

INTRODUCTION

An emergency is an incident or set of circumstances that present immediate risk to safety, health, life or property. Emergencies are often sudden and without warning; and can include injuries, criminal activity, accidents and natural disasters. Being physically and mentally prepared in advance of an emergency, improves our ability to respond effectively if ever one arises here at Logan University. Please familiarize yourself with information in this handbook as it takes each of us to help keep our campus community safe.

This guide is the result of collaboration and planning with several departments. We will effort to keep our procedures updated, as the nature of risk and safety is fluid and changes over time. If you have questions or need more information you may contact:

Floyd Padgett
Campus Security
636-230-1900

Herb Caldwell
Chief of Compliance
636-230-1932

Barron Smith
Plant Supervisor
636-230-1981

This guide will provide information on Logan's response to:

- Accidents & Incidents
- Fire & Natural Disaster
- Violent or Armed Campus Threat
- Public Health Outbreak
- Medical Emergencies
- Campus Safety
- Inclement Weather
- Hazardous Materials/Chemical Spill
- Bomb Threat/Suspicious Activity
- Medical Emergencies

Advance Emergency Preparation:

Emergencies by their very nature can be sudden and unpredictable, so some planning and preparation prior to an occurrence, may help mitigate against negative impact.

- A. Familiarize yourself with this guide, evacuation checkpoints and shelter in place locations.
- B. Collect light supplies: water, portable radio, flashlight, first aid kit
- C. Receive or update training in First Aid, CPR and use of a fire extinguisher

ACCIDENTS & INCIDENTS

In an effort to maintain a safe and healthy campus environment, accidents and incidents that occur on University property must be reported. It is the intent of the University to minimize accidents, injuries and illnesses by correcting identified causes when appropriate and feasible.

Definitions

"Accidents" are events that cause injury or illness to a person. Even "minor" injuries such as cuts or sprains are considered accidents. If in doubt, treat a situation as if it were an accident.

"Incidents" are near-miss events that have the potential of causing personal injury. Any event that causes damage to University property is also considered an incident.

"Occupational accidents" are accidents that occur to a University employee while conducting work related activities for the University.

"Non-occupational accidents" are accidents that occur to university students, volunteers, or visitors while they are on campus or off campus attending or participating in a university sponsored activity. This includes University employees under the following circumstances:

- I. The employee is in a non-work status and becomes injured while attending or participating in a university sponsored activity.
- II. The employee is injured while conducting non-work related activities, such as jogging, racquetball, tennis or basketball, while in an official work status.

Employees are responsible for:

- Following safe work practices.
- Reporting any conditions that they consider unsafe to Campus Security.
- Promptly reporting occupational accidents and incidents to Campus Security and Human Resources.

Failure to report an occupational accident may result in the denial of benefits under worker compensation laws.

Human Resources is responsible for:

- Obtaining prompt medical treatment for the injured employee and consulting with Campus Security in securing the accident scene as appropriate.
- Entering injury information in Paycom and CCMI
- In the case of accidents that result in "lost time" injury, must be reported to the Missouri Bureau of Worker's Compensation within 30 days

NOTE: In the case of accidents that result in fatality or the hospitalization of three or more employees, the report must be submitted IMMEDIATELY. *The University is required to report any such incidents to the local Occupational Safety and Health Administration (OSHA) office within eight hours of the incident.*

Campus Security is responsible for:

- Securing the accident scene as appropriate.
- Investigating occupational accidents in areas secure photos. . Investigations should be conducted using the Accident/Incident Report and Investigation.
- Assuring proper employee involvement in occupational accident investigations in an attempt to get their input into the cause.
- Contact appropriate department head concerning the unsafe conditions or actions that contributed to the accident as appropriate (i.e. issuing a work order).
- Assuring that emergency equipment (i.e., fire extinguisher, spill cleanup, etc.) used in the accident, contacting the appropriate department to replace or returned to normal operating condition.

When accidents requiring **immediate medical attention** occur on campus, **911** should be called immediately, followed by a call to Campus Security at ext.1900.

CAMPUS SAFETY

Of highest priority is the health, well-being and safety of our students, employees, visitors and guests; it takes each of us to help keep our campus community a safe place. Campus Security is central to our by offering professional safety and service 24 hours a day, 7 days a week. They are located at the main entrance of the Administration building and can be reached at 636-230-1932.

