



**Rocky Mountain
University
of Health Professions**

Student Risk Management Handbook 2024

Rocky Mountain University of Health Professions (RMU) 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 RMU. 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.

RMU occupies two buildings: The “Tower” located at 1800 S. Novell Place on half of 6th, 7th, and the 8th floor and “Building 3” located at 122 East 1700 South, which has two floors.

All students have access to this document through the University website. 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 in the Department of Student and Alumni Affairs, Reception Desk, and the office of the Director of Facility Operations (DFO) in the “Tower”, the Front Desk Receptionist in “Building 3” and the Financial Aid Office.

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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 Chief of Staff, 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 Chief of Staff assigns members to the RMC. The RMC shall meet as necessary, but no less than once every six months.

1030 Campus Safety Officer

The Director of Facility Operations is designated as the Campus Safety Officer, and in this handbook is always referred to as the Director of Facility Operations.

1040 University Organization

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 FERPA training every two years. The University respects the right to privacy by ensuring the confidentiality of all student records.

Data Protection, Storage and Recovery

RMU takes many duplicative measures for recovery in the event of a disaster, including hard copy back up of certain documents, 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.

1100 Safety

1110 General Safety Rules

General safety rules include:

1. Report unsafe conditions, defective equipment, and accidents to either a supervisor or the Director of Facility Operations.
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 and use of all fire extinguishers and Automated External Defibrillators (AEDs).
7. Be familiar with the posted evacuation routes.
8. Report any suspicious objects to the Chief of Staff, Provost, Director of Facility Operations.
9. Never operate or tamper with the electrical main switch or breakers.
10. All junction boxes, control boxes, connections and other wiring must have covers securely installed.
11. The use of space heaters in the Tower and Building 3 is regulated and monitored by the Director of Facility Operations. Students desiring to use a space heater must obtain approval from the Director of Facility Operations, and, if approved, are responsible for turning off the heater when leaving the office.

1120 Reporting an Injury

All student injuries that occur at the University must be reported to either a faculty member or the Vice President of Student Affairs (DSA). The Director of Facility Operations will request completion of an Incident Form within 24 hours.

1130 First Aid

If an employee, student, or guest is injured (cut, abrasion, bruise, sprain, etc.), on the premises, an employee qualified to render First Aid shall be contacted. The Senior Director of Human Resources will request completion of an Incident Form within 24 hours.

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

In Building 3, the trauma supplies are located in a red duffle bag stored in the Supply Room (105).

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 the Provost or Chief of Staff when able.

Incident Reports

1. Any incident involving a visitor, student, or employee should be documented on the Incident Report form within 24 hours.
2. The signed report is submitted to the Vice President of Human Resources.
3. Statements or conjectures regarding possible liability, fault, or responsibility should not be made.
4. The Vice President of Human Resources and Director of Facility Operations review all incident reports monthly to identify any contributing factors that may need to be resolved to prevent future incidents.

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 Director of Facility Operations 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 RMU is located in the Director of Facility Operation'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 student 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 tabletops 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 Director of Facility Operations, IT 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 Vice President of Human Resources within 24 hours.
2. If an 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. An 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 workspace.
4. Always lock office doors when exiting.
5. Immediately report any suspicious behavior and/or suspicious-looking individuals to either the Director of Facility Operations or Chief of Staff.
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 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 1, 3, and 6 will walk students to cars at night if requested. The security officer's phone number is 385-285-6258.
11. Do not accept unsolicited help from strangers.

1160 Student Input and Feedback

Students wishing to provide feedback regarding campus safety may do so through the Chief of Staff or Director of Facility Operations.

During regular business hours (8:00 – 5:00, Monday – Friday):

1. Students should report potential health and safety hazards that are not life threatening to the Director of Facility Operations utilizing the Operations Help Ticket system on the RMU website.
2. Potential life-threatening situations should be reported immediately to the President, Provost, Chief of Staff, or Director of Facility Operations.
3. If after hours and weekends, and the Director of Facility Operations is not available, health and safety hazards may be reported by phone to either the Director of Facility Operations or Chief of Staff.

