



Emergency Preparedness Plan

Emergency Response Guide for Prestige
Career College

Revised



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FIRE PROCEDURES

Procedure During Class Time

In case of a small fire, there are extinguisher canisters conveniently located in each classroom and are marked for easy accessibility and use. However, an announcement will be made by a school administrator if it is determined that the fire is more than a small, easy to extinguish, localized event. The announcement is to be repeated several times.

Step	Procedure
1	Students exit classroom via doors and WALK in an orderly manner.
2	Students are to evacuate the building by designated routes (see map in each classroom).
3	When the building fire alarm is sounded or when told to leave by a designated emergency official, gather your personal effects, turn off equipment, if possible, and walk quickly to the nearest marked exit and ask others to do the same.
4	DO NOT USE ELEVATORS during an emergency evacuation. The fire department may use an elevator for the evacuations after reviewing the circumstances.
5	No talking should be permitted.
6	Faculty: <ol style="list-style-type: none"> Take attendance binder with you if still in your possession. Check that all students are out of the classroom. Check that all exits are clear. Close classroom door. DO NOT LOCK. (Later entry may be required.)
7	Students are to assemble in parking lot of school, out of harm's way. In assembly area, faculty member to take roll and account for each student.
8	Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by Prestige Career College faculty or staff.
9	Students are to remain in parking areas until the "all clear" announcement is made by Campus Management* (reference last page for list of contacts and phone numbers) or the Fire Department.

Procedure Used Before Or After School Sessions, Or During Break

Step	Procedure
1	Students to WALK outside the school building to the parking area.
2	Students to wait out of harm's way in parking area for directions from Campus Management* or Fire Department.

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EARTHQUAKE EMERGENCY PROCEDURES

Step	Procedure
1	When shaking starts, faculty command students to "Duck/Cover/Hold." Avoid windows, shelves, and heavy items. Stay calm and act.
2	Wait for shaking to stop, mindful of aftershocks.
3	Check for injuries and trapped individuals. Evacuate movable students and reassure trapped individuals.
4	After clearing exits, instruct evacuation with belongings. a. In multi-story campuses, evacuees must use stairs to exit the building. Use of the elevators is not allowed. b. CAUTION: Avoid downed power or utility lines as they may be energized.
5	Faculty escorts students to the parking area with the attendance binder.
6	Ensure safety in the parking area, avoiding falling items and power lines, keeping pathways clear.
7	Take roll and account for all students.
8	Check students for injuries and report attendance and missing students to Campus Management.
9	Injured students receive limited First Aid from Medical Assisting/Nursing faculty.
10	Campus Management accounts for all students and staff as possible.



Step	Procedure
11	Faculty and Staff supervise and monitor students' health and mental status, reporting those needing help to Campus Management.
12	Campus Management updates faculty and staff on the emergency status; direct questions/requests to them.
13	Students can leave the parking lot evacuation area upon Campus Management clearance.
14	Faculty and Staff can be relieved of their assignments by Campus Management only.

“Drop/Hold” Inside Classroom

Step	Procedure
1	Upon command, drop down to knees.
2	Get under/below equipment (desks, tables, chairs, etc.); back to windows.
3	Grasp equipment (legs, etc.) with both hands, hold tight.
4	Keep body under or below equipment.
5	Wait for further instructions.

“Drop/Hold” Outside School Buildings

Step	Procedure
1	Get clear of all buildings, power lines, light poles or sources that may be dangerous.
2	Assume “drop/hold” position if possible.
3	Wait for further instructions of all clear.

“Drop/Hold” To And From School

Step	Procedure
1	Move away from building, trees, hazards of any kind.
2	Assume “drop/hold” position if possible.

