

**Emergency Plan  
&  
Campus Security Report**

## TABLE OF CONTENTS

	Page
I. Purpose	1
II. Administrative Information	2
III. Authority	3
IV. Activation of Emergency Plan	5
V. Operations during Emergency	6
VI. Severe Weather Emergency	7
VII. Evacuation	9
VIII. Hazards:	10
• Bomb Threats	
• Fires	
• Campus/Workplace Violence	
• Responding to an Active Shooter	
• Emergencies on University Property	
• Civil Disturbance	
IX. Medical Emergency	15
X. Prevention and Reporting of Sexual Assaults	16
XI. Alcoholic Beverages and Illegal Drugs on Campus	16
XII. After Hours Emergencies	17
XIII. Information, Training and Exercise	17
XIV. Appendices	
A. Annual Campus Security Crime Report	19
B. Emergency Response Actions	21
C. Emergency Reporting:	22
▪ When You Call To Report an Emergency	
▪ Emergency Phones	

## I. PURPOSE

The purpose of this document is to summarize the University Emergency Plan and address Campus security through policies and reports. This document is published annually and is updated with the most recent security data and relevant policies and procedures.

The goal of the Emergency Plan is to aid the University of St. Augustine for Health Sciences (USA) in attaining a state of preparedness that will promote sound, orderly procedures for activation of the University's Emergency Management plan. The plan has been developed in accordance with community agencies and with the "Emergency Management Planning Criteria" local ordinances.

In the case of a disaster, we may be confronted with a large number of casualties, injuries or physical plant damage. The University's mission is to minimize all of these possibilities. Therefore, all USA personnel and resident students need to be familiar with the plan.

This handbook provides a set of protocols for dealing with campus emergencies of varying degrees. The priorities of the plan are:

- ensure the safety of students, faculty, staff and the public (patients, Wellness Center members, and visitors)
- mitigate damage to physical property
- maintain essential operations in case of an evacuation
- return to normal operations as quickly and safely as practical

In accordance with standards prescribed by the educational accreditation agencies, this plan, if not implemented during actual events, will be rehearsed at least once each year. If possible, such rehearsals will be held as part of a coordinated drill with other community Emergency Service Agencies participating. USA's performance during implementation of this plan will be evaluated, documented, and reported to the Safety Committee.

The Safety Committee shall be responsible for the overall periodic revision of the Plan based on findings from the disaster drills. Group leaders and supervisors shall be responsible for revising disaster procedures within their respective areas of responsibility in conjunction with the overall plan and shall be responsible for orienting and periodically reviewing with their employees this Emergency Management plan.

In the event of a disaster, the functions at the campus of USA will include:

- emergency notification to employees and students.
- providing initial identification and counts of employees and students.
- assigning employees to specific emergency tasks.
- providing continued information to emergency personnel.
- continued communication with all members of the USA community including employees, students and families.

The Campus Security section is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act.) In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their paycheck. Copies of the report may also be obtained at the University Business Office. All prospective employees may obtain a copy from Human Resources or from the University web site.

## **II. ADMINISTRATIVE INFORMATION**

### **Main campus Location and Building Description:**

1 University Blvd.

St. Augustine, FL 32086

(800) 241-1027; (904) 826-0084

Fax (904) 826-0085

- Administration Building – one-story facility that includes staff, faculty and administrative offices
- Academic Building – three-story classroom and lab facility which also includes the wellness center and physical therapy/occupational therapy clinic

### **San Diego Campus Location and Building Description:**

700 Windy Point Drive

San Marcos, CA 92069

(800) 241-1027; (760) 591-3012

Fax (760) 591-3068

- Building A – Two story facility that includes staff, faculty and administrative offices
- Building B – Two story facility that includes classrooms, labs, and the library
- Building C – Two story facility that includes classrooms, labs, and the wellness center

Note: The University does not have dormitories or residential facilities for students. There are no student organization owned, or controlled, buildings or property located on or off campus.

### **Security**

The University does not maintain specialized law enforcement personnel. The administrative staff is fully authorized to contact local and state police agencies to allow them to perform their responsibilities in the community and at the university campus. Those responsibilities may include arrest and removal of individuals engaged in possible unlawful acts.

A security officer is on campus seven days per week after business hours (from 5:00pm to 9 or 10pm depending on campus) except during the December 24 through January 2 campus closure. The security officer can be reached via cell phone to report an emergency or other concern.

