

Emergency Response Plan

**Emergency Response Plan
(E.R.P.)**

American Intercontinental University

2250 North Commerce Parkway
Weston, Florida 33326
954-446-6100

Emergency Response Plan

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Emergency Response Plan

Introduction

The purpose of the Emergency Response Plan (ERP) is to ensure the safety of students, faculty, staff and visitors to the American Intercontinental University in the event of an emergency.

The plan describes emergency communication, response and evacuation procedures.

The goals are to:

- Protect lives
- Prevent injury
- Protect property
- Preserve organization throughout the emergency
- Ensure continuity of business

Copies of the ERP are maintained in the following locations; Presidents Office, Vice President of Operations Office, and the Compliance Library.

Emergency Response Plan

Emergency Notification & Telephone Numbers

| |
|--|
| IN CASE OF EMERGENCY, CALL: 9-1-1 |
|--|

Call 9-1-1 to report all emergencies, including fire, injuries requiring medical assistance, bomb threats, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of the emergency, and your contact information.

Also, contact Vice President of *Operations* at **(954-446-6141)** and the *Front Desk* at **(954-446-6100)**.

Emergency Response Plan

Emergency Response Team

The school shall create an Emergency Response Team which shall be responsible for preparing for, mitigating, responding to and recovering from an emergency, including:

- Ensuring that all elements of this Emergency Response Plan are reviewed and updated as needed, but no less than annually.
- Assigning roles and responsibilities to school individuals in the event of a crisis and conducting training for those individuals to perform those responsibilities.
- Organizing practice emergencies to test the efficiency and appropriate-ness of the elements of this Emergency Response Plan.
- Acting as centralized management during a time of crisis until normal operations have resumed.
- Communicating the situation to designated individuals at the corporate headquarters.

The team members shall receive annual training concerning these responsibilities.

The Emergency Response Team (ERT) shall include the school President and key Management Team members and associated personnel from the following departments:

Administration –

- *Interim President (Dr. Hisham Shaban 954-446-6107)
- +Asst. to the President (Lisabelle Torres 954-446-6386)
- +Director of Compliance (Isa Joseph 954-446-6146)

Academics -

- *Interim Vice President of Academic Affairs (Tom Takach 954-446-6119)
- +Assoc. Dean of Business (Robin Hoggins – Blake 954-446-6339)
- +Assoc. Dean of Information Technology (Andrew Blitz 954-446-6116)
- +Director of Information Resources (Sharon Argov 954-446-6147)

Admissions –

- *Vice President of Admissions (Kris George 954-446-6341)
- +Director of Admissions (David Harper 954-446-6303)
- +Front Office Supervisor (Suzanne Aromashodu-Reid 954-446-6186)

Career Services –

- +Director of Career Services (Carla Sanoir 954-446-6151)

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Finance –

- *Vice President of Finance (Alex Meizoso 954-446-6115)
- +Supervisor of Student Finance (Don Blackman 954-446-6192)
- +Director of Financial Aid (Travis Brown 954-446-6169)
- +Assoc. Director Financial Aid (Dionne Duncan 954-446-6163)
- +Assoc. Director Financial Aid (Alice Oliver 954-446-6172)

Human Resources –

- +Director of Human Resources (Sharmane Buchanan 954-446-6137)

IT -

- *Director of Information Technology (Juan Rodriguez 954-446-6143)
- +Systems Analyst (Cesar Girona 954-446-6144)
- +Systems Analyst (Wayne Brooks 954-446-6144)
- +Systems Analyst (Pablo Fernandez 954-446-6144)
- +Systems Analyst (Ralph Sotolongo 954-446-6144)

Operations –

- *Vice President of Operations (Scott Scheaffer 954-446-6141)
- *Bookstore Coordinator (Stuart Smith 954-446-6138)
- *Facilities Coordinator (Germond Celestine 954-446-6117)

Student Affairs –

- *Vice President of Student Affairs (Katherine Purnell 954-446-6153)
- +Director of Academic Advising (Francis Tous 954-446-6105)
- +Assistant to the Registrar (Toni Pesce 954-446-6381)

(*) Emergency Response Member

(+) Fire Warden Member

Within the Emergency Response Team, the chain of command will parallel the organizational structure of American Intercontinental University in order to deal swiftly and appropriately with any emergencies in the school. A contact list will also parallel the organizational structure within the Emergency Response Team so that all members of the team will be aware of an emergency at the school as soon as possible. In accordance with this structure, the first responder(s) to an emergency situation will contact their immediate supervisor(s), proceeding upward to the President, who will then contact all direct reports, who in turn contact direct reports and moving back down to Response Team members in all departments in the structure across the various locations. The emergency contact procedure will then extend to all employees, staff and faculty, as noted below in the section titled School Closings.

