

Campus Emergency Procedures

Evacuation and Notification Procedures

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Emergency Response and Evacuation Procedures

Introduction/ Overview

This Emergency Response, Evacuation and Timely Notification procedure is published to offer the campus guidelines in what to do in the event of an emergency or dangerous situation. As required by the Department of Education, every Title IV institution is required to have procedures in place to respond to a significant emergency or dangerous situation and to issue notifications involving an immediate threat to the health or safety of students or employees occurring on the campus.

This procedure is an additional component to the already published Annual Security Report and will offer the campuses additional guidelines in meeting the Department of Education requirements for the following two areas:

- 1) Emergency Response, Notification and Evacuation Procedures
- 2) Timely Warning Procedure (Clery Crimes)

The Clery Act requires every Title IV institution, without exception, to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the campus.

Additionally, under Clery, the institution is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

This Emergency Plan is designed to ensure the safety of students, faculty, and staff, and to maintain operational and educational continuity. It incorporates short-term and long-term flexibility strategies to minimize disruption in all types of emergencies.

Notification Statement

The institution will, without delay, determine the content of the notification (if it is determined that a notification needs to be sent) and initiate the notification system (such as an alarm or megaphone) as soon as the institution has confirmed that there is a significant emergency or dangerous situation. Students, faculty and staff's immediate safety is always a primary concern. The institution will determine the content of the notification so that the person receiving the notification will have enough timely information to understand the situation and what action to take. The institution will then issue the appropriate notification. A notification will not be issued if it has been determined (*by the professional judgment of responsible authorities*), that issuing a notification would *compromise* the emergency efforts to assist the victims, contain the emergency, respond to the emergency or otherwise mitigate the emergency.

Guidelines for Campus Management

Emergency Notification (Emergency or Dangerous Situation)

The institution will immediately notify the students upon the confirmation of a significant emergency or dangerous situation that is currently occurring and involving an immediate threat to the health or safety of students or employees occurring on the campus.

Notification Steps: (To be followed in an actual emergency situation)

1) Confirm that there is an emergency or dangerous situation.

- To confirm that there is a significant emergency or dangerous situation will require that the Executive Director or other school official will witness the situation, communicate with another school official who has witnessed the situation or somehow verify that a legitimate emergency exists.

2) Obtain enough information about the emergency to issue a timely notification.

- The entire campus community (students, faculty and staff) will be notified of a significant emergency or dangerous situation.
- To determine the content of the notification will require that the Executive Director or other school official obtain enough information about the emergency situation so that the person receiving the notification will have enough timely information to understand the situation and what action to take.

3) Issue an Emergency Notification as appropriate for the situation:

- The initiation of the notification system will be by the Executive Director or other school official. The appropriate means of notification will be determined by the severity of the significant emergency or dangerous situation. Students, faculty and staff's immediate safety is always a primary concern.

Notifications may be by one or more of the following:

- Activate the fire alarm system
- Email to students and staff
- Text Alert to students
- Public announcement system (or megaphone)
- Bulletin posted in appropriate area

4) The institution will disseminate the emergency to the larger community by notifying the local Emergency services of the dangerous situation on the campus and the institution will rely upon the emergency officials to use their professional judgment in regards to notifying the neighboring community outside of the campus.

Timely Warning Procedure *(Criminal Incident)*

Overview

The **Clery Act** requires the institution to alert the campus community to certain crimes in a timely manner that have already occurred and will aid in the prevention of similar crimes. Although Clery doesn't define "timely," because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves, this means that a warning should be issued as soon as the pertinent information is available.

The **Clery Act** requires the institution to issue timely warnings for the general categories of crimes:

- **Criminal Offenses**—Criminal Homicide, including: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.
- **Sex Offenses** including: Forcible and Non-forcible;
- **Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.**
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias; and
- **Arrests and Referrals for Disciplinary Action** for Weapons: Carrying, Possessing, Etc., Drug Abuse Violations and Liquor Law Violations.

Crimes Subject to a Timely Warning

The institution must issue a timely warning for any *Clery Act* crime that occurs on the institution's Clery geography that is:

- Reported to campus security authorities or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees.

