ATS Institute of Technology

(MDT College of Health Sciences dba ATS Institute of Technology)

EMERGENCY PREPAREDNESS PLAN

2026–2027

25 East Washington Street, Suite 200

Chicago, Illinois 60602

School: 312-300-0980 | Building Security: 312-863-6200

Emergency: 911

www.atsinstitute.edu

Aligned with the ATS Annual Safety & Security Report 2026–2027

Updated September 2026. This plan should be reviewed whenever emergency contacts, building procedures, assigned duties, or applicable requirements change.

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Purpose, Scope, and Compliance Framework

This Emergency Preparedness Plan establishes clear procedures for protecting students, employees, faculty, visitors, and contractors during emergencies affecting ATS-controlled campus space. It is intentionally aligned with the ATS Annual Safety & Security Report (ASR) so emergency contacts, notification procedures, evacuation expectations, and response roles are consistent across institutional documents.

The plan incorporates emergency-action elements consistent with OSHA 29 CFR 1910.38, fire-safety practices applicable to employee use of portable extinguishers, Clery Act emergency response and evacuation procedures under 34 CFR 668.46(g), and ATS workplace exposure-control procedures under OSHA 29 CFR 1910.1030. Life safety takes priority over property, records, or continuity of operations.

Quick Emergency Reference

Topic	Procedure / Responsibility
Life-threatening emergency / fire / crime in progress	Call 911 first. Then notify Building Security at 312-863-6200 when safe.
ATS main number	312-300-0980
Building Security / Management	312-863-6200; first-floor security desk, staffed 24/7.
Primary ATS emergency contact	Yelena Bykov, CEO — 312-481-8408
Secondary ATS emergency contact	Titi Ayeni-Sode, Director of Nursing — 708-332-1646
Campus address for responders	25 East Washington Street, Chicago, IL 60602. State the ATS floor/suite and exact incident location.

1. Emergency Authority and Responsibilities

Topic	Procedure / Responsibility
Director of Nursing / CEO	Confirm emergencies when practicable; determine protective action; authorize closure, evacuation, shelter-in-place, relocation, and campus emergency notifications; coordinate institutional response.
Building Security / Management	Coordinate building response; communicate building instructions; direct first responders; manage building alarms, systems, and re-entry.
Faculty / Staff	Direct students and visitors to follow protective actions; evacuate or shelter as instructed; report hazards; assist with accountability.
Designated emergency-duty employees	Perform only assigned duties for which they have been trained. No employee should delay evacuation to perform an unassigned operation.
Students / Visitors	Follow alarms and instructions; use designated exits; report to the assembly area; do not re-enter until authorized.

ATS does not require employees to remain behind during evacuation to operate critical equipment or systems. ATS employees are not expected to perform firefighting, rescue, hazardous-material response, or medical duties beyond their training and authorization.

2. Emergency Reporting and Notification

Anyone who discovers an emergency should promptly report it. For an immediate threat, call 911 first and provide the building address, floor/suite, exact location, nature of the emergency, and known injuries or hazards. Notify Building Security when safe so responders can be directed to the incident.

Emergency Notification

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety on campus, ATS will, without delay and taking into account community safety, determine the affected segment(s), determine notification content, and initiate notification unless doing so would compromise efforts to assist a victim or contain, respond to, or mitigate the emergency.

- Confirmation may come from ATS personnel, Building Security/Management, police, fire, or other emergency responders.
- Notifications may be sent by text and/or email. Building alarms, strobe lights, and the public-address system may be used for building-wide events.
- Follow-up information and an all-clear will be issued when appropriate.

Emergency Codes

Topic	Procedure / Responsibility
Code Blue	Violence or weapon threat: secure/lock the room if evacuation is unsafe, silence devices, stay out of view, and await law-enforcement or official instructions.
Code Yellow	Shelter-in-place, including severe weather: move to the designated interior shelter area away from windows and exterior glass.
All Clear	Remain sheltered or outside the building until Building Security, emergency responders, or authorized ATS administration communicates that it is safe to resume activity or relocate.

3. Evacuation, Accountability, and Accessibility

- Remain calm and follow ATS, Building Security, and emergency-responder instructions.
- Use stairwells. Do not use elevators during a fire or when evacuation instructions prohibit elevator use.
- Leave promptly and take only items immediately accessible. Do not return for personal belongings.
- Do not bring any food or drinks - these may cause hazards
- Close doors behind you when possible. Do not lock doors unless directed.
- Proceed to the designated assembly area and remain available for accountability.
- Faculty must stay with their students at all times
- Do not re-enter until authorized by Building Security or emergency personnel.

NOTE: Listen to instructions via overhead to determine if the fire/evacuation is limited to specific floors and whether it is to exit the building.

