



Emergency Preparedness Plan

American Medical Academy
3/1/20

Contents

Purpose..... 1

Authority 1

Application..... 1

Responsibility for Compliance 1

Threat, Hazard Identification and Risk Assessment (THIRA) 1

Communications Plan 2

Definitions of Emergencies..... 2

Emergency Response 3

 Campus Emergencies 3

 Off-Campus Emergencies 3

Declaration of Campus State of Emergency 3

 All Employees..... 3

 Administrators, Directors, Supervisors 3

 Emergency Preparedness 3

 Emergency Situations 4

Campus Emergency Staff 4

 Chief Executive Officer (CEO) & Chief Operation Officer (COO) 4

 Chief Technology Officer (Director of Distance Education)..... 4

Emergency Situations and Procedures 4

 Active Shooter/Lockdown/Intruder Response Students, Faculty & Staff: 4

 Bomb Threats 5

 Chemical Spills 7

 Hurricanes 7

 Warning/Watch Procedures (24-72 HOURS)..... 7

 Explosions/Aircraft Down 8

 Fires 8

 Infectious Disease Outbreaks 9

Life-Threatening Emergencies or Death..... 10

Medical Emergencies/First Aid 10

Power Outage..... 10

Training..... 11

 Faculty & Staff Training 11

 Student Training..... 11

 Faculty Training..... 11

Building Occupancy Accountability Guidelines..... 11

Purpose

The purpose of the emergency procedures outlined in this plan is to provide protection to lives, property and operations through the effective use of the institutions, community and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations. The plan also provides for the coordination between the institution and other governmental and emergency agencies. This plan does not cover every conceivable situation; it does, however, supply the basic administrative guidelines necessary to cope with most campus emergencies.

Authority

This plan is written in keeping with the current laws and statutes as they pertain to the regulation of emergencies in the State of Florida.

Application

This plan applies to all faculty, staff, employees, students and visitors. It encompasses all buildings and grounds operated by the institution.

Responsibility for Compliance

The development and administration of this Emergency Preparedness Plan is the responsibility of the Chief Executive Officer and the Chief Operations Officer.

Threat, Hazard Identification and Risk Assessment (THIRA)

The classification relied heavily on historical and anecdotal data, stakeholder input and professional and experienced judgment regarding expected hazard impacts. It also carefully considered the findings in other relevant plans, studies, and technical reports.

It should be noted that there are some hazards that are considered low or negligible risk (e.g. sinkhole or freeze). Nonetheless, the occurrence of these other hazardous or threatening events may pose a risk to the Institution. Varying or unprecedented magnitudes is still possible in some cases and will continue to be reevaluated during future updates of this EPP.

HAZARD RISK

RISK LEVEL	TYPE OF HAZARD**
HIGH RISK	<ul style="list-style-type: none">Hurricane/Tropical Storm
MODERATE RISK	<ul style="list-style-type: none">Structure FireInfectious Disease PandemicHazardous Materials Incident (Chemical, Explosive)Campus Attack (Intruder, Bombing, Active Shooter)

Bold text denotes the seven identified hazards for AMA emergency planning

Furthermore, the seven identified hazards for the institution can be grouped into the three hazard types (natural, technological, and human-generated).

IDENTIFIED HAZARDS FOR FIU BY TYPE

NATURAL	TECHNOLOGICAL	HUMAN-GENERATED
Hurricane/Tropical Storm Severe Weather (Tornado, Flooding, Lightning) Structural Fire Pandemic	Hazardous Materials Incident (Chemical, Biological, Explosive)	Campus Attack Intruder, Bombing, Active Shooter) Cyber Attack

Communications Plan

The CEO or COO will request that all call be forwarded into a center line or emergency phone number.

- The CEO or designee will request that all calls concerning the crisis be forwarded to the to the emergency line.
- The COO, through discussions with the President, Vice President, and the CEO, will develop a strategy for releasing information to the media.
- If the crisis occurs after hours, the CEO or COO will contact appropriate staff members at home to secure special assistance. The number of persons contacted will depend upon the nature and severity of the crisis.
- The CEO or designee will assign responsibilities to staff members. His/her staff will assist in keeping the media a safe distance from the event site until the proper authorities show up and take control of the incident.
- The CEO will determine whether a major press conference area needs to be made available. If major media are expected, parking will need to be arranged for vehicles. He/she will coordinate this with the COO or his/her designee. *No information is to be provided to outside organizations by staff, faculty and /or students.

