



Norfolk State University Emergency Medical Procedure

The Director of the Spartan Health Center practices general oversight on public health issues concerning the campus community and advises the university's administration in regard to health communications and protective measures.

Procedures for all Medical Emergencies

Danger: Do not put yourself at risk to help someone else. Assess the scene first. Do not help the victim or attempt a rescue unless you are **absolutely** certain that the environment in which the victim is located is safe and does not represent a life-threatening situation for you.

If you observe what appears to be a medical emergency and a potentially-hazardous situation through a closed door's vision panel, do not open the door until Public Safety officers arrive on the scene. Opening a door can be very risky (e.g., a smoldering fire can flare up and/or you can suddenly be surrounded by a hazardous atmosphere).

Norfolk State University's campus has easy-to-see, blue-light emergency telephones located across campus. Blue-Light phones provide a direct connection to University Police Department. Most blue-light phones are located on each building on campus, including residence halls, along and major foot traffic areas. Phones mounted on residence halls have an emergency button that, when pushed, connects directly with the University Police Department.

Basic Steps

The first aid you administer to an injured individual should be limited to procedures necessary to stabilize and protect the person from further injury. Immediately call the University Police Office or for extreme emergencies 911 for emergency medical services.

University police officers are First Responders and are trained in first aid and CPR procedures. Public Safety will simultaneously call for ambulance services and immediately dispatch officers to the scene of the medical emergency to assist until off-site medical assistance arrives on the scene. They will also escort the ambulance to the medical emergency site. The instructions that

follow are intended as guidelines for untrained individuals who witness or are personally involved in a medical emergency.

Medical Emergencies- Action Steps

If you experience or witness a medical emergency:

- Call 757-823-9000 or 911 immediately.
- Remain calm.
- Be prepared to provide information about the emergency.
- Unless trained, **Do Not** render first aid—wait for emergency personnel.
- **If trained**, use pressure to stop bleeding.
- **If trained**, use CPR if victim has **No Pulse** and is **Not Breathing**.
- Do not move a victim unless safety dictates.
- Be prepared to provide Norfolk State University Police with vital information, such as:
 - Your name and telephone number
 - Location of the injured person (building, room, etc.)
 - Type of injury or problem
 - Individual's present condition
 - Sequence of events leading to the emergency
 - Medical history and name of injured person's doctor, if known
 - Stay on phone with emergency personnel

Alert others of the emergency, if possible

Infectious Disease Control Plan

Infectious diseases are disorders caused by organisms — such as bacteria, viruses, fungi or parasites. Many organisms live in and on our bodies. They're normally harmless or even helpful, but under certain conditions, some organisms may cause disease.

Some infectious diseases can be passed from person to person. Some are transmitted by bites from insects or animals. And others are acquired by ingesting contaminated food or water or being exposed to organisms in the environment

Infectious diseases are a naturally occurring human and zoological condition, the spread and impact of which, while sometimes concerning, can normally be avoided, controlled or managed toward marginal human impact.

Medically based decisions guiding the administration's response to a specific health threat will reflect local, state, national or global evaluation of the human impact of the disease. The continuum of the university's response begins with threat monitoring, focuses on health communication emphasizing personal care and includes protective actions intended to safeguard all members of the campus community, wherever they are located, should a health threat become particularly pervasive.

Purpose:

This plan is to serve as a framework for the University's response to infectious diseases that present a threat to members of the campus community. It will provide general guidance for **monitoring, mitigation, communications** and **responses** using the institutions resources and coordinated response with local, state or international agencies when threat management exceeds the institution's capabilities.

Primary Office: Spartan Health Center will inform the University Student Affairs office and will inform and seek guidance from the following organizations.

Norfolk Public Health Department

Virginia Department of Health

Sentara

Center for Disease Control

World Health Organization

Scope:

This plan is expected to guide the university's mitigation effort and response to disease outbreaks impacting students and employees on campus, in route to the campus, and abroad engaged in university-affiliated travel. It considers typical and extraordinary health threats such as:

Meningococcal Disease, Whooping Cough, Rotavirus, Norovirus, Measles, Mumps, Corona Viruses, Yellow Fever, Malaria, various strains of Influenza or any other known or novel contagious threat which may cause exceptional personal discomfort, have a persisting negative impact on quality of life, or which may produce fatalities.

Policies:

Policy for Student Travel to Travel Warning Countries – Recognizes risks to safety and security of students engaging in university affiliated travel, particularly the risks outlined by the U.S. Department of State when it issues a Travel Warning. Policy establishes the circumstances under which student travel to countries subject to a U.S. State Department Travel Warning is permitted.