Primary assembly location: Palmer House Hilton, 17 East Monroe Street, Chicago, IL, unless responders or Building Security designate another safe location.

Emergency Evacuation - Individuals Unable to Use Stairwells

Individuals who are unable to safely use the stairwells during an emergency must not attempt to evacuate using the stairs without appropriate assistance. They will be directed to the designated Emergency Assistance Staging Area on their floor to await assistance.

Floor	Designated Emergency Assistance Staging Area
2nd Floor	Across from the women’s restroom
3rd Floor	Across from the women’s restroom
5th Floor	Across from the women’s restroom
6th Floor	Across from the women’s restroom

Emergency Response Procedure

1. Individuals unable to use the stairwells will report to the designated staging area on their floor.

2. The Designated Emergency Contact and/or designee will monitor the staging process and check with the other designated floors to determine whether anyone is awaiting assistance.
3. The Emergency Contact/designee will communicate the floor location and need for evacuation assistance to building management/emergency personnel.
4. Individuals in a staging area will remain there unless conditions make the location unsafe or they are directed to relocate by emergency personnel.
5. Building management and/or emergency responders will be notified that assistance is required and provided with the individual's floor/location.
6. Staff should not attempt to carry or physically transfer an individual down the stairs unless specifically trained and authorized to do so or directed by emergency responders.

Important: Elevators should not be used during a fire or other emergency when elevator use has been restricted, unless specifically authorized by emergency personnel.

On-Site Administrator & Emergency Contact Schedule

Day / Time	Administrator	Status	Contact Information
Monday, 9:00 AM–5:00 PM	Titi Ayeni-Sode	On Campus	708-332-1646 tayeni-sode@atsinstitute.edu
Tuesday, 9:00 AM–5:00 PM	Jewel Williams	On Campus	312-533-2138 jwilliams@atsinstitute.edu
Wednesday, 9:00 AM–5:00 PM	Titi Ayeni-Sode	On Campus	708-332-1646 tayeni-sode@atsinstitute.edu
Thursday, 9:00 AM–5:00 PM	Jewel Williams	On Campus	312-533-2138 jwilliams@atsinstitute.edu
Friday, 9:00 AM–5:00 PM	Titi Ayeni-Sode	On Campus	708-332-1646 tayeni-sode@atsinstitute.edu
After 5:00 PM	Yelena Bykov	**On Call – Not on Campus**	312-481-8408 ybykov@atsinstitute.edu

Emergency Contact Procedure: During regular daytime hours, the designated on-site administrator serves as the primary administrative contact for emergency coordination. After 5:00 PM, Yelena Bykov is the designated on-call administrator and is not physically located on campus.

For an emergency requiring immediate police, fire, or medical assistance, **call 911 first** and then follow the institution's internal emergency notification procedures.

Accounting After Evacuation

Faculty and supervisors should account for students, employees, and visitors under their immediate responsibility and promptly report anyone believed missing to ATS administration or emergency personnel.

Faculty may use their attendance application to compare and account for their students.

No person should re-enter to search for a missing individual.

Persons Requiring Evacuation Assistance

Individuals who may need evacuation assistance should notify ATS staff or Building Security. Consistent with building procedures, a person unable to use stairs may be directed to an elevator lobby or exit stair landing for assistance by emergency personnel. Do not attempt an untrained carry or rescue.

Stairwell Re-entry

The building uses a failsafe electronic stairwell lock-release system. Under normal conditions, re-entry from stairwells on floors 2–21 is restricted. Follow posted stairwell signage and emergency instructions.

4. Shelter-in-Place and Severe Weather

When conditions outside or elsewhere in the building make evacuation unsafe, ATS may direct occupants to shelter in place. Move to the designated interior area, away from windows and exterior glass, and remain until an all-clear or relocation instruction is issued.

- Severe weather shelter location: Lower Level Pedway, unless emergency personnel direct otherwise.
- For tornado/severe wind warnings, move promptly by an interior route and protect your head and neck.
- For hazardous outdoor air conditions, remain indoors and follow Building Security or public-safety instructions regarding ventilation and relocation.

Emergency School Closure / Remote Operations

ATS administration determines whether campus operations will close, delay, relocate, or move online because of hazardous conditions. Students and employees will be notified by school email, text, LMS announcement, and/or other available channels. Clinical changes are communicated separately; do not assume a campus closure automatically cancels a clinical assignment.

5. Fire and Life Safety

1. Call 911 and provide 25 East Washington Street, the floor/suite, and exact location.
2. Notify Building Security at 312-863-6200.
3. Warn persons in the immediate area and follow building alarm/PA instructions.
4. Evacuate using stairwells. Do not use elevators during a fire.
5. Close doors behind you when possible and proceed to the assembly area.