If ever a campus emergency or catastrophic event, we will reach out via EC2, which is our emergency notification system comprised of an outdoor siren, audible speakers, mass email, cellphone, telephone and desktop alerts. Please check-in with Campus Security to ensure that the system is updated with your current information.

No member of our community should feel unsafe; please contact Campus Security immediately if you are being harassed, threatened, or if you witness workplace/relationship violence, assault or sexual harassment. Logan also has a dedicated sexual harassment policy, and the Title IX Coordinator should be contacted 636-230-1932 or titleix@logan.edu if you have experienced, been a witness to, or received a report of sexual harassment or misconduct.

Campus Emergencies

All incidents, accidents and campus emergencies are to be reported to Campus Security, which will initiate contact to the Plant Supervisor and/or the Chief of Compliance. If an event arises to the established threshold of a campus emergency or natural disaster, communication will be escalated to the Senior Official so that an executive decision can be made. Communication for an executive decision shall be made in this order:

I. The University President

II. Vice President of Admin. Services...if the President is away or unavailable

III. Provost...if the President and VP for Admin. are away or unavailable

If the above members of the Emergency Response Leadership are away or unavailable, in co-operation with attending cabinet members the Plant Supervisor, Chief of Compliance together with consultation from Campus Security, Public relations and other key personnel, are responsible to make an executive decision aligned with established protocol and procedures in the best interest of safety for the campus community.

Once an executive decision is made regarding a qualifying campus event, the Emergency Management and Emergency Support Teams will employ the established protocols and communication to ensure the safe and best outcome in the event of an incident, campus emergency or natural disaster.

FIRE & NATURAL DISASTERS

If You Discover a Fire:

- Yell “Fire!” “Fire!” “Fire!”
- Manually activate the fire alarm system.
- If safe to do so, immediately exit the building, closing doors behind you. (Do Not Use The Elevators!)
- Call 911 and notify Logan Security at (636) 230-1900 or extension 1900 (from a campus phone) so that they may warn others and assist the Fire Department.

When You Hear the Fire Alarm:

- Walk to the nearest exit. (Do Not Use The Elevators!)
- Assist persons with special needs. See the Emergency Evacuation Chair Procedures ‘Evac Chairs’ (Evacuation Chairs) at the end of the guide.
- If you know or suspect someone is trapped inside the building, call 911.
- Gather outside at a designated rally point (the Outdoor Athletic Fields and Parking Lot #2) and do not attempt to re-enter the building until instructed to do so by Logan Security or firefighters.

If Trapped in a Room:

- If possible, place wet cloth material around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal to someone outside, but Do Not Break Glass until absolutely necessary as outside smoke may be drawn into the room.

If Caught in Smoke:

- Drop to hands and knees and crawl toward an exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

Using a Fire Extinguisher:

- If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.
- Fire Extinguisher Instructions:
 - Pull safety pin from handle.
 - Aim at base of fire.
 - Squeeze the trigger handle.
 - Sweep from side to side at base of fire.

Tornado Watch:

A Tornado Watch means that atmospheric conditions are right for the development of a tornado. Although nothing may develop, you should keep alert by listening to radio, television or weather radio for the latest weather information. Be prepared to take cover should the weather change or if a warning is issued.

Tornado Warning:

A Tornado Warning means a tornado has been sighted or is indicated by radar. People in the path of the storm should take immediate lifesaving actions.

If the emergency tornado warning system has been activated...Take Shelter Immediately

- When the warning sirens sound, seek shelter, preferably in a basement or below-ground evacuation location. A steel-formed or reinforced concrete building provides some protection. In a multi-story building, seek shelter in an interior hallway or a lower floor. Check local radio and television stations, internet, smart phone, etc. concerning the tornado warning.
- Stay away from outside walls, exterior doors and windows and glass windows or partitions. Do not open windows.
- Basements and interior hallways or rooms on lower floors offer good shelter.
- In a vehicle, get out and seek shelter in a nearby well-built structure. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay prone; face down, with your hands covering your head.
- After the all clear, leave badly-damaged buildings, if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).
- If you are surrounded by debris, be aware that removing some of it can cause other debris or parts of the building to collapse. If it is not safe or possible to leave the area, stay there until assistance arrives.
- Do not attempt to return to the building unless directed to do so by Logan Security. Do not attempt to turn on or off any utilities or other equipment.

