



ROCKY MOUNTAIN
UNIVERSITY *of*
HEALTH PROFESSIONS

2020 Student Risk Management Handbook

January 1, 2020

Rocky Mountain University of Health Professions (RMUoHP) is accredited by the Northwest Commission on Colleges and Universities (8060 165th Avenue NE Ste. 100, Redmond, WA 98052-3981), an institutional accrediting body recognized by the Secretary of the US Department of Education.

Risk management, including continuity of operations, and safety of employees and students, is a major priority at RMUoHP. This handbook is designed to identify and communicate information related to the operations of the University, particularly in terms of who to contact, how to respond, and other vital information in case of emergencies or situations that would otherwise alter normal operations.

RMUoHP occupies three buildings. Building 561 East 1860 South has one floor. Building “C,” located at 122 East 1700 South, has two floors, and Building “A,” located at 34 East 1700 South, #A132, has one floor.

All students have access to this document through the University website (<https://rmuohp.edu/about-the-university/campus-information/>). Please follow the directions below:

1. Click on the “About RMU” tab
2. Click on the “Campus Information” section
3. Scroll down to the “Campus Safety, Continuity, and Risk Management” section
4. Click on “Campus Safety and Crime Report”
5. Click on “Student Risk Management Handbook”

In addition, copies are located in the Department of Student and Alumni Affairs, Reception Desk, and the office of the Campus Operations Manager (COM) in Building 3, the Front Desk Receptionist and the Financial Aid Office in Building 561 East, and the PA Administrative Assistant in Building 1. The handbook is also located on our RMUoHP web site (www.rmuohp.edu Current Students>Academic Affairs> Student Forms and Information>2019 Student Risk Management Handbook).

Contents

| | |
|---|-----------|
| 1000 Continuity of Operations | 6 |
| 1010 Purpose | 6 |
| 1020 Risk Management Committee | 6 |
| 1030 Campus Safety Officer | 6 |
| 1040 University Organization | 6 |
| 1050 Continuity | 6 |
| Students Records | 6 |
| Data Protection, Storage and Recovery | 6 |
| Internal Personnel Resources | 7 |
| Internal Facility Resources | 7 |
| 1100 Safety | 8 |
| 1110 General Safety Rules | 8 |
| 1120 Reporting an Injury | 8 |
| Injury Reporting | 8 |
| 1130 First Aid | 8 |
| Serious Medical Injury and Emergency | 8 |
| Incident Reports | 9 |
| 1140 Laboratory Safety and Emergency Procedures | 9 |
| Equipment | 9 |
| Liquid Spill | 9 |
| General Guidelines for Hazardous Materials | 9 |
| Needles | 9 |
| Tissue Puncture and Blood Exposure Protocol: | 10 |
| Infection Control Plan | 10 |
| 1150 Crime Prevention and Security | 10 |
| 1160 Student Input and Feedback | 11 |
| 1170 Gun Policy | 11 |
| 1200 Facilities | 12 |
| 1210 Parking Lots and Sidewalks | 12 |

| | |
|--|-----------|
| 1220 Door Security..... | 12 |
| 1230 Emergency Notification System..... | 12 |
| 1240 Automatic External Defibrillators (AED)..... | 12 |
| 1240 Fire Alarms and Extinguishers..... | 12 |
| 1250 Fire Prevention | 13 |
| 1260 Crime Awareness and Safety Report | 13 |
| 1270 Sexual Harassment and Assault | 13 |
| 1280 Law Enforcement | 14 |
| 1290 Alcohol and Illegal Drugs..... | 14 |
| 1300 Emergencies..... | 15 |
| 1310 Risks and Hazards | 15 |
| 1320 Severe Storm | 15 |
| 1330 Earthquake | 15 |
| 1340 Violent Act | 16 |
| 1350 Campus Shooter | 17 |
| 1360 Hostage Situation | 17 |
| 1370 Power, Email, and Network Outage | 17 |
| 1380 Phone and Bomb Threat | 17 |
| 1385 Fire | 18 |
| Fire Evacuation Protocol Building 3..... | 18 |
| Fire Evacuation Protocol Building 561 East | 19 |
| Fire Evacuation Protocol Building 1..... | 19 |
| 1390 Major Medical Disaster | 19 |
| 1395 Chemical, Biological and Radioactive Emergencies..... | 19 |
| 1400 Shelter in Place | 20 |
| 1410 Shelter in Place (Short Term) | 20 |
| 1420 Shelter in Place (Long Term)..... | 20 |
| 1430 Medication | 20 |
| Appendix A: Floorplan - Building 3 First Floor | 21 |
| Appendix B: Floorplan - Building 3 Second Floor | 22 |
| Appendix C: Floorplan - Building 561 East..... | 23 |
| Appendix D: Floorplan - Building 1 | 24 |
| Appendix E: Employee, Student, Visitor Incident Report..... | 25 |

| | |
|--|-----------|
| Appendix F: Employee and Student Exposure Report..... | 27 |
|--|-----------|

1000 Continuity of Operations

1010 Purpose

The purpose of the Student Risk Management Handbook (RMH) is to improve campus safety and provide a contingency plan in case of an emergency.

The Student RMH is administered under the direction of the Risk Management Committee, which is chaired by the Director of Operations, with input from all administrative officers and academic program directors.

1020 Risk Management Committee

The purpose of the Risk Management Committee (RMC) is to develop and monitor a comprehensive plan for assuring the continued University operations and safety of students and employees, and ensure that policies and procedures are in place and communicated to all University personnel.

The Director of Operations (DoO) assigns members of the RMC. The RMC shall meet as necessary, but no less than every quarter.

1030 Campus Safety Officer

The Campus Operations Manager (COM) is designated as the Campus Safety Officer, and in this handbook is always referred to as the COM.

1040 University Organization

With the exception of Institutional Effectiveness, the University is divided into the academic and administrative branches. The Organizational Charts are stored in the public folders in the Human Resources file, and OKTA as a chicklet.

