



Policy and Procedure

Policy Name: Emergency Notification and Response Policy

Responsible office: Administration
Electronic copy of policy maintained by: Administration
Date last posted (if applicable): 8/1/2015
Approved by: C. Wynd
Date Policy and Procedure was last updated: 8/1/2015

Policy Statement

1. Emergency Response Procedures

Mount Carmel West Safety & Security ("MCW Security"), the Fairfield Medical Center ("FMC") Police and the College President receive information from various offices and departments on campus. If MCW Security or one of these offices confirms that there is an immediate threat to the health or safety of some or all of the members of the campus community, MCW Security or FMC Police and the President/Dean of the College will determine the content of the message and either or both entities will use some or all of the methods described below to communicate to the campus community or appropriate segment of the campus community.

The emergency messaging system may be initiated from on-campus and from remote locations. The College will, without delay and taking into account the safety of the community, determine the content of the emergency message and initiate the emergency messaging system, unless issuing a message will, in the judgment of the MCW Security, the Police or other responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation.

The following paging codes are used overhead to notify those in the vicinity of specific types of safety issues:

Code	Description
Code ADAM	Infant/Child Abduction: An infant has been taken without authorization or a child has been taken and/or is missing.
Code YELLOW	Disaster: There has been a disaster. An internal disaster can have significant effects on hospital operations. An external disaster occurs in the community and will directly



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	affect the hospital.
Code RED	Fire: Fire is discovered or the fire monitoring system has been activated.
Code BLACK	Bomb: A bomb threat has been received or a suspicious object has been found at a Mount Carmel facility.
Code GRAY	Severe Weather: Conditions are right for severe weather to occur (tornado, winter storm, etc.) or severe weather is present or has been sighted in the immediate area.
Code ORANGE	Hazardous Material Spill: A hazardous chemical/ material has been released and must be contained.
Code BLUE	Medical Emergency: A medical emergency occurring that requires immediate attention (age 13 and older).
Code PINK	Pediatric Medical Emergency: A pediatric medical emergency is occurring that requires immediate attention (age 12 and younger).
Code VIOLET	Violent Person: Someone is acting in a violent manner.
Code SILVER	Person with Weapon/Hostage: A person has a gun or an individual has been controlled and held against his/her will by another.
Code BROWN	Missing Adult Patient: An adult patient is missing.
Code EVAC	Evacuation: It is necessary to remove patients, staff members, and other people from an area or the entire



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	facility.
Code U	Loss of Utilities: A utility service has been lost or interrupted.

2. Emergency Notification System—Notification of an Immediate Threat

The College maintains multiple systems for alerting the College community about campus emergencies and will use some or all of those systems, depending on the circumstances. The College provides emergency notification services to the College community via cell phone text messages and email. These notices may also be posted to the college homepage and portal. MCCN Emergency Text Messaging System is available to all students, faculty, and staff. Their emails are automatically registered in the system.

To receive the text message option of this service, users must use a Mount Carmel College of Nursing computer to register for the Communications Alert System.

Register at: <http://mccnalert.mccn.int> **and follow the prompts. Be sure to do the self-test that is part of the self-registration process to confirm that registration has taken place. To access a tutorial on how to register, go here:**
http://catalog.mccn.edu/mime/media/10/146/Tutorial_Communications_Alert.pdf

Emergency messaging will primarily be used only for those situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of an entire campus or cancellation of classes (i.e., severe weather, chemical spills, fires, and crimes).

Messages about criminal activity generally will not be sent using these systems unless it is decided there is an imminent threat of danger. In those cases where a crime has been reported and MCW Security and/or the Police determine that



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although there is no immediate threat the crime represents a serious or ongoing threat to the campus community, a Crime Alert will be issued, as described above. **The victim's name and other personally identifying information will NOT be included in any Emergency Notification or Crime Alert.**

The emergency notification system is provided in addition to existing emergency notification procedures and does not replace or eliminate any other emergency notification system (e.g., fire alarms, tornado sirens).

The College will generally provide follow-up information to the community as appropriate via the college's website portal and/or text message.

3. Additional Communication

In the event of a significant on-campus emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff, the College will also post information on its homepage (<http://www.mccn.edu>). The College has access to an off-campus back-up server in the event the College's computing services fail during an emergency.

The Director of College Relations and Marketing is charged with notifying the media in the event of an emergency. Updated information will be posted to the College's website and provided to the media.

4. Evacuation Procedures (Code E-Vac):

When a Code E is called, it is necessary to remove College faculty, staff, students and visitors from the College buildings, including resident apartments.

- Evacuate persons in immediate danger.
- The order to evacuate an area or the facility must come from the College President, Administrative representative or Safety and Security. The evacuation order will be announced overhead and/or via the Crisis Alert System.



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- Evacuation can be immediate, partial (from one area to another area) or total (removal of everyone from the building).
- If an evacuation of the building is necessary, all occupants will gather in the parking area (east) directly across from the main College entrance unless instructed otherwise.

The College has a representative on the Mount Carmel West hospital Safety Team which reviews and develops all safety and emergency plans. The team meets annually to review safety plans throughout the Hospital.

5. Emergency Drills, Testing and Evacuation Procedures

Evacuation drills are coordinated by MCW Security at least annually and may be conducted in the form of a drill, tabletop, functional, or full scale exercise. These exercises may include not only College personnel, but also surrounding jurisdiction first responders and government agencies, as well as members of the MCW hospital community. MCW Security documents a description of each exercise as well as the date and time of the exercise and information about whether the test was announced or unannounced. The College works closely with MCW Security to conduct exercise activities in accordance with Federal and State exercise guidelines. All campus wide exercises meet or exceed the minimum requirements set forth by the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the standard for which all drills and exercises should meet. HSEEP sets forth minimum requirements that include the assessment and evaluation of emergency plans, response capabilities, and evacuation procedures. HSEEP also requires follow-up to ensure proper follow-up and corrective action where necessary.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. The College uses training and drills to educate and train occupants on issues specific to their residence hall. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of



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exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

6. Testing of the Communication Alert System occurs quarterly. MCW Security provides fire training to students in residential facilities. MCW Security provides fires drills and critiques to all residential facilities. First-year students also receive training regarding fire safety and building evacuation by the Director of Student Life at the start of each academic year.
7. General information about the College's response and evacuation procedures is published each year as part of its Campus Safety Report, which is published as part of its compliance with the Clery Act.

Related Information

1. [Mount Carmel College of Nursing Annual Security Report \(ASR\)](#)
2. [Student Handbook/Catalog Sections on Safety and Security](#)