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TORNADO OR SEVERE WEATHER

Step Procedure

- 1** Listen for city sirens, campus fire alarms or other warnings; monitor weather conditions.
- 2** If time allows, move to a designated tornado-safe area in the building or move to an interior room or windowless corridor on the lowest level of the building; take cover/stay low.
- 3** If possible, stay away from doors and windows. Try to put a heavy barrier between you and the window or doorway.
- 4** Avoid lecture halls, labs, and hazmat storage areas.
- 5** Do not go outdoors to get to a shelter.
- 6** Remain sheltered until given the ALL CLEAR signal.
- 7** Report injuries according to campus procedures, and refer to the FIRST AID section of this manual.
- 8** For life-threatening injuries, call 911.

CAMPUS LOCKDOWN / SHELTER IN PLACE

Step	Procedure
1	Call 911 if you discover a threat or if you believe there is an imminent threat to life. Notify everyone you safely can that there is a dangerous situation outside. Use judgement about the safety of doing so. Lock doors or confirm that someone else is locking exterior (building entrance gates) and classroom/office doors.
2	Move to a location within the building that has a lockable door and lock it, or use a door wedge to secure door from inside.
3	<p>Hide. Get out of the line of sight and fire.</p> <ol style="list-style-type: none"> 1. Move away from windows, doors and outer walls. Pull the shades, if possible 2. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room. 3. Close, cover, turn off or lock, if possible, windows, blinds, window in the door, lights and ventilation.
4	<p>Be quiet. Do not draw attention to yourself.</p> <ol style="list-style-type: none"> a.a. Don't talk or make sudden movements. b.b. Turn off audio equipment.
5	Turn off cell phone and radios or turn to vibrate.
6	<p>Do not exit the building when a fire alarm sounds unless:</p> <ol style="list-style-type: none"> a.a. You have reason to believe that there really is a fire in the building. b.b. You have been advised by Campus Management*, or other recognized emergency responder, to evacuate.
7	Be ready to move if the current position is judged to be too dangerous. Be aware of possible escape routes.
8	Campus Management* will notify occupants when it is safe to resume normal activities.

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BOMB THREATS

IF A SUSPICIOUS OBJECT IS OBSERVED:

- | | |
|---|---|
| <ul style="list-style-type: none"> • CALL 911 AND REPORT THE INCIDENT | <ul style="list-style-type: none"> • ASSEMBLE AND SIGN IN WITH A STAFF OR FACULTY MEMBER |
| <ul style="list-style-type: none"> • CALL CAMPUS MANAGEMENT* AND REPORT THE INCIDENT | <ul style="list-style-type: none"> • DO NOT TOUCH IT |
| <ul style="list-style-type: none"> • EVACUATE THE AREA | |

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, building evacuation is not a decision for anyone to make except the proper authorities listed below. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

If an evacuation is called for, exit quickly taking your personal belongings with you. By doing so, the search crews will have fewer articles to cope with. Once outside, move away from the building in case of an explosion. Never re-enter a building until the ALL CLEAR signal is given. Keep the streets and walkways clear for emergency crews.

All personnel should be trained in the following procedures:

Step	Procedure
1	DO NOT use a Public Address System, phones, cell phones or turn any electrical equipment or lights on or off.
2	If a suspicious object or potential bomb is discovered, DO NOT HANDLE THE OBJECT, CLEAR THE AREA AND CALL 911. In addition, call the Campus Management*. Be sure to include the location and appearance of the object when reporting.
3	<p>If a bomb threat is phoned in, ask the caller the following questions and record the answers:</p> <p><i>“When is the bomb going to explode?”</i> <i>“Where is the bomb located?”</i> <i>“What kind of bomb is it?”</i> <i>“What does it look like?”</i> <i>“Where did you place the bomb?”</i> <i>“Where are you now?”</i></p>
4	<p>Keep the caller talking as long as possible and try to determine and record the following information:</p> <ul style="list-style-type: none"> • Time of call • Age and sex of caller • Speech pattern, accent, possible nationality, etc. • Emotional state of caller • Background noise • If your phone is equipped, an extension number.

