

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.

Overview: Directors, staff and faculty are responsible for preparation, response and recovery from any disaster or emergency event that disrupts the business and educational processes of the HTI facility.

Guidelines and course of actions:

Five steps are followed in the Emergency Preparedness Plan

1. **Respond to** an emergency event
2. **Assess the extent of** the emergency
3. **Protect and conserve life** and property
4. **Communicate appropriately to all concerned parties** in the event of an emergency
5. **Recover all critical business and educational functions to normal operating levels**

The Directors, staff and faculty are the functional team members in this plan for responding to and recovering from any emergency situation. **Contact information sheet** should be regularly updated and available to all team members at all times.

The goal is to have good training and preparation for many types of emergencies and update improvement suggestions or changes and document it.

The Plan Design is provided schematically and include specific guidelines for the response to emergency situations and recovery procedures.

IMPORTANT: In case of absence, any one of the present administrators (Administration Director, DOE, or **The Purpose of the Emergency Response Plan is to:**

- I. **Protect life** during and immediately after an emergency and maintain ongoing operation of the HTI facility as educational services provider to students.
- II. **Defines specific roles and responsibilities** for individuals and functional teams to different types of emergencies
- III. **Effective communications** throughout an emergency response and recovery: who initiates the communications, and to whom, and frequency. (Must be accurate and timely and follow agreed upon protocols and priorities).
- IV. **Full recovery of business and educational operations** measured in **how quickly** the facility can return to normal operations.
- V. **Stabilizing the emergency:** to contain the emergency so as to mitigate and/or prevent further injury or damage to people and HTI assets. Also, Property conservation: going back to normal function with minimal damages to physical assets.

VI. Emotional and physical well-being during an emergency: meeting vital human services needs of students, faculty and staff, help in faster return to normal operations.

Development and Maintenance of the Plan: The HTI Emergency Response Plan has been developed. Making sure the appropriate resources are available to execute the plan, such as information systems, supplies, and communications. This requires a joint effort by all members of the plan for implementation

The HTI Administrators are responsible for:

1. **Maintaining the plan and**
2. **Updating semiannually (the Emergency Contact Information form).**
3. **Scheduled testing** of the Emergency Response Plan is an essential part of preparedness.

Tests conducted on a regular basis:

Procedure/Process Category	Frequency	Timing
Lockdown / Active Threat on school Drill	Annually	April and October
Severe Weather / Tornado Drill	Every 6 months	March and September
Fire Drill	Every 6 months	May and November
Update Emergency Contact Information	Every 6 months	June and December
HTI Emergency Notification System	Annually	October

- **A state of emergency or crisis** situation can be declared by the school administrator, or his designee.
- **Notifications** can come from various sources within and external to the school facility. I.e. school personnel, commercial radio or television, NOAA/National Weather Service radio, building smoke detection or emergency siren, web/internet, private citizens, or the local police and fire department.
- **Once an emergency is declared all or part of the Emergency Response Plan will be activated, School facility access will be limited except for designated plan individuals** i.e. emergency personnel such as law enforcement and fire department officials, faculty and staff, and pre-authorized contract services.
- Rapid, timely and accurate communication of information to the school public during emergency situations is critical.
- **The compacted structure of the HTI building allows for immediate reach to students and employees in the school facility during an emergency.**
- Use of **web-based rapid emergency alert and notification system** can reach those on their way to school.
- **Systems must be tested annually.**
- **Designated Emergency Plan Functional Members** responsible for distributing their own communication outreach alerts to inform students and employees of closing or delays due to different emergencies.

- I. **FIRE:** HTI fire alarm system is directly connected to the fire department. Smoke detectors installed by professional electric companies. **Annual maintenance** include cleaning and testing of the smoke alarms. HTI comply with **Annual certification** for all extinguishers in all areas to include **maintenance/service** done every year along with **regular fire inspections** from the Union Township Fire Department. **All reporting situations reported such as fire or a fire alarm should be taken seriously, even if the fire alarm activation is false and response should be quick and orderly. Quick administrative decision to call (911) is needed** in such a small facility. Preparing for emergency planning actions is **training to follow procedures as scheduled for drill/ fire testing exercise and training to react.** Drills should be performed in AM and PM sessions. **Fire hazards should be checked by a designated Staff regularly (Operations Manager).**

All fire extinguishers are inspected, charged and properly placed and visible to users.

