

ACADEMIA MEDICAL INSTITUTE

Emergency Management Plan

Updated June 22, 2020

School Location:

The Great Western Shopping Center
3445 South Blvd, Columbus, OH 43204
(614) 279 - 4900

Introduction

The safety, health and well-being of students, faculty and staff is extremely important to the management of Academia Medical Institute (AMI). AMI endeavors to take all precautions to ensure a safe learning environment. Emergency response and evacuation procedures are in place to eliminate or reduce damages in the event of a crisis that cannot be prevented. AMI's Emergency Management Plan is intended to provide guidelines to protect students and employees in the event of an emergency situation, however, during an emergency or crisis situation, students and employees should follow directives given by police, fire or rescue personnel or other authorities as appropriate.

There is no template or model emergency management plan that will suit every situation; however the following plans provide general instruction for the preparation and response to an emergency situation. If further information is needed please contact the campus director.

Risk Assessment

AMI will attempt to identify hazards or potential hazards. Once a hazard is identified, AMI will consider who might be harmed and how and consider the best course of action to keep students and employees safe. In response to potentially hazardous situations, AMI will evaluate the risks and determine appropriate precautions and communicate precautions to students, faculty, staff, and visitors as soon as possible through oral instructions or written communications. As appropriate, AMI will continue to update the Emergency Response Plan with new findings or information when provided by professional emergency response personnel or other authorities.

Infection Control

Safety and infection control policies are discussed at orientation. Information regarding hazardous materials and exposure blood-borne pathogens, and infectious diseases are shared with students throughout the program.

Standard precautions are followed at all times, including in nursing and science laboratories. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

Injuries and Accidents

Should an accident occur, students are trained to follow the following protocols which are published in the school's catalog:

1. Immediately apply first aid as appropriate
2. Allow to bleed freely (for needle stick/puncture injury)
3. Wash thoroughly with soap and water
4. Mucous membrane: flush copiously with water
5. Eyes: Irrigate and/or flush copiously with water
6. Document the incident, including:
 - a) Route of exposure
 - b) How and when exposure occurred
 - c) The source individual, if known

Report exposure immediately to nursing instructors and appropriate supervisors on campus or at the clinical agency.

Sharps containers are available for the proper disposal of needles and when the containers are full they will be professionally removed from the campus.

Evacuation Procedures

Anyone may initiate a partial emergency evacuation of the campus if there is an imminent threat of danger. The decision to evacuate the entire campus will be made by the Campus Director or in the event of their absence, the Education Manager or Lead Instructor. Life safety is a priority when engaging the evacuation process. Evacuation procedures should include the orderly assembly of faculty, staff, and students in designated areas where all can be accounted for.

Evacuation of Persons with Disabilities

Take the following steps to assist the evacuation of persons with disabilities.

Vision impaired

- 1) Explain the nature of the emergency and tell the person that they need to evacuate.
- 2) Guide the student/employee/visitor in the event of an evacuation.
- 3) Tell the student/employee/visitor where you are as you walk, i.e. going down stairs, stepping up on a curb.
- 4) Advise of any obstacles in the path.
- 5) When you have reached safety; orient the person to where he or she is. Ask if further assistance is needed before you leave.

Deaf/hard of hearing

- 1) If you must obtain a person's attention; flash room lights; wave your arms; tap their shoulder.
- 2) Gesture about what is happening and what to do (i.e. follow me).
- 3) If needed, write the nature of the emergency and the evacuation route.

Fire Safety

Each room at the campus should display a floor plan with clearly marked emergency exits. In order to ensure safe and timely evacuations, staff and students should experience fire drills at least once a year. Additionally, the Campus Director must designate a "meeting space" near the front entrance of the school to make sure everyone is accounted for in the event of an actual emergency. The meeting location should be posted in all classrooms and common areas.

The Campus Director is responsible to ensure that their facility has an adequate number of fire extinguishers that are properly mounted throughout the facility. These extinguishers should be inspected on an annual basis by a certified company.

In the event of a fire the following steps should be taken:

- Close the door of the room to contain the fire, then alert people in the area.
- Pull the fire alarm if one is available.
- From a safe location, call 911 and provide the dispatcher with all the required information.
- If the fire is small and you have been trained to use the fire extinguisher, you may attempt to put the fire out.
- If you have not been trained to use the fire extinguisher or the fire is too large to extinguish, immediately evacuate the building.
- Students and staff should evacuate using the stairs and not the elevators.
- Notify others on your way out that this is a real fire, but do not stop to force their evacuation.
- When you get to your designated area, wait to be accounted for and stay with your class or department so that the fire/police department can ask you questions about the fire.
- Notify the fire/police department if you know about the cause of the fire, or if you are aware of a person trapped inside the building.

Earthquake

In the event of an earthquake employees should give a *Drop and Cover* command to all students.

