

SOUTHEAST HOSPITAL COLLEGE OF NURSING
AND HEALTH SCIENCES

STAYING SAFE ON CAMPUS

Southeast Hospital College of Nursing and Health Sciences
573.334.6825
2001 William St.
Cape Girardeau, MO 63703

Dear College Community,

The safety and security of everyone at the College of Nursing and Health Sciences (College) is a priority and responsibility of all at the College. It is important that the College provides a safe 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. For immediate, on-campus emergencies, please listen for announcement from the over Public Address 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.sehcollege.edu tells you what to expect and how to respond in an emergency. It also provides information on how we can make the Southeast Hospital College of Nursing and Health Sciences campus a safe and secure environment.

Sincerely,

Jerry Durham, PhD, DHL, RN, FAAN
Interim 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

In the event of an emergency **FIRST CALL 911**, state the nature of the emergency and provide the address of the College (2001 William Street, Cape Girardeau, MO).

Campus Security Department

Security is provided by Southeast Hospital Security Department. Security can be reached by dialing the main hospital number: (573) 334 - 4822, **all emergencies** necessitate **calling 911** for assistance from the Cape Girardeau Police Department.

College Closure for Severe Weather

Weather conditions sometimes 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:

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

Among the options outlined above, decision 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 in 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. A 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 via the College Facebook page at <https://www.facebook.com/SoutheastCON/>. Information may also be available under the listing “College of Nursing” and will be broadcast on KFVS Channel 12 and local radio stations.

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

Emergency Preparedness

Alert Notifications

When feasible, an alert will be made by College employee or other designated individual.

FIRE

Faculty, students, and staff shall follow the fire safety policy.

During clinical experiences, faculty & students shall follow the medical center policy specific to that assigned clinical facility 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, stairways, 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** and avoid using the elevators unless you are physically unable to transit the stairways safely.

Immediate Action

Rescue any patients who may be immediately affected (during a clinical experience)

Call 911.

Pull fire alarm.

Close fire doors as appropriate or possible.

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 appropriate personnel.

Report any information about fire to Security, Police and Fire Department.

CALL 911 FIRST

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 appropriate hospital security department at the clinical facility and give them 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. Place a towel or some garment at the bottom of the door to prevent the entry of smoke

Signal your position at a window.

Rules & Regulations

Smoking is NOT ALLOWED on the campus.

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.

Exits are to be kept unobstructed.

Violations of fire policies are subject to disciplinary action.

1) Remember to RACEE

“R” - Rescue
“A” - Alarm
“C” - Contain
“E” - Extinguish
“E” - Evacuate

2) Remember PASS

(Operating a Fire Extinguisher During a Red Alert)

“P” - Pull the Pin
“A” - Aim
“S” - Squeeze
“S” - Sweep

TORNADO

Tornado **WATCH**: Be ready to act. Anticipate a move away from windows if conditions indicate to the more protected, central area of the College building. Restroom facilities on the 1st, 2nd and 3rd floors as well as the kitchen are also appropriate locations if necessary.

Tornado **WARNING**: Move to protected central areas of the building immediately, the most secure rooms in the college are the radiography lab located inside Classroom 207 on the 2nd floor, as well as “The Vault” area on the 1st floor. You may close and latch the 2nd floor vault door from the inside and still escape once the event has concluded.

BOMB THREAT

Code Black

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:

Call 911 and notify College staff as well as 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 YOUR NOTES 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 students, visitors, and other employees out of stairwells & elevators.

What to do after the shaking occurrence:

STAY CALM.

Assemble personnel at predetermined location which is the center of the parking lot immediately adjacent to the rear of the College.

Take a head count of employees, residents, students, and known visitors.

Shut off/conserves 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

PAGE: “**SECURITY ALERT, ARMED, VIOLENT INTRUDER + LOCATION**”

In a hostile situation, or one that is perceived as threatening violence, it is recommended that you follow these guidelines: “**Run, Hide or Fight**”

We encourage you to review the video found at this link for clarification:

<https://www.youtube.com/watch?v=5VcSwejU2D0>

Remember, these guidelines cannot cover every situation.