IMMEDIATELY CALL 911. DO NOT evacuate unless directed to do so by the police department, if they were requested to respond. Evacuation before an evacuation route has been searched may place more people in danger than not evacuating at all.

Bomb Threat Received By Mail

Step	Procedure
1	Stop handling the package or letter.
2	Vacate the area immediately; Inform others that they need to evacuate the area.
3	Immediately notify Campus Management* and follow their instructions.



BOMB THREAT CHECKLIST

Record Exact Time Of Call; Exact Words Of Caller

- | | |
|--|---|
| <input type="checkbox"/> <i>Where is the bomb?</i> | <input type="checkbox"/> <i>Why?</i> |
| <input type="checkbox"/> <i>What does it look like?</i> | <input type="checkbox"/> <i>Where are you calling from?</i> |
| <input type="checkbox"/> <i>What kind of bomb is it?</i> | <input type="checkbox"/> <i>What is your address?</i> |
| <input type="checkbox"/> <i>What will cause it to explode?</i> | <input type="checkbox"/> <i>What is your name?</i> |

Describe Caller's Voice

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> <i>Calm</i> | <input type="checkbox"/> <i>Broken</i> | <input type="checkbox"/> <i>Lisp</i> | <input type="checkbox"/> <i>Crying</i> | <input type="checkbox"/> <i>Accent</i> |
| <input type="checkbox"/> <i>Disguised</i> | <input type="checkbox"/> <i>Stutter</i> | <input type="checkbox"/> <i>Rapid</i> | <input type="checkbox"/> <i>Squeaky</i> | <input type="checkbox"/> <i>Loud</i> |
| <input type="checkbox"/> <i>Nasal</i> | <input type="checkbox"/> <i>Slow</i> | <input type="checkbox"/> <i>Giggling</i> | <input type="checkbox"/> <i>Excited</i> | <input type="checkbox"/> <i>Slurred</i> |
| <input type="checkbox"/> <i>Angry</i> | <input type="checkbox"/> <i>Sincere</i> | <input type="checkbox"/> <i>Deep</i> | <input type="checkbox"/> <i>Stressed</i> | <input type="checkbox"/> <i>Normal</i> |

Report call 911 from campus phone, your cell phone or off-campus phone.



If voice is familiar, whom did it sound like? Were there any background noises? Who received the call? Phone number call received at? What's the date?



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ACTIVE SHOOTER / VIOLENT INTRUDER

If an active shooter is OUTSIDE YOUR BUILDING:

Step	Procedure
1	Go to the closest room that can be locked.
2	Close and lock all the doors and windows.
3	Turn off lights and get everyone in the room down on the floor so no one is visible from the outside.
4	Have someone in the room call the Police.
5	Tell the dispatcher quietly what you know about the situation, where you are, how many people are with you, what you are wearing, if there are any injuries.
6	When you are finished talking to the 911 dispatcher, put the phone on silent/vibrate so the dispatcher can call you back; answer only if you are sure it is safe to do so.
7	Remain in place until the police give you instructions.
8	An unknown voice may be the shooter trying to lure you from safety; do not respond to any voice commands unless you can verify it is a police officer. Campus personnel have keys to most rooms on campus; they may be able to enter the room without asking you to unlock the door.

If an active shooter is INSIDE YOUR BUILDING:

Step	Procedure
1	Remain calm and go to the closest room that can be locked. Close and lock all the doors and windows.
2	If you cannot find a secure room, look for an exit you can reach safely, moving away from the shooter.

Step	Procedure
3	Do not carry anything so you can move quickly and not be mistaken for the shooter.
4	Keep your hands visible for police and do exactly what they tell you to do.
5	DO NOT stop to help any injured victims or try to remove them. Leave them where they are and notify police or emergency responders of their location once you have reached a safe location.
6	DO NOT leave the area until you have been cleared to do so by the police.

