



Emergency Preparedness Plan

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Introduction

This guidebook was designed to give members of the American Institute of Alternative Medicine's community a ready reference on how to respond in case of an emergency situation. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- ✓ **Plan Ahead:** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- ✓ **If you see something, say something:** Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.

Training

Students receive Emergency Preparedness Plan information during their New Student Orientation. Staff and faculty receive this information during their New Hire Paperwork session. Reminders, videos, and tips are sent out regularly via campus email and Populi.

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, slingshots, firecrackers, fireworks, and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Emergency notification

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at AIAM.

- ❖ AIAM website www.aiam.edu
- ❖ AIAM social media pages—Facebook
- ❖ Student and faculty portal—Populi
- ❖ Broadcast Emails and text messages

Communication Protocols

The CEO/Campus President serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the CEO/Campus President since they have the most accurate and up-to-date information. In addition, they work closely with emergency responders to coordinate what information can or should be released to the general public. When receiving any calls or emails from media representatives, please take the following steps:

- Direct all media inquiries to the CEO/Campus President.
- Obtain the following information and forward:
 - The reporter's name and phone number and organization they represent
 - The type of information they are seeking and their deadline
- Regardless of the situation or what the media questions might be, never say "No Comment". A better response is, "Thanks for calling. Allow me to refer you to our CEO/Campus President who handles media questions and they will be able to assist you."
- Never talk "off the record" with the media. Always assume that they will use all information they obtain in their report.



Medical Emergencies

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury, whether the victim is conscious or not, etc.
- Do not hang up until directed to do so by the emergency operator.
- Administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- In the event of cardiac arrest, send someone to retrieve the AED machine from the café area. If no one else is available, quickly retrieve it (see “AED Machine” below).
- Remain with the victim.
- Notify the receptionist, Director on Duty, and the Campus President.
- Complete an incident form and submit it to the Clery and Title IX designee.

AED Machine (Automated External Defibrillator)

The AED Machine is in the AED cabinet in the café area. This machine is for use in the event of a cardiac arrest. The machine is very easy to use and talks you through the process of CPR and administering shocks when needed. A training video is emailed out periodically, and training is also provided during all staff in-services. The cabinet is unlocked but has an alarm to notify staff when it is opened.

- Call 911 before administering CPR or using AED.
- Retrieve the AED or if others are present, send someone else to retrieve it.
- Remove the machine and turn it on. Follow the instructions. A quick guide is visible when the unit is opened, and scissors are there to allow removal of all clothing from the chest area so the pads can be placed.
- Follow the machine’s instructions while waiting for the ambulance.
- If others are present, send someone to notify the receptionist, Director on Duty, and the Campus President. Send someone else outside to wait for the ambulance and guide them in the building.
- Complete an incident form and submit it to the Clery and Title IX designee.

Blood-borne Pathogens

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the following procedure should be followed:

- After a needle stick or cut exposure, wash the area with soap and water.
- For a splash exposure to the nose, mouth, or skin, flush with water. If exposure occurs to the eyes, irrigate with clean water, saline, or sterile irrigation solution.
- Notify the Clinical Instructor and the program director.
- Payment for patient testing is covered by AIAM.
- Payment for initial student testing is covered by AIAM.
- The individual student is responsible for drug therapy costs and subsequent follow-up testing.
- Complete an incident form and submit it to the Clery and Title IX designee.

Public Health Emergency

CDC, State Medical Board, and Columbus Public Health Department guidelines will be followed in the event of a public health emergency.



- A. **Masks Defined.** A mask is defined for this purpose as a face covering, which need not be medical grade, but may include manufactured disposable masks, manufactured or home-made cloth masks, scarves, bandanas, or handkerchiefs. Masks must cover the nose and mouth and extend under the chin. Disposable masks should be properly discarded after use in a trash can, receptacle, or bin. Cloth masks should be washed at home.
- B. **AIAM follows Columbus Public Health Department Guidelines**

Respiratory Virus Guidance

Stay home and away from others if you have respiratory virus symptoms.

