



# EMERGENCY OPERATIONS PLAN

## St. John's College



**St. John's**  
HOSPITAL  
SPRINGFIELD, ILLINOIS

AN AFFILIATE OF HOSPITAL SISTERS HEALTH SYSTEM

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## History

Sponsored by the Hospital Sisters of St. Francis, St. Johns College was founded in 1886, as St. Johns Hospital School of Nursing. This nursing program was the first Catholic Nursing Program in the United States and has been continued, uninterrupted over the years, changing with the social and cultural variations, but staying true to the mission of caring and healing and to the philosophy of the Hospital Sisters of St. Francis.

Always on the cutting edge of innovation, the school added liberal arts and science classes to the curriculum in 1927. In College was approved by the Illinois Department of Registration and Education now the Illinois Department of Financial and Professional Regulation in 1952, and made the transition to a College with a Department of Nursing in 1991. The College has professional nursing accreditation from the National League for Nursing Accreditation Commission.

The St. John's College of Nursing is located at 729 E. Carpenter (North West Corner of Carpenter and 7<sup>th</sup> St.) Springfield, IL.

St. John's College of Nursing is a two-story, brick construction building. The college does not house students. Dinning facilities are available at the main hospital campus. Nursing students receive didactic education at the College of Nursing building with clinical education provided in St. John's Hospital.

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**Purpose [Mission Statement]** Consistent with this mission, St. John's Hospital has established and provides ongoing support for the emergency management program described in this plan.

The purpose of the Emergency Operations Plan (**EOP**) is to establish a basic emergency program to provide timely, integrated, and coordinated response to the wide range of natural and man-made events that may disrupt normal operations and require preplanned response to internal and external disasters and events.

The objectives of the emergency management program include:

- To provide maximum safety and protection from injury for students, visitors, and staff.
- To protect college property, facilities, and equipment.
- To satisfy all applicable regulatory and accreditation requirements.

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## Policy

- St. John's College of Nursing will be prepared to respond to natural or man-made emergencies, or other disasters in a manner that protects the health and safety of its patients, visitors, and staff.
- All students & employees will know and be prepared to fulfill their duties and responsibilities as part of a team effort to provide the best possible emergency response in any situation. The Chancellor of the organization will ensure that students and employees are aware of their responsibilities.

- St. John's Hospital/St. John's College of Nursing will work in close coordination with the City of Springfield, Sangamon County Government, Illinois Department of Public Health and other local emergency officials, agencies to ensure a community-wide coordinated response to disasters.
- Within the context of this plan, an emergency is any event which impacts the routine capabilities of the college.
- This all-hazards **EOP** describes an emergency management program designed to respond to natural and man-made disasters or other events identified through a Hazard Vulnerability Analysis (HVA).
- This plan describes the policies and procedures St. John's Hospital will follow to mitigate, prepare for, respond to, and recover from the effects of emergencies.

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### Incident Command

- When required for emergency or disaster management, St. John's College of Nursing will utilize the St. John's Hospital, Hospital Incident Command System (HICS).
- When HICS is activated the Chancellor or their designee will act as a Technical Consultant to the Hospital Incident Commander.
- The Hospital Command Center is located in the ED/EMS Classroom of the main hospital facility.

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### Scope

- This **EOP** is applicable to **St. John's College of Nursing**.
- Development and implementation of this plan complies with relevant sections of (110 ILCS 12) Campus Security Enhancement Act of 2008 and Illinois Administrative Code Title 29: Emergency Services, Disasters, and Civil Defense Chapter I: Illinois Emergency Management Agency Subchapter c: Administration and Organization of Local Political Subdivision Emergency Services and Disaster Agencies Part 305 All Hazards Campus Emergency Plan and violence Prevention Plan.

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### Hazard Vulnerability Analysis

St. John's College will conduct a hazard vulnerability analysis (HVA) to identify hazards and the direct and indirect effect these hazards may have on the college. This will provide information needed by the college to minimize losses in a disaster. The HVA will also provide information to assist in organizing and determine needed resources.

The HVA provides a tool for estimating and ranking the probability of occurrence and potential severity of various events.

The HVA will be shared for information and input with community partners, through the Sangamon County Office of Emergency Management.

This HVA will be reevaluated yearly by the College Emergency Management Committee.

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### **National Incident Management System (NIMS)**

St. John's Hospital/St. John's College has incorporated the principles of **NIMS** into its **Emergency Operations Plan** to ensure maximum compatibility with federal, state and local government response plans and procedures.

