.

B. Isolate it immediately; don't open, smell or touch the package.

C. Notify your supervisor and the Campus Executive Director. Do *not* use a radio or cell phone.

## Bomb Explosion

A. **CALL 911.** During the call, provide as much information as possible including at minimum:

- a. Full name
- b. Address
- c. Emergency information. Be as detailed as possible.
- d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.

B. Notify Campus Administration via Teams, phone call, text, and/or email as soon as safely possible.

C. Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will send a message via ERNS and email with updated information. If instructed by authorities, initiate evacuation procedures. Wait for the All-Clear from local authorities before returning to the building.

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## Roles

### *Campus Administration*

- A. **CALL 911.** Notify the local police.
- B. Alert all personnel through Teams and email. Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will use the Emergency Response Notification System (ERNS) when needed.
- C. If instructed by local authorities, initiate evacuation protocol -Keep people at least 300 feet from the building.
- D. Meet First Responders.
- E. Have keys and building plans available for the First Responders.
- F. Notify the Campus Executive Director.
- G. Never rule out the possibility of a second device.

### *Faculty and Staff*

- A. If ordered, evacuate the building utilizing the Evacuation Protocol.
- B. Look for any unusual or suspicious items in the classroom and building while exiting.
- C. Keep the students/other employees calm and quiet.
- D. Report any missing students/employees.

## Choking

- A. Check for responsiveness.
  - a. Ask, "Are you choking?"
  - b. Ask, "Can you speak, breathe, or cough?"
- A. *If victim can speak, breathe, or cough, **do nothing**.* Stay with the victim to offer reassurance. Call for assistance from an individual that has completed CPR BLS training.
- B. *If victim cannot speak, breathe, or cough,*
  - a. Say, "I'm going to help you." Send someone to call 911.
  - b. Stand behind the victim and place your arms around the abdomen and make a fist with one hand.
  - c. Place the thumb side of the fist slightly above the navel and well below the breastbone.
  - d. Grasp the fist with the other hand and provide quick upward thrusts into the abdomen.
  - e. Repeat thrusts until object is expelled or victim becomes unresponsive.
  - f. If victim becomes unresponsive, begin CPR and continue until help arrives.

## Evacuation Protocol

In the event of a fire, see the Fire Evacuation section below.

- A. Instructors must keep rosters and cell phones easily accessible.
- B. Upon notification of evacuation, instructors take their cell phones and rosters, and lead students to a safe place:
  - a. In the event of weather-related emergency, such as a tornado, use stairwells (do not use an elevator) and take cover in the basement, stairwell, hallway, bathroom, or interior offices.
    - i. Move to the lowest level of the building whenever possible and utilize interior rooms and hallways for shelter if a below-ground level is unavailable.
    - ii. Stay away from glass, windows, or anything large that could fall and injure you.
    - iii. As a last resort, get under a piece of sturdy furniture such as a workbench, heavy table, or desk and hold on to it.
    - iv. Use your arms to protect your head and neck.
  - b. In the event of a hostile intruder or bomb *and* an evacuation is required, navigate to the nearest stairwell (do not use an elevator) and move to the building's exit per evacuation signage. Move 300 feet or more away from the building to an area away from buildings, trees and power lines. If necessary, lie flat in a ditch or culvert, and avoid locations where falling objects are likely.
- C. Staff will assist faculty with collecting rosters and help guide students and employees to a safe location. Staff will assist persons with disabilities to the shelter area.
- D. If possible, staff will store and lock/secure all personal identification information (PII).
- E. Campus Executive Director will send out notification to staff/students via ERNS (and email if appropriate.) Staff members may assist with this process. Faculty and staff will monitor cell phones and communication devices for updates.
- F. If notification was not received from the Campus Executive Director or Campus Manager, contact them via text and/or Teams messaging.
- G. Faculty should check rosters to ensure all students in attendance are in the appropriate area. The Campus Executive Director or Campus Manager, along with the Campus Dean, should ensure that all staff and faculty are accounted for.
- H. Work to ensure that all students and employees remain calm and informed.
- I. Update information as available and listen for the "All Clear." Check for concerns regarding power lines prior to releasing students.
- J. If there are injuries or building damage, the Campus Executive Director or Campus Manager will meet with First Responders.