If an active shooter ENTERS YOUR OFFICE OR CLASSROOM:

Step	Procedure
1	If possible, call 911.
2	If you cannot speak, leave the line open so the dispatcher can hear what is going on.
3	If the shooter is giving commands, do not resist. Remain calm and comply.
4	If there is no opportunity for escape or concealment, a possibility to negotiate may exist.
5	An attempt to overpower the shooter may also exist.

ATTEMPTS TO NEGOTIATE OR OVERPOWER THE SHOOTER MAY RISK YOUR LIFE OR THE LIVES OF OTHERS. THIS DECISION WILL BE MADE QUICKLY BASED ON WHAT GIVES YOU THE BEST CHANCE AT SURVIVAL.

Violent Intruder: What Will Happen

Step	Procedure
1	Police departments will respond IMMEDIATELY to the scene.
2	Dispatcher will activate all appropriate law enforcement personnel.
3	The first officers on the scene will enter the building to locate the suspect. Police officers are trained to respond directly to the area where shots were last heard. Their purpose is to stop the shooting as quickly as possible.
4	Police officers may be dressed in regular patrol uniforms or may be wearing tactical uniforms consisting of external bulletproof vests, helmets, boots and dark clothing.
5	Police officers may be carrying a shield and be armed with rifles, shotguns and/or handguns. They may also use tear gas or pepper spray.
6	Regardless of how they appear, remain as calm as possible. Do not be afraid of officers and follow their instructions carefully.
7	Put down anything you are carrying and keep your hands visible to the police at all times.
8	The first officers to arrive will not stop to aid injured persons. Rescue teams of other officers and medical personnel will follow the first officers into secured areas to treat and remove injured persons.
9	Continue to follow the instructions of police and emergency responders until you are released.
10	The Emergency Alert System (message via email, text and website) will be activated immediately when an active shooter incident is identified. If you are not in the vicinity of the scene, follow all instructions issued through the system.
11	If you are not in the vicinity of the shooting and are outside, seek shelter in the nearest building and wait for the ALL CLEAR signal. Shooters may continue to move from building to building, so remain indoors and alert to any threats.
12	Once the incident is over and the threat is neutralized, an ALL CLEAR will be issued via the emergency alert system.

THREATENING / VIOLENT / DISRUPTIVE

Recognizing Threatening and Disruptive Behaviors in the Workplace or Classroom

Threatening behavior can be displayed in various ways, including direct or indirect statements, excessive emotions, and gestures. Nonverbal threats such as fist-shaking or desk-pounding and verbal threats such as expressions of frustration or anger may be directed towards a person or office, or may involve a direct intention to cause harm. All members of the Prestige Career College staff/faculty are urged to report any threatening behavior to Campus Management*. Disruptive behavior refers to actions that hinder workplace or classroom activities, and may also be perceived as threatening.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and to consult appropriate people to assess the risk and plan interventions.

STEPS TO FOLLOW:

Step	Procedure
1	If the threat is immediate, leave the situation, if possible, and call appropriate staff/faculty or campus administration. If the threat or behavior indicates possible danger, take immediate action to protect yourself.
2	For an angry or hostile student, customer or co-worker: Stay calm. Listen attentively. Maintain eye contact. Be courteous. Be patient. Be respectful. Keep the situation in your control, but try to ensure there is a barrier between the individual and yourself. Do not get backed into a corner.
3	If shouting, swearing or threatening continues: Signal a co-worker or supervisor that you need help. Do not make any calls yourself.
4	If someone is threatening you with a gun, knife or other weapon: Stay calm. Quietly signal for help. Maintain eye contact. Stall for time. Keep talking, but follow instructions from the person who has the weapon. Don't risk harm to yourself or others. Never try to grab the weapon. Watch for a possible chance to escape to a safe area.
5	If the threat isn't immediate, report the behavior to the Campus Management* to receive assistance in assessing the level of danger, determining an appropriate intervention, and choosing appropriate safety measures.
6	Document the incident. Complete a statement form.
7	Describe the sequence of statements and the context. Give details. Have threats been made in the past? Is the person known to have a weapon? Is there a history of animosity? This information is important in evaluating the level of risk.

