



**EMERGENCY
PREPAREDNESS
PLAN**

PREFACE

This Emergency Contingency Plan has been designed to provide a basic contingency manual for AMC's administration in order to plan for campus emergencies and minimize the size of the disaster/emergency as it occurs. While this guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

Acupuncture and Massage College's policies and procedures described herein are expected to be followed by all administrators, faculty, and staff whose responsibilities and authority cover the operational procedures found in this guide. Campus emergency operations will be conducted within the framework of the University guidelines. Any exceptions to those crisis management procedures will be conducted by, or with the approval of, the Campus President and/or administrators directing and/or coordinating emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Campus President for review by appointed Campus Security Authorities which include Student Services Director, Academic Dean, and Financial Aid Director.

The appointed CSA's will review and update this document every October and changes will be distributed to campus administration. This handbook is provided to those who may need to respond to an emergency. A list of emergency contingency plan holders can be found in Appendix A.

The Campus President and appointed CSA's will work with other units to ensure policies and plans referenced in this document are kept updated.

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INTRODUCTION

PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through the effective use of campus and community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the Campus President may declare a state of emergency, and these contingency guidelines may be implemented.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various types and magnitudes.

SCOPE

These procedures apply to college building grounds owned and operated by the college. See map found in Appendix A.

DEFINITIONS

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response:

- a. **MINOR INCIDENT:** Any incident, potential or actual, which will not seriously affect the overall function of the college.
- b. **EMERGENCY:** Life-threatening
- c. **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building, and which will disrupt the overall operation of the college. Outside emergency services will probably be required as well as major efforts from campus support services.
- d. **DISASTER:** Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the college. In some cases, personnel casualties and severe property damage may occur. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

GUIDELINES

AMC's Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines:

- a. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- b. The succession of events in an emergency is not predictable; hence, published support and operations plan will serve only as guides and checklists and may require field modification to meet the requirements of the emergency.
- c. Disasters may affect the geographical location surrounding the college; therefore, City, County and Federal emergency services may not be available or may be delayed in aiding.
- d. This document serves as a guideline and, in many cases, refers the user to policies, plans, statutes, etc., that were already in place. If a major emergency or disaster were to occur, college personnel would follow existing rules and policies.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the College President.

During the period of any campus major emergency or disaster, the Campus President and assigned Campus Security Authorities may place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain facilities. Campus President shall immediately consult with the CEO regarding the emergency and the possible need for a declaration of a campus state of emergency.

When a state of emergency has been declared, only registered students, faculty, staff, appropriate emergency personnel are authorized to be present on campus.

Only those individuals who have been assigned as Campus Security Authorities by the Campus President will be allowed to enter the immediate disaster site.

Any emergency which has the potential for publicity should be promptly reported to the Campus President at 305-595-9500.

DISABLED PERSONS

Disabled persons should be assisted by their classmates and faculty in moving to shelter or evacuating from a building.

- Vision or hearing-impaired persons should be assisted in moving to shelter or evacuating from a building.
- Mobility impaired persons should go to the nearest uninvolved (smoke free) stairwell landing. If possible, occupants of the building should assist the disabled person to shelter or out of the building. Leave all wheelchairs in the building, out of the pathway.

- If a disabled person cannot be taken from the building, a designated staff person would meet emergency response personnel and advise if there are any individuals in need of assistance, and where they are located.
- AMC will provide mobility impaired persons with an Evacuation Chair located in the Campus President's office

ACCOUNTING FOR ALL PERSONS

It is suggested that keeping persons together by their naturally occurring groups, such as by classroom or clinic groups, provides the most natural and workable framework for "head counting".

CLOSING THE COLLEGE

If necessary, the Campus present may close the college to the public (patients), may cancel classes, and release employees.

When inclement weather threatens operations, the college will remain in operation to the extent possible. However, should there be notification of a hurricane or natural disaster, the college will follow Miami-Dade County Public School's guidance with school closure. AMC will send e-mails and text communication with detailed information. In addition, AMC will send out communication through social media outlets.

POST-INCIDENT – follow-up

A post-incident follow-up meeting will be conducted as soon as practical following an emergency and/or disaster. The Campus President and assigned Campus Safety Authorities will jointly write the report incorporating input from the incident. The report will be shared with the campus administration and faculty.