Portable Fire Extinguishers

Employee safety takes priority over property protection. Employees who are not designated and trained to use an extinguisher should evacuate and call 911. A trained/authorized employee may attempt to control only a small incipient-stage fire when there is a clear exit behind the employee and conditions remain safe. ATS provides required education/training when extinguishers are provided for employee use.

Fire Prevention

- Keep exits, corridors, stairways, and fire equipment unobstructed.
- Control combustible waste and do not store unnecessary flammable/combustible materials.
- Report damaged electrical equipment, blocked exits, and unsafe conditions promptly.
- Know the nearest exits, stairwells, alarm methods, and emergency address.

6. Medical Emergency

Call 911. Provide the building address, floor/suite, exact location, nature of the emergency, and condition of the person. Then notify Building Security. Do not move an injured person unless remaining in place presents a greater danger. Employees should provide only care within their training. Building AEDs are located at the first-floor security desk, on the 7th floor, and in the gym, subject to building updates.

7. Building and Utility Emergencies

Topic	Procedure / Responsibility

Elevator malfunction	Use the elevator emergency button, identify the cab and approximate location, and await assistance. Do not force doors. Do not use elevators for fire evacuation.
Power failure	Remain in place initially if safe; emergency lighting should activate. Follow Building Security instructions. Evacuate if directed or if conditions require immediate movement to safety.
Water leak / HVAC / window damage	Move away from the affected area. For non-life-threatening building failures, notify Building Security. For structural danger or immediate threat, call 911.
Structural collapse / aircraft impact	Call 911, move away from damaged areas, and follow evacuation or shelter instructions. Do not enter damaged areas.

8. Biological, Chemical, or Toxic Hazard

Move away from the exposure area, call 911 for an emergency, and notify Building Security. Provide the substance or hazard if known, exact location, and whether anyone has been exposed. Do not touch, clean, contain, or re-enter a contaminated area unless specifically trained and authorized.

ATS employees are expected to evacuate from an uncontrolled hazardous-substance release rather than perform emergency hazardous-material response unless separately trained, equipped, and authorized.

9. Suspicious Mail, Package, or Bomb Threat

Suspicious Mail or Package

- Do not move, open, handle, shake, or smell the item.
- Isolate the area and notify Building Security; call 911 when the item presents an immediate threat.
- If material has been released, avoid spreading it and follow responder instructions regarding isolation or decontamination.

Bomb Threat

- Remain calm and obtain as much information as possible, including exact words, device location, timing, description, and caller information.
- Call 911 and Building Security.
- Do not touch suspicious objects or use radios near a suspected device.
- Do not independently order evacuation; follow police, Building Security, or authorized ATS instructions.

10. Violence, Suspicious Persons, and Active Assailant

For violence, a weapon, a crime in progress, or an immediate threat, call 911 when safe and then Building Security. Do not confront a suspicious or disorderly person. Follow police and Building Security instructions.

Run / Hide / Fight

- RUN: If a safe escape path is available, leave, leave belongings behind, keep hands visible, and follow police instructions. Call 911 when safe.
- HIDE: If escape is not possible, lock or barricade the door, turn off lights, silence devices, stay out of view, and remain quiet.
- FIGHT: As a last resort and only when life is in imminent danger, take action to disrupt or incapacitate the attacker using available means.

When law enforcement arrives, remain calm, put down items, keep hands visible, avoid sudden movements, and follow commands. Provide useful information when asked.

11. Continuity of Operations and Records

Life safety always comes first. Employees should not delay evacuation to retrieve cash, checks, paper files, computers, or other property.

Topic	Procedure / Responsibility
Human resources records	Maintain protected electronic records and authorized backups; recover only after the area is safe.

Financial records	Use secured electronic systems and backups. Do not remove cash/checks during an emergency unless doing so is part of a specifically authorized procedure that does not delay evacuation.
Student/academic records	Maintain records in the Student Information System and other approved systems; use protected paper storage where applicable.
IT systems	Coordinate restoration with IT using available server/cloud backups and approved recovery procedures.
Instructional continuity	When campus classrooms are unavailable, ATS may use approved remote instruction or alternate locations. Clinical changes are coordinated separately.

12. Training, Drills, Testing, and Plan Review

ATS reviews emergency response and evacuation procedures at least annually and conducts at least one test each calendar year. Tests may be announced or unannounced and are designed to assess and evaluate emergency plans and capabilities.

