

GOALS

TRAINING

FIRE

OUTCOMES

RESPONSIBILITY

ACCESSIBILITY

POWER OUTAGE

**UCHA
2023-2024**

EMERGENCY

PREPAREDNESS PLAN

Published June 2023

introduction & Purpose

Plan to provide students, faculty, employees, and clients with information

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Introduction & Purpose

The Universal College of Healing Arts (UCHA) has established this Emergency Preparedness Plan to provide students, faculty, employees, and clients with information about UCHA's Timely Warning Alert, Emergency Notification, Emergency Response Plan (including evacuation procedures), and to provide other general safety guidelines. The information in this plan will help everyone determine their best response to particular emergency situations, whether on, adjacent to, or near the UCHA campus. Every emergency is unique. UCHA Community members assume responsibility for their own individual safety and security and should use their own best personal judgment in deciding their actions.

UCHA's Emergency Preparedness Plan incorporates generally accepted and recognized best practices of public safety standards and complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) ("Clery Act"). The term "campus" used in this document includes the UCHA building at 8702 North 30th Street and its adjacent land and city sidewalk areas.

The Clery Act requires colleges to timely notify its students and employees whenever there is a violent crime or crimes against persons or threats to persons or to property occurring on campus that is ongoing or continuing and which may result in a threat to the health or safety of students or employees ("Timely Warning Alert"). Issuance of a Timely Warning Alert is intended to aid in the prevention of similar crimes and to enable everyone to take personal actions to minimize their risk of falling victim to the same crime or crimes.

The Clery Act also requires colleges to immediately notify the UCHA students, staff, and faculty upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus ("Emergency Alert" or "Emergency Response"). Emergency Alerts issued by UCHA are intended to assist everyone to take measures to protect him or herself.

Goals

The goals of UCHA in responding to an emergency include:

- The safety of all staff, students, and guests.
- The physical and emotional wellbeing of staff, students, and guests.
- The timely stabilization of an emergency situation.
- The protection of school facility, property, and the belongings of staff, students, and guests.
- Restore normal conditions with minimal confusion in the shortest time possible

Applicability and Scope

This plan applies to all employees of Universal College of Healing Arts and any person occupying the physical plant of UCHA; to include students, employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any emergencies. When encountering a situation that has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

Responsibility

The School President or their designee implements the School Site Emergency Plan when notified of an emergency; orders evacuation from building and site as deemed appropriate; collects, analyzes, and reports status and damage information; and determines the need for and requests public safety assistance when necessary.

UCHA emergency preparedness plan is the responsibility of the administrator to review and update the plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to Paulette Genthon, President.

Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. Paulette Genthon-President
2. John Mayo-Director of Building Operations

Emergency Communications Plan

In the following crisis, a communication plan is provided to inform all staff and students on the campus of any situation that could pose a threat to the institution or its occupants.

- During an emergency, faculty and staff will use the following means and methods of communication:
- Call 911 emergency personnel to report an unusual incident or emergency
- Modes of communication include: Landline phone, Cell phone, Text messages

It is imperative that students update the institution with a current phone number in the event of a change in numbers. Upon the administration learning of any additional safety threat or any threat specifically described above, text messages will be immediately sent to all faculty members and students via cellular phones describing the situation at hand. The local authorities will be notified immediately by the administration in addition to any prior calls or messages that had been sent to the authorities.

Training

Students and staff will be given the Emergency Preparedness Plan at new students and staff orientation to review procedures.

A copy of the institution's Emergency Preparedness Plan will be sent to the local and state authorities, so each agency is aware of ASNAH's commitment to being prepared in case of an emergency. First Responder will be mindful of what actions are in place on campus in the event of an emergency.

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by the school President and will be consulted in releasing any information to the media. At any time, the media can simply be referred to as the President of the school.

Accessibility

Annually faculty and staff will review the emergency preparedness plan. The emergency preparedness plan will be accessed on UCHA's website in the student and faculty catalog. Students will review the emergency preparedness plan on the first day of Orientation. Students will access the Emergency preparedness plan on UCHA's website and in the student catalog.

