

SPENCERIAN COLLEGE

4627 Dixie Highway
Louisville, KY 40216
502-447-1000



Emergency Action Plan

Purpose

This Emergency Action Plan (EAP) is in place to ensure employee safety from emergencies during regular hours and after-hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

We have designated the following persons as our plan coordinators:

Coordinator Type	Name	Work Telephone	Home Telephone
Plan Coordinator	Jan Gordon	447-1000, ext. 7820	502-552-9013
Alternate Coordinator	Linda Blair	447-1000, ext. 7811	502-494-1694

Our Plan Coordinator has full authority to decide to implement the EAP if he/she believes an emergency might threaten human health. Depending on the degree of seriousness, the following potential emergencies might reasonably be expected at this facility and thus call for the implementation of this EAP:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Fire | <input type="checkbox"/> Explosion | <input type="checkbox"/> Earthquake |
| <input type="checkbox"/> Power Outage | <input type="checkbox"/> Chemical Release | <input type="checkbox"/> Bomb Threat |
| <input type="checkbox"/> Tornado | <input type="checkbox"/> Robbery and violence | <input type="checkbox"/> Blizzard |
| <input type="checkbox"/> Civil disturbance | <input type="checkbox"/> Pandemic Emergency | |

Other key management personnel home telephone numbers are kept in a safe place in the Office of the Dean(s) for immediate use in the event of an emergency. These telephone numbers include:

Manager(s)	Department	Work Telephone	Home Telephone
Tina Lewis	Medical	447-1000, ext 7878	270-547-4443
Rick LaRock	Nursing	447-1000, ext. 7862	502-338-1393
Mary Kaye Griffin	Radiology	447-1000, ext. 7846	502-267-0448
Sarah Patsfield	Surgical Technology	447-1000, ext. 7875	502-299-9260
Kanise Williams	Evening Academic Coordinator	447-1000, ext. 7812	502-489-1488
Denise Logsdon	Wellness	447-1000, ext. 7834	502-558-9439
Jan Gordon	Executive Director	447-1000, ext 7802	502-267-0184
Shannon Terry	Respiratory Therapy	447-1000, ext. 7849	502-693-3407
Carla Carter	Nursing	447-1000, ext. 7850	(707) 301-7618

The above telephone numbers of managers and plan coordinators have been distributed to the following persons to be retained in their homes for use in communicating an emergency occurring during non-work hours:

Administrative Duties

Our Plan Coordinator has overall responsibility for the plan. She will review and update the plan as necessary. Copies of the plan may be obtained from the Tina Lewis at the Main Campus.

If after reading this program you find that improvements can be made, please contact Tina Lewis. We encourage all suggestions because we are committed to the success of our EAP. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

General Company Information

Facility Information	Details
Name	Spencerian College – Main Campus
Address	4627 Dixie Highway, Louisville, KY 40216
Facility type	Educational Institution
Description of activities	Secondary Education

Facility Information	Details
Name	Spencerian College – Nursing Annex Campus
Address	4420 Dixie Highway, Suite 107 Louisville, KY 40216
Facility type	Educational Institution
Description of activities	Secondary Education

The Plan Coordinator is responsible for ensuring that our facility satisfies all local fire codes, building codes, and regulations.

Emergency Escape Procedures and Assignments

Nothing in the procedures below precludes the Plan Coordinator's authority in determining whether employees should remain in or evacuate the facility. If evacuation is deemed necessary, in all cases the Plan Coordinator ensures that:

- All employees are notified and a head count is taken to confirm total evacuation of all employees.
- If applicable, equipment is placed and locked in storage rooms/desks.
- The building owner/superintendent is contacted, informed of the action taken, and asked to assist in coordinating security protection.
- Where the building owner/superintendent is not available, security measures to protect employee records/property are arranged as necessary.

The following steps must be followed in the event of a fire of hazardous release. The evacuation type used is immediate and total evacuation.

Main Campus and Allied Health Annex: The school's policy for this emergency is that all students, faculty, and staff would exit the building as quickly and orderly as possible. Instructors will lead students out of the building using the closest exit. Students, faculty and staff are not to use elevators during this emergency. An emergency exit map is located in each classroom of the building. Upon exiting the building, and once everyone is at a safe distance, a head count should begin to make certain all students, faculty and staff are accounted for.

Annex Building (Main Campus): Students, faculty and staff should exit at either end of the building. An emergency exit route is located in each classroom.

