

EMERGENCY PREPAREDNESS PLAN

MDT College of Health Sciences

dba **ATS Institute of Technology**

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BACKGROUND AND PURPOSE

This emergency preparedness plan has been developed to enable MDT/ATS to respond efficiently and quickly to safeguard the people present at this location. Then the plan provides for the protection or restoration of records and facilities so that we can continue to function in the event of a disaster or emergency. The rationale is that we will act to protect life as well as preserve the intellectual and physical assets of our students, faculty, staff and the institution.

EMERGENCY CONTACTS

Primary Contact

Yelena Bykov, 440-668-6585

Secondary Contact

- o Annette Reisner: Cleveland Campus, 440-449-1700
- o Misti Ludwig: Chicago Campus, 312-214-2000

Insurance Provider

Lakeshore Insurance

EMERGENCY NOTIFICATION SYSTEMS

In the event that the school has an incident on site that requires immediate response, MDT/ATS will call 911. The call would result in both the fire department and the police responding to that call.

In the event of a life-threatening emergency, 911 will be called, followed by building management. In the event of a building wide event, an alarm will sound, alerting everyone in the vicinity that evacuation is necessary. Students not on campus will be notified that campus is closed via text and/or email.

Cleveland: The city of Highland Heights Ohio has implemented a Reverse 911 system referred to as Code Red. In the event that a situation occurs outside of the premises that will impact our institution, MDT will receive a telephone call via this system. MDT has listed the main telephone number for the main campus as 440-449-1700 that will ring at the front desk. The Nursing Program's Administrator's cell phone is also listed as a contact to receive the reverse 911 call.

Chicago: MDT's Chicago campus is located within an office building in downtown Chicago. MDT will follow the building's procedures which are listed at <http://25eastwashington.info/main.cfm?sid=e-procedures>.

Community Contacts:

- o Highland Heights Police Department, (440) 442-8825
- O Chicago Police Department, (312) 744-5000

Internal Communication:

In order to notify students, faculty and staff of an emergency on site, we have three tools in place. The situation will dictate which tools are utilized:

1. Fire Alarm System
2. Public Media
 - A. Television channel WKYC (Cleveland)
 - B. Radio channel WTAM (AM 1100) for Cleveland and
Radio channel WBBM 780 (780 AM or 105.9 FM) for Chicago
3. Student, faculty, and staff provided emergency contact numbers

TYPES OF EMERGENCY SITUATIONS

The following natural hazards, threats and vulnerabilities have been identified as things that are most likely to occur and impact this institution:

Natural Hazards:

- Earthquakes
- Tornadoes
- Lightening
- Severe wind
- Extreme temperatures (hot or cold)
- Winter precipitation (ice or snow)

Biological Hazards:

- Infectious diseases
- Contaminated food outbreaks

- Toxic materials in campus laboratories

Violence:

- Hostile environment (any individual made to feel threatened or unsafe)
- Weapons on campus
- Fights
- Bomb threats

Hazards related to Buildings:

- Fire
- Power Outage
- Structural failures

Hazards present in the Community:

- Airport nearby
- Chemical explosions (Liquid Nitrogen Tank in drive way 19)

Vulnerabilities:

- Paper Records loss
- Computer systems failure

Those hazards, threats, and vulnerabilities identified as the most likely are: weather, fire, and violence. The following policies actions are in place to attempt to prevent or to mitigate the impact of these potential issues:

SEVERE WEATHER/EMERGENCY SCHOOL CLOSURE

In the event of inclement weather, the nursing programs administrator will make a decision whether or not to close the school due to hazardous conditions. Channel 3 television (WKYC) and WTAM 1100 radio for Cleveland and WBBM 780 radio channel for Chicago will be notified regarding closure of the school. If the school is closed, clinical experience is also cancelled. If the school is open but the surrounding public schools are closed, the student may be excused from clinical on a case-by-case basis. Notification of clinical absence MUST ALWAYS be reported to the clinical facility, the clinical instructor/teaching assistant, and the school.

EVACUATION PLAN NOTICES

As a result of a school emergency, the primary or secondary emergency contact, and facilities manager will make a decision about when, and what emergency response actions should be taken. The decision is weighed carefully against all presenting variables. The emergency contact will give the evacuation / relocation directive when the conditions outside the school are safer than inside. This could be a result of fire in the school building, chemical accident in the building, explosion, or threat of explosion, or any other incident that might place students or school staff in danger, or render the building unsafe.

- We have marked all exits with lighted EXIT signs
- Developed building and site maps
- Marked those maps to indicate the nearest exit, and
- Posted them in all central locations

EVACUATIONS

In the event of a fire drill or emergency situation where the building has to be vacated, the fire alarms will be sounded. The alarms are located at each entrance, just inside the door.