Emergency Contact Directory

Name	Primary Phone	Secondary Phone
Emergency Department 1st responders	911	
Omaha Police Department	911	
Omaha Fire Department	911	
Douglas County Health Department	402-444-7471	
Supervisors		
Paulette Genthon	402-504-8442	402-556-4456 ext. 1
John Mayo	402-594-9229	402-556-4456 ext. 5
Karen Griger	402-301-5166	402-556-4456
Julie Lesser	402-708-1698	402-556-4456 ext. 4

Emergency Protocols

Suspicious Behavior

If an individual is displaying suspicious or aggressive behavior, perform the following actions:

- Do not physically confront the person exhibiting the behavior
- Do not let anyone displaying these behaviors into a locked room/building
- Do not block a person's access to an exit
- Call the emergency phone number 911 to report the behavior to authorities
- Notify your immediate, faculty, or administrative member immediately

Violent Incident

- Immediately seek protection/shelter in place.
- Stay behind solid objects away from the door.
- Call 9-1-1.
- Minimize noise that may draw attention to your location: turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities and law enforcement.
- When reporting an incident, indicate your location.

Hostile Intruder/Active Shooter

A lockdown response is used when there is a dangerous situation on campus/land and or building. Examples: violent or potentially violent incident(s) by an angry or deranged person or persons threatening with a gun or other deadly weapon; robbery in progress, etc. Every situation is considered unique and complex, depending on numerous factors. For this reason, lockdown procedures vary from incident to incident and facility to facility. UCHA has adopted the Run*Hide*Fight strategy. Respond immediately to the sounds of danger; act and forcefully communicate the risk and necessary action (e.g., "Gun! Get out!"). Upon recognizing the threat, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as precise and accurate information as possible.

In the event of an active shooting situation, perform the following actions immediately:

- **RUN** – If it is safe to do so, the first course of action that should be taken is to run out of the building and move far away until you are in a safe location—Runaway in a zigzag manner, not a straight line. Notify anyone you may encounter to exit the building immediately. If you witness a violent act, do not physically intercede or try to restrain the aggressor. Leave personal belongings behind. Take others with you but do not stay back if others will not go. Note any suspect information such as clothing, race, gender,

mannerism, the direction of travel, vehicle information. Once you have reached safety, call family or friends to assure them that you are safe and ask them NOT to come to the campus/facility.

- **HIDE** – If running is not a safe option, hide in as safe a place as possible; if you are in a classroom, office, or other room with a door that locks, stay there. Shelter in place and immediately close and secure all doors, if possible. The basic concept behind "shelter in place" is to use a building to put a barrier between yourself and the event posing a danger. Barricade the doors with heavy furniture if possible. If possible, close window blinds or stay out of view. Be as quiet as possible, and minimize your movement. Silence all electronic devices. Maintain a calming influence over your group. Reassure everyone that everything possible is being done to return the situation to a normal condition. Turn off all lights and equipment and stay out of open areas.
- **FIGHT** – If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc. If you encounter any Police Officers inside of a building, remember to obey all verbal commands, keep your hands in plain view with open palms at all times, and do not make any sudden movement. Remain on-scene and assist police/fire personnel

Fire

All employees and students should familiarize themselves with evacuation routes posted throughout the buildings. The extinguishment of fires by non-trained personnel is not recommended. Employees should exercise extreme caution when extinguishing a small fire (a small fire is one that is no larger than a wastebasket) and should consider their experience and training in the use of a fire extinguisher and other individual limiting factors before deciding to do so. Smoke detectors are located throughout the building. Fire extinguishers suitable for small fires are located in the office, clinic utility room, kitchen, and upstairs right before you enter the sanctuary.

- If beyond using a fire extinguisher or if the extinguisher is not successful, call 911 immediately. Use judgment if you need to evacuate first. Know the address of the school building: 8702 North 30th Street.
- If you see smoke, use an alternative escape route.
- Help ensure everyone in your immediate area evacuates the building, to include those who may require special assistance.
- Test doors with the back of your hand before opening them. If the door is warm or if you see smoke, use an alternate escape route
- Crawl low if you have to go through smoke.
- Go to a safe area away from the building.
- If you are trapped during a fire emergency, close all doors between you and the fire.

Block cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help.

- Call 911 and tell them exactly where you are.
- Stop, drop, and roll if your clothing catches fire.
- Instructors must conduct a roll call to ensure that everyone is present and not left in the building.
- Do not reenter the building until authorized by emergency personnel.

