

Emergency Preparedness Plan

Overview

The Purpose of the Arizona College of Allied Health Emergency Preparedness Plan is to facilitate the safety of its students by defining the responsibilities in an emergency as well as give guidance to students and visitors of the college.

Communications

It is very important that Communication be maintained between College staff and Students and visitors of the College. Timeliness of these communications is especially important in an emergency.

In any emergency, the Campus' V.P. of Operations will consider the safety of the campus and determine what notification needs to be initiated. This notification will be timely unless the notification could hinder the ability of assistance to be provided to a victim or in any other way hinder the response of those responding to the emergency.

The method of notification may be made via various methods to be determined at the time of the emergency by the V.P. of Operations. The methods of communication the V.P. of Operation may use are:

- Email
- Telephone
- Runners
- Signs
- The web
- Media

Evacuation Procedure

V.P. of Operations

1. Call 911, if necessary
2. Direct staff to initiate evacuation

Faculty

1. Once directed by V.P. of Operations, direct students to nearest safe evacuation point
2. Take class Roster
3. Once safely outside, take roll

4. Notify V.P. of Operations of any missing students
5. Stay with class and keep students together

Lockdown Procedure

The Lockdown procedure is for when there is a dangerous individual on-campus that may cause harm to students or staff if they attempted to evacuate the building.

V.P. of Operations

1. Call 911, if necessary
2. Make determination if staff and students should be in Lockdown
3. Direct staff to initiate lockdown procedure though phone, runners, are any other alternative method necessary at the time.

Faculty

1. Once directed by V.P. of Operations, lock doors if possible and barricade with furniture
2. Attempt to block windows into the classroom
3. Direct students to stay away from windows and doors and make themselves as un-viewable as possible
4. Have students lay down on floor
5. Make sure that no students leave the classroom, until directed by V.P. of Operations.

Fire

- Any individual who witnesses a fire should contact 911 immediately and activate the fire alarm located next to the stairwell in the front or rear of the building.
- V.P. of Operations initiate Evacuation procedures
- Building is not to be reentered until personnel from Fire Department deems building safe to be entered

Suicide

- Any individual who becomes aware of a person attempting to commit suicide should immediately call 911 and notify the V.P. of Operations
- The V.P. of Operations should engage the suicidal individual and attempt to calm them down
- The Suicidal individual should be moved to an area away from other students and staff
- The Suicidal individual should never be left alone

Serious Injury or Death

- In the event an individual is seriously injured or dies, the person who discovers the situation should notify 911 immediately and follow their directions.
- The individual should then notify the V.P. of Operations
- The dead or injured person should be isolate from other students and staff if possible
- In the event of serious injury the individual should be encouraged by the V.P. of Operations to accept assistance from first responders and follow their recommendations regarding receiving further treatment.

Hazardous Materials

- If a Hazardous Materials event occurs on campus the person who identifies the event should contact 911 immediately
- The Individual should then contact the V.P. of Operations
- The V.P. of Operations will decide if evacuation is necessary with the assistance of 911 personnel, or fire personal if they are on-site.
- The immediate area of the spill or leak should be evacuated and sealed off
- No one should enter the area of the Hazardous Material until Fire dept. or other government agency declares that the area is safe.

Bomb Threat

- Any individual who receives a bomb threat should contact 911 immediately
- The Individual should then contact the V. P. of Operations and appraise them of the situation
- V.P. of Operations should initiate evacuation procedures
- No one should reenter the building until it is deemed safe the responding government agency