Campus Shelter Locations:

- **Administration Building Second Floor** – Move to lowest level in Administration Building by the lockers outside the Cafeteria
- **Alumni & Friend's House** – Move to the Pantry bathroom and close the door behind you.
- **Bookstore** –lowest level in Administration Building by lockers outside the Cafeteria
- **Cafeteria** – Move to area outside of Cafeteria near lockers
- **Classroom Wings** – 142A-B and 156A-B – Move to lowest level of Administration Building hallway near G48-G49
- **Suites 137 and 150, and their adjacent offices** – Move to lowest level of the Administration Building hallway near G48-G49.
- **Student Center** – Move to lowest level of the Administration Building hallway near G48-G49

- **G102, G105, G107** – Stay inside the classroom
- **G46, G48, G49** – Stay inside the classroom
- **G50** – Move to the hallway outside the classroom
- **G2-G3** – Move to the hallway outside the classroom
- **Goodman Library** – Move o lowest level in Administration Building by lockers outside the Cafe
- **Maintenance Building** – Move to area by the break room
- **Montgomery Health Center** – Move to lowest level by Radiology area
- **Purser Center** – Move to hallway area by the catering room
- **Fuhr Science Building** – Lowest floor hallway between stair#1 and stair#2
- **Wellness Center** – Move to the men’s restroom

All-Clear Message:

When the danger has subsided, an All-Clear message will be given over the loud speakers on campus and through the emergency notification system. St. Louis County does not declare an All-Clear through their siren system. Public Safety will attempt to notify the community when the threat has expired but it will take several minutes to do so. It is recommended that community members also monitor local media sources or weather radio during the storm so they will know when the threat has expired.

EARTHQUAKE

If a major earthquake were to occur, Logan University must be prepared to provide its own resources for a period of time. It is always a good idea to maintain certain supplies in your office/classroom (see the “Introduction” section of this document for ideas).

If Inside:

- **Drop-Cover-Hold! Stay there! DO NOT run outside. (Do Not Use Elevators!)**
- Take cover underneath sturdy furniture or against an inside wall until the shaking stops.
- Stay away from windows and objects that could fall on you.
- Help persons with special needs, if they need assistance.
- Persons with wheelchairs should lock brakes.

If Outside:

- **Drop-Cover-Hold!** Move away from trees, buildings, walls, and power lines.
- Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
- Stay in a fetal position until the shaking stops.
- Watch for downed power lines and debris.

After The Shaking Stops:

- **Do Not** use regular or cellular telephones **Except** to report serious injuries.
- Assist in the building evacuation of persons with special needs, if safe to do so. See the Emergency Evacuation Chair Procedures ‘Evac Chairs’ (Evacuation Chairs) at the end of the guide.
- Tune portable radios to an Emergency Broadcast Station (EBS), and follow instructions given.
- Watch for downed power lines and debris.
- Be prepared to evacuate if instructed to do so.
- Logan Security will provide instructions for immediate action by means of door-to-door alerting, vehicle loud speakers, telephone, e2Campus notifications and/or bullhorns.
- If personnel are instructed to evacuate, see “Evacuation” section of this guide.

EVACUATION

A building evacuation will be ordered when an evacuation is deemed to be safer than remaining inside the building, such as in a fire. The safest evacuation route can only be determined after the location of the hazard is known. Therefore, it is critical that you be familiar with all exit routes. If time permits, secure your office/classroom and take personal items.

As you evacuate, assist those who require assistance and note blocked and/or hazardous areas. Persons with special needs who require assistance evacuating should notify Logan Security prior to an actual emergency so planning measures may be taken. Once outside the building, caution should be taken to avoid public safety staging areas and parking lots. Any suspicious objects or actions should be reported at once.

In an Evacuation:

- Walk, Do Not run.
- Do Not use the elevators.
- If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact Logan Security at (636) 230-1900 or extension 1900 (from campus phones) for assistance with location. See the Emergency Evacuation Chair Procedures ‘Evac Chairs’ (Evacuation Chairs) at the end of the guide.
- Gather outside at a designated rally point (the Outdoor Athletic Fields and Parking Lot #2). There, your supervisor will account for all personnel.
- If you cannot return to your building, wait for instructions from Logan Security or other authority in charge.

“Delayed” Evacuations:

In some instances, it is safer to delay an evacuation than it is to leave a building. For example, when smoke or fire is immediately outside your room, live electrical wires bar access to the exit or individuals with mobility disabilities are below ground floors or on upper floors.

