

EMERGENCY PREPAREDNESS PLAN**PURPOSE**

To establish guidance for employee safety in case of an emergency.

SCOPE

This policy applies to all McKinley Health Center (MHC) employees.

AUTHORITY

This policy is monitored and updated by the Infection Prevention & Control Coordinator, the Medical Director, and the Senior Leadership Group.

POLICY

None

DEFINITIONS

- None

PROCEDURE

All MHC employees are expected to respond appropriately to the security of the organization when they believe there is an active or imminent threat to the safety, security and health of others within the facility. MHC abides by the following emergency procedures to include procedures set forth by the university's Division of Public Safety as outlined in: [Emergency Response Guide](#). These procedures focus on internal response and assisting the university and/or local community in the event of an emergency in the area.

MHC is considered business occupancy. In emergency situations where it is not feasible to safely continue operations, the response of MHC may be to cease operations, make provisions for any remaining care recipients, and leave the building, as appropriate.

For purposes of this plan "emergency" is defined as a natural or man-made event that significantly disrupts the environment of care (e.g., damage to the Organization's buildings and grounds due to severe winds, storms); that significantly disrupts care and treatment (e.g., loss of utilities due to accidents or emergencies within the organization or community, active threats); or that results in sudden, significantly changed, or increased demands for the organization's services (e.g., bio-terrorist attack, building collapse in the organization's community). Some emergencies are called "disasters" to indicate any event that requires a response from the health care system that is over and above its routine capacity.



A hazard vulnerability analysis is conducted and reviewed annually by the Safety and Infection Prevention & Control Committee to identify preparedness and mitigation for risk events related to safety and infection control.

Building evacuation procedures depend upon what type of emergency is occurring and whether it is safer to evacuate or go to an area of refuge. See emergency event type below for evacuation specifics.

A. COMMUNITY EMERGENCY

1. The primary function of MHC staff in a community emergency is to be available to assist the university or other area health facilities in coping with casualties resulting from disaster, regardless of origin.
2. Upon notification by the Champaign County Emergency Management Agency (EMA), the MHC Executive Director will work with other university administrators to provide personnel support is needed.
 - a. If the need occurs during working hours, the administrator in charge will communicate all staffing needs and expectations to MHC unit leaders.
 - b. If the emergency occurs when MHC is closed, the administrator on call will initiate the call tree, as needed. See Telephone Call Tree section below.
 - c. Administrative and clerical staff may be requested to assist at a care location.
3. As MHC does not have hospital or emergency department capability, MHC would not receive patients injured in a disaster.
4. MHC participates in the Campus/Community Coordinated Disaster Preparedness Plan which addresses potential for influx of patients and need for surge facilities. As a result, MHC complies with and conducts required review and updates to the Campus Building Emergency Action Plan.

B. FIRE PROCEDURE

1. In the event of a fire or suspect a fire (see or smell smoke), or hear a fire alarm, evacuate and follow the R-A-C-E procedure.
 - a. **RESCUE** –Leave area quickly, stay calm and take others with you. **DO NOT USE ELEVATORS.**
 - b. **ALERT** – Pull the fire alarm (unless already initiated) and as soon as it is safe, call the Fire Department (911) to provide additional information.
 - c. **CONFINE** – Close doors as you exit the floor but do not go back into a unit to do so. Do not go back for personal items.



- d. **E**VACUATE – Staff, patients and visitors should evacuate the building using the closest, safest exit and go to the designated assembly area. DO NOT USE ELEVATORS.
 - i. Staff should assist persons with mobility issues to an “Area of Refuge” to use an emergency phone to call for assistance out of the building by the fire department. DO NOT USE ELEVATORS.
 - ii. Staff and patients/visitors should go to the **designated assembly area** (west side of the parking lot) and congregate in their unit’s area, see location map at the end of the [Building Emergency Action Plan](#).
 - iii. Designated staff will do a department head count in the designated assemble area and provide a report to the Executive Director or authorized representative. See the [Building Emergency Action Plan](#).
 - iv. Employees are to remain in the designated assembly area until given the “All Clear” by an authorized MHC representative notified by the Fire Department.
 - e. Employees working evenings and nights will evacuate the building according to the following procedure:
 - i. Building Service Workers will shut doors as they exit and evacuate by the closest, safest exit.
 - ii. Medical Records Staff will shut and lock the doors to their work area and evacuate by the closest, safest exit.
 - iii. All staff will meet at the west side of the parking lot to assure that everyone is out and await the arrival of the Fire Department.
 - iv. Employees are to remain in designated assembly area until given the “All Clear” by the Fire Department.
2. For additional fire/explosion response information see: [Emergency Response Guide](#)