- Faculty and students will proceed out of the room to the nearest exit and out of the building.
- The faculty member shall be the last person to leave the classroom, closing the door and bringing the Attendance Records with him/her.
- Absolute silence is to be maintained from the first sounding of the fire alarm until everyone is out of the building.
- At the Main Campus: Everyone is to assemble in Drive Way 17 on the grass between the school and the Progressive Insurance parking lot. At the Non-Main Campus: Everyone is to assemble at the Palmer House Hilton, 17 East Monroe Street, Chicago, IL.
- Attendance will be taken to ensure that everyone has exited the building.
- Everyone must be checked off before leaving the premises.
- Everyone must wait for a signal from the nursing programs administrator directing return to the building or exiting of the premises.

SHUT DOWN PLAN

Code Blue

In the event that there is a need to shut down the facility due to violence or a weapon on site, every faculty member, staff member, and administrator will receive a “Code Blue”

text message on his/her cellular phone and/or email address. “Code Blue” means lock the door, seal the room, and stay inside until notified.

SHELTER IN PLACE

Code Yellow

If we must take shelter due to a tornado or storm warning that we have received, every faculty member, staff member, and administrator will receive a “Code Yellow” text message on his/her cellular phone, pager, and email address. “Code Yellow” means take shelter inside this facility.

Weather emergencies such as a tornado require taking shelter inside the building. The places that have been identified as the most secure for such emergencies are those parts of the building with no windows or immediate access to the outside.

- Cleveland: Large Computer Room
- Chicago: Lower level Pedway

ALL CLEAR

If either Code Blue or Code Yellow has been issued, every person is to remain sheltered until the onsite administrator or his designee has broadcast “All Clear”.

Cleveland:

Helen Bykov
440-668-6585

Chicago:

Misti Ludwig
312-498-4916

CRITICAL OPERATIONS AND RECORDS

It is not possible to avoid every potential disaster. Therefore, we have identified those assets, operations, and records that are critical to the ability of this institution to recover from a disaster. The following is a prioritized list of our critical assets, operations, and records, along with the procedures we have in place to recover operations or recreate records.

- Human resources (students, faculty, and staff)
- Financial Transactions (cash and checks on hand)

- Computer Systems
 - A. College Office and Brightspace - online (including student transcripts)
 - B. Quick Books
 - C. Campus Ivy and Financial Aid Electronic Records
 - D. Hubspot – admission record
 - E. Shadow Health, ExamSoft, and ATI - Clinical evaluation tools, Faculty employment records, Clinical contracts
 - F. PolicyTech- all Policies, procedures, licenses

RECOVERY PLAN

Human Resources

The first priority will always be the safety and protection of all students, faculty and staff member present on the premises. The Evacuation Plan, the Shut Down Plan, and the Shelter in Place Plans have been designed to protect everyone on site. Having that primary object in mind, the following activities are to be performed to mitigate the possible impact of disasters.

Financial Transactions

The Bursar and Administrative Assistant should take any cash and checks on hand with them in the event of evacuations.

Computer Systems

Automatic daily off site backups will protect all computer systems.

Paper Records

Paper records are maintained in fireproof metal cabinets as a back-up to electronic records. The records are located in the administrative offices. Paper records include:

Academic Records

- Currently enrolled students
- Permanent records of former students
- Clinical records

Faculty and Staff employment

Licenses, warranties, service agreements

Classroom and Clinical Site Activities

Faculty shall maintain grades, attendance, and other current semester records pertaining to students' progress in a specific class on an electronic device that must be taken with them, e.g. a flash drive or laptop computer.

ALTERNATE LOCATIONS

If the facility at 325 Alpha Drive, Highland Heights, Ohio is inhabitable for an extended period of time, the administrative processes will operate remotely.

If the facility at 25 East Washington Street, Chicago, Illinois is inhabitable for an extended period of time, the administrative process will operate remotely.

Classroom instructional space would be arranged as soon as possible. All clinical site activities would resume when classroom activities resume, at the appointed clinical sites. Faculty, staff and students will be contacted using the Emergency Notification System after alternate locations have been arranged.

EMERGENCY PREPAREDNESS PLAN TRAINING

All students, faculty, and staff will receive a copy of the Emergency Preparedness Plan during orientation. We will conduct one practice evacuation, shut down or shelter in place each year. The practice activity will be evaluated. The plan will be updated, and/or revised based on the results of each activity by the Emergency Preparedness Team.

The Emergency Preparedness Team shall consist of:

- Nursing Programs Administrator
- Office Assistants
- Faculty Member
- Student Representative

The Emergency Preparedness Team shall actively seek input from our community contacts, students, faculty, and staff. The team will make recommendations to improve our preparedness, and act as a community watch team to alert the Primary and/or Secondary Emergency Contact of situations requiring attention. It will also maintain the system to ensure that emergency contact information is up to date, and ensure the Emergency Notification System is operational.