- If the hazard is fire or smoke, see “FIRE” section of this guide.
- If the hazard causes elevators to become inoperative (fire alarm sounds):
 - Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow the directions of Logan Security.
- If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

Once outside the building, caution should be taken to avoid public safety staging areas and most parking lots. Any suspicious objects or actions should be reported to public safety officials at once. It is imperative you meet at the rally points so emergency personnel can determine if anyone is missing.

Do not leave until you have been instructed to by an Evacuation Monitor (EM) or have heard the announced “All Clear.” The Evacuation Monitors (EM) are responsible for directing the evacuation from their assigned areas and assuring everyone has left the buildings and has reached the assigned rally point. Please understand that due to immediate confusion and size of the disaster, it could take several minutes before the Evacuation Monitors (EM) responsible for the rally point to arrive.

The primary evacuation rally points are the **Outdoor Athletic Fields** and **Parking Lot #2** near the Alumni and Friends House. As you proceed to the rally points, avoid blocking public safety response vehicles. Evacuation Monitors will provide instructions if an alternate evacuation rally point is required.

Parking Lot #2



Athletic Fields



Location	Evacuation Point	Evacuation Monitor
Administration Bldg. 2nd Floor North	Athletic Field: Star 1	Help Desk Manager (Eric Saller & Becky Horton)
Administration Bldg. 2nd Floor South	Lot 2: Star 2	Accounts Payable (Sam Ali & Jim Sheehan)
Admissions & Financial Aid	Lot 2: Star 2	Dir. of Financial Aid (Laurel Miller & Kerry Hallahan)
Administration Bldg. – First Floor West Wing	Athletic Field: Star 1	Academic Affairs (Laura Kuenen)
Classrooms 142A & 142B	Athletic Field: Star 1	Instructor & Class Education Coordinator
Administration Bldg. – First Floor East Wing	Athletic Field: Star 1	Academic Support (Scott Mall)
Classrooms 156A & 156B	Athletic Field: Star 1	Instructor & Class Education Coordinator
Student Center	Athletic Field: Star 1	Academic Support (Scott Mall & Laura Kuenen)
Learning Resource Center	Star 1 or Star 2	LRC Director (Ellen Dickman & Sheryl Walters)
Administration Lobby	Athletic Field: Star 1	Communications Coordinator (Kathy DeBord)
Administration Center - First Floor South Hall	Athletic Field: Star 1	VP of Human Resources (Nichole Nichols)
Assessment Center	Lot 2: Star 2	Dir. of Assessment (Kristin Petrocco-Napuli)
Montgomery Health Center	Lot 2: Star 2	Director of Clinic (Jason Goodman, Sara Thoele)
Classrooms G46 through G50	Athletic Field: Star 1	Instructor & Class Education Coordinator
Administration Center - Lower Floor North	Athletic Field: Star 1	Dir. Of Academic Tech. (Mike Chappel)
Cafeteria & G9	Lot 2: Star 2	Director of Food Service (Jason Haefner)
Classrooms G2 & G3	Lot 2: Star 2	Instructor & Class Education Coordinator
Classroom G134	Lot 2: Star 2	Instructor & Class Education Coordinator
Radiology Lower Floor South	Lot 2: Star 2	Dir. Of Diagnostic Imaging (Erica Collier & Dr. Kuhn)
Purser Center	Star 1 or Star 2	Director of Events (Emily Ratliff)
Science Bldg. 2 nd Floor	Athletic Field: Star 1	Assistant Professor (Meadow Campbell)
Science Building - Anatomy Lab; Amphitheater	Athletic Field: Star 1	Assistant Professor (Craig Gillam)
Science Bldg. 1 st Floor	Athletic Field: Star 1	Assistant Professor (Sarah Luderer & Mark Gelsthorpe)
Science Bldg. Basement	Athletic Field: Star 1	Associate Professor (Christopher Fahs)
Alumni & Friend's House	Lot 2: Star 2	VP of Alumni Relations (Ralph Barrele)
Wellness Center	Athletic Field: Star 1	Dir. Of Sports & Activities (Robert Powell)



INCLEMENT WEATHER

Campus Closure: In the event of severe weather, natural disaster, or other emergency that poses a hazard or high level of risk for safety, campus may be closed. During the closure of campus all classes, meetings and events are cancelled (*includes clinic operations, Purser Center and any other venture*). All campus offices are to be closed, and no services will be available outside of those provided by essential personnel. Students, visitors and employees (*excluding essential personnel*) should not be present on site during campus closure.

