



BAPTIST HEALTH SYSTEM

SCHOOL OF
HEALTH PROFESSIONS

When Caring is Your Calling

EMERGENCY PLAN

2016

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SCHOOL OF HEALTH PROFESSIONS**

EMERGENCY PLAN

The purpose of this plan is to bring together in one place the processes and procedures students and faculty and staff can use to remain safe in the event of various types of emergency situations that may happen on or off campus in the local area. While acknowledging that every situation is different for both the facility and the individuals impacted, this plan is intended to assist individuals in making decisions to protect their safety and the safety of those around them, as well as the security and integrity of the campus facility and equipment.

On-Campus Emergency Line – 55555, from an in-facility phone only

San Antonio Police Department Emergency Line –911

Diane Tyler, Safety Officer – 210-297-9630

Lori Van Doren, Student Health Nurse – 210-297-9163

G4S On-Campus Security – 210-825-1940

Kelsey Hixon, Student Services Receptionist – 210-297-9636, option 0

This plan is reviewed and updated annually by the school’s Safety Officer, Physical Environment Committee, and Leadership team.

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RISK ASSESSMENT

The School of Health Professions is represented on the Baptist Health System (BHS) Regional Environment of Care Committee, which is responsible to monitor and sustain the viability of such areas of the system's hospital and ancillary campuses as safety, security, hazardous materials, utilities, fire safety, emergency management, and housekeeping.

In addition, a member of the Baptist Environment of Care Department sits on the school's Physical Environment Committee, which reviews regulatory requirements to assure compliance with U.S. Department of Education and local, state, and federal requirements for a business occupancy building; suggests education on safe practices for students, faculty, staff, and visitors; suggests education about patient safety for faculty to incorporate into curricula; and reviews occurrence reports, the Daily Crime Log, and other safety data to identify trends and create corrective action plans.

Regular reports at meetings of these committees bring forward topics of emerging interest to faculty, staff, and students as well as routine follow-up in areas noted above.

Annually, a team of representatives from the Environment of Care Committee visits the school's campus to perform a safety/security/hazardous materials walkthrough of the campus. The Physical Environment Committee is provided with a follow-up risk assessment that is acted upon by the school's leadership and/or property management team, as needed.

In addition, faculty, staff, and students are encouraged to report at any time to on-campus security, the school's Safety Officer, any member of the school's Physical Environment Committee, or any department director anything perceived to be a safety issue. Such reports will be investigated and acted upon, as needed.

EVACUATION

There are some emergencies for which evacuating the building during the school day is advisable. Examples include scenarios that would trigger the fire alert system (fire, smoke), a bomb threat, or an environmental hazard (flooding within the building, pervasive odor from an unknown source).

Evacuation will be automatic in the case of a fire alert. Building occupants will be notified by the sounding of audible alarms and flashing lights. Evacuation notices for other events may come through the school's emergency broadcast system or by a room-to-room in-person notice. Other than fire alerts, the school's Safety Officer or President will make the decision to evacuate. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in, until such time as the President is able to take charge.

There are some scenarios for which evacuation is not advisable. Examples include an active shooter on campus, shots fired or police actions near campus, and any perceived safety issue of an unknown cause for which leaving the building may place occupants in greater danger.

Specific information related to notification, gathering places, communication, support, and follow-up are included in specific sections to follow.

LOCKDOWN

A lockdown may be instituted in the case of an event outside the building or in the immediate campus vicinity that may be a threat to the safety of faculty, staff, and students already on campus. Generally, examples include events in which leaving the building or allowing outsiders to come into the building may place campus occupants in greater danger than building evacuation or dismissal from campus (a shooter or other police action nearby).

The school's Safety Officer or President will make the decision to lock down. An announcement may come through the school's emergency broadcast system or by a room-to-room in-person notice. Individuals receiving such a notice off campus will be advised to stay away. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in, until such time as the President is able to take charge.

In the case of a lockdown, on-site security, will lock all exterior doors. If warranted, faculty and staff will lock all interior doors, using either a key or a key card. All occupants will shelter in place until the danger has passed.

Specific information related to notification, communication, support, and follow-up are included in specific sections to follow.

COMMUNICATION

Everbridge is the campus alert system the school uses to inform students, faculty, and staff of emergencies or other timely information that affects the campus. This system sends messages to school email addresses, campus land phones, and registered mobile devices via call or text message.

1. The Information Services team will automatically update student contact information in Everbridge at specified intervals using contact information available in SONIS. Students are requested to keep SONIS up to date for all relevant information.
2. The Safety Officer will update faculty and staff contact information in Everbridge as needed or as updates are reported. Faculty and staff are requested to report any changes in contact information to either the Safety Officer directly or to departmental support staff who will forward such information to the Safety Officer.

The campus alert system is available to provide updates as needed as well as the all-clear message when the danger has passed. In addition, the school's weather line, 210-297-RAIN (7246), may be used to provide updates.

When an event is of enough severity that on-campus classes are delayed or canceled, faculty will notify students of rescheduling details, using individual course notification procedures.

MEDIA

If it is necessary for information to be released to local media and to ensure local media receives accurate and timely information, all information releases will be handled by the school President in coordination with BHS media staff and the President and Chief Executive Officer of the Baptist Health System. It is highly suggested that faculty, staff, and students refrain from talking with media.

COUNSELING

Situations involving high emotion, psychological stress, multiple injuries, and/or death may warrant the assistance of crisis or grief counselors. The school's President will make the decision to arrange for such counseling with the assistance of the BHS Vice President of Mission & Ministry.

