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# **America School of Nursing & Allied Health “ASNAH”**

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## **Emergency Preparedness Plan**

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## **Introduction and Purpose**

America School of Nursing & Allied Health “ASNAH” is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the the School and its surroundings.

## **Goals**

The goals of America School of Nursing & Allied Health in responding to an emergency include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of school facility, property, and the belongings of staff, students, and guests.
- Restore normal conditions with minimal confusion in the shortest time possible

## **Applicability and Scope**

This plan applies to all employees of America School of Nursing & Allied Health and any person occupying the physical plant of ASNAH; to include students, employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

## **Responsibility**

The School Administrator or their designee implements the School Site Emergency Plan when notified of an emergency; orders evacuation from building and/or site as deemed appropriate; collects, analyzes, and reports status and damage information; and determines the need for and requests public safety assistance when necessary.

ASNAH emergency preparedness plan is the responsibility of the administrator to review and update the plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to Esi Gyenin, Program Director.

## **Order of Succession**

Leadership authority during an emergency shall flow downward through the following list of people:

1. Esi Gyenin - Program Director
2. Prince Gyenin - Administrator
3. Alexander Oduro - Lead faculty
4. Elizabeth Yeboah Anderson - Faculty

## **Emergency Communications Plan**

The following crisis, communication plan is provided to inform all staff and students on campus of any situation that could pose a threat to the institution or its occupants.

- During an emergency, faculty and staff will use the following means and methods of communication:
- Call 911 emergency personnel to report an unusual incident or emergency
- Modes of communication include: Landline phone, Cell phone, Text messages

It is imperative that student update the institution with a current phone number in the event of change in numbers. Upon the administration learning of any additional safety threat or any threat specifically described above, text messages will be immediately sent to all faculty member and students' cellular phones describing the situation at hand. The local authorities will be notified immediately by the administration in addition to any prior calls or messages that had been sent to the authorities

## **Trainings**

Students will be given the Emergency Preparedness Plan at the beginning of a new program orientation to review procedures.

A copy of the institution's Emergency Preparedness Plan will be sent to the local and state authorities, so each agency is aware of ASNAH's commitment to being prepared in case of an emergency and so First Responder personnel understand what actions are taking place on campus in the event of said emergency.

## **Media Inquiries**

Inquiries from the media during or after an emergency will be addressed by Program Director or Administrator. Program Director or Administrator will be consulted in releasing any information to the media. At any time, the media can simply be referred to the Program Director or Administrator.

## **Accessibility**

Annually faculty and staff will review emergency preparedness plan. Emergency preparedness plan will be accessed on ASNAH website and in student and faculty catalog.

Students will review emergency preparedness plan on first day of orientation. Student will access Emergency preparedness plan on ASNAH website and in student catalog.

## Emergency Contact Directory

Name	Primary Phone	Secondary Phone
Emergency Department 1 <sup>st</sup> responders	911	
Prince William County Police Department - Woodbridge	911 703-792-7200	
Prince William fire Department -Woodbridge	911 703-494-4171	
Sentara Hospital	703-523-1000	
Prince William Health Department	703-792-7300	
American Red Cross	703 -784 - 3113	
<b>Supervisors</b>		
Esi Gyenin Program Director	703-785-8568	703-897-7507
Prince Gyenin Director of Operations	703-785-8567	703-897-7507
Alexander Oduro, Faculty	703 - 624 - 4317	
Elizabeth Yeboah, Faculty	571 - 343-1681	
Gabrielle Sarpong, Faculty	347-350-4772	

## Emergency Protocols

America School of Nursing & Allied Health (ASNAH) is committed to the safety and well-being of its staff, faculty and students. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the school. It is the responsibility of staff, faculty and students to prepare for emergencies or unexpected happenings.