1050 Continuity

Students Records

The Registrar maintains electronic copies of student records. The University adheres to the policies set forth in the Family Educational Rights and Privacy Act (FERPA), and all University employees receive semi-annual FERPA training. The University respects the right to privacy by ensuring the confidentiality of all student records.

Data Protection, Storage and Recovery

RMUoHP takes many duplicative measures for recovery in the event of a disaster, including limited hard copy back up, network back-up, and off-site back-up storage.

Physical records are maintained within locked workspaces, and electronic records are maintained via secure servers and web-based environments requiring authentication, including independent usernames and passwords.

The University's network has a frequently updated firewall that is maintained by the IT Department. Student wireless internet access is partitioned from the University's internal

network to provide added security to electronic records. The student information system is password protected, and confidential file folders are password protected for authorized users.

Internal Personnel Resources

Internal personnel resources that might be needed in case of an emergency have been identified, and Program Directors and faculty have access to this information.

Internal Facility Resources

Internal facility resources that might be needed in case of an emergency have been identified, and Program Directors and faculty have access to this information.

1100 Safety

1110 General Safety Rules

1. Report unsafe conditions, defective equipment, and accidents to either a faculty member, Program Director (PD), or the COM.
2. Don't block doorways or emergency exits, lift or move heavy objects without assistance, or pick up broken glass.
3. Turn off equipment before unplugging.
4. Use a stepladder or stool to reach high objects; do not stand on chairs or desks.
5. Do not cause trip hazards with extension cords, telephone lines, power cords, boxes, or trash cans.
6. Be familiar with the location (see Appendices A-D) and use of all fire extinguishers and Automated External Defibrillators (AEDs).
7. Be familiar with the posted evacuation routes (see Appendices A-D).
8. Report any suspicious objects to the faculty member, PD, Executive VP Operations/CFO, Provost, DoO or COM.
9. Never operate or tamper with the electrical main switch or breakers.

1120 Reporting an Injury

Injury Reporting

All student injuries that occur at the University must be reported to either a faculty member or the Director of Student Affairs (DSA). The DoO will request completion of an Incident Form (Appendix E: Student, Employee, Visitor Incident Report) within 24 hours.

1130 First Aid

If a student is injured (cut, abrasion, bruise, sprain, etc.,) on the premises, then either a faculty member, Director of Student Affairs (DSA), The DoO will request completion of an Incident Form (Appendix E: Student, Employee, Visitor Incident Report) within 24 hours.

Basic First Aid boxes are wall mounted in each of our three buildings.

Trauma First Aid kits are located in Building 3 in the Supply Room (105), in Building 1 in the PA Administrative Assistant office, and in Building 561 East in the Supply Room (202).

Serious Medical Injury and Emergency

1. Call "911."
2. Do not move the person if there is a possibility of a fracture or if the individual is complaining of severe pain.
3. If indicated, administer emergency care, such as CPR.
4. Notify either a faculty member or the DSA when able.

Incident Reports

1. Any incident involving a visitor, student, or employee should be documented on the Incident Report form (Appendix E: Student, Employee, Visitor Incident Report Form) within 24 hours.
2. The signed report is submitted to the HR Manager.

1140 Laboratory Safety and Emergency Procedures

Equipment

If any piece of medical equipment malfunctions, it should be unplugged and reported to the lab instructor.

Liquid Spill

In the event of a liquid spill cleaning efforts should be made as soon as possible. If unable to provide immediate clean up, the COM should be notified. Students and employees in the immediate area should be notified to avoid the spill.

General Guidelines for Hazardous Materials

Students working with potentially hazardous materials shall be instructed how to handle the material safely and what action to take in case of contamination.

Material Safety Data Sheets (MSDS) are documents provided by the supplier of chemicals. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. The MSDS collection for RMUoHP is located in the COM's office. Individual departments that use chemicals maintain their own documents.

In the case of a chemical spill, the MSDS for that chemical should be quickly obtained, and the proper procedure followed. If the employee is transported to an emergency room, then the MSDS for that chemical should be taken to the ER physician.

If blood contaminates the surfaces of table tops or floors during a procedure, it must be removed and the surface disinfected with either alcohol wipes or a suitable germicide, such as 1:9 sodium hypochlorite solution (household bleach).

General rules for handling chemicals in an office environment are:

1. Read all label warnings and instructions before using.
2. Only the COM, Campus Technology Manager, or IT Department Representatives should change toner cartridges.
3. Minimize contact with chemicals and always wear protective gloves.
4. Wash hands after use.
5. If a chemical enters the eye immediately wash with clean cold water and seek medical attention.

Needles

Used needles are to be discarded in red biohazards or "sharps" disposal containers which are located in appropriate lab rooms.

Tissue Puncture and Blood Exposure Protocol:

1. If either stuck with a contaminated needle or cut with a contaminated instrument the student shall seek medical consultation with a physician. Details of the incident need to be reported to the HR Manager within 24 hours (See Appendix F: Employee Exposure Report).
2. If a student is exposed to human blood and blood products the area should be cleaned thoroughly with soap and water.

Infection Control Plan

1. The purpose of an infection control plan is to protect the health and safety of the persons directly involved in handling the materials, employees, students, and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste. This plan complies with OSHA requirement proposed for 29 CFR 1910.1030, Blood Borne Pathogens.
2. Universal precautions refer to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires anyone exposed to be protected as though such body fluids were infected with blood borne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL 2-2.44A).
3. The following Universal Precautions must be followed.
 - a. Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used when:
 - i. A student has cuts, abraded skin, chapped hands, dermatitis, or similar issues and has the potential to touch a person.
 - ii. Examining abraded or non-intact skin of a person with active bleeding.
 - iii. Handling blood or blood products or other body secretions during routine procedures including the performance of needle sticks.
 - b. Gowns, aprons, or lab coats must be worn when contamination with body fluid on skin or clothing is possible.
 - c. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment should be used during CPR.