TRAINING

Before admission to the school, all resident students are required to view an online orientation that includes safety information related to evacuation, sheltering in place, how to reach emergency personnel, how to notify campus officials of safety violations, weather line, and others. During the first few days of school, resident students also receive information from faculty on codes that cover hospital emergencies, including fire, infant abduction, missing adult, security concerns, internal and external disasters, bomb threat, active shooter, cardiac arrest, and hazardous chemical spills. Students and faculty may have the opportunity to participate in city-wide disaster drills for which additional training specific to the disaster will be provided.

Before reporting to campus as new hires, faculty and staff attend new employee orientation provided by BHS Staff Development where the same hospital safety topics are covered. School-specific safety training is covered within the department during the first 30 days of employment. In addition, employees in leadership roles and full-time resident faculty are required to complete emergency management training applicable to health care organizations offered by the U.S. Department of Homeland Security.

The school observes National Campus Safety Awareness month every September, with the Physical Environment Committee selecting one or two topics of interest to the campus community. Hard copy and electronic postings, brochures, and other methods of distributing information will be used.

EMERGENCY FIRST AID

A portable automatic external defibrillator is available in the first floor corridor. Instructions for use are located on the unit itself. An audible alarm, intended to bring additional assistance, will sound when the cabinet door is open.

A first aid kit containing basic first aid supplies, such as adhesive bandages and alcohol wipes, is located inside the Student Services Department suite on first floor.

A wheelchair is available in the Student Services Department suite on first floor.

The Student Health Nurse may be called upon to assist with emergency first aid. In the absence of the Student Health Nurse, other health care personnel on campus may be called upon to assist. If the injured party needs or requests transport to medical care, whoever is available may contact either a family member or other personal contact or 911 if appropriate or necessary. If Emergency Medical Services (EMS) is being summoned, the school Safety Officer or on-campus security should also be notified. On-campus security will place the hospital elevator in independent service mode, if necessary, and meet EMS at the front door to provide escort to the injury location.

Employees who are injured on campus will follow the Baptist procedure for work-related employee accidents available on the Baptist intranet via PolicyManager.

SHP students injured while in class or clinical and who choose to seek EMS transport and/or emergency room service must show proof of insurance and will be responsible for payment. If, the student sustains an injury from a blood or body fluid exposure (BBFE) while at clinical, the student is to notify the instructor, complete an occurrence report on the intranet, and see the Employee Health Nurse at the facility as soon as possible. Appropriate follow-up/referral will be determined by the Student/Employee Health Nurse.

VEHICLE ACCIDENT ON CAMPUS

Any individual involved in or witnessing a vehicle accident on campus – in a parking lot or driveway or elsewhere – should follow these steps.

1. First and foremost, be certain the area is safe.
2. If you are qualified and able to administer first aid, do so. Never attempt to move an injured person, unless a life-threatening situation, such as fire, exists.
3. Notify on-campus security at 210-825-1940 and be prepared to provide as many details as possible, including location, number of vehicles involved, and any injuries you are aware of.
4. On-campus security will alert the San Antonio Police Department (SAPD), if necessary, and the school's Safety Officer. The Safety Officer will alert the school's President. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be unavailable, other health care personnel on campus may be called upon to assist. If the accident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President.
5. All involved individuals should remain on the scene; however, individuals should not attempt to detain other individuals who attempt to leave the scene. Remaining individuals should make note of any identifying characteristics of those leaving, including vehicle information and in particular the license plate number of the departing vehicle.
6. If the accident is minor, SAPD may not come to campus but instead may initiate a telephone report. In the event of a minor accident that does not involve injuries, involved individuals may elect to not contact SAPD.
7. If SAPD or other emergency authorities come to campus, all parties will be subject to that authority and appropriate follow-up as the authority may require. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
8. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up. In addition, on-campus security will complete the security company's own internal security report for distribution as needed.

Note: The school is not responsible for damage to vehicles or injury to individuals because of a vehicle accident. Students, faculty, staff, visitors, contractors, and others are responsible to carry appropriate and adequate vehicle insurance.

CAMPUS/WORKPLACE ACCIDENT

Any individual involved in or witnessing a workplace accident anywhere on campus should follow these steps.

1. First and foremost, be certain the area is safe.
2. If you are qualified and able to administer first aid, do so. Never attempt to move an injured person, unless a life-threatening situation, such as fire, exists.
3. Notify on-campus security at 210-825-1940 or the call the emergency line at 55555 (from an in-house phone) and be prepared to provide as many details as possible, especially location.
4. On-campus security will alert the school's Safety Officer. The school's Safety Officer will alert the school's President and the employee or student's department director, if appropriate. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be unavailable, other health care personnel on campus may be called upon to assist. If the accident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President.
5. Any involved individuals should remain on the scene; however, individuals should not attempt to detain other individuals who attempt to leave the scene.
6. If the cause of the accident is seen to be a spill, whoever is available to alert newcomers to the scene should do so while on-campus security obtains and places wet-floor signs and retrieves clean-up equipment. If the cause is other than a spill and continues to constitute a hazard, anyone who is available to do so may be employed to alert newcomers to the scene, direct others away from the area, and/or assist with removing the hazard.
7. If the injured party needs or requests transport to medical care, whoever is available will contact either a family member or other personal contact or 911 if appropriate or necessary. If Emergency Medical Services (EMS) is being summoned, on-campus security will place the hospital elevator in independent service mode and meet EMS at the front door to provide escort to the injury location.
8. Employees who are injured will follow the Baptist procedure for work-related employee accidents available on the Baptist intranet via PolicyManager.
9. SHP students injured while in class or clinical and who choose to seek EMS transport and/or emergency room service must show proof of insurance and will be responsible for payment and follow-up with the Student Health Nurse.
10. In the event the accident was caused by a building hazard or results in a needed repair, the Safety Officer will arrange for a work order immediately following the accident. If the accident occurs after daytime hours, during the weekend, or in the absence of the Safety Officer, on-campus security will arrange for a work order.

11. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up, including notification to Worker's Compensation if applicable. In addition, the on-campus security officer will complete the security company's own internal security report for distribution as needed.

INCLEMENT WEATHER – HEAVY RAIN, FLOODING, ICE, SNOW

The school's weather line, 210-297-RAIN (7246), will be used to communicate school closure or delay of classes. In any weather situation, the overriding consideration is the safety of the individual.

1. The school's President will seek information from the National Weather Service and local media and generally follow the decisions of local public school entities, such as Northside Independent School District.
2. The school's President, in coordination with the school's program leadership, will make the decision to cancel or delay classes. If necessary, the school's President will be in communication with the Baptist Health System President and Chief Executive Officer. The school's President will record a notice on the weather line by 5:00 a.m. and notify Baptist Health System media so an announcement may be distributed to local news media. Weather line updates will be recorded as needed throughout the day and into the evening, as needed.
3. Should an extreme or threatening weather event develop during the school day, the school President may initiate an Everbridge emergency alert to all students, faculty, and staff. The alert will briefly identify the threat and suggest what individuals should do.
4. If the weather event develops after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President, until the President is able to take charge.
5. On-campus security may be called upon to assist with notifying classes, securing doors, placing wet floor signs, and any other activity as needed.
6. If the event includes tornado activity, high winds, large hail, or other life-threatening or potentially damaging conditions, building occupants should immediately move away from windows and into interior corridors and other enclosed spaces (restrooms, storage areas, interior offices, work rooms, etc.). Individuals outdoors should immediately seek shelter, staying away from trees and structures that may attract lightning or not withstand high winds.
7. Remain calm and stay together as much as possible until the danger passes.
8. If the electrical power goes down, the building has 20 minutes of battery power for emergency lighting. The Safety Officer or on-campus security will contact the property management team for an assessment of the potential length of the outage based on estimates from CPS Energy. If necessary, the Information Services team will begin immediate shut-down procedures of the school's technology infrastructure. The school's President will make a determination on whether to end the school day. Such notice will be delivered in person throughout the building and by Everbridge if possible. In addition, a recording will be made to the weather line.
9. In the event a weather event results in damages, the Safety Officer will arrange for a work

order immediately following the incident. If the incident occurs after daytime hours, during the weekend, or in the absence of the Safety Officer, on-campus security will arrange for a work order.

10. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be unavailable, other health care personnel on campus may be called upon to assist. If the weather event occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President until the President is able to take charge.
11. If necessary, particularly if there are injuries (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up, including notification to Worker's Compensation if applicable. In addition, the on-campus security officer will complete the security company's own internal security report for distribution as needed.

In the case of torrential rain and local flooding conditions while driving, use extreme caution at flooded intersections, water over a bridge or the pavement, low-water crossings, or anywhere where water is present. If in doubt, turn around, don't drown.

NATURAL DISASTER – TORNADO, EARTHQUAKE

The school's weather line, 210-297-RAIN (7246), will be used to communicate school closure or delay of classes. In any weather situation, the overriding consideration is the safety of the individual.

1. The school's President will seek information from the National Weather Service and local media as well as incoming information from Baptist Health System safety personnel.
2. If time allows, the school President may initiate an Everbridge emergency alert to all students, faculty, and staff. The alert will briefly identify the threat and suggest what individuals should do.
3. In the event of tornado activity, high winds, large hail, earthquake or tremors, or other life-threatening or potentially damaging conditions, building occupants should immediately move away from windows and into interior corridors and other enclosed spaces (restrooms, storage areas, interior offices, work rooms, etc.). Individuals outdoors should immediately seek shelter, staying away from trees and structures that may attract lightning or not withstand high winds.
4. Do not attempt to leave campus. Remain calm and stay together as much as possible until the danger passes.
5. If the weather event develops after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President, until the President is able to take charge.
6. In the event of damage to the campus building, the school Safety Officer, President, or on-campus security will contact the property management team for an assessment of the safety of the building, particularly in the case of a direct hit by a tornado or earthquake activity in the medical center area.
7. If the electrical power goes down, the building has 20 minutes of battery power for emergency lighting. If necessary, the Information Services team will begin immediate shut-down procedures of the school's technology infrastructure. The school's President in coordination with the school's leadership team will make a determination on whether to end the school day. Such notice will be delivered in person throughout the building and by Everbridge if possible. In addition, a recording will be made to the weather line.
8. On-campus security may be called upon to assist with notifying classes, securing doors, placing wet floor signs, and any other activity as needed.
9. In the event a weather event results in damages, the building engineer will arrange for necessary support to make repairs.
10. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be

unavailable, other health care personnel on campus may be called upon to assist. If the weather event occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President until the President is able to take charge.

11. If necessary, particularly if there are injuries (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up, including notification to Worker's Compensation if applicable. In addition, the on-campus security officer will complete the security company's own internal security report for distribution as needed.

