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## INTRODUCTION

Advance Science International College is committed to ensuring a safe educational and work environment for all its employees, students, and visitors. The school has prepared an Emergency Preparedness Plan (EPP) to ensure the most effective response possible for the protection of students, employees, and visitors during emergency events that may occur. The purpose of the school's EPP is to determine roles and responsibilities for establishing emergency readiness and response to hazards that may affect the College campus. Priorities for all emergency response activities at ASICollege are as follows:

1. Protection of life.
2. Protection of college property and the surrounding environment.
3. Minimizing the impacts on the served community.

## PURPOSE

The purpose of this plan is to establish a comprehensive, all-hazards approach to incident management, and to guide activities before, during and after a disaster. The school has established this plan to address immediate requirements for major incident/disaster response, where normal operations are interrupted and actions must be taken to:

- Save and protect the lives of students, employees, and the public.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage campus resources effectively during an emergency response.

## EMERGENCY PREPAREDNESS

This plan aims to guide the college's all hazard preparedness, response, recovery and mitigation needs by coordinating information and resources to protect the school students, faculty, staff and visitors, and restoring operations as soon as possible following a disaster. Efforts of preparation involve preliminary actions, before an emergency or disaster, which focuses on long-term solutions to reducing risk and the ability to be in a ready state to respond.

Everyone has a critical role and shared responsibility when it comes to emergencies. Therefore students, faculty and staff are presented with information to be prepared and take appropriate actions to protect themselves when calamity occurs. Some of the basic protective actions described in this plan are similar for multiple hazards. For example, safety is necessary when experiencing all hazards, whether this means sheltering or evacuating depends on the specific emergency. Developing a plan or making an emergency supply kit are the same for accidental emergencies, natural disasters and terrorism. Because there are important differences among potential emergencies that should impact the decisions you make and the actions you take, this school plan is designed around an all-hazards and whole community concept which

develops upon national preparedness efforts, planning frameworks and mission areas to charge protection, mitigation, preparedness, response and recovery functions.

## REMAINED PREPARED

Before a disaster, learn how you will know there is an impending hazardous event. Familiarize yourself with the signs of events that come without warning and know the local advance alerts and warnings and how you will receive them. Knowing about the local emergency plans for shelter and evacuation and local emergency contacts will help you develop your own household and work place plan.

## ESSENTIAL PERSONNEL

Admissions Director	Maritza Leyva	305.626.6002	mleiva@asicollege.edu
Financial Director	Leticia Quan	305.626.6004	lquan@asicollege.edu
Student Services Officer	Elena Fimia	305.626.6007	efimia@asicollege.edu

## COVID-19

- The safety and well-being of our students, faculty and staff remain our top priority. In order to continue the important task of mitigating the aftermath’s consequences of the mortal COVID- 19 pandemic on our campus, ASICollege adheres to [updated guidelines issued by the Centers for Disease Control and Prevention \(CDC\)](#).
- Vaccination remains the most powerful tool to prevent COVID-19 and stop community spread. The school encourages getting the COVID-19 vaccine – for you as well as for your classmates, colleagues, families and the health of the greater community.
- Updated booster vaccines targeting the latest COVID-19 variants are now recommended for those eligible under the Centers for Disease Control and Prevention (CDC) guidelines. A Pfizer- BioNTech booster for ages twelve (12) and older and a Moderna booster for ages eighteen (18) and older are available at select CVS locations. Check for availability. [Schedule a COVID-19 vaccine or booster at CVS](#)
- Masks are still important as an additional layer of protection in situations where you can’t physically distance and in rooms with poor or unknown ventilation. Whichever mask you choose, it will be more effective in protecting you from [COVID-19](#) when combined with other measures. To [stay safe](#), it is also important to keep your distance from other people, avoid crowds, keep rooms well-ventilated, regularly clean your hands and cough into a bent elbow or tissue.