Building Evacuation

You should familiarize yourself with the evacuation routes posted on campus. If an evacuation order is issued, or if it were necessary to evacuate due to an emergency,

- Take only keys, wallets, and essential belongings with you
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call 911 to report the location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Department of Safety and Security or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Shelter-in-Place

Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incidents outside the building:

- As notified, go inside the building
- Close all windows and lock doors
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Stay away from windows and doors.
- Barricade the locked doors, and all occupants should gather together on the floor away from doors and windows

- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the "Hostile Intruder/Active Shooter" section.
- Remain calm and await further instructions.

Suspicious Package and Objects

If a suspicious package or other item is discovered, take the following precautionary measures:

- Do not touch or disturb the object or package
- Isolate the package and evacuate the immediate area
- Call the emergency phone number 911 to report the package to authorities
- Notify your immediate supervisor, faculty, or administrative member immediately

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as "Confidential" or "Personal."
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, crooked, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return addresses.

Bomb Threat

Any threat received by anyone at UCHA will be considered to be real and dangerous, and the appropriate actions will be taken to safeguard the lives of all persons on the campus/ at the facility.

- It is essential any bomb threat received be immediately reported to the Omaha Police Department by the person who received the threat.
- They need to dial 911 immediately. They need to obtain as much information from the caller as possible before the call is terminated. It is vital that the originating telephone number is received, if possible.
- If ordered to evacuate the building, employees/students/clients should get a minimum of 300 yards away and should NOT congregate in a parking area. This could be the actual location of a vehicular-borne improvised explosive device.
- Do not reenter the building until the police have indicated to do so.

Power Outage

- Remain calm; help others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible. Take your personal belongings with you.
- Do not reenter the building until authorized by authorities. Listen for information regarding building/campus closings.

Infection Control and Safety Practice

This document sets out the policy and procedure of the Universal College of Healing Arts concerning infection control and the safe practice of massage. It applies to all students at all times during their study, in any location.

Universal College of Healing Arts is a school providing training and assessment in massage therapy to its students. Infection control and safety practices are of the utmost importance to Universal College of Healing Arts, as the safety and wellbeing of our students, clients, and staff are at the forefront of all we do.

Purpose of this policy

The purpose of this policy is to minimize as far as possible risks of harm to Universal College of Healing Arts students, clients, visitors, and staff.

Definitions

The following terms have the following meanings in this policy:

- An Infection arises whenever there is an infectious agent that is transmitted by a susceptible host.
- Infection control is an action taken to prevent the transmission of infectious organisms. It also includes managing infections if they occur.
- Infectious agents are biological agents that cause disease or illness.
- Contact transmission is the transmission of the passing of infection from one person to another. Usually, the transmission is by hand or through contact with blood or body substances. Contact may be direct or indirect.
- Direct contact transmission occurs when one person passes infectious agents directly to another, e.g., if a healthcare worker comes into contact with a client's blood or other bodily fluids. For instance, there is an open cut in the worker's skin that enables transmission.
- Indirect contact transmission occurs where there is a passing or transfer of infection not directly from the skin to skin but through a contaminated intermediate object or person. For instance, a healthcare worker may touch an infected area on one client and then not wash

their hands before touching another client, in which case infection of the second client can occur.

- Universal precautions are work practices that are standard to this organization. The basis of this is that all staff take universal precautions and assume that all blood and body substances of whatever nature are potential risks or sources of infection.

Principles

Effective infection control is a priority for the Universal College of Healing Arts. It is fundamental to our provision of high-quality education and training to our students and the preparation of them to be professional massage therapists

Universal College of Healing Arts acknowledges that:

- People are the most likely sources of infectious agents and transmission. This includes students, staff, and other visitors to Universal College of Healing Arts premises and any home clinic or a different environment in which a student practices massage.
- The primary way transmission of infection occurs is through contact (touch), but transmission can also occur through a droplet and airborne infection. Transmission can also occur through contaminated food, water, medications, devices, or equipment.

Infection control is integral to Universal College of Healing Art's support and care provided to our students, staff, and clients. It is not in any way considered to be an additional set of practices or an optional component. Our policy is to take the greatest possible care for our students, staff, and clients at all times.