1150 Crime Prevention and Security

1. When leaving valuables in a vehicle always lock them in the trunk or glove compartment and lock all doors.
2. Always lock bicycles in a bike rack.
3. Always lock valuables in a cabinet or desk drawer when leaving the assigned work space.
4. Always lock office door when exiting.
5. Immediately report any suspicious behavior and/or suspicious-looking individuals to either the DoO or COM.
6. Do not enter an elevator if concerned about other riders.
7. Do not either open or hold an exterior door open for strangers and individuals without a plastic ID card.

8. Avoid working or studying alone in the building; however, if unavoidable, then keep office door or door to the suite locked, and be sure that someone knows that you are at work and is expecting you to check in by a specified time.
9. When in the parking lot stay alert and tuned into the surroundings. Trust your instincts, and if uncomfortable in a place or situation, leave.
10. If possible, avoid walking alone on the campus at night. A security officer, employed by the property manager of Building 3, will walk employees to cars at night if requested. The security officer's phone number (385-285-6258) is should be listed on the back of all employee and student ID cards.
11. Do not accept unsolicited help from strangers.

1160 Student Input and Feedback

Students wishing to make a suggestion regarding campus safety may do so through either a faculty member or the Director of Student Affairs.

1170 Gun Policy

Employees, students and visitors are not permitted to carry a firearm into Building 1, 3 or 561 East. Those licensed to carry a firearm may store it in a locked vehicle in a parking lot. Violations of this policy will result in disciplinary action, up to and including termination. Law enforcement officers are permitted to carry firearms into Buildings 1, 3 and 561 East.

1200 Facilities

1210 Parking Lots and Sidewalks

- Parking lot lights are on from dusk to dawn.
- Snow removal, salting of parking lots and sidewalks are the responsibility of the property managers.
- Any concerns about service should be directed to a receptionist or CoM.
- All student vehicles require parking passes.

1220 Door Security

In Building 3 the plastic ID cards issued to all employees and students controls all exterior and several interior doors. A standard key accesses several internal doors. Guests and visitors must check in with a receptionist in the lobby before being granted access to the building. ID verification of individuals identified as either a guest or visitor is required, in addition to confirmation of the appointment. In Building 1 and 561 East the main exterior door is accessed using the plastic ID card. In building 561 East all interior doors and the rear exterior door are accessed with a standard key. In Building 1 the East exterior door is also accessed by using the plastic key card. The receptionist in Building 3 can allow front entrance access to Building 1 and 561 East via an intercom system.

The Administrative Assistant to the COM and the COM distributes plastic ID cards and standard keys.

1230 Emergency Notification System

The University utilizes an Emergency Notification System, e2Campus (Omnilert). E2campus is a multimodal mass notification system that allows designated University personnel to send time sensitive notifications/messages to the mobile phones, home phones, office phones, desktops/laptops, and/or email of all employees. It is important that students keep the Registrar updated with their contact information.

Emergencies include bomb threats, threats of violence including shooting, hostage situations, medical emergencies, fire, earthquake, inclement weather, and chemical biological and radioactive spills. In the event of a real or potential emergency the first student on the scene should call 911 and notify a faculty member or PD.

1240 Automatic External Defibrillators (AED)

An AED is located in Buildings 1, 561 East, and on each floor of Building 3 (Appendix D: Building 1, Appendix A: Building 3 First Floor, Appendix B: Building 3 Second Floor, and Appendix C, Building 561 East). The COM is responsible for changing the batteries when needed.

1240 Fire Alarms and Extinguishers

Fire alarms are located on both floors of Building 3 near the exits to the breezeways, near the reception area and near the elevator on the first floor. No alarms are located in Building 1, or 561 East.

Fire extinguishers are located in several areas on each floor of Building 3 (Appendix - D: Building 1, Appendix A: Building 3, First Floor and Appendix B: Building 3, Second Floor), and Building 561 East (Appendix C, Buildings 561 East).

1250 Fire Prevention

Candles are not allowed to be ignited in any buildings. Smoking is not allowed in any buildings; however, smoking is permitted in designated areas outside. Unauthorized flammable chemicals are not permitted inside any building.

The use of space heaters in either Buildings 1, 3 or Building 561 East are regulated and monitored by the COM. Students desiring to use a space heater must obtain approval from the COM, and if approved are responsible for turning off the heater when leaving the office.

1260 Crime Awareness and Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a federal law requiring that educational institutions disclose information about crime on and around their campuses, the DoO gathers all related information annually, and prepares and submits an annual campus safety and crime report. The report is posted on the RMUoHP website (<https://rmuohp.edu/about-the-university/campus-information/>). Please follow the directions below:

1. Click on the "About RMU" tab
2. Click on the "Campus Information" section
3. Scroll down to the "Campus Safety, Continuity, and Risk Management" section
4. Click on "Campus Safety and Crime Report"

Both the Student Right-to-Know/Campus Security Act of 1990 and the Campus Sexual Assault Victim's Bill of Rights Amendment to the 1992 Higher Education Reauthorization Act include protections that are intended to help survivors of sexual assault by requiring colleges to report accurate statistics about sexual assaults and rapes.

1270 Sexual Harassment and Assault

Sexual harassment is prohibited. Unwelcome sexual advancement, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, explicitly or implicitly, a term of an individual's employment.
- Submission to, or rejection of such conduct by an individual is used as a basis for employment affecting an individual.
- Conduct unreasonably interferes with an individual's work or creates an intimidating, hostile, or offensive working or academic involvement.

Any student who feels that he/she has a sexual harassment complaint or matter to discuss may report the problem directly to the Institutional Equity Officer.

If sexually assaulted, the student should immediately call 911 and seek medical attention (do not shower or bathe).

In the case of rape, the student should be transported to the Emergency Room (ER), Utah Valley Medical Center, where the victim will be examined and any evidence will be collected. If the rape occurs on campus, then an RMUoHP employee that is a clinician should accompany the student to the ER.

All evidence gathered by law enforcement personnel and the sexual assault investigator will be used in the court process if the student wishes to press charges.