Additionally, the **institution may issue timely warnings** for any crime *(within the school's general geographic area, i.e. in an adjacent parking lot or at a nearby business that is in the same strip mall as the campus)* that may pose a threat or continuing threat to the students and employees.

Timely Warnings may also include severe weather conditions and approaching hurricanes.

Timely Warning Policy & Procedure

Upon notification and identification of a "reportable" crime under the guidelines of The Jeanne Clery Disclosure Act that represents a serious or continuing threat to students and employees on or surrounding the school's general geographic area, the Executive Director or other school official will issue an appropriate Timely Warning Notice to the school community within a reasonable time but not to exceed **48 hours**.

Communicate with Local Law Enforcement

The institution should communicate with local law enforcement regarding crimes reported to them that may require the institution to issue a timely warning notification.

- There is a request letter template included in the Appendix (*Template #4*) that can be used to establish communication with your local agency.
- This may also be done at the time the institution is setting up their annual exercise with the police department.
- This request for notification will also be included in the request to law enforcement for the annual crime statistics that are to be included in the **Annual Security Report**.

Methods of disseminating timely warnings

One or more of the following:

- **Text Alert** to all students. (*Template #1 – Dangerous Situation or Template #2 – Criminal Incident*)
- **Email** to all students and employees. (*Template #1 – Dangerous Situation or Template #2 – Criminal Incident*)
- **Bulletin** posted in appropriate area (*Template #3*)
- **Timely Warning Notice handout** distributed to employees. (*Template #3*)
- **Timely Warning Notice handout** distributed to students. (*Template #3*)

Emergency Notifications and Timely Warnings (*The Differences Between the Two*)

Emergency Notification

Scope: Wide focus on any significant emergency or dangerous situation (may include Clery crimes).

Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for **any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees** occurring on the campus.

Where: Applies to situations that occur on your campus.

When: Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Timely Warning

Scope: Narrow focus on Clery crimes. Also includes severe weather and approaching hurricanes.

Why: Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Issue a timely warning for any **Clery crime** committed on your *Clery geography that is reported to your campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees.

Where: Applies to crimes that occur anywhere on your *Clery geography.

When: Issue a warning as soon as the pertinent information is available.

**Clery geography definition: (1) on-campus, (2) on public property within or immediately adjacent to the campus*

Quarterly Emergency Drills

1) Tests may be announced or unannounced.

- **The test must be scheduled** (*an actual emergency or false alarm will not fulfill a scheduled test*)
- **Contain a drill** (*of a single procedure: e.g., Fire drill, lock down*)
- **Contain an exercise** (*coordination with first responders*)
 - An exercise with police or fire department should be scheduled at least once a year.
- **Contain follow-through activities** (*review of the test by survey or interview of the participants*)
 - This is to gain feedback from the participants
- **Designed to assess and evaluate the emergency plan** (*did the test meet the goals of the drill*)
 - Measurable goals: e.g. Did everyone know their role and responsibilities? Was everyone notified that should have been notified?
 - Did the test meet the overall expectations?

2) Publicize the emergency response and evacuation procedures in conjunction with at least one test per calendar year.

- Disseminate the emergency procedures to the campus community.
- Examples: a handout in class, bulletin board post, email to the campus community
- Note this publication on the Drill Evaluation and maintain the documentation
- Must be kept in the Campus Safety Activity Log binder and copy sent to the Compliance Department

3) Document the test. To properly document the drill, please use the following forms that are located in the Appendix.

- **Drill Evaluation (Template #5)**
 - This is to be completed by the Executive Director subsequent to each drill
 - Must be kept in the Campus Safety Activity Log binder and copy sent to the Compliance Department
 - Note the drill information in the Daily Activity Log
- **Evaluation Survey* (Template #6)**
 - This is to be completed by selected students and/or Campus Staff subsequent to each drill
 - Must be kept in the Campus Safety Activity Log binder and copy sent to the Compliance Department
- **Interview/Meeting Feedback* (Template #7)**
 - This Form is be used to document feedback from individual students and/or Campus Staff or can be used in a meeting or group setting
 - Must be kept in the Campus Safety Activity Log binder and copy sent to the Compliance Department

Note: *May use either the Evaluation Survey or Interview/Meeting Feedback forms to document the review of the drill. Do not need to use both.

