

EMERGENCY PREPAREDNESS PLANNING AND IMPLEMENTATION

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EMERGENCY PREPAREDNESS PLANNING AND IMPLEMENTATION
TABLE OF CONTENTS

Emergency Preparedness Planning and Implementation

Job Responsibilities

Organizational Leaders

Department Supervisors

Employee Responsibilities

Disaster Coordinator

Appointment of Disaster Coordinator

Continuity of Operations

Hazard Vulnerability “Risk Assessment”

Disaster Planning Organizational Tree

Program Design

Emergency Management Plan

Patient Class Rating System

Adverse Weather Plan

Hurricane Safety Information

Hurricane Pack

Helpful Hints

Hurricane Watch

Facility Emergency Plan

Emergency Management Drill

Program Employee Teaching

Staff Emergency Preparedness Plan

Student Disaster Instructions

Evacuation Guidelines

Emergency Preparedness Resources

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number:

TITLE: EMERGENCY PREPAREDNESS PLANNING AND IMPLEMENTATION

Effective Date: 8-1-11

Page:

Revised Date: 9-16-15

PURPOSE:

To provide a mechanism to minimize disruption school operations and employee safety during disasters resulting from natural and man-made causes.

POLICY:

The school shall prepare and maintain a comprehensive Emergency Preparedness and Response Plan (EPRP) that is consistent with the standards adopted by national accreditation organizations and consistent with the local special needs plan. The plan shall be updated annually and shall provide for continuing your school's services during an emergency that interrupts school operations.

The plan shall describe how the school establishes and maintains an effective response to emergencies and disasters, including:

- notifying staff and students when emergency response measures are initiated;
- providing for communication between staff members, county health departments, and local emergency management agencies, including a backup system;

PROCEDURE:

The school must take the following action to develop, maintain, and implement an emergency preparedness and response plan (EPRP):

1. The School Director, disaster coordinator, alternate disaster coordinator and, based on the school's organizational chart, other school leaders designated by the School Director will be involved in the development of the EPRP.
2. The School Director will designate an employee by title, and at least one alternate by title, to act as the school's disaster coordinator.
3. The school shall develop a continuity of operations business plan to address emergency financial needs, essential functions for student services, critical personnel, and how to return to normal operations as quickly as possible.
4. The school shall conduct a risk assessment to identify the potential disasters from natural and man-made causes most likely to occur in the school's service area.

Location: TX

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number: Page:	TITLE: EMERGENCY PREPAREDNESS PLANNING AND IMPLEMENTATION	Effective Date: 8-1-11 Revised Date: 9-16-15
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PROCEDURE (CONT'D):

5. The EPRP will include a description of the actions and responsibilities for school staff in each phase of emergency planning, including mitigation, preparedness, response, and recovery. In the response and recovery phases, actions and responsibilities when warning of an emergency is not provided shall be included.
6. The disaster coordinator will monitor disaster-related news and information, including after hours, weekends, and holidays, to receive warnings of imminent and occurring disasters when known. News and information sources may include television, radio, internet, emergency broadcast channels, and/or internal school communications.
7. The following actions will occur as part of the response and recovery phases of the EPRP:
 - a. the School Director or designee will initiate each phase;
 - b. the School Director or designee as part of the school's communication protocol will communicate with:
 - (1) Leaders and owners (as applicable)
 - (2) staff;
 - (3) students
 - (4) county and city emergency management officials if needed during and after an event
 - (5) state, and federal emergency management entities if warranted by the nature of the event, and
 - (6) other entities as applicable, including emergency medical services; and other healthcare providers and suppliers; and
 - c. the primary mode of communication will be by phone or cell phone. If the primary mode of communication fails other methods may include, but not limited to CB radios, satellite phones, internet technology, and/or HAM radio. The school uses the REMIND ME 101 app and website to communicate during emergencies.
8. The school will discuss and provide the following information to each student upon enrollment to the school:
 - a. the actions and responsibilities of school staff during and immediately following an emergency;
 - b. the student's responsibilities in the school's EPRP. The student's responsibilities will be included as part of the rights and responsibilities given to each student upon enrollment ;
 - c. a list of community disaster resources that includes direct contact information that can assist a student during a disaster-related emergency, such as those provided by local, state, and federal emergency management agencies, including the special needs registry maintained by the state; and
 - d. materials that describe survival tips and plans for evacuation and sheltering in place.