1280 Law Enforcement

The property manager of Building 1 and 3 provides security TV monitors 24 hours per day and unarmed security officers between the hours of Monday – Friday 6:00 PM to 7:00 AM and 24 hours per day Saturday and Sunday. The phone number for the security officer (385-285-6258) should be listed on the back of all employee and student ID cards.

A security officer is not provided for the 561 East building; however, a security company checks the interior and exterior of the building several times at night to ensure that all exterior doors are locked.

RMUoHP depends on the assistance of the Provo City Police Department and 911 services to effectively manage campus safety and emergency issues. Employees should call 911 if it is an emergency or (801) 852-6000, the Provo City Police Department, for non-emergencies.

The Provo City Police Department will gather evidence and investigate a crime if a victim requests their services. For evidence-gathering purposes, it is important that the police are contacted as soon as possible after an incident.

1290 Alcohol and Illegal Drugs

Possession, consumption, and distribution of alcoholic beverages in Buildings 1, 3, and 561 East are prohibited. Students in violation of this policy are subject to disciplinary action, which may include expulsion.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug abuse prevention policies and programs.

Manufacture, use, or distribution of illegal drugs is prohibited. Violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, and notification of law enforcement authorities.

1300 Emergencies

1310 Risks and Hazards

In 2016 the RMC completed a vulnerability assessment of Risks and Hazards, and determined that the highest risks included:

- severe storm
- earthquake
- violent act
- power outage
- bomb threat
- email/network outage
- plane crash
- epidemic/flu
- medical accident
- fire

Included within the violent act would be a campus shooter and hostage situation.

1320 Severe Storm

Students are not expected to endanger their safety to attend class. Every effort will be made to broadcast decisions pertaining to University closure via the ENS. Either the President or Provost will determine whether the situation requires classes to be cancelled, and whether employees and students will be dismissed. If external conditions threaten human safety, appropriate arrangements for shelter in place will be implemented.

If the decision to cancel classes is made, then the following procedures will be followed:

1. Students will be notified through the ENS.
2. If the closure is expected to last more than 48 hours the University administration will make an effort to notify the public via notice through local and regional media sources (University web page, local television, radio, and the Daily Herald online) at the earliest time reasonably possible.
3. The Web Administrator as required will update the University's webpage.

1330 Earthquake

Students that experience an earthquake while indoors shall follow the following procedures and guidelines:

1. Keep calm, seek refuge either under a desk or in a doorway, and cover head.
2. Stay away from windows. Most injuries and deaths are caused by falling or flying debris.
3. After shaking subsides, evacuate the building. Students in Building 3 gather near the flag poles in front of Building 3. Students in Building 561 East should gather near the sign on 1860 South. Students in Building 1 gather in the parking lot south of Building 1.

Students that experience an earthquake while outdoors shall follow the following procedures and guidelines:

1. Move away from any building, trees, utility poles, masonry walls, overhead wires, and gas lines.
2. Drop to the ground.
3. Students in Building 3 gather near the flag poles in front of Building 3. Students in Building 561 East should gather near the sign on 1860 South. Students in Building 1 gather in the parking lot south of Building 1.
4. Do not try to re-enter the building until so directed.

1340 Violent Act

1. Students should report any concern of potential violence to either a faculty member or Director of Student Affairs.
2. If a person is observed exhibiting threatening behavior, a student should immediately call 911, and then notify either a faculty member, Student Affairs Manager, or a receptionist.
3. Students should never attempt to confront a person exhibiting threatening behavior.
4. An Incident Report Form (Appendix E: Student, Employee, Visitor Incident Report) is to be completed following the incident and filed with either the DoO or COM. The HR Manager may assist in the completion of this form.

1350 Campus Shooter

If shooting occurs, students should try to escape if possible and leave the campus. If escape is not possible students should go into the nearest office or room, either lock or place a barricade of furniture against the door, lie on the floor, and hide under a piece of furniture. Special lockdown locks are installed in all three buildings classrooms. Use these locks to prevent an active shooter from entering a classroom. If possible, call "911" and notify the Provost or Executive VP Operations/CFO who will activate the ENS. In the absence of the Provost and Executive VP Operations/CFO, notify the President, DoO, Associate VP Academic Administration, COM, Coordinator Scholarship and VA Benefits, Administrative Assistant to PA, or a receptionist.

1360 Hostage Situation

If a hostage situation occurs students that are able should move away from the scene quickly, warn others, call "911," and notify either a faculty member, Director of Student Affairs, or a receptionist.

Hostages need to remember:

1. Do not be a hero, and do not try to escape unless it appears safe.
2. Be prepared to wait and be patient; however, if it appears that the captor is going to inflict injury then hostages should consider fighting.
3. The longer the hostage and captor are together, the less likely the captor will hurt a hostage.
4. Do not speak unless spoken to and only if necessary. Try to be friendly and do not be argumentative.
5. Be observant and try to memorize the number of captors, conversations, and physical characteristics; such as, size, distinguishing features, accents, etc.
6. If a rescue is taking place and shooting starts, lie on the floor and stay down.

1370 Power, Email, and Network Outage

Every effort will be made to broadcast decisions pertaining to University closure to employees and students via the ENS. Either the President or Provost will determine whether the situation requires classes to be cancelled, and whether employees and students will be dismissed. If the closure is expected to last more than 48 hours, the University administration will make an effort to notify the public via notice through local and regional media sources (University web page, local television, radio, and the Daily Herald online) at the earliest time reasonably possible.

1380 Phone and Bomb Threat

If a bomb threat is received the person receiving the call should remember to:

1. Remain calm and speak slowly.
2. Be alert for background noises such as music, aircraft, or any sound, which might give a clue as to the origin of the call.
3. Note distinguishing voice characteristics, such as male or female, age, accent, and voice characteristics.

4. Prolong the conversation as long as possible by asking questions.
5. Ask questions about the bomb, such as when will it explode, where is it, what does it look like, and where are you calling from?
6. Note the exact time when the call was both received and terminated.
7. As soon as possible call 911 and then notify either a faculty member, Director of Student Affairs, or receptionist.