In the case of torrential rain, local flooding conditions, or high winds while driving, use extreme caution particularly at flooded intersections, water over a bridge or the pavement, low-water crossings, or anywhere where water is present. If in doubt, turn around, don't drown.

NATURAL DISASTER – HURRICANE

A hurricane event with the potential to impact the San Antonio metropolitan area will generally arrive with advance notice and can have the potential to deliver torrential rains and/or spawn tornado activity. The school's weather line, 210-297-RAIN (7246), will be used to communicate school closure. In any weather situation, the overriding consideration is the safety of the individual.

1. The school's President will seek information from the National Weather Service and local media as well as incoming information from Baptist Health System safety personnel. The decisions of local public school entities, such as Northside Independent School District, may also be considered.
2. The school's President, in coordination with the school's leadership team, will make the decision to cancel classes. If necessary, the school's President will be in communication with the Baptist Health System President and Chief Executive Officer. The school's President will record a notice on the weather line by 5:00 a.m. and notify Baptist Health System media so an announcement may be distributed to local news media. Weather line updates will be recorded as needed throughout the day and into the evening, as needed.
3. On-campus security may be called upon to assist with securing doors, placing wet floor signs, mopping up water, visually inspecting the grounds, and any other activity as needed. On-campus security will contact the building management team engineer and/or school President of developments as needed.
4. If the electrical power goes down, the building has 20 minutes of battery power for emergency lighting. On-campus security will contact the property management team for an assessment of the potential length of the outage based on estimates from CPS Energy. If necessary, the Information Services team will begin immediate shut-down procedures of the school's technology infrastructure.
5. In the event of damage to the campus building from tornado activity, the school Safety Officer, President, or on-campus security will contact the property management team for an assessment of the safety of the building. Should other damages be seen, the Safety Officer will arrange for a work order immediately following the incident.

In the case of torrential rain, local flooding conditions, or high winds while driving, use extreme caution at flooded intersections, water over a bridge or the pavement, low-water crossings, or anywhere where water is present. If in doubt, turn around, don't drown.

The school may be called upon to loan resources, such as patient beds or nursing or other personnel, in support of rescue or refugee efforts in affected areas either locally or farther afield. Such efforts will be coordinated by Baptist Health System safety personnel under the direction of South Texas Regional Advisory Council.

POWER OUTAGE

In the event of a power black-out resulting from a weather event or utility failure, the building has 20 minutes of battery power for emergency lighting.

1. The school Safety Officer, President, or on-campus security will contact the property management team for an assessment of the potential length of the outage based on estimates from CPS Energy.
2. All employees and students should remain at their locations, moving to a room with a window or emergency lighting as appropriate, while a determination is made regarding the cause and expected length of the outage. The Safety Officer and President will tour the building, handing out flashlights as needed.
3. On-campus security will remain in the first floor lobby as the front door will automatically lock down. Access by visitors and guests to the school will be limited to a very short duration and only to the first floor.
4. If the outage is believed to be prolonged, the Information Services team will decide whether to begin shutdown procedures of the school's technology infrastructure.
5. The school's President, in coordination with the school's leadership team, will make the decision to cancel classes. If necessary, the school's President will be in communication with the Baptist Health System President and Chief Executive Officer. If the decision is to cancel classes, such notice will be delivered in person throughout the building and by Everbridge if possible. In addition, a recording will be made to the school's weather line.
6. Upon the decision to cancel classes, students and employees will exit the building and depart campus as soon as reasonably possible. Access to SONIS, Moodle, and other school resources may be interrupted for the duration of the event. Off-site clinical activities that are unaffected by a campus power outage would continue as scheduled.
7. If the event occurs after daytime hours or during the weekend, on-campus security will contact the school's President for direction.
8. Once power is restored, the Information Services team will institute re-start procedures to bring the technology infrastructure back on line.
9. The building engineer will institute re-start procedures for the building's HVAC equipment and check other systems as necessary. In the event the incident results in damages, the building engineer will arrange for necessary support to make repairs.
10. The Department of Medical Imaging faculty will observe re-start procedures for their lab's imaging equipment.

11. The President will update the school's weather line with an all-clear notice. The Information Services team will send an all-clear notice via Everbridge as well as post electronic notices as needed for the online community.
12. At the conclusion of the event (preferably within 24 hours), the Safety Officer will submit a Baptist Health System online Occurrence Report.

WATER OUTAGE

In the event of a water outage caused by a planned utility event, the property management team will notify the school's President. Such events are generally planned for short duration (less than an hour) or after school hours.

1. An unplanned event or a planned event of long-enough duration to negatively impact campus activity may be cause for cancellation of classes.
2. The school's President, in coordination with the school's leadership team, will make the decision to cancel classes. If necessary, the school's President will be in communication with the Baptist Health System President and Chief Executive Officer. If the decision is to cancel classes, such notice will be delivered in person throughout the building and by Everbridge if possible. In addition, a recording will be made to the school's weather line. Updates will be available through the school's weather line.
3. Upon the decision to cancel classes, students and employees will exit the building and depart campus as soon as reasonably possible. Off-site clinical activities or online activities that are unaffected by a campus water outage would continue as scheduled.
4. The building engineer will monitor water systems as necessary. In the event the incident results in damages, the building engineer will arrange for necessary support to make repairs.
5. The President will update the school's weather line with an all-clear notice. The Safety Officer or Information Services team may send an all-clear notice via Everbridge.
6. At the conclusion of the event (preferably within 24 hours), the Safety Officer will submit a Baptist Health System online Occurrence Report.