Location: TX

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number:

TITLE: EMERGENCY PREPAREDNESS PLANNING AND IMPLEMENTATION

Effective Date: 8-1-11

Page:

Revised Date: 8-22-11

PROCEDURE (CONT'D):

9. The school will release student information as allowed by law in the event of a disaster-related emergency in accordance to the school's Clinical Records and HIPAA policies.
10. The school shall develop and implement procedures as part of the school's staffing policies to orient and train employees, volunteers, and contractors about their responsibilities in the school's emergency preparedness and response plan.
11. The School Director and other individuals designated by the School Director shall complete an internal review of the plan at least annually, and after each actual emergency response, to evaluate its effectiveness and to update the plan as needed.
12. As part of the annual internal review, the school will test the response phase of its emergency preparedness and response plan in a planned drill if not tested during an actual emergency response.

Location: TX

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number:

TITLE: EMERGENCY PREPAREDNESS PLANNING AND IMPLEMENTATION

Effective Date: 8-1-11

Page:

Revised Date: 8-22-11

PROCEDURE (CONT'D):

13. The school will make a good faith effort to comply with the requirements of this section during a disaster. If the school is unable to comply with any of the requirements of this section, it must document in the school's records attempts of staff to follow procedures outlined in the school's emergency preparedness and response plan.
14. If written records are damaged during a disaster, the school shall not reproduce or recreate student records except from existing electronic records. Records reproduced from existing electronic records must include:
 - a. the date the record was reproduced;
 - b. the school staff member who reproduced the record; and
 - c. how the original record was damaged.

The school scans in its students' records with an external back up in the event of an emergency.

15. If temporarily relocating a place of business, the school must provide the Department of Education, The Texas Board of Nursing, COE, and the Texas Workforce Commission with:
 - (1) the license number for the place of business and the date of relocation;
 - (2) the physical address and phone number of the location; and
 - (3) the date the school returns to a place of business after the relocation.
- a. If temporarily expanding the service area to provide services during a disaster, the school must provide:
 - (1) the license number and revised boundaries of the service area;
 - (2) the date the expansion begins; and
 - (3) the date the expansion ends.

Location: TX

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JOB RESPONSIBILITIES

ORGANIZATIONAL LEADERS

The school leaders have the ultimate responsibility for the implementation and development of the emergency preparedness and response plan and assurance of compliance with federal, state, accrediting body, and local disaster planning standards.

Leaders will:

1. Actively support the school emergency preparedness and response plan.
2. Support and require all employees to participate in the emergency preparedness and implementation work practices.
3. Provide budget approval for recommended emergency preparedness and implementation objectives.
4. Support a team approach to improving organizational performance related to management of organizational and patient care environments.
5. Review the emergency preparedness and response plan at least annually.
6. Authorize and approve emergency planning and response program changes.
7. Follow up regarding internal and external emergency planning and implementation recommendations.

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JOB RESPONSIBILITIES**

DEPARTMENT SUPERVISORS

The **Supervisor** is one of the **key** persons in the emergency preparedness and response plan because of the nature of his/her duties and the chain of command. These jobs or duties, done correctly, provide a comprehensive approach to a disaster that could affect the community's need for services or the school's ability to provide those services. For this reason, Supervisors have the responsibility and authority for staff communications and implementation of the EPRP in their departments or areas.

Supervisors will:

1. Orient and train employees in EPRP practices and the EPRP requirements of the organization as related to their area of responsibility.
2. Supervise to assure that no unsafe conditions or practices are permitted in their area, when feasible.
3. Supervise to assure that employees are adequately educated and are knowledgeable of the school's EPRP.
4. Participate in employee evaluations regarding adherence to the school's EPRP guidelines.
5. Participate in reporting and documenting as related to the EPRP and response involving employees, students, Visitors, or organizational and patient care sites.
6. Participate in the school emergency planning and response meetings as indicated.
7. Support and participate in performance improvement and quality control activities related to EPRP management.

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JOB RESPONSIBILITIES**

EMPLOYEE EPRP RESPONSIBILITIES

The employee should be most concerned for his/her own safety during a disaster. In addition, all employees have certain duties to assure the safety of other employees, students, volunteers, and visitors. These include:

1. Knowing their job responsibilities and always applying safe work practices.
2. Recognizing the hazards of the job and taking precautions to assure safety to themselves and others.
3. Informing their supervisor of hazards and recommending how to eliminate them, or how to improve EPRP performance.
4. Actively participating and cooperating in the overall EPRP program.
5. Appropriately utilizing and maintaining equipment as related to disaster planning.
6. Preventing injury to themselves and to others.
7. Participating in performance improvement and quality control activities related to EPRP management as indicated.
8. Educating others regarding EPRP practices.

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JOB RESPONSIBILITIES**

DISASTER COORDINATOR

The School Director will have a designated Disaster Coordinator who is responsible for coordinating the loss control activities and administering the EPRP program with assistance from the School Director , Alternate School Director , and others as needed.

The Disaster Coordinator will:

1. Coordinate loss control activities of the school in conjunction with the School Director and Alternate School Director .
2. Act as a liaison between the school and outside disaster agencies.
3. Coordinate the establishment of minimum emergency planning and implementation standards, rules and regulations and ensure that employees are aware of these regulations.
4. Ascertain safe disaster practices and conditions are established, when possible.
5. Complete, as indicated, and review all Confidential Report of Occurrence Forms related to disaster planning and implementation to ensure that recommendations are acted upon. These reports will be used for analysis of trends.
6. Coordinate training programs for employees and managers regarding all aspects of the school emergency preparedness and response plan.
7. Stimulate employees' interest in EPRP issues through motivation when appropriate.
8. Establish and preside over emergency planning and implementation meetings.
9. Follow-up in conjunction with the School Director on the completion of EPRP recommendations of emergency planning and implementation meetings.
10. Post emergency phone number(s) for local, state, and federal disaster/emergency response agencies.
11. Support and participate in performance improvement and quality control activities related to emergency planning and implementation at least annually and as needed.
12. Perform other duties as needed.

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APPOINTMENT OF DISASTER COORDINATOR**

The School Director must appoint a Disaster Coordinator as well as a similarly qualified alternate to serve as Disaster Coordinator in the absence of the Disaster Coordinator.

_____, _____ shall function as the Disaster Coordinator.
Name Title

_____, _____ shall function as the Alternate Disaster Coordinator.
Name Title

_____ School Director Signature _____ Date

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CONTINUITY OF OPERATIONS**

The following guidelines will be considered in an effort to ensure a continuity of operations business plan to address emergency financial needs, essential functions for student services, critical personnel, and how to return to normal operations as quickly as possible.

Establish Authority

Demonstrate management’s commitment and promote an atmosphere of cooperation by “authorizing” the planning group to take the steps necessary to develop a plan. The group shall be led by the School Director of the school.

Establish a clear line of authority between group members and the group leader, though not so rigid as to prevent the free flow of ideas.

The Governing Body shall support the school’s commitment to emergency management.

Establish a Schedule and Budget

The School Director will establish work schedules and planning deadlines. Timelines can be modified as priorities become more clearly defined. An initial budget will be developed for such things as research, printing, seminars, consulting services and other expenses that may be necessary during the development process

Contingency Planning

Plan for all possible contingencies from a temporary or short term disruption to a total communications failure using the following criteria:

- Consider the everyday functions performed by the school and the communications, both voice and data, used to support them.
- Consider the business impact if your communications were inoperable. How would this impact your emergency operations?
- Prioritize all facility communications. Determine which should be restored first in an emergency.
- Establish procedures for restoring communications systems.
- Talk to communications vendors about their emergency response capabilities. Establish procedures for restoring services.
- Determine needs for backup communications for each business function. Options include messengers, telephones, portable microwave, amateur radios, point-to-point private lines, satellite, high-frequency radio.

Emergency Communications

Consider the functions your school might need to perform in an emergency and the communications systems needed to support them. Consider communications between:

- Emergency responders
- Responders and the Incident Commander (IC)
- The IC and the Emergency Operations Center (EOC)
- The IC and employees

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- The EOC and outside response organizations
- The EOC and neighboring businesses
- The EOC and employees' families
- The EOC and customers
- The EOC and Planning Considerations

Consider making contractual arrangements with vendors for such post-emergency services as records preservation, equipment repair, earthmoving or engineering.

Meet with your insurance carriers to discuss your property and business resumptions policies.

Determine critical operations and make plans for bringing those systems back on-line. The process may entail:

- Repairing or replacing equipment
- Relocating operations to an alternate location
- Contracting operations on a temporary basis

Take photographs or videotape the facility to document company assets. Update these records regularly

Resuming Operations

Immediately after an emergency, take steps to resume operations.

- Establish a recovery team, if necessary. Establish priorities for resuming operations.
- Continue to ensure the safety of personnel on the property. Assess remaining hazards. Maintain security at the incident scene.
- Conduct an employee briefing.
- Keep detailed records. Consider audio recording all decisions. Take photographs of or videotape the damage.
- Account for all damage-related costs. Establish special job order numbers and charge codes for purchases and repair work.
- Follow notification procedures. Notify employees and students of status of school property. Notify off duty personnel about work status. Notify insurance carriers and appropriate government agencies.
- Protect undamaged property. Close up building openings. Remove smoke, water and debris. Protect equipment against moisture. Restore sprinkler systems. Physically secure the property. Restore power.
- Conduct an investigation. Coordinate actions with appropriate government agencies.
- Conduct salvage operations. Segregate damaged from undamaged property. Keep damaged goods on hand until an insurance adjuster has visited the premises, but you can move material outside if it's seriously in the way and exposure to the elements won't make matters worse.
- Take an inventory of damaged goods. This is usually done with the adjuster, or the adjuster's salvor if there is any appreciable amount of goods or value. If you release goods to the salvor, obtain a signed inventory stating the quantity and type of goods being removed.
- Restore equipment and property. For major repair work, review restoration plans with the insurance adjuster and appropriate government agencies.
- Assess the value of damaged property. Assess the impact of business interruption.
- Maintain contact with customers and suppliers

