



CHAPTER THIRTEEN: SAFETY AND SECURITY GUIDELINES

Personal safety and security are everyone's business. Lutheran School of Nursing and St. Alexius Hospital (SAH) have various systems in place to provide a safe and secure environment for students, faculty and staff. Individuals are responsible for their own actions to insure the safety and security of themselves and others.

ST. ALEXIUS SECURITY DEPARTMENT

SAH operates a security department on a 24-hour basis to provide security for hospital employees, patients, students, and visitors to our campus. Security officers assist with crime reports, enforce hospital policies, respond to hospital or school emergencies, and provide routine vehicle assistance, such as battery jumping and unlocking cars whenever possible. An officer is on duty at all times and can be paged by the Residence Receptionist. Officers are available for escort service to and from the parking areas at any time by dialing the operator.

PERSONAL SAFETY

Each student is responsible for taking appropriate and prudent actions to protect themselves and their property. The following guidelines are suggested to help each person become more security conscious. This is not an all-inclusive list and LSN cannot guarantee safety and security for anyone.

1. The School of Nursing buildings are regularly inspected to insure a safe environment. Security measures are in place with regard to entry and exit from the residence and the movements of students and visitors. Students and visitors are expected to participate in ALL security and safety measures, including evacuation drills.
2. Individuals observed in the building who are not wearing an identification badge or who are not with a student or faculty member should be reported to the receptionist on duty.
3. Students should never leave personal possessions unsecured anywhere on campus at any time including classrooms.
4. Students are encouraged to travel in pairs in the area around the school at all times. The hospital and school are located in an urban environment and there is a possibility of crime at all times.
5. Any incidents involving personal safety, injury, or theft must be reported immediately to the SAH Security Department, who will contact the St. Louis Police Department. The residence receptionist is the best person to contact for immediate reporting of any problem. In case of an emergency, contact the operator by **dialing 22222** from a campus phone or 865-7000 from outside.

STUDENT PARKING PROGRAM

PARKING OF VEHICLES

The Security department administers the parking program for St. Alexius Hospital, including the student parking system. Mandatory registration of all student cars is completed during orientation. Replacement permits can be requested by contacting the Student Development Office.

1. Permits must be displayed as directed.



2. Student parking areas are the gravel lot across Miami Street south of the School of Nursing or in the parking garage accessible from Jefferson Avenue. There is no charge for this space.
3. The Security Department does patrol the lots on a regular basis; however, students are responsible for the security of their vehicle and possessions. Do not leave any valuable items in view in a vehicle. Lock your automobile!
4. Report incidents or suspicious activity to Security. Contact the operator by dialing “0” from a campus phone or 865-7000.
5. Vehicle and personal insurance is strongly recommended to protect against losses from vandalism or theft.
6. Parking in unauthorized lots or spaces can be considered a violation of school policy.

EMERGENCY PROCEDURES

FIRE SAFETY PROCEDURES

The Education Building and Nurse’s Residence Hall are equipped with a fire alarm system. In addition, a procedure is in place to quickly notify the hospital and the fire department in case of emergency. In accordance with the fire policy for St. Alexius Hospital, follow the “RACE” procedure outlined below. Your actions on discovering a fire are as follows:

Remove any persons from immediate danger, *STAY CALM!*

Activate nearest alarm. Familiarize yourself with the locations of alarms in rooms and areas where you spend time.

Call hospital operator (22222), give location and type of fire. Contain fire by closing all doors and windows.

Extinguish fire, if possible and Evacuate

If the fire is smaller than a wastebasket, you may use a fire extinguisher to put it out. Fire extinguishers are located in various locations around the school. Evacuate calmly and quickly by the nearest exit, pounding on doors and otherwise alerting others to evacuate as you go. ***Do not use elevators.*** Go to the Miami Street gravel parking lot. ***Do not re-enter the building*** until official clearance has been given to do so.

If you are in the classroom or not near a phone where you can call the hospital operator, send someone or go yourself to the Reception Desk at and tell the receptionist:

- ◆ Who you are
- ◆ Where the fire is (exact location).
- ◆ Type of fire (stove, trash, grease, etc.)
- ◆ How big (extent of fire: one room, two rooms, etc.)



If a person is on fire:

- ◆ Stop, Drop, and Roll to extinguish the flame.

If there is smoke in the hall: get close to the floor

- ◆ If breathing is difficult: Use dampened towels/cloths on your face to help you breath.
- ◆ Do not attempt to open doors that feel hot to the touch.