## **II. AUTHORITY**

### **A. EMERGENCY MANAGEMENT TEAM (EMT):**

Based on the nature of the emergency, the University's Emergency Management Team (EMT) will be led by the President, or in his absence, the VP of Finance and Operations, or the IT Director who will act as Emergency Operations Executive (EOE) to coordinate implementation of the Emergency Plan. The EOE will act as the highest level of authority during an emergency. The EMT is comprised of the following members:

President	OT Program Director
VP of Finance & Operations	PT Program Director
Dean of First Professional Programs	Director of Admissions
Dean of Post-Professional Programs/ IT Director	Executive Assistant

### **B. CRISIS MANAGEMENT TEAM (CMT):**

The Crisis Management Team (CMT), at the direction of the Emergency Management Team (EMT), will set priorities, delegate tasks, and provide the EMT with current information on the status of the emergency response.

- Hotline Team – Responsible for contacting emergency agencies (police, fire) on-campus announcements, issuing evacuation orders, contacting community agencies, etc., based on Emergency Management Team (EMT) decisions. Collect information about the ongoing emergency and direct it to the EMT.
- Accounting for People Team – Responsible for the reporting of students, faculty, staff, visitors, patients/clients who may be on-campus at the time of an incident.
- Health Services Team – Health sciences and mental health professionals to help with physical and psychological issues related to an emergency or disaster situation.
- Next-of-kin Notification Team – Responsible for notification of next-of-kin in cases of serious injuries or death. Must be sensitive to cultural issues when dealing with families.
- Business Continuity and Finance Team – Coordinate meeting the immediate logistical and financial needs of students, faculty and staff for recovery.
- Claims and Benefits Team – Assist with policy explanations, exceptions, medical costs, funeral expenses, and help to expedite benefits. Provide assistance with completing insurance claim forms.
- Memorials and Outreach Team – Help with on-site service, University representatives at funerals, remote outreach and anniversary remembrances.

- Technology and Communications Team – Responsible for hotline and web notifications and updates during emergency, evacuation and re-entry. Direct restoration of campus telephone system, data network system, computer and information systems.
- Re-entry Leaders – Responsible for establishing an effective ‘new normal’ for students, faculty and staff as they return to school and work, to help with needs and handle on-going work related adjustment issues.

**C. UNIVERSITY “GROUPS” (FOR PURPOSES OF THIS PLAN ONLY)**

The University community has been divided into six **Groups** for purposes of this plan only. Each of the Groups will develop an emergency plan. At the direction of the EMT, the plans will be implemented.

- Administration and staff – non-instructional personnel including IT staff and food service personnel
- St. Augustine campus-based programs - faculty, instructional staff, and students including students on internships and fieldwork
- Continuing Education (distance faculty, staff and students), Flex (distance faculty, staff and students), Advanced Studies (tOTD/tDPT/EdD/DHSc distance faculty, staff and students)
- Wellness Center – staff, students and non-University members
- Rehabilitation Clinic – staff and clients
- San Diego campus - faculty, instructional staff and students

**D. EMERGENCY CONTROL CENTER (ECC):**

**St. Augustine Campus**

The Emergency Control Center (ECC) will be located in the Executive Wing of the Administration Building, in the event of a Level 2 or 3 emergency. If the Executive Wing is non-operational, the ECC will be located in the Wellness Center in the Academic Building. Staffing boards, student lists, and a Master Casualty List will be updated in this area by an EMT team member.

Other duties will be performed in the following locations, as necessary:

- Communications with Families: Front Desk or CPE
- Notification of Outside Agencies: Front Desk or CPE

**San Diego Campus**

The Emergency Control Center (ECC) will be located in the Main Conference Room of the Building A, in the event of a Level 2 or 3 emergency (pg. 4). If the Main Conference Room is non-operational, the ECC will be located in the Library in Building B. Staffing boards, student lists, and a Master Casualty List will be updated in this area by an EMT team member. The locked drawer in the Building A Main Conference Room will hold a current student roster, a faculty/adjunct list both of which contain emergency contact

information and are updated monthly. Additionally, the drawer will contain a telephone, battery operated radio, extra batteries, paper and pens.

Other duties will be performed in the following locations, as necessary:

- Communications with Families: Front Desk
- Notification of Outside Agencies: Front Desk

## IV. ACTIVATION OF EMERGENCY PLAN

### A. CATEGORIES - EMERGENCIES

Emergencies and disasters are categorized as follows:

- **Level 1** - A minor incident that is quickly resolved with internal resources or limited help. The Emergency Plan is not activated.
- **Level 2** - A major emergency that impacts sizable portions of the campus, and that may potentially affect life safety or mission-critical functions. The Emergency Plan may be activated and the Emergency Management Team mobilized, as needed.
- **Level 3** - A disaster that involves the entire campus and surrounding community. The Emergency Plan is activated, and the entire Emergency Management Team is mobilized.

