



UNIT PROCEDURE

Title

SCHOOL OF NURSING PROCEDURE FOR EMERGENCIES

Introduction

PURPOSE

The safety and well-being of our School of Nursing students, staff, faculty and visitors are of utmost importance. In preparation for the variety of emergency events we may be faced with, these procedures set forth the steps to be followed in the event of an emergency.

SCOPE OF APPLICABILITY

It is important that all building occupants thoroughly familiarize themselves with this information.

Procedure

In any emergency situation, remain calm and dial 911. Designate someone to meet Emergency Personnel outside the building and provide information about the nature of the emergency, location, and other pertinent matters.

ACCIDENT/MEDICAL EMERGENCY

Staff personnel should always be courteous and helpful. Legally, a victim must give consent to an offer to help before a person trained in first aid begins to help him or her. If a victim is conscious, ask permission before helping him or her. Consent is assumed for a person who is unconscious, badly injured, or so ill that he or she cannot respond. While an individual is protected under the "Good Samaritan Act," the facility is not protected.

Steps to follow for an accident or medical emergencies are:

1. Remove the victim from the immediate danger zone (if possible).
2. Offer assistance to the individual. Do not administer medication, unless directed to do so by the victim.



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3. Call emergency personnel (call 911).
4. Document any assistance given and that which is refused.
5. Fill out the necessary accident report (regardless of how minor the incident). Duplicate and forward the report to the designated parties.
6. Do not transport the individual to a treatment center; offer instead to call a relative or other designated representative.

EMERGENCY EVACUATION (FIRE or SMOKE ALARM)

Steps to follow for evacuation are:

1. Note all exits identified on the Carrington Hall floor plan.
2. Upon notification of an emergency condition, assume that the emergency is real until you learn otherwise. Warn others in the area and direct them to the closest exit.
3. Turn off potential hazards in your area (i.e., radios, computers, fans, and printers) and close the doors in your area.
4. Do not use the elevator.
5. Use caution when approaching doors. If the door is hot, chances are a fire is on the other side. In this case, do not open the door.
6. Leave the building using the nearest exit to ground level. If the stairs are not usable because of an obstruction, use alternate pathways of escape.
7. Once outside the building, stay clear of the building. Stay out of roadways to avoid emergency vehicles.
8. If you encounter smoke, stay close to the floor. Crawl if necessary. Know alternate pathways of escape.
9. Once outside the building stay clear of the building. Stay out of roadways to avoid emergency vehicles.
10. Do not re-enter the building until you are given permission to do so.
11. If you are physically handicapped or unable to walk down stairs, call "911" to report your location and receive instructions from the Emergency Operator. If there is an immediate threat to life, ask others near you for assistance. If help is not available, seek refuge in a stair tower or a room with a window.

TORNADOES

Steps to follow for tornadoes are:

1. Do not go outside.
2. Do not stand/sit near any storefront windows or glass.
3. Faculty, Staff, Students, etc. should all move from the new addition to Carrington Hall on the floor that they are on. All occupants on the first floors and ground floors of either building will need to take cover in the basement of Carrington Hall



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or the stairwells in the new addition. All occupants on the lobby level will need to seek cover in the Fox Auditorium. There is one stairwell to the basement at the west end of the Carrington Hall. Either stairwell in the new addition can be used to take cover in. Emergency responders will be posted on each floor to assist and guide those seeking cover. Kneel or crouch if possible to secure and protect yourself. Emergency responders will keep occupants informed of the situation and will give instructions on when it is safe to return to the new addition. The first floor, ground floor and new addition (with exception to the Fox Auditorium and stairwells) will need to be evacuated as the interior corridors in the new addition do not provide adequate cover from hazardous winds or flying debris due to the glass panels in the office doors.

BOMB THREAT

The Chancellor has delegated the responsibility of determining whether to evacuate any buildings in the event of a bomb threat to the Director of Public Safety. Each threat will be evaluated independently, with the decision to evacuate given serious consideration as to the nature and circumstance of the threat. The safety of persons will receive the highest priority.

Steps to follow for bomb threat are:

1. Remain calm and obtain as much information as possible from the caller.
2. Immediately after the caller hangs up, the person receiving the call should contact the UNC-CH Department of Public Safety by calling (911). Officers will be dispatched to the scene to initiate search procedures.
3. The person who received the threat should be prepared to meet with the officers.

LOCKDOWN PROCEDURE

This lockdown procedure is used in an attempt to minimize the risk of injury and increase the safety of School of Nursing students, employees, and guests by restricting access and visibility from a threatening person or event, internal or external to School of Nursing facilities.

Steps to follow for lockdown are:

1. Students, faculty, and staff should report threatening activities to UNC-CH Department of Public Safety by calling 911. UNC-CH Department of Public Safety will determine when to initiate a lockdown or evacuation of one or more campus buildings when there is a clear and imminent threat. They also have the ability to automatically lock exterior doors of Carrington Hall.



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2. If possible, also notify School of Nursing facilities personnel such as, Sam Deal (office 966-1698 or pager 216-6718) or Lisa Miller (office 843-6760 or cell 259-9289) so they can notify SON Building occupants as soon as possible.
3. Students, faculty and staff who have reason to believe there is an imminent threat of violence which could result in loss of life or serious injury are encouraged to take independent protective actions.