Bloodborne Pathogens And Sharps

Blood and other body fluids have the potential to contain pathogens, like hepatitis and HIV. Sharps potentially contaminated with bodily fluids, such as used hypodermic needles and broken glass which has caused a cut, can pose a significant danger. It is important to your health to avoid contact. Although the risk of exposure is relatively low on campus because all the students and many employees have received hepatitis vaccinations, it is still best to take universal precautions and assume all blood and bodily fluids that might contain blood are contaminated.

Injured Person

Step	Procedure
1	Inform Lab Faculty if there is an injured or ill person who is the source of the blood spill.
2	Have the injured person stay in one place, preferably over a surface that is easy to clean, like a tile floor, instead of on a rug or carpet.
3	Secure the contaminated area to prevent exposure to others. People who do not notice the spill can step in it and track the blood to other places.
4	If you make contact with blood or other bodily fluids, wash all contacted surfaces with soap and water. Take care not to contaminate sinks, faucet handles and other washing facility surfaces. Use universal precautions and assume that the bodily fluids contain pathogens. Do not accidentally contaminate other parts of your body by scratching an itch before washing.
5	If clothing gets contaminated, change as soon as possible. Put clothing in a plastic bag to transport, and wash clothing in a separate load with a germicidal cleaner.
6	The Lab faculty can do small cleanups, or they can call Campus Management* to arrange for a third party who specializes in cleanup procedures.

Contaminated Sharps

Step	Procedure
1	If you find a hypodermic needle or a piece of glass, metal or other sharp object that is contaminated with blood, do not touch it.
2	Notify Faculty or Campus Management*.
3	If you can, stay at the site where the sharp is located in order to keep others away until personnel arrives. Please do so to help prevent possible injury to others.
4	If you or anyone in the area accidentally makes contact with the blood or other bodily fluids, wash with soap and water. Take care not to contaminate washing facility surfaces.
5	HIGH DESERT MEDICAL personnel will follow the Exposure Control Plan procedures to safely dispose of sharps in a sharps container. They can also call Campus Management* to mobilize a team trained in clean-up procedures.

HAZARDOUS MATERIALS II: CHEMICAL

For spills, leaks and incidents when a fire is not involved, Prestige Career College personnel may take the following steps, if appropriate:

Step	Procedure
1	Any reportable spillage or release of a hazardous chemical is to be reported immediately to Campus personnel. When reporting, give the following information: Your name, Room number, Chemicals involved and amount of exposure
2	If the spill is serious and people have been badly contaminated, call 911 from campus phones and report "I am calling from (location) to report a hazardous materials spill and chemical exposure to (give details including chemicals involved, number of people exposed and amount of exposure) at (building location and room number)."
3	The Person-in-Charge should evacuate the affected area and seal it off to prevent further contamination of others until the arrival of the Campus Management*.
4	Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to emergency personnel. Washing off the contamination and first aid should be started immediately.
5	Do not try to contain or clean up spills or releases unless you have been trained to do so. If you completed Hazard Communication Training, refer to the Material Safety Data Sheets for clean-up procedures.
6	If it is a very large release, contaminates more than one room, has toxic or flammable vapors or may cause immediate threat to human life, activate the fire alarm to evacuate or start selective evacuation.
7	When the alarm in the building is sounded, an emergency exists. Walk quickly and quietly to the nearest marked exit, or follow the instructions given by emergency personnel.
8	ASSIST THE HANDICAPPED TO EXIT THE BUILDING and remember the elevators are reserved for emergency responders' usage. IN CASE OF FIRE OR POSSIBLE POWER FAILURE, DO NOT USE THE ELEVATORS.