When Fire or Smoke Is Detected:

- Immediately call 911, contact the local Fire Authority, provide dispatcher with: **your name/HTI address/Exact location of fire/Type of fire if known/any injuries or persons trapped, activate fire alarm, report fire to administration,** as soon as possible,
 - Follow evacuation procedures:
 - **Use a Fire Extinguisher if you are trained and it is safe to try:** In the event of a fire, attempt to extinguish it using a fire extinguisher and/or call the fire department; Attempt to extinguish or contain the fire using a portable fire extinguisher using the **PASS technique:** > **P**ull the pin out in a twisting motion > **A**im the extinguisher nozzle at the BASE of the fire > **S**queeze the handle to release the chemical > **S**weep side to side to put out the fire. Attempt to use in limited area and never return used fire extinguisher to hook.
 - Always identify your escape route and make sure your exit is clear from fire.
 - **When trapped in a room:** Close all doors, use clothing or other material at the door threshold to help prevent smoke from entering the room, call 911 – tell the dispatcher exactly where you are, follow instructions given and do precisely what you are told, maintain a position near a window and await rescue, DO NOT attempt to go into the fire or smoke-filled area.
- After the Fire:** avoid unnecessary mention or public announcement about incidents occurring from fire. Any type of media announcement should run through administration. An incident report should be completed for every incident on school premises (i.e. assault, theft, injury etc.) Incident reports input must be done by the school Administrator(s). If **a person denies medical treatment or transportation,** must complete the **Release of Liability form** along with the **Incident Report.**

(Exhibit) Fire Inspection certificate

- II. **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.
- III. **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 recorded 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. Safety meetings are held around the annual inspection to review safety procedures and review any safety concerns at the school facility. **Debriefing sessions** are also held following **each training drill** to assess outcomes and adjust as needed. Instructors are informed on procedures and responsible for reviewing protocol with their respective students. Test training exercises enable students to practice these procedures and for the facility assessment of efficacy of the Emergency Response.

The operations manager and designated staff also utilizes a notification system:

1. **Emergency recording** informing students with the emergency type (i.e. Snow Storm, Hurricanes) and details to follow proper action.
2. **Sends out immediate emergency alerts to all active students and associates via** text message and email.

Emergency Response Procedures:

a. **Natural Disaster:**

Emergency weather related conditions can occur especially during the winter in New Jersey at which time HTI may close the school or have delayed opening, HTI has a recording announcement to all students, faculty and staff detailing the Closure or delayed opening. Everyone is advised to call before coming to school, and follow the guidelines:

Preparation prior to an emergency: Conduct a severe weather / tornado training drill in the scheduled time, in advance to board up windows and prepare structure for heavy weather (i.e. hurricane.), **first floor** used as a safe gathering area with faster access to outside of the building, follow the floor plan known in training, HTI facility provide **First aid kits** in this area. The HTI Administrators will keep an **Emergency Response binder as a hard copy** and shared on the **shared drive** including the Emergency Response Plan, evacuation maps, and key contact information.

- b. **Tornado Alert or Warning:** Announcement and notification to all school personnel of the emergency same way in other emergencies. Administrators or a designated person lead the evacuation process. Severe weather / tornado alert will be announced and start leading everyone to a safe area on the first floor. HTI facility is **one unit building** and all parts of the building can be reached within a minute or two, so reaching everyone in the facility quickly should never be a problem. There are **no elevators** in HTI facility. In general, instructions to all are NEVER seek shelter in a vehicle or under a bridge if away from HTI. All occupants in the safe area (First Floor) should be seated on the floor with their backs against the wall till advised of changing conditions. Any Staff member (Admissions Representative, operating Office Manager, DOE, Administrator, and Program Director) would have a head count of everyone present and use a sign in sheet.

- c. **Thunderstorm:** In case of approaching thunderstorm seek shelter away from windows and doors. Follow the updates, phone use if necessary. If storm is developing faster all electrical devices should be unplugged. Main HTI network server, all Ultrasound machines in the ultrasound lab, ECG machines and Dental lab electrical equipment must be unplugged quickly.

- d. **Hurricane:** HTI facility closure announcement, main HTI network server, all Ultrasound machines in the ultrasound lab, ECG machines and Dental lab electrical equipment must be unplugged and wrap cover all equipment and move away from windows and doors, if possible, make sure all windows and glass doors are boarded up.
- e. **Incident report** should be completed and forwarded to administration for every incident on HTI facility (i.e. assault, theft, injury etc.)