## **ASICOLLEGE EMERGENCY NOTIFICATION SYSTEM**

This is an emergency notification system used to notify the school community of any imminent or immediate threat to life safety. Students, faculty and school staff receives alerts about hazardous weather, criminal threats and other emergency situations. It is designed to reach as many people as possible in a timely manner while also maintaining redundancy should one or several of the methods fail. To achieve this, the system uses multiple methods of communication:

- Phone calls and text messages
- Students Emails accounts
- Direct campus contact
- School ADT fire alarm
- ASICollege Main Webpage

## **EMERGENCY PREPAREDNESS**

The responsibility of the emergency management is to strengthen the resilience of Advance Science International College (ASICollege) through ensuring that the school is prepared to respond to, prevent, recover from, and mitigate against the effects of a wide variety of disasters that could adversely affect the health, safety, and/or general welfare of the students, faculty, staff, and visitors.

The College Director is responsible for directing, planning, organizing and overseeing College-wide emergency management operations and activities.

The College emergency management approach is designed around an all-hazards and whole community concept which expounds upon national preparedness efforts, planning frameworks and mission areas to charge protection, mitigation, preparedness, response and recovery functions.

## **SCHOOL SAFETY INFORMATION AND SERVICES**

### **CRIME PREVENTION**

- Protect your Possessions and Identity - The most frequent crimes are crimes of opportunity. These common-sense steps can be used to guard your personal belongings and your identity.
- Sexual Assault –A heightened sense of awareness and knowing how to be more proactive can help prevent a serious attack.
- Controlling Behavior - Know how to recognize the signs of an unhealthy relationship? Have a strategy for getting out of one? Learn how to deal with emotional abuse and other unhealthy behavior.
- Stalking – Learn simple and effective guidelines to help prevent unwanted attention

from others.

- Everyday Safety-Some dangerous situations are more obvious than others. This section provides easy-to-remember strategies to deal with the everyday situations we often overlook.
- Common-Sense Defense - Simple and memorable instructions and techniques if the unthinkable happens.
- Safe Travel - Holiday travel, winter and spring breaks, and summer vacations can lead to distractions. Learn smart tips for dealing with travel, whether you are near home or far away.
- A common safety tip is ensuring that you never walk alone and to walk in pairs, especially at night.

### **IF YOU SEE SOMETHING SAY SOMETHING**

It is important to understand that factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, the public should report only suspicious behavior and situations (e.g., an unattended backpack in a public place or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or other criminal activity. Only reports that document behavior reasonably indicative of criminal activity related to terrorism will be shared with partner agencies.

## **SUBSTANCE ABUSE**

ASICollege recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol and are committed to providing a drug-free and alcohol-free educational environment, which supports the mission of the school. In compliance with the Federal Drug-Free Schools and Communities Act, the school strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance at the College. Sanctions are in place for those who violate the policy. The school also have information, to its students and employees, about alcohol and drug abuse counseling services available in Miami-Dade County.

## **SEX OFFENDER INFORMATION**

The federal Campus Sex Crimes Prevention Act requires colleges and universities to institutions of higher education to advise the College community where law enforcement information provided by the State concerning registered sex offenders may be obtained. The act also requires registered sex offenders/predators to provide to appropriate state officials notice of each institution of higher education in that state at which the offender/predator is employed, carries on a vocation, or is a student. This information is available at the Admissions office.

## **CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS**

Choosing a postsecondary institution is a major decision for students and their families. Along

with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in *HEA's* Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*. On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety- and security-related requirements for institutions. Specifically, it added:

- A new disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies (*Clery* amendment).
- Implementation and disclosure of emergency notification and evacuation procedures for all institutions (*Clery* amendment).
- Implementation and disclosure of missing student notification procedures for institutions with on-campus student housing facilities (*HEOA*).
- Fire safety reporting requirements for institutions with on-campus student housing facilities (*HEOA*).
- Text clarifying the definition of an on-campus student housing facility (*Clery* and *HEOA*).
- A Program Participation Agreement (PPA) requirement concerning disclosure of the results of disciplinary proceedings to the alleged victim of any crime of violence or a non-forcible sex offense (*HEOA*).

The *Clery Act* requires institutions to disclose statistics for reported crimes based on where the crimes occurred, to whom the crimes were reported, the types of crimes that were reported, the year in which the crimes were reported. Consequently, the Advance Science International College will:

1. Collect, classify and count crime reports and crime statistics.
2. Issue campus alerts. To provide the campus community with information necessary to make informed decisions about their health and safety, the College will:
  - a. Issue a timely warning for any *Clery Act* crime that represents an ongoing threat to the safety of students or employees.
  - b. Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
3. Publish an annual security report containing safety- and security-related policy statements and crime statistics and distribute it to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.
4. Submit crime statistics to ED through participation in a Web-based data collection to disclose crime statistics by type, location and year.