FIRST RESPONDER – Campus President and assigned CSA's

- a. Secure area and/or evacuate if appropriate.
- b. Call 9-1-1 or tell someone to do so.
- c. Assume that all threats of violence or destruction of property is real.
- d. Comply with demands if an intruder is involved and avoid escalating the confrontation.
- e. Discourage independent actions.
- f. Stay calm.
- g. Provide reassurance to students and staff.
- h. Do not speculate.
- i. Use professional judgment.

- j. Document the incident by providing a brief written summary.

ADMINISTRATION

- a. Inform all employees under their direction of the emergency condition.
- b. Evaluate what impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- c. Maintain communication with Campus President and assigned CSA's.
- d. Report all safety hazards to Campus President to reduce hazards and to minimize accidents.

FACULTY AND STAFF SUPERVISORS

- a. Educate their students and/or employees concerning college emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of the emergency condition.
- c. Evaluate what impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuations.
- d. Report all safety hazards to Campus President. Work orders to reduce hazards and to minimize to Property Management.

Communication/Notification Systems

EQUIPMENT

The telephone is the primary means of emergency notification at Acupuncture and Massage College. During an emergency/disaster, the phone system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus and MUST be restricted to college business only.

In the event of a disabled telephone system, communication can be accommodated using existing two-way radios and cellular telephones.

CHAIN OF NOTIFICATION

In the case of an emergency/disaster, the **Campus President**, or his/her designee, notifies:

Gabi Gliksberg	Corporate President
Carmen Bailey	Student Services Director, Campus Safety Authority
Yaly Flores-Soto	Academic Dean, Campus Safety Authority
Guy Jackman	Financial Aid Director, Campus Safety Authority
Administration	

Faculty	
Students	

The administrators listed above are responsible for notifying all departments under their direction.

EMERGENCY PROCEDURES GUIDE

- Active Shooter
- Bomb Threat
- Evacuation Procedures
- Fire/Explosion on Campus
- Medical and First Aid
- Severe Weather/Hurricane
- Student Crisis
- Suspicious Package

ACTIVESHOOTER

An active shooter is a person who is using a firearm or other weapon with the intent to injure or kill others. Law enforcement personnel will deploy to the location of the active shooter with the primary goal of stopping the shooter.

An active shooter incident can occur under a variety of circumstances, so no one set of guidelines is able to cover specific actions to take in every situation. Even so, familiarity with the following information can help with planning your own survival strategy in a variety of incidents.

Research shows that if you have thought in advance about what you would do in the event of an incident, your chances of survival are greatly improved.

You may be notified of an incident through the AMC's Emergency Notification System, which includes use of text message notification, social media notices and campus wide email distribution.

If you are asked to "Shelter in Place", please secure yourself in a safe place where you are at and wait for further instructions. This may include further instructions through the Emergency Notification System or direct contact with emergency personnel.

Survival Strategies in the Event of an Active Shooter

If you can remember three words, "RUN, HIDE, FIGHT!"

RUN – get out of the area and call 911

Your best option is always to run, get out, and get away. Put as much distance between you and the shooter.

If possible, take care of your safety first by getting to a safe place. Run first, hide first, barricade or lock the door first, then call 911. If it is safe, stay on the line and give the dispatcher the best information you can.

HIDE

If you are not able to get out, find a place to hide. If there is no way to get out or hide, playing dead could save your life. If you are hiding when the police come, realize that they will not know if you're a victim or shooter. FOLLOW THEIR INSTRUCTIONS.

If you can't get out, lock, or barricade the door to the room you are in. Make sure the barricade stays in place, holding it from a safe position if necessary.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911
WHEN IT IS SAFE TO DO SO!**

FIGHT!

If you are unable to flee the area and you are faced with a life-or-death situation, fight back, and take out the shooter. This is a last resort but could mean the difference between life and death.

When exiting the building in an active shooter incident:

- Have a route pre-planned
- Do not carry anything such as back packs or jackets
- Move quickly and keep your hands visible with palms upraised
- Do not attempt to treat or remove injured persons, but note their locations so that you may provide the information to emergency personnel
- Proceed to a safe location away from the scene, but stay in the general area in case law enforcement personnel need to speak with you
- Always comply with commands from law enforcement officers

What to expect from responding officers:

Police officers responding to an active shooter may be wearing regular uniforms or special tactical gear, but they will be clearly identified as law enforcement officers.