Guidelines for Campus Staff and Students

This Emergency Plan is designed to ensure the safety of students, faculty, and staff, and to maintain operational and educational continuity. It incorporates short-term and long-term flexibility strategies to minimize disruption in all types of emergencies.

Incidents are managed on a case-by-case basis to ensure that minimal disruption of the student's educational progress occurs. Each incident is evaluated in real time to ensure the safety of the campus community and to review and implement operational actions that will minimize the disruption of the academic progress of the students.

The servers for the online portion of each program are maintained off campus and are available for student to continue with their required assignments. If students are not able to access the online portion of the program due to power outages, evacuation orders, etc., a make-up schedule will be provided to the effected students.

Any lab/class hours missed due to a campus closure must be made-up to meet the minimum scheduled hours of the class. The make-up class hours are scheduled by the Corporate IST in the ESD to be made-up within the current module. The attendance and academic policies remain in effect in the event of a temporary campus closure.

Workplace Violence Response

Definition:

Workplace violence includes physical force, threats, or use of weapons causing injury, trauma, or stress.

In an Emergency:

Step 1: Recognize the Threat

- Identify signs of violence (e.g., verbal threats, weapons, escalating behavior).
- Alert security or a manager if safe to do so. Call **911** for immediate threats or danger.

Step 2: Notify and Activate Response

- Use the campus emergency system (email, text, or call) to inform staff.
- Provide details: threat type, location, and instructions.

Step 3: Evacuate

- Calmly exit via posted evacuation routes.
- Assist those needing help and avoid threat areas.
- Leave belongings behind.

Step 4: Assemble Safely

- Gather at designated assembly points away from the building.
- Supervisors account for teams and report missing individuals to emergency personnel.

Step 5: Contact Emergency Services

- Call 911 and provide the situation's details, including threat type and location.

Step 6: Wait for Clearance

- Stay at the assembly point until leadership or law enforcement declares the area safe.

Special Considerations:

- **Lockdown:** If evacuation isn't safe, shelter in place—lock doors, turn off lights, and stay hidden. Be prepared to defend yourself.
- **Communication:** Use personal devices to call for help or check on others.

Reporting Incidents:

- Report incidents to:
 - **Direct Supervisor, Campus President, or Regional VP.**
 - HR via:
 - **Email:** humanresourcesiecirvine@iecglobal.com
 - **Hotline:** (800) 265-1825
 - **Mail:** Employee Hotline, 16485 Laguna Canyon Rd., Suite 300, Irvine, CA 92618

Key Contacts:

- **Brandi Drew (VP of HR):** (949) 812-7727, drewb@ieccolleges.com
- For non-urgent concerns, email: employeehotline@ieccolleges.com

Emergency and Evacuation Procedures

Important Note: Because each campus is unique and configured differently, the Campus Management team at each campus will determine how best to evacuate or lockdown the campus.

ACTIVE SHOOTER

Quickly determine the best way to protect employee and student's lives.

- Call 9-1-1
- Send Emergency Notifications (*If Appropriate*)

Run - If Possible:

- Have an escape route and plan in mind.
- Leave belongings behind.
- Keep hands visible to responding police officers.

Hide - Hide Out:

- Hide in an area out of the active shooter's view.
- Block entry to hiding places and lock doors.
- Silence cell phones.

Fight - Take Action:

- As a last resort and only when one's life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible.

LOCKDOWN

An imminent threat of violence may be cause for a lockdown of all or part of the campus.

Some exterior doors will lock automatically. School officials will lock others manually. The goal is to limit exposure of students, faculty and staff to danger by preventing dangerous persons from entering campus buildings.

If a lockdown is ordered:

- Call 9-1-1
- Send Emergency Notifications (*If Appropriate*)
- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible.
- Close windows, shades and blinds, and avoid being seen from outside the room if possible.
- Report any emergency or unusual condition to School Official.
- Do not let anyone in or out. Only allow uniformed first responders in.
- Use discretion in admitting anyone into a secure building.
- Once in a secure location, do not leave until receiving the "all clear" from a police officer or School Official.