Early Dismissal: is the suspension of the enterprise after class/work has already commenced. As a cautionary measure due to inclement weather, early dismissal provides an opportunity for students, visitors and employees to avoid potential hazardous conditions.

Late Start: is a delay in starting the class/work day. As a cautionary measure due to inclement weather, late start allows additional time for roads to be cleared, and safe travel to campus. The work day will begin at 9:00am, classes will start at 9:30am.

Essential Personnel: Facilities, Ground Crews, Campus Security and other staff as determined by the Vice President for Administrative Services as being necessary to maintain campus and have it prepared for re-opening.

Authorization: Vice President for Administrative Services in consultation with the President makes the decision on inclement weather closure. The VP for Admin. Services may consult with Plant Supervisor, Chief of Compliance & Engagement, other members of Cabinet and key personnel in making the determination to close campus, have early dismissal or late start.

Procedure: The VP for Admin. Services will monitor current weather conditions as well forecasted conditions. An assessment of campus roadways, sidewalks, as well street and highway conditions in the area. Priority will be to ensure that students, employees and guest can safely travel between campus and their home or preferred destination. Depending on the level of risk and safety, a decision will be made: *campus closure, early dismissal, late start*

Communication:

Decision about altered campus availability will be made as soon as there is enough sufficient information to reliably do so. The effort will be to have a decision made by 6:00 am for campus closure and late start. Decision for early dismissal will be made by 1:00pm. It shall be understood that weather and road conditions may vary the times of when decisions and announcements can be made.

The communication team will alert the campus community via text message and university email about the status of campus availability. Messaging will also be on our website, on our phone systems and with prominent radio and TV outlets. If there is a campus closure or early dismissal on a day where the enterprise has already begun, the closure messaging will be clear as to what time campus will be closed, so that students, guests and employees can safely plan to vacate campus.

HAZARDOUS MATERIALS

Only trained and authorized personnel are permitted to respond to handle hazardous materials. Call 911 immediately in the case that there is a major hazardous leak or spill.

For a Major, Hazardous Spill or Leak:

- Activate the nearest fire alarm.
- Immediately evacuate the area, closing doors behind you.
- Call 911 and notify Logan Security at (636) 230-1900 or extension 1900 (from campus phones).
- **Do Not** attempt to clean up the spill yourself.
- Provide clean-up/rescue personnel with appropriate Materials Data Sheets (MDS) and other pertinent information.
- Once outside, move upwind from the release.

For a Minor, Hazardous Spill or Leak:

- Attempt to contain the spill – **Do Not Allow Anything to Leak into the Drains!**
- Wear proper personal protective equipment while cleaning up according to the MDS.
- Notify Logan Security at (636) 230-1900 or extension 1900 (from a campus phone).

Suspicious Package

Members of Logan's Shipping and Receiving Department are thoroughly trained on how to handle incoming mail, so by the time it reaches employees the mail should be safe. The below information is provided as a precaution for your safety and for general knowledge.

- Do not open suspicious mail
- Do not shake, empty or otherwise disturb contents
- If contents spill out of package, do not try to clean it up
- Alert others nearby
- Notify Logan Security at 636-230-1900 or extension 1900 (from campus phones) or if needed, call 911

ARMED CAMPUS THREAT (ACT)

Logan University is a safe campus nestled in a safe community; but if ever an individual were on campus armed and posing a violent threat, the campus would be locked down and the emergency notification system engaged.

Immediate Actions

- Call 911, providing situation and location, as soon you can safely do so.
- Alert others to the situation as soon as you can safely do so.
- Be aware of your surroundings, act rapidly and decisively.
- Assist others, but do not let them slow you down.

Run

- If you have a good sense of the ACT's location and can safely evacuate the area
- Evacuate to an area that is far enough away to be safe from potential safety
- Provide an update by calling 911 when safe to do so

Hide

- If you are uncertain of the ACT's location, or believe them to be in your immediate area
- Restrict ACT access by barricading and tying off the door (using belts, cables, clothing)
- Remain quiet and out of view (silence cell phones)
- Do not open the door or respond to anyone except for verified emergency personnel

Fight

- As a last resort if face to face with the ACT, and there is no option to run or hide
- Attempt to incapacitate the ACT with any available means
- Be loud and aggressive and fight as though your life depends on it...it very well may

BOMB THREAT

Most bomb threats are received by phone and must be taken seriously until proven otherwise.