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HAZARD VULNERABILITY “RISK ASSESSMENT”

SCHOOL NAME: _____	SECTION: HAZARD VULNERABILITY ANALYSIS
APPROVED: _____ (DATE) POLICY & PROCEDURE COMMITTEE AND QAPI COMMITTEE	SUBJECT: EMERGENCY PREPAREDNESS PLANNING

Event Parameter	Probability		Risk/Potential Related to Impact						Current System Preparedness				Score	Total Score
	High	Low	Loss Life	Temp Loss Function	Hospital Enrollment	Moderate Clinical	Minimal Clinical	No adverse outcome	Poor	Fair	Excellent	Mandated		
	5	1	5	4	3	2	1	0	4	3	2	1		

Based on the evaluation of the goals and program (or portions of the program) the following revisions are recommended:

The goal of the program is to conduct a risk analysis of emergencies and potential natural disasters, and to be compliant with the State, Federal, accrediting bodies (as applicable), guidelines for disaster preparedness.

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RISK ANALYSIS:**

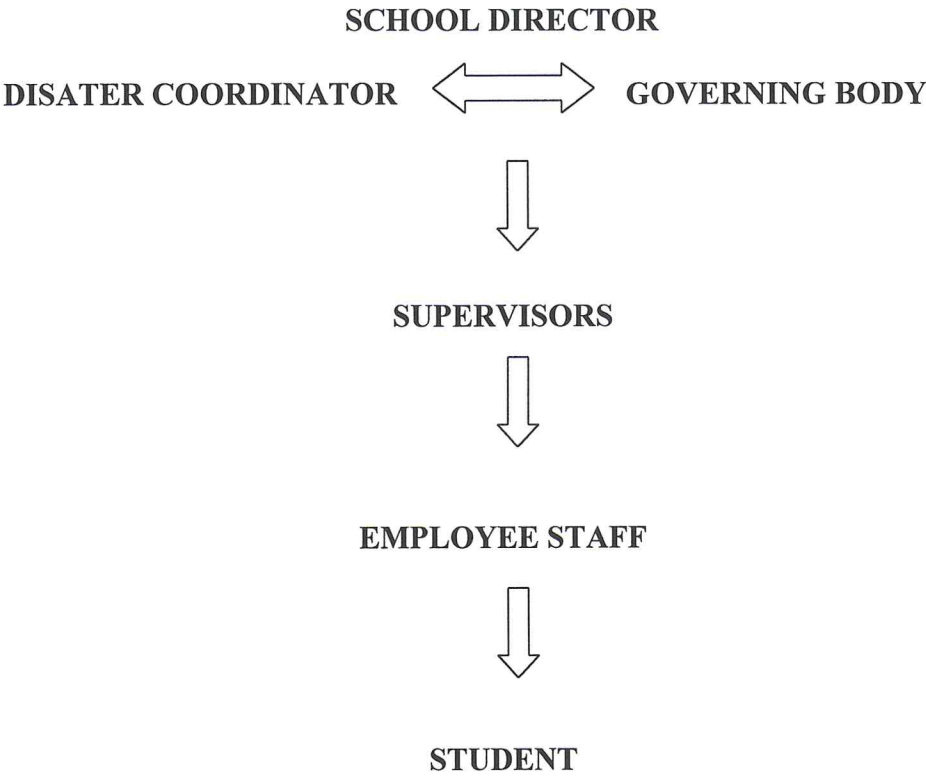
Risk Analysis completed, and based upon identified potential natural disasters and other such events in the health care community that potentially could affect this school's students. We have identified due to the hazard vulnerability analysis that the school is implementing the following response to a natural or manmade disaster: (see risk analysis on this report)

RESPONSE TO A POTENTIAL EMERGENCY (NATURAL OR MANMADE) AND DISASTERS:

- 1) All staff will be immediately notified to be on standby due to a potential emergency.
- 2) The school leaders will work with the local community and governmental agencies in reporting a potential emergency.
- 3) The staff will follow company policies and procedures relating to emergency preparedness.