EVACUATION

Building Evacuation

- Notify a School Official and call 9-1-1
- Activate the fire alarm system
- Send Emergency Notifications (*If Appropriate*)

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized School Official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Do NOT use elevators.
- Proceed to the predetermined outside area stated in the Emergency Exit guidelines posted throughout the school campus.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized School Official deems it safe to re-enter.

EVACUATING THE DISABLED

Pre-Planning is Important. If someone needs assistance evacuating in an emergency, it should be pre-planned. Disabled employees should contact a School Official directly for assistance in pre-planning.

Evacuation Procedures

- Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
- If the building has an Area of Refuge, assist the disabled person to that area. If possible, at least one person should wait with the disabled person. For buildings that do not have an Area of Refuge, the disabled person should be moved to the nearest stairwell, or a room with the door shut which is well clear of any hazardous area.
- Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.
- If waiting for rescue is not an option, two physically capable occupants of the building should be invited to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to safely evacuate.
- Do not use elevators unless told to do so by emergency responders.

SHELTER-IN-PLACE

Shelter-in-place is designed to keep students and personnel safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a shelter-in-place is ordered:

- Send Emergency Notifications (*If Appropriate*)
- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter. Remember: a Shelter-in-Place order means there are dangerous environmental conditions but **NOT** any known threat of violent behavior. Allowing others into the building will not jeopardize one's safety.
- Close all exterior doors, windows and any other openings to the outside.
- Avoid overcrowding by selecting several rooms if necessary.
- Report any emergency or unusual condition to a School Official.
- Do not leave the building until receiving the "all clear" from a police officer or a School Official.

BOMB THREAT

Bomb threats usually come by telephone. If the school receives a bomb threat call, remain calm.

- **Obtain as much information as possible from the caller as you can.**

After the call:

- Notify a School Official and call 9-1-1
- Send Emergency Notifications (*If Appropriate*)
- Describe to the emergency operator the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Be sure to inform a School Official of any suspicious packages, items or people in the area.
- Follow instructions from first responders in regards to evacuation assembly areas.

HOSTAGE SITUATION

IF YOU HEAR OR SEE A HOSTAGE SITUATION:

- Immediately remove yourself from any danger.
- Notify a School Official and call 9-1-1

Be prepared to provide the following information:

- Location and room number of incident.
- Number of possible hostage takers.
- Physical description and names of hostage takers, if possible.
- Number of possible hostages.
- Any weapons the hostage takers may have.
- Your name.
- Your location and phone number.

SUSPICIOUS PACKAGE

- Notify a School Official and call 9-1-1
- Send Emergency Notifications (*if appropriate*)
- Do not open the suspicious item. If it has been opened, remain calm.
- Do not move the letter or package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and someone has come into contact with the substance, keep their hands away from their eyes, nose, mouth, or any part of their face. Do not let others touch the person.
- Wash their hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by emergency responders.

FIRE/EXPLOSION

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- Call 9-1-1
- Send Emergency Notifications (*If Appropriate*)
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Evacuate the building via the nearest exit. Warn others as you leave.
- Do not use elevators.
- Feel doors before opening, and close doors and windows as you leave if safe to do so.
- If trapped, keep the doors closed and place cloth under them to keep out smoke. Signal for help by hanging an object (e.g., such as a jacket or shirt) out window to attract attention.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized School Official deems it safe to re-enter.

EARTHQUAKE

Inside a Building:

- DROP to the ground. For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- COVER under or near desks, tables, or chairs in a kneeling or sitting position.
- HOLD onto table or chair legs. Protect eyes from flying glass and debris.
- Be aware of aftershocks.
- School staff should check for injuries and assess the general safety of the school.
- Call 9-1-1 (If injuries, gas leak or fire)
- Send Emergency Notifications (*if appropriate*)

Outside of a Building:

- Move away from overhead hazards such as power lines, trees, and buildings.
- DROP to the ground and COVER the back of the neck with your hands.
- Do not enter buildings until it is safe to do so.
- School staff should check for injuries.