Emergency Response Plan

The Vice President of Operations and the direct reporting positions shall be responsible for maintaining a record of the actions taken by the Emergency Response Team. Use the forms attached as Appendix A to this Emergency Response Plan.

Training: Training is important to the effectiveness of an emergency plan. Before implementing an emergency action plan, a sufficient number of persons must be trained to assist in the safe and orderly evacuation of employees. Training for each type of disaster response is necessary so that employees know what actions are required.

Additional training: In addition to the specialized training for Emergency Response Team members, all employees will be trained in the following:

- Evacuation plans.
- Alarm systems.
- Reporting procedures for personnel.
- Shutdown procedures.
- Types of potential emergencies.

These training programs will be provided as follows:

- Initially when the plan is developed.
- For all new employees.
- When new equipment, materials, or processes are introduced.
- When procedures have been updated or revised.
- When exercises show that employee performance must be improved.
- At least annually.

Emergency Response Plan

Emergency Contacts

In the event of an emergency at the school, the President shall contact each of his/her direct reports. Each direct report shall be responsible for contacting his/her direct reports. This shall continue until all employees have been notified of the emergency situation. A telephone tree shall be established for each supervisor with the names of each of the supervisor's direct reports, as well as that individual's home address, home telephone number and alternate telephone number. The telephone tree shall be updated as needed, but no less than quarterly, to ensure that all employees shall be contacted.

A list of emergency telephone numbers shall be maintained by the Director of Human Resources. The list shall include telephone numbers for:

- local fire department
- local police and sheriff department
- local hospital
- landlords
- poison control
- American Red Cross
- local radio stations
- local television stations
- utility companies
- security companies

This list is contained in Appendix E.

Emergency Response Plan

School Closings

In preparation for the possibility of a school closing, students and school personnel should call the **AIUSF Storm Watch Hot Line 954-446-6112** for updated school closing information. Since American Intercontinental University is a single campus. At this time there aren't any contingency plans for alternate locations should the campus require an extended period closure. Appendix C to this Emergency Response Plan contains information on alternate locations. A copy of the completed form will be maintained in the President's office and provided to each member of the Emergency Response Team.

In the event that the school must be closed, the school closing and information concerning an alternate site shall be communicated in the most expeditious manner possible, containing as much information as is available at the time. A designated individual from the school shall:

- Vice President Of Admissions - change the telephone mail message for the main line from an outside telephone, advising callers that the school is closed and other important information;
- Information Technology - update CECIL and Campus 2000 as soon as possible with information for employees and students regarding the closing;
- Information Technology - if possible, send a mass E-Mail message to all employees and students with necessary information;
- Vice President of Operations - contact local authorities (e.g. police department) to advise them of the school closing; and
- Director of Marketing - contact local radio and television stations and ask that a public service announcement be made regarding the school closing.

Each individual shall be responsible for changing his/her individual voice mail message, advising callers that the school is closed.

All communications shall contain contact information for a designated individual who shall be responsible for disseminating updated information and instructions for future communications.

Emergency Response Plan

Evacuation Procedures

In the event of an emergency that requires the evacuation of the premises, an alarm will sound in the building. This is the signal for all employees, students and residents to evacuate the building. Members of the Emergency Response Team will be responsible for sounding the alarm and initiating action in response to an emergency. All individuals without emergency assignments shall remain outside the building until authorized to re-enter the building by the Emergency Response Team personnel.

Each room shall have a floor plan of the building posted near the entrance to the room. The evacuation route and the nearest emergency exit shall be highlighted on the floor plan, as well as locations of stairwells. The floor plan shall also designate a meeting place outside of the building for all occupants of that room. All employees should familiarize themselves with the evacuation routes, emergency exits, locations of stairwells and designated meeting places. Students shall be advised about the existence of the floor plan and shall be asked to familiarize themselves with the information in the event of an emergency.