# Fire

## Fire Procedure

- A. Activate the fire alarm. This is the first method of reporting a fire.
- B. **Call 911.** Do not place yourself at risk by trying to put out the fire.
- C. Evacuate the building using the nearest exit/stairwell. Follow the posted evacuation procedures for each building.
- D. Do not use elevators.
- E. Notify Campus Administration.
- F. Monitor cell phones for messages from the Emergency Response Notification System (ERNS).

## Evacuation Procedure

- A. 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 and go to Step G. If it's cool, go to Step B.
- B. 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 G.
- C. Enter the hallway. Close the door behind you. Stay low (crawl, if necessary), and move to the nearest exit/stairwell.
- D. Exit the building via stairwells (not elevators). If the stairwell is blocked by smoke and heat, use an alternate exit.
- E. 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.
- F. If all of the fire exits are blocked, go back to a room containing exterior windows and seek refuge.
- G. If supplies are available, pack the doorframe with wet articles of clothing, towels, or whatever you have on hand to slow smoke from migrating into the room.
- H. Cover the nose and mouth with handkerchief or similar article.
- I. **Call 911.** Notify Campus Administration.
- J. Stay near the floor. Proceed to a window. Open a window to allow smoke to escape and to breathe fresh air.
- K. 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 and Faculty (Evacuation Coordinators)*

- Activate the fire alarm. This is the first method of reporting a fire.
- **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 who are **not** accounted for.

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### *Student Services (Fire Wardens)*

*(Student Services includes Administrative Coordinators, Admissions Coordinators, Career Services Coordinators, and Academic Support Advisors)*

- Activate the fire alarm. This is the first method of reporting a fire.
- **Call 911.**
- Notify Campus Administration.
- Position yourself near the stairwell/emergency exits and begin accounting for the Evacuation Coordinators and those who have evacuated.
- Once everyone has evacuated, determine who is and is not accounted for with the Evacuation Coordinators.
- Inform the fire department personnel of any persons who are **not** accounted for.

### *Campus Administration*

- Alert all personnel.
- Notify the local police, fire department, and EMS.
- Notify the Campus Executive Director. The Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will use the Emergency Response Notification System (ERNS) when needed.
- Meet First Responders.
- Have keys and building plans available for the First Responders.

### *Faculty and Staff*

- Activate the fire alarm. This is the first method of reporting a fire.
- **Call 911.**
- Notify Campus Administration.
- Begin the Evacuation Protocol in an orderly fashion.
- Check your rooms/offices to make sure all occupants are out of the building.
- Take your class roster sheets, if possible
- Remain with your students/other 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.

No personnel are required to stay behind to turn off critical equipment or perform other functions.

## 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 Administration, local officials, or media outlets. If the material is believed to carry a contagion or if the materials prevent safe evacuation: shelter in place. If the material is believed to carry no contagions: begin the Evacuation Protocol.

### General Procedures

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.

- A. **Call 911.** During the call, provide as much information as possible including at minimum:
  - a. Full name
  - b. Address
  - c. Emergency information. Be as detailed as possible.
  - d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.
- B. Report important information to the Campus Administration and emergency responders, such as the color and hazard symbol on the vehicle or container.
- C. The Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will send a message via the ERNS and email with updated information.
- D. Provide appropriate details of the incident, including fire, fumes or other unusual conditions.
- E. Take steps to protect lives. (See shelter-in-place or evacuation processes below.)
  - a. Make a decision with local officials whether to set up a shelter in place or evacuate the building and/or campus.
  - b. **Shelter in Place:** Remain in the room and close all doors and windows. Turn off all HVAC systems and close all vents. If possible, pack the doorframe with wet articles of clothing, towels, or other supplies on hand to retard fumes from migrating into the room. Use similar articles to cover the nose and mouth.
  - c. **Evacuate:** Leave the building and move to a predetermined “rally point” or other location as instructed by Hondros College of Nursing administration or a public safety official. Move away from and upwind of the scene. Cover the nose and mouth with a handkerchief or similar article.
- F. All media inquiries should be referred to the Director of Marketing.

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## Roles

### *Campus Administration*

- Alert all personnel.
- Notify the local police, fire department, and EMS.
- Notify the Campus Executive Director.
- Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will use the Emergency Response Notification System (ERNS) when needed.
- Meet First Responders.
- Have keys and building plans available for the First Responders.

### *Faculty and Staff*

- Keep students/employees calm and quiet.
- Shelter-in-place or evacuate, as directed, to safe zone.
- Report any missing students/employees, if known.