C. BOMB THREAT / SUSPICIOUS PACKAGE PROCEDURE

1. To assure the safety of our employees, patients and visitors, the following responses occur for a bomb threat or suspicious package.
2. Threat of or an actual incendiary device may occur by telephone, some form of written communication or in person.
 - a. Remain calm and try to collect as much information as possible (caller ID#, background noises).
 - b. If on the phone, alert a coworker to notify supervisor.
 - c. Call “911” and notify your supervisor. See Bomb Checklist in: [Emergency Response Guide](#)



3. For a suspicious package or an actual device is found, do not touch, smell, shake or move the package.
 - a. Stay clear and keep others away from the package.
 - b. Notify your supervisor or the Administrator on Call.
 - c. Supervisor/ Admin. On Call confers with MHC Executive Director, the Associate Chancellor for Student Affairs and Campus Police for direction on whether to evacuate the facility.
4. If evacuation is required, the fire alarm will be activated or an overhead page used to alert staff/patients/visitors of the need to evacuate and other pertinent information.
 - a. An on-site administrator will direct personnel to the Lincoln Avenue Residence Hall or other designated site to await further instructions.
 - b. Personnel should not congregate in the courtyard or parking lots.
5. The campus police or their designees will be responsible for conducting a facility search for any devices/bombs.
6. All inquiries for information regarding the situation will be referred to the Campus News Bureau, [217-333-1085](tel:217-333-1085).

D. EARTHQUAKE PROCEDURE

1. During an earthquake, assess your area for the safest location. For more information see: [Emergency Response Guide](#)

E. TORNADO WATCH OR TORNADO WARNING PROCEDURE

1. Notifications for weather alerts such as a Tornado Watch or Tornado Warning are received by NOAA via radio, the University's Illini-Alert System, or the administrator on-call may be contacted.
 - a. Notices received during normal, weekday work hours are immediately shared with the Executive Director or other administrator who instructs an overhead page ([217-244-5424](tel:217-244-5424)) for a "Tornado Watch" or Tornado Warning".
 - b. Notices received on weekends, holidays, evenings, or nights when employees are in the building are automatically overhead paged ([217-244-5424](tel:217-244-5424)) as "Tornado Watch" or "Tornado Warning".
 - c. Battery operated radios (Stations WILL AM-580 FM 91 and WPGU FM-107.1), other emergency notification systems (Illini-alert) and continued tornado sirens are used to assess continued threats.



2. A "TORNADO WATCH" indicates weather conditions are favorable for a tornado. During a "Tornado Watch", staff will:
 - a. Inform staff/patients/visitors of the alert and to stay aware of possible worsening conditions that could require a need to move to area refuge.
 - b. Close windows, blinds, and drapes.
 - c. Overhead page (repeat every 30 minutes until clear) – "We are under a tornado watch until further notice. A tornado watch means conditions are favorable for a tornado. Please stay alert for possible worsening conditions. Close windows, blinds, and drapes. Again, we are under a tornado watch until further notice."
3. A "TORNADO WARNING" indicates imminent danger of a tornado and a need to take cover immediately in an area of refuge (McKinley basement).
 - a. Staff, patients and visitors will proceed to the designated "area of refuge" (basement). If safe to do so, shut doors leading to exterior rooms as you evacuate.
 - i. Staff will assist individuals with limited mobility to the basement or an area of rescue. Elevators may be used during a tornado evacuation.
 - ii. Students should be encouraged to go to the basement but cannot be forced to do so. If they remain in the building, they must go to the basement.
 - b. Once in the basement, stay away from exit doors/external building openings and congregate between Medical Records and Radiology.
 - c. Overhead page (repeat every 5 minutes until clear) – "We are under a tornado warning. Take cover immediately by going to the basement area of refuge. Again, we are under a tornado warning. Take cover immediately by going to the basement area of refuge."
 - d. Remain in the area of refuge until notified of the "all clear" by the Executive Director or another administrator.
 - e. In the event of injuries, MHC patient care staff will assist with medical care until further disposition is established.
 - f. For more information see: [Emergency Response Guide](#)

