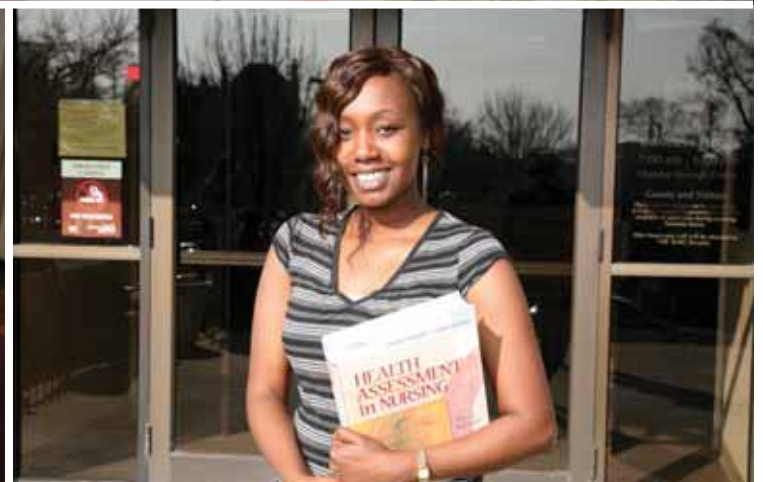




Saint Francis Medical Center College of Nursing

Staying Safe on Campus



Saint Francis Medical Center College of Nursing • 309-655-2201 • 511 NE Greenleaf St., Peoria, IL 61603
OSF Saint Francis Medical Center Security • 309-655-2131 (non-emergency) • 530 NE Glen Oak Ave., Peoria, IL 61637



Dear Saint Francis Community,

The safety and security of everyone at the College of Nursing is a priority and responsibility of all at the College. It is important that the College of Nursing provide a safe living and learning environment for students, faculty, staff and visitors. If an emergency would happen, the College's priority is safety for everyone while maintaining essential College operations.

To help ensure the safety of the College campus, the College has developed an emergency communication and response plan. The plan is evaluated and updated regularly. A component of the plan is the use of SONISWEB as an emergency text message system.

This booklet provides you with emergency preparedness and safety information. Please take the time to read the information and keep the booklet readily available. The process for notification of emergencies is outlined in the booklet. We ask that you please register your cell phone in SONISWEB.

All of us have a responsibility to make the College campus a safe environment to work, learn, study and play. We ask that you call for assistance if you see something unusual or feel unsafe. Please program emergency numbers from the booklet into your cell phone.

Please read this booklet. Keep the important telephone numbers and web sites available and easily accessible. This information will be very useful to you in case of an emergency.

The information in this booklet and materials online at www.sfmcon.edu tell you what to expect and how to respond in an emergency. It also provides information on how we can make Saint Francis Medical Center College of Nursing campus a safe and secure campus environment.

Sincerely,

Patti A. Stockert, RN, PhD

Patti Stockert, RN, PhD
President of the College

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*All of us have a responsibility
to make the College campus a safe environment
to work, learn, study and play.*

Safety Information

Campus Security Department

Security is provided by the OSF Saint Francis Medical Center Security Department and Securitas, an outside security agency, during the late afternoon and evening hours. Security can be reached at 655-2131.

Shuttle Service

A shuttle is available for your transportation from a hospital parking lot to the College campus by calling (309) 256-8108. Security is available to assist with transportation needs after regular business hours.

Motorist Assistance

The hospital security department is available to students of SFMC CON by calling (309) 655-2131.

Counseling Services

A licensed clinical professional counselor is available to all enrolled students. Counseling services are free for all students. Walk-ins are welcome. All contact with the counselor is kept confidential. Information is not released without written consent of the student, except as required by law. Counseling Services can be reached at 655-7100.



College Closure for Severe Weather

Weather conditions often develop which require the College to consider the status of operations. These considerations involve the weather forecast, status of snow removal, class cancellations, and the maintenance of essential College services. Decisions concerning class cancellations are undertaken by the President. The possible decisions are:

- Full College operations including scheduled classes with campus offices and facilities operational remain in effect.
- Classes are cancelled with campus offices and facilities remaining operational. Employees should exercise judgment in terms of travel conditions.
- Designated essential College staff is required to report for duty as possible.
- An emergency closure of the College is authorized due to a severe weather emergency.
- Classes are cancelled and all offices and facilities are closed.