Students, staff, and clients' rights must be respected at all times; they are involved in decision-making about their support. They are sufficiently informed to be able to reduce the risk of transmission of infectious agents.

Outcomes

We apply universal precaution practices at all times, as far as possible prevent the transmission of infection.

Risk Management

Risks of infection are regularly assessed, identified, and managed.

In addition, the staff is trained in infection control practice, including the relevant application of precautions to minimize the risk of infection.

The President of Universal College of Healing Arts conducts periodic reviews to monitor and ensure compliance with the terms of this policy.

Policy Implementation

During Orientation, all students will receive our Emergency Preparedness Plan, which includes the Infection Control Policy. All students have access to this policy and procedure relating to infection control and safe practices and must implement it in their day to day operations and tasks.

Infection Control Risk Management Plan

If any infection risks are identified, Universal College of Healing Arts undertakes a procedure of risk management, including:

- Taking immediate action to eliminate the factors causing the risk, including quarantining, thoroughly cleaning the site (on the person(s) involved as well as the physical area in the premises)
- Modifying or changing procedures, protocols, and work practices, as required, after a debriefing session to identify how the incident occurred and what changes may be necessary to ensure it does not happen again
- Monitoring student, client, and employee compliance with infection control procedures
- Providing information/education and training to students, clients, and employees.

Infection Risk Assessment

Universal College of Healing Arts identifies and assesses infection control risks by taking into consideration the likelihood of infection from a particular hazard and the consequences if a person is infected. Universal College of Healing Arts develops and prioritizes actions for managing identified risks.

Education and Information

Advice and education related to infection prevention are provided to students as part of their studies with the Universal College of Healing Arts. Also, all the staff is educated in relation to infection prevention.

Universal Precautions

Students are required to provide universal precautions in their performing of massage treatment during their course. All students must observe the universal precautions for the safe practice of massage- both pre and post-massage treatments. These relate to:

• Dispensing of oils and or creams:

- a. All liquids, creams, and other products are kept in clean, closed containers.
- b. Original product bottles and containers have an original manufacturer label, which discloses their contents.
- c. All products used on a client must be dispensed by a spatula, scoop, spoon, squeeze bottle, pump, dropper, or similar dispenser so that the remaining product is not contaminated.
- d. If a product is poured into another container, such as a shaker, dispenser pump container, or spray container, the container is labeled to identify the product.
- e. Products applied to one client cannot be removed and reused on another client.

• Disinfecting equipment, towels, and linen:

Methods of Disinfection: The owner must ensure that all electrical and mechanical tools, instruments, implements, and equipment are disinfected before use on a client by using the following procedures:

- a. Spray, immerse, soak, or saturate the implement until it is saturated with an EPA-registered disinfectant that is proven effective against HIV-1 or Hepatitis B or is a Tuberculocidal.
- b. Before removing the sanitized implement(s), wash hands with liquid soap and water or antibacterial solution.
- c. Rinse implement.
- d. Before storing, air-dry on a sanitary surface or dry with a clean sanitized towel.
- e. Store in a clean enclosed cabinet or covered container reserved for clean implements until used.

Response to Possible Infection

When potentially infected bodily fluids come into contact with a student, staff member, or client, steps are taken to decrease the impact of such contact, including first aid and assessment at a medical service where required.

Universal College of Healing Arts has a Blood-borne Pathogen & Bodily Fluid Spill Cleanup Kit in the main office if needed. The kit includes disposable vinyl gloves, face mask with eye shield, red biohazard bag, twist ties, scoop & scraper, red Z pouch, germicidal wipes, antiseptic wipes, Paws antimicrobial towelette, impervious gown, absorbent towel, and instructions. Also in the office is a First Aid Kit with medical supplies.

The President of Universal College of Healing Arts must be notified of any such incidents as soon as possible and an incident report form completed.

Infection Control Exposure Incident Report

Instructions:

You are completing this form because you experienced an actual or potential exposure to blood or potentially infectious material. An evaluation of this exposure is required by our Blood-borne Pathogen Policy

Name: _____

Relationship to the school: _____

Phone number: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Please describe incident. Please include the type of infectious material to which you were exposed and the circumstances of the exposure:
