

# Emergency Action Plan

**Facility Location: 75-030 Gerald Ford Dr., Ste., 203, Palm Desert, CA 92211**

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**Person Responsible for Emergency Planning and Information for Location:**

Campus Director: Katherine Meola

## **Policy Statement**

Management has the responsibility for the facility's Emergency Action Plan. To ensure the safety of our students, employees and protection of property, this plan will be reviewed, updated and revised as needed. Our primary focus is on prevention of emergencies.

The program is designed to ensure that Milan Institute/Milan Institute of Cosmetology will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The program will be reviewed with each new employee, whenever an employee's responsibilities or designated actions under this plan have changed, when this plan is updated, revised or changed in any way and annually. This information is available to students on the internet [www.milaninstitute.edu](http://www.milaninstitute.edu) and annually.

A sufficient number of employees will be trained to assist in the safe and orderly emergency evacuation of students, guest, and employees. This plan is kept in readily accessible locations throughout the facility for students and employees to review. A test of this plan is conducted on an annual basis.

The following persons are responsible for emergency notifications including confirming, determining content, sending and initiating all notifications for the campus:

Katherine Meola, Campus Director, ext. 1616  
Alfonso Cumplido, Campus Dean, ext. 1602

Any questions regarding this plan should be directed to:

Katherine Meola, Campus Director, ext. 1616  
Alfonso Cumplido, Campus Dean, ext. 1602  
Tara Sprague, Human Resources Manager, ext. 1025

## **Plan Elements**

This plan includes, but is not limited to, the following elements:

- Emergency escape procedures and emergency escape assignments
- Procedures for employees responsible for critical facility operation prior to evacuation
- An accounting procedure for all employees after an evacuation
- Rescue and medical duties for authorized employees
- The preferred method of reporting all emergencies
- Names or position titles of persons designated with responsibilities and duties

# Emergency Action Plan

## A. Alarm System

The alarm system for notifying students and employees to evacuate the facility consists of the fire alarm which can be detected over all facility operations and is distinctive enough to draw the attention of all employees. Special methods have been devised for those students and employees with vision or hearing impairment. Each employee will be trained in the preferred method of sounding the alarm. This system will be tested annually.

## B. Facility Evacuation

Total and immediate evacuation of all students and employees will take place when the alarm sounds. The evacuation will be deemed necessary by the Campus Director when notified of an emergency event and its degree of hazard. Evacuations can be ordered for such emergencies as:

- Fire, other than a small incipient fire (such as a small trash can fire)
- Explosion
- Structural Damage (i.e., roof collapse)
- Terrorism and Sabotage
- Flood

Depending upon the degree of hazard, students and employees will be instructed to either evacuate or remain in the facility. If instructed to remain in the facility:

- Remain calm
- Do not attempt to evacuate
- In the event of an earthquake:
  - ◆ Find shelter under a desk or sturdy table
  - ◆ A doorway may provide some shelter if a piece of furniture is not immediately available.
  - ◆ Avoid places where objects may fall from overhead storage or near outside walls and windows
  - ◆ Once building stops shaking, follow evacuation route(s) quickly
    - Do not use elevators
    - Once outside, stay away from buildings, trees, and electrical lines

As a general rule, students and employees will remain in the facility during these emergencies:

- Earthquake
- Storms
- Ice Storms
- Snow
- Thunderstorms
- Tornadoes
- Hurricanes
- Wind Storms
- Civil Disturbance

# Emergency Action Plan

## C. Emergency Escape Routes

Emergency escape routes and maps are posted throughout the facility. Please see the Campus Director for a copy.

## D. Meeting Locations after Evacuating

Exact locations (Safe Assembly Areas) where students and employees are to meet after immediately leaving the facility are included in the Evacuation Maps. The primary assembly point is in the back of the campus parking lot, and the alternate when instructed by the Campus Director or Dean of Education is located in the front of the building in the large empty parking lot. It runs parallel to Cook Street.

## E. Employee Training

Employees will be trained as to when to initiate an alarm, who to notify, and how to initiate the alarm in the event of an emergency. All employees will be trained to:

- Evacuate the facility in a safe and orderly fashion.
- Move away from exit doors of the facility after exiting.
- Avoid congregation close to the building.
- Recognize fire hazards of the materials and processes to which they are exposed.
- Testing of the alarm system and review of the evacuation procedures will take place at least once per year to ensure the outlined procedures are followed and employees are adequately trained.

Designated employees will be trained annually and authorized to operate a portable fire extinguisher and fight an incipient fire (ONLY). Only designated trained employees may operate a fire extinguisher.

## F. Evacuation Procedures

Employees are to first notify their immediate supervisor, and if unavailable a Safety Committee member or management representative. Students are to notify their faculty or campus employee. If an imminent hazard is noted (e.g., a fire involving flammables, or severely ill or injured person) immediately contact:

**911**

The Campus Director, Dean of Education, and Instructors are responsible for acting as evacuation wardens.

- Campus Director will account for all administrative personnel
- Dean of Education will account for all instructors and report to the Campus Director. In the absence of a Dean of Education, the Campus Director will account for all staff and faculty.
- Instructors will account for all students and report to the Dean of Education.

Their duties include:

- Swiftly moving their employees/students from a danger location to a safe location, and assembly point
- Overseeing their employees/students
- Providing guidance and instruction to employees/students
- Knowing all escape routes, including primary and secondary evacuation points and assembly points
- Being familiar with the layout of the facility
- Providing extra assistance to impaired employees/students
- Recognizing and avoiding hazardous areas in an emergency
- Checking all rooms, enclosed areas or spaces where employees/students could be trapped or are otherwise unable to evacuate

# Emergency Action Plan

- After evacuation, take a headcount of all assigned employees/students, keeping them in the safe area, and be ready to report as to “all present”; IMMEDIATELY report those not present to the Senior Management Person on-site. He or she will then report to the responding officials.
- Re-entry into the facility for rescue purposes will be carried out by the Fire Department Personnel. This is to be done only after the Head Count has been completed.

## **G. First Aid/CPR Providers**

First Aid/CPR Providers will administer first aid at the safe area. Evacuation of all students and employees will take place first, unless an injured student or employee cannot be moved without first providing basic first aid.

- The following person(s) are designated as trained first aid providers:  
La Quitta Pollard, Diane Von Kaenel
- Students and employees shall not provide medical attention unless he/she is trained and have the necessary supplies available.
- Students and employees should avoid contact with blood, body fluids, or other potentially infectious material by using protective equipment and safe practices. Any exposure must be promptly reported to the employer.
- First aid kit(s) are available at the following locations:  
In all labs and massage spa lobby and in all suites