Among the options outlined above, condition 1 will apply in most circumstances. As a general rule, the College is always open. Employees and students need to decide whether travel from their location to the College will be hazardous.

It is the personal responsibility of all faculty, staff, and students to make their own decisions and judgments concerning travel conditions and the danger attending classes or coming to work under conditions which they personally believe to be unsafe.

The College administration will endeavor to make the best decision possible concerning general conditions and the overall needs of the College. Student deciding not to attend class due to severe weather when the College has not cancelled classes needs to notify the appropriate faculty or clinical unit that they will not be attending. For students, absences for severe weather conditions where policy is followed with the proper notification are deemed excused and work may be made up at the discretion of the faculty.

Information concerning the operational status of the College during severe weather conditions will be made available by 6 am. Information is listed as Saint Francis Medical Center College of Nursing and will be available on:

- WMBD AM 1470
- WEEK-TV 25
- eCollege

The safety and security of everyone at the College is a priority.

Emergency Preparedness

Fire

- Faculty, students, residents and staff shall follow the fire safety policy.
- During clinical experience, faculty & students shall follow the medical center policy specific to that assigned clinical area in regards to safety.
- Student and employees must be aware of specific policies governing assigned clinical areas and the evacuation procedures.
- Know where fire extinguishers, pull-boxes, stair ways, and fire doors are located in the building.
- When the fire alarm sounds, all persons are required under state law to exit the building immediately. Proceed DOWN & OUT.
- Place the red evacuation sign on the door when leaving.
- The evacuation procedure is located at the east and west ends of every hallway.

Immediate Action

- Call 911.
- Pull fire alarm.
- Extinguish
- Yell "FIRE, FIRE, FIRE" & evacuate the building.
- Attempt to extinguish fire only if you can do it safely.
- Leave area of fire and close doors.
- Evacuate the building.
- Do not use elevators.
- Do not re-enter the building until an "ALL CLEAR" message has been given by security.
- Report any information about fire to Security, Police and Fire Department.

If You Are on Fire

- **STOP** where you are,
- **DROP** to the floor or ground and
- **ROLL** your body to smother the fire.

If Unable to Evacuate

- Call Police: 9-911 or 911 or OSF Saint Francis Security: 5-3333 or 655-2131 giving your location.
- A closed door can provide good protection against fire and smoke. Use available materials to seal door and air ducts.
- If smoke enters room, stay low as heat and gases tend to rise.
- Signal your position at a window.

Rules & Regulations

- Smoking is NOT ALLOWED on the campus.
- Turn off all electrical appliances before leaving your room.
- Do not cook in your room.
- Do not iron clothes in your room.
- Stop using and report immediately any electrical equipment that

is not operating properly.

- Burning of candles and incense is prohibited.
- Do not prop doors open with wedges or other items.
- Hallways are to be kept clear of furniture.
- Exits are to be kept unobstructed.
- Violations of fire policies are subject to disciplinary action.

Remember PASS When Operating a Fire Extinguisher

"P" – Pull the pin

"A" – Aim

"S" – Squeeze

"S" – Sweep

Remember to RACEE During a Red Alert

"R" – Rescue

"A" – Alarm

"C" – Contain

"E" – Extinguish

"E" – Evacuate

Tornado

- A gray alert is announced when there is danger of a tornado within the tri county area.
- A black alert is announced when there is danger of tornado within the city of Peoria. These are canceled by an "All Clear" announcement. It is essential to remain calm at all times.

Gray Alert

- Where possible, close windows, draw drapes or blinds.
- Prepare to move away from large glassed areas into center hallways.
- Continue routine activity until further instructions are given.
- Close room doors and fire doors.
- Restrict use of telephone.
- Do not leave building.

Black Alert

- Take cover immediately.
- Move to an interior corridor without windows.