INCLEMENT WEATHER (HURRICANE, STORM OR FREEZING RAIN/ICE)

- The decision to delay classes or close the Campus due to inclement weather will be made by the Campus President/Executive Director, the Regional Vice President of Operations and Senior Executive Management.
- Send Emergency Notifications (if appropriate)
- Students are to go home or stay at home and not to come to the campus when a weather-related campus closure is announced.

TORNADO/SUDDEN SEVERE WEATHER

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter on the lowest level of your building or residence hall if a tornado warning is issued.
- Send Emergency Notifications (*if appropriate*)
- Do not pull the fire alarm to alert others of a tornado warning.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter.
- Wait for an “all clear” notification prior to returning to your work area, classroom, or living area.
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

CHEMICAL SPILL

- Notify a School Official and call 9-1-1
- Send Emergency Notifications (*if appropriate*)
- Do not attempt to clean up the spill.
- Remove everyone from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. They should not leave the site until they are cleared by emergency responders.
- Do not pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an “all clear” is provided by first responders.

GAS LEAK

- Notify a School Official and call 9-1-1
- Activate the fire alarm system
- Send Emergency Notifications (*if appropriate*)
- Determine where the odor of gas is emanating from (a particular room or area, inside or outside the building).
- If ordered to do so, evacuate the building.
- If the gas odor emanates from outside the building, close all windows and doors and remain inside.

FIRST AID PROCEDURES

*This information is **not** intended to take the place of formal first aid training or certification; it is provided to enable the layperson to administer general first aid as a service to our students and employees, or emergency care in life-threatening situations, until qualified medical personnel arrive to continue treatment.*

First aid is the treatment given a victim prior to the arrival of professional medical assistance. **First aid does not replace the attention of a physician or medical emergency agencies.** While the following guidelines are not a substitute for first aid training, they will help you provide assistance until medical assistance arrives.

1. Broken Bones

Call for medical assistance. If medical assistance will arrive in a short time, make no attempt to move the victim unless absolutely necessary. Attempt to immobilize the injured limb to prevent further injury. If the victim must be moved, splint the injured part with any available rigid long enough to reach above and below the break. Secure the splint above and below the break. Never attempt to set a broken bone. Watch for signs of shock.

2. Bleeding

Call for medical assistance. If bleeding is severe, apply firm and steady pressure to the wound with layers of sterile gauze pads or bandages. If none are available, use any cloth. Do not remove the dressing. If the pad becomes saturated with blood, add more layers. Bandage the pads firmly in place. If no gauze or cloth is available, close the wound with your fingers, holding it closed. Keep the victim lying down until medical help arrives. Never use a tourniquet to control bleeding unless you are dealing with an amputated, crushed, or mangled limb. Use a tourniquet **ONLY** as a last resort effort to save a victim's life, because applying a tourniquet may result in loss of limb.

3. Burns

Minor Burns: Immerse burned part in clear cold water or apply ice for pain relief. Bandage with sterile pad or clean cloth. If pain persists, apply mild burn ointment.

Severe Burns: Call for medical assistance. Take immediate steps to relieve pain, prevent infection and treat victim for shock. If the burn was caused by fire, boiling liquid, or hot metal, do not strip away clothing over the affected area.

Keep air away from burn by covering area loosely in place. Apply no ointment. Keep the victim lying down. If conscious, give the victim plenty of water.

Chemical Burns: Flush the burn with large amounts of water. Cover the burn with cleanest cloth available, and have victim lie down until medical assistance arrives.

For chemical burns of the eyes, flush the eyes with large amounts of water immediately. Cover the eyes and rush the victim to the hospital.

4. Poisoning

Call for medical assistance immediately. If the victim loses consciousness give no further assistance. If breathing stops, start mouth-to-mouth resuscitation. Follow the instructions of the "911" personnel.

5. Shock

The symptoms of shock include weakness, cold pale and clammy skin with beads of perspiration on face and palms, rapid weak pulse, chills, nausea and irregular breathing. First aid, in these situations, involves keeping the victim warm with blankets to prevent loss of body heat and lying down. If the victim is conscious and able to swallow give water. If nausea is involved, stop all liquids.