Note: As each situation/incident is unique in nature institutions will work with local authorities and agency in the release of information to staff, faculty, student, families and the press.

Designated Public Information Officer will CEO, COO, or designee if both are not available.

Definitions of Emergencies

The following definitions of emergencies are provided as guidelines to assist campus administration/staff in determining the appropriate response:

1. Minor Emergency - Any incident that does not seriously affect the overall functional capacity of the institution, such as minor plumbing problems or an inoperative door.
2. Major Emergency - Any incident which affects an entire building or buildings and which will disrupt the overall operations of the institution.
Examples are building fires or chemical spills which will require outside emergency services, as well as major efforts from campus support services.

3. Life-Threatening Emergency – Any unforeseen event in which there is a clear potential for serious injury or death to a person if immediate action is not taken. If in doubt, consider the emergency life-threatening.
4. Disaster - Any event or occurrence that has seriously impaired or halted the operations of the institution. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. Local Authorities are to be immediately notified.

Emergency Response

Campus Emergencies

Regardless of the time of day, immediate contact should be made with those persons who are best able to provide the needed services in response to an emergency. For all emergencies, contact the Student Services at (305) 271.6555 or email: Publicsafety@ama.edu. If the emergency is hazardous to life and safety call 911. The Department of Student Services will be responsible for contacting the appropriate responders and administrative officials unless otherwise already notified. Specific guidelines within this plan will be followed.

Off-Campus Emergencies

Although it is not the intent of this document to address off-campus

emergencies, emergency notifications should be made when traveling on institutional business. When encountering a major or life-threatening off- campus emergency, dial 911 from any phone or cell phone. Follow up with a call to Student Services Department at (305) 271-6555 to notify designated personnel.

Declaration of Campus State of Emergency

The authority to declare a Campus State of Emergency rests with the President or CEO, based on the recommendation of the Vice President, Chief Operations Officer and/or Campus Director. When this declaration is made, access to the campus may be limited at the discretion of the Administration. Those who cannot present proper identification and documentation of legitimate campus business may be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with Florida State Statutes and Miami-Dade County Ordinances.

All Employees

In case of emergency, all employees must follow the specific emergency procedures found in section XII of this plan. All emergencies must be reported immediately to the Chief of Operation or Campus Director. Your personal safety is of the utmost concern. All employees are responsible for taking precautions to ensure their safety by familiarizing themselves with this plan. Instructors must initiate emergency procedures during class.

Administrators, Directors, Supervisors

Every administrator, director and supervisor have the following general responsibilities prior to and during any emergency:

Emergency Preparedness

Understand emergency procedures and information as outlined in this plan. Disseminate information to building employees and occupants with the assistance of operational team members.

Emergency Situations

1. Inform the Campus Director or Chief Operations Officer.
2. In coordination with the Chief of Operations, the operations team member or designee (s), assess the emergency and take appropriate action. This may include ceasing operations and initiating emergency response.

Campus Emergency Staff

Chief Executive Officer (CEO) & Chief Operation Officer (COO)

- Direct and oversee any response to a campus emergency.
- Designated Public Information Officers for the institution
- Assure timely review and revisions of the Emergency Preparedness Plan.
- Activate the campus Incident Command Post and act as the overall incident commander.
- Direct operations of the campus operation team.
- Assure that cooperative efforts are established with the institutions administration, campus emergency staff, local, county and state governmental agencies, and other resources as necessary.

Note: American Medical Academy will rely on the guidance of the Florida Department of Health (www.floridahealth.gov) to make determinations regarding community health related emergencies including any type of communicable disease or pandemic outbreak.

- Perform other related duties as may be directed by the President and/or Vice President
- In conjunction with the Operation team, prepare and submit a report to the President appraising the final outcome of any emergency.
- In the absence of the CEO or COO, the ranking EMS Administrator shall assume the role of the COO.

Chief Technology Officer (Director of Distance Education)

1. Coordinates the establishment of emergency telephone communications for emergency personnel.
2. Obtains assistance from outside communications firms as needed.
3. Provides information as to status of campus telecommunications to COO or his/her designee.

Emergency Situations and Procedures

Active Shooter/Lockdown/Intruder Response Students, Faculty & Staff:

The following guidelines cannot cover every possible situation that might occur. Nevertheless, they serve as an awareness and training tool likely to reduce the number of injuries or fatalities if followed as soon as a situation develops.