### B. ACTIVATION

In a Level 1 emergency, or an isolated event, common sense should prevail. **Faculty, staff or student should call 911 in the event of a medical, fire, or isolated emergency.**

In Level 2 or 3 emergencies, USA's Emergency Management Team (EMT) may authorize an Emergency Alert via the phone paging system (**Appendix D**). The announcement will be repeated three times. The alert will also be sent via School Messenger, the University's emergency messenger system, to everyone's cellphone, home phone and email. Group leaders will report to the Executive wing (or Wellness Center) for a briefing on the disaster and the procedures to be implemented.

**If an evacuation order is issued, everyone will exit the buildings in a quiet, orderly fashion. See VII - Evacuation.**

Supervisors (Program Directors and Department Directors) are responsible for carrying out their usual departmental functions. Group leaders are responsible for those duties set forth in this Plan. Each supervisor, Group leader or designee will remain accessible by phone (personal cellphone, if required) to assure readily available communications with the department.

Each Group leader and supervisor is responsible for maintaining a copy of the University Emergency Plan, Group Emergency Plan, and a listing of current telephone numbers of departmental personnel.

Faculty members are responsible for maintaining rosters of their respective classes.

All personnel may be utilized to facilitate an orderly relocation/evacuation. Personnel may not necessarily be assigned to their regular duties; they may be asked to perform various jobs which will be considered vital to effective operation.

## **V. OPERATIONS DURING EMERGENCY**

### **A. NOTIFICATION**

Awareness of impending natural disaster threats may be received by television, radio, Sheriff's Office, Police Department, internet, cell phone, or other media. USA will receive weather related warnings from the County Division of Emergency Management via telephone and/or fax as conditions warrant. USA's Executive Assistant monitors weather conditions via a weather radio.

On-campus situations can erupt with no advance warning.

In the event of a natural disaster emergency or serious on-campus situation an alert, or timely warning, will be issued via the overhead phone paging system or the e-mail notification system. Depending on the nature of the incident the EMT may also post and maintain a notice on the University website.

All USA students are required each trimester to provide emergency contact information to the enrollment services office. Students are not allowed to remain on the USA campus when an evacuation is ordered. In the case of a hurricane evacuation, students should make transportation and lodging arrangements so that they will be safely outside the storm area.

### **B. RE-ENTRY**

The EMT has authority to re-occupy each facility when it can meet USA needs. The EMT will inspect the area with the assistance of the Building Inspector to ensure it is structurally sound prior to re-entry. If the facility sustains significant structural damage, it may not be reoccupied until approval is received from the EMT.

Upon EMT authorization for re-entry, the Re-Entry Team will coordinate all efforts to establish an effective 'new normal' for students, faculty and staff to return to campus. The Re-Entry Team will handle any on-going work or school-related adjustment issues.

### C. SHELTERING

During emergencies, USA is NOT equipped and is unwilling and unprepared to accept patients evacuated from acute care facilities, scenes of emergency, health centers and physicians offices or to provide shelters for disaster victims.

## VI. SEVERE WEATHER EMERGENCY PROCEDURE

USA personnel actively monitor weather conditions. If a Watch or Warning is issued, the EMT will meet to assess current weather information and to recommend action, if necessary.

### A. SEVERE THUNDERSTORMS

- Do not use the telephone except in an emergency.
- Stay away from windows and doors.
- Keep use of electrical devices to a minimum.

### B. TORNADOES

A Tornado **Watch** indicates conditions are right for tornadoes in our area. It does not require taking shelter. A Tornado **Warning** means a tornado has been sighted or is on radar and may strike in our vicinity.

#### If a warning is issued:

- Shut off electrical equipment and take shelter immediately.
- Do not go outside.
- Move away from doors and windows.
- Get close to the floor and under a table or desk for protection. The safest areas are the interior hallways and stairways, against the interior walls and near columns in the building interior.
- Stay out of the elevator.

### C. HURRICANES / CYCLONES

The hurricane season is **June 1 through November 30**. A Hurricane **Watch** means that a hurricane is a threat and it is necessary to listen to weather advisories, prepare for a hurricane and prepare to take action. A Hurricane **Warning** means that a hurricane with winds of at least 74 mph is expected to hit the area within 48 hours.