CAMPUS/WORKPLACE VIOLENCE

Workplace violence can include any threatening behavior on the part of students, potential students, employees, family members, visitors, contractors, vendors, and intruders – against others on campus. Included in workplace violence are harassment, assault, bullying, cyberbullying, disruptive behavior, and other verbal or nonverbal actions that constitute a threat or perceived threat or that result in property loss or damage, either to school or personal property.

1. If you are the target of the violence, try not to take the attack personally but do try to remove yourself from the scene, if possible. In trying to leave the scene of the confrontation, remain in a public area if at all possible.
2. If you are a witness, attempt to calm the confrontation or separate the parties if possible.
3. Students, faculty, or staff who feel they may be at risk of being targeted for violence (for example, in the case of domestic violence) are encouraged to disclose the situation to school authorities (school President, Education Counselor, Student Health Nurse, etc.). When possible, the school will take steps to assist in the safety of the individual as well as safeguard others who may come in contact with the potential aggressor.
4. In the case of violence occurring or obvious imminent violence, notify on-campus security at 210-825-1940 or call the emergency line at 55555 (from an in-house phone) and be prepared to provide as many details as possible, especially location.
5. On-campus security will alert the school's Safety Officer. The school's Safety Officer will alert the school's President. If a firearm or other deadly weapon is displayed, a call to 911 may also be initiated. In this event, a Code White situation may be ensuing.
6. When the situation has been defused, on-campus security may be requested to escort the aggressor off campus.
7. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be unavailable, other health care personnel on campus may be called upon to assist. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President.
8. If SAPD or other emergency authorities come to campus, all parties will be subject to that authority and appropriate follow-up as the authority may require. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
9. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up. In addition, on-campus security will complete the security company's own internal security report for distribution as needed.

DOMESTIC VIOLENCE/STALKING

Any student or faculty or staff member involved in a domestic violence or stalking event who believes such event could follow him/her to campus is advised to notify his/her program or department director, who will notify the school's President. An SAPD case number or court restraining order is also advisable for the individual's own protection. A description of the offender is helpful and will be provided to on-campus security and appropriate others, as needed.

1. At no time is information on the specific whereabouts of students or faculty or staff members provided to outside parties. Should an outside party arrive on campus requesting such information and persist in being assisted with such information, the individual will be asked to leave campus and on-campus security will be contacted to assist, if necessary.
2. In the case of violence or obvious imminent violence, notify on-campus security at 210-825-1940 or call the emergency line at 55555 (from an in-house phone) and be prepared to provide as many details as possible, especially location.
3. On-campus security will alert the school's Safety Officer. The school's Safety Officer will alert the school's President. If a firearm or other deadly weapon is displayed, a call to 911 may also be initiated. In this event, a Code White situation may be ensuing.
4. When the situation has been defused, on-campus security may be requested to escort the aggressor off campus.
5. If SAPD or other emergency authorities come to campus, all parties will be subject to that authority and appropriate follow-up as the authority may require. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
6. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up. In addition, on-campus security will complete the security company's own internal security report for distribution as needed.

PERSONAL VIOLENCE

This section refers to personal violence against women, gay/lesbian individuals, transgender individuals, and any other person and can take the form of written, cyber (email, social media, discussion board postings), verbal, or physical abuse; sexual harassment; sexual assault; date or acquaintance rape; or any other sex offense directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

1. The first priority, particularly in the case of physical violence, is to get to a place of safety.
2. The school strongly advocates that the victim report the incident in a timely manner as time is a critical factor for evidence collection and preservation, especially in the case of rape or other physical assault.
3. Students, faculty, or staff may report an assault that occurs on campus to on-campus security, school administration, Student Health Services, the San Antonio Police Department, or the Rape Crisis Center (210-349-RAPE). If the victim has not contacted SAPD, the school President or designee will do so on the victim's behalf. In addition, if either the victim or the aggressor is a BHS employee, the BHS Vice President of Human Resources may be notified.
4. If SAPD or other emergency authorities come to campus, all parties will be subject to that authority and appropriate follow-up as the authority may require. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
5. The school President or Student Health Nurse will guide the victim through available options for assistance, support, and/or counseling as needed or desired. Available options may include the school Student Health Nurse, school Education Counselor, BHS Clinical Pastoral Education, or San Antonio Rape Crisis Center.
6. Investigations will be confidential and follow the guidelines identified in the Academic Catalog (“Addressing Violations of Unprofessional Conduct”).
7. While the investigation into an alleged offense is in progress, the victim has the option to alter the academic or workplace situation, if such changes are reasonably available. The school President will work with the victim's program or department director to determine what arrangements may be made.
8. Any student or employee found guilty of any form of personal violence against another student or SHP or BHS employee or against a patient or family member in any clinical experience may be suspended or dismissed from the school for the first offense.
9. Records of investigations are confidential.

CIVIL DISTURBANCE

Campus demonstrations are rare events and are expected to be peaceful and non-obstructive. However, if this is not the case, or if a demonstration in the community were to spill over onto the school campus, the following guidelines will be followed.