In Case Of A Major Imminent Flood

EVACUATE IMMEDIATELY IF INSTRUCTED TO DO SO. FOLLOW EMERGENCY NOTIFICATION INSTRUCTIONS FOR IMMEDIATE ACTION.

Minor or area flooding of the campus is a more likely scenario. This could be the result of rainstorms or a water main break. In the case of imminent weather-related flooding, college administrators monitor the National Weather Service and other emergency advisories to guide necessary actions, such as evacuation of areas and cancellation of classes.

During an evacuation:

Step	Procedure
1	Listen to a battery-operated radio for evacuation and emergency instructions.
2	Assist those who need help evacuating, if possible.
3	Follow recommended evacuation routes — shortcuts may be blocked.
4	Leave early enough to avoid being marooned by flooded roads. Evacuation is much simpler and safer before flood waters become too deep.
5	If you are in a car and it stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.
6	If walking, climb to high ground and stay there. Avoid walking through floodwaters. If it is moving swiftly, even water six inches deep can sweep you off your feet.

After a flood:

Step	Procedure
1	Flood dangers do not end when the water begins to recede. Listen to a radio or television and do not return to the area until authorities indicate it is safe to do so.
2	Stay out of buildings if flood waters remain around the building.

In case of minor imminent flooding:

Step	Procedure
1	Secure vital equipment, records and chemicals; move to higher, safer ground.
2	Unplug or shut off all electrical equipment. Secure all laboratory experiments.
3	Wait for instructions from Department of Public Safety for immediate action.
4	If evacuated from your building, do not return unless cleared to do so by emergency personnel.
5	Notify Campus Management* if you experience flooding in your area.

Utility Failure

In the event of a major utility outage during business hours (see below) contact Campus Management immediately. If there is potential danger to the building occupants or if the utility failure occurs after hours on the weekend holiday, notify the Person-in-Charge. The Campus Management will check all buildings with elevators in the event of a power failure. Do not evacuate a building unless told to do so by qualified emergency personnel. Do not return to an evacuated building unless the Person-in-Charge gives the ALL CLEAR signal.

Campus Hours of Operation

Below are the regular hours of operation for our campuses:

- The Huntington Park Campus is open from 8:00am to 5:00pm on weekdays for regular instruction.
- The Pomona Campus operates from 8:00am to 5:00pm, Monday through Friday.
- The Van Nuys Campus is open between 8:00am and 5:00pm, Monday through Friday.

Step	Procedure
1	Call facilities management or campus personnel
2	Evacuate if necessary
3	Assemble and check in with Prestige Career College Personnel

Elevator Failure

Step	Procedure
1	Call facilities management or campus personnel
2	Evacuate if necessary

Power Failure

The campus does not have emergency power generators to supply lighting for evacuation. To aid in evacuation, it is advisable to have a flashlight or use a cell phone. Notify Campus Personnel who will advise if evacuation is necessary and contact the appropriate utility company. Follow standard evacuation protocols.

Natural Gas Leak

**DO NOT SWITCH LIGHTS ON OR OFF OR UNPLUG ANY ELECTRICAL EQUIPMENT!
ELECTRICAL ARCING COULD TRIGGER AN EXPLOSION.**

DO NOT use cell phones!

Cease all operations.

Notify Campus Management*.

Evacuate the area immediately.

Ventilation Problems

**DO NOT RETURN TO AN EVACUATED AREA UNLESS THE ALL CLEAR IS GIVEN BY
CAMPUS MANAGEMENT*.**

Step	Procedure
1	Call facilities management or campus personnel
2	Evacuate if necessary

Plumbing Failure

Step	Procedure
1	Cease using all electrical equipment and turn off any electrical equipment near the leak, if it is safe to do so.
2	Notify Campus Management*.
3	Evacuate the immediate area to prevent injuries.