RUN: If it is safe, evacuate the building immediately and find a place of cover outside. Leave your possessions, assist others as necessary and call 911 as soon as you have safely exited the building. Stop others from entering the building if possible to limit the number of targets available for the shooter.

HIDE: Remain calm and quiet; lock yourself in the current room that you are in if possible. Barricade the door with large objects if possible and cover the windows in the door to limit visibility from the outside. Silence your cell phone. Turn off lights and hide behind any large objects if available. Remain in place until the situation has ended.

Stay out of the vision of the violent individual.

If communication is available, **call 911**.

When communicating with the police, be prepared to provide the following information:

1. Location
2. Situation
3. Involved parties
4. Weapons involved
5. Your name

Do not stay in the hallways or common areas.

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.

FIGHT: As a last resort, and only if your life is in danger. Incapacitate the intruder, act with physical aggression, improvise weapons and commit to your actions.

Warning Signs of a Potential Hostile Intruder

- 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.
- 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. Emails and text messages will be sent if the student has signed up to receive them via Sonis.

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

The use of text messaging, as well as the overhead paging system 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 via:** <https://www.sehconsonisweb.com/>

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 of an on-campus or off-campus situation arises, that in the judgment of the College Administration, police or the Southeast Health 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.

Alcohol & Drug Abuse

The College of Nursing and Health Sciences seeks to inform all students about the effects of Substance Abuse.

Students are presented with the College's Substance Abuse policy in FYS 101 College Seminar. During the course, students are introduced to community resources and provided informational material as well as participate in various learning activities.

Among learning activities are:

- Alcohol eCHECKUP TO GO,
- Marijuana eCHECKUP TO GO, and
- Tobacco eCHECKUP TO GO

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.

Establish disciplinary guidelines for violations of the Alcohol and 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 presented with the College's Harassment policy FYS 101 College Seminar. Class participants engage in educational materials and learning activities focused on harassment prevention and reporting. Community resources are also provided (See pages 16-19 of this document).

Students are encouraged to report any incident of sexual assault to the appropriate campus personnel such as the President, program leadership or any faculty and staff. All complaints will be fully investigated.

Weapons Possession

The use, possession, or carrying of firearms, 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 Southeast Hospital. Violation of this policy constitutes misconduct which is subject to disciplinary action including dismissal.

Emergency Operations Plan

The College strives to provide a safe environment for students and employees. College personnel work in conjunction with the SE Health Security Department to promote violence prevention strategies.

Reporting Criminal Actions or Emergencies

First: Remove yourself to a safe place. Call 911 if necessary.

First CALL 9-911 (on campus)

Call the SE Health Security Department at (573) 334-4822.

Security will respond promptly. Security personnel may also call the police department and will notify appropriate College personnel.

9-911 (or just 911 from a cell phone) should be called when urgent help is needed. By dialing 9-911 (or just 911 from a cell phone), immediate and direct access is given to local police, fire, and ambulance services.

When appropriate, the College will publish information regarding any current danger or 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 College does not provide dorm rooms for its students. The College's policy is to notify a designated confidential emergency contact and the Cape Girardeau 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 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 instructor has the authority to remove the student's 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.

Please help make this campus a safe and secure environment.

Safety Recommendations

BUILDING

Do not loan your keys, **ID card, or College Access Card to anyone.**

Do not offer to let someone use your College Access Card.

Do not “advertise” that you have items of value.

Small items of value should be kept out of sight.

Consider having a personal identification number engraved on all valuables for identification purposes.

Report thefts immediately to the appropriate person (faculty, staff or SE Hospital Security Department or police).

Report the theft of checks or credit cards to your bank or credit card company immediately.

All entrance doors to the College are secured and should NOT be propped open.

Report any door, locks, or windows in need of repair to the college faculty or staff.

Be alert to unknown persons loitering in or near College buildings. Note their description and inform the faculty, staff, or 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 (ABC’s)

Avoid walking alone at night.