Instructors shall be responsible for the safe evacuation of their classrooms. Supervisors shall be responsible for the safe evacuation of their work area(s). No employees or students shall use elevators; all employees and students will be directed to the nearest stairwell for safe exit from the building. Instructors and supervisors, with back up from members of the Emergency Response Team, before leaving the building, shall ensure that:

- the room is evacuated in a calm and orderly manner;
- all windows are shut;
- all electrical equipment is turned off;
- all students/employees are evacuated through the nearest emergency exit; and
- all classroom/office doors are closed but unlocked

Once outside, the ERP members and Floor Wardens shall ensure that all students/employees are safely outside the building and that all are located at one of three assembly areas a safe distance from the emergency situation and clear of the route and access ways for emergency vehicles. Instructors should bring attendance sheets in order perform roll call outside the building. Report missing students/employees to a member of the Emergency Response Team. Instructors and supervisors, along with Emergency Response Team personnel, shall maintain calm and order, and shall not allow anyone to leave the campus except to receive medical attention.

Emergency Response Plan

Each section of the building shall have a designated individual who will serve as a warden in the event of an emergency. The Emergency Response Team will maintain a list of those acting as wardens. The wardens shall be responsible for sweeping through their section of the building to make sure that all students/employees have been evacuated. The wardens will then report to a designated member of the Emergency Response Team to advise that the section of the building is clear. The President or next designee at the emergency location will maintain authority of the Emergency Response Team and announce to emergency personnel when the building is all clear.

If an employee or student is unable to safely exit the building under his/her own power, then the warden shall assist if safe to do so, or instruct the person to defend in place. The warden shall immediately find a member of the Emergency Response Team or emergency personnel (such as a fireman) and report the exact location of the person in need of evacuation assistance.

To defend in place, the person should call 911 from the room or a cell phone to report his/her exact location. If smoke is present, seal doors/transoms with towels, preferably wet; open a window for fresh air, and breathe through a wet towel, if available. Hang a brightly colored or contrasting object from the window to alert emergency personnel of the location, and stay low until help arrives.

Maintenance personnel, along with public authorities, shall check all rooms, hallways and stairwells. No one else should enter the building until it has been determined that the building is safe for re-entry. A member of the Emergency Response Team shall be responsible for communicating that the building is safe for re-entry.

The American Intercontinental University on-site emergency response staff is listed in Appendix F.

Immediate Area Threat (Fire, Random Acts of Violence, Hazardous Materials Incident, Facility Issues, etc.); Leave the building and gather in the predetermined location. This should be a safe place within walking distance; consider whether or not the area will be safe in all circumstances, e.g., rain, snow, crossing streets etc.

More Widespread Threat (emergency circumstances that require evacuation away from the school: Fire, Post Natural Disasters, Hazardous Materials Incident, Random Acts of Violence, Acts of Terrorism, etc.) Leave the building and proceed to your designated alternate location. The method of transportation should be addressed in anticipation of a situation. What method of transport are you using? Who is driving if required?

Emergency Response Plan

EVACUATION AREAS (See Appendix C)

The designated assembly areas for the school should be the farthest points from the building within or outside area. If it is determined that the primary assembly area does not provide adequate protection for the staff, students etc., and then a secondary assembly area will be utilized.

Emergency Response Team will assist in the orderly evacuation of the school. If an evacuation is ordered by the City emergency response organization, the Incident Commander for the City should identify the route and location of the nearest evacuation shelter.

Emergency Response Kit

The campus will maintain an emergency response kit in the Vice President of Operations office located on the fourth floor. During an emergency the kit will be taken outside to have on-hand as needed. The kit contains:

- A copy of the Emergency Response Plan, along with a current employee roster.
- First aid kit.
- Flashlights and extra batteries.
- AM/FM radio and extra batteries
- Small emergency water supply

Additional first aid and disaster preparedness kits are maintained in the President's office, IT Director's office, and Bookstore Coordinators office.

The following locations have first aid kits available for emergencies.

1. First Floor **Book Store**
2. Second Floor **Library**
3. Third Floor **IT Help Desk**
4. Fourth Floor **Admissions Front Desk**

It is also recommended that all staff and faculty members keep a **personal emergency kit** in their work area and car.