- In accordance with Homeland Security Presidential Directive-5 (HSPD-5), NIMS shall be utilized by all governmental and private agencies receiving federal dollars.
- **NIMS** incorporates the Incident Command System (**ICS**) which provides an efficient tool for the management of emergency operations. **NIMS/ICS/HICS** are designed to be adaptable to any emergency or incident. The system expands in a rapid and logical manner from an initial response to a major incident call-out. When organizational needs dictate, the system also contracts just as rapidly.
- These components of NIMS are incorporated or referenced in this EOP.
- Command and management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing management and maintenance.

**NIMS** operates at the following levels of government:

- Federal-Federal resources integrate with State and Local jurisdictions.
- State - Statewide resource coordination integrated with federal agencies.
- Regional - Manages and coordinates information and resources among operational areas.
- Operational Area – Manages and coordinates all local governments within the geographic boundary of a county.
- Local - county, city or special district.
- Field - On-scene responders.

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## Response to Fire

As the college setting is a different than that of the hospital environment the response to fire or a fire alarm is slightly different than in the hospital.

### Fire Alarm Activation- or drills or accidental activation

1. DO NOT utilize the elevator.
2. Utilize the closest stairwell.
3. Assist all students and visitors to the closest appropriate exit. If smoke is present remember to stay low.
4. Exit the building at either the 7<sup>th</sup> St. or Carpenter street exits.
5. Have a rallying point near the front of the building and ensure that all students, staff and visitors have exited the building.
6. Follow the directions of the fire department when they arrive.
7. When able, notify the Chancellor.
8. Proceed back into the facility only when allowed by security or fire department personnel.
9. In inclement weather seek shelter in your vehicle.

### Actual Witnessed Fire

1. R- **R**escue anyone nearby that may be affected.
2. A- Find the nearest fire **A**larm pull station and activate the alarm.
3. C- If the fire is in a room, **C**ontain the fire by shutting the door.
4. E- **E**vacuate all students, visitors and staff. If able to do so, **E**xtinguish the fire. If smoke is present remember to stay low.
5. DO NOT utilize the elevator.
6. Utilize the closest stairwell.
7. Exit the building at either the 7<sup>th</sup> St. or Carpenter street exits.
8. Have a rallying point near the front of the building and ensure that all students, staff and visitors have exited the building.
9. Follow the directions of the fire department when they arrive.
10. When able, notify the Chancellor.
11. Proceed back into the facility only when allowed by fire department personnel.
12. Release students to leave only after you have accounted for all.

In the incidence of an actual fire the Facilitator of Emergency Management should be contacted to assess the need for activation of HICS.

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## Tornado Warning

All St. John's College of Nursing has been provided two NOAA weather radios. When the radio activation for a Tornado **Warning** is issued for your geographical location, or the outdoor warning sirens are activated in your area, seek shelter immediately to an inner hallway area away from glass. Attempt to keep students, staff and visitors from leaving.

### Remember the difference

**Tornado Watch** — Tornadoes are likely. Be ready to take shelter. Stay tuned to NOAA weather radio for additional information.

**Tornado Warning** — A tornado has been sighted in the area or is indicated by radar. Take appropriate cover immediately.

### During a Tornado Warning

1. Upon hearing the NOAA Weather Radio Tornado **Warning** activation or hearing the outside warning sirens you should notify others in the building.
2. Students, visitors and staff should proceed to interior rooms without windows and that have a door. Ensure the door is closed. Take a NOAA Weather Radio with you
3. Stay away from windows!
4. Crouch down and protect your head if possible.
5. Stay in the safe area until the warning has elapsed.
6. Note: Warning sirens will not blow an all clear. Listen to your NOAA weather radio for information on the warning duration.
7. If damage occurs or there is any injuries contact 911, also contact St. John's Security at 44020.

In the incidence of an actual tornado impacting the college, the Manager of Emergency Management should be contacted to activate HICS.

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## **Cardiac Arrest/Medical Emergencies**

### **Cardiac Arrest:**

1. Begin CPR utilize AED if available.
2. Have someone call 911 and state that you have a cardiac arrest.
3. Have someone meet emergency personnel when they arrive and escort them to the location of the patient.
4. Provide emergency responders with any pertinent medical history.

### **Medical Emergency:**

1. Have someone call 911 and provide them with information about the patient main complaint.
2. Keep the patient comfortable and treat to your level of ability.
3. Have someone meet emergency personnel when they arrive and escort them to the location of the patient.
4. Provide emergency responders with any pertinent medical history.

