



Standard Healthcare Services College of Nursing

EMERGENCY PREPAREDNESS PLAN

This Emergency Preparedness Plan is maintained in writing and is accessible to all students and staff through the College's website, catalog, and administrative offices.

As students, staff, and faculty at Standard College, we all play a role in maintaining a safe campus environment. By remaining aware of our surroundings, reporting suspicious or concerning behavior, and seeking assistance when safety concerns arise, we help promote a culture of security, responsibility, and campus safety.

Emergencies can occur at any time, often without warning. Preparation is the responsibility of every student and faculty. Every member of our school needs to help promote campus safety. Individuals should prepare with supplies, a plan to stay in touch, and information about what to do in an emergency, and what's happening during a disaster. Before taking any action, ensure you are not endangering yourself. Do not jeopardize your life or the lives of others in attempting to save personal or school property

Risk Assessment and Planning

Standard College maintains an ongoing process to identify, assess, and mitigate risks that may affect the safety of students, faculty, staff, visitors, or institutional operations.

Potential risks may include:

- Natural disasters and severe weather;
- Public health emergencies;
- Violent or criminal incidents;
- Fire or hazardous material incidents; and
- Technological or infrastructure disruptions.

The College evaluates risks based on likelihood, potential impact, facility considerations, and operational needs. Findings are incorporated into emergency response procedures, communication protocols, and continuity planning. Risk assessments and preparedness measures are reviewed and updated as needed.

Emergency Policies and Procedures

Evacuation Procedures

In the event of an emergency requiring evacuation, all individuals must exit the building immediately using the nearest safe exit. Evacuation routes are posted throughout the facility.

Faculty and staff are responsible for assisting students and promoting an orderly evacuation. Designated assembly areas will be utilized, and reasonable accommodations will be provided for individuals with disabilities.

Shelter-in-Place Procedures

When evacuation is not appropriate, the College may direct students, faculty, staff, and visitors to shelter in place. Individuals should move to a safe interior location, remain indoors, and follow instructions communicated through official College communication channels.

Accountability and Tracking

During an emergency, the College will make reasonable efforts to account for students, faculty, and staff through attendance verification, assembly point reporting, communication systems, or other appropriate methods.

Communication Plan

Standard College maintains an Emergency Management Team (EMT), consisting of the CEO, Deputy Executive Director, Director of Compliance, and Operation Manager.

The EMT is responsible for assessing emergencies, coordinating response efforts, and implementing communication procedures. Emergency notifications may be distributed through email, text message, the learning management system (Populi), or other institutional communication methods.

Communications may include instructions, status updates, shelter or evacuation information, and all-clear notices. When appropriate, the College may also communicate with designated emergency contacts, visitors, contractors, emergency responders, media, and the public, consistent with applicable privacy laws and institutional procedures.

Instructional Continuity Plan

Standard College is committed to maintaining instructional continuity during and after emergencies to the extent reasonably possible.

In the event of a disruption:

- The College may utilize remote or alternative instructional delivery methods;
- Faculty may revise assignments, schedules, or assessments as necessary;
- Clinical, laboratory, and skills instruction may be rescheduled or modified; and
- Students and faculty will receive updates regarding coursework and operations through Populi or other official communication methods.

The EMT and academic leadership will determine the appropriate timeline and procedures for resuming instructional activities.

Responsible Persons

The Emergency Management Team (EMT) is responsible for confirming emergencies, coordinating response activities, and executing communication plans. Designated administrators and trained designees may assume responsibilities as necessary to maintain continuity of operations.

Training and Testing

Students receive emergency preparedness information during orientation. Faculty and staff receive emergency preparedness training upon hire and at least annually thereafter.

The College conducts emergency preparedness training, tabletop exercises, drills, or other testing activities at least annually. Following drills or actual incidents, the College evaluates response effectiveness and updates procedures as appropriate.

Emergency Response Procedures

Violent Incident

- Immediately seek protection/shelter in place.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from door.
- Call 9-1-1.
- Minimize noise that may draw attention to your location: turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities; do not challenge law enforcement.
- When reporting an incident, indicate your location.

Bomb Threat

- Notify the faculty and/or school's staff
- Call 9-1-1
- Evacuate the building, as directed.
- Do not re-enter the building until cleared by authorized personnel.
- Untrained persons should not try to rescue people who are inside a collapsed building.
- Wait for emergency personnel.

Hazardous Materials

- If an emergency develops or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about its release.

Suspicious Person

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and his or her direction of travel.

Suspicious Package

- Do not touch or disturb the object.
- Call 9-1-1.
- Notify your supervisor or instructor.
- Be prepared to evacuate and take personal belongings with you.

Fire

- Call 9-1-1 if possible. Knock on doors and yell "fire" as you exit the building.
- Make sure all doors are closed
- Evacuate all persons from the building if able to do so safely.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Everyone must exit at the nearest location; move well away from the building when evacuating; and assemble in the parking lot under the bridge.
- Instructors must conduct a roll call to ensure that everyone is present and not left in the building.
- Do not re-enter the building until authorized by emergency personnel.

Emergency Medical –

- If student, visitor, or employee becomes sick, has a health emergency, or an accident occurs, call 911 immediately
- ALWAYS stay on the phone until the person answering the call ends the conversation.
- ALWAYS err on the side of caution. To help someone,

REMAIN CALM and CALL FOR HELP.

- The injured individual should be made as comfortable as possible.
- If bleeding is evident, using appropriate PPE, the wound shall be covered, and direct pressure applied to control the loss of blood.
- Every effort shall be made to keep the injured person as calm as possible.
- Do not attempt any significant medical procedures.
- Wait for paramedics to arrive!
- Emergency contact will be notified.

Power Outage

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible. Take your personal belongings with you.
- Do not re-enter the building until authorized by authorities. Listen for information regarding building/campus closings.

Severe Weather/Tornado Safety

- Prepare to shelter in place if ordered.
- Remain calm and alert.
- Remain clear of glass windows or doors.
- Use an interior hallway on the lowest floor possible.
- If you are outside and unable to get to a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

Computer/Internet safety

The Internet is an important tool for learning, research, and communications. It's a way to meet new people and keep in touch with existing friends, but there are risks and dangers. Keeping yourself, your computer and your identity protected is essential if you want to enjoy a safe Internet experience. Discover more about viruses, spyware or any other Internet dangers and ways to keep yourself safe online, secure your computer and protect your identity.

Standard College's Computer Lab is designated for educational purposes only, which means it is intended for activities directly related to coursework and academic projects. Students are prohibited from visiting social media sites or downloading applications, for any purposes, on the school's computer

Continuous Review

The College reviews and updates this Emergency Preparedness Plan periodically and following drills, exercises, or actual emergency incidents to support continuous improvement in emergency response and campus safety.