The American Red Cross website located at <http://www.redcross.org/services/prepare> provides additional information on emergency kits for work and home.

Emergency Response Plan

Fire Response Procedures

If you discover smoke or a fire:

1. Get anyone out of harms way.
2. Confine the fire by closing doors as you leave the area.
3. Call 9-1-1
4. Notify the Campus Emergency Response Coordinator **954-446-6141** and Front Desk **954-446-6100**
5. Provide the following information:
6. Location of fire
7. Size or type of fire
8. Your location
9. Attempt to put the fire out with a portable fire extinguisher **ONLY** when:
10. You have been properly trained
11. The fire is small
12. You are not alone
13. A safe escape route is present
14. Go to the pre-determined Evacuation Assembly area, **AREA ONE** is located front of building (west side) past the first stop sign. **AREA TWO** is located at the back of the building (east side) along the fence facing I-75. **AREA THREE** is located on the side of the building (south side) past the dumpster area. All of these evacuation areas will be manned by members of the ERP team. The members will be wearing orange safety vests, including one member in each area who will be holding up an orange safety flag with the corresponding assembly area number on the flag.
15. Once assembled, help account for occupants and report to the emergency staff if any one is unaccounted for and possibly still in the building.

Emergency Response Plan

If you hear or see a fire alarm:

- Do not assume the fire alarm is a false alarm.
- Move to the safest exit.
- Close doors as you leave the area.
- Exit the building.
- Proceed to the designated meeting area.
- Wait for further instructions from Emergency Response Staff or the Fire Department.
- If you are working with hazardous equipment, attempt to shut it down unless doing so puts you at risk.

If you are trapped in an office or other area:

- Wedge a cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible.
- Call 9-1-1
- Call the Campus Emergency Response Coordinator at **954-446-6141** and Front Desk at **954-446-6100** and notify of your location and situation.
- If windows are operable, open the window and if safe, exit through the window. Break windows as a last resort.

Medical Emergency Procedures

In case of a medical emergency:

- Call 9-1-1

Be prepared to provide the following information:

1. Building name
2. Room number or office name
3. Nature of injury
4. Location of injured person
5. Approximate age and sex of injured person
6. Current condition
7. Any know medical history

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- Notify the Campus Emergency Response Coordinator 954-446-6141 and Front Desk 954-446-6100.
- Remain with the person with the medical emergency. Do not move them unless they are in immediate danger or further injury.

In some instances when an employee is injured, the school may be required to complete an OSHA report for the incident. Whenever an employee is injured, please contact a member of the Emergency Response Team to determine whether an OSHA report must be completed for the employee's injury. Regardless of whether an injury requires an OSHA report, the school must complete an incident report and report the incident to CEC's Workers' Compensation insurer. All paperwork must be submitted to the Director of Human Resources. If you need further assistance please contact Sharmane Buchanan 954-446-6137.

For minor injuries, first aid kits are available throughout the campus including the following locations:

1. First Floor **Book Store**
2. Second Floor **Library**
3. Third Floor **IT Help Desk**
4. Fourth Floor **Admissions Front Desk**

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Bomb Threat Procedures

If an employee receives a bomb threat over the telephone, the employee shall attempt to memorize everything heard on the phone, such as exact wording, gender of the caller, caller's accent and speech patterns, background noises, reported bomb location and any details about the timing for the bomb explosion. A checklist for recording such information is attached in **Appendix D** to this Emergency Response Plan.

The employee shall inform a member of the Emergency Response Team of the call. The employee **SHALL NOT** inform any student or other employee of the threat. The Emergency Response Team shall assess the situation, inform the authorities and activate the evacuation procedures, if necessary.

Emergency Response Plan

Severe Weather Preparedness

To prepare your school in the event of a Hurricane it is important to familiarize yourself with the definition of the types of situations that may affect your staff, students and the school.

Listen to reports from the local authorities for additional information or preparation requirements in your specific area.