How you respond to an intruder/active shooter is dictated by the specific circumstances of the situation. If you should find yourself in an active shooter situation, try to remain calm -- your actions will influence others, trust your instincts.

You must decide if you can get out of the building. If you should hide out in the building and if the intruder gets into the room where you are hiding you will have to end the threat.

If you hear gunshots or you are directed to “Lockdown” (see page 12 for lockdown announcement) and you are inside of a building, do the following:

Secure the immediate area/lockdown. Whether a classroom or office:

- Make certain the door is locked and barricade the door. If you are not in a room with a lock then barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.
- If you hear gunshots and it is safe to do so, call 911 and provide the following:
 - Your name and location (including building and room number).
 - If you were able to see the offender(s) then give a description & location of the person(s).
 - If there are victims give their location & number injured.
 - If you observed any suspicious devices, provide the location & description.
 - If you heard any explosions, provide a description & location.
- If possible, turn off the lights and cover the windows so the intruder cannot see inside. Make it seem like no one is in the room.
- After securing the door, stay behind solid objects away from the door as much as possible.
- Silence your cell phone however have one person contact 911 and leave an open line so that the dispatcher can hear what is happening. Turn off all devices that make sound.
- Everyone in the room should spread out and quietly discuss a plan to attack the intruder if he/she should gain entry into the room.
- Arm yourself with anything in the room that can be used as a weapon or be thrown at the intruder to distract them.
- Remember intruders may knock on the door and ask to be let in pretending to be victims or use someone that you know to get you to open the secure door so that they will have access to more victims.
- If you hear gun fire.
- STAY in hiding until you receive further instructions from Emergency Responses Personnel (EX Police, SWAT, and or Fire Department), such as “remaining in the classroom until an OFFICER arrives at the door” or you are given an “ALL CLEAR” notification via a loud speaker.
- If you hear gunshots or there is a report of someone shooting and you are outside of a building, do the following:
 - Find cover & hide. If there is nowhere to hide then run to the nearest place of cover. Do not run in a straight line.
 - Call 911 and advise as to what is happening.
 - Keep objects between you and the intruder/shooter.
 - Warn others in the area.
 - Stay in hiding until Emergency Responses Personnel (EX Police, SWAT, and or Fire Department) gives the “ALL CLEAR” notification.

Bomb Threats

It is very important that the person who receives a bomb threat remain calm and professional at all times. Listen carefully to the caller and get as much information as possible.

1. Any person receiving a bomb threat over the telephone should ask the caller:

- When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - Where are you calling from?
 - What is your name/address?
2. When talking to the caller record the following information:
- The exact wording of the threat.
 - Sex, race, age and nationality of the caller.
 - Telephone number where call was received.
 - Date, time and length of the call.
 - Details regarding the caller's voice.
 - Background sounds.
 - Threat language (i.e. educated, irrational, hostile.)
 - Any additional pertinent information.
3. During the call, attempt to alert a coworker that you are receiving a bomb threat. That person should contact a member of the Operations team. If you are alone, when the call ends, immediately contact a member of the Operations team with information about the bomb threat. After you have contacted a member of the operations team report to your direct supervisor.
4. A Bomb Threat Checklist (Appendix VI) must be completed by the recipient of the call and presented to the responding operations team member.
5. Following notification of a bomb threat, the operations team member will notify the following, or their designee:
- CEO
 - COO
 - Vice President
 - Campus Director
 - EMS Administrator
6. The CEO, COO or designee will assess the circumstance and determine whether a full evacuation of the building is required. If an evacuation is initiated, the operations team will alert the building occupants and begin an evacuation. The Operations Team will assist with the evacuation.
- All building evacuations will occur upon notification by the Operations team, Building Emergency.
 - When an evacuation is initiated, leave by the nearest safe exit and alert others to do the same.
 - Once outside, proceed to a clear, sheltered area as directed by emergency personnel. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
 - Do not return to an evacuated building unless authorized by a uniformed police or fire officer.

If the situation warrants, Operation Team will also notify the Miami Dade County Police Department.