What to do if you receive a call like this?

- **Signal a person nearby.** When a threat is made over the phone, signal someone to call Logan Security at 636-230-1900 or extension 1900 (from campus phones) and 911 while you are on phone.
- **Document information.** This information is very helpful to police. Do not hang up the phone even if you think the caller is done. The longer the call is, the easier it is to trace who is calling.
- **Ask questions of the caller**
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place this bomb?
 - Where are you?
 - What is your name/address?
- **Take note of the following specifics**
 - Gender of caller
 - Estimate age of caller
 - How did caller's voice sound? Excited, Calm, Deep, Raspy, Familiar, Lisp, Disguised, Accent, Laughter, Deep Breathing?
 - Time/Date
 - Are there any background sounds?
- **Final Notes**
 - Never threaten the caller or be disrespectful
 - Try to remain as calm as possible so you can think clearly

POWER OUTAGES

Most power outages will be brief, but occasionally an outage can extend for many hours. When an outage occurs please remain where you are and wait for official communication.

During an Outage:

- In any length of outage, remain in your work area if it is safe to do so.
- If the power is out in your immediate area but not all of campus, please notify Logan Security Department at (636) 230-1900 or extension 1900 (from a campus phone) or the Physical Plant at (636) 230-1980 or extension 1980 (from a campus phone).
- Check in with your supervisor and wait for official communication about the expected length of the outage and next steps.
- In brief outages, the power will be restored quickly and you can return to work. You may need to restart computers or telephones.
- For longer outages, Logan's facilities staff will contact the local power company for an estimate of the length of the outage.
- Based on the expected time to restore service, Logan's Chief Financial Officer will determine whether a school closing is warranted.
- In all cases, the campus community will receive instructions and updates through the public address system, as well as emails, text messages and voice messages from the emergency notification system. Remain calm and follow the directions.
- If a building evacuation is called for, follow the evacuation instructions outlined in this guide.
- In the event of an extended power outage, please work with your supervisor to ensure that essential functions and time sensitive activities are covered.

Preparing for a Power Outage:

- Keep a flashlight and spare batteries in your work area. Do not use candles or other types of flame for lighting.
- Be sure your cell phone is enrolled in Logan's emergency notification system so you will receive up-to-date information and notifications (see the Information Technology pages of Logan's website for instructions).
- Have Logan Security phone number (636) 230-1900 and/or Physical Plant number (636) 230-1980 pre-programmed into your cell phone.
- Pre-program the phone numbers of your supervisor and other members of your work group into your cell phone to help facilitate communication and coordinate work responsibilities.

PUBLIC HEALTH OUTBREAK

Logan University has developed procedures to mitigate against risk to the educational enterprise in the case of significant spread of a communicable disease on campus or in the community. A Public Health Outbreak may include infectious disease such as: influenza, measles, COVID-19, malaria or similar.

As we include evidence informed decision making as an institutional value, our policy and practice will be shaped by science and guidance from the World Health Organization, Center for Disease Control and Prevention (CDC) and the St. Louis County Department of Public Health. In alignment with best practice per the Federal Emergency Management Agency (FEMA), our process includes:

- Development of a committee or task force to address specific needs and logistics
- Consultation with local health officials to determine severity of the PHO
- Analysis of potential campus impact to determine suspension of normal operations
- Continuity plans, to address altered teaching, learning and university functions
- Communication strategy to ensure stakeholders are updated at every phase

MEDICAL EMERGENCIES

All Logan students and employees are encouraged to learn first aid and CPR and view a blood borne pathogens training film. Consult with the Human Resources Department for more information (636) 230-1719 or extension 1719 (from campus phones).

Before initiating care for a victim where there is a risk for touching blood or body fluids consider using gloves or other personal protective equipment to reduce spread of infection. Generally, the risk for infection is low with mouth-to-mouth resuscitation. If you have an exposure to someone else's blood or body fluids, please report this to the Health Center as soon as possible.

If you are trained, the following are reminders about how to perform various first aid actions:

**Always Check the Scene to Be Sure It Is Safe for You to
Approach the Victim.
If It Is Not Safe Call 911, Don't Become a Victim Yourself.**

Do not move the victim unless the scene is becoming unsafe, you are trained to do so, or you need to move the victim to access or provide care to the victim.