### Suspicious behavior

- If an individual is displaying suspicious or aggressive behavior, perform the following actions:
- Do not physically confront the person exhibiting the behavior
- Do not let anyone displaying these behaviors into a locked room/building
- Do not block a person's access to an exit
- Call the emergency phone number 911 to report the behavior to authorities
- Notify your immediate, faculty or administrative member immediately

### Violent Incident

- Immediately seek protection/shelter in place.
- Stay behind solid objects away from door.
- Call 9-1-1.
- Minimize noise that may draw attention to your location: turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities and law enforcement.
- When reporting an incident, indicate your location.

### Hostile intruder/Active shooter

In the event of an active shooting situation, perform the following actions immediately:

- If possible, exit the building immediately
- call the emergency phone number 911 to report that an active shooter is in your area to authorities
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible and stay away from all windows.
- All occupants should remain calm and silent and quietly call the emergency phone number 911 to report that an active shooter is in your area
- Evacuate the room only when authorities have arrived and instructed you to do so
- DO NOT: Leave or unlock the door to "see what is happening"
- DO NOT: Attempt to confront or apprehend the shooter, unless you are forced to do this as a last resort
- DO NOT: Assume someone else has called police or emergency personnel; call the authorities yourself

### Fire

- Call 9-1-1 if possible.
- Knock on doors and yell “fire” as you exit the building.
- Make sure all doors are closed
- Evacuate all persons from the building if able to do so safely.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Everyone must exit at the nearest location; move away from the building when evacuating; and assemble in the parking lot.
- Instructors must conduct a roll call to ensure that everyone is present and not left in the building.
- Do not re-enter the building until authorized by emergency personnel.

### **Building Evacuation**

You should familiarize yourself with the evacuation routes posted on campus. If an evacuation order is issued, or if it were necessary to evacuate due to an emergency,

- Take only keys, wallets, and essential belongings with you
- Leave the building immediately.
- Do not investigate the source of the emergency.
- Walk, do not run, to the nearest exit.
- Use stairs, not elevators.
- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call 911 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Department of Safety and Security or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

### **Shelter-in-place**

Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building:

- As notified, go inside the building
- Close all windows and lock doors
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Stay away from windows and doors.
- Barricade the locked doors and all occupants should gather together on the floor away from doors and windows
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.

- Remain calm and await further instructions.

### **Suspicious package**

If a suspicious package or other item is discovered, take the following precautionary measures:

- Do not touch or disturb the object or package
- Isolate the package and evacuate the immediate area
- Call the emergency phone number 911 to report the package to authorities
- Notify your immediate supervisor, faculty, or administrative member immediately

### **Characteristics of Suspicious Packages**

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return addresses.

### **Bomb threat**

If a bomb threat is discovered or made by phone, text, on paper or in person, the following actions should take place:

- Remain Calm
- Get as much information as possible from the threatening caller
- Call the emergency phone number 911 to report the bomb threat to authorities
- Follow the instructions from emergency personnel
- Do not use cell phone

### **Power Outage**

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible. Take your personal belongings with you.
- Do not re-enter the building until authorized by authorities. Listen for information regarding building/campus closings.

### **Severe Weather/Tornado Safety**



- Prepare to shelter in place if ordered.
- Remain calm and alert.
- Remain clear of glass windows or doors.
- Use an interior hallway on the lowest floor possible.
- If you are outside and unable to get to a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

### **Medical Emergency**

If student, visitor, or staff becomes sick, has a health emergency, or an accident occurs an RN or LPN on staff shall take charge.

- A call to 911 is made immediately.
- ALWAYS stay on the phone until the person answering the call ends the conversation.
- REMAIN CALM and CALL FOR HELP.
- Stay with the injured person. Pay close attention to the injured person.
- If bleeding, use appropriate PPE to cover the wound, and apply pressure to control blood loss
- Every effort shall be made to keep the injured person as calm as possible.
- Do not attempt any significant medical procedures.
- Wait for paramedics to arrive
- Notify the Director immediately. He / She will assume responsibility to inform the Institution's insurance carrier.

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