

## THE HEALTHCARE INSTITUTE

### Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2015 and 12/31/2017.

#### GENERAL INFORMATION

1. The Healthcare Institute does not employ campus security personnel but strongly advises employees and students to immediately report suspected criminal activity or other emergencies to the nearest available administrator or staff member; and/or in the event of an emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's President who contacts the correct police department district for statistics and then records those statistics.
3. Contact Information:

Who to contact to report an incident at the Institution	Michele Holt – School Director
Local Law enforcement agency to report an incident that occurred off campus	San Antonio Police Dept. Emergency: <b>911</b> , Non-Emergency: <b>210.207.7273</b>

Please note that any emergency that requires immediate attention should not be waited upon on to be reported to the school's School Director but rather contact the appropriate agency by calling (911).

4. All students and employees are required to report any crime or emergency to their school official promptly.
  - a. If the student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant.
  - b. The student or employee may, in order to maintain confidentiality, submit the information in writing without signature.
  - c. If the student wishes not to maintain confidentiality, the student will contact the school official who in turn will contact the nearest supervisor to report criminal actions or emergencies by calling the appropriate agency.
5. Only students, employees and other parties having business with this institution should be on institutional property. All rear access doors leading to the campus must be closed and locked during evening hours starting at 5:00 pm. When the school closes for the night, the school's official or supervisor will inspect each entryway to ensure it is locked, ensure all classrooms are

clear and set the alarms to lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s), shall be viewed as trespassing and may be subject to a fine and/or arrest.

6. Current policies concerning campus law enforcement are as follows:
  - a. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the appropriate agency or dial 911 for police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency. If appropriate, in the interim, institutional officials shall attempt to non-violently deal with the crime or emergency until the appropriate agency arrives. Individual discretion must be used, as undue risk should not be taken.
  - c. Students are encouraged to seek pastoral or professional counseling (mental health or otherwise) as necessary. When possible, the institution will direct students to the appropriate agency for additional resources and aid.
7. Students are strongly encouraged to exercise proper care in regards to their personal safety and the safety of others. This institution does not currently offer regularly scheduled crime awareness of prevention programs other than orientation where all the institution policies and regulations are properly disclosed to prospective students. Please report any known criminal offenses occurring on campus to the school administration.
8. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
  - a. Do NOT leave personal property in classrooms.
  - b. Report any suspicious persons or activity to your instructor or institutional official as soon as possible.
  - c. Always walk in groups both around and outside school premises.
  - d. If you are waiting for a ride, wait within sight of other people.
  - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
  - f. The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees and prospective students.
  - g. The School has no formal program, other than orientation, that disseminates this information. All information is available upon request.

- h. Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
9. All incidents shall be recorded in the Institution's daily Incident Log located on campus at the Administration Office of the School Director. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law, or would endanger the confidentiality of the victim.
10. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
11. The institution does not permit the possession, use or sale of illegal drugs by its employees and students, adheres to, and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
12. Information concerning drug and alcohol abuse education program are distributed annually to students and staff. (*Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education*).
13. In the event a sex offense should occur on campus, the victim should take the following steps:
  - a. Report the offense to the school administration.
    - i. Sexual assaults (criminal offenses) on campus will be reported immediately to the institution's official, who will report it to emergency and the appropriate police agency.
  - b. Report the offense to the school administration.
    - i. The person who was victimized will be encouraged to alert their instructor or the nearest school official of any such incident, who will immediately and confidentially assist in collecting the pertinent information if the person who was victimized requests.
  - c. Preserve any evidence as may be necessary to the proof of the criminal offense.
    - i. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment.