Chemical Spills

1. Immediately report any hazardous chemical spills to the Operations Team at (305) 271-6555) and Miami Dade County Fire Department if deemed necessary.
2. When reporting the existence of a chemical spill to the Operation team or Fire Department, provide the following information:
 - Your name and location.
 - Name and/or description of material spilled, if known.
 - Estimated amount.
 - Exact location of spill.
 - Possible injuries or exposures.
 - Actions you have taken.
3. Vacate the affected area at once. Seal off the affected area to prevent further contamination and to minimize the tracking of any spilled contaminants.
4. Anyone who may be contaminated by the spill is to avoid contact with others and remain in the area of the incident.
5. Immediately remove contaminated clothing and place in a red hazardous materials bag for clean up or disposal. Do not remove contaminated clothing from the spill site. Appropriate measures will be determined by fire department hazardous materials unit.
6. The CEO or designee will assess the circumstances and determine whether a full evacuation of the building is required. If an evacuation is initiated, the Department of Public Safety will begin an evacuation.
7. Do not return to an evacuated building unless authorized by a uniformed police or fire officer.

Hurricanes

American Medical Academy follows Miami-Dade County Schools ordinances and will follow there set protocol in the closure and re-opening of school. Faculty, Staff, and Student will be notified via Phone Call and Text, email, and Website will post all up to date advisories of institutional operation.

Warning/Watch Procedures (24-72 HOURS)

- Bring indoor and outdoor items that can be carried such as tennis nets, trash cans, and banners.
- Secure awnings.
- Clean out roof drains and catch basins. Inspect roofs for items that need to be secured.
- Shut louvers tightly.
- Clear window ledges and secure windows.
- Move computers and electronic equipment away from windows.
- Cover computers, machinery, and stock with tarpaulins and waterproof covers.
- Get as many items as possible off the floor.
- Shut down non-essential electrical equipment.
- Back up hard drives onto disks.
- Protect/relocate vital records by storing them in a water-safe, covered area.
- Anchor large outdoor items, such as dumpsters, that could potentially blow away, or blow into and damage the facility.
- Make sure outdoor signs are properly braced.

Remember, strong outer rain bands from hurricanes can arrive a day or more before landfall along with strong gusty winds. Organize in advance and start preparations early! For purposes of gathering documentation to support all losses, possibly without electricity after the storm.

Explosions/Aircraft Down

In the event of an explosion or downed aircraft on campus, take the following actions:

- Immediately take cover under tables, desks, or other objects, which will give protection against falling glass and debris.
- Contact the Student Services at (305) 271-6555, or call 911. Give your name and describe the location and nature of the emergency.
- In the event of a fire/explosion, activate the building fire alarm and evacuate the affected building by the nearest safe exit.
- If persons with disabilities cannot safely evacuate the building, assist them to the nearest dwelling away from damaged area and notify emergency personnel of their location.
- Once outside, move to a clear sheltered area that is away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to the evacuated building unless authorized by a uniformed police or fire officer.

Fires

- Know the location of all fire extinguishers, fire exits, and alarm systems, and how to use them.
- If a fire emergency exists, immediately activate the building fire alarm if a pull station is readily available.
- Do not risk your life or safety! If a minor fire appears controllable, immediately activate building fire alarm if pull station available, then if you feel your safety is not at risk retrieve a fire extinguisher and discharge it toward the base of the flame and sweep back and forth from front to rear.
- Take appropriate precautions to assure your personal safety.
- When you are in a safe area, away from the fire, contact the Student Services at (305) 271-6555 Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the operator. If fire is questionable in size call 911
- Evacuate the affected building by the nearest safe exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest safe dwelling and alert emergency personnel of their location.
- Always evacuate a building when the fire alarm is ringing.
- Once outside, move to a clear sheltered area that is away from the affected building. Keep streets, fire lanes hydrants, and walkways clear for emergency vehicles and crews.
- After an evacuation, report to a designated assembly point and or collection area establish by first responders. Stay there until an accurate headcount is taken.
- Do not return to or enter an evacuated building unless authorized by a uniformed officer.
- Should you become trapped inside a building during a fire, If there is no window, stay low to the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location. If possible, seal around doors to prevent smoke entry. Remain Calm.

Infectious Disease Outbreaks

Miami-Dade County infectious disease outbreaks of any type would fall under the control and direction of the Florida Department of Health until relieved by a health agency at the State or Federal level. The Office of Student Services, working with the CEO/COO or his/her designee, is responsible for coordination with the Florida Department of Health and outside agencies in the event of any major infectious disease outbreak.