Be conscious of your surroundings.

Carry a whistle or personal alarm.

It is your responsibility to carry readily available, non-lethal protective devices.

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, constructions 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. Consider leaving the building in groups for safety, insuring that each person arrives at their vehicle before exiting the parking area.

If you have someone give you a ride home, have them wait until you get into your 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, CALL 911, put your flashers on and go to the next open business, slowly.

Campus & Community

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, enrollment status, or work schedules.

Loss of Access Cards must be reported immediately to the College Support Representative during day hours and the Security Office during evenings and weekends.

Students, faculty, and staff have the responsibility to each other to maintain a safe and secure environment.

Update your contact information in SONIS Web.

Report suspicious activity by calling 911 first,

Security at 334-4822, second.

Review Emergency Procedures in the Student Handbook.

Seek help or refer a friend in crisis.

Remember to program emergency numbers into your cell phone!

Emergency Paging System

The College has an emergency paging system (EPS) that can be activated by authorized staff and administrators. The purpose of the EPS is to inform occupants of the building of any urgent information related to safety. The EPS will be activated in the case of emergency drills, fires, inclement weather (e.g., tornado warning), active shooter, or criminal activity near the College campus. College personnel may activate the paging system by dialing 2240 from an authorized college telephone.

Important Phone Numbers

Dial 9 from a college phone then the number to access an outside line from the College.

Emergency:

Police, Fire, Ambulance 911 (off campus)

9-911 (on campus)

SE Health Security 334-4822 (non-emergency)

Cape Girardeau Police 573-335-6621

Cape Girardeau County Sheriff 573-243-3551

Cape Girardeau Fire Department 573-339-6330

College 573-334-6825

Assistance for Parents with Young Children

- Birthright 335-0750
- Building Blocks 335-1033
- Cape County Public Health Center 335-7846
- Lutheran Family & Children’s Services 334-5866
- Parents as Teachers Cape 651-3703, Jackson 243-9540, Scott City..... 264-4196
- PEP Program-Educare (Cape Girardeau & Scott Counties) 651-9171
- WIC-Women, Infants & Children 335-4330
- Car Seat Installation & Inspection
- Jackson Fire Department. 243-1010
- Safe Communities (Cape Police Department). 335-7908

Child Care Information & Assistance

- Child Care Aware of Missouri (800) 200-9017
- MO Family Support Division (855) 373-4636

Clothing

- Birthright (Maternity/Infant Clothes) 335-0750
- Maxine’s Shareable Wearables - St. Vincent de Paul. 335-7667
- Red Star Baptist Church. 335-3381

Developmental Testing for Children

- Autism Center for Diagnosis & Treatment 986-4985
- First Steps 243-3222, (866) 583-2392
- Parents as Teachers Cape 651-3703, Jackson 243-9540, Scott City 264-4196
- Sikeston Regional Center for Developmental Disabilities (800) 497-4647
- Education & Employment (Job Training, Life Skills & Mentoring)
- Adult Basic Education 334-3669
- Alternative Opportunities. 334-9344
- Big Brothers Big Sisters. 339-0184
- Cape Career and Technology Center. 334-0826
- Cape College Center 332-0516
- Lutheran Family & Children’s Services. 334-5866
- MERS Goodwill 339-0071
- Metro Business College. 334-9181, (888) 43-METRO
- Missouri Career Center. 290-5766
- Missouri Division of Vocational Rehabilitation 290-5788, (877) 702-9883
- Missouri Mentoring Partnership 332-0066
- Southeast Missouri State University 651-2000
- Successful Parenting Calendar. 651-3747 ext. 118

Emergency Information & Assistance (Or Dial 911)

- Police Department Cape 335-6621, Jackson 243-3151, Scott City 264-2121
- Safe House for Women (Domestic Violence).. 651-1614 or (800) 341-1830
- Text Line (573) 340-2060
- Sheriff’s Department Cape County 243-3551, Scott County (573) 545-3525
- The Salvation Army 335-7000