During Class:

- Shut and lock the classroom door.
- Have students sit on the floor, close window shade, remain silent.
- Place appropriate color placard in window if you can not communicate via email or phone. (Green if there are no injuries in the room and red if medical help is needed; provided in packet.) Only use the card notification system if it will not put anyone in jeopardy.
- Provide medical aid as necessary.
- Remain in lockdown until evacuated by UNC-CH Department of Public Safety. No one should leave the locked classroom unless hallways are determined to be safe. (Be cautious about evacuating the building if the fire alarm sounds as this may be a ploy used by intruders to get people into open areas. Proceed with evacuation only if you are sure the building is on fire.)
- If evacuated, bring a list of names of the people in the room or a role sheet and stay with the class to the evacuation area. Submit the list or role sheet and assist with reunification as directed by UNC-CH Department of Public Safety.

Other Areas:

- If you are in a room or office, stay inside and lock the door.
- Allow students and others in hallways to seek shelter in rooms and offices, and lock the door.
- Stay away from windows and close window shades if possible or stay out of the line of sight and remain silent.
- Provide medical attention as necessary.
- Place appropriate color placard in window if you cannot communicate via email or phone. (Green if there are no injuries in the room and red if medical help is needed; provided in packet.) Only use the card notification system if it will not put anyone in jeopardy.
- Remain in lockdown until evacuated by UNC-CH Department of Public Safety. No one should leave a locked room unless hallways are determined to be safe. (Be cautious about evacuating the building if the fire alarm sounds as this may be a ploy used by intruders to get people into open areas. Proceed with evacuation only if you are sure the building is on fire.)



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- If evacuated, remain with your group to the evacuation area and submit a list of names of people who were with you in the room. Assist with reunification as directed by UNC-CH Department of Public Safety.

Remember, once law enforcement arrives, they are in control of the area. They will identify themselves appropriately. Please remain calm and follow their directions.

SAFETY ISSUES

During Non-Working Hours

UNC-Chapel Hill is an open campus. The exterior doors to the School of Nursing are unlocked from 7:00am to 6:00pm on workdays. After-hours access is available to those who are pre-authorized by their supervisors using their UNC One card. Faculty, staff, and students are strongly encouraged to exercise caution when they are on campus after normal business hours. Be aware of your surroundings, and be observant of strangers in or near the building. Do not prop doors open for anyone. If you find doors propped open, please remove the obstacle and secure the door(s). Do not provide entry to the building to someone you do not know and if someone is in the building that you do not recognize, ask for identification. If someone refuses to identify himself or herself, or is otherwise acting suspiciously, call campus police (911).

During Working Hours

Faculty, staff, and students are encouraged to secure personal possessions at all times and urged not to leave personal possessions unattended. If you are leaving your office space, even for a minute, you are urged to lock the door and/or lock your personal possessions in a desk drawer or closet. If you see a person whose presence in the building you question, please ask them if they need help or directions as you are comfortable approaching them. If you are not comfortable approaching them, please note the person's description to including: gender, height, color of hair, color and type of clothing.

Then notify any of the following people in the Office of Administrative Services:

- Sam Deal – (919) 966-1698
- Lisa Miller – (919) 843-6760
- Charlene Womble – (919) 966-9943



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Office of Administrative Services will investigate and coordinate efforts with the Department of Public Safety. If the situation requires attention or assistance from School of Nursing occupants, the Office of Administrative Services will issue an email notice to the building occupants via the following listservs:

- sonfaculty@listserv.oit.unc.edu
- sonstaff@listserv.oit.unc.edu
- sonphdstudents@listserv.unc.edu

Unless there are extenuating circumstances, other individuals are asked to refrain from issuing emails notices regarding safety issues.

THEFT

In the event of a theft, please call 911. The Department of Public Safety will send an officer immediately to take your statements and begin the search process. You may also notify the Office of Administrative Services if the theft occurs during working hours and they will contact the Department of Public Safety and assist in searching for the missing items.

ELEVATOR BREAKDOWN

If you are an occupant of the elevator at the time of mechanical failure, please press the emergency call button and the Department of Public Safety will be dispatched. If you are not getting a response from the emergency call button, please shout for help and ask anyone who responds to call 911. Those assisting the occupants in the disabled elevator should let the occupants know that steps have been taken to get help to them and reassure them they will not be forgotten and should not panic. You may also contact the Office of Administrative Services if the failure occurs during regular working hours, and they will coordinate efforts to get help.

Contact Information

PRIMARY CONTACTS

Emergency: 911
Campus Police: 962-8100



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SON Office of Administrative Services:
 Sam Deal – (919) 966-1698
 Lisa Miller – (919) 843-6760
 Charlene Womble – (919) 966-9943

Campus Health Services: 966-2281

UNC Hospitals: 966-4721

University Operators: 962-2211

Counseling and Wellness Services: 966-3658

Orange County Rape Crisis: 967-7273

Important Dates

- Effective Date and title of Approver: 1/14/09-Dean
- Review Dates: 11/27/17 - Sam Deal, Facilities Manager and Lisa Miller, Assoc Dean, Admin. Services

Approved by:

Lisa Miller
 Associate Dean, Admin. Services

Date

Note, signature should be removed from publication version.