

# Emergency Preparedness Plan



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**STANDARD**  
**COLLEGE OF NURSING**

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## Table of Contents

Emergency Preparedness Plan.....	3
Risk Assessment.....	3
Communications .....	4
Evacuation.....	5
Lockdown.....	5
Training .....	5
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:.....	6
Run, Hide, Fight.....	6
Violent Incident.....	8
Bomb Threat.....	8
Hazardous Materials .....	8
Suspicious Person .....	8
Suspicious Package .....	8
Fire.....	9
Emergency Medical .....	9
Power Outage.....	9
Severe Weather/Tornado Safety .....	10

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# Emergency Preparedness Plan

As a student of Standard College, you can help keep our campus safe by observing your surroundings, asking about suspicious or questionable behavior, and calling for help when safety is an issue. Being alert to what's going on around us creates a culture that promotes and enhances security and safety.

Emergencies can occur at any time, often without warning. Preparation is the responsibility of every student and faculty. Every member of our school needs to help promote campus safety. Individuals should prepare with supplies, a plan to stay in touch, and information about what to do in an emergency, and what's happening during a disaster. Before taking any action, ensure you are not endangering yourself. Do not jeopardize your life or the lives of others in attempting to save personal or school property.

The purpose of Standard College's Emergency Preparation Plan is to safeguard the welfare of its students, faculty, staff, and visitors, as well as to take steps to prevent and mitigate, prepare for, respond to, and recover from emergencies in order to protect the Standard College's students, employees, and essential functions during and after an emergency.

## Risk Assessment

In the event of an emergency or dangerous situation on the Standard College campus, any student or employee can report an emergency by calling the local police at 9-1-1 and by alerting the members of the Standard College Team, listed below, by calling 703-891-1787. If a staff or faculty member receives information about a criminal matter or emergency, he/she will immediately forward it to one of the members of the Standard College team.

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# Communications

The Standard College team will determine how much information is appropriate to disseminate at different points in time. Depending on what segments of the community is targeted, the content may differ. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole.

The team member who receives the call will confirm, in consultation with other members of the Standard College Team, whether there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Standard College Team will immediately determine, which segment of the campus community will receive the notification, the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If it is determined that an emergency notification should be sent, a member of the Standard College Team will send the notification via text message to the campus community through Standard College's third-party notification service provider, Populi. Emergency messages can be sent through Populi within minutes of the occurrence of the incident.

The content of the notification will be determined by members of the Standard College Team, and certain messages will be pre-formulated to expedite the notification process. Standard College has developed a number of template messages addressing several different emergency situations. The Standard College team member authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. Messages are designed to convey the nature of the emergency and response actions that should be taken to protect life, property, and the environment.

After notification of an emergency or dangerous situation, the Standard College Team will continuously assess the situation and follow up with email Populi messages and posted bulletins as more specific information becomes available. All students and staff are provided with an official Standard College email address. Accordingly, all members of the community are automatically enrolled in the crime alert notification system. Standard College will also immediately contact the Fairfax County Police Department with information about the emergency. To keep members of the larger community informed, Standard College will post updates about the critical incident on Standard College's homepage.

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# Evacuation

Issuing an evacuation will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the following:

- The nature of the crime.
- The continuing danger to the campus community.
- The possible risk of compromising law enforcement efforts.

Standard College has requested from local law enforcement that they keep the school informed on an immediate basis of crimes that may require timely warnings.

# Lockdown

A lockdown is a temporary sheltering technique used to limit exposure of building occupants to an imminent hazard or threat. When “locking down,” building occupants will shelter inside a room and prevent access from the outside. In the event the Standard College team determines a partial or total lockdown is necessary, the community will be provided with the following information:

## **If you are in a safe location during a total lockdown:**

- If inside and in a safe location stay where you are.
- Move to a securable area (such as an office or classroom) and lock interior doors.
- Close the window coverings.
- Move away from the windows and get low on the floor.
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Remain in your secure area until further direction or the all clear is given.

## **If you are unable to enter a building because of a total lockdown:**

- Leave the area and seek safe shelter off campus.
- Return to campus only after the all clear is given.

# Training

Standard College will conduct a tabletop exercise (i.e., a simulated scenario) to address an emergency response and evacuation on a campus-wide scale on an annual basis. The test will be scheduled, contain drills, exercises, and follow-through activities, and be designed with measurable goals to assess the emergency plans and capabilities. Standard College will conduct the test by sending a “blast” e-mail or text message containing a link to Standard College’s emergency response and evacuation procedures. Standard College will document each test by addressing:

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- A description of the exercise (i.e., the test).
  - The date the test was held.
  - The time the test started and ended.
  - Whether the test was announced or unannounced.

Standard College will follow the guidelines listed below for the following emergency situations.

## **WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY: Run, Hide, Fight**

Quickly determine the most reasonable way to protect your own life. Remember that students are likely to follow the lead of employees and managers during an active shooter situation.

1. **RUN** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible

### Prevent individuals from entering an area where the active shooter may be

- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. **HIDE** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

### To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

### If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)

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- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. **FIGHT** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.



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# Violent Incident

- Immediately seek protection/shelter in place.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from door.
- Call 9-1-1.
- Minimize noise that may draw attention to your location: turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities; do not challenge law enforcement.
- When reporting an incident, indicate your location.

# Bomb Threat

- Notify the faculty and/or school's staff
- Call 9-1-1
- Evacuate the building, as directed.
- Do not re-enter the building until cleared by authorized personnel.
- Untrained persons should not try to rescue people who are inside a collapsed building. Wait for emergency personnel.

# Hazardous Materials

- If an emergency develops or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about its release.

# Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and his or her direction of travel.

# Suspicious Package

- Do not touch or disturb the object.
- Call 9-1-1.
- Notify your supervisor or instructor.



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- Be prepared to evacuate and take personal belongings with you.

## Fire

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

## Emergency Medical

- If student, visitor, or employee becomes sick, has a health emergency, or an accident occurs an RN or LPN on staff shall take charge.
- A call to 911 is made immediately
- ALWAYS stay on the phone until the person answering the call ends the conversation.
- ALWAYS err on the side of caution. To help someone,
- **REMAIN CALM and CALL FOR HELP.**
- The injured individual should be made as comfortable as possible. This is at the direction of the RN/LPN in charge
- If bleeding is evident, using appropriate PPE, the wound shall be covered, and direct pressure applied to control the loss of blood.
- Every effort shall be made to keep the injured person as calm as possible.
- Do not attempt any significant medical procedures.
- Wait for paramedics to arrive!
- Notify the Director immediately. He / She will assume responsibility to inform the Institution’s insurance carrier.

## Power Outage

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

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# Severe Weather/Tornado Safety

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