Alert Notification

- When feasible, an alert will be made by College employee, the Resident Assistants or other designated individual.
- Announce "Gray Alert" or "Black Alert" when called by Medical Center.
- Restrict phone use.
- Indicate number of available personnel, if requested.
- 6th floor: Pull window shades. Move out of the office to center hallway.
- Main Floor: Stay behind information counter or move into area between mailboxes and small room.
- A tornado can happen instantaneously when no warning has been given. Be alert to conditions that indicate the necessity of taking cover.
- A College employee, Resident Assistant or designated individual will maintain contact with OSF Saint Francis Medical Center via text message pager regarding tornado and weather conditions.

Know how to respond in an emergency.

Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Call Security ASAP!

- Write down exact words
- Check for caller ID

Ask:

- When will the bomb explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Notice:

- Voice – male or female
- Approximate age
- Voice patterns, accents, distinctive voice sound
- Tone or attitude of voice
- Did it sound recorded?
- Were there background noises or clues about location?

IF YOU ARE TOLD TO EVACUATE, TAKE YOUR NOTES WITH YOU

If the threat came in a form other than a call, such as a note:

- Notify Security immediately
- Report the time, location and content of the threat message as well as your location and phone number
- Stay on the line until you are told to hang up

Any items, such as backpacks and purses, are subject to search. Be prepared to assist law enforcement in a building search.

IF YOU ARE TOLD TO EVACUATE, TAKE THE NOTE WITH YOU

Earthquake

Earthquakes may occur suddenly and with little or no warning.

What to do During the Shaking Occurrence

- Don't panic. The motion is frightening but, unless it shakes something down on top of you, it is harmless.
- If **INDOORS**, stay indoors. Take cover under desk, tables, in doorways, halls and against wall. Stay away from glass.
- Do **NOT** use candles, matches or any open flame, either during or after a tremor. Put out ALL fires.
- If **OUTSIDE**, move away from buildings and utility wires. Once in the open, stay there until shaking stops.
- Do not attempt to remain standing.
- Do not run through, to, or near buildings.
- The greatest danger from falling debris is just outside doorways and close to outer walls.
- **NEVER** use elevators.

- Keep residents, students, visitors, and other employees out of stairwells & elevators.

What to do After the Shaking Occurrence

- **STAY CALM**
- Assemble personnel at predetermined location.
- Take a head count of employees, residents, students, and known visitors.
- Shut off/conservate all unnecessary utilities, equipment and hazardous material supply lines.
- Put out or contain fires as required.
- If you smell gas, open windows and notify Security.
- Leave rooms and areas with heavy gas leakage.
- Do not use telephones except to report emergencies.
- Assess damage, supplies needed, functioning capability, etc.
- Notify President, Dean or College Staff of assessed status.
- Give aid to others in your area as it is available.
- Check for injuries.
- Do not move injured persons unless in immediate danger of further injury.

Active Shooter

- In a hostile situation, or one that is perceived as threatening violence, it is recommended that you follow the below guidelines.
- **Remember, these guidelines cannot cover every situation.**
- Stay calm and quiet.
- Lock yourself in the current room you are in. If unable to lock the door, barricade door with objects available.
- Stay out of the vision of the violent individual.
- If communication is available, call 911.
- When communicating with the police, be prepared to provide them with the following information:
 1. Location
 2. Situation
 3. Involved parties
 4. Weapons involved
 5. Your name
- Do not stay in the hallway.
- Do not sound fire alarm. (People will attempt to evacuate, and leave the safe rooms to go to the hallway.)
- Stay away from the windows.
- Keep the windows locked and blinds or drapes pulled shut.
- Turn off all lights and equipment.
- Physically or verbally assaults others.
- Threatens harm.
- Talks about killing others.
- Starts fights and confrontations.
- Loses temper easily.
- Constantly angry or agitated.
- Swears.
- Enjoys or draws artwork of death and dying.

- Owns and carries weapons.
- Uncontrollable behavior.

Methods of Emergency Warnings

Whenever emergency situations may occur, the College will use several tools to communicate the incident to its students and employees.