1. Anyone having knowledge of a campus demonstration – peaceful or otherwise – is expected to report such activity to the school President immediately. The school President has the right to deny such activity on campus.
2. On-campus security will contact SAPD for assistance with demonstrations in the community that are impacting campus activities, including access to campus from the street or adjacent driveways.
3. If a peaceful or approved on-campus demonstration becomes disruptive or does not disperse when directed to do so or at a previously agreed-upon time, on-campus security will contact the school Safety Officer or President. If the demonstration – peaceful or otherwise – persists, on-campus security will contact SAPD for assistance with crowd control, dispersing the demonstration, and/or tickets for disturbing the peace or official trespass. If necessary, demonstrators may be arrested.
4. If SAPD or other emergency authorities come to campus, all parties will be subject to that authority and appropriate follow-up as the authority may require. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
5. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up. In addition, on-campus security will complete the security company's own internal security report for distribution as needed.

Note: The school is not responsible for damage to vehicles or injury to individuals because of a campus demonstration.

CODE RED – FIRE, SMOKE

Code Red is the identifier for a fire situation. In the event of smoke or extreme heat caused by flames, the fire alert system, consisting of both audible alarms and flashing lights, will be automatically activated. The system will also be activated by physically engaging any fire alarm pull station. Unannounced drills will be held at least annually.

1. If possible, contain the fire by closing all doors. If available, wet towels or blankets may be placed at the base of doors to contain smoke.
2. Extinguish the fire if it is safe to do so with the available equipment. Fire extinguishers are located in corridors at several locations on each floor.
3. In every instance, when the fire alarm alert system is activated, all occupants will immediately evacuate the building. Close all doors behind you as you leave, but do not engage locks.
4. Evacuation will first be horizontally away from the source, if the location is known. Once away from the immediate vicinity, evacuate down. Always use stairs to evacuate, never elevators. Make your way down and to the front of the building. If you are in the lower level, make your way out via the nearest exit and around to the front of the building.
5. Each floor has assigned wardens who will quickly check all rooms to ensure all occupants have evacuated. In the event an individual is unable to evacuate, the floor warden should be informed of such inability and the individual may take shelter in any stair well. Upon arriving at the evacuation area, floor wardens will report to the school's Safety Officer, President, or on-campus security that the floor is either vacant or that there are sheltering individuals including who they are and where they are sheltering.
6. The assembly location is in the Faculty/Staff parking area, near the grassy area between the two Faculty/Staff parking areas. Avoid standing in driveways where you could be in danger from arriving emergency vehicles. Should it be necessary to move further from the building, you will receive direction from the school's Safety Officer, President, or on-campus security as to where.
7. The fire alert system will automatically contact the school's monitoring company as well as the San Antonio Fire Department. The monitoring company will notify the property management company, who will notify a building engineer to report to the scene.
8. If safe to do so, the building engineer and on-campus security will begin initial procedures to identify the source of the incident. The building engineer may take steps to safeguard the building, including switching off HVAC, as appropriate. As soon as possible, on-campus security will be dispatched to report to the Safety Officer or President and to direct traffic as emergency personnel begin to arrive.
9. If any individuals are sheltering within the building, the school's Safety Officer, President, or on-campus security will report their locations to SAFD personnel. The involved floor

warden should remain nearby in the event additional information is needed. SAFD personnel will be responsible to institute rescue activities, as needed.

10. All parties will be subject to SAFD and/or San Antonio Police Department authority and appropriate follow-up as required. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
11. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President, until the President is able to take charge. The President will contact Baptist Health System security and/or corporate leadership.
12. Once the situation is deemed to be under control and the building is declared safe, the Safety Officer or other emergency authorities will announce the all-clear. Students and employees will be allowed to return to classrooms or work stations or may be released for the day. Floor wardens may be asked to remain behind for a debriefing.
13. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be unavailable, other health care personnel on campus may be called upon to assist.
14. If injured individuals need or request transport to medical care, whoever is available will contact either a family member or other personal contact or 911 if appropriate or necessary. Employees who are injured will follow the Baptist procedure for work-related employee accidents available on the Baptist intranet via PolicyManager.
15. In the event the incident results in damages, the building engineer will arrange for necessary support to make repairs.
16. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up, including notification to Worker's Compensation if applicable. In addition, the on-campus security officer will complete the security company's own internal security report for distribution as needed.

All occupants should know how to properly utilize a fire extinguisher. The **PASS** acronym is offered to assist:

P = **Pull** the pin from the fire extinguisher.

A = **Aim** the nozzle at the base of the fire.

S = **Squeeze** the handle.

S = **Sweep** back and forth along the base of the fire.

CODE WHITE – ACTIVE SHOOTER INSIDE THE BUILDING

The safety of students, faculty, and staff is the number one priority. If it can be done safely and without potential for loss of life, the first option is always to get out of the building and away from the area. Any attempt to rescue others should only be made if it can be accomplished without further endangering persons inside a secured area. Announced and/or unannounced drills may be held.

1. Remain calm and quiet. Sound the alarm by dialing “55555” from any internal facility phone. This is a dedicated number that connects to the school’s Safety Officer or the Receptionist on the first floor. In the event this phone is not answered, after several rings the call will roll to an operator offsite. Quietly give as much information as possible: location of shooter, type of weapons, direction of travel, description of shooter, etc. After disconnecting from the 55555 call, if possible, dial 911, providing the same information to police dispatch.
2. If possible, second and subsequent callers should also dial “911.” Quietly give as much information as possible: location of shooter, type of weapons, direction of travel, description of shooter, etc.
3. The school’s Safety Officer or President or an off-site operator will institute an emergency alert with information and instructions, which will be delivered to internal facility phones, cell phones, and school email addresses that have been entered into the Everbridge alert system.
4. The school’s President will be in communication with the Baptist Health System President and Chief Executive Officer.
5. Try to warn others in the area to take immediate shelter or safely evacuate the area.
6. If exiting the building is not possible, take cover in any room that can be locked or barricaded. Barricades can be made from tables, chairs, desks, etc. Faculty or staff will activate electronic locks on doors with card readers. Any doors that also must be locked with a key from the outside should be locked by faculty or staff as quickly and quietly as possible.
7. Turn off all light sources, including computer monitors, laptops, and cell phones. Where possible, close window blinds or shades.
8. Turn off or otherwise silence radios, computers, cell phones, and any other devices that emit sounds.
9. Move away from the line of sight of door windows and take advantage of whatever cover/protection is available (i.e., brick walls, thick desks, filing cabinets). Get down on the floor or under a desk, bed, or other large object.
10. If sheltering with a group, quietly discuss how to overpower the shooter should it be necessary to defend yourself from immediate and certain harm.