Assess Your Adult Victim First!

- Tap and shout "Are you okay?"
- If no response, call 911, **Call Logan Security at (636) 230-1900 or extension 1900 (from a campus phone)** or send someone to do so.
- Tilt head back, lift chin.
- **Look, Listen, Feel** for breaths every 5 seconds.

Start Rescue Breathing - If there is a pulse but No Breathing

- **Quickly give two breaths.** Each breath should make the chest rise.
- If victim's chest does not rise when the first breath is delivered, perform head tilt-chin lift again before giving second breath.
- Continue until help arrives or victim recovers.

Standards for Adult CPR

- First check responsiveness and breathing simultaneously. If the victim is unresponsive and not breathing call 911 and have someone locate an AED.
- Begin CPR using the CAB method.
 - **C-Compressions:** Place your hands on the lower half of the victim's breastbone and begin providing 30 compressions at a rate of at least 100 **compressions** per

minute. The compressions should be delivered at least 2 inches deep while allowing the chest to fully recoil. This can be accomplished by ensuring that the pressure is released after each compression.

- **A-Airway:** Open the victim's airway using a head tilt/chin lift motion.
- **B-Breathing:** When the airway is open, provide the victim with two breaths that make the chest rise. To give a breath, pinch the victim's nose closed, create a seal over the victim's mouth and breathe out. Each breath should last about one second.

MEDICAL EMERGENCIES (cont.)

- This CAB cycle should be repeated **three** times, after the **third** cycle stop to check the victim's pulse. If there is no pulse present, begin again with CAB. Continue until help arrives.
- If there is a second rescuer present, one rescuer should perform the chest compression while the other delivers the breaths, still following the CAB sequence. Switch positions every five cycles.
- If an AED (Automated External Defibrillator) is brought on-scene, turn it on. It will verbally give you instructions. Follow the instructions which include baring the victim's chest, placing the pads on the victim's chest, analyzing, and possibly delivering a shock to the victim. The pads have pictures on them to show the rescuer where to place the pads. Peel off the backing and place the sticky pads directly onto the chest as shown. Depending on the AED in use, the rescuer may or may not have to press a button to analyze and/or a button to shock the victim. These will only work when the AED gives you instructions to use them. After a shock is delivered, resume the CAB sequence of CPR: **1 shock with CPR for 2 minutes**. The AED should not be taken off of the victim or turned off. Continue to follow the instructions of the AED until help arrives.

Compression–Only CPR (Hands Only CPR)

If you witness an adult collapse suddenly and you have **no CPR training**, are unsure of the proper steps, or are unable to give breaths for any reason, at least do the following...

- Call 911 and Logan Security at (636) 230-1900 or extension 1900 (from campus phones) or send someone to do so.
- Give chest compressions only. Push hard and fast in the center of the chest. Compress the chest at least 2 inches. Continue chest compressions until an AED is available.

Choking – Cannot Cough, Breathe or Talk

- Ask permission to help
- Stand behind person, wrap arms around person and make fist with hand thumb side against victim's abdomen just above the belly button but below the ribcage. Cover fist with other hand.
- Give thrusts up and in the abdomen to expel the object. Assess for further care.

Call Logan Security at (636) 230-1900 or extension 1900 (from campus phone) if needed.

Bleeding – If bleeding is visible

- Apply pressure with gloved hand directly over wound with sterile or clean dressing
- Wrap firmly but comfortably. If bleeding persists, apply additional dressing, wrap and apply more pressure.
- Stay with victim until help arrives. Call Logan Security at (636) 230-1900 or extension 1900 (from campus phone) if bleeding persists or is copious, if victim becomes ill in any way or if you suspect head, neck, spine or other internal injuries.

MEDICAL EMERGENCIES (cont.)

Heat Related Illness

- Get victim to a cool place. Loosen clothing.
- Apply cool, wet cloth to skin.
- Fan victim. If victim is conscious have victim drink cool water. Call 911 and Call Logan Security at (636) 230-1900 or extension 1900 (from campus phone) if victim does not respond to efforts to reduce temperature or becomes ill or unconscious.

First Aid Kit Locations

- Fire Extinguishers are distributed throughout campus and are marked with signs.
- First Aid Kits are located in the offices of the Evacuation Monitors throughout campus.
- AEDs (Automated External Defibrillators) are distributed throughout campus. Look for signs.