Earthquakes:

Earthquakes felt in N.J. are generally few and small, a magnitude 4.8 earthquake was felt throughout N.J. on April 5, 2024. The most recent one was on March 21 and measured 1.8 magnitude. The largest earthquake to impact N.J. occurred in 1783, magnitude 5.3 occurred west of New York city. So, it is unlikely to have disastrous earthquake in our area. an earthquake is rarely the direct cause of injury or death. Most casualties result from collapsing structures and falling objects, falling masonry, broken windows, filing cabinets, fixtures, furniture, office machines and appliances, fires, broken gas lines, fallen power lines etc. Same procedures are followed in terms of drills and all personnel will be properly trained to react as scheduled in the school calendar. During an earthquake 'Drop, Cover, and Hold On' until the shaking stops. The HTI building has two exits front and back in two different directions which allows emergency exiting the facility is in a matter of seconds/minutes. **Evacuation** is similar to the hurricane, administrators and designated individuals will follow procedures outlined and trained for. Each functional leader should take roll for their specific areas. If known ahead of time, basic supplies would be available such as flashlight, first-aid kit, whistle, gloves, goggles, blankets and sturdy shoes. Should inform designated staff and students who are CPR certified to play a role if needed. First Aid kits are available at reception and in classrooms, etc. Whether indoors or outdoors procedures directive is to stay calm, hide under a sturdy desk or table, cover your head and face with your arms, students, staff, and teachers look around at what is falling and avoid these areas. Seek refuge in a strong structured areas of the building i.e. corridors, door frames. Protect your head and face from failing debris and splinting glass. Watch out for falling objects i.e. light fixtures, bricks, etc. HTI has no elevators. Do not be alarmed if fire alarm can go off. After the shaking stops, operations manager will receive a head count from Admissions reps, department directors, present faculty. Immediately aftershocks take ten seconds to look around. Make a mental note of damage and dangers. Check to see if anyone is injured and immediate action is necessary i.e. to stop serious bleeding, put out a small fire, non-ambulatory injured should be reassured and wait for treatment, do not try to move seriously injured persons unless they are in immediate danger from further injury. check for injuries or trapped people etc. Turn off Appliances and shut off power lines or gas lines. Aftershocks are weaker than the main shock but can cause additional damage and psychological trauma and watch out for floods (broken water lines or tidal waves) or fire. Use extreme caution when moving around in damaged areas because aftershock could knock down weakened walls. Must not leave HTI facility till government authorities say it is safe. An incident report should be completed for every incident on HTI facility (i.e. assault, theft, injury etc.).

Hazardous Material:

1. Hazardous material used in labs and classrooms in HTI is only dealing with needles for **blood drawing** which can lead to serious infection and injury. Any hazardous material incidents must be reported immediately to the administration and must include details include: students' names, name the biohazard (getting stock with a needle from another person blood), time, location and instructor name. In Phlebotomy lab faculty are fully aware of the risks associated with contaminated blood or needles as sharp objects as they are the professional experts since all HTI Phlebotomy instructors are medical graduates. In the event of a spilled or broken sharps container, use the dust pan and scoop to pick up any items that may have spilled. Do not have direct contact. All needles have safety devices, which protects from exposed needles. Place items into a functional sharp's container.

Usually, operations manager decides whether to cancel a class or to send the student to do blood work in a medical office due to suspected blood contamination occurrence during the phlebotomy practice and document all members of the incidence and report to the administration. First aid medical kit readily available at reception and in phlebotomy classrooms.

2. The only other possibility of hazardous material would be the **cleaning chemicals used** to clean floors, normal use is never an issue, but sometimes some individuals are allergic or intolerant to certain scents which is an easy fix.

Details are available in a hard copy binder Emergency Response Plan, reaction procedure, and key contact information. Maintaining a safe and secure environment is basic practice in the health allied programs. It is important to identify the (Bio)hazard /cleaning chemical then take the proper procedures to remedy the situation. No one should attempt to clean up the (Bio)hazard /cleaning chemical and let the instructor handle it. In the event of a biohazardous waste spill, use Appropriate Personal Protective Equipment (PPE): gloves, eye protection and respiratory protection should be worn during clean-up. Place solidifying agent on the spill to contain it and then discard the material into red biohazard bag. Disinfect contaminated area with antimicrobial wipes. Once the spill has been contained, dispose this hazardous waste material into appropriate storage containers provided by the schools' waste management vendor (Biohazard Drums).

Evacuation procedure would be followed if dangerous hazardous materials brought into the building from outside or if fire alarms go off. This will be reported to the Fire Department as to the nature of the Emergency call. Contaminated persons will be isolated and sent to seek medical attention or until first responders can take control of the situation. If beyond your ability to control, call the fire department.