## Hostile Student / Employee

- A. Alert Campus Administration immediately of the situation and location of the incident
- B. Do not confront the student or employee alone
- C. Remain calm and try to deescalate the situation as much as possible.
- D. Wait for additional support before asking the individual to leave the premises.
- E. Ask them to leave politely and calmly letting them know that if they do not, you will **call 911**
  - a. If they do not leave, **call 911**. During the call, provide as much information as possible including at minimum:
    - i. Full name
    - ii. Address
    - iii. Emergency information. Be as detailed as possible.
    - iv. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.
  - b. Notify Campus Executive Director, Campus Manager, and/or Campus Dean/Director of Nursing in person or via Teams phone call, email, or text
- F. Initiate intruder protocol and lockdown procedures

## Intruder / Suspicious Person / Hostage

- A. If you see a weapon of any kind, complete the following:
  - a. Get to a safe place and call 911. Be prepared to give the 911 Operator and Campus Administration a description of the individual(s) and the location you last saw the suspicious person/intruder.
  - b. Alert campus administration.
  - c. If it is safe to do so, alert instructors in classrooms to lock doors, turn out lights, and have students out of sight from the door. (The goal is to make the room look uninhabited.)
- B. If you do not see evidence of a weapon, complete the following:
  - a. Ask if assistance is needed. Communicate in a non-threatening manner:
  - b. If it is safe to do so (e.g., you do not see a weapon or have not been threatened) tell the person that ALL visitors on campus are required to check in at the front desk, and that you would be happy to escort them there.
  - c. The person at the Front Desk should ask for identification and the nature of their business.
  - d. If there is no acceptable reason to be in the building, politely ask the suspicious person to leave the building/property; if they refuse, excuse yourself by saying you will find someone to assist them.
  - e. Move to a safe place, then notify the Campus Executive Director, the Campus Manager, and/or the Campus Dean/Director of Nursing.
  - f. If the intruder refuses to identify themselves or initiates a verbal or physical confrontation, excuse yourself and communicate with Campus Administration.
- C. All media inquiries should be referred to the Director of Marketing.



## Mental Health Crisis

- A. Alert Campus Administration of the situation and the location of the incident immediately.
- B. Do not confront the student or employee alone.
- C. Remain calm (use a monotone voice) and as gently as possible try to calm/re-direct the student or employee (ask them to sit down and take deep breaths, offer them water, etc.).
- D. Ask student/employee if they would like to connect with the appropriate mental health crisis line. Dial the number for the individual.
  - a. Students: 1-833-646-1526 (Uwill)
  - b. Employees: 1-888-319-7819 (Employee EAP plan)
- E. If the individual refuses, wait for additional support before asking the individual to leave the premises.
  - a. Ask them to leave politely and calmly letting them know that if they do not, you will **call 911**
  - b. If they do not leave, **call 911**. During the call, provide as much information as possible including at minimum:
- F. **Call 911** immediately and provide the following:
  - a. Full name
  - b. Address
  - c. Emergency information. Be as detailed as possible.
  - d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.
- G. Notify Campus Administration via Teams, phone call, text, and/or email as soon as safely possible.
- H. Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee send a message via the ERNS and email with updated information.
- I. If necessary, initiate intruder protocol and lockdown procedures.

## Weapons

Follow these procedures whenever a person (a) has a weapon, (b) says a person has a weapon, (c) is indicating a bomb threat, and/or (c) is holding another person against their will.

### Procedure

- **Call 911** and provide the following:
  - a. Full name
  - b. Address
  - c. Emergency information. Be as detailed as possible.
  - d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.
- Notify Campus Executive Director, Campus Manager, and/or Campus Dean/Director of Nursing in person or via Teams, phone call, email, or text.
- Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee to send out a message through the Emergency Response Notification System and/or email.
- Escort students/employees that are in hallways to a safe location and/or begin the Hiding Protocol (see the **Active Shooter** instructions above).
- If it is safe to do so, begin the Evacuation Protocol (in a direction away from the incident).
- **Do not** initiate communication with the suspicious person.
- Keep notes on any communication from the hostage taker, including the times of communication 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. Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will use the Emergency Response Notification System (ERNS) when needed.
- **Call 911** and provide the following:
  - a. Full name
  - b. Address
  - c. Emergency information. Be as detailed as possible.
  - d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the Campus Executive Director.

### *Faculty and Staff*

- Lock classroom/office doors or evacuate students/employees in a safe direction. Refer to **Evacuation Protocol** or **Lockdown Protocol** as necessary.
- Keep students/employees calm and quiet.
- Do not allow anyone into the room, except public safety officials or properly credentialed College leadership.