Knowing the type of storm helps determine your preparation steps:

- **A Tropical Depression** is an organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph (33 knots) or less. Sustained winds are defined as one-minute average wind measured at about 33 ft (10 meters) above the surface.
- **A Tropical Storm** is an organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph (34-63 knots).
- **A Hurricane** is an intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph (64 knots) or higher.
- **A Storm Surge** is a dome of water pushed on shore by hurricane and tropical storm winds.
- **A Storm Tide** is a combination of storm surge and the normal tide (e.g., a 15-foot storm surge combined with a 2-foot normal tide over the mean sea level creates a 17-foot storm tide.)

Know the Difference between "Watches" and "Warnings."

- **Hurricane/Tropical Storm Watch** -- Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours.
- **Hurricane/Tropical Storm Warning** -- Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.
- **Short Term Watches and Warnings** -- These warnings provide detailed information on specific hurricane threats, such as flash floods and tornadoes.

Emergency Response Plan

| Saffir-Simpson Hurricane Scale | | | |
|---------------------------------------|----------------------------------|--|--------------------|
| Scale Number (Category) | Sustained Winds (MPH) | Damage | Storm Surge |
| 1 | 74-95 | Minimal: Unanchored mobile homes, vegetation and signs. | 4-5 feet |
| 2 | 96-110 | Moderate: All mobile homes, roofs, small crafts, flood. | 6-8 feet |
| 3 | 111-130 | Extensive: Small buildings, low-lying roads cut off. | 9-12 feet |
| 4 | 131-155 | Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded. | 13-18 feet |
| 5 | >155 | Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded. | >18 feet |

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WHAT TO DO BEFORE A HURRICANE

1. Listen for local radio or television weather forecasts. Have a battery-powered commercial radio and extra batteries as well because the media will broadcast information on other events as well.
2. Ask your local emergency management office about community evacuation plans relating to your area. Learn evacuation routes. Determine where you would go and how you would get there if you needed to evacuate. Sometimes alternate routes are desirable.
3. Talk to your staff etc., about hurricane issues and the preparation required at the academy.
4. Make plans to secure your property. Tape *does not* prevent windows from breaking. In addition, lock and secure all doors,
5. Learn how to shut off utilities and where gas and water shutoffs are located. Do not actually shut off the gas to see how it works or to show others. Only the gas company can safely turn it back on.
6. Be sure trees and shrubs around your academy are well trimmed. Dead limbs or trees could cause personal injury or property damage.
7. Keep business documents and other important papers in a safe and secure location to prevent from becoming damaged should rain enter the building.

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WHAT TO DO DURING A HURRICANE THREAT

1. Listen to radio or television newscasts. If a hurricane "Watch" is issued, you typically have 24 to 36 hours before the hurricane hits land.
 2. Talk with your staff. Make sure everyone knows where to meet and who to call, in case you are separated.
 3. Prepare your emergency kit to contain the following at a minimum:
 4. Flashlight, extra batteries, blankets, first aid kit, radio, contact information for parents, students and staff; *Candles should not be used in the event of a power loss*; Stock extra drinking water for the short-term.
 5. Stay away from windows and doors
 6. Congregate personnel in a central location within the facility identified as the emergency shelter during the storm and prepare to evacuate if necessary.
 7. Evacuate to an inland location, if:
 - Local authorities announce an evacuation and you live in an evacuation zone.
 - You live in a mobile home or temporary structure - they are particularly hazardous during hurricanes no matter how well fastened to the ground.
 - You live in a high-rise. Hurricane winds are stronger at higher elevations.
 - You live on the coast, on a floodplain near a river or inland waterway.
 - You feel you are in danger.
1. When authorities order an evacuation:
 - Leave immediately.
 - Follow evacuation routes announced by local officials.
 - Stay away from coastal areas, riverbanks and streams.
 - Tell others where you are going.
 2. If you are not required or are unable to evacuate, stay indoors during the hurricane and away from windows and glass doors. Do not be fooled if there is a lull, it could be the eye of the storm - winds will pick up again.
 - If not instructed to turn off, turn the refrigerator to its coldest setting and keep closed.
 3. In strong winds, follow these rules:
 - Take refuge in a small interior room, closet or hallway.
 - Close all interior doors. Secure and brace external doors.
 - Lie on the floor under a table or another sturdy object.

