



<b>Title:</b> Weather and Fire Safety Policy	
<b>Written by:</b> Director, Student Services and External Relations	
<b>Date Initiated:</b> 4/2012	<b>Date Revised:</b> 4/2015; 7/2017
<b>Approved by:</b>  _____ Chancellor	<b>Governing Board Approval:</b>  _____ Date
_____ Date	_____ Date

**PURPOSE:**

The purpose of this policy is to describe Trinity College’s policy for responding to actual or potential adverse or severe weather conditions.

**POLICY AND PROCEDURES**

**Emergency Weather Closure**

The Chancellor or designee will make the decision to officially close the College due to inclement weather. It is the student’s responsibility on any questionable day of bad weather to check the College website, Facebook, or call 309-779-7700 to access messages regarding cancellation of classes or clinical experiences. In addition, if classes or clinical experiences are cancelled, a call will be made to the following television stations: WHBF Channel 4, WQAD Channel 8, and WKQC Channel 6. The announcement will also be posted on the College website. The announcement will be made by 5:00am. Upon cancellation, the College is cancelled for the entire day, including evening (PM) experiences. If the weather becomes severe during the daytime, evening (PM) experiences will be cancelled as soon as possible.

**Tornado/Severe Weather**

The following information and procedures are to provide an effective plan of action in the event of a tornado alert or an actual tornado. The Chancellor, Dean of Nursing and Health Sciences or a delegated person shall decide when the plan is to be put into effect. The **Trinity Alert** system will be activated.

## **Definitions:**

**Tornado/Severe Thunderstorm Watch:** A watch means weather conditions are right for the development of severe weather such as tornadoes or severe thunderstorms.

**Tornado/Severe Thunderstorm Warning:** A warning means a tornado or severe thunderstorm has been sighted or detected by radar and is posing a threat to people. When a warning issued for the geographic area, take immediate protective action. A Watch may or may not be in effect at the time of the warning.

**Siren Signals:** A steady sound for three minutes means a tornado has been sighted or detected and a Warning is in effect.

## **Procedure:**

- If the National Weather Service advises UnityPoint Health, Trinity of a Tornado/Severe Thunderstorm Watch the Switchboard operator will notify the College.
- If the National Weather Service reports the direct sighting of a tornado or a funnel cloud within a five-mile radius of the Medical Center, and/or the Siren Signal is activated, the following will occur:
- Switchboard (when at clinical site):
  - The Switchboard will make the following announcement: “Attention All Medical Center Personnel: “Operation Weather Warning” and repeat three times”.
  - If a Tornado/Severe Weather Drill is being announced, the Switchboard operator will make the following announcement: “Attention All Medical Center Personnel: “Operation Weather Warning Drill” and repeat three times”.
- If at the College, the faculty, staff and students, should turn on all lights, close doors and blinds. All faculty/staff/students in building should move to the following safe locations: Executive Conference Room, Storage Room by Classroom 120, Men’s Bathroom, Women’s Bathroom, or Leininger Conference Room.

## **Fire Plan and Evacuation**

Fire and evacuation routes are posted in each classroom, office areas, and hallways. Students need to become familiar with these routes and are provided information at orientation. If a fire is discovered, an individual should:

- R – Rescue any visitors/staff/others from immediate danger.
- A – Alarm (Pull area alarm and call “55” to report location).
- C – Contain (Close all doors and windows throughout facility when alarm is sounded and never break an automatic closure fire door unless evacuating).
- E – Extinguish (Attempt to control the fire using the proper extinguisher).

A Code Red All Clear will be announced by UnityPoint Health, Trinity Safety and Security Personnel or the Fire Department personnel when it is safe to return to the building.

Trinity College of Nursing & Health Sciences conducts fire drills to ensure the integrity of the system and process. All students and personnel are required to evacuate the facility using the designated routes and exits as posted.

### **Emergency Services/Messages**

In case of emergency, individuals can call Student Services at 309-779-7700 to locate a student on campus. Every effort is made to contact the student and relay a message.

### **Smoke Free Campus**

Trinity College is committed to providing a safe and healthy environment for students, employees, and visitors and seeks to provide a smoke-free campus and grounds that promote wellness. Smoking is not permitted inside the College, on the College grounds or in the parking lot. Students, faculty and staff are not allowed to smoke or use tobacco products on or in any clinical site.

### **Definitions:**

“Smoking” for purposes of this policy is defined as the lighting, smoking or carrying of a lighted cigarette, pipe, cigar, or electronic smoking device.

Electronic smoking device means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe

“Tobacco” includes the use of smokeless tobacco products other than those used to aide in the cessation of smoking or tobacco use.

“Environmental smoke” is defined as smoke emergent from the burning end of a cigarette, pipe, electronic smoking device, or cigar during active smoking, including the smoke exhaled by the smoker.

Assistance is available for students, faculty, and staff who smoke and/or who use prohibited tobacco products:

- In IA: 1-800-QUITNOW
- In IL: 1-866-QUITYES