The following steps must be followed in the event of a tornado. The evacuation type used is delayed and total evacuation.

Main Campus: The school's policy for this warning is that all students, faculty, and staff would come to the inside hallways beginning in the Student Services area and go around past the Radiology Labs, restrooms, and down toward the student entrance. Students in the back of the building and mobile classrooms should go to the inside hallways beginning outside of Room 111 and go down toward the student entrance.

The students should line the hallways, seated on each side, with their heads protected. Rooms 107 and 108 are also safe rooms, people in these rooms should sit under the desks as best they can. There should be no one in front of the doorways or windows, and absolutely no one in the mobile classrooms, or on the second floor of the building. Please remember to close doors to all classrooms and stay away from entrances and windows.

Annex Building (Main Campus): Students, faculty and staff should line the hallways of that building, with their heads protected.

Allied Health Annex: Students in the Allied Health Annex, located in the Dillard's shopping center, should remain in the classrooms and position themselves under the desks as best they can. Students, faculty and staff not in a classroom, should report to a classroom and locate themselves under a desk. No one should be in the hallways, or in front of the glass entrance to the building.

Off Campus Clinical Facilities: Students and Faculty that are assigned to an off campus clinical facility should adhere to the emergency procedures outlined by the clinical facility. Students and Faculty will participate in a clinical site orientation led by a member of the clinical facility or the site clinical instructor/approved faculty. Orientation to the clinical facility will take place on or before the first day of clinical facility assignment.

The following steps must be followed in the event of these emergencies:

EMERGENCY FIRE PLAN MAIN BUILDING (MAIN CAMPUS)

Fire: A fire drill is characterized by repeated air horn blasts. The building must be evacuated.

The following personnel have been assigned duties during a fire drill/alarm:

Front Desk Staff 1st Floor, LRC, Main Hall, Reception area – Direct students to nearest exit. Report to Director of Student Services at student entrance when area is clear.

Executive Director/Assistant to Executive Director Stand at main entrance and receive reports when front areas are clear.

Admission Officers Clear Admissions Area – Report to Jan Gordon or Beverly Goecke at main entrance when area is clear. All guests must evacuate the building.

Student Account Coordinator/ Student Services Personnel Clear Student Services Department and adjoining office areas – Report to Executive Director at Main Entrance when areas are clear.

Security Guard 2nd Floor – Clear restroom and check classrooms – report to Director of Student Services at student entrance when area is clear.

Radiology Director Clear faculty work area and administrative area.

Medical Department Director Clear Student Lounge, smoking patio, and keep traffic flowing out student entrance.

Career Services Clear main building allied health wing and portable classrooms 501/502

Associate Dean of Student Services Stand at student entrance to take head count from instructors, Admissions staff, and Security Guard, Academic Assistant

Admissions Administrative Assistants Clear testing room, 1st floor restrooms, and lobby area- Report to Jan Gordon at Main Entrance when areas are clear. Control phones.

Staff Occupying Offices in Building C	Check Room 503/504. Keep Students away from the buildings
Faculty Members	Tell the Director of Student Services at Student Entrance when your class has cleared the building
Administrative Assistant to Faculty	Clear faculty work areas and report this to Director of Student Services at Student Entrance.
Student Account Coordinator & Student Services Personnel	Clear Student Services Department and adjoining office areas – Report to the Executive Director at Main Entrance when areas are clear.
Executive Director/Assistant to Executive Director	Stand at Main Entrance to direct Emergency Units; receive reports from staff members when areas are clear; keep all others away from building.
Faculty Members	Report head count to Director of Student Services and/or Executive Director immediately.

Any reports of missing students, faculty, and/or staff members are to be made to Jan Gordon or other administrative personnel immediately!

EMERGENCY FIRE PLAN FOR BUILDING C (Little Annex)

FIRE: A fire drill/alarm is characterized by repeated air horn blasts. The building must be evacuated. The following personnel have been assigned duties during a fire drill/alarm in Building C:

Faculty Occupying Rooms 301, 302	Direct students to exit through the Dixie Highway entrance, then proceed around the building out the door to the left away from the building into the student parking lot behind mobile classroom units 503/504. Report student count to Director of Student Services at student entrance.
Respiratory Therapy Director	Check and clear restrooms and exit through the Dixie Highway entrance and around the building to the left past the Mobile classroom unit into the student parking lot.