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WHAT TO DO AFTER A HURRICANE

1. Stay where you are if you are in a safe location until local authorities say it is safe to leave. If you evacuated the community, do not return to the area until authorities say it is safe to return.
2. Keep tuned to local radio or television stations for information should you need assistance
3. Contact the Director of Operations if the facility is damage or cannot be utilized.
4. Drive only when necessary. Streets will be filled with debris. Roads will have weakened and could collapse. Do not drive on flooded or barricaded roads or bridges. Roads are closed for your protection. As little as six inches of water may cause you to lose control of your vehicle—two feet of water will carry most cars away.
5. Do not drink or prepare food with tap water until notified by officials that it is safe to do so.
6. Stay away from downed power lines and report them to the power company. Report broken gas, sewer or water mains to the proper offici
7. Use a flashlight to inspect damage.
8. What to prepare should damage occur to the school
 - i. Take photos or videotape of the damage
 - ii. Separate damage and undamaged belongings
 - iii. Keep detailed records of any cleanup costs.

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Lightning/Windstorm Procedures

In case of a severe thunderstorm with lightning, do not leave the building. Bring anyone who is outside to safety inside. Keep away from windows, outside doors, metal fixtures and plug-in electrical appliances. Refrain from using telephones. If in a vehicle in the parking lot, remain in the vehicle. When leaving the building or a vehicle, avoid walking in puddles.

In the event that a tornado is spotted in the area, all employees and students should move to an interior room with no windows or to a hallway as far away from windows as possible. Assume the "duck and cover" position by kneeling on the floor with your head tucked in front of your knees and your arms over your head.

Interior rooms can be but not limited to areas such as: bathrooms, classrooms, stairwells that provide better protection than exterior rooms.

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Police Emergency Procedures

In case of a police emergency, students and employees should not expose themselves to any unnecessary risks. In the event of an emergency, notify a security officer or a member of the Emergency Response Team immediately. If deemed necessary, call the police (911) first and then report the emergency to the security officer or member of the Emergency Response Team.

Police emergencies include:

- intruders and/or trespassers
- assaults or threatened assaults
- stalkers
- robberies
- weapons possession
- intoxication
- illegal drugs
- disruptive, illegal or suspicious behavior
- bombs possession

If the local police are called, the police have the authority over the situation. If the police are not called, the security officer or member of the Emergency Response Team should resolve the situation in a manner that minimizes any threat to students or employees.

Emergency Response Plan

Chemical Spill or Release Procedures

Small/Non-Hazardous Spill

Spills that do not endanger occupants in the immediate area may be cleaned up by staff who have been trained and are properly equipped to handle the type of spill. Consideration should be given to the following:

1. The chemical involved.
2. The amount of chemical spilled.
3. The location of the spill.
4. Availability of clean up materials.

Large/Hazardous Spill

For large spills, extremely hazardous material spills and unidentifiable or unknown chemical spills:

- Notify occupants in the affected and nearby areas.
- Evacuate the area.
- Close off the area if possible.
- Dial 9-1-1.
- Try to stay upwind of the affected
- When the Hazardous Material Emergency Response unit arrives, provide detailed information on the spill.
- Do not re-enter the building until authorized to do so by the Hazardous Material Emergency Response unit.

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Power Outage Procedures

Campus response to a power outage will depend on the circumstances. Information should be obtained from the Campus Emergency Coordinator as to the extent and likely duration of the outage. In many cases, the duration is indeterminable.

1. Assess the extent of the outage in your area. Report status to the Campus Emergency Coordinator.
2. Stay claim. Information may be provided by the Campus Emergency Coordinator to assist answering questions and safe evacuation (if necessary).
3. Help persons in darkened areas to move to safety.
4. Gather personnel belongings (if possible).
5. Gravitate toward emergency lighting that highlights emergency exit locations. Exit the school and travel to the prearranged 'assembly' location.
6. Shutdown any equipment that could be hazardous if the power suddenly comes back on.

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Temporary Space

In the event that your facility is damaged and cannot be used for classes/office space, observe the following procedures:

- Immediately contact the Real Estate Department in Hoffman Estates. They will provide you with instructions concerning obtaining additional space during the period of casualty at the existing space.
- The Real Estate Department will work with the existing landlord to determine how long the repairs will take in order to know the length of time that the temporary space will be necessary.
- If replacement space cannot be obtained quickly, the Real Estate Department will assist you in finding hotel space, which does not have occupancy or instructional restrictions, to conduct classes on a temporary basis until replacement space can be secured.
- If you have multiple facilities and only one is damaged, move classes and office space to one of the other facilities to the extent possible.
- In order to communicate these moves to employees and students, follow the communications protocol delineated in this Emergency Response Plan under the School Closing section for notifying employees and students of the alternate location (i.e. CECIL updates, mass E-Mail messages, etc.)