You can go back to your normal activities when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, **and**
- You have not had a fever (and are not using fever-reducing medication)
- When you go back to your normal activities, take added precaution over the next 5 days, such as covering your mouth and nose when you sneeze or cough, throwing used tissues in the trash, washing hands frequently with soap and water, wearing a mask to help prevent the spread of germs, and physical distancing when around other people indoors. This is especially important to protect people with factors that increase their risk of severe illness from respiratory viruses (older adults, young children, people with weakened immune systems, people with disabilities, pregnant people).
 - Keep in mind that you still may be able to spread the virus that made you sick, even if you are feeling better. You are likely to be less contagious at this time, depending on factors like how long you were sick or how sick you were.
 - If you develop a fever or start to feel worse after going back to normal activities, stay home and away from others again until, for at least 24 hours, both are true: your symptoms are improving overall, and you have not had a fever (and are not using fever-reducing medication). Then take added precautions for the next 5 days.
- Multiple roll-laundry baskets with “Got consent?” -logoed bags are available throughout the facility. Each contains hand sanitizer, disinfecting wipes and a spray bottle of EPA N-list level disinfectant. Please disinfect the areas you have been in to reduce spreading illness.

Diagnosed with Covid or Similar

Students and employees who are diagnosed with COVID, should immediately inform the Academic Dean or their supervisor. College administrators will keep their medical status confidential.

Evacuation and Fire Safety Procedures Plan

Evacuation routes for fire and designated safe locations during tornado are clearly posted in all AIAM administrative, clinic and academic rooms. During the AIAM New Employee and New Student Orientation Program, all parties are instructed to become familiar with the exit routes from their location in the building. They are presented with the following guidelines if the situation warrants evacuation of the building:

In case of fire or any other evacuation, exit either through the front or back classroom doors or the door nearest you as noted on the exit diagram in the room where you are located. Pull doors closed behind you.



1. Everyone should meet at the far south end of the parking lot (near Checkrein Avenue) in the group associated with the reason that they are in the building.
2. Faculty who are teaching in the building will take students and their attendance sheet to determine that all have safely evacuated. Managers will check the employee list or their clinic schedule outside to quickly assess whether everyone has safely evacuated the building.
3. Clinic supervisors should ensure safe exit of clients from the building.
4. After assessing who is present or missing, report to the highest-level manager on the premises with this information.
5. The highest-level manager will be located near the front entrance of the building and will coordinate this information with emergency response units when they arrive.
6. Once evacuated, under no circumstances should any person return to the building until permission has been given.
7. All AIAM campus members may return to their respective areas once clearance is given by the CSA.

Tornado Safety Procedures Plan

- A tornado watch is issued by the National Weather Service when tornadoes are possible in the area.
- A tornado warning is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area. Tornado sirens will be heard on campus.

In case of a tornado, all employees and students should quickly go to designated safe rooms within the administrative and clinic areas of the building. Use the map closest to your location to determine your safe area (highlighted in yellow). Pull doors closed behind you as needed to keep window and door glass away from the safe room.

1. Faculty who are teaching in the building will take students and their attendance sheet to the designated safe area. Managers will check the employee list or their clinic schedule once in the designated safe area to quickly assess whether everyone has safely evacuated the building.
2. After assessing who is present or missing, report to the highest-level manager on the premises with this information.
3. The highest-level manager will be in or near the AIAM receptionist area and will coordinate this information with appropriate emergency response units when they arrive.
4. Once in a tornado designated safe area, under no circumstances should any person return to the west wing building until permission has been given.
5. All AIAM campus members may return to their respective areas once clearance is given by the CSA.

Evacuating Those with Disabilities

Pre-Planning is important. If you may need assistance evacuating in an emergency, advise the Academic Dean.

- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Give quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available.
- Determine all evacuation options and prioritize them. Consider the pros and cons of being carried, for example.