Faculty Occupying Room 303 Direct students to exit through the rear entrance, then proceed away from the building past the mobile classroom units into the student parking lot. Report student count to Director of Student Services at student entrance.

Faculty & Staff Occupying Offices Exit through the rear door closest to Room 303, then proceed away from building past the mobile classroom unit into the student parking lot.

Please stay out of the main driveway area to allow fire equipment through. Move back to the fence to be sure you are clear. Any missing students, faculty, and/or staff members are to be reported to administration at the student entrance.

Any reports of missing students, faculty, and/or staff members are to be made to Jan Gordon or other administrative personnel immediately!

EMERGENCY FIRE PLAN FOR BUILDING B (Wellness Bldg.)

FIRE:

A fire drill/alarm is characterized by repeated air horn blasts. The building must be evacuated. The following personnel have been assigned duties during a fire drill/alarm in Building B:

Faculty in Rooms 601, 602, 603 and 606 Evacuate building with students and report all are accounted for to Director of Student Services at front entrance of Wellness Building

Wellness Department Director Clear shower rooms, restrooms, and faculty office, laundry room and Personal Training lab and report to Director of Student Services at front entrance.

Faculty in Wellness Lab 605 Exit through emergency door and urge students back into the parking lot away from building. Report to Director of Student Services at front entrance after all are accounted for.

Security guard Report to Associate Dean of Student

Services at entrance after all are clear.

Faculty occupying Personal Trainer lab Exit through emergency door and urge students or visitors to the rear into the parking lot away from the building. Report to Director of Student Services at the front entrance after all are accounted for.

In the event of a fire, urge all students to go to the back of the parking lot by the fence and away from the building. Anyone missing should be reported to Jan Gordon or the security guard.

NURSING DEPARTMENT FIRE EMERGENCY PLAN

The following personnel have been assigned duties during a fire alarm:

- | | |
|---|--|
| Faculty Occupying Room 401 | <ol style="list-style-type: none">1. Direct students to exit through the front doors of the building.2. Have two students hold the doors open until all students have exited through the doors.3. Direct students to go to the front corner lot.4. Report student count to D.O.N. or Nursing Assistant/Evening Receptionist in her absence. |
| Faculty Occupying Room 402 and 405 | <ol style="list-style-type: none">1. Have students exit through the front doors of the building.2. Direct students to go to the front corner lot.3. Report student count to D.O.N. or Nursing Assistant/Evening Receptionist in her absence. |
| Faculty Occupying Room 403 and/or Lab I (small skills lab) | <ol style="list-style-type: none">1. Direct students to exit through the rear of building – go left around the rear of building to the front corner lot.2. Check and clear restrooms.3. Report student count to D.O.N. or Nursing Assistant/Evening Receptionist in her absence. |
| Faculty Occupying Room 404 | <ol style="list-style-type: none">1. Direct students to exit through the rear of building – go left around the rear of building to the front corner lot.2. Check and clear restrooms.3. Report student count to D.O.N. or Nursing Assistant/Evening Receptionist in her absence. |
| Faculty Occupying Room 406 and 407 | <ol style="list-style-type: none">1. Direct students to exit through the front doors of the building.2. Have two students hold the doors open until all students have exited through the doors.3. Direct students to go to the front corner lot.4. Report student count to D.O.N. or Nursing Assistant/Evening Receptionist in her absence. |

- | | |
|---|--|
| Faculty Occupying Lab 2 (large skills lab) | <ol style="list-style-type: none"> 1. Direct students out the emergency exit – go left around the building to the front corner lot. 2. Check student lounge – have students go out Student Lounge exit, and around the rear of the building to the front corner lot. Students must join with class. If class is not meeting and are just in the building, please locate D.O.N. or Nursing Assistant/Evening Receptionist in her absence. |
| Administrative Assistant | <ol style="list-style-type: none"> 1. Lock offices 2. Go to front corner lot. 3. Collect student counts from instructors. |
| Director of Nursing | <ol style="list-style-type: none"> 1. Lock office. 2. Check administration office. 3. Go to the front corner lot. 4. Receive student count from Nursing Assistant/Evening Receptionist. |
| Clinical Affairs Directors | <ol style="list-style-type: none"> 1. Lock office. 2. Check faculty offices located in front of building. 3. Go to the front corner lot. |
| Administrative Assistants | <ol style="list-style-type: none"> 1. Clear front offices. 2. Go to the front corner lot. |

The following plans apply to all campus locations:

ROBBERY & VIOLENCE:

The possibility of violence on campus is an unfortunate reality. If you are witness to violent acts or behavior, immediately move away from the incident and dial 9-1-1 to summon Public Safety. Dialing 9-1-1 from a campus phone connects you directly to an emergency operator.