6. Lack of Breathing

If breathing stops for any reason, start mouth-to-mouth resuscitation. Have someone call "911".

- a) Place the victim on their back and determine if there is anything in the victim's mouth. If there is, turn the victim's head to one side and wipe out the mouth with a finger.
- b) Straighten the victim's head and tilt it back so that the chin points up. Push down to keep the victim's tongue from blocking the airway.
- c) Place your mouth over the victim's and pinch his nostrils shut with your fingers.
- d) Breathe into the victim's mouth until the chest rises.
- e) Remove your mouth and listen for the sound of escaping air. If you don't hear it, check the victim's head and jaw positioning and repeat the process. If there is no sound of escaping breath this time, turn the victim on their side and slap the back between the shoulders. Check the mouth again for foreign matter.
- f) Repeat steps 2, 3, and 4 removing your mouth to allow breath to escape from the victim's lungs. This process should be repeated 12 times per minute for an adult. Above all, keep repeating the process until help arrives.

If possible, wear protective clothing and wash your hands before and after administering care, even if you wear rubber gloves. Avoid direct contact with blood-soiled objects or another person's blood and body fluids. Place a barrier between yourself and victim's blood if necessary, and do not eat, drink, or touch your mouth, nose, or eyes when giving first aid. Complete the accident reporting in all cases of injury and submit it to your supervisor.

FIRE EXTINGUISHERS

The correct fire extinguisher to use is an ABC fire extinguisher, which is appropriate for most fires. ABC refers to the types of fires:

A- Fires involving trash, wood and paper

B- Fires involving liquids, chemicals and grease

C- Fires involving electrical equipment

Although most fire extinguishers work as stated herein, there are exceptions. Be familiar with the instructions on the use of fire extinguishers in your area.

WHAT TO DO:

If there is a fire, get everyone outside. Call the fire department. You should NEVER attempt to stop a large fire. Close the doors to stop the spread of the fire. Don't let the fire block your escape path in case the fire gets out of control. Never use water to extinguish a grease, or electrical fire. When using a fire extinguisher learn to PASS-

1. PULL - Pull the pin. Some units require the releasing of a lock or latch pressuring a puncture lever.
2. AIM - Aim the extinguisher nozzle (horn or hose) at the base of the fire.
3. SQUEEZE - Squeeze or press the handle.
4. SWEEP - Sweep from side to side at the base of the fire until it goes out. Shut off the fire extinguisher. Watch for re-flash and reactivate the extinguisher if necessary.

Appendix

The Campus Safety & Security Unify Page is located at the link below. The Emergency notification templates are provided as fillable templates at the following location:

<http://unify.iecglobal.com/departments/PPF/Miscellaneous/Forms/AllItems.aspx>

Templates (For Notifications and Evacuation Drills)

Unify link to fillable templates:

<http://unify.iecglobal.com/departments/PPF/Miscellaneous/Forms/AllItems.aspx?RootFolder=%2Fdepartments%2FPPF%2FMiscellaneous%2FCampus%20Emergency%20Plan%2C%20Notifications%20and%20Forms&FolderCTID=0x0120005430FE4BBF0A7A4599412D47B389656B&View=%7B58BD297B%2D91D1%2D46DE%2D8AE0%2DB16F772AE157%7D>

Template #1: To be used as an **Email notification** to students and campus staff (to immediately notify students and campus staff of an *Emergency or Dangerous situation*)

Subject: EMERGENCY NOTIFICATION – DANGEROUS SITUATION

Date: _____

Campus: _____

This is a notification that an **Emergency or Dangerous situation** has occurred on or near the campus. A description is as follows: _____

The Emergency action that the students and campus staff should take is as follows: _____

This dangerous situation continues to exist and poses a threat to the students and campus staff. Please heed the information contained in this notification. The campus personnel will provide updated information as appropriate.

Template #2: To be used as an **Email notification** to students and campus staff (to immediately notify students and campus staff of a *Dangerous Criminal Incident*)

Subject: TIMELY WARNING NOTIFICATION - CRIMINAL INCIDENT

Date: _____

Campus: _____

This notification serves as a **Timely Notification of a crime** (if applicable) that occurred on or near the campus. A description is as follows: _____

The Emergency action that the students and campus staff should take is as follows: _____

This dangerous situation continues to exist and poses a threat to the students and campus staff. Please heed the information contained in this notification. The campus personnel will provide updated information as appropriate.