- Responding officers will point firearms at you while seeking the threat. This is a normal part of their training and response. Avoid any sudden furtive movements and obey all officer commands. Always keep your hands visible to officers.
- Responding officers are trained to proceed immediately to the area where shooting is taking place to neutralize the threat. If you are injured, they will not stop to assist you.
- Another group of officers and/or tactical medics will follow to provide medical assistance and help with evacuation.

LOCKDOWN

A lockdown is an emergency protocol used at AMC to contain a problem or incident within an area of its origin by controlling movement of people by physically or electronically locking access doors. The Campus President or designated Campus Safety Authority are authorized to mandate the college lockdown. The following steps will be followed:

1. Campus President/Assigned CSA will make the announcement to all faculty/clinic supervisor via radio transmitters by announcing a **CODE RED** which will require all faculty and students to stay in their assigned classrooms
2. Faculty/Clinic Supervisor must lock the classroom doors immediately and must quickly move desk and chairs in front of the door.
3. Administration must stay in their office and lock their doors, placing desks and chair in front of their doors.
4. Continued Communication will be provided by the Campus President or assigned CSA.

Bomb Threat

1. In the case of a bomb threat or discovery of a suspicious object, the decision to evacuate the building is made by a University Police Officer, Administrator, and/or building coordinator.
2. The decision to search a building is made by a University Police Officer.
3. If necessary, the University Police Office will contact Fort McCoy's Emergency Detonation Division at 608/388-2000 and/or the FBI at 715/835-3761 or 414/276-4684.
4. All persons responsible for a bomb threat/scare will be prosecuted under Wisconsin State Statute 941.31.
5. If a suspicious object or potential bomb is discovered, do not handle it, do not open any drawers or cabinets or turn any lights on or off. Do not use elevators. Do not activate the fire alarm.
6. If a bomb threat is received by phone:
 - A. Keep the caller on as long as possible and try to get answers to the following questions:
 - 1) When will it explode?
 - 2) Where is it located?
 - 3) What kind of bomb is it?
 - 4) What does it look like?
 - 5) Why did you place the bomb?
 - 6) Who are you? (Name)
 - B. Do NOT hang up the phone-even if the caller hangs up.
 - C. Make sure to record the time of call; age and gender of the caller; speech pattern, accent, etc; emotional state of the caller; and background noise.

EVACUATION PROCEDURES

BUILDING EVACUATION

- a. All building evacuations will occur when an alarm sounds and/or upon notification of Campus President or assigned Campus Safety Authority.
- b. In the case of an emergency or fire drill, students, faculty, and staff are to leave the building by the stairs.
- c. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. In case of fire or explosion,
DO NOT USE THE ELEVATORS. Assist the handicapped out of the building.
- d. Once outside, proceed to sidewalk by Kendall Drive away from the affected building. All students must keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- e. DO NOT return to an evacuated building unless told to do so by an Emergency Official.

CAMPUS EVACUATION

- a. Evacuation of all or part of the campus grounds will be announced by Campus President as directed.
- b. Students and staff are to immediately vacate the site in question and relocate as directed.

ACCOUNTING FOR ALL PERSONS

It is suggested that keeping persons together by their naturally occurring groups, such as by classroom or clinical

FIRE/EXPLOSION ON CAMPUS

1. Notify the Fire Department (9-1-1) immediately.
2. AMC has clearly marked exit signs and fire extinguishers in the corridors and the building is equipped with smoke alarms, water sprinklers and battery-operated exit signs.
3. When the building evacuation alarm is sounded, an emergency exists. All classrooms and clinic treatment rooms should be evacuated. Closing doors will help contain a fire.
4. **DO NOT LOCK DOORS**
5. ASSIST HANDICAPPED STUDENTS/PATIENTS IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS.
6. AMC conducts annual annually

SEVERE WEATHER/HURRICANE

Hurricane and Disaster Plans and Procedures

Due to the sometimes unpredictable and violent weather that often evolves in the South Florida region, situations may develop in which it is necessary to cancel classes or close the College completely to safeguard students and employees. If this need arises, the College will cancel classes following the same proceedings of Miami-Dade County public schools. Students are advised to stay informed. If Miami-Dade County Public Schools announce class cancellations, AMC will cancel its classes as well.