Contact the front desk by dialing 1000 and report the emergency to the receptionist. Be sure to notify the operator **WHERE** the threat is located on campus.

If you hear the campus operator announce overhead **“MR. SPENCER PLEASE REPORT TO _____”**, please move away from the area announced if you can do so safely and wait for news from the college. If you and/or your students are in a classroom away from the area, lock the door, turn out the lights, move away from windows and doors, seek cover, and wait for further instructions.

BOMB THREAT:

Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic – but all such call must be taken seriously. If you receive a threat of any kind, immediately call 9-1-1. If possible, get a co-worker to do this while you continue talking to the caller.

- Permit the caller to say as much as possible without interruption. Then,
 - Ask a lot of questions:
 - Where is the bomb?
 - When is the bomb going to go off?
 - What kind of bomb is it?
 - What does the bomb look like? Permit the caller to say as much as possible without interruption.
 - Fill out the threat by telephone report.

The evacuation type used is total evacuation.

CHEMICAL RELEASE:

- If spill involves personal injury, remove clothing; flush with warm tap water for 15 minutes. Call 9-1-1.
- If immediate hazard exists or medical assistance is required, call 9-1-1.
- For small spills (those not involving immediate danger to life or property):
 - Confine the spill.
 - Evacuate and secure the immediate area; limit access to authorized personnel.
 - Notify area supervisor.

Any spill that could POTENTIALLY cause injury to a person or property must be reported.

TOXIC FUMES:

- If you smell gas or other toxic fumes or experience irritation, coughing, burning eyes, and/or difficulty breathing, evacuate the area and immediately.
- If you smell gas in a dark room, do not turn on lights; this action could ignite gas. Do not touch, activate, or de-activate any power switches, fire alarms, lights, etc.
- Evacuate immediately and notify college personnel. Do not re-enter the area until advised to do so by emergency personnel.

EARTHQUAKE:

During the earthquake:

- If you are outside, stay outside. Move quickly to an open area away from buildings, trees, power lines, roadways.

- If you are inside a building, stay inside. Do not evacuate or go outside; falling debris could cause injury.
 - Take cover beneath a desk or table or shelter in a doorway.
 - **DUCK, COVER & HOLD** until the shaking stops! **PROTECT YOUR HEAD AND NECK.**
 - Keep away from overhead fixtures, windows, filing cabinets, bookcases and other objects that could fall on you.
 - Assist any disabled persons in the area and find a safe place for them.
 - **DO NOT USE ELEVATORS.**
 - If you are in an elevator, you are probably better protected than most people. The elevator will not fall down the shaft, and nothing heavy can fall on you.
If the power fails, the elevators will stop and lights will go off. Public safety will respond as quickly as possible and advise you how rescue will occur. Upon rescue, take directions from emergency personnel.

After the earthquake:

- Check for injuries, give or seek first aid. **DO NOT REMOVE INJURED PERSONS UNLESS NECESSARY.**
- Alert emergency responders (Police, Fire, EMS) to situations requiring their attention.
- Assist any disabled persons in the area and find a safe place for them.
- Turn on a battery-powered radio, if you have one, to learn about what has happened, and to wait for emergency instructions. Replace telephone handsets that have been shaken off. Do not try to use telephones except to report fires or medical emergencies.
- Check doors for heat before opening.
- Use handrails in stairwells; stay to the right. **DO NOT USE ELEVATORS.**
- Walk – **DO NOT RUN.** Do not push or crowd.
- Keep noise to a minimum so that you can hear emergency instructions.

The following emergency action plan is designated by specific campus building location:

TORNADO OR INCLEMENT WEATHER:

It is stated in the Student Handbook that “disaster drills will be held periodically in compliance with state and local regulations.” A tornado or inclement weather warning is signified by the constant ringing of the class bells. After a threat has been identified, the safety officer will alert all present in the College by activating the tornado warning. Safe places are designated in the plan. D.E.A.N. alert will also be sent to everyone.