- Greenleaf building's public address system,
- On-screen alerts will display on the school's entire computer system,
- Announcements will be posted on eCollege (on-line instructional software), and
- Emails and text messages automatically.

If an event arises, which in the judgment of the College administration and/or OSF Saint Francis Security Department constitutes an ongoing threat, a campus wide warning will be issued.

The use of text messaging is restricted to life-threatening or potentially life-threatening incidents.

Students and employees are encouraged to register for emergency text messaging by updating their biographical information on Sonisweb (CON's administrative software).

The following information is required:

1. Cell phone number,
2. Cell phone provider name, &
3. A check mark in the "Text Me Flag" box.

Timely Warning

In the event that an on-campus or off-campus situation arises, that in the judgment of the OSF Saint Francis Director of Security constitutes an on-going or continuing threat to the safety of the campus, a "timely warning" will be issued.

Timely warnings may include campus e-mails, text messaging, public address announcements, posted notices on the College website, as well as on bulletin boards within the College building.

Policies & Programs

Alcohol & Drug Abuse

- Saint Francis Medical Center College of Nursing seeks to inform all students, faculty, and staff about the effects of drugs and alcohol.
- The College has developed an Alcohol and Drug Abuse Prevention Program designed to:
 - Increase awareness & knowledge of drug & alcohol abuse,
 - Recognize individuals with a problem, and
 - Make appropriate professional referrals for those in need.

Objectives of the Program

- Have alcohol and drug free students, faculty, and staff,
- Increase knowledge and awareness of alcohol and other drug abuse through regularly scheduled educational programs,
- Recognize indicators of potential problems for intervention and/or referral,
- Provide assistance and/or referral for individuals identified as having problems related to alcohol and other abuse, and
- Establish disciplinary guidelines for violations of the Alcohol and other Drug Abuse Policy.

Sexual Harassment/Assault

We are committed to provide an environment treating all with courtesy, respect, and dignity. The College will not tolerate or condone any actions by any persons which constitute sexual harassment.

Students are encouraged to report any incident of sexual assault to the appropriate campus personnel such as the President, Dean, or Counselor. All complaints will be fully investigated.

Weapons Possession

The use, possession, or carrying of firearms, hard billies, explosives, or other dangerous weapons is not permitted. The only exception is for authorized law enforcement officers or other persons specifically authorized by the College or OSF Saint Francis Medical Center. Violation of this policy constitutes misconduct which is subject to disciplinary action including dismissal.

SFMC CON Emergency Operations Plan

Pursuant to the Campus Security Enhancement Act of 2009 [P.A. 095-081], a plan was developed in order to provide a safe environment for students and employees of the College.

- Campus Threat Assessment Team (CTAT) works in conjunction with OSF SFMC Security Department to promote violence prevention strategies.
- Campus Violence Prevention Committee (CVPC) investigates existing policies and incorporates violence prevention strategies.

Reporting Criminal Actions or Emergencies

- Call OSF Saint Francis Security Department at (309) 655-2131.
- Security will respond promptly, usually within 5 minutes. Security

personnel will call the police department and will request the College Support Representative or On-Call Resident Assistant on duty to notify appropriate College personnel.

- 911 should be called when urgent help is needed. By dialing 911, immediate and direct access is given to local police, fire, and ambulance services.
- When appropriate, the College will publish information regarding any current danger that reported criminal activity.

Missing Student Notification Policy

The Higher Education Opportunity Act of 2008 requires institutions of higher education that provide on campus housing to establish a missing student notification policy. The Saint Francis Medical Center College of Nursing (CON) does provide dorm rooms for small percentage of its students. CON's policy is to notify a dorm student's designated confidential emergency contact and the Peoria Police Department within twenty-four (24) hours after the time that the student is determined to be missing.

Cell Phone Policy

In order to maintain compliance with federal laws regarding immediate notification of emergency events, students will be allowed to keep their cell phones with them during classroom and clinical instruction. The phones are to be kept on the vibrate mode and are to be used ONLY for emergency notification and not for other types of personal communication. The class and/or clinical instructor has the authority to take the students' cell phone for the remainder of the learning period if the student is being disruptive or is abusing this policy. The cell phone would then be returned to the student at the end of the learning period.