#### Threat assessment:

- During hurricane season, USA personnel actively monitor weather conditions. If a Hurricane Watch or Warning is issued, the EMT will meet to assess current weather information and to recommend to the president closure and, if necessary, evacuation of the university. See **VII - Evacuation**

#### D. FLOODING

A Flood **Watch** is issued in areas where flooding is anticipated within twenty-four hours and may not require evacuation. Listen to local alerts stations for updates. A Flood **Warning** means flooding is imminent. A Hotline Team member will announce emergency procedures, if necessary.

- **Flood preparation:** disconnect as much electrical equipment as is possible, making sure the current work is saved. Close all doors and windows, tape windows, secure any outdoor objects that might float or be blown away, and shut off plumbing lines.
- Upon return to a flooded area, be careful of downed power lines. Notify administration of any existing problems immediately. Do not drink the water until authorized to do so.

#### E. EARTHQUAKES

WHAT TO DO IF IN SIDE A BUILDING:

If an earthquake strikes you may be able to take cover under a heavy desk or table. It can provide you with air space if a building collapses. If you get under a table it moves, move with it. Inner walls or door frames are least likely to collapse and might also shield against falling objects. If other cover is not available, go to an inner corner or doorway, away from windows or glass panels.

Stay away from glass and hanging objects, bookcases or other large furniture that could fall. Watch for falling objects, such as light fixtures, wall hanging, high shelves and cabinets with doors that could swing open. Use a blanket or pillow to shield your head and face from falling debris and broken glass. **If the lights go out, use a battery-operated flashlight. DO NOT use CANDLES, MATCHES or Lighters during or after an earthquake. If there is a gas leak, these could cause an explosion.**

High-Rise Buildings:

Get under a desk and stay away from windows and outside walls. Stay in the building. The electricity may go out and sprinkler system may come on. DO NOT use elevators. If you are in a crowded public place, do not rush for doorways. Others will have the same idea. Move away from display shelves containing objects that may fall. If you can take cover and use a jacket or other material to shield your head and face from falling debris and glass.

**CAVEAT:** All the advice about getting under furniture assumes that you are in California in an earthquake retrofitted building, and that the biggest danger is from falling and flying debris. If the walls are crumbling and the ceiling is falling in, it is recommended that you lie down NEXT TO a bed, sofa, desk or heavy piece of furniture. In these conditions, the triangle of space created when a bookshelf, wall or part of a ceiling falls against a large piece of furniture is your best chance of not getting crushed.

Outdoor Safety:

If outdoors, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, stay there until the shaking stops.

## VII. EVACUATION

**A building evacuation is mandatory whenever a fire alarm sounds. If you hear an alarm or an order to evacuate is issued, assist in the safe evacuation of your area then proceed to the nearest exit in a calm, orderly fashion.**

- **Emergency exit information is prominently displayed throughout the campus.** Become familiar with all emergency exits.
- Front desk personnel are responsible for students and guests in the administration building.
- Faculty are responsible for students in the academic building (specifically, classes they are teaching).
- Wellness Center personnel are responsible for USA employees and other members who are in the Center at the time of evacuation.
- Clinic employees are responsible for patients and students in the PT clinic.
- Once outside the building, report to the designated Code Blue Phone pole area.

### **CAMPUS CLOSURE AND EVACUATION**

The EMT will officially close the campus when conditions warrant. It may not be necessary to evacuate during a minor Level 1 or some Level 2 incidents. Building occupants may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sections of the floor or building.

### **COMMUNICATIONS**

Official information related to closure and evacuation is conveyed through USA's emergency notification software – School Messenger. School Messenger sends messages to cellphone, home phone and email. Official information will also be available on the website [www.usa.edu](http://www.usa.edu) and the toll-free phone number **800-241-1027**. These sources provide complete and accurate information throughout a campus closure.

USA's emergency webpage [www.usa.edu/emergency](http://www.usa.edu/emergency) will be activated in case the University's on-campus systems fail. The University's toll-free number **800-241-1027** will be utilized to provide information as soon as USA employees are in place to answer calls. This information will be posted on the website as soon as it is available.

### **UNIVERSITY ADMINISTRATION CONTINGENCY CENTER**

USA is prepared, upon the decision of the president, to continue essential administrative

operations from the San Diego campus until normal operations can be reestablished in St. Augustine and vice versa.