1385 Fire

In the event of a fire, a fire alarm should be activated immediately, call “911,” and notify either a PD, faculty member, Director of Student Affairs, or a receptionist.

In Building 3, alarms are located near the breezeways, elevator and next to the Book Store and reception area. There are four (4) fire alarms on the first floor and two (2) on the second floor. No alarms are located in Building 1, or 561 East.

In Building 3, there are four (4) fire extinguishers on the first floor and five (5) on the second floor. There are four (4) fire extinguishers in Building 561 E. (Appendix A: Building 3, First Floor, Appendix B: Building 3, Second Floor, and Appendix C: Building 561 East). There are Three (3) fire extinguishers in Building 1 (Appendix D: Building 1).

Students are not expected to place themselves in danger by fighting a fire. However, if a small fire can be extinguished with a fire extinguisher then these guidelines should be followed:

1. Attempt to extinguish or control the fire by using the nearest fire extinguisher. The extinguishers are in wall-mounted metal boxes. The locations of the fire extinguishers are on maps posted around the building or described in the section above.
2. To use an extinguisher, hold it upright and do the following:
 - **P**—Pull the pin.
 - **A**—Aim the nozzle at the base of the fire.
 - **S**—Squeeze the trigger.
 - **S**—Sweep from side to side at the base of the fire.
3. If it is impossible to subdue the fire, doors should be closed to confine the fire to one area and the building evacuated.
4. If there is time, place wet linens or blankets at the base of the doors to help confine the smoke and fire.
5. If the smoke is too thick to see, crawl on hands and knees beneath the smoke to safety. Never open a door that feels hot to the touch.

Fire Evacuation Protocol Building 3

In the event of a fire alarm, all students will have a maximum of 4 minutes to evacuate the building and report to a faculty member or PD in the front of Building 3 on the grassy knoll, 50 feet in front of the front entrance (Next to the flagpoles).

Fire Evacuation Protocol Building 561 East

In the event of a fire alarm all students will have a maximum of 4 minutes to evacuate the building and report to a faculty member or PD in the front of Building 561 East near the front street (1860 South).

Fire Evacuation Protocol Building 1

In the event of a fire alarm, all students will have a maximum of 4 minutes to evacuate the building 1st report to a faculty member or PD in the parking lot south of Building 1.

1390 Major Medical Disaster

A major medical disaster is defined as one that critically impacts the services of the University and local hospitals, and may require assistance from University personnel. Examples of a major medical disaster could include a large industrial explosion, leaking gas or chemical from a train accident, and a plane crash. Local authorities may request assistance from RMUoHP employees, and if so, classes may be suspended.

Students are encouraged to have personal emergency plans and maintain communication with significant family members. Guides to develop such plans are located at:

- The American Red Cross website: <https://www.redcross.org>
- The Federal Emergency Management Agency website: <https://www.fema.gov/>
- The Department of Homeland Security website:
www.ready.gov

1395 Chemical, Biological and Radioactive Emergencies

Due to the location of train tracks and station in proximity to the University, a toxic spill from a train accident is a possibility. A significant spill may require that students shelter in place until the air quality is safe (refer to Section 1410 for shelter in place information).

1400 Shelter in Place

1410 Shelter in Place (Short Term)

During certain emergency situations; such as an active shooter, students may be advised to shelter in place rather than evacuate the building. (See sections 1340 Violent Act, 1350 Campus Shooter, and 1360 Hostage Situation).

1420 Shelter in Place (Long Term)

During certain emergency situations, particularly chemical, biological, and radioactive material releases, students may be advised to shelter in place rather than evacuate the buildings. Rooms without windows and exterior doors, such as, bathrooms, classrooms and lounges may serve as shelters.

The Emergency Teams will seal doors and windows with duct tape and plastic sheeting, cover the cracks under doors with damp towels (located in either the DPT or PA labs), and locate needed supplies, e.g., food, water, radio, and disaster supply kit. The Emergency Teams will monitor for additional information via radio or television for further instructions.

Procedure for Shelter in Place:

1. Stay inside building.
2. If possible, go to a room or corridor where there are no windows.
3. Report to the Attendance Team (Appendices Q, R, and S: Emergency Teams).
4. Do not call 911 unless you are reporting a life-threatening situation.
5. When the “all clear” is announced, go outside.
6. Do not re-enter the building until directed to do so.

In Building 3, the trauma supplies are located in a red duffle bag stored in the Supply Room (105). In Building 561 East the trauma supplies are located in a red duffle bag which is stored in the Supply Room (202). In Building 1, the trauma supplies are located in a red duffle bag stored in the office of the Administrative Assistant to PA.