Main Building

DO NOT LEAVE THE BUILDING. The school’s policy for this warning is that all students, faculty, and staff would come to the inside hallways beginning in the Student

Services area outside the LRC, rooms 101, 102, 103, and go around past the front restrooms and line the hallway from the door to the front desk down toward the student entrance, but not in front of the glass doors. Students and staff near the corridor outside Lab Room 111 and Career Services may line that hallway, closing the fire doors. The students should line the hallways, seated on each side, with their heads protected. Room number 103, 104, 107, 118, and 119 are “safe” rooms. People in these rooms should sit under the furniture as best they can away from the small viewing windows. The large and small faculty work rooms are inner rooms with no glass and could be used. Restrooms are also considered safer because there are no windows and no moving objects. While we might not want to use classrooms and restrooms in a drill, we will consider those in the event of an actual storm.

Portable Classrooms

LEAVE THIS STRUCTURE. The portable classrooms are not sound structures. Students and staff in the portable classroom units Room 501 and 502, enter the building and come to the hallway outside Room 111. Students and staff in Room 503 and 504 should come inside the main building immediately and around toward Student Services.

Building C

LEAVE THE STRUCTURE IF IT IS SAFE TO DO SO. Students and staff in the little annex (Rooms 301, 302, 303 and offices) should come into the main building if it is safe to do so and take positions in the inside hallways away from glass doors and windows. If a tornado is imminent, that building is considered a sound structure and students and staff should move to an area or restrooms away from windows and glass doors, crouch down, and cover their heads.

Building B

STAY IN THE BUILDING. Because of the glass windows and doors in the classrooms, everyone in Building B should enter the inner Meeting Room 602, Computer Room 603, the faculty work area, or restrooms/shower room and crouch down along the inner walls, covering heads.

Building D-Nursing Annex

STAY IN THE BUILDING. Most of the building has sturdy wall structure on both sides, so students and staff should move to Rooms 401, 402, 403, 406, and 407 situating themselves along the walls adjacent to business neighbors, crouching and covering until the threat has passed. Staff in the front offices with windows should move to the safe rooms listed.

Once in emergency position, everyone should remain quiet so that further announcements can be heard.

As teachers, it is imperative that you share this information with your students. Failure to be aware of what is happening could be life threatening. As you well know, this is tornado season, and we need to be very alert to these types of dangers.

The following applies to all campus locations:

BLIZZARD:

If there is threat of a blizzard or blizzard like conditions, the Executive Director will monitor the local weather. Should the need arise to dismiss school or evacuate the building students will be notified via the intercom system. Classes will be dismissed in a Room by Room basis at the direction of Administrative personnel. Evacuation will be done in an orderly fashion to avoid congestion in the hallways, stairwells, and in the parking lot areas.

POWER OUTAGE:

If evacuation of the building is required, use flashlights or light sticks to evacuate the building.

- Assist any disabled persons and exit by stairway.
- DO NOT USE ELEVATORS.
- Laboratory personnel should secure experiments/activities that may present danger when electrical power is off or when it is unexpectedly restored. Notify the director, or a member of administration immediately.
- When mechanical ventilation is interrupted, close fume hood sash; close all containers and put away chemicals. In some areas, respirators may be required until the situation is stabilized. Use natural ventilation, if available.
- Unplug all electrical equipment, televisions computers and audiovisuals; turn off switches unless needed. When power returns, a surge may blow out light bulbs and other equipment if left on.
- Find out the scope and expected duration of the outage.

If people are trapped in an elevator:

- Tell passengers to remain calm and that you will get help.
- Call the Shively Fire Department 448-4444. They have a key to the elevator box.
- Telephone Mike Fowler at 502-817-3123
- Talk with passengers until the fire department arrives.

CIVIL DISTURBANCE:

In the event of a civil disturbance or riot, the campus will follow emergency lock down procedures for the safety of all employees and students. The designated employees will ensure all buildings and classrooms are secured. The Executive Director will coordinate with local authorities for further instructions. Evacuation of the facility will not take place until such time as local authorities deem the area safe for release of personnel/students.

EXPLOSION:

In the event of explosion in a building, university employees should take the following actions:

- Immediately take cover under tables, desks, or other such objects providing protection against flying glass and debris.

- Evacuate the immediate area of the explosion.
- If necessary. Activate the building fire alarm system.
- Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway. Do not use elevators.
- Once outside, move at least 150 feet away from the building. Keep roadways and walkways clear for emergency vehicles.
- Wait for further instructions from emergency personnel. Do not re-enter the building until instructed to do so.