### **RECOVERY**

Normal operations will resume on campus when the EMT deems that the safety of students, faculty, staff, patients and Wellness Center members can reasonably be assured. The schedule for reopening will be communicated via School Messenger, USA's web page, the University's toll-free phone number 800-241-1027.

### **ACADEMIC CONTINGENCY PLANS**

Changes to the university calendar, if necessary, will be announced on the USA web page and will be sent to students, faculty, and staff at the email address on file in the enrollment services office.

In case the term may be extended, students are encouraged not to purchase non-refundable airplane tickets for winter break until the end of October when the threat of hurricanes has passed.

### **RESPONSIBILITIES OF FACULTY AND STAFF**

Faculty and staff are to contact their program directors or supervisors within a reasonable time according to plans developed in their departments. Faculty and staff are responsible for updating HR with any changes to their cellphone and email contact information.

### **RESPONSIBILITIES OF STUDENTS**

In addition to the forms of communication mentioned above, the university might choose to update students by sending important information via School Messenger to the email account on file in the enrollment services office. Students should regularly check their email accounts.

## **VIII. HAZARDS**

### **A. REPORTING HAZARDS**

Report all accidents, suspected fire hazards, injuries, exposures to hazardous substances, and near misses to your supervisor immediately.

All classrooms and labs have telephones. **Use common sense to call 911 in an emergency.**

### **B. FIRES**

If a fire, explosion or hazardous spill is discovered, call 911 and sound the fire alarm, if applicable.

- Attempt to put out first stage fires (i.e., trashcan) if you feel you can do so safely. If you have any doubts about your ability to extinguish the fire, call 911 and leave the area.

If smoke or heat is evident in the corridor and it is not possible to exit, you should:

- Call 911 to report the fire and your location. Call a member of the EMT, if possible. A Hotline Team member or designee will use the emergency paging system to announce an immediate evacuation order in the affected area.
- Feel the door; if it is hot do not open it.
- If smoke enters the room from beneath the door, seal the area with a wet towel or other moist material, if available.
- DO NOT JUMP out of the building.

**A building evacuation is mandatory whenever a fire alarm sounds (see VII - Evacuations).**

### **C. BOMB THREAT**

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

#### **Written Bomb Threats**

If staff or faculty believes he/she has received a letter/parcel bomb, no one should be allowed to handle the letter or package. A member of the EMT should be notified.

#### **Telephone Bomb Threats**

- The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.**
- Listen carefully to help authorities later identify the caller, the caller's location, and the location of the explosive by comments, vocal characteristics and any background noise.
- Keep the caller on the phone as long as possible. Ask the caller to repeat the message.
- Obtain as much information as possible such as location of bomb, time of detonation, appearance of bomb, reasons for planting the bomb.
- Remind caller that the campus is occupied and that the bomb might cause deaths of innocent people.
- Call a member of the EMT and 911.

### **D. CAMPUS AND WORKPLACE VIOLENCE**

Workplace violence has emerged as an important safety and health issue. Its most extreme form, homicide, is the second leading cause of fatal occupational injury and accounts for 11% of the fatal work injuries in the United States.

When violence or the threat of violence occurs:

- Try to stay calm. Speak slowly, softly, and clearly to reduce the momentum of the situation.
- Listen empathetically; try to pay attention to what the person is saying. Let the person know that help is available.
- Do not attempt to argue. Avoid defensive statements. This is not the time to place blame on the enraged person.
- Ask the belligerent person to leave the area and come back when they feel calmer.
- Ask questions to help regain control of the conversation. Describe the consequences of any violent behavior.
- Ask uninvolved parties to leave the area if this can be done safely.
- Avoid challenging body language such as placing hands on hips, moving toward the person, or staring directly at them. If seated, remain seated and face the individual.
- Do not physically touch an outraged person, or try to force them to leave.
- Move away from any object, such as scissors or heavy objects that could be used as a weapon.
- Calmly ask the person to place any weapons in a neutral location while you continue to talk to them.
- Never attempt to disarm or accept a weapon from the person in question. Weapon retrieval should only be done by a police officer.
- **Report all incidents of campus/workplace violence to a supervisor in writing.**

#### **E. RESPONDING TO AN ACTIVE SHOOTER ON CAMPUS**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people; in most cases, active shooters use firearm(s) and there is no pattern or method of their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

- **If an active shooter is outside your building:**
  - proceed to a room that can be locked, close and lock all doors and turn off all the lights. Note: most rooms in the Academic Building cannot be locked without a key while most rooms in the Administrative Building can be locked without a key.
  - Get everyone down on the floor so that no one is visible from outside the room.
  - Call 911 to inform a dispatcher of what is happening and your location.

