

Emergency Preparedness Plan

Cambridge College of Healthcare & Technology

Cambridge Institute of Allied Health and Technology

Objective: to provide an organized process for maintaining safety of operations for the purpose of maintaining safety of students and staff while on campus. This will be accomplished through the continual evaluation of our plan, practice of emergency procedures, and continual training and access to new information.

There are exit signs located throughout the facility, leading to an exit door in the front of the building and or exit door in the back of the building. Evacuation routes are posted in each and every room on the campus. Students are oriented as to the location of the evacuation routes, and provided information on this emergency evacuation plan during their orientation. An annual testing of the fire alarms is scheduled by the property management and Cambridge follows the building evacuation practice schedule. This information may be obtained from the campus director.

Fire extinguishers are located throughout the campus in accordance with safety codes and are checked on an annual basis by a reputable company. The campus bathroom facilities are in compliance with the Americans with Disabilities Act. Hallway spaces and classroom doors are also large enough to accommodate wheelchair access.

Risk Assessment

Cambridge has prioritized its risks in accordance with the nature of its operation, regional disposition and potential exposures due to on campus training equipment, substances and/or potentially harmful exposures. These are considered primary risks.

Secondary risks include, but are not limited to accidents outside of the facility but immediately adjacent to its location. Such risks also include criminal activity within the community.

Primary Risk Assessment & Emergency Plans:

Inclement Weather: From time to time, specifically between June 1 and November 30 of each year, inclement weather alerts occur. The most common weather alerts are hurricane warnings, tornado warnings, and thunderstorm warnings. From December through March of each year, inclement weather alerts occur. The most common is snow and ice.

Hurricane season begins June 1st of each year and ends November 30 of each year. The most typical high level period within this season is August through October. The following procedures exist to be able to facilitate emergency preparedness in the event of an impending hurricane:

- The campus director will maintain active monitoring of storms, determining whether the campus location is within the cone of caution of an impending hurricane. The team will follow the National Weather Center alerts and updates. Hurricane warnings are typically issued 72 hours in advance of a hurricane. Each county issues emergency advisories and provides information on designated shelters and evacuation routes within the county. In the event the institution appears to be in the cone of caution, the campus director will disseminate this information to students and faculty through a mass email in order that they may personally prepare for impending hurricanes.
- Campus based preparations include advisories to students concerning the status of school closures during periods where inclement weather is likely. Specific to hurricanes, once a hurricane warning is issued, an estimated time of arrival for landfall within the region is also issued based on the number of miles per hour. The hurricane is moving, the category factor and the size of the storm. At the time of a hurricane warning residents are also notified what the storm is bringing heavy rain, winds, tornadoes and other weather affects that may present dangerous situations for the residents within the region. Students are notified 72 hours in advance of a hurricane of anticipated closure. This is based on County warnings and information from the National Weather Center. Within 24 hours of a hurricane landfall, the County announces whether schools will be closed as well as the status of federal buildings and services. Students are advised that if government agencies and institutions are closed, then Cambridge is also closed.
- Campus preparation includes redundancy services on the backup server, covering of file cabinets for water leakage, the covering of computers and computer systems with plastic tarp or moisture barrier sheets. The Campus Director is responsible for all emergency preparations and will delegate staff members to assist with safety measures.
- Frequently, tornado warnings do not occur with the same level of time frames as hurricane warnings. Tornado warnings happen quickly and Cambridge is required to move into action just as quickly. If a tornado warning is issued in our area, students are released to go home and secure their families. If a tornado occurs while students are in school, faculty is to lead their students into the nearest stairwell evacuation route. These areas are very secure and constructed with concrete cinder block designed to withstand major storms. The campus director is required to ensure that all staff and students enter into the stairwells and move downward to the first floor remaining in the stairwell area.
- The campus will adhere to Department of Transportation during the presence of snow and ice and other inclement weather. Classes or clinical activities suspended during the warning will be made up as soon as possible. Any student or employee in clinical facilities at these times will follow the guidelines of that facility.

1. *Environmental Hazards:*

- a. During dry seasons it is not unusual for a County to issue a burn alert. A burn alert is designed to inform residents that due to lack of rain much of the foliage is dry and subject to burn. In such instances, once a burn alert is issued, the institution notifies all faculty and staff to inform students of precautions to take in order to prevent fires in the surrounding area of the building. Such warnings include instruction on how to dispose of cigarettes when smoking in the parking lot. The campus director can issue the e-mail to the faculty and staff of such alerts and may also delegate this responsibility to a member of the administrative team on campus. Staff members are also required, during a burn alert, to monitor students in the parking lot and smoking areas in order to maintain assurance that precautions are being taken with any activities that may require fire in the immediate area of the building. There is no smoking on campus at any time.
- b. Fire inspection of related safety equipment is performed annually. The building management regularly monitors the fire alarm system as well as the sprinkler system. This information can be acquired from the campus director.