## DISCLOSURE OF ANNUAL SECURITY REPORT

The Annual Security Report (ASR) containing safety- and security-related policy statements and three (3) years crime statistics is disclosed in pdf copy to all College students, prospect students, faculty and staff. ASR electronic copy is available to all students at their request at the Admissions office.

## DISCLOSURE OF CAMPUS CRIME STATISTICS REPORT

The latest annual Campus Crime Statistics Report (CCSR) is disclosed to enrolled students by email and by posted hard copy in all the College Information Boards. CCSR electronic copy is available to all students at their request at the Admissions office.

## REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

In the event of fire or medical emergencies, students must immediately contact Police Department by dialing 911 and then notify the college employees. Students should promptly report all criminal actions and emergencies occurring, on or around the school campus, to the Police Department by dialing 911, and to the college either in person or to the Essential Personnel above listed on this emergency plan.

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Essential Personnel. Reports are kept confidential. Names of victims or witnesses are not disclosed in the crime report. As required by law all criminal acts or other emergencies are properly documented and reported to the local authorities.

## TITLE IX COORDINATOR ON THE SCHOOL WEBSITE

The school website at [asicollege.edu](http://asicollege.edu) contains information about how Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. Specifically, the Title IX regulations require the school to designate a Title IX coordinator, adopt and disseminate a nondiscrimination policy, and put grievance procedures in place to address complaints of discrimination on the basis of sex in educational programs and activities.

## RESPOND

In any emergency, the first thing you should do is call 911 and then afterwards, if it is safe to do so, call the school campus essential personnel at 305.626.6002/6004/6007.

## SEVERE WEATHER

Follow all directives issued by the ASICollege Alert and/or Emergency Responders.

1. Close all doors and stay away from windows.
2. Duck and cover if necessary.

3. If persons are injured, call 911 by any available communications system. If no communications are available, an uninjured person should be sent to find assistance when the situation is safe to do so.
4. All individuals should remain sheltered until an "All Clear" announcement is given, or a messenger reports the same.

## TORNADO WATCH

A local weather condition exists wherein a tornado may develop. The school staff may:

1. Move the students, employees, and visitors away from the windows.
2. Bring all students, employees, and visitors inside the building lobby and see they remain in there.
3. During the time of a tornado watch, keep monitoring the internet, tuned local radio station, or TV station for further information.
4. Have a supply of flashlights ready.

## Tornado Warning

This means that there is a tornado in your area at the present moment.

1. Move the school students, employees, and visitors away from the windows.
2. If possible see that electricity and water are shut off.

## If A Tornado Hits

1. Do not panic. Help from Public safety will be on the way immediately. There will be ambulances, rescue units, police, fireman, etc. arriving within minutes.
2. Remain with the students, employees, and visitors reassuring them. They will react as you do so, therefore, **BE CALM**.

## After The Tornado Occurrence

1. Check all the students, employees, and visitors for any physical injuries.
2. Check for fires throughout the school campus.
3. Staff should turn on electricity and electrical utilities one at the time to see that each one is working and if secure the staff should check the building for any signs or evidence of structural damage.
4. If conditions are not critical **wait for authorities** before moving all individuals toward the building parking lot using the building's available staircase. An independent assessment of any damage of the campus facilities shall be conducted to determine the operational status of the school.

## HAZARDOUS MATERIAL INCIDENT

### Call 911

If it is safe to do so, call the school campus Essential Personnel at 305.626.6002/6004/6007.

1. If vapor cloud threatens building or campus, Shelter in Place.
2. Shut down air handling system/HVAC.
3. Restrict access to the affected area to all but authorized personnel.
4. Maintain perimeter security until help arrives.
5. Coordinate actions until help arrives.

## MEDICAL EMERGENCY

### Call 911

If it is safe to do so, call the school campus Essential Personnel at 305.626.6002/6004/6007.