EMERGENCY EVACUATION CHAIR

Evac Chairs (Evacuation Chairs) are a universal evacuation solution for a smooth stairwell descent during an emergency. Designed to evacuate the disabled, elderly, pregnant, children, injured, blind, Epileptic, or the mobility impaired. There is one in the 2nd floor stairwell of the Administration Building, and one near the 2nd floor stairwell of The Fuhr Science Building.

During an Evacuation:

- Alert all individuals in your assigned area to evacuate.
- Be aware of possible individuals who need assistance to evacuate.
- Gather all the individuals who will need to be evacuated with Evac Chairs.
- Locate the nearest Evacuation chair .located at the top of the stairwell).
- Uncover and open the Evac Chair to start evacuating.
- After safety evacuating everyone, keep all individuals away from the scene of the emergency.

Pre-Emergency Responsibilities:

- Attend training opportunities.
- Be familiar with the location of the Evacuation Chairs.
- Know how to use evacuation chair and feel confident about it.
- Review emergency procedures and know the location of your Evacuation Roll Call Site.

Things to note:

- Communicate with the person.
- State the degree of the emergency.
- Inform them about the emergency exit route.
- Ask the individual for the safest method for lifting/carrying them.
- Listen to the individual; he/she is the expert regarding his/her own disability. Always ask the individual how you can help before attempting any rescue techniques or giving assistance. Quick

Guide on How to use Evac Chairs

- Step 1: Locate Evacuation Chair
- Step 2: Uncover and Unhook
- Step 3: Unbuckle to open and Pull Up extension handle
- Step 4: Open seat and unlock foot brake to bring wheels out
- Step 5: Seat individual and buckle torso and head
- Step 6: Tap foot breaks in and push down stairwell
- Step 7: Push down extension handle to go down stairs
- Step 8: On ground level lift Evac chair, to bring out back wheels

PRODUCT DATA SHEET



THE WORLD'S NO.1 STAIRWAY EVACUATION CHAIR

Evac+Chair® 300H Mk4

THE ONLY EVACUATION CHAIR ON THE MARKET WITH A DUAL POSITION SEAT

The Evac+Chair® 300H featuring 400lbs weight capacity and single person operation.

Features

- 1 Adjustable patient head restraint
Limits movement, securing the passenger in place
- 2 Friction tracks (Evac+Track technology)
The self braking reinforced tracks control speed of descent for easy single person operation
- 3 Ergonomic adjustable handle
For ease of deployment and compact storage
- 4 Reflective decals
For easy location in situations of poor visibility
- 5 Quick release safety belts (Head, Chest, Thigh)
For increased passenger safety
- 6 Heavy duty wheels
Ideal for operation over uneven terrain
- 7 Lockable rear wheels
Can be applied in situations where the chair needs to remain in a stationary position
- 8 Dual position seat
Dual position seat allows the user to decide each time which seating position they desire



Flat seat
with zipped side panels and over thigh quick release passenger restraint



Hammock seat
simply release zipped side panels, fasten together on underside, retaining use of over-thigh quick release passenger restraint



Includes

- LIFETIME WARRANTY
- 3 Passenger Safety Belts (Head, Chest, Thigh)
- Photoluminescent Signage
- Wall Mounting Brackets
- Dust Cover
- User Guide
- Instructional DVD

Benefits

- Designed in the US
- FDA Registered
- Provides a quick, easy and safe emergency evacuation
- Easy to use
- One person operation
- Lightweight
- No heavy lifting required
- Enables small attendants to easily move passengers three times their size
- Easy to open, ready to use in seconds
- Folds for compact storage
- Exceeds fire safety requirements and emergency response guidelines established to support the Americans with Disabilities Act
- Wall mountable



Dimensions	Height	Width	Depth	Weight	Weight Capacity
Folded	41"	20"	8"	19lbs	400lbs

VIDEO LINK: Evac-Chair.com/video_demo

For over 35 years EVAC+CHAIR® is America's Original and World's Number One Selling Evacuation Chair. Don't Risk Lives, Beware of Poor Imitations and Inferior Substitutions. There is only one EVAC+CHAIR®. Unsurpassed Quality and Workmanship, Successful in Saving Lives in 9/11, EXCLUSIVE LIFETIME WARRANTY.

For further information please contact:

Evac+Chair North America LLC

3000 Marcus Ave, Suite #3E6, Lake Success, NY, 11042-1012

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