11. Do not attempt to engage law enforcement on the scene. Provide specific information when asked and follow instructions exactly. Expect to be treated as a suspect until you have been checked out.
12. Do not interact with media. All media contacts will be handled by the school President or Baptist media staff.
13. All parties will be subject to SAPD authority and appropriate follow-up as required. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
14. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President, until the President is able to take charge. The President will contact Baptist Health System security and/or corporate leadership.
15. The Safety Officer or other emergency authorities will announce the all-clear via the Everbridge alert system. Room to room notice may also be implemented to be certain all parties have been notified and to make note of any injuries or other adverse effects. Students and employees will be allowed to return to classrooms or work stations or may be released for the day.
16. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be unavailable, other health care personnel on campus may be called upon to assist. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President.
17. If injured individuals need or request transport to medical care, whoever is available will contact either a family member or other personal contact or 911 if appropriate or necessary. If Emergency Medical Services (EMS) is being summoned, on-campus security, if available, will place the hospital elevator in independent service mode and meet EMS at the front door to provide escort to the injury location.
18. Employees who are injured will follow the Baptist procedure for work-related employee accidents available on the Baptist intranet via PolicyManager.
19. SHP students injured while in class or clinical and who choose to seek EMS transport and/or emergency room service must show proof of insurance and will be responsible for payment and follow-up with the Student Health Nurse.
20. If it is determined that access to counseling services is of importance, the President will contact the Baptist Health System Vice President of Mission & Ministry for assistance with providing services.
21. In the event the incident results in damages, the Safety Officer will arrange for a work order immediately following the incident. If the incident occurs after daytime hours, during the

weekend, or in the absence of the Safety Officer, on-campus security will arrange for a work order.

22. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up, including notification to Worker's Compensation if applicable. In addition, the on-campus security officer will complete the security company's own internal security report for distribution as needed.

CODE WHITE – HOSTAGE SITUATION

If you find yourself being held as a hostage either as a result of a Code White alert or otherwise, remain calm. Be patient and avoid drastic action. The first 45 minutes are the most dangerous. Be alert and follow instructions.

1. Do not speak unless spoken to and then only when necessary. Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor.
2. Try to rest. Avoid speculating, but expect the unexpected.
3. If medications, first aid, or restroom privileges are needed by anyone, say so.
4. Be observant. You may be released or able to escape. You can help others with your observations.
5. Be prepared to speak with law enforcement personnel on the telephone.
6. If you have not been taken hostage or have been able to escape, sound the alarm by dialing “55555” from any internal facility phone. This is a dedicated number that connects to the school’s Safety Officer or the Receptionist on the first floor. In the event this phone is not answered, after several rings the call will roll to an operator offsite. Quietly give as much information as possible: location of situation, type of weapons, number of hostages, number and description of hostage takers, state of hostages (injuries), etc. After disconnecting from the 55555 call, if possible, dial 911, providing the same information to police dispatch.
7. If possible, second and subsequent callers should also dial “911.” Quietly give as much information as possible: location of situation, type of weapons, number of hostages, number and description of hostage takers, state of hostages (injuries), etc.
8. If a Code White active shooter alert is not already in effect, the Safety Officer, President, or off-site operator will institute an emergency alert with information and instructions, which will be delivered to internal facility phones, cell phones, and school email addresses that have been entered into the Everbridge alert system.
9. The school’s President will be in communication with the Baptist Health System President and Chief Executive Officer.
10. All parties will be subject to SAPD authority and appropriate follow-up as required. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
11. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President, until the President is able to take charge. The President will contact Baptist Health System security and/or corporate leadership.

12. The Safety Officer or other emergency authorities will announce the all-clear via the Everbridge alert system. Room to room notice may also be implemented to be certain all parties have been notified and to make note of any injuries or other adverse effects. Students and employees will be allowed to return to classrooms or work stations or may be released for the day.
13. In the event of injuries, either the Safety Officer or the President will alert the school's Student Health Nurse, if she is not already aware. Should the Student Health Nurse be unavailable, other health care personnel on campus may be called upon to assist. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President.
14. If injured individuals need or request transport to medical care, whoever is available will contact either a family member or other personal contact or 911 if appropriate or necessary. If Emergency Medical Services (EMS) is being summoned, on-campus security, if available, will place the hospital elevator in independent service mode and meet EMS at the front door to provide escort to the injury location.
15. Employees who are injured will follow the Baptist procedure for work-related employee accidents available on the Baptist intranet via PolicyManager.
16. SHP students injured while in class or clinical and who choose to seek EMS transport and/or emergency room service must show proof of insurance and will be responsible for payment and follow-up with the Student Health Nurse.
17. If it is determined that access to counseling services is of importance, the President will contact the Baptist Health System Vice President of Mission & Ministry for assistance with providing services.
18. In the event the incident results in damages, the Safety Officer will arrange for a work order immediately following the incident. If the incident occurs after daytime hours, during the weekend, or in the absence of the Safety Officer, on-campus security will arrange for a work order.
19. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up, including notification to Worker's Compensation if applicable. In addition, the on-campus security officer will complete the security company's own internal security report for distribution as needed.

