

## G. PHYSICAL FACILITIES AND EMERGENCY PREPAREDNESS

1. Explain the requirements for fire, safety, and sanitation for all facilities owned or controlled for administrative, instructional, and housing purposes. Provide documentation from the appropriate regulatory authorities, demonstrating current compliance with the stated requirements.

Since schools are entrusted to provide a safe and healthy learning environment.

HTI attained all required state required permits and approvals for fire, safety and sanitation.

- **FIRE:** HTI fire alarm system is directly connected to the fire department. Smoke detectors installed by professional electric companies. HTI comply with Annual certification for all extinguishers in all areas.
  - **SANITATION:** Contract with extermination services company for monthly service. HTI hired services for permanent daily maintenance to keep cleanliness in and around the facility. With covid-19 around HTI purchased sanitization fogger equipment use materials used in surgery rooms. We Practice social distancing as required by law.
  - **SAFETY:** Instructions for students to wear proper shoes and badges for safety and professional communication and recognition by HTI staff, faculty and students. Surveillance Camera System signs informing everyone in the HTI facility that their movement is recoded help deter lots of unwanted behavior including theft. Canvas (learning management system=LMS) can be used to communicate with students Before / or after they come to school via e-mail for important directives.
2. Describe the school's physical facilities and explain how the facilities are sufficient in size and quality to provide an effective and suitable environment to facilitate learning. Describe any significant changes made to the physical facility in the last two years.

**HTI physical facility:** is comprised of a three story building, makes a total of nine thousand square feet, Nine classrooms, six bathrooms; two on each level, main office at the second floor with four admissions offices, Career placement services office, Registrar's office, reception area, Director of Education office, waiting area, Instructors Lounge.

**HTI facility capacity:** classrooms can accommodate students between 10 to 25 students per class, without imposing risks to students, faculty, staff and administration. Due to Covid-19, distance learning helped control number of students attend classrooms and labs on specific days and insure their safety.

### **HTI physical facility significant changes in the last two years:**

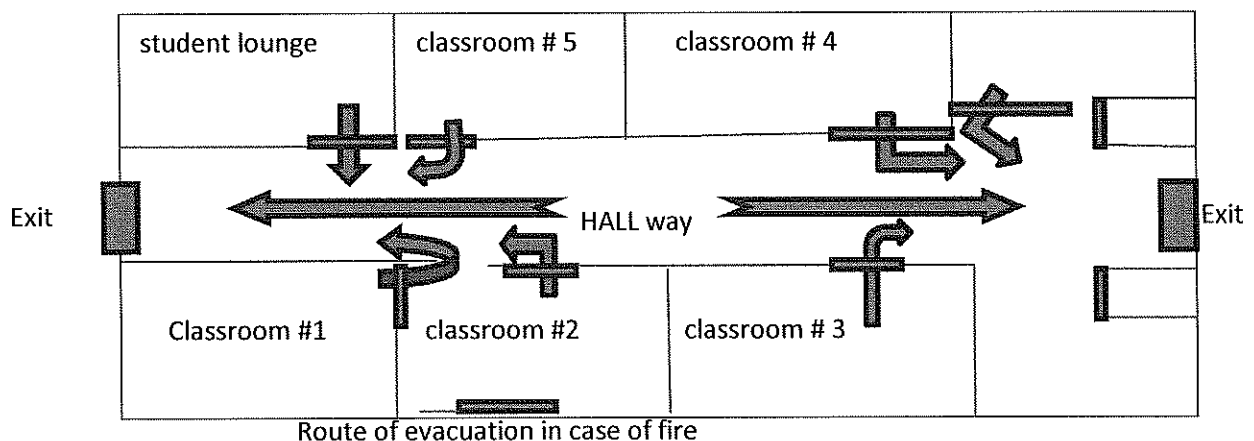
- HTI decentralized its library (learning Resource Center), so provided each classroom with a number of books that can be used for the course of study by students.
- Renovation and beautification of the front and back entrances/exits with new tiling.

- Describe the school's written emergency preparedness plan that is part of the school's institutional assessment and improvement planning activities. Describe how the plan is made available to all staff, faculty, and students.

**Plan:**

**HTI Emergency Operations Plan (school EOP):**

- Prepare school officials (faculty, staff and administration) to implement emergency operations plans and lead students to safety.
- Protocol of evacuation based on the kind of emergency.
- Use of faculty skills to help with emergency as they are certified to do CPR if need arise before first responders arrive and notify response partners and community partners that include law enforcement officers, fire officials, and emergency medical services personnel.
- Arrange with all faculty and staff to follow a certain procedure in case of **evacuation** need (course of action). Everyone involved in the plan needs to know her or his roles and responsibilities before, during, and after an emergency.
- **For an evacuation function, three possible goals are:**
  1. Function Goal (**before**): Ensure all students and staff know their evacuation route



- Route of evacuation at HTI facility is simple and very convenient. Students would walk out of the classrooms and make left or right down the hall (very short distance) to exit the building from the front or back exits.
- 2. Function Goal (**during**): Evacuate the school immediately.
- 3. Function Goal (**after**): Confirm that all individuals have left the building.
- Keep an **active process of training and educating** staff and faculty for continuing development and implementation at HTI (emergencies include fire, active shooter, school climate, psychological first aid, and information-sharing).
- **Courses of action** include criteria for determining how and when each response will be implemented under a variety of circumstances.
- Subsequently, **the planning team** develops response protocols and procedures to support these efforts.
- **Familiarize** students and staff with the plan and community partners.

- **Exercise the plan:** The more a plan is practiced and stakeholders are trained on the plan, the more effectively they will be able to act before, during, and after an emergency to lessen the impact on life and property. Exercises provide opportunities to practice with community partners (e.g., first responders, local emergency management personnel), as well as to identify gaps and weaknesses in the plan.