1170 Gun Policy

In accordance with Utah State law, RMU prohibits firearms within the buildings on campus except under special and specific conditions of a licensed firearm bearer. Special permission to possess a firearm on campus must be obtained from the Chief of Staff, Director of Facility Operations, or the Vice President of Human Resources. Lawful possession of any firearm is restricted to the student's locked vehicle in the parking lot. Law enforcement officers are not subject to the restriction of firearms in the campus.

Possession, use, or sale of weapons, firearms, or explosives on work premises, while operating RMU machinery, equipment, or vehicles for work-related purposes, or while engaged in RMU business or within its premises is prohibited. This policy applies to all students and employees including but not limited to, those who have a valid permit to carry a firearm. Individuals who are aware of violations or threats or violations of this policy are required to report such violations or threats of violations to the following:

- Chief of Staff: 562-305-5551

- Director of Facility Operations: 801-734-6802
- Vice President of Human Resources: 385-375-8658

1200 Facilities

1210 Parking Lots and Sidewalks

Parking lot lights are on from dusk to twilight. Snow removal and salting of parking lots and sidewalks are the responsibility of the property manager. Any concerns about service should be directed to the Director of Facility Operations.

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 the Tower the main entry gates are accessed using a badge ID card. The receptionist in Building 3 can allow front entrance access.

The Administrative Assistant to the Director of Facility Operations distributes badge 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 Students. It is important that Students keep the Vice President of Academic Administration 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 employee on the scene should call 911 and notify an individual who is authorized to activate the Emergency Notification System (ENS). Authorized employees include the President, Provost, Chief of Staff, Director of Facility Operations, Vice President of Academic Administration, Coordinator of VA Benefits and Scholarships, and receptionists.

1240 Automatic External Defibrillators (AED)

AEDs are located in the Tower and Building 3. The Director of Facility Operations is responsible for changing the batteries when needed.

1240 Fire 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.

Fire extinguishers are located in several areas on each floor of the Tower and Building 3. The Director of Facility Operations is responsible for inspecting the fire extinguishers quarterly and recharging when needed.

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 the Tower or Building 3 is regulated and monitored by the Director of Facility Operations. Students desiring to use a space heater must obtain approval from the Director of Facility Operations, 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 Chief of Staff or their designee gathers all related information annually and prepares and submits an annual campus safety and crime report. The report is posted on the RMU website.

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 wants to report an incident of sexual or other unlawful harassment shall immediately report the matter to their supervisor. If the supervisor is unavailable or the student believes it would be inappropriate to contact that person, the student can immediately contact the Senior Director of Institutional Equity, and second the Vice President of Human Resources. These individuals are located at 1800 S. Novell Place, 7th Floor, Provo, UT 84606. If a student makes a report to these executives and they either do not respond, or do not respond in a manner the student deems satisfactory or consistent with this policy, the student is required to report the situation to the President.

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

1. In the case of rape, the student should be taken to the Family Practice Center at the Utah Valley Medical Center, where the victim will be examined, and any evidence will be collected.
2. An investigator who specializes in sexual assault may interview the student.
3. A victim assistance specialist and other crisis intervention personnel will then be assigned to the student.
4. The student should contact the Senior Director of Institutional Equity or the Vice President of Human Resources.

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 the Tower and Building 3 provides 24 hours per day unarmed security officers Monday through Friday between the hours of 6:00 PM to 7:00 AM and 24 hours per day on Saturday and Sunday. The phone number for the security officer is 385-285-6258.

RMU depends on the assistance of the Provo City Police Department and 911 services to effectively manage campus safety and emergency issues. Students 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 the Tower or Building 3 is prohibited. Students in violation of this policy are subject to disciplinary action.

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

The Risk Management Committee 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 work. 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. Employees and students will be notified through the ENS.
2. If the closure is expected to last more than 48 hours the University administration will try 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 will update the University's webpage.

