

Emergency Action Plan

EMERGENCY ACTION PLAN

for

Prism Career Institute

**8025 Black Horse Pike
Suite 250
West Atlantic City, NJ 08232**

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL: Campus Director

Name: Tim Inverso Phone: (609-440-7274)

EMERGENCY COORDINATOR(s):

Name(s): Jasmin Morales
Vivian Bettis

AREA/FLOOR MONITORS

Area/Floor: Latisha Hayes (609-605-5974)
Kathleen Cassidy (856-834-5974)
Jennifer Emery (609-667-3189-evenings/weekends)

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Latisha Hayes (609-605-8509)
Kathleen Cassidy (856-834-5974)
Jennifer Emery (609-677-3189-evenings/weekend)

Active Drill Date for 2020

Scheduled: October 20, 2020

EVACUATION ROUTES

- Proceed to the closest exit or 1 of the two stairways from the second floor
 1. Emergency exits ONLY
 2. DO NOT use elevators for emergency evacuation
 3. Primary and secondary evacuation route
 3. Assembly points- Rear Parking Lot

- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

SECURITY/MEDIA CONTACT:

Tim Inverso (609-440-7274)

Latisha Hayes (609-605-8509)

BUILDING MANAGER: Aetna Reality

Jay Williams – (609-569-0303)

George Andrews-(609-214-7235)

UTILITY COMPANY EMERGENCY CONTACTS

(Specify the name of the company, phone number, and point of contact)

Electric: AC Electric - **1-800-833-7476**

Gas: No service

Water: NJ American Water - **1-800-272-1325**

Sewer:

Egg Harbor Township Municipal Authority **609- 926-2671**

EMERGENCY REPORTING AND EVACUATION PROCEDURES

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

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- THREATS/FIGHTS

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 the victim unless necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance before the arrival of the professional medical help:

Name: Latisha Hayes
Kathleen Cassidy
Jennifer Emery

- 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 assisting 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 a 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 site is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition, and personnel is 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 headcount of personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate 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 an emergency evacuation.

EXTENDED POWER LOSS

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

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge, causing damage to electronics and affecting sensitive equipment.
- All long-term facility issues will be managed by the building management (Aetna Realty)

Upon Restoration of heat and power:

Building Management (Aetna Realty will provide support)

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility, and water turned back on.

CHEMICAL SPILL

The following are the locations of Biohazards spill kit

Spill Containment and Cleaning Equipment is in rooms:220-221-222-223
Personal Protective Equipment (PPE): Mask, Gown, Goggles, Gown

MSDS:

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 building management (Aetna Realty) or local spill cleanup company or the Fire Department (if an 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 supervisor (select one).
- If toxic fumes are present, secure the area to prevent other personnel from entering.
- Deal with the spill following the instructions described in The MSDS.
- Small spills must be handled 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. The instructor picks up their attendance roster, clears the room, and shuts the door
3. All classes meet at the staging area
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 Think Wave

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 _____

<p style="text-align: center;">VOICE CHARACTERISTICS</p> <p>___ Loud ___ Soft ___ High Pitch ___ Deep ___ Raspy ___ Pleasant ___ Intoxicated ___ Other</p> <p style="text-align: center;">ACCENT</p> <p>___ Local ___ Not Local ___ Foreign ___ Region ___ Race</p>	<p style="text-align: center;">SPEECH</p> <p>___ Fast ___ Slow ___ Distinct ___ Distorted ___ Stutter ___ Nasal ___ Slurred ___ Other</p> <p style="text-align: center;">MANNER</p> <p>___ Calm ___ Angry ___ Rational ___ Irrational ___ Coherent ___ Incoherent ___ Deliberate ___ Emotional ___ Righteous ___ Laughing</p>	<p style="text-align: center;">LANGUAGE</p> <p>___ Excellent ___ Good ___ Fair ___ Poor ___ Foul ___ Other</p> <p style="text-align: center;">BACKGROUND NOISES</p> <p>___ Factory ___ Trains ___ Machines ___ Animals ___ Music ___ Quiet ___ Office ___ Voices ___ Machines ___ Airplanes ___ Street ___ Party ___ Traffic ___ Atmosphere</p>
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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 are your name and address? _____

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

The Comcast Business system will capture up to 20 calls into the campus.
 These numbers can be retrieved

Record Phone Number (here): _____

Call 911 and relay information about the call.

Did the caller appear familiar with the 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 it 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 the designated official.

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and 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 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 storm 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 beach, plan to stay, secure the building, move all loose items indoors, and board 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 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, lightweight, 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, windbreak, 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 for 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 severe 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 an entry cannot be locked, attempt to block the door with heavy items quickly.
- 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 the classroom.
- Place televisions, cell phones, and other electronics on silent.
- Remember to clear hallways, bathrooms, and any area/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 school lockdown:

- Alert a faculty member or staff if you know that someone is merely 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 person has been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

Name	Title	Responsibility	Date
Tim Inverso	Campus Director	Responsible Campus Media Officer	9/2020
Latisha Hayes	Director of Nursing/Program	Responsible Campus Media Officer(designated)	9/2020
Kathleen Cassidy	ADON	Hall Monitor	9/2020
Jennifer Emery	Supervisor	Hal Monitor	9/2020
Jasmin Morales	Administrative Assistant/front desk	Emergency Coordinators	9/2020
Vivian Bettis	Administrative Assistant/ front desk	Emergency Coordinators	9/2020