You Are Required To Participate In Any Emergency Evacuation of the School and Nurse's Residence Hall, whether an actual emergency or a drill. The School of Nursing and St. Alexius Hospital conduct both unannounced and announced drills on a sporadic basis. Failure to comply with the requirement to participate in emergency exercises may result in disciplinary action.

EARTHQUAKES AND SEVERE WEATHER

There is one important difference between emergency actions for severe weather/earthquakes and that for fires. Do not evacuate the building in cases of severe weather or earthquakes. Follow these guidelines for immediate action:

◆ **Stay calm**

- ◆ Move away from glass, mirrors, and windows.
- ◆ Avoid heavy standing objects such as bookcases, cabinets, etc.
- ◆ If indoors, stay there. Do not run outside, where you may be hit by falling debris. Move to an interior hallway, corner or inside a door frame.
- ◆ If outdoors, move away from chimneys, walls, tall buildings, trees, and power lines. Go to open ground.
- ◆ If in a car, drive away from underpasses, overpasses, and bridges. Stop in a safe place and stay in the car.

EARTHQUAKES

When movement subsides, evacuate the building. Expect after shocks. Check for injuries and for fires. You will not be allowed to return to the building until it has been fully inspected.

SEVERE WEATHER

Seek low ground and avoid trees if tornadoes are possible. If outside, move away from the storm at right angles rather than moving directly away from the path. Listen to emergency broadcasts on the radio for severe weather bulletins.

“WATCH”: conditions are favorable for the formation of severe weather (tornadoes or thunderstorms).

“WARNING”: severe weather has been observed or is happening in your area.

In the case of an emergency and if St. Alexius Hospital is required to respond to an area disaster, the front desk receptionist, upon request from the administration, will begin contacting students in the area and living in the Nurse's Residence Hall to respond with assistance for said disaster.



**ST. LOUIS POLICE DEPARTMENT
PUBLIC AFFAIRS DIVISION
STREET SMARTS**

SAFETY FIRST: AVOIDANCE TECHNIQUES

These are only a few suggestions from the St. Louis Police Department to help keep you out of harms way. Remember, “Street Smarts” means:

BE AWARE OF YOUR SURROUNDINGS!

APPROACHING YOUR CAR

- ◆ If you see someone or anything that seems strange or threatening, calmly turn away and seek help.
- ◆ Have your key between your thumb and forefinger, ready to plunge into the attacker’s eyes, if needed.
- ◆ As soon as you can, get into your vehicle and drive away or sound your horn. This will usually scare your attacker off.

BEFORE ENTERING YOUR CAR

- ◆ If possible, know the neighborhood you are in, know the through streets and the ones with barricades.
- ◆ Do not drive right up to the car in front of you. You don’t want to be trapped between two cars. If this happens to you and you’re convinced it was intentional, by all means stay in your car! Sound the horn.
- ◆ If a person approaches your car and tries to forcibly enter ... push the accelerator to the floor and ram the car in front of you, then put the car in reverse and ram the car behind you. This may make room for you to pull away!

PARKING

- ◆ Before leaving your car, glance around to check for any possible trouble.
- ◆ Avoid parking in underground garages when you are alone.
- ◆ Try not to park on side streets next to alleys.

TIRE PROBLEMS AND WHAT TO DO

- ◆ Slowly drive off the side of the road, check to see if anyone has followed you off the road.
- ◆ Stay in your vehicle with the doors and windows locked.
- ◆ Do not roll the window down to talk; the approaching person(s) may have good intentions but do not take the chance.
- ◆ Motion to them that everything is okay and wait for them to leave, and then exit your vehicle. Open the hood: this is an international sign for distress, and then wait for the proper help...police or other authorized person.



HOW TO CARRY A PURSE

- ◆ Do not let the purse dangle. This is an extended invitation to both the pickpocket as well as the inexperienced purse-snatcher. If the purse has no straps, then carry it close to your chest.
- ◆ If you carry an open purse, place your valuables in the bottom of the purse and the lesser valuable items near the top.