Template #3: Timely Notification **Bulletin** *(to notify the students and campus staff of a crime that occurred on or near the campus)*

Note: This is to be posted on a bulletin board or doorway where it can easily be seen by students and campus staff.

TIMELY NOTIFICATION BULLETIN
Possible Threat to the Campus Community
"Your Right to Know"
Date _____
Campus _____

In compliance with the "Timely Notice" provisions of the federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998**, the Institution is giving notice of a crime that occurred on or near the campus. We urge all students and campus staff to take appropriate precautions.

REPORTED OFFENSE: *(Description and location of the crime)*

SUSPECTS: *(Description of the suspect(s))*

It can be assumed that conditions continue to exist that may pose a threat to students, staff and guests of the campus. It is the duty of the institution to warn of possible "dangerous conditions" on or near its campus. Consider carefully your actions while on or near the campus that could place you in danger. Always be aware of your surroundings.

Please forward this notice to your colleagues and post it on appropriate bulletin boards in your area. If you have any information that might be helpful in this investigation, please contact the police department at _____

Template #4: Request letter template that can be used to establish communication with your local law enforcement agency to be alerted of a serious crime that pose a threat to the campus community.

(Date)

(Agency Contact)

(Agency Address)

Dear (Agency Contact)

My name is (name) and I would like to introduce myself as the Campus President/Executive Director of (name of campus) located in (city). We are requesting your assistance in establishing an ongoing communication between your agency and this institution regarding the following request.

It is recommended by the Department of Education that we notify our students and employees (the campus community) and provide timely warnings of any crimes or threats that may pose an ongoing danger to the campus community.

If a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify us immediately. This institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the campus community.

I look forward to meeting or talking with you in the near future.

Regards,

(Campus President/Executive Director name)

Template #5:

**Emergency Response and Evacuation
Drill Evaluation**

Instructions: 1) *To be completed by the Executive Director subsequent to each drill*
 2) *To be kept in the Campus Safety Activity Log binder and copy sent to the Compliance Department*
 3) *Note the drill information in the Daily Activity Log*

Campus: _____

Drill Date: _____ Time: _____

Announced _____ Unannounced _____

Completed by: _____ Date: _____

Description of the drill:

- The drill must be scheduled (*an actual emergency or false alarm will not fulfill a scheduled drill*)
 - 1) Procedure tested during drill: (*e.g., Fire drill, lock down*)

- 2) Did the drill contain an exercise (*coordination with first responders, Police or Fire Departments required once a year*). If yes, describe:

- 3) Follow-through activities: (*To receive feedback from participants. Must check one or both as appropriate and attach supporting documentation, e.g. survey, meeting notes*)

Survey _____ Interview/Meeting feedback _____

- 4) Was the emergency plan publicized? (*Required once a year, attach supporting documentation*).

Yes: _____ No: _____

- 5) Assessment and Evaluation of the drill: (*Did the drill meet the goals and intended overall expectations*)

Template #6:

**Emergency Response and Evacuation
Survey**

Instructions: 1) *To be completed by selected group of students and/or Campus Staff subsequent to each drill*
 2) *To be kept in the Campus Safety Activity Log binder and copy sent to the Compliance Department*

Campus: _____

Drill Date: _____ Time of Drill: _____

Survey Date: _____

Campus Staff Member: _____ Student: _____

Completed by (Optional): _____

- 1) Was the Emergency Response and Evacuation drill relative to an actual emergency that could happen at this campus?
Yes _____ No _____
- 2) Was the Emergency Response and Evacuation drill alert notification (alarm) appropriate for all students and campus staff to be made immediately aware that a drill was taking place?
Yes _____ No _____
- 3) Was the evacuation of the classrooms or campus offices done or locked down in a professional and organized manner?
Yes _____ No _____
- 4) Did the students and campus staff know where to go during the evacuation or what to do in a lockdown drill?
Yes _____ No _____
- 5) Was the process by the campus staff to verify that all students and campus staff were accounted for adequate?
Yes _____ No _____
- 6) Please add any comments that you have regarding this emergency drill:

