

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

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**TITLE OF POLICY:** Student, Faculty, and Staff Disaster and Post-Disaster Policy

**ORIGINAL DATE:** May 2006

**LAST REVIEWED/REVISED:** Approved by Dean's Council August 2006

**POLICY:** This policy describes the incident preparedness and emergency response plan for the University of Pittsburgh School of Nursing. This policy is designed to insure, to the limits possible in a given situation, the needs and safety of students, faculty and staff during a time of emergency or civil disruption. Key components of this plan include:

1. School of Nursing Emergency Contact List
2. Personal Preparedness
3. Delineating responsibilities of students in clinical settings during an emergency.
4. Response Actions
5. Post-Response Review & Evaluation

Each department shall keep a copy of the Disaster Policy, Procedures and the Disaster Plan Notebook at the department's main desk. This note book also includes the University of Pittsburgh Emergency Policy. It is the responsibility of all faculty and staff to be familiar with both the location of these documents and the documents themselves.

This policy complies with and is subject to the University of Pittsburgh's Emergency policy.

**PROCEDURES:**

**1. School of Nursing Emergency Contact List**

a. Student Services will maintain an emergency contact name and number for all undergraduate and graduate students. This should be reviewed and updated each term and as necessary. Student Services shall designate specific procedures for keeping, maintaining and accessing emergency contact

information for students.

b. Each department will maintain a list of undergraduate students, their clinical locations and times to facilitate communication in an emergency. The primary instructor for the course and the Department Chair shall be able to access this information. Both of these lists should be accessible from off site in case of building lock out. Persons responsible for maintaining each of these lists shall decide on the most efficient way to make them accessible from both on and off campus.

## **2. Personal Preparedness**

Personal preparedness is everyone's responsibility. Students, faculty and staff will be encouraged to develop a personal preparedness plan. A personal preparedness plan should include plans for contacting other family members and/or emergency contacts, and for meeting the individual's needs if they are unable to leave the school, clinical site or other facility. A list of the essential elements of a personal preparedness plan is included in the appendix of the School of Nursing Disaster Plan Notebook marked personal preparedness plan.

## **3. Delineating responsibilities of students in clinical settings during an emergency.**

As contracts with our clinical partners are reviewed and new clinical sites established, the School of Nursing will request and recommend language which would delineate the agency's responsibility for and clear understanding of the clinical responsibilities of our students in case of a disaster. The clinical contract review would include but not be limited to:

- a. caring for the student's physical needs;
- b. utilization of the student to provide care through the clinical site;
- c. responsibility for the student's actions and the direction and authority under which the student would act.

Under no circumstances should students act in any clinical capacity as representatives of the University of Pittsburgh School of Nursing without explicit and direct direction from faculty. Should a student choose to act, providing aid in a disaster incident, they do as individual volunteers and fall under the governance of the Good Samaritan Laws. Students should be made aware of this policy prior to clinical rotations.

#### **4. Response Actions**

General procedures have been established to guide actions for incidents in the vicinity of the School of Nursing and those not in the immediate area. These procedures are not meant to direct specific actions for every possible event. They are designed to provide direction and structures on which to build appropriate actions.

##### **A. Procedures for caring for and utilizing students, faculty, and staff for both off and on site incidents:**

- a. In the event of a disaster in the Pittsburgh area but not in the immediate vicinity of the School of Nursing, the School of Nursing shall have or do as follows:
- b. Set up and maintain an information and referral service through Student Services for students and family members to facilitate communication. This service would be available during the normal hours of operation for Student Services and is meant to supplement the University's Contact Line as stated in the University's Emergency Policy.
- c. Refer students, faculty and staff to appropriate medical services as necessary.
- d. Provide sheltering-in for students, faculty and staff within the School of Nursing if personnel are unable leave. A limited amount of supplies and services may be available to meet the physical needs of the occupants. This will be impacted by the number of people sheltering-in.
  - Each area responsible for a water cooler, will stock an extra 5 – 5gallon water bottles over the 5 which are to be stocked regularly.
  - Each department will stock 1-3 cases of power-bars or comparable food source.
  - Chemical toilets and other basic sanitary needs will be provided. Two toilets will be provided per floor with 4 in each of the men's and women's restrooms on the first floor. Waterless hand sanitation will also be provided.
  - One to two cases of chem-light sticks will be kept in each department. An extra four

cases will be kept in Student Services for use on the first floor.

- e. The Dean, dean designate, or experienced faculty or staff, depending on who is physically in the building at the time of the sheltering-in, would be designated Incident Commander. The Incident Command Center would generally be located in the Office of the Dean but may move as necessary. The Incident Commander would coordinate care and the distribution of supplies.
  - f. Students would be encouraged to shelter in the first floor area including the lounge and lecture hall areas. Faculty and staff would be encouraged to remain in their work areas unless otherwise assigned by the Dean or designate. If faculty or staff chooses to stay in another area, they are encouraged to inform the Incident Command Center/Office of the Dean.
  - g. The Incident Commander will keep accurate records of events, decisions and outcomes with the limitations imposed by the incident.
- ii. In the event of a disaster in the vicinity of the University of Pittsburgh's Oakland Campus, the School of Nursing, if and when physically able and appropriate, shall have or do as follows:
- a. Evacuate or shelter-in as instructed by the Incident Commander designated by the University of Pittsburgh Emergency Policy or by the University of Pittsburgh Police Department.
  - b. If sheltering-in, the Office of the Dean is to be designated as the Incident Command Center. The Dean or designate would be the Incident Commander.
  - c. Within limits based on the nature of the incident and available communications, set up and maintain an information and referral service through Student Services for students and family members to facilitate communication.
  - d. Stockpiles of food, water, sanitation and light will be maintained as stated above.
  - e. In the event of loss of electricity and communications, each department shall have and utilize hand held radios. Each department

shall have 2 and all should be able to be on the same frequency. Extra batteries should be maintained.

- f. Open the Student Services area as a central triage site for students, staff, faculty and others as necessary. The Skills Lab will be designated the Treatment Area. The dean or designate will ask faculty, including nursing and nurse practitioners, if available, to provide support and assistance to those presenting in need to the limits possible. Notes describing care should be kept and compiled by Student Services to be kept by the Office of the Dean. All participation and treatment, at any level, is strictly voluntary in nature.
- g. Students, faculty, and staff would be referred to and transported as necessary within the limitations of those providing care, to appropriate treatment facilities.
- h. Students would be encouraged to shelter in the first floor area including the lounge and lecture hall areas. Faculty and staff would be encouraged to remain in their work areas unless otherwise assigned by the Dean or designate. If faculty or staff chooses to stay in another area, they are encouraged to inform the Incident Command Center/Office of the Dean.
- i. The Incident Commander and those in assigned and natural leadership positions shall debrief, as much as possible, those involved in the event as time and circumstances allow. Those requiring further care should be referred to appropriate services.
- j. The Incident Commander, as well as others in authority, should keep accurate records of events, decisions and outcomes within the limitations imposed by the incident.

### **3. Post Response Review & Evaluation**

After any incident where this policy has been implemented, there will be a review of the incident and response. The purpose of the review is to examine the effectiveness of policy and procedures and recommend change as necessary. The review is not intended to criticize or judge the actions of those responding to the event.

The review shall take place within 30 days of or as soon as reasonably possible after, an event. Those involved and all records should be made available to the review body.

The body should be made up of faculty and staff as assigned by the Dean. The members should have, but not be totally limited to those with emergency response experience.