F. GAS LEAKS/FUMES/VAPORS PROCEDURE

1. If you smell gas/unusual odors or see fumes notify your supervisor or an administrator immediately.
 - a. Call 911 and follow the instructions given.
 - b. If directed to evacuate, the Administrator on Call or a representative will make an overhead page (217-244-5424) saying "Evacuate the Building, go to the designated assembly area" (west side of the parking lot).
 - c. Do not re-enter the building until given an "all clear" by MHC administration.



2. For more information, see: [Emergency Response Guide](#)

G. ACTIVE THREAT PROCEDURE

1. An active threat is defined as any incident which by its deliberate nature creates a perceived threat or presents imminent danger. Examples include but are not limited to, the following:
 - a. Acts and threats of violence towards a specific person(s), unspecified person(s), and/or the campus as a whole.
 - b. Significant violent ideations, expression of violent ideas or intent to harm.
 - c. Pattern of physical or emotional bullying and/or intimidation.
 - d. Persistent, unwelcome pursuit of a person and/or sexual relationship and/or verbal or physical conduct of a sexual nature that is perceived as intimidating, aggressive, threatening, and/or an abuse of power.
 - e. Assuming a stance of being substantially “in charge” or attempting to control processes, outcomes, or decisions that are inappropriate for that person.
 - f. Persistently and/or aggressively pursuing options that do not reasonably exist and continuing to do so after being instructed to cease.
 - g. Expression of thoughts, ideas, beliefs, and/or engaging in behaviors which indicate an obsessive, excessive, and/or inappropriate focus on violence.
2. Employees witnessing an active threat have several options to call for help depending upon the situation. Employees may:
 - a. Call (911)
 - b. Overhead page ([217-244-5424](#)) saying “Active Threat: Run, Hide, Fight”.
 - i. Overhead announcement alerts others of a building threat.
 - c. Use a panic button.
 - i. Panic buttons are located at all reception areas and Mental Health offices.
 - ii. Panic buttons are a discreet way to alert 911.
3. Some situations may require “Run-Hide-Fight”.
 - a. Run – leave the area quickly.
 - b. Hide – If you cannot safely leave, find a safe place to hide, lock/barricade the door, close window blinds and remain quiet.
 - c. Fight – used as a last resort. Be prepared to fight. If possible, team up with others to defend yourselves.
 - d. Help others if you can.
4. In an active threat evacuation, personnel should not congregate outside the building or in the parking lots. Leave the area and do not return to McKinley until you receive information to return via an Illini Alert or MHC administrator.
5. For more information see: [Emergency Response Guide](#)



H. DRILLS

1. Drill exercises are conducted regularly to help employees remain prepared for different emergencies.
2. A drill schedule is established by the Safety Officer and approved by the Senior Leadership Group
 - a. Fire drills are conducted quarterly on both day and evening shifts.
 - b. MHC will conduct at least one emergency disaster drill each quarter, with one being a CPR/medical response drill (actual emergency or drill).
3. Employees will follow emergency procedures during drills and when other evacuation notices are given. See [Fire Drill Procedure](#).
4. Drill responses are documented and evaluated. If corrections are needed, staff receive information or training.
5. MHC reserves the right to replace a scenario-based drill with a live event. MHC will document the live event as if it were a drill.

I. TELEPHONE CALL TREE FOR AFTER HOURS EMERGENCIES

1. McKinley maintains a telephone call tree for use in the event of an emergency, such as damage to the building or community disaster, which might occur when MHC is closed.
 - a. The MHC Administrator on Call will consult with MHC Executive Director and/or the Associate Vice Chancellor for Student Affairs, to determine whether to activate the call tree and what communication is needed for staff.

EXCEPTIONS

- None

New Reviewed Revised

SLG Approval Date: 8-13-2025