Again, an incident report should be documented for every incident in school facility and forwarded to administration.

I. Medical Emergency: Medical emergencies of all types can occur at any time and caused from injury or illness. **Call 911 for any emergency situation** (serious injury or illness, a mental health situation, assault, battery, homicide or a threat of any of these).

I. Pre-Emergency Planning Actions: Maintain a safe and secure environment, ensure first aid medical kits are available at reception and designated classrooms / labs. Administrators will

maintain an **Emergency Response binder** including the Emergency Response Plan, evacuation maps, and key contact information.

II. During an emergency: Those present during a medical emergency may provide medical attention allowed by their credentials and/or training and experience only if an emergency health care worker is not present. In case off an **Injury or Illness:** Immediately call 911, providing dispatcher with: Your name, school address, school Location, type of injury or illness, and if the person is conscious /breathing/or chest pain, etc. If you are trained and if it is Safe to do so, apply first aid if the victim gives consent. And DO NOT move the person unless it is absolutely necessary to avoid further harm, keep others away from the victim, Safeguard person's personal belongings, should NEVER attempt to get the person up, give them fluids or give them pills, calmly provide assurance to the victim that help is on the way, provide assistance to first responders to locate the victim and in the incident reporting.

III. After a Medical Emergency: Operations manager normally complete and document an incident report for every incident on school premises and forward to administration. If a person denies medical treatment or transportation, **complete the Release of Liability form** along with the **Incident Report**.

1. **Bomb Threat:** Emergencies such as fires, bomb threats, and civil disturbances may necessitate the evacuation of buildings or may require that individuals take shelter within the building. Multiple hazards may be present, so specific directions regarding evacuation may vary. Bomb threat must be taken seriously until proven otherwise and must act quickly, but remain calm and obtain helpful information, since it is an easy way to disrupt school operation. All bomb threats must be reported to the police by dialing 911 as quickly as possible. Usually bomb threats are received by telephone at which time it important to collect as much information from the caller as possible like: write phone number if displayed on caller ID, track recorded messages on the phone system. HTI has the service of recording all incoming and outgoing phone conversations that can serve this purpose, an added benefit to the primary reason of "quality customer service assurance and training purposes" and can be reviewed at any time. Administration must be called immediately after the call and then call 911. It is the primary responsibility of the Emergency Communications Center (911) to make appropriate dispatches to law enforcement to handle incidents involving bomb and or terrorism threats and fire agencies and make notifications. Preparation and planning for such emergency is to educate all personnel answering phone what to write and what to questions to ask during the threat caller conversation:
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What will cause the bomb to explode?
 5. Did the person calling place the bomb?

6. Why was the bomb planted?
7. What is the caller's name and address?
8. Also, make note of the caller's: sound like a man? Or a woman? Approximate age, distinctive voice, pronunciation or accent, or speech patterns, attitude, tone of voice.
9. Did the call seem to be a recording? any background voices or noises or other clues about the caller location, Source of the call).

Report to administration immediately for any threats of violence, any morale or harassment issues. **Evacuation** should be exiting the building to the front parking lot (Morris Ave) and keep away at least 50 feet from the building unless the threat state specifics to stop evacuation. As in any emergency situation first aid medical kit are readily available at reception and in certain classrooms.

Emergency Response Plan, evacuation maps, and key contact information are available in the Emergency Response binder.

If the threat call comes from other means: Immediately call the school administrator. Then call 911 and the dispatcher your name/location/time of threat/ and What the caller said – exactly. Record and follow the 911 dispatcher's instructions exactly. Provide the first responders of the threat details and follow their directions. No one should reenter the building after evacuation until the building is cleared by first responders. **Evacuation:** Unless the authorities

advise to remain in the building, the evacuation process should take place immediately. The seriousness of the threat must never be underestimated. Any one present from school: administrator, DOE, Operations manager or other directors would lead the evacuation (follow leaders' chain of command). Alert everyone to evacuate. Use emergency exit stairwells. **Do not use words that can cause panic**, you can say **"Please clear the building immediately; we have an emergency."**, **DO NOT activate the fire alarm, as this may trigger the bomb to explode.**

Instruct students to follow the exit sign arrows to the nearest exit. Personal belongings should be taken during evacuation and should not be retrieved after exiting the building for safety reasons.

Outside the school building and after evacuation each functional leader should take roll for their specific areas. **Reception:** Take the guest sign in sheets. Escort all visitors in the lobby to the outside. Report to the **Administrators** (or **primary backup**) to receive **a head count** from Director of Admissions, Operations Manager, DOE, Career Services Dir. Or other departments Directors. It should be established: **Do not reenter**, or allow anyone else (except for emergency professionals) to reenter until the building is **cleared** by first responders.