- Remain in place until the police or University personnel you know gives you the “all clear”. Unfamiliar voices may be the shooter attempting to lure victims from their safe place.
- Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer or University personnel.
- **If an active shooter is in the same building with you:**
  - Determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph.
  - If your room cannot be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.
  - Call 911 and inform a dispatcher of what is happening and your location.
  - If you decide to move from your current location:
    - make sure you have an escape route and plan in mind.
    - do not attempt to carry anything while fleeing.
    - move quickly, keep your hands visible and follow the instructions of any police officer you may encounter.
    - do not attempt to remove injured people; leave wounded victims where they are and notify authorities of their location as soon as possible.
    - do not try to drive off campus until advised it is safe to do so by police or campus administrators.
- **If an active shooter enters your classroom, lab or office:**
  - try to remain calm.
  - dial 911, if possible, and alert the police to the shooter’s location; if you cannot speak, leave the line open so the dispatcher can listen to what’s taking place.
  - if there is no opportunity for escape or hiding, as a last resort, it might be possible to negotiate with the shooter.
  - attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted.
  - if the shooter leaves the area, proceed immediately to a safer place.
  - do not touch anything that was in the vicinity of the shooter.
- **What to expect from responding police officers:**
  - Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were fired or heard; their purpose is to stop the shooting as quickly as possible.
  - First responding officers will normally be in teams of four; they may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, helmets and other tactical equipment.
  - They may be armed with rifles, handguns, pepper spray or tear gas to control the situation.
  - Remain calm and do as the officers tell you; do not be afraid of them.

- Put down any bags you may be carrying; keep your hands visible at all times
- If you know the shooter's location, tell the officers.
- First officers will not stop to aid injured people, rescue teams composed of other officers and emergency responders will follow the first officers into secured areas to treat and remove injured people.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will not usually let anyone leave until the situation is fully under control and all witness have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

## **F. EMERGENCIES ON UNIVERSITY PROPERTY (OUTSIDE BUILDING)**

### **St. Augustine**

The University has installed eight (8) Code Blue Phone emergency notification stations at the following locations:

- Student parking lot (one north and one south)
- N, S, E and W of academic building
- West and South of administration building

### **San Diego**

The University has installed ten (10) Code Red Phone emergency notification stations at the following locations:

#### **EMERGENCY PHONE (WITHOUT CAMERA)**

- Right side of the main entrance of building 700 (A bldg)
- Right side of main entrance of building 720 (B bldg)
- Left side of the main entrance of building 750 (C bldg)

#### **EMERGENCY PHONE (WITH CAMERA)**

- South East corner of parking lot
- South West corner of parking lot
- North East corner of parking lot
- North West corner of building 700 (A bldg)

In the event of an emergency, press **Need Help** on the Code Blue Phone to notify the University receptionist or, if after hours, the campus security guard or 911 with the nature of the emergency.

## **G. CIVIL DISTURBANCE**

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a disturbance erupts. Should a disturbance erupt, staff or faculty will immediately notify a member of the EMT who will activate the plan, if necessary.

The EMT will:

- Secure all building entrances
- Call 911

## IX. MEDICAL EMERGENCY

Should a medical emergency situation develop which requires immediate intervention by trained personnel, the following procedure should be followed

- Call 911.
- Call a member of the EMT to report the nature of the emergency, location, name of the sick or injured person.
- Direct onlookers away from the area of the injured person. Clear area of any objects that might impede the rescue or interfere with emergency personnel.
- Remain with the victim. Do not move the victim unless there is immediate danger of further injury. Keep victim comfortable and warm
- Designate someone to wait at the building entrance for medical personnel and direct them to the victim. If necessary, have an elevator waiting for the rescue team on the first floor.

**Automatic emergency defibrillators (AED)** are located in the following areas should CPR need to be initiated:

### **St. Augustine**

- at the faculty reception desk in the Administration Building.
- in the wellness center in the Academic Building.
- Near the elevator on the second and third floors of the Academic Building.

### **San Diego**

- by the elevator on the first floor in both Building A and B
- by the elevator on the second floor in Building C (in Wellness Center)

### **Transport of Injured Persons**

In the case of minor injuries, students and faculty who are injured while performing regular work-school participation activities will be transported to the nearest Hospital on the decision of a member of the EMT. This form of transportation may be by another student or with a USA faculty/staff member.