WHILE INSIDE

- ◆ Always pull shades or curtains at night.
- ◆ Keep all doors and windows locked at all times.
- ◆ Never open the door to a stranger. Check all credentials and verify them with the company they represent before you permit anyone into your home.
- ◆ Never give the impression that you are home alone. Don't tell strangers on the telephone your or your family's plans.
- ◆ If living alone, don't use Miss, Mrs. or Ms on your mailbox or in the telephone listings. Use two initials, like J. K. Smith instead of Josephine Smith.
- ◆ Avoid empty basement laundry rooms or empty Laundromats.
- ◆ Change locks when moving into a new apartment, if you have reason to believe this is necessary.
- ◆ If you aren't home, use a timer for lights.
- ◆ Dogs are excellent protection. Even small or friendly dogs can sound the alarm.
- ◆ Never allow young children to answer the door. Because they are friendly and unafraid, they usually will admit anyone.
- ◆ Make sure that there are lights at all entrances where you live. There should be strong deadbolt locks for ever door.
- ◆ There should be a lock on every window.
- ◆ Be aware of places where someone might hide, under stairs or between buildings.
- ◆ Know who your neighbors are, and whom you can go to in an emergency. Always find out who is at your door before opening it.
- ◆ If you're alone, not expecting anyone, respond to a ring/knock with, "I'll get it, Bill."
- ◆ When returning home late at night, have your keys ready before you get to the door.
- ◆ If someone has followed you or is watching you, don't let them know where you live. Pass by your home and head for a busy area or return in a few minutes when the area is clear.
- ◆ If you're suspicious about a person on an elevator, get off of it immediately, or do not get on it at all.

**WHILE OUTSIDE**

- ◆ When walking alone anywhere, be alert and aware, perhaps even suspicious.
- ◆ When walking at night, stay in well-lighted areas as much as possible. Know where you are going and take the most direct route--one that is well lighted and well traveled.
- ◆ Notice stores or establishments that stay open at night, a place to go for ready help.
- ◆ If you have to be out alone at night, let someone know your plans so they know where you are and will be on the lookout for you.
- ◆ If you are suspicious of being followed, go to the nearest store or walk out into the street where you can be seen.
- ◆ Both day and night drive with all your doors locked.
- ◆ If you are being followed, drive to the nearest open gas station or police station and honk your horn.
- ◆ If your car is disabled, ask someone to call for help. Don't get out of the car except to raise the hood and then only when it is safe to do so.
- ◆ **If Accosted, Carefully Consider The Situation And Use Your Best Defense.**
 - First and foremost, try to talk them out of it
 - Distract them; use all the delaying tactics at your command.
 - Talk may be your most powerful weapon.
 - If your attacker has a weapon, put your life first. Struggling may result in being hurt or killed.
- ◆ Try not to overload yourself with packages, large purses, or books. Pockets are more practical, keeping your hands free. (Most assailants have *their* hands free.)
- ◆ Dress for practicality. Many styles are nice but they can make it harder to move quickly. Capes, scarves, long necklaces and the like are easy to grab. Tight skirts, tight pants and high heel shoes make it hard to run.
- ◆ If you are alone, be extra aware of what's around you. Listen for footsteps and voices nearby. Look around you to see if someone is following you. If you think so, go to the nearest business or, preferably, the nearest police station.
- ◆ Be aware of any cars that pass you more than once.
- ◆ Don't go home the same way every night.
- ◆ Check the back seat of your car before getting into it.
- ◆ While driving, keep all of your doors locked, and keep your windows rolled up. If you must open a window for ventilation, do not open wide enough for someone to place a hand or instrument through the window.
- ◆ Do Not, At Any Time, Hitchhike!



- ◆ Keep your car in good condition, with plenty of gas and good tires. ---If your car is disabled, sit in your locked car and await the arrival of police. *Do Not Accept A Ride With A Stranger!* Ask that person to notify the police for you.
- ◆ If you shop at night, or even in the afternoon, try to shop with someone. It is not only more fun, but it saves gas, too!
- ◆ If you must walk at night, walk with a purpose. An attacker expects a passive victim, so if you walk slowly or in a daze, you will appear vulnerable. Walking at a steady pace, looking confident and knowing where you are going makes a difference.
- ◆ If you jog or bike, try to do it with a friend, particularly if the trail you take is in an isolated area. Do not enter any isolated area by yourself, even in the middle of the afternoon.
- ◆ At night if you are parked on a lot or in a parking garage, ask to be escorted by the attendant or security officer on the lot or garage. If this is not possible, get a co-worker to go with you or wait until the officer or attendant is available.

**Always, Always Be Aware Of Your Surroundings,
And Those Persons Around You.**