After A Bomb Threat: When the authorities have given their permission for all personnel to re-enter the building the school Administrator's main responsibility is to ensure a safe and orderly re-entry for all occupants and assure them that the situation is under control. An incident report should be completed for every incident on school premises. If a person denies medical treatment or transportation, complete the **Release of Liability form** along with the Incident Report.

Bomb Threat Checklist:

Date: _____ Time: _____ Time Caller Hung Up: _____ Phone Number Where Call Received: _____
ASK CALLER <input type="checkbox"/> Where is the bomb located? <input type="checkbox"/> When will it go off? <input type="checkbox"/> What does it look like? <input type="checkbox"/> What kind of bomb is it? <input type="checkbox"/> What will make it explode? <input type="checkbox"/> Did you place the bomb? Yes ___ No ___ <input type="checkbox"/> Why <input type="checkbox"/> What is your name? NOTE EXACT WORDS: _____ _____
INFORMATION ABOUT CALLER: <input type="checkbox"/> Where is the caller located? (background and level of noise). _____ <input type="checkbox"/> Estimated Age: _____ <input type="checkbox"/> Is the voice familiar? If so, who does it sound like? _____
SIGNS OF SUSPICIOUS PACKAGE: <input type="checkbox"/> Excessive Postage <input type="checkbox"/> Foreign Postage <input type="checkbox"/> Stains <input type="checkbox"/> Restrictive Notes <input type="checkbox"/> Unexpected Delivery <input type="checkbox"/> Strange Sounds <input type="checkbox"/> Strange Odors <input type="checkbox"/> Incorrect Titles <input type="checkbox"/> Poorly Handwritten <input type="checkbox"/> No Return Address
DO NOT: <input type="checkbox"/> Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb. <input type="checkbox"/> Evacuate the building until law enforcement arrives and evaluate the threat. <input type="checkbox"/> Activate the fire alarms, Touch or move a suspicious package, DO NOT HANG UP, even if the caller does
DO: when the bomb threat is received by phone: <input type="checkbox"/> Remain calm. Keep the caller on the line for as long as possible. <input type="checkbox"/> Listen carefully. Be polite and show interest. <input type="checkbox"/> Try to keep the caller talking to learn more information. <input type="checkbox"/> If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. <input type="checkbox"/> copy the number and/or letters on the window display immediately upon termination of the call, contact your school administrators and provide with information and await instructions.
Pay attention to: <input type="checkbox"/> Caller's tone of Voice: Accent, Angry, Calm, Clearing Throat, Coughing, Cracking Voice, Crying, Deep Voice, Deep Breathing, Disguised, Distinct, Excited, Female, Laughter, Lisp, Loud, male, Nasal, Normal, Ragged, Rapid, Raspy, Slow, Slurred, Soft, Stutter. <input type="checkbox"/> Background Sounds: Animal Noises, House Noises, Kitchen, Noises, Street Noises, Booth, PA System, Conversation, Music, Motor, Clear, Static, Office Machinery, Factory Machine, Local, Long Distance. <input type="checkbox"/> Threat Language: Incoherent, Message Read, Taped, Irrational, Profane, Well-Spoken. Other Information: _____
WHO TO CONTACT:

If a bomb threat is received by handwritten note: Call your school administrators (Administration Dir. Or DOE or the Operations Manager) and handle the note as minimally as possible.

Workplace Violence / Lockdown:

Workplace violence perpetrators may include: Students/ contractors and employees/ Strangers/ Family members, friends, others. Workplace violence is a serious and not uncommon. To prepare in advance for such scenario HTI would follow calendar schedule for training and testing and drill annually. New employees should be going through same training. Follow all emergency procedures of evacuation and determine possible escape routes as describes in other scenarios. Students should be advised to report any threat or suspicious behavior or general security/safety concerns to the administrators. Obtain information from local law enforcement to determine crime trends in the area. First aid medical kits are readily available at the reception (front desk) and classrooms. **Employees contact list** should be **updated quarterly**, the list should include cell phones and alternate contact numbers in case of emergency.

Response to Active Shooter or Criminal Act: Active Shooter situations are dynamic and evolve rapidly. It is critical to secure a law enforcement response as soon as possible through notifying 911. In general, responses to an active shooter will be dictated by the situation, including the location of the shooter and the number of shooters. The administration Director or the Director of Education are responsible for leading the evacuation and if they are not present the operations manager would take the lead or anyone in the leadership chain. One of Administrators will make an announcement by word of mouth to declare “Faculty, Staff, and Students”: the school facility is IN LOCKDOWN until further notice. And **follow the evacuation steps** notated above.