*Continued on next page*

*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 Administration.

# Lockdown

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

## Procedure

- A. Initiate the Hiding Protocol - If the command to lock down is given, lock, secure, and/or barricade yourself in your office, classroom, or in a small, interior room, with few or no windows. Turn off lights and all audio equipment. The command may come from the emergency response notification system (ERNS), an email, or direct communication from Campus Administration.
- B. If visitors are present, provide for their safety.
- C. If you are 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.
- D. Stay out of open areas and be as quiet as possible.
- E. Stay away from the windows.
- F. **Call 911** and provide the following:
  - a. Full name
  - b. Address
  - c. Emergency information. Be as detailed as possible.
  - d. Follow instructions provided by Police/Fire. Initiate Evacuation Protocol on their direction.
- G. Notify Campus Administration via Teams or Text – avoid talking on your phone.

## Roles

### *Campus Administration*

- Help secure buildings and assist individuals with limited physical ability in exiting.
- Alert all personnel. Notify the Campus Executive Director. The Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will use the Emergency Response Notification System (ERNS) when needed. Utilize Teams and Text as appropriate.
- Use your phone only from a safe space. Notify the local police, fire department, and EMS.
- Meet First Responders.
- Have keys and building plans available for the First Responders.

### *Faculty and Staff*

- Keep students/employees calm and quiet.
- Do not allow anyone in the room. Do **NOT** respond to hallway voices even if they say law enforcement or First Responders – law enforcement will have keys/access.
- Barricade doors and turn off lights.
- Move everyone against the same wall the doors are on, but out of sight.
- When possible, **text or call 911**. Keep your cell phone covered to avoid light spills.
- Notify Campus Administration.
- Allow employees and students to communicate with friends and family using cell phones by **text only**. Keep phones under jackets, shirts, etc. while in use to avoid light spills.
- Allow the use of college communications sparingly.

*Continued on next page*

*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 or off.
- Help secure buildings and limit persons from exiting.

# Medical Emergency / Serious Injury

## Procedure

- A. **Call 911.** Be prepared to provide detailed information in a calm manner.
- B. Notify Campus Administration.
- C. Administer first aid if it is safe to do so.
  - a. Handle bodily fluids appropriately.
  - b. Check and verify fluids are safe to dispose in accordance with OSHA standards.
  - c. Refer to OSHA booklet in Nursing/Science Lab
- D. 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.
- E. Assign someone to meet responding police/EMS.
- F. Help secure the scene until Campus Administration and/or authorities arrive.
- G. Disperse crowds. Clear access to the victim.
- H. Identify witnesses to Campus Administration (if known).
- I. Complete an incident report and/or injury report.

## Roles

### *Campus Administration*

- Confirm that a medic has been dispatched.
- Notify the Campus Executive Director.
- Meet First Responders.
- Assist with securing the scene, if necessary.
- 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 emergency contact information of the student or employee.
- Travel with the injured or 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.)

# Severe Weather / Tornado, Winter Weather

## Terminology

- **Advisory:** Weather conditions are anticipated, but not expected to impact travel significantly.
- **Watch:** Conditions are right for a tornado/ice-snow/etc. Monitor the weather closely.
- **Warning:** “The weather danger (tornado) has been sighted or indicated by radar. There is imminent danger to life and property”
  - For tornadoes: a funnel cloud has been sighted. Take cover immediately.
  - For winter weather: patterns demonstrate weather conditions are worsening and are about to, or already are, impacting the area around the campus.

## Tornado / Severe Weather Procedure

- A. Instructors will keep rosters and cell phones easily accessible.
- B. Upon notification of a Tornado Watch, advise students and staff of possible action plans.
- C. Upon notification of a Tornado Warning, use stairwells (do not use an elevator) and take cover in the basement, stairwell, hallway, bathroom, or interior offices.
  - a. Move to the lowest level of the building whenever possible and utilize interior rooms and hallways for shelter if a below-ground level is unavailable.
  - b. Stay away from glass, windows, or anything large that could fall and injure you.
  - c. As a last resort, get under a piece of sturdy furniture such as a workbench, heavy table, or desk and hold on to it.
  - d. Use your arms to protect your head and neck.
- D. Staff will assist faculty with collecting rosters and help guide students and employees to a safe location. Staff will assist persons with disabilities to the shelter area.
- E. If possible, staff will store and lock /secure all personal identification information (PII).
- F. Campus Executive Director will send out notification to staff/students via ERNS (and email if appropriate.) Staff members may assist with this process. Faculty and staff will monitor cell phones and communication devices for updates.
- G. If notification was not received from the Campus Executive Director or Campus Manager, contact them via text and/or Teams messaging.
- H. Check rosters to ensure all students in attendance are in the appropriate area. Ensure that all staff are accounted for.
- I. Work to ensure that all students and employees remain calm and informed.
- J. Update information as available and listen for the “All Clear.” Check for concerns regarding power lines prior to releasing students.
- K. If there are injuries or building damage, the Campus Executive Director or Campus Manager will meet with First Responders.