SEVERE WEATHER TERMS IN COMMON USE:

Hurricane Season - June 1 through November 30 is officially designated as hurricane season.

Advisory – A message released by the hurricane center, usually at 6-hour intervals, updating Information on the storm or hurricane, including watches and warnings whenever they are in effect. A special advisory is a message given any time there is a significant change in weather conditions or change in warnings previously released. An intermediate advisory updates information in advisories at 2 to 3-hour intervals, whenever a watch or warning is in effect.

Tropical Depression - A circulation at the surface of the water with a sustained wind speed of 38 mph or less.

Tropical Storm - Distinct circulation with sustained wind speeds of 39 to 73 mph.

Hurricane - A tropical cyclone that rotates counterclockwise with sustained winds of 74 mph or greater.

Tropical Storm Watch - The alert given when a tropical storm poses a threat to a certain coastal area within 36 hours.

Tropical Storm Warning - A tropical storm is expected to strike within 24 hrs. with sustained winds of 39 to 73 mph.

Hurricane Watch - The alert given when a hurricane poses a threat to a certain coastal area within 36 hrs.

Hurricane Warning - A hurricane is expected to strike within 24 hours with sustained winds of 74 mph or more accompanied by heavy rain and high waves.

Storm Surge - A rise in tide caused by a hurricane as it moves over or near the coastline. It can be much higher than the normal tidal rise, with breaking waves on top.

Hurricane Plans and Procedures

All decisions concerning hurricanes will be made by Corporate President and Campus President at AMC. These decisions will be based upon the official notifications originating from the National Hurricane Center.

Procedures:

Before the Hurricane

In the case of an impending hurricane, the following actions will be taken:

Hurricane Watch:

1. At the announcement of the “Hurricane Watch”, by the National Hurricane Center, the Campus President will instruct all personnel to begin the immediate securing of their respective areas in preparation for the possibility of the “Watch” becoming a “Warning.”
2. Campus President will place themselves on a 24-hour watch concerning conditions and its effect on personnel and property.

Hurricane Warning:

1. At the announcement of a Hurricane “Warning,” the Campus President will immediately announce to the student body, the faculty, and the media of the closing of the College’s facilities until further notice.
2. Students can contact the college at 305-595-9500 regarding class cancellations and resumptions.

IMPORTANT PERSONNEL INFORMATION REGARDING HURRICANE PROCEDURES:

STAFF AND ADMINISTRATORS PLEASE NOTE:

To be certain that the College Body has been alerted to all decisions mentioned in this manual, a sequence of information transmittal must be followed. This procedure will ensure that the most vital information has been appropriately disseminated to all departments.

The following actions of communication will be taken:

1. The Campus President will notify the administration, Faculty, and Students via e-mail communication
 - a. information will be available by calling the receptionist.
2. The Academic Dean will communicate with all faculty via phone.
3. Student Services will contact students via college text message
4. The Campus President will update social media outlets for continued communication
5. AMC will update voice recording for continuous storm update. Please contact 305—595-9500.

The campus administration, along with the Property Manager/maintenance will must ensure that the following steps are followed:

- Shut and lock all doors and windows.
- Boarding, if necessary, is to be completed.
- Ventilator fans or air conditioning units on rooftops are also covered.
- All air conditioners are shut down.
- Elevators are on the ground floor and shut down.

- Delicate equipment (computers, lab equipment, etc.) are covered, unplugged, and secured.
- Each employee, being responsible for the safety of the various materials used and produced by him/her, will see that his/her desk is cleared, and the materials are safely secured in desk drawers, or in the case of valuable papers, in safes, water/fireproof cabinets, etc.
- Each employee is responsible for unplugging their equipment from the wall including computers, printers, calculators, monitors, copiers, fax machines and any other equipment that may be damaged by electrical surges, storing backup, CDs, and tapes, water-proofing all equipment and files by securing them in whatever manner possible, or covering the same with plastic covering, etc.

Report to the President after completion of the above.

After the Hurricane

1. After securing their own family and personal property, the Campus President and the Maintenance Staff will inspect the campuses to ascertain damage.
2. The state of the campus will be reported to the Office of the Corporate President.
3. The Corporate President and Campus President will assess the weather situation together, along with the reported damages to determine the time and conditions of the reopening of each campus.
4. IV The Campus President will ensure that front desk reception's voicemails are updated with the latest information concerning the reopening of the college.