If an active shooter is outside the school, individuals should secure themselves in a room that can be locked. Windows and doors should be locked and barricaded if possible. Lights should be turned off.

If you cannot safely flee because of the proximity of an active threat, hide, Secure the door and turn off the lights and computer monitors, block the entrance by moving tables and/or chairs to prevent entry. Silence all cell phones and electronic equipment and remain silent. Students should be placed on the ground and against the wall out of sight from the doorway or window. Never to open doors during a lockdown, even during fire alarm and do not respond to unfamiliar voices or knocks even if the person claims to be the police. Only authorized staff will announce when lockdown is lifted. As a last resort – if you can’t run or hide, confront and fight the shooter with excessive force and any tools available. Get as many people to help over-power the individual as possible if you need to.

Shooter Confrontation: Try to remain calm and quiet, do not argue with the person, during shooting drop to the floor, place something between you and the shooter, or try to escape, running in a zigzag pattern. If you flee: Have an escape route in mind, leave everything behind except cell phone, keep your hands visible, do not stop to help others, follow police instructions exactly.

When Confronted by a Hostile Person: Stay calm to lower tension and better think how to handle the situation, show you are concerned, be positive and respectful, keep some eye contact, seek help from another faculty member, staff or student, try to have the other person and yourself sit down, be helpful, make positive statements i.e. “I’m glad you’re telling me how you feel”, “I can see you are upset”, We can

get this straightened out”, but never say: “I know how you feel” – you don’t and keep your distance from the hostile person. Take notes. Avoid Exacerbating Behaviors: Do not yell, threaten, touch the person, argue or use profanity etc. when Someone Becomes agitated leave the area immediately, if possible and Call 911 from a safe place and alert coworkers. “Ask the person what can I do to help you?”.

Violence – Criminal Acts: During an act of violence, robbery or assault it important to stay calm and keep yourself distant from the criminal, stay in a safe location, use proper language and call 911 for help, use help from others around you and report incident to HTI administration, document and preserve evidence, and wait for assistance. Unnecessary mention or public announcement should not be made of workplace violence. An incident report should be completed and prided to HTI Administrator.

System Failure: No elevators at HTI for pretesting, HTI has contracted third party for electrical maintenance on all ultrasound machine and local Union fire department annual inspection and Amcest Alarm Monitoring company for annual security alarm systems testing, fire alarm inspection, alarm wiring repair and clearance of any trouble. HTI is using Plumbing company (Angel’s Plumbing) for any water leaks and related issues. Periodical testing for all exit signs batteries to ensure batteries are properly charged and function in the event of a power outage. Administrators are aware of Gas shut-off, Electrical re-sets and Water shut-offs locations. HTI maintains an Emergency Response binder including the Emergency Response Plan, evacuation maps, and key contact information. Other maintenance services is provided daily by a Full-time employee.

Facility system failures:		
SYSTEM	Regular Office Hours	After Hours
Electrical/Power Failure/Gas	Mak electronics (201) 978-5600	Mak electronics (201) 978-5600
Heating or Air-Conditioning	Mahmoud (929) 340-6616	Mahmoud (929) 340-6616
Water/Flooding	Omer Saleh (973) 900-0810	Omer Saleh (973) 900-0810
Maintenance	Omer Saleh (973) 900-0810	Omer Saleh (973) 900-0810

Electrical Emergencies: Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks, contact the HTI administrators or any available leader in the chain of command and follow their instructions, use flashlights and follow exit signs lights if needed. Evacuation by administration discretion.

Water System Failure or Flooding: If trained and it is safe to do so; Unplug electrical equipment before water contact, turn off circuit breakers to flooded areas (basement level/1st floor), move materials from flooding floor to safer location. After System Failures an incident report should be completed and presented to administration.

Team Descriptions, Responsibilities, Chain of responsibilities, Roles:

Administration Director > Director of Education > Operations Manager > Director of Career Placement > DOA

Role: The Business Recovery Team members are mobilized after an emergency situation is stabilized to the point where actions can begin for the recovery of school operations. This team is responsible for coordinating activities for the recovery of the business and educational processes of the school facility.

The team is led by Administration Director, or in the case of his absence, or Director of Education, or operations manager, Director of Career Placement, or Director of Admissions. The team convenes in a safe room and location.