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## Suspicious Person/Violent Behavior

### Suspicious Person

Students and staff should always be alert to their environment whether inside or outside the college building. In the event that you encounter a suspicious person please do the following:

1. Get a description of the person and their location.
2. Call St. John's Security immediately at **extension 111**.
3. If feasible to do so, monitor the person's activity.
4. Do not place yourself in jeopardy.
5. Meet Security and give them any additional information you may have.
6. Follow the directions of security officers.

### Violent Behavior

If you encounter a person displaying violent behavior please do the following:

1. Distance yourself away from the person.
2. Fight back only in self defense
3. Call Security immediately at **111 or call police at 911 from a cell phone** if a in-house phone is not available and report the activity
4. Aid any injured if you can
5. Meet the Security/law enforcement on arrival if you can
6. Follow the directions of the security/ law enforcement officer(s)

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## Active Shooter Plan

### Active Shooter

If you see any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact Security at **911**. That will alert 911 dispatchers as well as SJS Security Communications Center.

### What is an Active Shooter?

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use other weapons and/or improvised explosive devices to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

### What makes an Active Shooter situation different from a hostage or barricaded subject situation?

Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community.

Hostage or barricaded subject situations often take place over a longer period of time and usually there is no ongoing injury or loss of life. These situations are often managed through the deployment of specialized units, as time allows. Both hostage and barricaded subject situations can rapidly shift to Active Shooter situations and vice versa.

### Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and call **911** as soon as possible.

### What should I do if I find myself involved in an Active Shooter situation?

If an active shooter is outside your building or inside the building you are in, you should:

- Remain calm
- Warn other, staff, patients and visitors to take immediate shelter
- Go to a room that can be locked or barricaded
- Lock and barricade doors or windows
- Turn off lights
- Close blinds
- Block windows
- Turn off radios or other devices that emit sound
- Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets)
- Silence cell phones

- Have one person with a cell phone call 911 and state: "This is St. John's Hospital (give your exact location). We have an active shooter on campus, gunshots fired."

### **What additional information will law enforcement be looking for?**

- Description of the offender(s): sex, race, clothing, type of weapon(s), location last seen, direction of travel and identify if known.
- Description of any victims: provide location(s) and number of victims.
- If you observed any suspicious devices (improvised explosive devices), provide the location seen and a description.
- If you heard explosions, provide a description and location.

### **What else should I look for?**

- Wait patiently until a uniformed law enforcement officer, or a SJS Security official known to you, provides an "all clear".
- Do not respond to voice commands until you can verify with certainty that they are being issued by a law enforcement officer or hospital official; unfamiliar voices may be an active shooter trying to lure you from safety.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

### **What if the Active Shooter comes into the area where I am?**

If an active shooter enters your office, lab or room, you should:

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.
- If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911, if possible, and provide the information listed in the previous guideline.
- If the active shooter(s) leaves the area, barricade the room or go to a safer location.

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sound of gunshot(s) and/or explosions(s).
- Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.)
- Call 911 and provide the information listed in the first guideline.

### **What should I expect from responding officers?**

The objectives of responding law enforcement officers are:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigate.

Law enforcement officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns.

Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

In case you must flee, do not go to the normal gather site for your building. Get as far away from the shooting scene as possible, and call 911.

## **HICS & HCC**

The Hospital Command Center and HICS team will be established only when safe to do so. Self preservation and safety is the number one priority for all until law enforcement officials have given the all-clear notification.

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## Bomb Threat Plan

### Duties of the person receiving the bomb threat

1. Remain calm
2. Keep caller on line as long as possible to obtain information needed.
3. Use the BOMB THREAT CHECKLIST FORM—ON THE NEXT PAGE (this form is also located in the In-House Telephone Directory), to record information given by the caller, most importantly:
  - The bomb's location
  - The exact time when the bomb is expected to explode
4. If possible, a co-worker should notify Security while you remain on the line.
5. When the call is terminated, immediately notify:
  - Security at Extension 111 if they have not already been notified.
  - Your supervisor and/or the on-duty manager in charge of the area(s) affected by the bomb threat.

***REMEMBER: THE BOMB MAY NOT BE LOCATED IN THE AREA RECEIVING THE BOMB THREAT***

### Duties of the supervisor of the affected area by the bomb threat.

1. Assume total responsibility for control of the area until properly relieved by Security, your supervisor, and/or the Administrator On-Call.
2. Maintain control of patients and personnel, alerting only those that have an absolute need to know about the situation. Do not create unnecessary concern or panic.
3. Initiate local relocation procedures only if absolutely necessary.
4. Gather available personnel for search team(s)
5. Be prepared to give preliminary report to Security immediately upon their arrival.