- Code of Virginia 32.1-48.04 et. seq., disease control measures, authority of State Commissioner of Health to order detention, quarantine or isolation of infected persons.
- Commonwealth of Virginia Emergency Response Plan – Pandemic Influenza Response – outlines State Council of Higher Education for Virginia (SCHEV) responsibilities and relationship with Institutions of Higher Education during various phases of a pandemic event.

Concept of Operations

The Director of the Spartan Health Center practices general oversight on public health issues concerning the campus community and advises the university's administration in regard to health communications and protective measures.

Disease surveillance utilizing various methods of detection is conducted at state, national and international levels and serves as a sentinel system providing warning that a disease is spreading.

Most campus health threats will be managed through typical interdepartmental coordination efforts. When extraordinary resources are necessary, the Director of the Spartan Health Center may request through the Associate Vice President for Student Affairs and Administration that the University Emergency Plan be activated to an appropriate level providing support for the health threat response or health emergency.

Spartan Health Center- Action Steps

Prepare educational campaigns to explain how individual actions and university community actions reduce risk of contracting the disease, transmission, symptoms, treatment and when to seek treatment.

Enhance disease surveillance to ensure early detection of the first cases of pandemic flu in the university community.

Acquire stocks of vaccines; SHC will administer vaccines to students and staff who desire the vaccination.

Prevent university disease transmission using a range of containment strategies in coordination and collaboration with Epidemiology Department Norfolk Health Department, Virginia Health Department, and following Center for Disease Control guidelines.

Facilitate cooperation among all university involved parties (e.g., government officials, emergency responders, health experts, businesses, and the public).

Post the most common questions about pandemic flu in the NSU web site.

Health Communications:

Health Communications are generally informational or instructions from the administration to the staff and students educating or suggesting voluntary, self-protective measures persons may take to reduce their exposure to infections, or to reduce the potential of infecting others. The necessity for issuing notice of a disease infecting all or part of the campus community and providing medically accurate information about the health threat will be determined by the appropriate medical authority. For the campus that authority is the Director of Spartan Health, or in some cases the State Health Commissioner in coordination with the Director of Spartan Health. In regard to international travelers that authority may be the Center for Disease Control, the World Health Organization or some entity within the U.S. State Department. Disease Education communications may include, but may not be limited to:

Description of symptoms

Risks associated with contracting the disease

If, when and where vaccination will be available

Communication of mitigation actions may include, but are not limited to:

- Staying away from campus when ill
- Voluntary isolation in quarters
- Hand washing / cough hygiene
- Not drinking or smoking after one and another · Refraining from social drinking games.

- Enhanced environmental hygiene (housekeeping education or housekeeper retraining)
- Immunization / prophylaxis
- Travel restrictions concerning acutely affected locations · Cancellation of classes / closure of campus residences · Interventions including iterative symptom monitoring and quarantine

Activation Procedures and Approval Hierarchy for campus emergencies

Activation of the Campus Alert (**Everbridge**) emergency notification system, for all purposes will be approved by University leadership using the below activation approval hierarchy.

Contact the following for approval

1. Associate Vice President of Student Affairs
 2. Director of Residential Housing
 3. Chief of Police, NSU
 4. NSU Provost
 5. NSU President
- Receive approval
 - Activate the appropriate emergency communication system

Students will be notified by using: Everbridge Alert System along with

Campus Website Spartan Health Center Web Page Notifications Posted

Text Messages to Cell Phone Users Local Television (if necessary)

Campus Housing and Health Care in Quarantine Situations

A number of students will likely remain in the NSU housing because of potential international travel restrictions, other travel difficulties, or because they do not have a suitable alternative living option. Students with illness should go to SHC promptly to seek medical attention if they have a medical condition that puts them at increased risk of severe illness. These students will need support as people in student housing will be in close quarters and at an increased risk.

Student Housing will provide isolated space for these students as long as space is available.

Providing medical care to a large number of ill students will strain the resources at NSU and partnering with the local hospitals will or may become necessary.

Hazardous Material Spill/Infectious Material Spill Responses-Action Steps

Hazardous Material Spill:

- Call 911 or 757-823-9000 immediately.
- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, and then seek medical attention.
- Stop the source of the hazardous material if possible.
- Evacuate the immediate area, closing doors behind you.
- Unless trained, **Do Not** attempt to clean up the spill you.
- Make yourself available to emergency personnel to supply critical information to aid in clean up.
- Provide as much of the following information as possible:
 - Where has the hazardous material spill occurred? Specify the floor, room number, and location in room.
 - Have there been a fire and/or explosion?
 - Are there any injuries? If so, how many?
 - What material has been spilled?
 - What is the state of the material (i.e., solid, liquid, gas, combination)?
 - Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

Infectious Material Spill Response:

- If the infectious material comes in contact with your skin, immediately wash with soap and water.
- Unless trained, **Do Not** attempt to clean up the spill yourself.
- Contact University Police (757-823-9000).