2. *Biohazard:* the institution follows OSHA guidelines in order to maintain biohazard. MSDS sheets are kept in a binder stored in the department labs. The OSHA lab manual is also stored in each individual department labs. All program directors are required to participate in the updating of the OSHA manual and the MSDS binder.

- a. Biohazards are considered primary risk. Elimination of a biohazard risk is the best approach to limiting biohazardous risk. The institution has taken the following steps to eliminate biohazardous risk:
 - i. Biohazardous waste is placed in the proper, labeled containers. Use of biohazardous waste containers is monitored by trained faculty. Use of biohazardous waste containers is only warranted when necessary (i.e. teaching psychomotor skills and phlebotomy procedures).
 - ii. Universal precautions are always practiced. Students are required to follow all procedures with regard to the safe collection of blood products.
 - iii. All needles and sharps are stored in a locked cabinet.
 - iv. The biohazardous waste container has a full line that must be adhered to. When the biohazardous container is full to the point of within 1 inch of reaching the full line, the medical safety disposal company must be contacted for medical waste disposal. This must be performed and monitored by the lab supervisor.

- b. Instructors are required to train students on all lab procedures, including the use of eyewash stations and all other equipment, supplies and medical procedures performed in the laboratory setting. Emergency protocols are covered on the first day of lab class.
- c. The Program Director, as applicable, monitors inventory in the laboratory to ensure sufficiency for all class requirements throughout each year.

Primary risk communication:

All communications concerning announcements, closures, risks, and any other information that students must be made aware of is coordinated by the campus director. This includes any local medical alerts, hurricane warnings, tornado warnings, burn alerts, snow/ice and other such local activity.

Community communications concerning announcements, closures, risks, and other information that students and/or the community must be made aware of will be performed by the Campus Director under the advisement the Compliance Department.

Secondary Risk Assessment:

Intruder Alert/Lockdown

In the event of an intruder on campus, the following procedures must be adhered to:

The first person who observes a threat must dial 911 and inform them of the situation immediately. Access to school is restricted. All doors are locked to avoid entry.

All classroom doors are locked by the instructors. Instructors will stay with students in the classroom. Lights are turned off. Students are required to sit under/behind their desk or in corners. The Administrative entrance is locked down and all visitors are required to remain inside of the offices with staff.

A designated staff member, who is available at the time of the emergency, maintains a cellular communication with other staff members on campus, as well as, external agencies.

All cell phones are to be turned to vibrate or silent.

All offices and classrooms are to remain locked until the “all clear” is given.

Bomb Threat

In the event of a bomb threat the first person who would likely receive the call is the receptionist. The receptionist is required to follow the Department of Homeland Security guidelines on bomb threats (attached). <http://www.dhs.gov/ensuring-building-security>

Once the institution is notified of a bomb threat all classes must be evacuated in accordance with the evacuation routes posted in each office and classroom. All evacuations are led by the Campus Director. All individuals evacuated must move towards the campus designated area.

Communications policies and procedures for intruder alerts and bomb threats:

The receptionist and administrative staff are likely to be the first notified of any kind of intruder alert. The campus director, in conjunction with a designated staff member, is required to maintain communication with faculty on campus by cell phone. E-mail may also be used to communicate as all classrooms are outfitted with Wi-Fi and computer for faculty with constant access to e-mail.

The external communications concerning intruder alerts and bomb threats are conducted by administrative team members, including the receptionist, and the campus director. This communication is specific to security agencies and emergency services, such as 911.

Media communications will be notified by the Campus Director. Any press release or other information concerning emergency situations will be upon the advisement of the campus director and information concerning local agencies.

Media Statement

At approximately _____ (insert time), _____ (insert date), a _____ (insert type of situation) occurred at the campus.

The local police and fire services were immediately alerted and contained the situation.

Our immediate concerns are for the safety and well-being of our students, employees and the public and to minimize the impact to the surrounding area.

We will keep you updated as more details become available. (Please check our website or call the hotline number _____).

Evaluation of Plans:

Annually, the emergency preparedness plan will be evaluated. This evaluation will occur in July of each year by the VP of Regulatory and Compliance and the Campus Directors. The evaluation will include:

1. status of safety inspections of fire sprinkler system conducted by building management
2. status of fire alarm network inspected by building management and external agencies
3. inspection of fire extinguishers (annually)
4. door locks for external doors and internal doors
5. expiration of elevator certificate
6. any updates or changes to evacuation/lockdown plans
7. any changes to the campus risk assessments