Recommended changes in the results of the program for risk analysis:

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DISASTER PLANNING ORGANIZATION TREE**



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PROGRAM DESIGN

Goals of the Emergency preparedness and response plan will be achieved by:

1. Orienting and instructing all staff, volunteers, and students:
 - a. Regarding appropriate EPRP practices
 - b. To recognize pending disasters
 - c. To provide disaster instructions to team members, students and volunteers.
 - d. To report EPRP related accidents/illnesses and occurrences.
2. Making each staff member accountable for evaluation of emergency planning practices.
3. Maintaining a proactive disaster evaluation, which analyzes and utilizes data to improve organizational performance.

The design of the emergency preparedness and response plan addresses the environment of organizational sites and environments in which students receive care. Environment of organizational sites includes all the school offices; vehicles, as well as employee, student and visitor related disaster issues. Components of the disaster program addressing environment of organizational sites include:

1. A system for reporting and documenting disaster related accidents, illnesses and safety hazards related to employees, students, visitors and the environment of organizational sites.
2. Security.
3. Hazard communication.
4. Emergency Preparedness.
5. Fire Safety.
6. Medical Emergencies/First Aid
7. Educational Programs.

Education related to the emergency planning and implementation program will be provided to all employees and students during their initial orientation and at least annually thereafter. Ongoing education will be provided as needed.

Compliance with federal, state and local laws and regulations and standards of accrediting agencies are considered an integral part of the design of the program.

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EMERGENCY MANAGEMENT PLAN**

Facility Name: _____

Date of Review: _____

Annual Review Date: _____

Emergency management team members:

1. **School Director** _____

2. **Alternate School Director** _____

3. **Disaster Coordinator:** _____

4. **Other:** _____

5. **Other:** _____

Hazard Vulnerability Risk Assessment Analysis: (see attached)

Local Emergency Management contact persons:

Fire Department: Number: 9-1-1

Police Department: Number: 9-1-1

American Red Cross Number: _____

MITIGATION: Those activities an organization undertakes in attempting to lessen the severity and impact of a potential emergency.

Specific procedures the school has taken to lessen the severity and impact of a potential emergency and prepare for and respond to an emergency includes:

1. Priority coding students in the event of disaster or emergencies
2. Power back up systems
3. Annual emergency drill to prepare in the event of real emergency
4. Train staff to prepare them in the event of emergencies
5. Be aware of resources available and how to contact them in the event of an emergency

**THE VOCATIONAL NURSING INSTITUTE, INC.
EMERGENCY PREPAREDNESS PLAN INITIATION**

PURPOSE:

To provide a mechanism to minimize disruption in-school operations and promote Student and employee safety in emergency situations.

RESPONSIBILITY:

In most situations, Students, volunteers, and employees have the primary responsibility for their own care during a disaster. However, to insure the health and safety of our students, assistance will be offered by School personnel.

The School Director is ultimately responsible for directing employees in the stages of the Emergency Preparedness Plan.

When the plan must be initiated after normal business hours, the Program Director and Assistants may be required to notify the School Director who will begin the implementation of the plan.

The School Director with assistance of the Alternate School Director (as applicable) will notify his/her staff and evaluate Student needs..

General Information Related to Emergency Preparedness Plan

1. If disaster conditions do not permit the plan to be implemented in the stages outlined due to the suddenness of the disaster, etc., the procedures will be followed as closely as possible giving priority to Student and employee safety.
2. When there is a warning of a disaster, contact your immediate supervisor for instructions.
3. If telephones are down, all staff should report to their respective offices, as they are safely able, for coordination of scheduling.
4. Immediately prior to or during a disaster, do not report to work if conditions are unsafe for travel.
5. Employees should keep their list of school personnel phone numbers (and Emergency Plan Roster as appropriate) with them.

Monitoring and evaluation of the Emergency Preparedness Plan will be done after it has been put into effect. During years when this plan is not used, the plan will not be monitored, but will be reviewed. Any time that this plan is activated, at a reasonable point following the emergency, the actions of the group involved will be reviewed and the overall effectiveness of the plan will be evaluated. Updates and revisions will be made as required.

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ADVERSE WEATHER PLAN (EXCLUDING HURRICANES)**

When the weather becomes such as to endanger school personnel (i.e. flooding, fog, high winds, etc) the school will close and notify its students.

PROCEDURE

1. The School Director or Alternate School Director (as applicable) will communicate to evaluate the extensiveness of weather conditions. Managers or designees will notify staff regarding decisions as appropriate using the Emergency Plan Roster.
2. All school personnel safely able to report to the office will do so.
3. Students will be notified of any change in visit scheduling by nursing staff coordinated by the School Director or Alternate School Director (as applicable) or designee.