MEDICAL AND FIRST AID

1. If a serious injury or illness occurs on campus, immediately dial 9-1-1. AMC's community clinic does not treat medical emergencies.



2. All medical situations, both emergency and non-emergency need to be reported to a campus administration
3. Assigned Campus Safety Authority will meet the emergency response team downstairs to provide further details on the matter and help clear the elevator for quicker access to emergency.
4. AMC has a First Aid kit in every classroom and in the reception desk, providing students, faculty, and administration with medical gloves, gauze, bandage, tweezers, antiseptic, aspirin, band-aid, etc.
5. A follow-up incident report will need to be completed by the administrator who handled the situation. These incident reports are stored in the Student Services Director's office for record keeping.

STUDENT CRISIS

Emergency Situations

Campus Security Act of 1990
In 1990, President George Bush signed into law the “Student Right to Know and Campus Security Act.” This act requires all post-secondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security. AMC’s campus crime and security policy information can be found in the Student Handbook and Personnel Manual.

Any emergency involving a threat to life or property should be immediately reported to the POLICE. The caller should stay on the line until the dispatcher terminates the call. Do not hang up. Emergency police, fire, or medical assistance can be obtained by calling **9-1-1**. Protection of persons and property is the primary mission of the Police. State and local laws are enforced at AMC.

Campus crime statistics are tabulated and provided annually to all students, faculty, and staff at orientation and electronically every September thereafter. Additional copies are available upon request.

EMERGENCY-POLICE/FIRE/MEDICAL – DIAL 911

Non-emergency:
Kendall Mall Security: (305) 317-9547
AMC Student Services: (305) 595-9500

Life-Threatening Behavior

Acupuncture and Massage College recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The College is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the College community, it is recognized that action must be taken when such behavior is considered by the College to be disruptive to and unacceptable in the academic and social/living environment.

Off-Campus Violations

The College reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility and College policies and procedures, even when they occur off campus or through electronic communications.

SUSPICIOUS PACKAGE

If a suspicious package is received notify Miami-Dade Police

immediately. Tips for identifying suspicious packages:

- No return addresses
- Insufficient postage
- The addressee is not familiar with the name or address of the sender
- The addressee is not expecting a package
- Return address and postmark are not the same area
- Wrapped in brown paper with twine
- Grease stains or discolored paper
- Strange odors
- Foreign Mail, Air Mail, or Special Delivery
- Restrictive markings such as confidential, personal, etc.
- Excessive postage
- Incorrect titles
- Titles but no names
- Misspelling common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or foil
- Excessive securing materials such as masking tape or string
- Visual distractions, (*i.e., brightly colored wrapping paper, bows, etc.*)

EMERGENCY CONTINGENCY PLAN DISTRIBUTION LIST

Corporate President	Gabriel Gliksberg
Campus President	Christy Wood
Academic Dean/Title IX Coordinator/ADA504	Yaly Flores-Soto.
Oriental Medicine Program Director	Chuanxin Wang
Oriental Medicine Clinic Director	Patty Hutchison
Biomedicine Department Chair	Aigars Rezevskis
Massage Therapy Program Director	Yusniel Marin
Massage Therapy Clinic Supervisor	Annia Rodriguez-Cevallos
Office Manager/Student Services Director	Carmen Bailey
Admissions Director	Anton Rivera
Admissions Officer	Synthia Rivera
Student Services Support	Eimy Almeida
Business Office Manager	Stephanie McNally
Career Services Advisor/Student Services Support	Haydee Sevilla
Financial Aid Director	Guy Jackman
Financial Aid Officer	Erik Andreu
Registrar	Violeta Rivas,
Director of Library Sciences	<u>Anolan Alonso</u>

<u>OTHERS</u>	<u>Contact</u>
➤ Students and Faculty	via e-mail
➤ Mall Security	305-317-9547
➤ Mall Maintenance	786-442-7470
➤ Miami-Dade Police Department	305-279-6929
➤ Miami-Dade Fire Rescue	786-331-5100

* Emergency Contingency Plan is distributed to the campus community (administration, students, staff, and faculty) annually via e-mail with Consumer Information and Disclosure

AMC Building Map (2nd Floor)