Drop and Cover Procedure: Inside

1. *Get under a desk, table or other sturdy piece of furniture with your back to the windows.*
2. *If you are not near any furniture, sit in a corner or with your back against a wall away from the windows.*
3. *Drop to your knees and clasp both hands behind your neck with your face in your arms. You should make your body as small as possible, closing your eyes, and covering your ears with your forearms.*
4. *If notebooks or jackets are handy, hold them over your head for added protection.*
5. *Stay away from windows, bookcases, or other heavy objects.*
6. *Maintain these positions until the shaking stops.*

Outside

1. *Assume the DROP and COVER position in an open space.*
2. *Maintain this position until the shaking stops.*
3. *Move away from all buildings, trees, overhead wires, and poles.*
4. *Do NOT enter the building until it is determined to be safe.*

Check for injuries after the shaking stops and render first aid, if necessary. The Campus Director should decide whether evacuation is necessary. If so, do not return to the building and keep a safe distance from any downed power lines. Instructors should take attendance even if there is no evacuation, and report any missing students to the Campus Director. Stay alert for aftershocks.

Tornado

In the event of a tornado, employees should move all students to interior rooms and halls on the lowest floor, but avoid halls that open to the outside in any direction. If there are no interior hallways, avoid those open to the southwest, south, or west. Do not use elevators because the power may fail, leaving you trapped. Stay away from glass, both in windows and doors. Give the *Drop and Cover* command (detailed above in **Earthquake**) to all students once in the interior/lowest area of the building.

Check for injuries after the tornado is gone and render first aid, if necessary. Instructors should take attendance even if there is no evacuation, and report any missing students to the Campus Director.

Flash Flood

Flash Floods are quick-rising floods usually occurring as the result of heavy rains over a short period of time, often after only several hours of rain. In the event of a flash flood, immediately move all people to higher ground. Do not attempt to walk through flood waters. If there is time the following procedures should be completed; clear desktops completely of paper and other articles; protect books, valuable papers and equipment by covering with plastic sheeting secured with masking tape; where necessary and possible, move desks, file cabinets, etc., away from windows; close and latch all windows and doors, if applicable; turn off or disconnect all electrical equipment; clear any laboratory tables/shelving of all apparatus and glassware and place the items in a protected location.

Check for injuries after the flood has passed and render first aid, if necessary. The Campus Director should decide whether evacuation is necessary. If so, do not return to the building and keep a safe distance from any downed power lines. Instructors should take attendance even if there is no evacuation, and report any missing students to the Campus Director.

Severe Winter Weather

Local weather reports will usually issue severe winter weather warnings prior to the storm's arrival. The Campus Director will decide whether cancellations and/or delays are necessary, and then post them on the school's website or on the local radio and television stations. If the campus is in session when a warning is issued, students and campus staff should be sent home to avoid traveling in dangerous conditions. Students and campus staff should be advised to stay in touch with the campus regarding the resumption of classes.

Bomb Threat

Employees and students should take any bomb threat seriously and report it directly to the local police department. If the threat is received via the telephone then it is imperative to document the exact time of the call, write down the exact words of the caller, and ask him/her to repeat the information. Try to obtain as much information about the threat as possible and provide this information to the local police department. Initiate the **Evacuation Procedures** as described below. Follow the guidance given by local law enforcement regarding the re-opening of the facility and the resumption of classes.

Lock Down Procedures

Violent Criminal Behavior

If you see or know that a person has a firearm on campus, hear shots fired or witness an armed person shooting people, you should protect yourself first. You should immediately move to a safe location and take the following steps:

- 1) Conceal yourself and others within a room if it is not safe to evacuate. You should enter and stay in an office, classroom, bathroom, or closet.
- 2) Close the door and lock the door if it is safe to do so. During violent crimes in progress, entering the hall to lock the door would be unsafe.
- 3) Leave no external indication that you are in the room.
- 4) Dial 911 to give your location, the number of people present, injuries, etc.
- 5) If the door cannot be locked then you should place heavy objects, from within the room, against the door as a barricade.
- 6) Turn off the lights.
- 7) If there are windows with window coverings then you should close them.
- 8) If glass is present in the door it should also be covered.
- 9) Move to a floor level position furthest from door.
- 10) Get under a desk or table if possible.
- 11) Silence cell phones.
- 12) Do not go near or open the door until instructed to do so by police or firemen.

Communications

Emergency response procedures will be discussed at all new student orientations and will be reviewed with employees on at least an annual basis.

Additionally, a copy of this plan will be posted in the student break room with emergency contact information, the address of the school, and local emergency and non-emergency numbers.

Acts of Aggression Harassment/Bullying

AMI seeks to maintain a safe environment, free from aggression, violence, and harassment for its students and staff. To ensure the well-being of its students and staff, Academia Medical Institute prohibits the presence of any weapons on the property, as well as any acts of aggression, violence, or harassment, including sexual harassment.

It is the responsibility of every student, faculty member, and staff member to maintain an educational environment free of harassment of any kind from any source. Anyone found to be in violation of this policy will be subject both to criminal prosecution and disciplinary action, up to termination and expulsion from Academia Medical Institute.

Students who are witnesses to or victims of a crime should immediately report the incident to local law enforcement.

Media

The Campus Director will respond to all media requests. Students and employees are not to respond to media inquiries.

Training

Information included in the manual will be reviewed upon implementation and annually thereafter. Starting in January 2021 the manual will be reviewed/discussed and updated during the first faculty/staff meeting of the year.

Additionally, faculty, and staff must receive instruction in the following areas: fire alarm operation, contacting the fire department, location and evacuation procedures.

Academia Medical Institute is not liable for the loss/damage of staff or student personal belongings in the event of a natural disaster or due to an emergency evacuation.