

## **Emergency Preparedness Plan**

### **Introduction**

Sentara College of Health Sciences is committed to ensuring the safety and security of its students, faculty, staff, and visitors. This Emergency Preparedness Plan provides guidelines for responding to emergencies, minimizing risks, and ensuring a swift recovery in the event of a crisis. This plan applies to all individuals on campus during standard business hours.

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### **1. Emergency Contact Information**

- **Emergency Services (Ambulance, Fire, Police):** 911
  - **College Administrator On-Call:** (757) 388-6275, Option 1
  - **Facilities Management**
    - Monday - Friday: 7:30am - 4:00pm
    - After Hours: (919) 645-3390
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### **2. Emergency Response Procedures**

#### **A. Fire Emergency**

- Activate the nearest fire alarm
- Evacuate the building using the closest exit
- Call 911
- Gather at the designated assembly point

#### **B. Medical Emergency**

- Call 911 immediately
- Provide first aid if trained to do so
- Stay with the individual until help arrives

#### **C. Severe Weather (e.g., Hurricane, Tornado, Earthquake)**

- Seek shelter in designated safe areas
- Follow instructions from campus officials
- Avoid windows and unsecured objects

#### **D. Active Shooter/Violent Intruder**

- Run: Evacuate if possible
- Hide: Stay out of sight and lock doors, silence mobile phones/portable devices

- Fight: As a last resort, take action to defend yourself
- Call 911 when safe to do so

#### **E. Power Outage**

- Remain calm and stay in place if safe
- Follow instructions from campus officials
- Use emergency lighting and backup power where available

#### **F. Hazardous Material Spill**

- Evacuate the affected area
  - Call Facilities Management and the Administrator On-Call
  - Follow containment protocols as instructed
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### **3. Evacuation Procedures**

- Follow exit signs and evacuation routes
  - Assist individuals with disabilities
  - Gather at the designated emergency assembly points
  - Do not re-enter buildings until authorized
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### **4. Communication Plan**

- Emergency notifications will be sent via text, email, and campus PA system
  - Updates provided through the emergency notification system (text, email, voice message, TTY), the college website and social media
  - Regular training and drills to keep the campus community informed
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### **5. Training and Drills**

- Annual fire and evacuation drills
  - Active shooter response training
  - First aid and CPR training sessions
  - Regular review and updates to emergency procedures
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### **6. Review and Maintenance**



- Emergency Preparedness Plan to be reviewed annually
- Feedback and incident reports to be evaluated for improvements
- Continuous collaboration with local emergency responders

### **Conclusion**

Preparedness saves lives. By following this plan, Sentara College of Health Sciences ensures a safer environment for everyone on campus. Stay informed, stay prepared, and act responsibly in case of emergencies.

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### **For More Information:**

Visit the Campus Safety & Security page on the college website [sentara.edu](http://sentara.edu).

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