In the case of a major emergency or disaster, emergency responders will be responsible for transporting victims to the nearest Hospital emergency room and, if possible, be accompanied by a USA staff member.

Medicine, food, water, and other necessities will not routinely accompany students, faculty or staff being transferred to a medical facility. For patients transported by an emergency unit, the care of the patient will be transferred to the paramedic in charge; however, support will be available, if requested.

## **X. PREVENTION AND REPORTING OF SEXUAL ASSAULTS**

University of St Augustine for Health Sciences is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of its community.

The Human Resources Office offers sexual assault education and information programs to University students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the local police authority. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Police Department, Sex Crimes Unit will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system

## **XI. ALCOHOLIC BEVERAGES & ILLEGAL DRUGS ON CAMPUS**

The University of St Augustine for Health Sciences has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University. Please refer to the Student and/or Employee handbook for more information about the Drug, Alcohol and Tobacco policy.

## **XII. AFTER-HOURS EMERGENCIES**

Normal business hours are 8am to 5pm, Monday-Friday, certain major holidays, and December 24 through January 2 excluded. If an emergency occurs during normal business hours, the procedures detailed in the previous sections are to be followed.

During business hours, the University will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all facilities is by key, if issued, or by security officer. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities. Emergencies may necessitate changes or alterations to any posted schedules

A security officer is on campus seven days per week after business hours (from 5:00pm to 9 or 10pm depending on campus) except during the December 24 through January 2 campus closure. The security officer can be reached via cell phone to report an emergency or other concern.

If a Level 2 or 3 emergency such as a fire occurs after normal business hours, the fire department will notify the Emergency Contact person listed with that agency.

- The emergency contact will notify the EMT of the problem.
- A Hotline Team member or designee will notify the supervisors and the insurance representative by phone. The EMT or designee would assess the damage.
- Emergency notification will occur as outlined above.

### **XIII. INFORMATION, TRAINING AND EXERCISE**

All new employees will receive orientation to this Plan as part of New Employee Orientation conducted by the Human Resources Department. Current employees will receive an updated copy of the Plan, or an addendum, each time the Plan is updated.

- New employees will receive department-specific emergency plans from their respective supervisors.
- The Emergency Management Team shall conduct at least one disaster drill annually on the main campus. Actual events may be counted as sufficient exercise.
- Each group and department's performance during implementation of the plan is evaluated, documented and reported to the Safety Committee. The Safety Committee is responsible for the initial approval and periodic revision of the Plan based on findings critiqued from the disaster drills.
- The Safety Committee will review any changes to the plan annually at the Faculty retreat and at a regularly scheduled Staff meeting.

During orientation students are informed of the Emergency and Safety Handbook. Each October, Students are given access to information about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime

Prevention Programs and Sexual Assault Prevention Programs are available on a continual basis.

## **Appendix A**

The University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. A copy of the full text of this report can be reviewed in the Business office. This information is prepared in cooperation with the local law and state enforcement agencies surrounding our main campus and alternate sites.

### **Crime statistics are categorized as follows:**

1. Types of Offenses
  - Criminal Homicide, including:
    - a) Murder and Non-Negligent Manslaughter
    - b) Negligent Manslaughter;
  - Sex Offenses including:
    - a) forcible
    - b) non-forcible
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
2. Hate Crimes—Disclose whether any of the abovementioned offenses, or any other crimes involving bodily injury, were hate crimes; and
3. Arrests and Referrals for Disciplinary Action for illegal weapons possession and violation of drug and liquor laws.