Critical Operations Procedures

The following table lists designated employees who remain behind during emergency evacuation to care for critical operations, and what procedures they will follow:

- Only in the case of a Pandemic Emergency will critical operations personnel be considered necessary on an individual basis. Please see the **Pandemic Emergency Preparedness Plan** for details.

Employee Head Count Procedures

Trained evacuation personnel assist in safe and orderly evacuation for all types of emergencies and conduct head counts once evacuation has been completed. There is at least one trained evacuation person and one back-up person in the workplace to provide adequate guidance and instruction at the time of an emergency.

The employee(s) selected are trained in the complete workplace layout and the various alternative escape routes from the workplace. All trained personnel are made aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

A copy of the list of trained personnel appears below:

Name or Title	Department
Tina Lewis	Medical Director
Rick LaRock	Nursing LPN Director
Mary Kaye Griffin	Radiology Director
Sarah Patsfield	Surgical Technology Director
Dr. Tonnie Renfro	General Education Lead
Denise Logsdon	Massage Therapy Director
Jan Gordon	Executive Director
Shannon Terry	Respiratory Therapy
Carla Carter	Dean of Nursing

Department Directors listed below must be aware of the locations of those employees working on a particular day when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees will aid local responding fire departments in determining whether rescue efforts are necessary.

Once each evacuated group of employees has reached their head count location, each trained evacuation employee:

1. Takes roll of his or her group.
2. Make sure all personnel are accounted for.
3. Reports to a central checkpoint managed by the Plan Coordinator.
4. Assume the role of department contact to answer questions.

AED Usage:

If a person is down and unresponsive, an AED is located on the wall near Room 111 next to the Career Services office. All personnel should have completed a training course on the use of the AED in case of emergency upon employment. Any person may utilize the AED in the case of an emergency however the ERT team should also be contacted at the soonest possible opportunity. The front desk should be instructed to call 911 any time the AED is put into use. Any witness of the AED emergency can contact the emergency number 911 and should do so if there are no other bystanders or witnesses to make these calls. The device is self explanatory. The user should follow the directions on the device until emergency personnel can respond.

Rescue and Medical Duty Assignments

Rescue and medical aid may be necessary during emergency situations. Circumstances calling for rescue and/or medical aid include: burns, lacerations, chemical spills, confinement under debris, etc. Emergency Response Team (ERT) members are responsible for performing rescue duties in case of an emergency requiring rescue.

**ERT GROUP
Spencerian College**

Name	Email	Mobile Phone
Lisa Franke	lfranke@spencerian.edu	(270) 863-2289
Shannon Terry	sterry@spencerian.edu	(502) 693-3407
Tina Lewis	tlewis@spencerian.edu	(270) 998-9004
Jennifer Lesch	jlesch@spencerian.edu	(502) 644-7855
Julie Ryan	jryan@spencerian.edu	(502) 718-1782
Rick LaRock	rlarock@spencerian.edu	(502) 338-1393
Carla Carter	ccarter@spencerian.edu	(707) 301-7618

Designated medical and first-aid responders are to provide medical assistance within their capabilities to employees requiring it during an emergency situation.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on-site.

In the event of an emergency, any witness to the emergency should call **1000** for the front desk and ask to have the ERT activated using the D.E.A.N. alert system. The front desk personnel shall activate the ERT utilizing the D.E.A.N alert system. The individual should type in the type of emergency and the location of the emergency so that ERT responders will be activated quickly to report to the correct location of emergency. The front desk staff will wait for direction from a member of the ERT or administration before activating 911.

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on-site.

An emergency kit is located in the faculty work area and easily accessed in an emergency. All ERT members know the location of the emergency kit. The kit includes:

1. Stethoscopes
2. BP cuff (adult and x-large)
3. Ambubag
4. Gloves
5. Glucose liquid
6. 4x4's, band aids, gauze, and alcohol preps
7. Tape
8. Kerlex
9. Ice packs
10. Trauma pad
11. Blanket
12. Epi Pen – if felt appropriate by the Medical Director for the school
13. Tourniquet
14. Tongue depressors
15. Digital thermometer
16. One way valve mask for CPR
17. Pen light
18. Splint materials
19. Scissors
20. Sterile water
21. Brown paper bag
22. Emesis bags
23. Burn dressing

Emergency Reporting Procedures

We use a distinctive alarm capable of identification as a signal to evacuate for each emergency. We realize that alarm signals have similar sounds and are used for purposes other than to signal evacuation and they can be confused with the fire alarm signal which can be either be ignored or cause overreaction. Therefore, we use a distinctive signal for each purpose.