DISASTER INSTRUCTIONS

In the event of a disaster (man-made or natural) that could cause a **MAJOR DISRUPTION** in your school's services:

1. A REMIND ME app notice will go out regarding school closures.
2. If phone service is not available, staff will coordinate via the web site and any others means available.
3. You may call the school office to voice needs or concerns.

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HURRICANE SAFETY INFORMATION

In the event of a mandatory evacuation due to an approaching storm system, we would like to inform you of the following:

- * You should plan to have at least a one-week supply of your current prescription medications. Please keep your medications with you at all times.

You should plan to have at least one week of water supply and pantry shelf supplies in the event of loss of electricity and water.

- * **The School may be closed for several days due to weather conditions.**

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Please make a **HURRICANE PACK** for yourself or ask a family member to assist you in making one. You should be prepared to feed yourself and your family for three to four days without electricity.

Below is a sample list of items you might need for your **HURRICANE PACK**.

3 DAY FOOD SUPPLY FOR 4 PEOPLE

- *** Meat or meat substitutes: 4 to 6 cans
- *** Fruits: 6 cans
- *** Fruit Juices: 3 to 4 cans
- *** Vegetables: 6 cans
- *** Soups: 2 to 3 cans
- *** Bread (including crackers, tortillas)
- *** Prepared cereals, sealed and placed in airtight containers
- *** Hard candies
- *** Dried fruits
- *** Spices, including salt and pepper
- *** Instant decaffeinated coffee or tea
- *** Sugar or sugar substitutes if diabetic
- *** Bleach or 2% tincture of iodine for water purification
- *** Manual can opener
- *** Paper plates, cups, napkins and towels
- *** Plastic or disposable eating utensils
- *** Aluminum foil
- *** Enamel or plastic dish pan
- *** Matches (in waterproof container)
- *** Canned heat source
- *** Sharp knife
- *** One quart container
- *** Candles, flashlight
- *** Batteries
- *** Battery operated radio
- *** Detergent
- *** Saucepan or skillet
- *** Distilled water or bottled water

Start your **HURRICANE PACK** by obtaining a few items every time shopping is done. If you wait until the hurricane hits, you may not be able to find all of the items you need.

HELPFUL HINTS

- *** Foods in the refrigerator and freezer will keep longer if you do not open the doors. Therefore, open refrigerator or freezer doors only when absolutely necessary.
- *** Keep a supply of ice ready to use in the freezer to keep foods frozen. Freeze water in old milk cartons.
- *** Prepare meals so there are no leftovers.
- *** If you have a camp stove or grill, keep ample supplies so that you can use it to prepare meals.
- *** Use as many perishables from your refrigerator the first day so they will not spoil.

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PLEASE ASK FAMILY OR NEIGHBORS TO HELP YOU WITH THE FOLLOWING:

WHEN A HURRICANE WATCH IS ISSUED:

- * Plan to evacuate to a designated shelter at the earliest time possible. Shelters will be announced publicly on TV and radio. Or, you can call the American Red Cross for the location of the nearest shelter.
AMERICAN RED CROSS: _____
- * Check frequently for official bulletins on radio and/or television.
- * Fuel vehicle; remember that gas pumps require electricity to operate.
- * Check mobile home tie-downs.
- * **CHECK QUANTITY OF SPECIAL MEDICINES AND DRUGS**
- * Tape, board, or shutter windows to prevent shattering.
- * Secure lawn furniture, garbage cans, garden tools, toys and any loose objects that can become deadly missiles in a hurricane.
- * Wedge sliding glass doors to prevent them from lifting off tracks.
- * If time and weather permit, check for loose rain gutters and down spouts.
- * If considering moving to a shelter, make arrangements for pets, they are not allowed in shelters.

WHEN A HURRICANE WARNING IS ISSUED:

- * Stay tuned to your radio and/or TV for National Weather Service bulletins.
- * **LEAVE MOBILE HOMES.**
- * Board up garage and porch doors.
- * Elevate or move valuables to upper floors if you are in a flood prone area. Place valuables and irreplaceable documents in waterproof containers and store in highest possible area.
- * Bring pets inside.
- * Fill plastic containers and bathtub with several days' supply of drinking water.
- * Turn refrigerator to maximum cold and do not open unless necessary.
- * Use telephones only in emergency.
- * Move boats on trailers close to house and fill with water to weigh down. Lash boat securely to trailer and use tie-downs to anchor trailer to ground or house.
- * Draw drapes across windows and doors to protect against flying glass.
- * Stay indoors on the downwind side of the house and away from windows.
- * **DO NOT BE TEMPTED TO GO OUTSIDE DURING THE BRIEF CALM AS THE EYE PASSES; THE LULL CAN END SUDDENLY WITH FULL HURRICANE FORCE WINDS FROM THE OPPOSITE DIRECTION.**

IF YOU ARE TOLD TO EVACUATE:

- * Leave early - in daylight if possible.
- * Shut off water and electricity at main valves.
- * Take small valuables and important papers such as deeds, insurance policies and property inventories, but travel light.
- * Leave food and water for pets.
- * Take blankets or sleeping bags, flashlights, special foods, any medications required, and lightweight folding chairs.
- * **Do not take pets, alcoholic beverages or weapons of any kind** to a shelter.
- * Lock your house.
- * Register every person that arrives with you at the shelter.