Help make this campus a safe and secure environment.



Safety Recommendations

Building & Residence

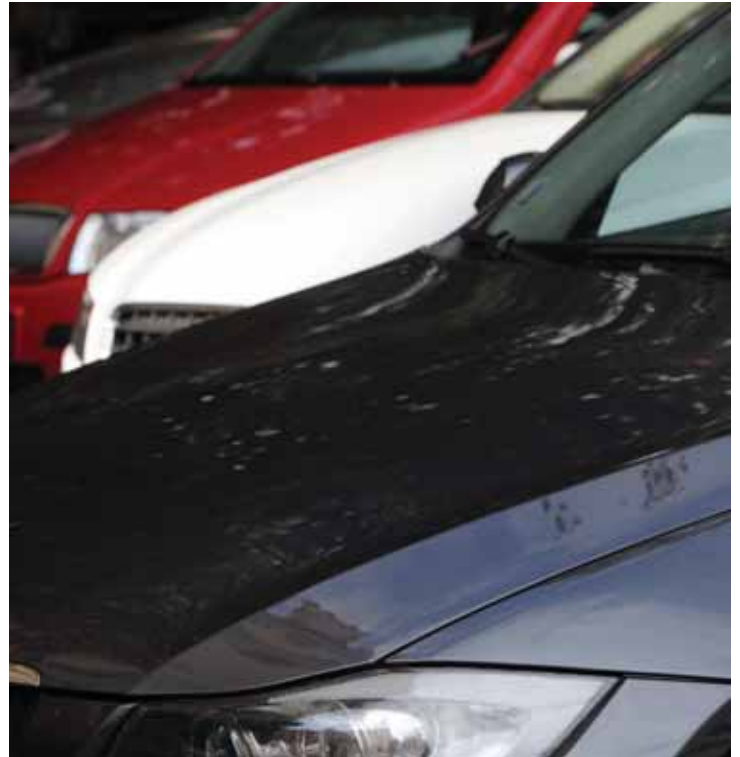
- Lock your door even if you will be gone for only a few minutes.
- Do not leave your keys in the lock unattended.
- Do not loan your keys, ID card, or College Access Card to anyone.
- Do not offer to let someone you don't know well use your room.
- Do not "advertise" that you have items of value in your room.
- Small items of value in your room should be kept out of sight.
- Consider having your driver's license number engraved on all valuables for identification purposes.
- Report thefts immediately to the appropriate person (Resident Assistant or OSF Saint Francis Security Department)
- Report the theft of checks or credit cards to your bank or credit card company immediately and notify OSF Saint Francis Security.
- All entrance doors to the residence are locked and should NOT be propped open.
- Residents planning to use the patio should remember to take their Access Card
- Report any door, locks, or windows in need of repair to either the CSR or the On-Call Resident Assistant.
- Be alert to unknown persons loitering in or near CON buildings. Note their description and inform the CSR, faculty, staff, On-Call Resident Assistant, or OSF Saint Francis Security immediately.
- Soliciting by door-to-door salespersons is prohibited by College regulations. No one is allowed in the building for the purpose of making sales

At Night

- Avoid walking alone at night.
- Be conscious of your surroundings.
- Carry a whistle or personal alarm.
- Notify another person of your destination when leaving the College.
- Maintain a tight grip on your personal property.

Walking, Jogging or Biking

- Know your surroundings and neighborhood.
- Avoid vacant lots, alleys, construction sites. Use well-lit busy streets.
- Never hitchhike.
- Face traffic when walking so you can see approaching vehicles.
- Have your key in your hand and ready as you get into your car or home.
- Wear comfortable shoes.
- Never walk, jog, or ride your bike alone or at night.
- If a purse or valuables must be carried, keep a firm grip on it. Hold it close to your body.
- Do not wear headphones.
- Use the buddy system in notifying each other of location.