In addition, the college utilizes the GetRave notification communication system that allows for instant notification in case of an emergency situation..

GetRave Alerts. GetRave is an extremely effective communication system that allows Spencerian College students and faculty to be instantly notified of real-time situations as they are developing via SMS text message, voice call, or email to alert users that a dangerous situation exists, and how to avoid it. Spencerian will also announce severe weather closings. Front desk, Jan Gordon, Linda Blair, Joey Miller, and the Evening Academic Coordinator can send GetRave alerts.

Registration is easy. Sign up for Spencerian alerts in two simple steps. Students will need their Spencerian ID to complete registration.

1. Visit www.getrave.com/login/sullivan
2. Click on the "REGISTER" button.
3. Fill in the boxes and check the box next to "I have read and agree to the Rave Terms of Use" at the bottom.
4. Click the green "Proceed to Next Step" button.
5. You will see the confirmation screen; then click "Proceed to the Next Step".
6. Got to your student/faculty email account. Open the email from no-reply@getrave.com and click on the link.
7. You should get a text on your phone. Enter the 4 digit code (not the 5 number that the text originate from) into the box and click "FINISH".
8. You can now then send a test to your phone and/or email.
9. To be added to the correct school/campus, click on the "Groups" tab
10. Click on "Find Groups"
11. Under "Groups (Click for details)", click on Spencerian College- Louisville.
12. Click on the "Join" link by the Group Status.

Pulling of the Fire Alarm resulting in a distinctive repetitive siren in case of FIRE
Our back-up method of reporting fires include: Announcement will be made over the public address system and Administration and Security will complete a room by room evacuation check.

We follow these tornado reporting procedures: Continuous ringing of dismissal bell.

Our back-up method of reporting tornadoes includes: Same as for fire.

Responsible Person List

Revised 09/2016

The following person(s) can be contacted regarding further information about duties under this written Emergency Action Plan:

Name or Title	Department
Kanise Williams	Evening Academic Coordinator
	Associate Dean of Student Services
Linda Blair	Dean
Tina Lewis	Medical Director
Mary Kaye Griffin	Radiology Director
Sarah Patsfield	Surg. Tech Director
Rick LaRock	Nursing Director
Tonnie Renfro	General Education Lead
Denise Logsdon	Massage Therapy Director
Shannon Terry	Respiratory Therapy Director
Carla Carter	Dean of Nursing

Training

Our Plan Coordinator reviews with each of our employees at the following times those parts of the Emergency Action Plan which he/she must know to protect himself/herself in the event of an emergency.

- Initially when the plan is developed,
- Whenever the employee's responsibilities or designated actions under the plan change, and
- Whenever the plan is changed.
- At new employee orientation.

We feel that the only way to know if our written plan works is to try it. Therefore we hold drills for the following emergencies:

Emergency type	Drill type (surprise or planned)	Shift
Fire Drill	Surprise and Planned	Day/Night
Tornado Drill	Surprise and Planned	Day/Night

After a drill, the Plan Coordinator judges the effectiveness of the plan. She/He also reviews any employee input concerning the drill. Employees performing the drill may find something that went wrong. For example, they may discover doors that won't open,

they may enter storage closets and they may get lost and confused. These are the types of things the Plan Coordinator needs to hear about after a drill. That way, they can be addressed before a real emergency.

Phone numbers of Primary Emergency Responders

Emergency responder	Telephone number
Police Department	911
Fire Department	911
Ambulance Service	911
Hospital – Sts. Mary & Elizabeth Emergency Department 1850 Bluegrass Avenue Louisville, KY 40215	502-361-6391
Kentucky Regional Poison Control Center Kosair Hospital	502-589-8222

Support Available

Our company provides the following chemical emergency equipment and support:

Personal protective equipment (PPE): hand, eye, and face protection.

Emergency response supplies: fire extinguishers, fire hoses, brooms, spill control kits, first aid stations.

Facility Map

See attached map of our facility, with the primary and secondary evacuation routes and head count locations clearly marked.