## Appendix A

### University of St Augustine for Health Sciences

Criminal Offenses	Saint Augustine, FL		Boca Raton, FL		San Marco, CA	
	2009	2008	2009	2008	2009	2008
Murder/Non-negligent manslaughter	0	NR	0	NR	0	NR
Negligent manslaughter	0	NR	0	NR	0	NR
Forcible sex offenses	0	NR	0	NR	0	NR
Nonforcible sex offenses	0	NR	0	NR	0	NR
Robbery	0	NR	0	NR	0	NR
Aggravated assault	0	NR	0	NR	0	NR
Burglary	0	NR	0	NR	0	NR
Motor vehicle theft	0	NR	0	NR	0	NR
Arson	0	NR	0	NR	0	NR
Hate Offenses	Saint Augustine, FL		Boca Raton, FL		San Marco, CA	
	2009	2008	2009	2008	2009	2008
Murder/Non-negligent manslaughter	0	NR	0	NR	0	NR
Negligent manslaughter	0	NR	0	NR	0	NR
Forcible sex offenses	0	NR	0	NR	0	NR
Nonforcible sex offenses	0	NR	0	NR	0	NR
Robbery	0	NR	0	NR	0	NR
Aggravated assault	0	NR	0	NR	0	NR
Burglary	0	NR	0	NR	0	NR
Motor vehicle theft	0	NR	0	NR	0	NR
Arson	0	NR	0	NR	0	NR
Any other crime involving bodily injury	0	NR	0	NR	0	NR
Arrests	Saint Augustine, FL		Boca Raton, FL		San Marco, CA	
	2009	2008	2009	2008	2009	2008
Liquor law violations	0	NR	0	NR	0	NR
Drug law violations	0	NR	0	NR	0	NR
Illegal weapons possessions	0	NR	0	NR	0	NR
Disciplinary Actions/Judicial Referrals	Saint Augustine, FL		Boca Raton, FL		San Marco, CA	
	2009	2008	2009	2008	2009	2008
Liquor law violations	0	NR	0	NR	0	NR
Drug law violations	0	NR	0	NR	0	NR
Illegal weapons possessions	0	NR	0	NR	0	NR

NR = Not reported

## Appendix B

### EMERGENCY RESPONSE ACTIONS

#### ACCIDENT

**Call 911 for help.**

Notify Supervisor and a member of EMT  
Administer first aid if you are trained to do so  
Do not attempt to move a seriously injured person

#### FIRE

**Call 911.**

**Activate nearest alarm**

Notify Supervisor  
Feel doors for heat  
If cool, exit carefully  
If hot, do not open the door. Stay where you are  
If you see smoke, crouch near floor as you exit  
If you see fire, confine it by closing doors and windows  
Use extinguishers on small fires only if safe to do so  
    Pull the pin in the handle  
    Aim at the base of the fire  
    Squeeze handle, sweep back and forth  
**Evacuate DOWNSTAIRS if above first floor**  
Go upstairs or to roof as last resort only  
Never use an elevator during a fire evacuation  
Go to the designated meeting area

#### POWER OUTAGE Assess the extent of the outage in your area

**Report the outage to Maintenance x245**

Keep lab refrigerators or freezers closed throughout the outage.  
Unplug personal computers, non-essential electrical equipment  
Open windows for additional light and ventilation, if possible  
If you are asked to evacuate, leave the building immediately  
Release of personnel by the supervisor after an *extended outage* is determined

#### HAZMAT SPILL

**MINOR** release in the lab

Follow lab eyewash, rinse or shower procedures  
Vacate persons in immediate area if necessary  
Clean spill if you have suitable training  
Wear protective equipment  
Collect, containerize, and label waste  
Notify member of EMT team

**MAJOR** release in the department

**Call 911 and alert supervisor**

Assist injured persons.  
Isolate contaminated persons  
Avoid contamination or chemical exposure  
Close doors or control access to spill site  
Communicate critical spill information to responders  
Follow evacuation instructions precisely

## Appendix C

### **WHEN YOU CALL 911 TO REPORT AN EMERGENCY:**

Tell the Operator

1. The type of emergency
2. If there are victims
3. The location of the emergency
4. Your name, location, phone number

Stay on the phone until the Operator ends the call.

## Emergency Phones

### **St. Augustine**

There are eight code blue locations throughout the campus:

- west and south parking areas of the administration building
- south facing wall of the academic building next to the clinic
- north wall of the academic building
- east and west sides of the academic building
- north and south locations in student parking.

Press the “Need Help” button and a call will automatically be placed. If the emergency request is made after 5:00pm or on weekends when security officers are available, the call will go directly to the security officer on duty. If after 10pm, the call will be forwarded to 911.



## Emergency Phones

### San Diego

There are ten code red locations throughout the campus:

Emergency phones (without camera)

- Right side of the main entrance of building 700 (bldg A)
- Right side of main entrance of building 720 (bldg B)
- Left side of the main entrance of building 750 (bldg C)

Emergency phones (with camera)

- South East corner of the parking lot
- South West corner of the parking lot
- North East corner of the parking lot
- North West corner of the parking lot
- North West corner of building 700 (bldg A) off the street
- North West corner of building 720 (bldg B), between bldg B and C
- North West corner of building 750 (bldg C) in front of trash bin storage

Press the “Emergency” button and a call will automatically be placed. If the emergency request is made after 5:00pm or on weekends when security officers are available, the call will go directly to the security officer on duty. If after 10pm, the call will be forwarded to 911.