1330 Earthquake

Students and employees 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. For students and employees in Building 3, gather near the flag poles in front of Building 3, and report to the Attendance Team. Students and employees in the Tower should gather near the southeast end of the parking lot and report to the Attendance Team.

Students and employees 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. For students and employees in Building 3, gather near the flag poles in front of Building 3, and report to the Attendance Team. Students and employees in the Tower should gather near the southeast end of the parking lot and report to the Attendance Team.
4. Do not try to re-enter the building until so directed.

1340 Violent Act

1. Students and employees should report any concern of potential violence to either a faculty member or Vice President of Student Affairs.
2. If a person is observed exhibiting threatening behavior, a student or employee should immediately call 911, and then notify either a faculty member, Vice President of Student Affairs, or a receptionist.
3. Students and employees should never attempt to confront a person exhibiting threatening behavior.
4. An Incident Report Form is to be completed following the incident and filed with either the Senior Director of Institutional Equity. The Vice President of Human Resources 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 the Tower. Use these locks to prevent an active shooter from entering a classroom. If possible, call 911 and notify the Provost or Chief of Staff who will activate the ENS. In the absence of the Provost and Chief of Staff, notify the President, Director of Facility Operations, VICE PRESIDENT of Academic Administration, Scholarship and VA Benefits Coordinator, PA Administrative Assistant, 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, Vice President 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 try 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, if 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, Vice President of Student Affairs, or receptionist.

1385 Fire

In the event of a fire an employee or student should activate a fire alarm immediately, call 911 and notify either the Provost or Chief of Staff who will make the decision to activate the ENS. In the absence of the Provost and Chief of Staff, the decision to activate the ENS may be made by either the President, Director of Facility Operations, PA Administrative Assistant, VICE PRESIDENT of Academic Administration, or Scholarship and VA Benefits Coordinator.

In Building 3, alarms are located near the breezeways, elevator, and next to the University Store and reception area. There are four (4) fire alarms on the first floor and two (2) on the second floor.

In Building 3, there are four (4) fire extinguishers on the first floor and five (5) on the second floor.

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 in the Tower

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 southeast end of the parking lot.

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 near the flagpoles.

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. When assistance is requested by the authorities, RMU students will report to the Command for instructions.

Employees and 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.
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, which is stored in the Supply Room (105). In the Tower the trauma supplies are located in the Operations Department on the 7th floor

Towels, sheets, and pillows are located in the DPT and PA labs. Director of Facility Operations 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.