**BOMB THREAT CHECKLIST**

Name of person receiving the call: \_\_\_\_\_

Date: \_\_\_\_\_ Exact Time Received: \_\_\_\_\_

Caller ID #: \_\_\_\_\_ Ext. Call Received On: \_\_\_\_\_

**REMAIN CALM AND ASK THE FOLLOWING:**

When is the bomb set to explode? \_\_\_\_\_

Where is the bomb located? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

Do you represent a group? \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

Time caller hung up: \_\_\_\_\_ Time Security notified: \_\_\_\_\_

**INFORMATION ON CALLER:**

**Sex:** Male \_\_\_\_\_ Female \_\_\_\_\_

**Age:** Juvenile \_\_\_\_\_ Adult \_\_\_\_\_ Approximate Age \_\_\_\_\_ years

**Origin of Call:** Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_ Internal \_\_\_\_\_

VOICE CHARACTERISTICS		SPEECH	
<input type="checkbox"/> Loud	<input type="checkbox"/> Raspy	<input type="checkbox"/> Fast	<input type="checkbox"/> Stutter
<input type="checkbox"/> Soft	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slow	<input type="checkbox"/> Nasal
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred
<input type="checkbox"/> Deep	<input type="checkbox"/> Other	<input type="checkbox"/> Distorted	<input type="checkbox"/> Other
LANGUAGE		ACCENT	
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	If Yes, explain: _____	
<input type="checkbox"/> Obscene/Profane			
MANNER		BACKGROUND	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Industrial Machines	<input type="checkbox"/> Traffic
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Office Machines	<input type="checkbox"/> Trains
<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Party	<input type="checkbox"/> Voices
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Bedlam	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
<input type="checkbox"/> Other		<input type="checkbox"/> Other	

**Duties of Safety & Security****1. Duties of Security Officers and Security Charge Officers**

- a. Notify the Switchboard at Extension 44200 and request that they contact:
    - Page HCC Team
    - The Assistant Administrator responsible for the area(s) affected by the bomb threat.
    - Notify Maintenance and Construction
  - b. Isolate the area(s) affected by the bomb threat by controlling access to those areas.
  - c. Organize and initiate search activities using area staff, Security Officers, and on-duty Maintenance personnel.
2. Security Charge Officer(s) are to coordinate the search teams as directed by the Manager of Security.
  3. Security Charge Officer(s) are to initiate a preliminary investigation of the bomb threat, including the identification of suspects.
  4. Security Charge Officer(s) are to submit search and investigative reports to the Manager of Security, Administrator On-Call in a timely fashion.
2. Duties of the Manager of Security or in his absence, the Security Charge Officer
    - a. Assume responsibility for search activities
    - b. Notify Police, Fire and Bomb Disposal units as necessary
    - c. As needed, act as a liaison between the HCC and Police, Fire and Bomb Disposal Units
    - d. Direct search activities
    - e. Complete investigation of the bomb threat, including the investigation of potential suspects.
    - f. Prepare a complete Threatening Telephone Call form for submission to Hospital Administration along with completed investigative reports.

**Duties of the Switchboard**

1. Immediately, upon notification by Security, contact:
  - The Assistant Administrator On-Call
  - The Manager of Emergency Management
  - Director of Community Relations

2. Upon instruction from the Administrator On-Call or the Manger of emergency Management:

- Signal for an “Condition Orange” .Bomb Threat

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## Shelter in Place Plan

Upon notification of an outdoor release of a chemical, biological, radiological agents or outside violent persons it may be necessary to shelter in place to protect you from harm.

When Shelter in place becomes necessary you should do the following:

1. Ensure that all entry points are locked.
2. Place a person at each exit to ensure that no one leaves or enters.
3. Others should close curtains to outer corridor rooms and shut the door and proceed to interior rooms and shut the door.
4. Ensure that the buildings heating and air conditioning is shut off. Contact Engineering & Construction at ext 45300.
5. Do not leave the building until given the all-clear by either security personnel or governmental emergency responders.

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## **Snow Emergency**

In the event of severe weather conditions, the Administration may make the decision to cancel all classes and clinical practicum experience. The Administration will notify WNNS and WFMB radio stations and WICS TV of this decision and request they broadcast it.

Faculty must notify the receptionist by 6:00 a.m. if they are unable to teach or supervise clinical experiences due to road conditions. Therefore, if in question, students may call the receptionist by 6:15 a.m. to confirm class or clinical experience. If a faculty member has not notified the receptionist by this time, class/clinical will be conducted as scheduled. Faculty will be notified by Administration if clinical or class closing needs to occur later in the day due to weather conditions. Faculty will notify their assigned students.

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