Template #7:

Emergency Response and Evacuation

Interview/Meeting Feedback

Instructions:

- 1) To be used to document feedback from individual students and/or Campus Staff or can be used in a class meeting or group setting
- 2) To be kept in the Campus Safety Activity Log binder and copy sent to the Compliance Department

***Not to be used by the Campus President/Executive Director to evaluate the drill**

Campus: _____

Drill Date: _____ Time of Drill: _____

Interview/Meeting Date: _____

Completed by: _____

Name of **student/staff member** that provided feedback _____ or _____

description of class or group that provided feedback _____

Comments/Feedback: _____

Administrative School Closure Policy (CP-ED-011)

INTERNATIONAL EDUCATION CORPORATION Corporate Policy CP-ED-011 Last Revised: 2/15/24 Effective: 2/15/24	Applies to: • UEI • UEI College • US Colleges • US Academy • Sage Truck Driving Schools
ADMINISTRATIVE SCHOOL CLOSURE	

Purpose

To meet International Education Corporation compliance standards, this policy provides guidance for a possible school closure as a result of a natural disaster or other unforeseen event.

Scope

This policy applies to all UEI, UEI College, US Colleges, US Academy and Sage Truck Driving Schools campuses.

Definitions

Administrative School Closure - A temporary closure due to weather, natural disaster, unsafe road conditions or other unforeseen events outside of the school's control where students are not able to attend or should not attend scheduled classes due to the immediate concerns for the safety of the students and campus personnel.

ESD – Electronic Student Database (Transcript)

Responsibility

Each department is listed in this section. If the department has no role in the policy or procedure for the related policy, "N/A" is placed next to the department.

Admissions Department	N/A
Marketing	
Business Office (includes all accounting, purchasing, SLA)	N/A
Career Services	N/A
Education	
Records Management	
Financial Services	N/A
Human Resources	
Information Technology	N/A

Policy:

1. The Executive Director/Campus President is responsible for determining if the campus should be temporarily closed due to a natural disaster, emergency situation or other unforeseen event. Reasons for a temporary closure may include, but are not limited to, a pending hurricane, flood, snow or ice storm, severe earthquake or lockdown/evacuation due to criminal activity.

INTERNATIONAL EDUCATION CORPORATION Corporate Policy CP-ED-011 Last Revised: 2/15/24 Effective: 2/15/24	Applies to: • UEI • UEI College • US Colleges • US Academy • Sage Truck Driving Schools
ADMINISTRATIVE SCHOOL CLOSURE	

2. If it is determined that the campus needs to be evacuated, the Executive Director/ Campus President is to follow the **Campus Emergency Procedures** guide available on the IEC Intranet site.
3. The Executive Director/Campus President must contact the Regional Vice-President of Operations and the Chief Operating Officer for approval to temporarily close the campus and for the duration of the campus closure.
4. The Executive Director/Campus President must notify the Corporate Education, Records Management, Compliance and Legal departments of the campus closure. These department will assist with communications and class make-up scheduling.
5. The Executive Director/Campus President must ensure that the temporary campus closure is communicated to the student and campus staff. The communication may include verbally informing the students and campus staff in attendance on campus, an email and/or text message sent to the students and campus staff on and off campus and/or a posting to the campuses social media page, as applicable. Also, it will be determined if the communication needs to be sent as an **Emergency Notification** or **Timely Warning** (as outlined in the **Campus Emergency Procedures** guide) based upon the reason for the closure. Any follow-up communication will be determined as applicable.
6. The class hours missed due to the campus closure must be made-up to meet the minimum scheduled hours of the class. The make-up class hours must be scheduled by the Corporate IST in the ESD and made-up within the current module. The attendance and academic policies remains in effect in the event of a temporary campus closure.
7. Documentation of communication and the make-up classes will be maintained by the campus and other departments as applicable.

End of Policy

Campus Managers are responsible for training and monitoring implementation of these policies and procedures for their staff.