Car Safety Tips

- Do not leave valuables visible from the outside of the car.
- Make sure your car is in good working order.
- Check your battery, tires, lights, steering, and brakes regularly.
- Learn how to make simple repairs to your car.
- If you go on a trip, plan out what route you are going to take before you leave. Leave this route with a relative or close friend.
- Keep windows up and doors locked.
- Park in well-lit areas.
- Be alert in parking structures.
- Always have a spare set of keys hidden somewhere on the car.
- Never put your address or phone number on a key chain.
- Always look in the back seat before you get into the car.
- If you work late at night, do not walk to your car alone.
- If you have someone give you a ride home, have them wait until you get into the residence before they leave.
- If you think you are being followed go to the nearest open business, police station, or fire department.
- If your car breaks down put up the hood and turn on flashers. If someone stops, have them call a relative, repair service, or police. Do not get out of the car to talk to them.
- If you are pulled over by an unmarked police car, be sure of the officer's identity. If you feel something is not right, put your flashers on and go to the next open business, slowly.

Campus & Community

- Students, faculty, staff, guests, and visitors may access the main campus from the sixth-floor bridge doors or by the Greenleaf Street entrance.
- A keyless-entry system has been installed to allow students, faculty, and staff access to the building during times that are appropriate to their course, housing status, or work schedules.
- Loss of Access Cards must be reported immediately to the College Support Representative during day hours and the OSF Saint Francis Security Office during evenings and weekends.
- Students residing on campus in a dorm or study room will have access to the building 24 hours a day, 7 days a week, excluding dorm/study room closures (holidays, semester breaks, etc.).
- Students not residing on campus in a dorm or study room will have access to the building 6:00 AM to 11:00 PM, 7 days a week.
- Students, faculty, and staff have the responsibility to each other to maintain a safe and secure environment.
- Update your contact information in SONIS Web at (<http://www.sfmcccon.edu/>)
- Report suspicious activity by calling Security at 655-2131.
- Call 911 if necessary.
- Review Emergency Procedures in the Student Handbook.
- Seek help or refer a friend in crisis.
- Text messaging.
- Overhead announcement when available.
- <http://www.sfmcccon.edu>
- Personal email.
- E-College Announcement.
- Watch the local news media.
- Contact the College at the phone numbers provided.



Remember to program emergency numbers into your cell phone!

Important Phone Numbers

Dial 9 then your number to access an outside line from the College.

Emergency: Police, Fire, Ambulance	911 (off campus) 9-911 (on campus)
OSF Saint Francis Medical Center Security	655-2131 (non-emergency) 5-3333 (on campus emergency)
OSF Saint Francis Medical Center Non-emergency	655-2000
Peoria Police	673-4521
Peoria County Sheriff	672-6011
Peoria Fire Department	674-3131
Saint Francis Medical Center College of Nursing	
College Support Representative (CSR), Ground Floor	655-2217
College Support Representative (CSR), 6th floor	655-4125
Administration	655-7353
Saint Francis Medical Center CON Counselor – Sally McLaughlin, RN, MA, LCPC	655-7100 or sally.mclaughlin@osfhealthcare.org
Suicide Prevention & Crisis Intervention Hotline	673-7373 or 637-8336
Alcohol and Drug Dependency	692-6900
White Oaks	692-6622
Illinois Institute for Addiction Recovery at Proctor Hospital	691-1055
Sexual Assault Center for Prevention of Abuse – 24 Hour Hotline	691-4111 or 1-800-559-SAFE
Women’s Strength/Rape Crisis Line	691-4111
Center for Prevention of Abuse	691 0551

Security Policies

In accordance with the Student Right to Know and Campus Security Act of 1990 and its 1997 revisions, Saint Francis Medical Center College of Nursing (SFMC CON) is required to publish and distribute an annual report of Campus Crime Statistics and Security policies to all students, employees, and prospective students and employees. In compliance with the Campus Security Act, we comply, tabulate, and publish the “Campus Crime and Security Survey” which is required annually by the United States Department of Education by Section

485(a) and (f) of the Higher Education Act. See the Annual Report for reportable crimes and statistics related to these crimes.

In an attempt to educate faculty, staff, and students about personal safety, Saint Francis Medical Center sponsors a variety of programs throughout the academic year. These programs include discussions about topics such as acquaintance rape and self-defense.