In the event of an infectious disease outbreak, the following steps outline the institution's response:

- Florida Department of Health (850) 245-4444 will notify the Institution and will relay as much information as possible (i.e. type of problem, symptoms, how many people may be affected).
- The President's Office will be advised of the directions given by the Florida Department of Health and the actions taken by the Operation Department. They will be provided a list of individuals exposed to the infected person and of service agencies that can assist members of the and community with any questions that they may have.
- During regular business hours, if a decision is made to immediately close the institution because of an infectious disease outbreak and the school is not to be quarantined, notification of the closure will be made as follows:
 - The Executive Director of Marketing or designee will communicate to all students, faculty and staff via voice mail, email, institution designated telephone closing line and the institution web page.
 - Updated information will be linked to institution web site.
 - The Operations Team will confirm that students, faculty and staff have evacuated the buildings and all buildings will be secured.
 - If quarantine is deemed necessary by the Florida Department of Health Department or other responding health agency, the Operations team will immediately secure the campus, allowing only authorized persons to enter and exit.
 - Outside of regular business hours, when a decision is made to close the institution, the information will be placed on the school closing line by the CEO or COO and disseminated to video, audio and print media.
- Decisions regarding closure or subsequent reopening of the institution related to an infectious disease outbreak will be made by the President of the Institution in consultation with the:
 - CEO
 - Vice President
 - COO
 - Campus Director
 - Medical Director
 - The Florida Department of Health or the designated health agency responding to the incident.
- The CEO or COO will coordinate with administration and the various agencies involved regarding any media releases.
- Student & Administrative Services and Academic Affairs will assure on-line access for faculty members to communicate from any location. Accessing Canvas, students will have access to their grades, assignments and other information.

Life-Threatening Emergencies or Death

In the event of a life-threatening emergency or death at AMA, the following actions will be taken:

- Immediately notify the Student Services at (305) 271-6555, Call 911.
- The scene will be secured by Miami-Dade Police and an investigation will be initiated.

In the event of a death, the COO or designee will contact the:

- President of American Medical Academy.
- CEO
- Vice President
- Campus Director

Medical Emergencies/First Aid

If a serious injury or illness occurs on campus, immediately contact the 911, then contact AMA office phone (305) 271-6555. Give your name, a description of the medical emergency, and the location of the victim. Do not hang up until released by the emergency dispatcher.

- If conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs, including the right to refuse treatment
- If the person is unconscious or disoriented, contact 911 and then notify AMA Student Services at (305) 271-6555
- Keep the victim still and comfortable until help arrives. Do not move the victim unless unsafe conditions exist.
- Faculty, staff, or students with serious or unusual medical problems should notify their supervisors or instructors of the medical problem and the appropriate emergency treatment related to that problem.

Power Outage

- In the event of a power outage, power may be out in a portion of a building, an entire building or the entire campus or branch center. Procedures for affected areas will be the same in all instances.
- Immediately report any power outages to the Student Service Department (305) 271-6555
- Operations team members will respond to the affected area to secure the scene and assist in evacuation.
- Know the location of all fire exits.
- Emergency lighting systems should activate so that pathways to fire exits are lit. *Note that such emergency lighting systems only operate for less than an hour.
- Take appropriate precautions to assure your personal safety.
- Evacuate the affected building by the nearest fire exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest dwelling and alert operation team personnel of their location.
- Once outside, move to the designated assembly point and remain there until an accurate headcount is taken.

Training

Operation Team Members and designee will be assigned to assist in the safe and orderly emergency evacuation of other employees, students and visitors.

Training will be provided when:

- The plan is initiated.
- Responsibilities change.
- Assignments are made or changed.

Faculty & Staff Training

Training will be provided when:

- Initial Hiring
- Plan Changes
- Responsibilities change
- Assignments are made or changed

Student Training

Faculty Training

Training will be provided when:

- Program Orientation
- Plan Changes

Exit Guidelines

Exit locations have been designated for each building. Building diagrams have been posted and/or distributed showing the nearest exit location. Building Emergency Response Team Members and ERTL members will advise employees and other occupants of the need to exit and direct them to the locations as necessary.

Building Occupancy Accountability Guidelines

Operation Team Members will, provided time and circumstances permit, conduct a sweep check of their assigned area to ensure the complete evacuation of employees and students. After they exit the building each Operation Team Member will report to the CEO or COO that their sweep check was either completed or not completed.