- d. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
    - i. The person who was victimized will be made aware of school official’s ability to assist with the reporting of the crime; and of the option to decline notifying the proper authorities if they so wish.
  - e. Request a change in the academic situation if necessary.
    - i. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are ongoing, termination and/or arrest.
14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.
15. These records are available upon request through the administrative offices.
16. The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime of offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.
17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.  
 Link: <http://www.city-data.com/soz/soz-78613.html>

**The following criminal offenses, must be published each year and reported no later than October 1<sup>st</sup> of each year, include crime statistics that occurred on campus during the previous three calendar year periods.**

Date updated as of: October 15, 2018

**Report Distribution Date**  
**Occurrences within the 2015, 2016 and 2017 Calendar Years**

Crimes Reported	2015	2016	2017	Location: C=Campus N=Non-campus P=Public Area
Criminal Homicide				
• Murder (Includes non-negligent manslaughter)	0	0	0	
• Negligent manslaughter	0	0	0	
Sex Offenses				
• Rape	0	0	0	

• Fondling	0	0	0	
• Incest	0	0	0	
• Statutory Rape	0	0	0	
• Sex offenses - forcible	0	0	0	
• Sex offenses - non-forcible	0	0	0	
Robbery	0	0	0	
Aggravated Assaults	0	0	0	
Burglaries	0	0	0	
Motor Vehicle Thefts (on Campus)	1N	0	0	
Arson	0	0	0	
Larceny - Theft	1N	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction/Damage /Vandalism of Property	0	0	0	
Other Crimes Involving Bodily Injury	0	0	0	
<b>Number of arrest made for the following crimes</b>				
<b>Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.</b>				
Liquor Laws	0	0	0	
Drug Laws	0	0	0	
Illegal Weapons Possession	0	0	0	
<b>Hate Crimes Reporting</b>				
Larceny-theft	0	0	0	
Simple Assault	0	0	0	
Intimidation	0	0	0	
Destruction/Damage /Vandalism of Property	0	0	0	
Dating Violence	0	0	0	
Domestic Violence	0	0	0	
Stalking	0	0	0	
<b>Violence Against Women</b>				
Domestic Violence		0	0	
Dating Violence		0	0	
Stalking (including cyber-stalking)		0	0	
Rape & Forcible Foundling		0	0	

## HATE OFFENSES

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

## **VIOLENCE AGAINST WOMEN – DEFINITIONS OF:**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

1. “Domestic violence” means a “felony or misdemeanor crime of violence committed by—
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
  - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction”
  
2. “Dating violence” means “violence committed by a person –
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship;
    - The type of the relationship; and
    - The frequency of interactions between the person involved in the relationship.”
  
3. “Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
  - Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress.”

## **GENERAL EMERGENCY PROCEDURES**

### **WHO TO CONTACT**

All employees are expected to be familiar with and to follow procedures outlined in The Healthcare Institute Critical Response Plan. In case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, the employee is authorized to make an emergency call to 911. Instructors (including student instructors) and/or staff members should remain in the room with their students, if they are notified of a possible emergency. As soon as is reasonably possible, the Administration should be notified of the threat.

### **MEDICAL ATTENTION**

Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

## **PERSONAL RESPONSIBILITY FOR SAFETY**

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

### **INDIVIDUAL RESPONSIBILITY**

Follow the approved practices and procedures or standards which apply, on any work you perform for the school.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School Director. All injuries and accidents should be reported to the Supervisor by the end of the day.

If anyone observes another who is about to endanger himself, another person, or property while at the School, he/she should intervene immediately in such a way as to not endanger himself.

Alcoholic beverages are not allowed on the THI property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcohol consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

### **ACCIDENT INVESTIGATION AND REPORTING**

Anyone who suffers an injury during school shall promptly report such injury to the School Director no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the

accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

## **FIREARMS**

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

## **GOOD HOUSEKEEPING**

Good Housekeeping is essential to a safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned.

# **FIRE PREVENTION SECURITY**

## **FIRE PREVENTION**

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on The Healthcare Institute property.

No one should smoke in areas where "No Smoking" signs are posted, or where hazard from smoking exist.

If a fire should occur, contact your supervisor/instructor or the School Director.

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.



TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
<p><b>Ordinary Combustible Materials such as:</b></p> <p>Paper, Wood, and Trash</p>	<p>Water (Preferred) and Multi-purpose</p>
<p><b>Flammable Liquid and Gases such as:</b></p> <p>Gasoline, Lubricating Oils and Natural Gas</p>	<p>Dry Chemical (Preferred) and Carbon Dioxide</p>
<p><b>Electrical such as:</b></p> <p>Electronic Instruments and Switchgear Installations</p>	<p>Carbon Dioxide (Preferred) and Dry Chemical</p>

### STORAGE OF FLAMMABLE LIQUIDS

Metal containers and/or safety cans equipped with flamed arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degree F.

## SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT

### RULE

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

## RESPONSIBILITY

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

## FIRST AID

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material, and irrigation facilities are not available, he/she should immediately be referred to a hospital emergency room.

## SEVERE WEATHER

### TORNADO

If (in the judgment of the School Director or administrator in charge) the threat of impending danger warrants it, the following action may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass, doors and partitions.
- Everyone should remain in these "safe" areas until, in the opinion of the School Director, the threat of danger is past.
- If the tornado or destructive wind strikes the building, students should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

## **FLOODING**

Because of the elevation of the building The Healthcare Institute is not likely to flood. However, during periods of flooding, the School Director will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

## **ICE AND SNOW**

In the event ice and/or snow threaten to make highway travel hazardous, the School Director may dismiss classes to allow commuters to return home safely.

## **CLOSING THE SCHOOL AS THE RESULT OF SEVERE WEATHER**

Only the School Director has the authority to close the school. When this action is taken, the School Director will notify the students and faculty. In addition, it will be posted on the School's website and the local radio station will be notified, and asked to broadcast the notice of closing.

## **SELF-DETERMINATION POLICY**

No student will attempt to attend class and no employee will report to work if, in his/her opinion or by the warning of law enforcement officials, travel conditions in the area are unsafe (or if other circumstances would place his/her lives/health in jeopardy).

# **EVACUATION PROCEDURES**

## **EMERGENCY EVACUATION**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent: panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be the last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

## THE HEALTHCARE INSTITUTE Critical Incident Response Plan 2015 – 2017

### OBJECTIVES

1. To coordinate THI's response to critical incidents while paying special attention to the safety and security needs of members of the THI community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

### DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves THI student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disaster, violent behavior or life threatening injury or illness.

*(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)*

## STUDENT ASSISTANCE SERVICES

### PERSONAL COUNSELING REFERRALS

The School Director of The Healthcare Institute will act as the referral agent for student seeking assistance for emotional or personal counseling services.

## PROCEDUES FOR THE HEALTHCARE INSTITUTE CRITICAL INCIDENT

**Step 1** THI – The School Director is notified of a critical incident involving a THI student or employee at 210-692-3262 during the day, **210-287-4704** after hours or holidays.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

**Step 2** THI – School Director gathers information concerning the critical incident and responds accordingly.

In the event that scheduled classes need to be cancelled or altered in some manner, the School Director will contact the faculty. The School Director contacts the students and the closure will be posted on the school's website. [www.thehealthcareinstitute.com](http://www.thehealthcareinstitute.com)

Any media contact, press releases, email or website assistance must be coordinated through the School Director.

**Step 3** THI – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – THI will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromises efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The School Director goes to the scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with the School Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, or contacting counseling centers.

- **Step 3B** – If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the Director. Current contact information for the CIRT is posted around campus in each building at The Healthcare Institute and is provided to all THI faculty on a laminated business card.
- **Step 3C** – School Director initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the School Director's office. The Crisis Center (if activated) will be located in the building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the School Director in dealing with the critical incident. This may include: assisting affected student or employee's family members, counseling with students or employees, gathering additional information, etc.

**Step 4** THI – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

**Step 5** THI – The CIRT will recommend to the School Director any revisions in policy or procedures and will compile a Critical Incident Report to be filed in the School Director’s office.

**THE HEALTHCARE INSTITUTE CRISIS CENTER**

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The School Director will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

**MEMBER OF THE HEALTHCARE INSTITUTE CIRTICAL**

CRITICAL INCIDENT RESPONSE TEAM			
School Owner	Brian Holt		
Director	Michele Holt		
Assistant Director	Sandra Contreras		

**LOCAL COMMUNITY EMERGENCY SERVICES**

SAN ANTONIO	
<b>All Emergencies Agencies</b> (Fire, Police, Sheriff, Ambulance)	<b>911</b>
<b>Poison Control Center</b>	<b>800-222-1222</b>
<b>Suicide Hotline</b>	<b>800-784-2433</b>
HOSPITALS	
<b>University Hospital</b> 4502 Medical Dr. #2 San Antonio, TX 78229	<b>210-358-4000</b>
CLINICS	
<b>Texas Med Clinics</b>	<b>210-821-5598</b>
Visit Website for all locations ... <a href="http://texasmedclinic.com/locations/all_locations.php">http://texasmedclinic.com/locations/all_locations.php</a>	

## EMERGENCY COMMUNICATION GUIDELINES

In the event of an emergency that directly affects The Healthcare Institute, all students and employees will be notified by telephone, e-mail and the School website.