MEDICAL EMERGENCIES

Life Threatening

If the medical emergency requires immediate medical attention or is life threatening such as seizures, heart attacks or loss of consciousness, Campus Management* should be notified, and 911 must be called immediately.

If the injured student or employee is found on the ground and unable to get up on their own, they should not be moved, except by the responding medical professionals. Provide verbal comfort, and if necessary, cover them with a blanket or clothing for warmth until qualified medical assistance arrives.

Depending on the situation, limited emergency first aid should be provided by Nursing or Medical Assisting faculty: Examples of situations that may require limited emergency first aid include, but are not limited to choking and severe bleeding from wound.

Following the life-threatening incident, Campus Management* is to request from the student a medical release indicating that the student is capable of returning to school.

Examples:

Cardiac Arrest

Stroke

Severe Allergic Reaction (Anaphylaxis)

Choking

Severe Bleeding

Unconsciousness

Respiratory Distress/Failure

Poisoning

Burns

Seizures

Non-Life Threatening

*If the condition is non-life threatening, but still determined to be serious, Campus Management may request a medical release from the student indicating that the student is capable of returning to school.

A	Direct the student for limited first aid at the school for minor issues such as scratches or small cuts. Emergency Medical Kits are available for easy accessibility at the front desk and located just inside the Medical Assisting Classrooms.
B	Offer to contact, and then contact, family or other persons identified by the student to retrieve the student, and/or
C	Offer the contact information for local medical providers, and release the student from class if requested by the student

The following information is ONLY if qualified first aid personnel are not available or until paramedics arrive:

Broken Bones

Step	Procedure
1	Do not move the victim unless he/she is in immediate danger of further injury.
	Check for: <ul style="list-style-type: none"> • Breathing: Give mouth-to-mouth resuscitation, if needed, and if you are certified to do so.
2	<ul style="list-style-type: none"> • Bleeding: Apply direct pressure to the wound. • Shock: Keep the victim calm and warm.
	Call for help: <ul style="list-style-type: none"> • DO NOT try to push the broken bone back into place if it is sticking out of the skin.
3	<ul style="list-style-type: none"> • DO NOT try to straighten or move a suspected fractured limb. • DO NOT allow the victim to walk around. • DO NOT move a victim of a suspected back injury unless an extreme danger to the victim exists.

Burns

Step	Procedure
1	Immerse burned area in cool water.
2	Flood chemical burn with cool water for 15 minutes.
3	Cover burn with dry bandage.
4	Keep victim warm and comfortable.

Choking

Step	Procedure
1	If victim is able to speak or cough effectively, DO NOT interfere with his/her attempt to expel foreign objects.
2	Check victim's mouth and clear any foreign matter.
3	Use abdominal thrusts.

Fainting, Unconsciousness and Shock

Step	Procedure
1	Have the victim lie or sit down and rest.
2	Keep the victim comfortable, not too hot or too cold, until help arrives.
3	Ask for a medical emergency I.D.
4	Treat other injuries as necessary.

Electric Shock

Step Procedure

- 1** Do not touch the person who has been in contact with the electrical current until you are certain that the electricity has been turned off. This must be done at a plug, circuit breaker or fuse box.
- 2** If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
- 3** Check for breathing. If the victim's breathing has stopped or is very weak, start mouth-to-mouth resuscitation immediately (if certified).
- 4** Call for help.
- 6** Give the alert victim assurance that help is on the way.
- 7** Do not touch the person who has been in contact with the electrical current until you are certain that the electricity has been turned off. This must be done at a plug, circuit breaker or fuse box.
- 5** While you are waiting for help to arrive: Keep the victim warm, covered with a blanket or coat. Do not give the victim anything to eat or drink until he/she has seen a doctor.
- 8** If the victim is in contact with a wire or a downed power line, use a dry stick to move it away.
- 9** Check for breathing. If the victim's breathing has stopped or is very weak, start mouth-to-mouth resuscitation immediately (if certified).
- 10** Call for help.
- 11** While you are waiting for help to arrive: Keep the victim warm, covered with a blanket or coat. Do not give the victim anything to eat or drink until he/she has seen a doctor.
- 12** Give the alert victim assurance that help is on the way.