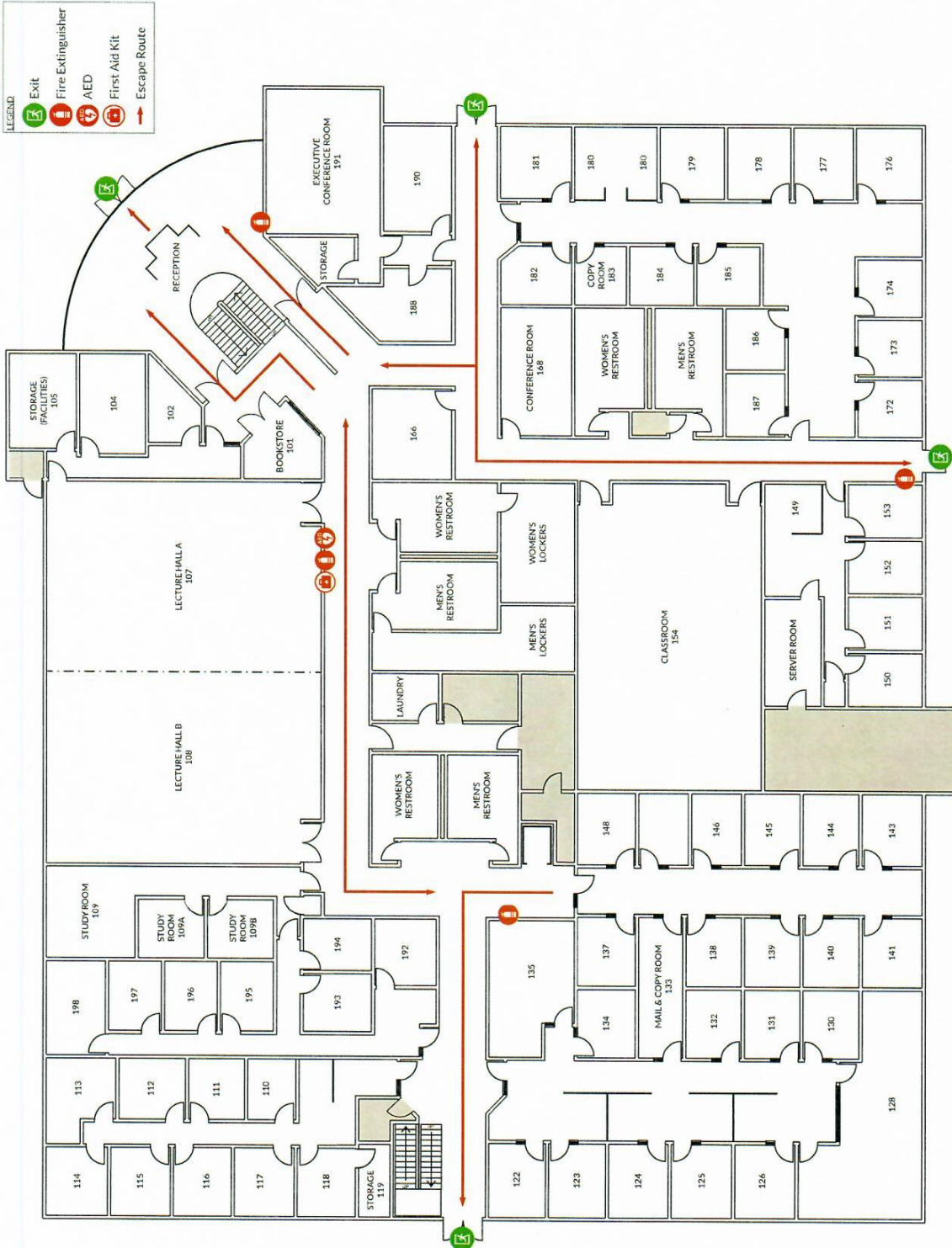
The Disaster Supply Kit and Emergency Supplies Kit are located in the Supply Room (105) in Building 3 and the Supply Room in Building 561 East and the Administrative Assistant to PA Office in Building 1. Towels, sheets, and pillows are located in the DPT and PA labs in Building 1 and 3. The COM will ensure that the trauma and Disaster Supply kits contents are inventoried monthly.

1430 Medication

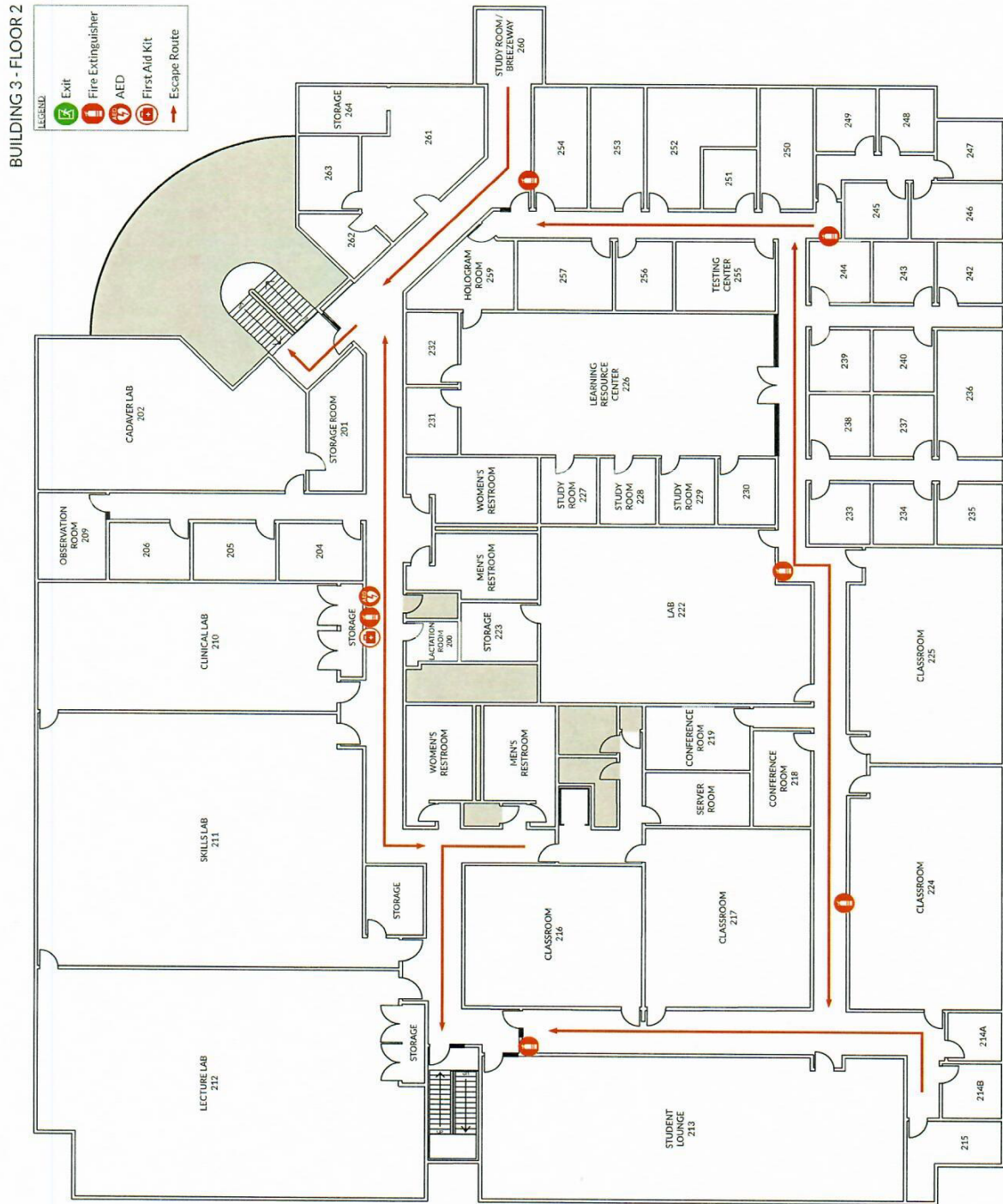
Students are encouraged to have a 2 to 3-day supply of medication on hand in the event students are forced to shelter in place in a University building for a few days.