**THE VOCATIONAL NURSING INSTITUTE, INC.
SCHOOL EMERGENCY PLAN**

PURPOSE

In an attempt to assure to the extent possible the safety of all employees, students, and visitors in this school at the time of an emergency, such as but not limited to natural disasters, fire, explosions, bomb threats and medical emergencies.

PROCEDURES

In the event of a school emergency:

1. Call 911.
2. Alert others in the office regarding the emergency.
3. Evacuate the premises. Evacuation routes are posted in all work areas showing primary & secondary routes for evacuation of the building to a safe predetermined location for a head count. (front gate)
4. The School Director, Alternate School Director (as applicable), or designees will be responsible for a head count.

A school evacuation training drill will be conducted at least annually and documented by the Safety Coordinator and Safety Officers. This plan will be reviewed annually and revised as needed.

Specific procedures to lessen and recover from the hazard emergencies as identified above:

1. Fire extinguisher in good working order in office
2. Extra water in the office
3. Maintain and keep up to date those students who would need hospitalization if an emergency or power outage occurred.
4. Backup system of computerized Student data in case of power loss or loss of building.
5. Other: _____
6. Other: _____

Location of Staff to meet during drill: In front of building in the parking lot

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Recovery Process:

The following describes the recovery process required in order to recover from the priority emergencies as identified by the hazard vulnerability analysis.

1. Assess the amount of damage to the office, computer systems, processes, equipment and supplies.
2. Assess the amount of damage to the school building by trying to contact them via phone, if phone service and power is out, then by driving by as applicable.
3. Begin to assemble an updated Student census identifying which students have been located and where they are at. Utilize community resources, hospitals, and shelters to try and identify where they are at.
4. Begin to resume systems and processes as able.
5. Notify the State office if you need to temporarily suspend services, if the office has been destroyed and/or of the temporary location that you will be providing services from as applicable.
6. Access all backup files as needed or as applicable for computer systems.
7. Make a list of all tasks needing done based upon the amount of damage, type of damage, and communicate 7 closely with staff and students as able.

Prepared by: _____

Emergency Management Drill:

Date of Drill: _____

Attendees: _____

The school activated its emergency management drill. The following was noted during the drill:

- All staff responded appropriately
- Staff was aware of the chain of command
- Evacuation of the building was accomplished and all staff met at appropriate location.
- Student data safely secured

Total time to complete drill: _____ minutes/hours

Comments: _____

Problems identified during the Drill:

Prepared by:

Name/Title

**THE VOCATIONAL NURSING INSTITUTE, INC.
PROGRAM EMPLOYEE TEACHING**

At the time of enrollment and employment, before starting the course or job, the new student/employee will receive information about the school emergency preparedness planning and implementation policies.

Employee specific job instructions will include EPRP instructions. No one is expected to do a job he/she does not understand. Employees are urged to ask questions about any part of their work that they do not understand, and supervisors will answer questions willingly. EPRP training will be conducted for all employees when new disaster procedures or processes are introduced into the work environment that would affect work practices.

**THE VOCATIONAL NURSING INSTITUTE, INC.
STAFF & STUDENT EMERGENCY PREPAREDNESS PLAN**

Know your school's emergency preparedness plan

- Know who to report to and procedures to follow
- Be prepared to assume tasks/roles out of your ordinary job description
- Ensure credentials are up to date and with you
- Know how supplies will be procured for students
- Know the communication tree

Have the automobile equipped

- Full tank of gas
- Identify gas stations that have emergency/backup power
- Shovel
- Blankets
- Portable battery operated or crank radio
- Cell phone charger
- Portable battery operated or crank flashlight
- Booster cables
- Bottled water and non-perishable high energy foods, such as granola bars, raisins and peanut butter
- Flares
- Tire repair kit
- Fire extinguisher (5 lb, A-B-C type)

Have alternate communication devices available for use

- Charged cell phone
- Portable phone
- Satellite phone

Establish a family preparedness plan

- Have a family communication plan
- Identify a point of contact that is out-of-town or in another state
- Escape routes
- Evacuation plan
- Plan for pets