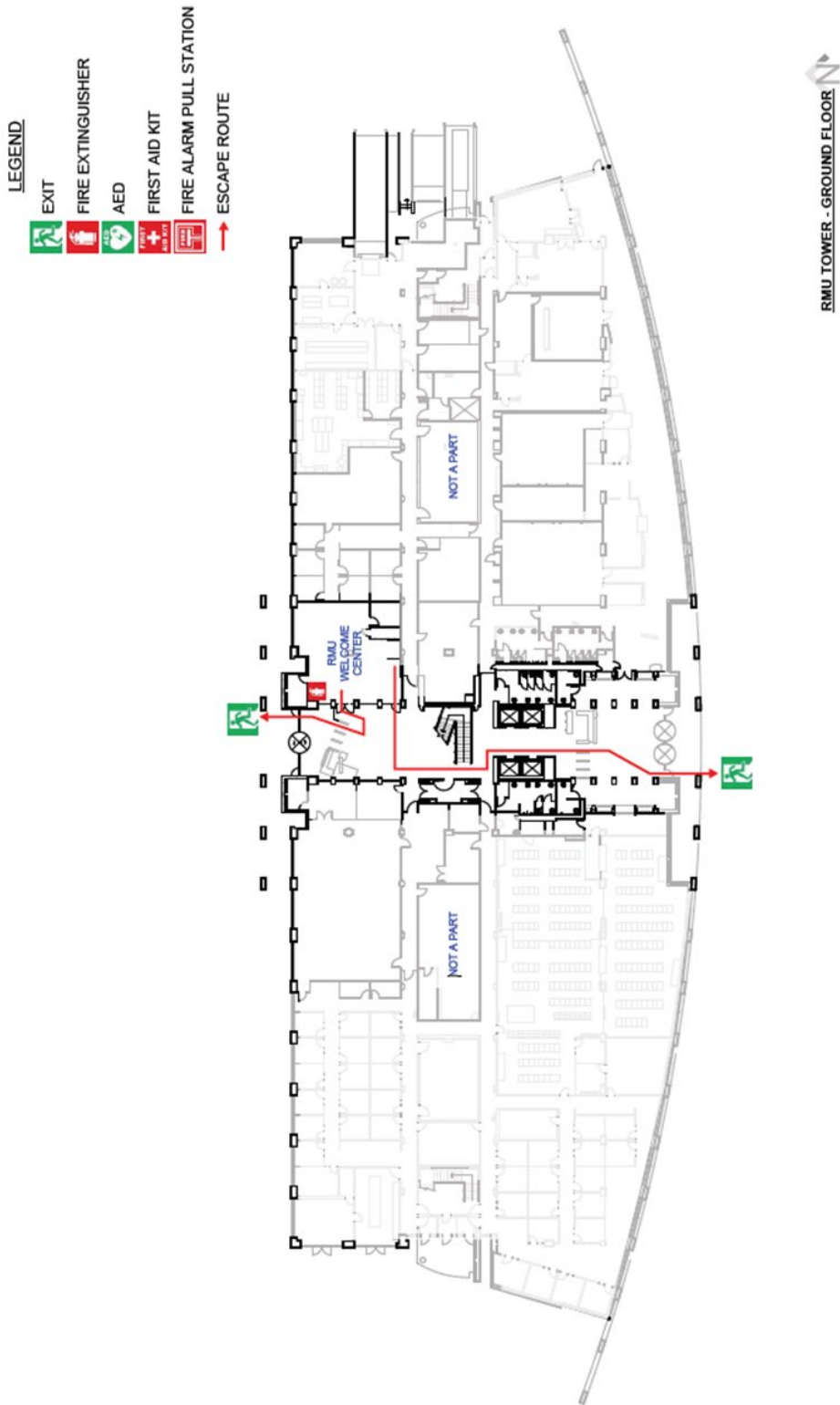
Appendix A: Floorplan - Building 3 First Floor



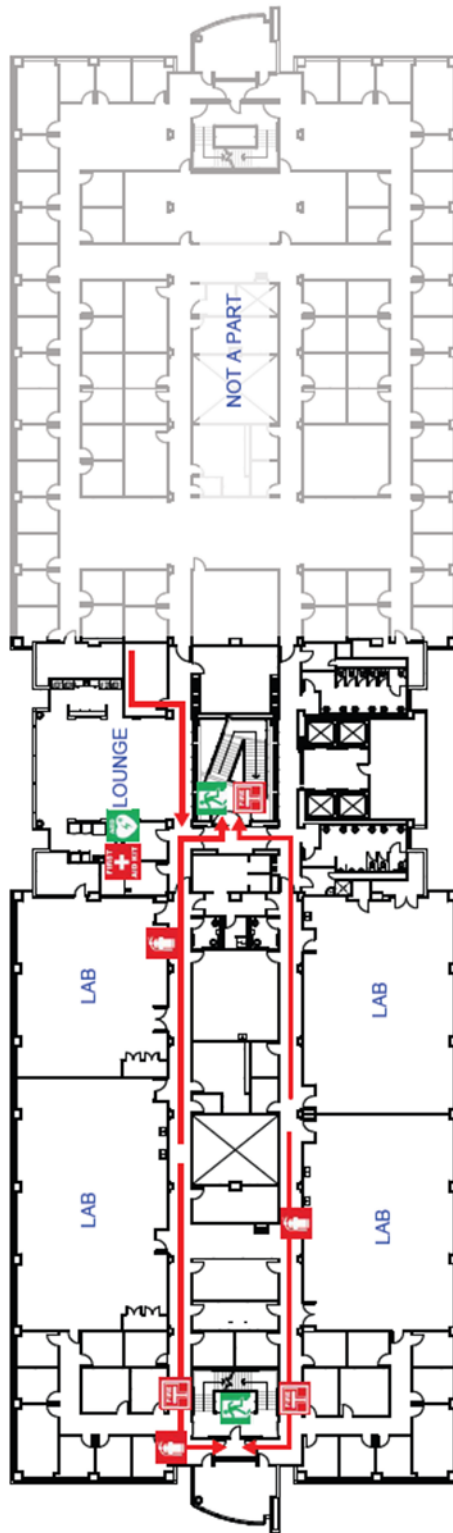
Appendix B: Floorplan - Building 3 Second Floor