Team Duties:

- O Coordinate the activation of alternative sites and processes as required to conduct critical school operations.
- O Arrange for off-site storage of necessary records and supplies
- O Secure alternate office and/or classroom space as needed
- O Communicate recovery plan and status to Operations Manager
- O Activate temporary workspace plan for the administrative office
- O Activate temporary classroom space plan as required
- O Communicate with administration who in turn will reach for local contractors and agencies as required to restore the school facility to a normal operating environment.
- O Document all actions taken.

Communications/Public Information Team: The role of the **Functional Leadership Team** is to provide timely and accurate information to all affected parties in the event of an emergency, including students, faculty, staff and is responsible for maintaining public relations with community stakeholders during and following an emergency. It is led by the **Administration (Adm. Dir., DOE, the operations Manager)**, and **FA Dir., Career Placement Dir., Admissions Dir.** During scheduled meeting at HTI facility they go over their functional roles and responsibilities. Their duties assigned to them and include: Ensure a timely flow of accurate information to the public and the media through the operations manager & Admissions, assist in controlling rumors and other misinformation, prepare initial statements that can quickly be channeled to the administration, respond to calls from media and others requesting information while avoiding spontaneous verbal responses, make arrangements for directions and reception of media visiting the school with meeting locations determined by the specifics of the situation, documentation is assigned to **Operations manager** who would communicate details to the public regarding information about funerals, and memorial services and regarding donations being accepted related to vital human services as required, she would also call the insurance carriers as appropriate when an emergency event occurs and coordinate activities with the adjuster and claims office, after documentation is complete, keep it safe and secure and presents report to the Administration Dir. And DOE. **The Administration Dir. and the DOE** are responsible for insuring that all insurance premiums / policies are current, financial deductibles and limits are proper, and that all facets of insurance coverage before and after an emergency are managed timely. This is to ensure that the recovery action from insurance carriers is prompt and fair. The administration will review the documentation of all emergency teams to ensure that it is complete, accurate and ready for submission to the insurance carrier.

IT and Telecommunications Team: HTI has the following Parties:

1. **Website third party servicer BOOMTOWN -PA**
2. **Local service on demand for Network Services, emails, computer services:**
ISA (IT Manager- also assist with technology hardware and systems)

3. **Website maintenance as needed: Erica**
4. **Social Media services:** Half-time employee: **Ashkan**
5. **Telephone company: Copper:**

The responsibility of the IT Team:

- To protect HTI technology assets and electronically held information and to assess and restore technology services that support the business and educational operations of the impacted department(s) at the earliest possible time and according to any prioritization set by the **two business owners** who are leading in this area.

- With all IT members being geographically diverse. The IT teams communicate directly with the administrators and/or by emails to state the need and then can have conference calls or zoom meeting whenever needed.

- As technology advance rapidly, we find ourselves spending respectable amount of time dealing with changes needed lots of times. The team is required to **meet semiannually** to discuss and document procedures and scheduled necessary updates or upgrades. **Duties of IT members:** Manage and upgrade equipment inventory to support emergency situations, assess the impact of various emergency events on technology infrastructure, evaluate the threat profile for the locations hosting HTI services and infrastructure, secure replacement of damaged equipment to restore full service in the event of a disaster, restoration of critical applications and systems for business operations, maintaining and periodically testing secure offsite backups for system restoration.

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.

Classrooms / Offices

➤ **Lower Level (1st FL):**

5 Classrooms/labs:

Classroom #1 (C.N.A. Lecture), Classroom #2 (lectures EKG Lab), Classroom #3 (Lectures), Classroom #5 (Lectures & Phlebotomy Lab set up), Classroom #4 (Dental Assistant Lab/ lecture), Bursars Office # 6 , Student's Lounge # 7

➤ **Middle Level (2nd FL):**

1 Classroom/ Lab: Ultrasound Labs/ Lectures # 8

Main office: Career Placement # 11, Admission's Cubicles (1-3), DOE office # 9, Receptionist, Registrar's office # 13 , Operation's manager office cubicle # 4

➤ **Upper Lever (3rd FL):**

3 classrooms: large lecture classroom #15, C.N.A. Lab # 14, Medical Billing and Coding computer classroom # 19 and a Learning Resource Center (Decentralized) equipped with Internet accessed computers # 20

Offices: Administration Director office # 18, Financial Aid office # 16, ultrasound Director and Clinical coordinator office # 17, Certified Nurse Aide Director office # 19A.