The Risk Management Department in Hoffman Estates will immediately report the facility damage to CEC's property insurance carrier and will ensure that the claim is processed quickly in order to have contractors rebuilding space as soon after the destruction of the property as possible. Since many of the schools reside in leased facilities, CEC's ability to impact a timely restoration process may be limited.

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Management Succession

All schools shall have a management succession plan in place. This plan shall identify individuals who will step into the place of selected members of the Executive Committee (which includes the President and the heads of Academics, Admissions, Career Services, Finance and Operations) in the event one of the positions is suddenly and unexpectedly vacated.

In addition to the succession in accordance with the succession plan, the school must notify the divisional management team for their assistance and support.

* This will be conducted through AIU Central Administration.

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Appendix A

Initial Checklist

1. **Brief description of the problem:**

2. **Location of the Emergency Operations Center:**

3. **Phone number to contact the Emergency Operations Center:**

4. **Any immediate support requested by the Emergency Management Team:**

5. **Whether or not the facility can be entered: Yes No**

6. **If the facility cannot be entered, the location that the team should use for a work area or meeting place:**

Signed: _____ Date: _____

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Appendix B

Status Report Form

The Emergency Response Team is required to record written status reports monthly.

Date: ____/____/____

Time: ____:____ AM / PM

Name of individual completing report:

Comments:

Next Steps:

Emergency Response Plan

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Appendix C

Alternate Locations

Primary Location

| | |
|---|---|
| Facility Name: N/A | |
| Street Address: | Floor: |
| City/State/Zip: | |
| Contact Person: Alternate Contact: | Phone No: 24 Hour No: FAX No: Other No.: |
| Security Considerations: | |

Alternate Location

| | |
|---|---|
| Facility Name: N/A | |
| Street Address: | Floor: |
| City/State/Zip: | |
| Contact Person: Alternate Contact: | Phone No: 24 Hour No: FAX No: Other No.: |
| Security Considerations: | |

Emergency Response Plan

Emergency Response Plan

American Intercontinental University

Appendix D

BOMB THREAT CALL CHECKLIST

Time of call: _____ Time call ended: _____ Date:
____/____/____

Person receiving call: _____ Ext.:

Listen! Do not interrupt caller. Keep the caller talking. Write down the message and any other comments in the caller's exact words. **Check caller ID, write the number down.**

Exact words used:

Try to keep the caller on the line (ask the following):

When will the bomb go off?

Where is the bomb located?

What will cause it to explode?

What is your name?

What is your address?

What is your call back number?

If he/she won't answer the above, ask:

"At least, tell me if it is located where it will hurt someone"

In a public area? Yes / No

In the lobby? Yes / No

In a restroom? Yes / No

In a stairwell Yes / No

In an office? Yes / No

In a mechanical area? Yes / No

What floor? _____

Emergency Response Plan

BOMB THREAT CALL CHECKLIST
Continued

What does it look like?

What type of explosive is it?

Why did you put the bomb in the school?

Tell the suspect: "You don't want to hurt innocent people. Tell us where it is so we can protect them." When the caller hangs up, call security immediately. Then complete the attached form.

| | | | | | |
|-------------|---------------|----------|----------|----------|-------|
| Phone Booth | Long Distance | Internal | Outdoors | Cellular | Other |
| Comments: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Did person seem to be familiar with the school? Yes / No
Why?