Appendix A: Floorplan - Building 3 First Floor

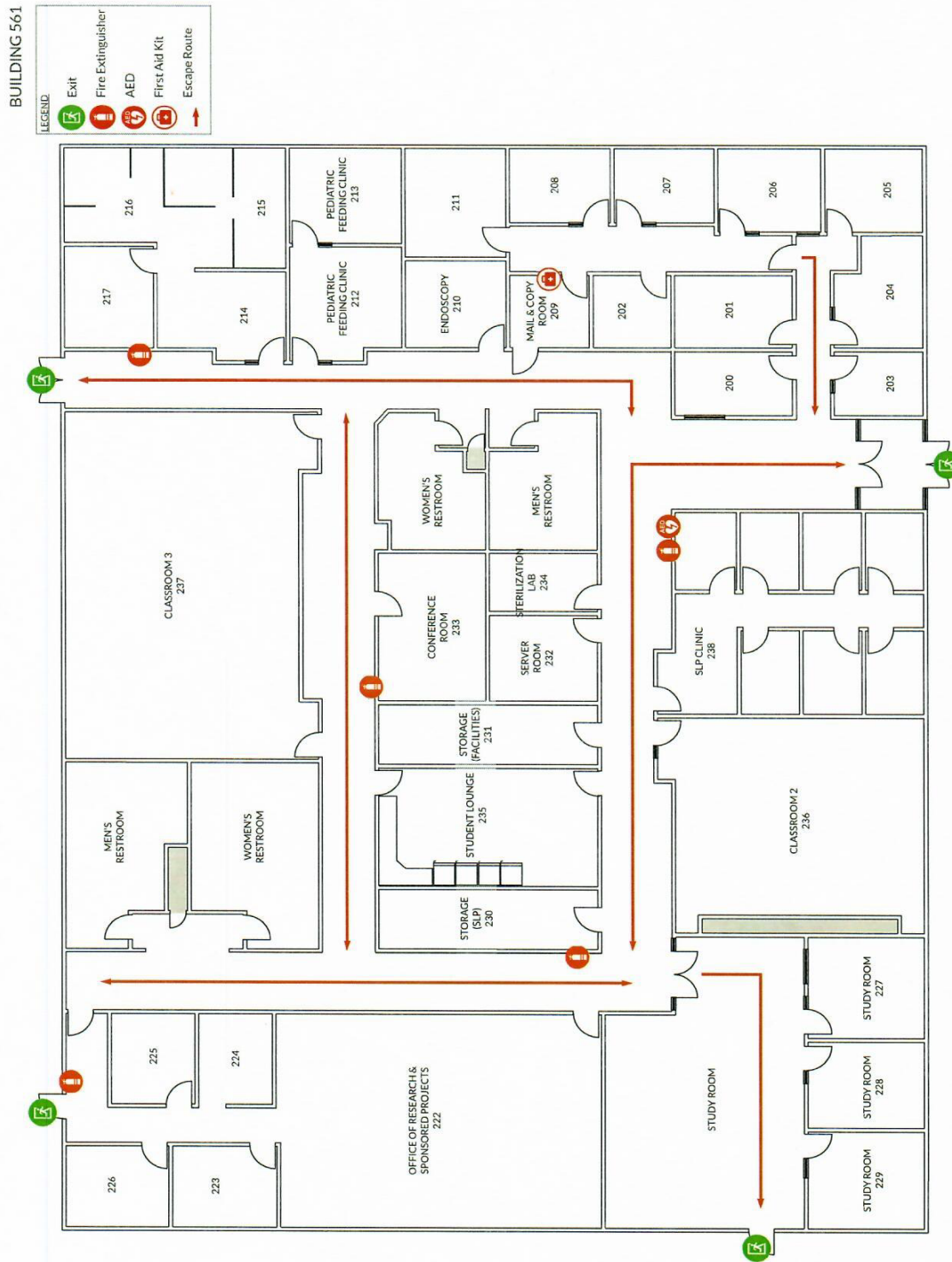
BUILDING 3 - FLOOR 1



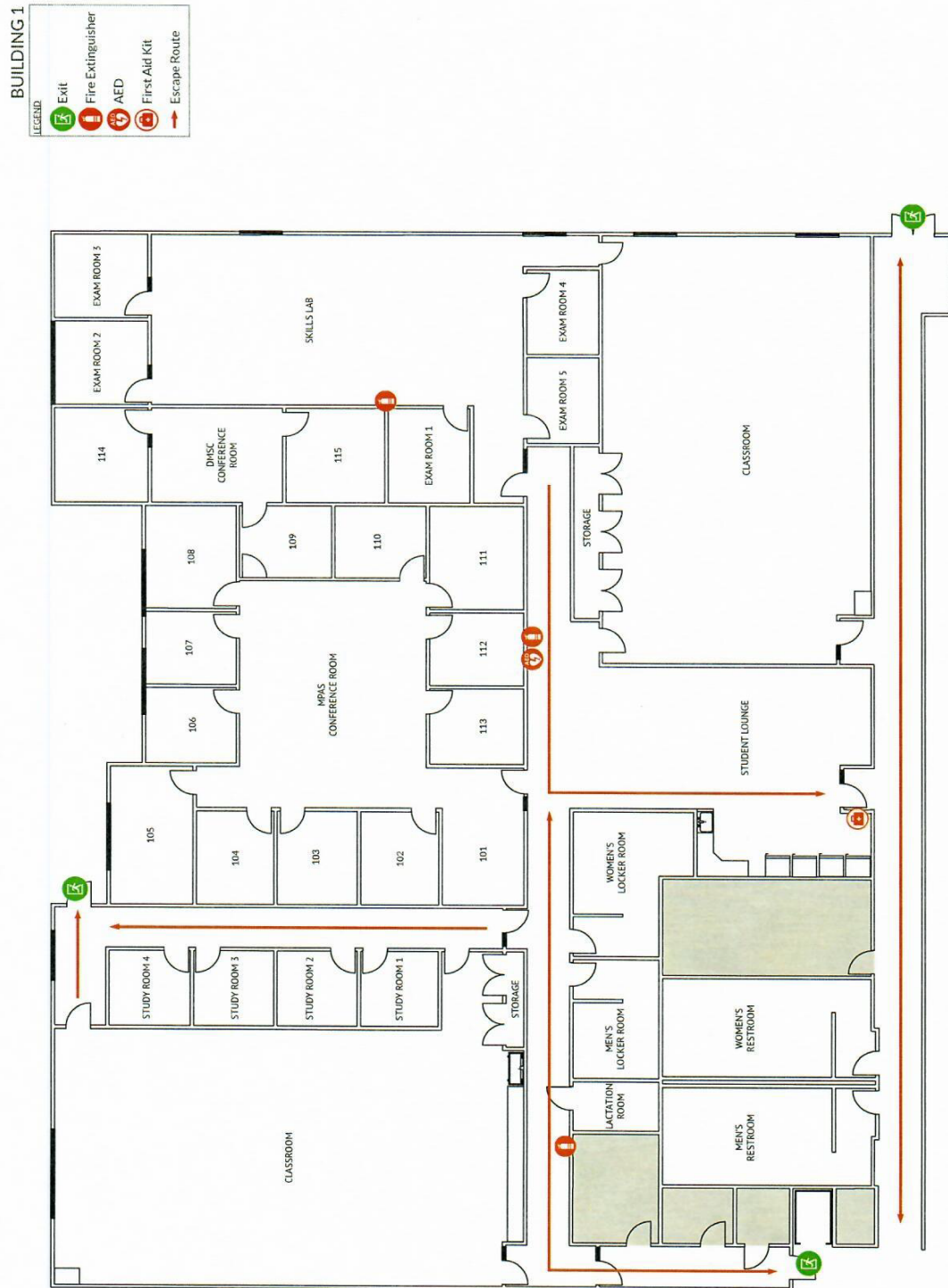
Appendix B: Floorplan - Building 3 Second Floor



Appendix C: Floorplan - Building 561 East



Appendix D: Floorplan - Building 1



Appendix E: Employee, Student, Visitor Incident Report

Employee / Student / Visitor Incident Report Form

INSTRUCTIONS: This form is to be completed for any injury, incident, or unusual occurrence involving a student, employee, or visitor on the University premises or on an assigned clinical rotation site.

All incidences **MUST** be reported with 24 hours.

Note: All lines in this form are fields to click on and enter text (excluding the Medical Waiver and Signature lines). Fields will expand as necessary to accommodate text entered. Date offers a drop down calendar.

Time and Place of Occurrence

Place: _____

Department: _____

Date: _____ Time: _____ ☐ AM ☐ PM

Person Involved

☐ Student

☐ Employee

☐ Visitor

Full Name: _____

Address: _____

Attending Physician: _____ ☐ N/A

Witnesses to Incident

IMPORTANT: Give full name and address of every individual who witnessed incident.

Description of Incident/Injury

Describe incident clearly and concisely mentioning contributing factors.

First Aid and/or Medical Treatment

Was first aid provided? ☐ Yes ☐ No

If Yes, provide description: _____

Was person involved seen by physician? ☐ Yes ☐ No

If Yes, provide description: _____

If Yes, date of medical examination: _____

Was lab work required? ☐ Yes ☐ No

Follow-up treatment

Is follow-up treatment required? ☐ Yes ☐ No

If Yes, provide description: _____