Fractures and Sprains

Step	Procedure
1	Keep the victim still.
2	Keep injured area immobile.

CAUTION: If a victim is suspected of having head, neck, or back injuries, keep him/her absolutely still. Treat for shock, as necessary, and keep warm.

Head Injuries

Step	Procedure
1	If there is bleeding from an ear, it might mean there is a skull fracture.
2	Special care must be taken when trying to stop any scalp bleeding if a skull fracture is suspected. Bleeding from the scalp can be very heavy, even when the injury is not serious.
3	Do not press too hard. Be extremely careful when applying pressure over the wound so that bone chips from the potential fracture will not be pressed into the brain.
4	Try not to move the injured person or bend his/her neck, because it may be fractured.
5	Call 911. Let a professional medical person clean the wound and stitch it if necessary. Do not give the victim alcohol. It may mask important symptoms

Heart Attack

Step Procedure

- 1 If the victim is conscious, he/she may be more comfortable sitting up.
- 2 Place the victim lying on his/her back.
- 3 Give resuscitation or CPR as necessary, if trained.
- 4 Keep victim comfortable, not too hot or too cold, until help arrives.
- 5 Ask or look for a medical emergency I.D.
- 6 Treat for shock.

Internal Bleeding

Step Procedure

- 1 If the victim is coughing or vomiting blood or “coffee ground” material, he/she may have internal bleeding.
- 2 Have the victim lie flat and breathe deeply.
- 3 Call 911. Do not let the victim take any medication until a professional medical person approves.

Seizures

Step Procedure

- During the seizure:
- 1
 - a. Let the seizure run its course.
 - b. Help the victim lie down to avoid injury.
 - c. Loosen restrictive clothing.
 - d. Do not try to restrain a seizure victim.



Step	Procedure
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|---|--|
| | After the seizure: |
| | a. Check to see if the victim is breathing; if not, give mouth-to mouth resuscitation (if certified). |
| | b. Check to see if the victim is wearing a medical emergency alert or similar communication of medical emergency requirement. |
| 2 | c. Check to see if the victim has any burns around the mouth, this might indicate poison. |
| | d. Stay with the victim. The victim of a seizure or convulsion may be conscious but not talkative when the intense movement stops. |
| | e. Be certain that breathing continues. |
| | f. When the victim seems able to move, get help. |

Severe Bleeding and Wounds

Step	Procedure
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|---|---|
| 1 | Apply direct pressure on the wound. |
| 2 | Use clean cloth or hand. |
| 3 | Apply pressure to blood vessel, if necessary. |
| 4 | Elevate body part. |
| 5 | Add more cloth if blood soaks through |
| 6 | Keep pressure on the wound until help arrives. |
| 7 | Use tourniquet ONLY as a last resort. |
| 8 | If the victim has been impaled, DO NOT remove the object. |

CAUTION: Communicable diseases may be transmitted by the exchange of body fluids. Be sure to use protective gloves and practice universal precautions.



CAMPUS MANAGEMENT CONTACTS

In case of emergency, the following is a list of numbers for Campus Management:

Huntington Park Campus

President	Ali Bayrami	abayrami@prestigecareercollege.com	3234339325
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Assistant Campus Director	Tanya Tijerina	ttijerina@prestigecareercollege.com	3234339325

Pomona Campus

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Director of Career Services	Ingrid Mejia	imejia@prestigecareercollege.com	3234339325
Assistant Campus Director	Tanya Tijerina	ttijerina@prestigecareercollege.com	3234339325

Van Nuys Campus

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Director of Admissions	Andrew Martinez	amartinez@prestigecareercollege.com	3234339325