Inclement weather

AIAM has a system in place for notifying students, faculty and staff of emergencies and closings or delays due to weather or other reasons. AIAM uses a student information system, Populi, for weather and emergency notifications as well, but the system requires contact information on file be up to date. In the event of bad weather, the administration will evaluate the situation and notify students of any closures as early as possible. **The school and clinics will close when the county in which we are located (Franklin) declares a Level 3 emergency.**

Students can call the Franklin County Sheriff's Office if outside the area, 614.462.3333. Also watch for closing notifications on major television and radio stations. This policy establishes guidelines for Company operations during periods of extreme weather and similar emergencies. The Company will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, AIAM does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regards to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of designated managers will the Company cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will be expected to remain at work until the appointed closing time.

Procedures During Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, the immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable. **An employee who is unable to report to work may use any accrued personal time or take the day off without pay.**

Active Shooter

Training on procedures for an Active Shooter event is provided during every student orientation and at all staff in-services. AIAM trains the campus community of students, faculty, and staff using the "Run, Hide, Fight" video recommended by our Columbus Police Department Community Liaison.

The video explains the steps to take in the event of an Active Shooter on campus:

1. Run – get out of the area if possible. Notify those you pass along the way, but don't let others slow you down.
2. Hide – if you cannot escape, lock or barricade yourself in a room.
 - a. Lock the door of the room that you are in. There are security locking pins on the sides of each classroom door and for the fire doors by the student copier. These security locking pins drop into the floor so that classroom doors cannot be opened from the outside, even with a key. Offices all lock.
 - b. Turn off your cell phone and turn off the vibrate function.
 - c. Turn off lights and remain quiet.
3. Fight – as a last resort. Fight aggressively. Use anything that can be used as a weapon.



Walkie Talkies

Walkie talkies are available in every office and most rooms on campus. They are to be used to alert the rest of the campus if you are alone and need help. If you are working in a room without a walkie talkie, you can check one out at the front desk.

<p>ACTIVE SHOOTER</p> 	<p>RUN Get out of the area, if possible. Notify those you pass along the way, but don't let others slow you down.</p>	<p>HIDE If you cannot escape, lock or barricade yourself in a room. Turn off your cell phone and the vibrate option. Turn off the lights and remain quiet.</p>	<p>FIGHT As a last resort, fight aggressively. Use anything that could be used as a weapon.</p>
<p>SEVERE WEATHER</p> 	<ul style="list-style-type: none"> ✓ Seek shelter immediately ✓ Move to designated safe areas ✓ Stay away from windows and glass ✓ Do not worry about your personal items ✓ Take attendance sheets with you ✓ Close doors to exterior rooms. 	<p>HAZARDOUS MATERIAL</p> 	<ul style="list-style-type: none"> ✓ DO NOT attempt to clean spill ✓ Close the door behind you to contain the spill ✓ Notify affected personnel and evacuate the spill area ✓ Do not worry about your personal items
<p>FIRE</p> 	<ul style="list-style-type: none"> ✓ Evacuate by the nearest exit ✓ Close the door behind you ✓ Do not worry about your personal items ✓ Meet at the far south end of the parking lot ✓ Take attendance sheets with you 	<p>GAS LEAK</p> 	<ul style="list-style-type: none"> ✓ DO NOT turn lights on or off ✓ DO NOT use cell phones or radios ✓ DO NOT activate fire alarms ✓ Evacuate the area
<p>Earthquake</p> 	<ul style="list-style-type: none"> ✓ Drop—Get down on the floor ✓ Cover—Get under a desk, table, or other sturdy object ✓ Hold on until the shaking stops ✓ Remain in the building unless it is unsafe 	<p>Suspicious Packages</p> 	<ul style="list-style-type: none"> ✓ DO NOT use cell phones, radios, or electronic devices ✓ DO NOT handle suspicious package or other items ✓ Call police from a land line
<p>MEDICAL EMERGENCY</p> 	<ul style="list-style-type: none"> ✓ DO NOT move the injured/ill person unless there is a danger in the current location. Stay with them. ✓ Perform first aid if you are trained and feel comfortable doing so, ✓ If possible, send someone to meet emergency responders and guide 	<p>Flood</p> 	<ul style="list-style-type: none"> ✓ Protect sensitive documents and/or equipment ✓ If safe and possible, stop the source of the water leak or flood ✓ Be aware of any electrical equipment or outlets