| <i>Waiver of Medical Care</i> |
|--|
| <p>I, the undersigned, choose to waive follow-up medical care which has been recommended in connection to the above detailed incident.</p> <p>I acknowledge that I have been counseled by an instructor or program director to seek the treatment detailed above, but decline to do so at this time.</p> <p>Name (please print): _____</p> <p>Signature: _____ Date _____</p> <p>Witness: _____ Date _____</p> |

Prepared By: _____

Signature of Preparer _____

Date _____

Signature of Campus Operations Manager (COM) _____

Date _____

Appendix F: Employee and Student Exposure Report

TO: _____ Date _____

FROM: Campus Safety Officer

SUBJ: Medical Consent for Blood-Borne Pathogens Testing

A fellow employee or student was exposed to your blood or other body fluids. Following the regulations of the U. S. Department of Labor - Occupational Safety and Health Administration (OSHA), we request that you submit to blood tests for infectious blood-borne pathogens (HIV, HAV and HBV). This request is not mandatory and will not affect your employment. All information gathered will be kept confidential.

Affidavit:

Following an exposure:

I ☐ consent

I ☐ do not consent

to having blood sample(s) taken, by a health care provider, to test for infectious blood-borne pathogens (Human Immunodeficiency Virus, Hepatitis A Virus, and Hepatitis B Virus).

I understand that RMUoHP will pay all tests and customary expenses, that I will be informed of the test results and that I will be counseled regarding any further necessary evaluations and treatment if the results are "positive".

Signature

Date

Witness Signature

Date