Could you determine the origin of the call? (Circle all that apply)

| Gender | Estimated Age | Manner of Speech: (Circle all that apply) | | | |
|-------------------------|-------------------|---|------------|----------|-----------|
| Male | Child _____ | Angry | Calm | Coherent | Emotional |
| Female | Teenager _____ | Irrational | Incoherent | Internal | Laughing |
| Unknown | _____ | Rational | Righteous | | |
| Additional Information: | | | | | |
| | | | | | |

Emergency Response Plan

BOMB THREAT CALL CHECKLIST
Continued

To the extent possible, provide the following characteristics: (Circle all that apply)

| Speech | Accent | Grammar | Voice | Race | Background Noises |
|-----------|----------|-----------|--------------|------------------|-------------------|
| Disguised | Foreign | Poor | Disguised | Asian | Airport |
| Calm | Local | Average | High Pitched | African American | Animals |
| Excited | Regional | Excellent | Deep | Eastern European | Bar/Restaurant |
| Foul | | | Lisp | European | Factory |
| Slow | | | Nasal | Caucasian | Laughter |
| Normal | | | Stutter | | Music |
| Rapid | | | Young | | Office Machines |
| Loud | | | Middle Aged | | School |
| Soft | | | Old | | Subway |
| Slurred | | | | | Traffic |

ADDITIONAL INFORMATION:

Signature: _____

Date: ___/___/___

**FORWARD COMPLETED FORM TO THE VICE PRESIDENT OF OPERATIONS
ASAP**

Emergency Response Plan

Appendix E

EMERGENCY PHONE NUMBERS

List of Emergency Telephone Numbers - 911

Local Fire Department: (Non-Emergency) 954-765-4321

Local Police & Sheriff: (Non-Emergency) 954-389-2010

**Local Hospital: Cleveland Clinic 954-659-5000
Memorial Hospital West 954-436-5000**

Level One Trauma Center: Broward General Hospital 954-335-4400

**Landlord: Duke Realty - Non-Emergency 954-385-1909
Emergency 888-805-9620**

**Poison Control: 800-222-1222
(www.aapcc.org)**

**American Red Cross: 954-797-3800
(www.arbcc.org)**

Electric Company: Florida Power and Light 954-581-5668

Department of Public Works:

Security Company: 954-347-1160 (after 5pm)

National Hurricane Center: 305-229-4470

Emergency Response Plan

Appendix F

EMERGENCY RESPONSE STAFF

1. School Emergency Coordinator: **Scott Scheaffer**
Alternates: **Stuart Smith, Andrew Blitz**

2. Emergency Response Zone Staff:

| Section | Name | Extension |
|---|--------------|------------------|
| Evacuation Assembly Area 1 ERP Member | H. Shaban | 6107 |
| Evacuation Assembly Area 1 Floor Warden | L. Torres | 6386 |
| Evacuation Assembly Area 1 Floor Warden | T. Pesce | 6381 |
| Evacuation Assembly Area 2 ERP Member | K. Purnell | 6153 |
| Evacuation Assembly Area 2 Floor Warden | S. Buchanan | 6163 |
| Evacuation Assembly Area 2 Floor Warden | C. Sanoir | 6151 |
| Evacuation Assembly Area 3 ERP Member | T. Takach | 6119 |
| Evacuation Assembly Area 3 Floor Warden | A. Oliver | 6172 |
| Evacuation Assembly Area 3 Floor Warden | D. Duncan | 6163 |
| Fourth Floor ERP Member | A. Meizoso | 6115 |
| Fourth Floor Admissions (Fire Exit) Floor Warden | S. Reid | 6186 |
| Fourth Floor Financial Aid Floor Warden | D. Blackman | 6192 |
| Fourth Floor Academics Floor Warden | R. Blake | 6339 |
| Fourth Floor Student Services (Fire Exit) Floor Warden | F. Tous | 6105 |
| Third Floor ERP Member | J. Rodriguez | 6143 |
| Third Floor North West (Fire Exit) Floor Warden | W. Brooks | 6144 |
| Third Floor South East (Fire Exit) Floor Warden | C. Girona | 6144 |
| Second Floor ERP Member | J. Alonso | 6351 |
| Second Floor Library/Learning Center Floor Warden | S. Argov | 6147 |
| Second Floor North West (Fire Exit) Floor Warden | P. Fernandez | 6144 |
| Second Floor South East (Fire Exit) Floor Warden | R. Sotolongo | 6144 |
| First Floor ERP Member | S. Smith | 6138 |
| First Floor North West Side (Fire Exit) Floor Warden | T. Brown | 6169 |
| First Floor South East Side (Fire Exit) Floor Warden | I. Joseph | 6146 |
| | | |
| | | |