### EXAMPLES OF LIFE THREATENING/SERIOUS SITUATIONS AND RESPONSE

#### FIRES:

- Examples: **Buildings Grounds, Automobiles**
  - Call the appropriate school official at the location.
  - Clearly identify the location of the incident.
    - a. Building name
    - b. Physical location on campus
    - c. Room or area where fire is located
  - Evacuate the area.
    - a. Check the evacuation signs posted in hallway and
    - b. Follow to the Exit
    - c. Gather in Parking lot
  - Call the Fire Department
    - a. Remain in Parking lot until the Fire Department has indicated it is safe to re-enter the building.

#### SEVERE WEATHER: (i.e., Tornadoes)

- Tornado Watch – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- Tornado Warning – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
- When a tornado WARNING is received by way of siren or public broadcast:
  - THI faculty and staff will ensure all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
  - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
- Protect yourself by:
  - Lying face down
  - Drawing your knees up under you
  - Covering the back of your head with your hands

**EMERGENCY EVACUATION SIGNS ARE LOCATED IN THE HALLS OF EACH OF THE BUILDINGS****POWER OUTAGE**

If an electric power outage occurs, the following procedures need to be taken:

- Emergency flashlights will come on in each room
- Open doors and window coverings to take advantage of natural lighting
- Carry flashlight to the Exits

**CRIMINAL DISTURBANCE**

EXAMPLES:

- Robbery
  - Assault (verbal or physical)
  - Theft in progress
  - Hostage situation
  - Gang activity
  - Weapon on campus
1. Do not resist or attempt to retaliate unless your life depends on self-defense.
  2. Call local law enforcement.
  3. Report any criminal disturbance to the School Director immediately.

**BOMB THREATS**

1. Do not hang up or put the person on hold.
2. Record date and time you were notified of a bomb threat.
3. Obtain as much information as possible.
4. Call the School Director.
5. The School Director will call the local law enforcement.
6. Do not take any further action, unless you are specifically asked to do so.

**DISRUPTIVE BEHAVIOR**

Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the School Director.

Example of disruptive behavior:

- Throwing rocks in windows
- Blocking chairs and tables in classrooms
- Writing on walls and defacing the School property
- Verbal abuse of students or employees
- Disturbing instructors or students
- Unauthorized protests

Make written documentation of incident.

**DRUG/ALCOHOL INTOXICATION**

- Immediately call the School Director



## UNUSUAL BEHAVIOR

Recognize that the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the School Director.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

## MEDICAL EMERGENCY

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurse, etc.)
- Reportable examples include but are not limited to:
  - Medical emergencies.
  - Occupational accidents requiring medical treatment other than minor first aid.
  - Accidents caused by property damage or unsafe conditions.
  - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
    - First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School Director should be notified of the location of the emergency.
    - ALWAYS document the incident.

## MINOR FIRST AID

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, a Red Cross First Aid Kit is maintained in the School Director's office with band aids and supplies for minor injuries.

## EVACUATION PROCEDURES

In the situation where a building must be evacuated, evacuation routes are posted in the hallways of the building. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless they are blocked or unsafe. Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

## **LOCKDOWN PROCEDURES**

The lockdown process will only be initiated with the approval of the School Director. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

## **LOCKDOWN BASICS**

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary
- Lock windows and close blinds
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

## **EMERGENCY RESPONSE AND EVACUATION DRILLS**

The Healthcare Institute conducts a test of the emergency response evacuation procedures at least once a term. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the School Director's office and includes the date, time and whether the Drill was announced or unannounced.

## **DRUG FREE WORKPLACE**

Employees exhibiting symptoms of intoxication are subject to termination.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

## **SPILLS**

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.