CODE BLACK – BOMB THREAT, SUSPICIOUS PACKAGE

Yellow or light green CODE BLACK AID cards are provided on lecterns and desks and in conference rooms and classrooms. Any threat will be treated as the real thing, rather than as a hoax. Use the card to try to elicit information about the caller and the device.

1. Remain calm and listen carefully to the caller and background sounds. Note the caller ID, if available, and any of the caller's identifying characteristics (gender, accent, wording, emotion). Try to keep the caller on the line, while continuing to gather information. Listen for clues that the caller is familiar with campus. If possible, fill in the blanks on the Code Black Aid card while on the phone with the caller. If not, fill in the blanks or write down as much as you can remember as soon as the call ends. Do not hang up the phone at the end of the call.
2. If you have found a suspicious package, do not touch or attempt to open it. If possible, cover the item with a trash can or other large container. If you have touched a package and find it contains an unknown substance, wash your hands with soap and water as soon as possible.
3. From a different in-school land phone, call the emergency line at 55555 and be prepared to provide as many details as possible, especially location. Do not use a cell phone to call out and do not call a cell phone.
4. The school's on-campus security or Safety Officer will alert the San Antonio Police Department (SAPD). The Safety Officer will alert the school's President and the property management team. If the incident occurs after daytime office hours or during the weekend, any available faculty member may stand in for the Safety Officer or President, until the President is able to take charge. The President will contact Baptist Health System security and/or corporate leadership as needed.
5. Remain where you are – security personnel or school administration will come to you. While waiting, write down as much as you can remember about the call or about what you observed about the package, if you haven't already done so. Use the Code Black Aid card and add anything that you remember that may not be included on the card.
6. If SAPD or other emergency authorities come to campus, all parties will be subject to that authority and appropriate follow-up as the authority may require. This includes all involved parties, on-campus security, and school personnel who may have been called upon to assist – until such time as the authority releases all parties.
7. Notification of the need to evacuate the building will be in person by school employees coming to classrooms, labs, office areas, common areas, etc. The assembly area is at the front of the building in the Faculty/Staff parking area. Do not stand in driveways. Observe and follow instructions for assembly further away from the building, if needed. All should remain on campus, however, do not attempt to detain anyone who attempts to leave campus.

8. School employees may be asked to assist in searching the facility for suspicious packages or items out of place. The school's Student Health Nurse or Education Counselor may be called upon to provide medical or emotional assistance to involved individuals.
9. Do not interact with media. All media contacts will be handled by the school President or Baptist media staff.
10. Emergency authorities will announce the all-clear, at which time students and employees will be allowed to return to classrooms or work stations or may be released for the day.
11. In the event the incident results in damages, the Safety Officer will arrange for a work order immediately following the incident. If the incident occurs after daytime hours, during the weekend, or in the absence of the Safety Officer, on-campus security will arrange for a work order.
12. At the conclusion of the event (preferably within 24 hours), a Baptist Health System online Occurrence Report will be submitted by any involved employee. Baptist Risk Management personnel will coordinate any follow-up, including notification to Worker's Compensation if applicable. In addition, the on-campus security officer will complete the security company's own internal security report for distribution as needed.

PANDEMIC RESPIRATORY INFECTIOUS DISEASE

To prevent the spread of infectious agents at the school and among the surrounding communities, the Student Health Nurse in coordination with the Baptist Health System infection prevention personnel under the direction of the local health authority has the authority to implement processes for responding to a pandemic respiratory infectious disease.

1. Faculty and staff will receive educational materials from school leadership and at faculty/staff meetings as well as via electronically distributed email and other postings or newsletters. Students receive educational materials from faculty in class, via email and other postings, and in student meetings, such as Student Government Association.
2. Faculty, staff, and students will comply with Baptist Health System guidance regarding immunizations, including exceptions and exclusions. The Student Health Nurse will coordinate vaccinations and maintain records.
3. All incidents of communicable illness are required to be reported on the online Reporting Significant Illness/Infections among Healthcare Workers form. Alternately, reports may be made to the Student Health Nurse via email or in person. Department directors will report illness among their faculty and/or staff. Faculty will report student illness.
4. Students are required to clear with the Student Health Nurse before returning to class or work. Faculty and staff will report in to their department director and may be required to clear with the Student Health Nurse.
5. Based on the daily monitoring of cases or illness, the Student Health Nurse and school President, in communication with the program leadership, may choose to cancel or reschedule clinical activities and/or classes. In addition, all persons entering the building may be required to undergo screening for temperature or other influenza symptoms. Masks and alcohol hand sanitizer may be used as needed.
6. If a decision is made to cancel classes, the school President will record a notice on the weather line by 5:00 a.m. In addition, the school Safety Officer may initiate an Everbridge alert to all students, faculty, and staff. Updates will be provided as necessary.
7. In the event of widespread illness among employees in the Baptist Health System hospitals, unaffected faculty/staff may be called upon to assist with hospital staffing needs.
8. As the pandemic event comes to a close, the school will arrange with the property management team to schedule deep cleaning of the campus building by the housekeeping crew.