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EVACUATION GUIDELINES

Always:	If time permits:
Keep a full tank of gas in your car if an evacuation seems likely. Gas stations may be closed during emergencies and unable to pump gas during outages. Plan to take one car per family to reduce congestion and delay.	Gather your disaster supplies kit.
Make transportation arrangements with friends or your local government if you do not own a car.	Wear sturdy shoes and clothing that provides some protection, such as long pants, long sleeved shirts, and a cap.
Listen to a battery powered radio and follow evacuation instructions.	Secure your home: <ul style="list-style-type: none"> • Close and lock doors and windows • Unplug electrical equipment, such as radios and televisions, and small appliances such as toasters and microwaves. Leave freezers and refrigerators plugged in unless there is a risk of flooding.
Gather your family and go if you are instructed to evacuate immediately.	Let others know where you are going.
Leave early enough to avoid being trapped by severe weather.	
Follow recommended evacuation routes.	
Do not take shortcuts, they may be blocked.	
Be alert for washed out roads and bridges. Do not drive into flooded areas.	
Stay away from power lines.	

**THE VOCATIONAL NURSING INSTITUTE, INC.
EMERGENCY PREPAREDNESS RESOURCES**

Texas Transportation Assistance Registry:

www.211texas.org

Dial 2-1-1 or call toll free alternate access number at 1-877-541-7905. For TTY access, please dial 1-877-833-4211.

The National Organization on Disabilities Emergency Preparedness Initiative:

www.nod.org/emergency/index.cfm

Emergency Preparedness for People with Disabilities:

www.ilrcsf.org/Publications/prepared/pdf/Emergency_Preparedness.pdf

Emergency Evacuation Preparedness: Taking Responsibility for Your Safety – A Guide for People with Disabilities and Other Activity Limitations by June Isaacson Kailes, Disability Policy Consultant:

www.cdihp.org/evacuationpdf.shtm

FEMA -Federal Emergency management School: Individuals with Special Needs

www.fema.gov/plan/prepare/specialplans.shtm

Disability Preparedness Center

www.disabilitypreparedness.gov/

Disability Preparedness DHS

www.disabilitypreparedness.gov/

The Centers for Disease Control and Prevention Emergency Preparedness

www.emergency.cdc.gov/

The Red Cross

www.redcross.org/services/0,1103,0_313_00.htm

Food and Drug Administration: State Health Departments

www.fda.gov/oca/sthealth.htm

Ready.gov

www.ready.gov/

THE VOCATIONAL NURSING INSTITUTE, INC.

Policy and Procedure Manual

Missing Student Procedure

If there is reason to believe that a student is missing from the premises, whether or not the student resides on campus, Campus Police and the School Director will make every possible effort(s) to locate the student and determine his/her state of well-being in accordance with school policy. The school will notify the policy immediately if unable to locate the student after exhausting all known options available to the school.

- The School Director will coordinate efforts to locate the student,
- If the student lives off-campus, the School Director or designee will enlist the support of local police; concurrently, The Vocational Nursing Institute, Inc. (VNI) officials will make every effort to determine the student's whereabouts through contact with friends, associates, teachers, and/or the student's employer.
- If the student is located, verification of the student's state of health and intention of returning to VNI shall conclude the search.
- If the student is not located, the School Director or designee shall notify the immediate family within 24 hours of receiving the initial missing student report that the whereabouts of the student is unknown.
- If the missing student resides off-campus, family members or associates are encouraged to file an official missing person's report with the local police department. Campus Police as applicable, and Student Services will cooperate, aid, and assist local and state law enforcement officials as prescribed by law and/or mutual aid agreements.
- If the student is under the age of 18 years and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student; and
- Advise students that the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless local law enforcement agency was the entity that made the determination that the student was missing.

All relevant law enforcement agencies in the area, including those of the student's normal route(s) of travel and his or her hometown P.D. will be notified and asked to render assistance with the search. All law enforcement agencies involved in the search will receive routine investigation status reports issued by VNI Campus Police during the course of the investigation

All student information relating to contact information will be registered confidentially, and will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Each student is

FIRE SAFETY RELATED TO THE SCHOOL SITE

The school office will be designed to allow for adequate fire response and for managing employee activities to reduce the risk of human injury or loss of life in the event of a fire.

The office will be structurally equipped to include fire protection features as required by applicable law and regulations.

Fire and smoke alarm systems will be inspected monthly and tested at least semi-annually. They will be maintained according to manufacturer's guidelines and appropriate regulations.

Fire extinguishers with copies of escape routes will be placed in appropriate locations as per applicable regulations and standards. Fire extinguishers and posting of escape routes are checked during annual office safety inspections.

In the event of a fire at the school office, the fire alarm should be activated and the Facility Emergency Plan should be followed.