Appendix C: Floorplan – Tower – Ground Floor

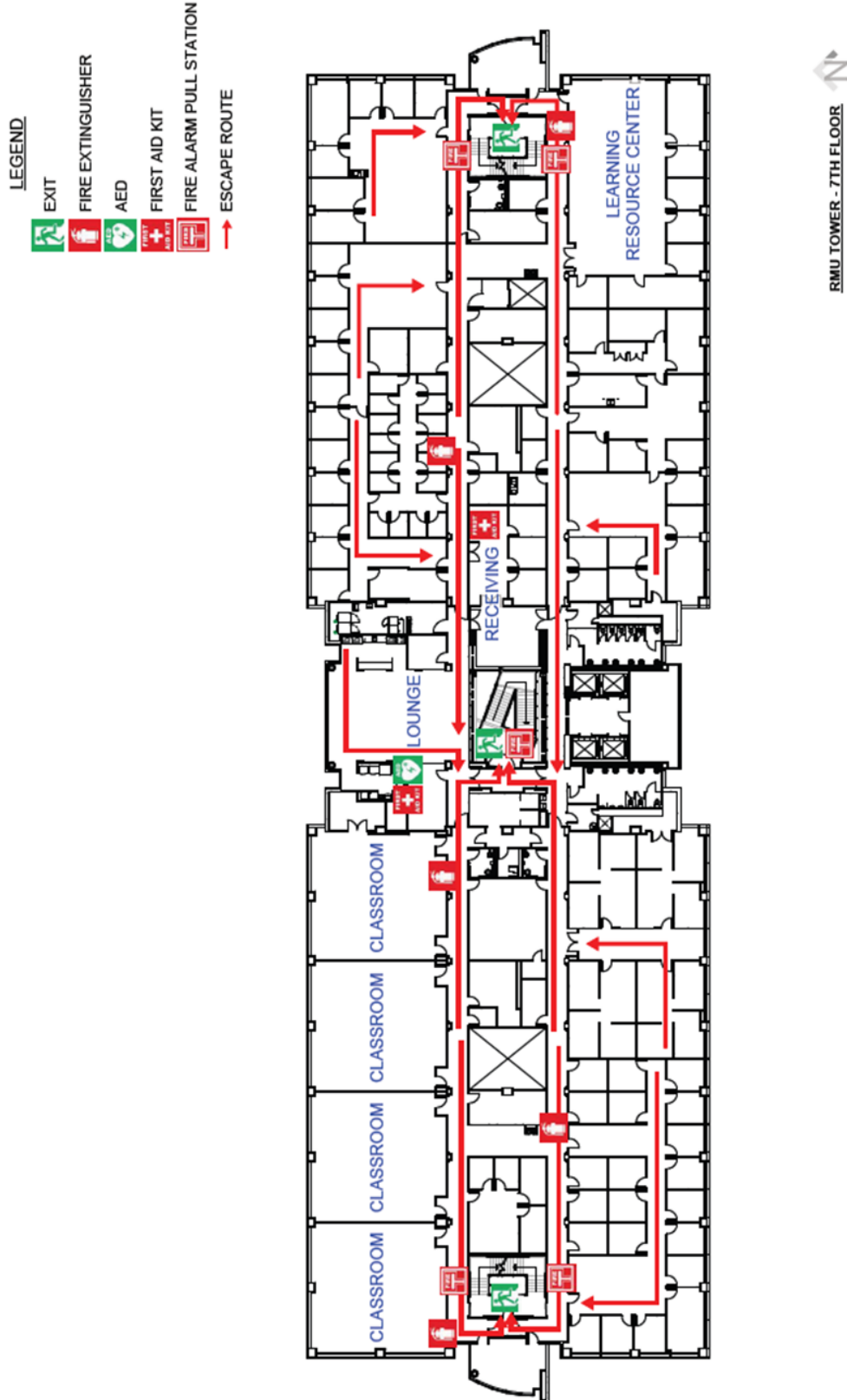


Appendix D: Floorplan – Tower – 6th Floor



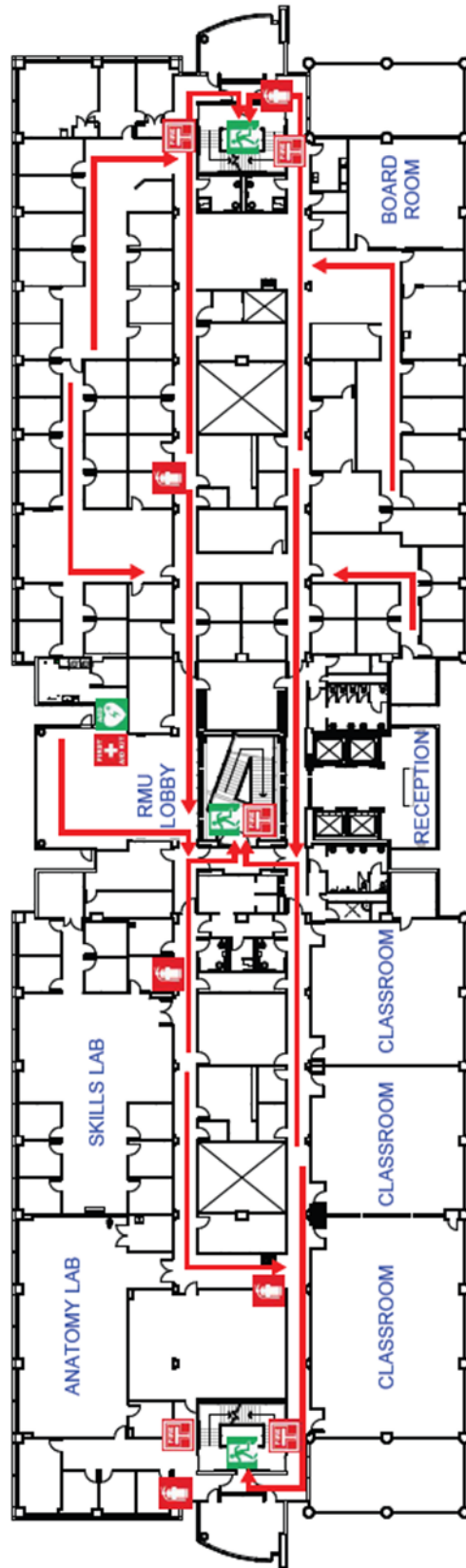
 RMU TOWER - 6TH FLOOR

Appendix E: Floorplan – Tower – 7th and 8th Floor



LEGEND

-  EXIT
-  FIRE EXTINGUISHER
-  AED
-  FIRST AID KIT
-  FIRE ALARM PULL STATION
-  ESCAPE ROUTE




 RMU TOWER - 8TH FLOOR

Appendix F: 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: _____

Waiver of Medical Care

I, the undersigned, choose to waive follow-up medical care which has been recommended in connection to the above detailed incident.

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.

Name (please print): _____

Signature: _____ Date _____

Witness: _____ Date _____

Prepared By: _____

Signature of Preparer _____ Date _____

Signature of Director of Facility Operations (DFO) _____ Date _____

Appendix G: 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 RMU 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