

# **Emergency Action Plan**

# EMERGENCY ACTION PLAN

For

Prism Career Institute

3 Executive Campus, Suite 280  
Cherry Hill, NJ 08002

DATE PREPARED: 6/18/19

UPDATED: 6/1/20

## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

DESIGNATED RESPONSIBLE OFFICIAL: Campus Director

Name: Fred Fitchett Phone: (856-317-0100)

EMERGENCY COORDINATOR:

Name: Carol brown

AREA/FLOOR MONITORS

Area/Floor: Lobby/Entrance Name: Sue-yen Bartley:

Area/Floor: Classroom Area Name: Kristin Kligerman

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Janice Coccozza RN and Fred Fitchett

## EVACUATION ROUTES

- Proceed to the closest exit or 1 of the 3 stairways if you are on the second floor
  1. Emergency exits
  2. Primary and secondary evacuation route
  3. Assembly points- SE Corner of the Parking Lot
  
- Site personnel should know at least two evacuation routes.

The proposed safest route for students in the main portion of the campus is to exit using the remote stairway located next to the Nursing Administration Office.

The preferred exit for those in the Annex portion of the campus should exit at the stairway at the center of the hallway to the left which leads to the parking lot on the first floor.

## **EMERGENCY PHONE NUMBERS**

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

SECURITY/MEDIA CONTACT Fred Fitchett 856-655-1299

BUILDING MANAGER: Lauren Anderson 856-488-1040  
856-316-7809

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel to Campus Director:

- MEDICAL
  - FIRE
  - SEVERE WEATHER
  - BOMB THREAT OR PRESENCE OF WEAPONS
  - CHEMICAL SPILL
  - EXTENDED POWER LOSS
  - THREATS/FIGHTS
- WORKPLACE OR SCHOOL VIOLENCE

## MEDICAL EMERGENCY

- Call medical emergency phone number:911

Provide the following information:

- a. Nature of medical emergency,
  - b. Location of the emergency (address, building, room number),  
and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: Dorothy Withers RN 856-304-3849; Adria Sumter 609-638-9493

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using abdominal thrust in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

## FIRE EMERGENCY

*When fire is discovered:*

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- |  |  |
|--|--|
| <input type="checkbox"/> Voice         | <input type="checkbox"/> Radio           |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Phone Paging  |  |

*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (Heather Street Parking Lot)
  
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Campus Director and or Emergency Coordinator:*

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

*Area/Floor Monitors must:*

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.

Date Updated: 3/30/2020



## EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.

## CHEMICAL SPILL

The following are the locations of: Bio Hazards

Spill Containment and Cleaning Equipment is in rooms:

Personal Protective Equipment (PPE):

MSDS: Mask, protective gloves, gown

*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: Steri-Cycle

Phone Number: 1-866-783-7422

- Evacuate building as necessary

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

## **Classroom Evacuation Process**

1. Students evacuate from the classroom to the closest exit
2. Instructor pick up their attendance roster, clear the room, and shut the door
3. All classes meet at staging area in the southwest corner of the parking lot.
4. Instructor takes attendance
5. Instructor reports to the Lead Instructor
  - a. All students present
  - b. Any missing students
6. Instructor reports to the Director of Nursing (DON)
7. DON reports to the Campus Director/Emergency Coordinator
8. All students will be communicated with through the student information system.

# TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	_____
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	_____ Other
_____ Other	_____ Other	
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Not Local	<input type="checkbox"/> Angry	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Region	<input type="checkbox"/> Irrational	<input type="checkbox"/> Animals
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Quiet
	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
	<input type="checkbox"/> Emotional	<input type="checkbox"/> Voices
	<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing
		<input type="checkbox"/> Machines
		<input type="checkbox"/> Airplanes
		<input type="checkbox"/> Street
		<input type="checkbox"/> Party
		<input type="checkbox"/> Traffic
		<input type="checkbox"/> Atmosphere

## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

## SEVERE WEATHER AND NATURAL DISASTERS

### ***Tornado:***

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### ***Earthquake:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### ***Flood:***

#### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

### ***Hurricane:***

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

#### *Once a hurricane watch has been issued:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Moor any boats securely, or move to a safe place if time allows.
- Continue to monitor local TV and radio stations for instructions.
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and

openings.

- Collect drinking water in appropriate containers.

*Once a hurricane warning has been issued:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Leave areas that might be affected by storm tide or stream flooding.

*During a hurricane:*

- Remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

**Blizzard:**

*If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

## *Full Lockdown*

This scenario involves a serious threat that requires immediate action.

The types of events that require lockdowns include situations such as the following:

- Active shooter
- Hostage situation
- Riots
- Police activity nearby
- National disasters
- School lockdown procedures require the cooperation of the faculty, staff and students.

### **Faculty & staff should do the following if a lockdown is ordered:**

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
- Turn off all lights and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel.

### **Students should abide by the following rules during a school lockdown:**

- Alert a faculty member or staff if you know that someone is simply pulling a prank.

- Remain quiet, still, calm and alert.
- Follow all instructions.
- Only use cellular devices if it is an emergency or if instructed to do so.

## TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date
Fred Fitchett	Emergency Coordinator		3/30/20

A planned hostile shooter exercise occurred on Friday October 4, 2019. It included simulators for both an attack as well as victims. As part of the exercise, police and first responders arrived at the building when call is put in. This included SWAT teams as well as additional personnel. Student in attendance were directed by police and first responders as part of the simulation to designated secure spots.

The plan is for there to be a 'dry run' without full simulation at approximately 2:00 p.m. when police will do a sweep of areas of the building as it is part of their training as well, specifically as to this site. In our case they will check out hallways and our suite. Following that initial run through, a full simulation exercise will follow and hopefully be completed about 4:00 p.m.

Available nursing faculty were available as part of any triage activities. The entire exercise was designed and produced via Lockheed Martin Corporation's Workplace Violence's Task Force Team.

~~disruptive. I think this exercise has real value in focusing both building occupants and first responders on workplace violence. If you have any questions regarding even of any type, including incidents~~