1. Report the type of emergency, name of the ill/injured person, and the exact location of the incident.
2. If trained, provide first aid.
3. Send another employee to the entrance doorway to direct arriving Emergency Medical Service (EMS) personnel from hallways to the ill/injured person.

## DANGEROUS INDIVIDUAL/ACTIVE SHOOTER/ARMED INTRUDER/HOSTAGE SITUATION

1. Anyone who is aware of a dangerous individual on or in the vicinity of the Campus **should immediately call 911**.
2. If it is safe to do so, call the school campus Essential Personnel at 305.626.6002/6004/6007, or go to the nearest school officer and inform about the situation.
3. Follow all directives issued by the College officers and Emergency Responders.

### IF SAFE TO DO SO:

1. Close and lock interior doors and windows.
2. Move to a safe corner to reduce visibility.
3. Turn off lights (including computer monitors).
4. Verify attendance.
5. Shelter in place until all clear has been given.

## FIRE ALERT

### Call 911

If it is safe to do so, call the school campus Essential Personnel at 305.626.6002/6004/6007.

1. DO NOT assume that it is a false alarm or drill.
2. LEAVE AREA immediately. Follow the posted exit pathway map (either primary or secondary routes).
3. Close doors as you exit your area.
4. Assist others down the stairs (elevators will be shut down during alarms).
5. Meet your group at a rally point, when designated.
6. Account for all persons present; determine persons not present.
7. Report any persons not accounted for to Campus officers and/or law enforcement personnel.

## BOMB THREAT

1. Call 911 and inform them of the threat whether it is credible or not.
2. The Advance Science International College staff receiving the bomb threat would carefully listening and makes note of what is said, the voice tone and any identifying features of the caller. The Director of School must be immediately alerted.
3. The Police Department will have the authorities in concern with the administration to evacuate the Advance Science International College buildings if deemed necessary.
4. Evacuate if ordered so (see the emergency evacuation procedures). The Advance Science International College staff may stay at all times with the group of Advance Science International College employees.
5. If evacuation takes place, no school employee should return to campus offices until the proper authority have cleared the condition for doing so.

### **Bomb Threat Evacuation Procedure**

In the event of a bomb threat, the Police Department personnel in conjunction with the administration will be responsible for ordering and directing the evacuation of the Advance Science International College office building.

1. Remove all school employees, students and visitors out of the immediate danger to a safe are. This may be out of the building if deemed necessary by the Police or the Fire Department.
2. Office rooms and closets should be checked for stragglers.
3. Check the areas of safety to make sure that all school employees are on accounted for.
4. The Authorities will check the bomb.
5. In the event of school building damage a determination will be made whether or not the Advance Science International College buildings may be occupied again.
6. An assessment of damage of educational items will be conducted to determine the operational status of the school.

## GENERAL EMERGENCY

### Call 911

If it is safe to do so, call the school campus Essential Personnel at 305.626.6002/6004/6007. Follow all directives issued by College officers and Emergency Responders.

In the absence of directives by College officers and/or Emergency Responders, do one or more of the following when appropriate:

1. Check halls and restrooms.
2. Close and lock interior doors and windows.
3. Turn-off lights (including computer monitors).
4. Verify attendance.
5. Shelter in place until all clear has been given.
6. Evacuate

## PROCEDURES FOR REPORTING A CRIME OR INCIDENT

### Call 911

If it is safe to do so, call Campus at 305.626.6007.

All students, faculty/staff members, and guests of Broward College are encouraged to report criminal activity, activity of a suspicious nature, and emergencies of any sort that occur at ASICollege campus as soon as possible to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the College community, when appropriate. Students, faculty/staff, and guests should immediately report crimes in progress and other emergencies by dialing 911 and if it is safe to do so, call the school campus Essential Personnel at 305.626.6002/6004/6007.

## TIPS FOR REPORTING CRIMES OR EMERGENCIES

Be prepared to give your location. Take time to learn the campuses, centers, and especially those areas you frequent regularly. Take note of building numbers, names, and landmarks which will help Campus Safety and Law Enforcement respond.

Give as much detail as possible. When reporting a suspicious situation, incident, or emergency, please give as much detail as possible about an individual or vehicle. When giving descriptions about individuals include gender, race, approximate height and weight, physical features, clothing, accessories, and anything else that would help responders to recognize the individual. When describing a vehicle include make, model, color, license plate, unique features, visible damage, and a description of the driver and passengers if any.