Family Activities

- Cape Girardeau Conservation Nature Center. 290-5218
- Cape Girardeau Convention and Visitors Bureau. 335-1631

Family Fun & Learning Activities Calendar 651-3747 ext. 115
Parks and Recreation Cape 339-6340, Jackson 204-8848, Scott City 264-2322
Public Library Cape 334-5279, Jackson 243-8141, Scott City 264-2413

CAPE GIRARDEAU AREA COMMUNITY PLAN FAMILY ISSUES: PARENT & COMMUNITY EDUCATION334-HELP (4357) or (866) 914-4357

www.firstcallforhelpsemo.org

General Information

Food Banks

Catholic Social Ministries 335-9347
FISH Christian Volunteers 334-0207
House of Hope 335-4858
Jackson Ministerial Alliance Food Pantry 243-8415
Red Star Baptist Church 335-3381
Scott City Ministerial Alliance Food Pantry (573) 887-2297
The Salvation Army 335-7000
Food Stamps (SNAP) or Medicaid (855) 373-4636
. . .or Walk-In @ 3102 Blattner Drive, Cape Girardeau

Health Information

Cape County Public Health Center 335-7846
Cross Trails Medical Center 332-0808 or (800) 552-8522
Saint Francis Healthcare System - Wellness 331-5877
SoutheastHEALTH Wellness Services/Class Enrollment (800) 800-5123

Housing, Rent & Utility Information

Catholic Charities of Southern MO (Home Repair) 335-0134
Community Caring Council 651-3747 ext. 100
East Missouri Action Agency (HUD) 334-5533
Habitat for Humanity 334-9728
The Salvation Army 335-7000
USDA Rural Development (573) 649-9947 ext. 4
. . .(Home Repair/Purchase Assistance only outside of city of Cape Girardeau)

Mental Health/Substance Abuse Information & Assistance

Bereaved Parents Support Group 275-3744
Catholic Charities of Southern MO 335-0134
Community Counseling Center 334-1100
Crisis Line for Southeast Missouri (24-hour Hotline) (800) 356-5395
EPIC Coalition (Youth Substance Abuse Prevention) 587-1921
Family Counseling Center 651-4177
Gibson Recovery Center 334-5513
National Help Line Network (Suicide Prevention) (800) 784-2433
New Vision Counseling 334-3486
Safe House for Women (Domestic Violence) 651-1614 or (800) 341-1830
SEMO NASV (Child Advocacy and Rape Crisis Center) 332-1900
Sexual Assault and Rape Crisis Center (877) 820-6278
Southeast Prevention Resource Center 651-5153

Parent, Grandparent & Caregiver Support/Classes

Aging Matters/Kinship Care Network of SEMO 335-3331 or (800) 392-8771
APPLE Paperwork Services (for Seniors) 651-5467
Community Caring Council 651-3747 ext. 104
Hoover Eldercare Center 290-5944
Lutheran Family & Children’s Services 334-5866
MO Children’s Division Cape County 290-5800, Scott County 472-5826
ParentLink (800) 800-5123
St Francis Medical Center Family Birthplace 331-5111, option 1
Southeast HEALTH Women’s & Children’s Services 331-6190

Pregnancy & Paternity Tests

Birthright 335-0750
Cape County Public Health Center (for Temporary Medicaid) 335-7846
DNA Diagnostics Center (800) 359-9465
EMAA Women’s Wellness Services 334-2516
MO Child Support Enforcement 290-5720, (866) 313-9960
ODACS INC Corporate Medical Services 332-7711
Options for Women 339-2032

Prenatal Home Visits

Building Blocks 335-1033
Educare 651-9171
Lutheran Family and Children’s Services 334-5866
Parents as Teachers Cape County 651-3703, Jackson 243-9540, Scott City 264-4196

Transportation

County Transit Authority Cape County 335-5533, Scott City 887-6577
Medicaid Transportation - LogistiCare (866) 269-5942
SEMO Alliance for Disability Independence 651-6464

For online resources, visit: www.communitycaringcouncil/resources.