- Document each test with a description, date, time, and whether it was announced or unannounced.
- Conduct appropriate follow-through and corrective action after drills, exercises, or actual events.
- Provide employees emergency-action information at initial assignment and when responsibilities or the plan change.
- Designate and train employees as needed to assist with safe and orderly evacuation.
- Maintain the written plan at the workplace and make it available to employees for review.

The Emergency Preparedness Team should include appropriate representatives from administration, nursing/program leadership, administrative support, IT, and building/security coordination. The team should review lessons learned, emergency contacts, communication methods, accessibility needs, and building procedures.

13. Occupational Exposure Control - Bloodborne Pathogens

This section preserves the essential employee exposure-control requirements from the prior plan. It applies to employees with reasonably anticipated occupational exposure to blood or other potentially infectious materials (OPIM) and is administered in accordance with OSHA 29 CFR 1910.1030.

Universal Precautions and Controls

- Use universal precautions for blood and OPIM.
- Use engineering/work-practice controls, including appropriate sharps containers and safe handling practices.
- ATS provides required PPE at no cost to covered employees and trains employees in selection, use, removal, and disposal.
- Dispose of contaminated sharps immediately in closable, puncture-resistant, leak-resistant, labeled/color-coded containers.
- Use mechanical means, not hands, to pick up potentially contaminated broken glass.

Exposure Incident

6. Immediately wash/flush the affected area and obtain appropriate first aid.
7. Report the incident to the Nursing Program Director/designee at 312-300-0980.
8. Document the route and circumstances of exposure using the ATS incident-report process.
9. ATS will arrange confidential post-exposure evaluation and follow-up, including source-individual procedures when legally permissible, required laboratory testing, counseling, and medical follow-up.
10. The employee will receive the healthcare professional's written opinion within the timeframe required by the standard.

Hepatitis B Vaccination

Eligible employees with occupational exposure are offered hepatitis B vaccination in accordance with OSHA requirements. Employees who decline must complete the required declination; an eligible employee who initially declines may later request vaccination.

Training and Records

- Covered employees receive bloodborne-pathogen training initially and at least annually.

- Training records are maintained for at least three years.
- Employee exposure/medical records are maintained confidentially for the duration of employment plus 30 years, as applicable.
- Percutaneous injuries from contaminated sharps are recorded on a confidential Sharps Injury Log with required identifying details removed from copies made available to others.
- The exposure-control plan is reviewed at least annually and when tasks, procedures, technology, or positions affecting occupational exposure change.

14. Incident Documentation and Post-Incident Review

After an emergency, ATS should document the event as appropriate, preserve relevant records, identify injuries or exposures, record notifications and protective actions, and conduct a post-incident review. Corrective actions should be assigned and tracked to completion. Emergency records should be retained consistent with applicable institutional, OSHA, Clery, insurance, and legal requirements.

15. Plan Availability and Coordination

This plan is maintained on campus and should be available to employees for review. Emergency instructions and evacuation information should be posted in classrooms and central locations. ATS coordinates with Building Security/Management and relies on public police, fire, EMS, and other emergency responders for emergency services beyond the training and authorization of ATS personnel.

Where instructions from police, fire, EMS, or Building Security conflict with this plan during an actual emergency, follow the responder's direction.

Compliance Alignment and Additions Made in This Update

Compared with the prior ATS plan and practices reflected by established Illinois colleges, this update adds or clarifies the following:

- A single emergency-contact structure consistent with the 2026–2027 Annual Safety & Security Report.
- Clery emergency-notification decision steps: confirmation, affected segment, message content, initiation without delay, and follow-up.
- Annual emergency-response/evacuation testing and documentation.
- OSHA-required accountability, critical-operations, rescue/medical-duty, alarm, training, and plan-review elements.
- Clear procedures for persons needing evacuation assistance.
- Explicit life-safety priority: employees do not delay evacuation to retrieve financial or paper records.
- Post-incident review and corrective-action expectations.
- Clear distinction between evacuation, shelter-in-place, Code Blue, Code Yellow, and all-clear actions.
- Consolidated Run/Hide/Fight guidance and building-specific fire, elevator, utility, hazardous-material, suspicious-package, and bomb-threat procedures.
- Retention of essential bloodborne-pathogen exposure-control requirements without duplicating unrelated campus-security policy content.

Key Regulatory References

- Jeanne Clery Campus Safety Act / 34 CFR 668.46(g) - emergency response, emergency notification, evacuation procedures, and annual testing.
- OSHA 29 CFR 1910.38 - emergency action plans.
- OSHA 29 CFR 1910.157 - portable fire extinguishers and employee education/training, when applicable.
- OSHA 29 CFR 1910.1030 - bloodborne pathogens / exposure control.
- OSHA 29 CFR 1910.1020 and 29 CFR Part 1904 - employee exposure/medical records and recordkeeping, as applicable.