*Continued on next page*

### *General Guidelines*

- Discourage students/employees from leaving the 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 Executive 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, heavy table, or desk and hold on to it.
- Use your arms to protect your head and neck.
- Monitor cell phones, pagers, landline phones, email, etc. for update information from the College.

## **Roles**

### *Campus Administration*

- Alert all faculty and staff.
- Meet First Responders.
- Have keys and building plans available for the First Responders.
- Notify the Campus Executive Director.
- The Campus Executive Director, Vice President, Operations, Senior Vice President, Operations, or designee will use the Emergency Response Notification System (ERNS) when needed.

### *Faculty and 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 and 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.

*Continued on next page*



## Winter Weather Procedure: Prior to Class

- A. The Campus Executive Director and Campus Dean/Director of Nursing determine a plan based on the weather around the campus:
  - a. Classes as scheduled
  - b. Classes/opening delayed
  - c. Campus closed
- B. Campus Executive Director uses the Emergency Response Notification System (ERNS) and/or email to notify students, staff, marketing, and other administration **at least** two hours prior to the beginning of the earliest classes. If possible, make a determination the night before.
- C. Notification should include a reminder that “individuals should utilize their best judgment based on conditions in their area and should notify instructors/supervisors if they cannot travel safely.”
- D. If classes are “Delayed” any classes scheduled before the “opening time” should be rescheduled; all other classes will be held as scheduled.
- E. If the campus is “Closed” all classes for that day must be rescheduled.
- F. Notification via news outlets (television, radio, online) is at the discretion of the Campus Executive Director.
- G. Once notified, the Director of Marketing is responsible for posting updates on the Hondros College of Nursing public website.

## Winter Weather Procedure: During Scheduled Classes

- A. The Campus Executive Director and Campus Dean/Director of Nursing determine a plan based on the weather around the campus:
  - a. Classes as scheduled
  - b. Early dismissal
- B. The Campus Executive Director and the Campus Dean/Director of Nursing communicates with Senior Vice Presidents, Academics and the Senior Vice President, Operations regarding the impact of the cancellation of classes. Plans are developed for make-up labs, clinicals, and lectures, as applicable.
- C. Campus Executive Director uses the Emergency Response Notification System (ERNS) and/or email to notify students, staff, marketing, and other administration.
- D. Communication should include a reminder that “individuals should utilize their best judgment based on conditions in their area and should notify instructors/supervisors.”
- E. If classes are dismissed early, any missed class time must be re-scheduled.
- F. Once notified, the Director of Marketing is responsible for posting updates on the Hondros College of Nursing public website.

## General Procedures

- Listen to the National Oceanic and Atmospheric Administration (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.



American  
Heart  
Association.

# HOW TO USE AN AED

**AUTOMATED EXTERNAL DEFIBRILLATOR**



**Push hard and fast in the center of the chest**



**Turn on the AED and follow the prompts**



Scan the QR Code at left to learn more from a video demonstration on what an AED is and how to use it.

The automated external defibrillator (AED) is an electronic medical device. An AED can check a person's heart rhythm. It can recognize a rhythm that requires a shock. And it can advise the rescuer when a shock is needed. The AED uses voice prompts, lights and text messages to tell the rescuer the steps to take. AEDs are very accurate and easy to use. Anyone can operate an AED safely.

## BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

\* Refer to your local bomb threat emergency response plan for evacuation criteria

### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the  
Office for Bombing Prevention at: [OBP@cisa.dhs.gov](mailto:OBP@cisa.dhs.gov)



V2

## BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER

PHONE NUMBER WHERE

HUNG UP:

CALL RECEIVED:

### Ask Caller:

- Where is the bomb located?  
(building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

### Exact Words of Threat:

### Information About Caller:

- Where is the caller located?  
(background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

#### Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

#### Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

#### Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

#### Other information: