



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Emergency and Disaster Preparedness and Response Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 06/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

The purpose of this policy is to ensure the safety and well-being of all members of the St. John's College of Nursing community in the event of an emergency or disaster. It also ensures continuity of academic operations, compliance with regulatory and accreditation bodies, and coordinated recovery following any disruption.

Policy:

- I. Scope
This policy applies to all faculty, staff, students, and visitors at all St. John's College of Nursing locations, including instructional sites and online learning environments. It also extends to operations at affiliated clinical facilities.
- II. Definitions
 - a. Emergency: An unplanned event that requires immediate response to protect life, property, or operations (e.g., fire, severe weather, active shooter).
 - b. Disaster: A significant event disrupting the ability of the college to function (e.g., pandemic, earthquake, cyberattack).
 - c. Continuity of Operations (COOP): Strategies to maintain or resume essential functions during a disruption.
- III. Types of Emergencies Covered
 - a. Natural disasters (tornadoes, floods, winter storms, earthquakes)
 - b. Public health crises (infectious disease outbreaks, pandemics)
 - c. Human-caused incidents (active shooter, chemical spills, civil unrest)
 - d. Technological disruptions (cyberattacks, IT outages, utility failures)
 - e. Clinical site emergencies affecting educational continuity
- IV. Emergency Response Plan
 - a. Roles and Responsibilities
 - i. Chancellor/Dean (Emergency Coordinator): Leads overall response, communication, and coordination.
 - ii. Faculty Program Co-Chairs: Account for student safety, especially in clinical/lab settings.



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- iii. Emergency Preparedness Committee: Advises, plans drills, and maintains readiness.
 - b. Communication Protocol
 - i. Emergency alerts via email, text messaging, and campus notification systems
 - ii. Coordination with local public health, law enforcement, and emergency services
 - iii. Updates posted on the college website and Canvas LMS
- V. Evacuation and Shelter-in-Place Procedures
 - a. Posted in each classroom and clinical site
 - b. Designated rally points and shelter areas
 - c. Faculty are responsible for accounting for students during events
- VI. Academic and Clinical Continuity
 - a. In the event of an academic disruption:
 - i. Instruction will shift to online asynchronous delivery via Canvas whenever feasible.
 - ii. Alternative clinical experiences (simulation, telehealth, case studies) may be substituted with approval of regulatory bodies.
 - iii. Faculty will revise syllabi and course schedules to ensure program outcomes and end-of-program student learning outcomes (EPSLOs) are met.
 - b. Clinical students will follow protocols developed in partnership with each clinical site, including:
 - i. Adherence to site-specific emergency procedures
 - ii. Reporting to faculty or clinical instructors for accountability
 - iii. Compliance with infection control measures (if applicable)
- VII. Continuity of Operations (COOP)
 - a. Data Security: All academic and operational data are backed up offsite.
 - b. Payroll & HR: Business office will transition to remote operations if needed.
 - c. Facilities: Damage assessment and repair prioritized for instructional and simulation spaces.
 - d. LMS and SIS: Canvas and Jenzabar SONIS to remain operational for academic continuity.
- VIII. Training, Drills, and Evaluation
 - a. Mandatory annual drills: fire, tornado, and lockdown
 - b. Orientation for new faculty and students includes emergency procedures
 - c. Annual tabletop exercise for leadership
 - d. Post-incident reviews and improvement planning
- IX. Policy Review and Maintenance
 - a. The Emergency Preparedness Committee, chaired by the Chancellor, will review and update the policy annually or after any significant event.
 - b. Updates are approved by the College Cabinet and distributed to all personnel.