## EXTERNAL AREA OF REFUGE DURING EVACUATION

- If there is a major emergency **that requires a building evacuation**, people with disabilities may not be able to evacuate without help **toward the building parking lot.**
- During emergencies, people with disabilities may need assistance with evacuating a building. If there is someone in your class that is blind, deaf, or whose mobility is

restricted by the use of crutches or a walker, simply ask them if they need help. Classmates may use the buddy system when evacuating the building. A workmate can assist these individuals by guiding them to a stairwell, waiting until clear passage is established, and helping them down the stairs.

- Elevators should not be used during an emergency, so people who cannot travel down the stairs should move to the outside area of the stairwells.
- Individuals should wait in the designated area of refuge (the parking lot), away from the path of traffic. Emergency responders may ascend to the building areas to assist with evacuation down the stairs if the situation warrants.
- Your safety is our priority. In the event of an evacuation, please help your fellow students evacuate safely. Look for the Emergency Evacuation Routes posted throughout the College.

## DISASTER PLAN FOR HURRICANES

Hurricane preparedness is a natural part of living in Miami. The civil authorities in charge of disaster preparedness determine the WATCH stage of a hurricane threat. Their emitted alert bulletins shall be used to performing all the preparatory activities that may require so the remaining Advance Science International College employees and educational beneficiaries are protected in a secure and safe building twenty four (24) to forty eight (48) before hurricane landfall. The civil authorities in charge of disaster preparedness determine the WARNING stage of a hurricane threat. Their emitted alert bulletins shall be used to mobilizing the Advance Science International College employees to either their family homes, or shelter.

### HURRICANE WATCH

Hurricane watch means **“May Threaten”**. When the designated civil authorities announce the existence of a Hurricane Watch status, the Advance Science International College Director of School or relief person in charge shall initiate the Hurricane Preparedness Plan and Procedures:

- Windows and glass doors are to be protected with masking tape.
- All doors leading to the outside of the building must be protected by placed sandbags.
- All the Advance Science International College equipment and records that could be damaged must be placed in a safe tight place.
- The school informational database will be used to call all students, instructors and staff to clarify the civil authorities announce of a Hurricane Watch

### HURRICANE WARNING

Hurricane warning means **“Expected to Strike”**. When the designated civil authorities announce the existence of a Hurricane Warning status, the Advance Science International College Director of School or relief person in charge shall initiate the Hurricane Advance Science International College employee mobilization. The student’s contacting information will be used to clarify the civil authorities’ announcement of a **Hurricane Warning**. All of the Advance Science International College staff will be considered “on call” in the event of a hurricane warning.

## Hurricane Category

- 74 - 95 MPH Category 1
- 96 - 110 MPH Category 2
- 111 - 130 MPH Category 3
- 131 - 155 MPH Category 4
- Above 155 MPH Category 5

## DISASTER PREPAREDNESS- SUPPLIES LIST

### Things to Have On Hand at All Times in Office

1. Battery operated radio
2. Battery operated flashlight
3. Extra batteries
4. Lantern
5. Fuel
6. Matches
7. First- Aid Kit
8. Extra flashlight bulbs

## EMERGENCY KIT

A disaster supply kit is simply a collection of basic items your household may need in the event of an emergency. Try to assemble your kit well in advance of an emergency. You may have to evacuate at a moment's notice and take essentials with you. You will probably not have time to search for the supplies you need or shop for them. You may need to survive on your own after an emergency. This means having your own food, water and other supplies in sufficient quantity to last for at least 72 hours. Local officials and relief workers will be on the scene after a disaster but they cannot reach everyone immediately. You could get help in hours or it might take days. Additionally, basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days or even a week, or longer. Your supplies kit should contain items to help you manage during these outages.

## RECOVER

After an incident having response plans in place play a critical role in ensuring coordinated and directed actions that ensure a return to safe and normal operations. The **ASICollege Policies & Procedures Unit 11. School Disaster Plan Guidelines** provides for timely direction, control, and coordination and establishes time-phased implementation procedures to activate various components and units.