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 ensure 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.
- The school recently added a classroom for Dental Assistant at the lower level; equipped with two dental chairs and new x-ray machine for the radiology part.
- Replacing new furniture to the reception lobby this year.
- Adding three new Phlebotomy Chairs.

3. 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):

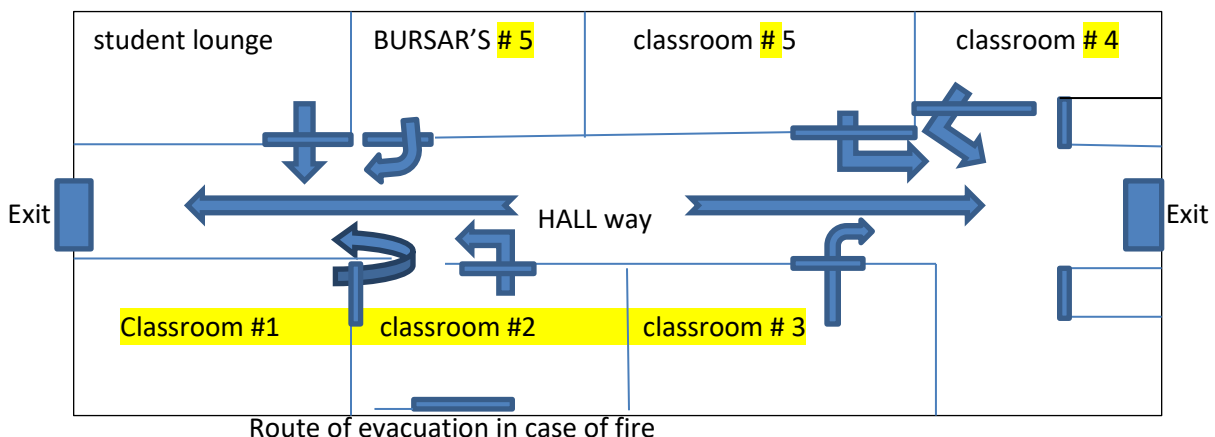
- Prepare school officials (faculty, staff and administration) to implement emergency operations plans and lead students to safety is vital. Procedures for responding to sudden and unexpected situations, including natural disasters, armed intruders, bomb threats and other potentially hazardous or life-threatening situations. The objective of the plan is to provide action plan to prevent and mitigate losses and be able to resume normal business operations in a safe and timely manner. The plan is updated annually and made available to staff, faculty and administration via a shared drive. It is also available to students on the school website.
- Protocol of evacuation based on the kind of emergency. Evacuation assembly area identified by one of the administrators, and primary gathering point outside the building. (i.e. municipal parking lot across the street in order not to obstruct fire truck entry). A set of master keys is available to firemen in designated box on the front entrance wall of the building (code).
- **First aid medical kit** readily available Receptionist/Front desk, and classrooms).

- **Emergency Response binder** including the Emergency Response Plan, evacuation maps, and key contact information (Union Township Fire Department Phone Number (908) 851-5420.
- Staff are Guided on what to do if a fire is detected. All exit lights are tested by the fire inspector yearly.
- We should be capable of managing any situation that impedes our primary mission which is helping students accomplishing their career goals. HTI commitment to protect the welfare of students and property and intellectual assets of the HTI facility. 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. Mission can only be accomplished when administration, staff, and faculty all work together in an organized way through team work as each member play an important and responsible action role. Each team member must follow the plan test and practice procedures regularly in different situations (i.e. severe weather / fire / lockdown / earthquake/ hurricanes etc.). This helps everyone to react calm, quick and efficient.
- 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. HTI has a small facility and would make the Emergency Response plans and evacuation very simple and straight forward since there is only one building. Understanding the operation of HTI facility's fire and life safety systems, and know where fire alarms are located and where to assemble so all can be accounted for in the event of an evacuation.

Evacuation: Administration Director, or DOE, or Operations Manager or any designated Department Director can lead the evacuation. If the fire alarm sound goes off, only after school official announcement is made, evacuation directions would be to please safely and orderly make your way to the nearest exit to the HTI front and /or side parking lots leading to primary gathering point outside the building the municipal parking lot across the street.

- **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. Close all doors once a room is evacuated to confine the fire. students to follow the exit sign arrows to the nearest exit, you can leave the building only from the front or the back coming out classrooms or offices. Designated evacuation leader(s) is /are stationed nearest to the entrance the fire trucks/police units for necessary communication. Each functional leader should take roll for their specific function as outlined.
 3. **Function Goal (after):** Confirm that all individuals have left the building and no one should return till “all clear” sign is given.
- 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.