



AUSTIN  
CAREER  
INSTITUTE

SAFETY  
PLAN  
02/29/23

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## Introduction

Austin Career Institute (ACI) is dedicated to a safe and orderly learning environment. This Safety Plan is intended to be a guideline for faculty and staff to possibly prevent and resolve unexpected or unplanned events that physically or emotionally threaten staff and/or students. The best preparation for an actual emergency is awareness in advance and proper preventive measures. All staff members are expected to review and know the information presented in this plan, which is provided to all new employees and reviewed annually.

Familiarization and practical exercises are the keys to preparedness in an emergency. Every staff member of ACI should share appropriate drill and safety information with all students with whom they work. There are emergency situation recommendations available on the ACI learning management system and available in hard copy at the reception desk. The funding and management of this plan supports the institutional goals, objectives and future growth of ACI by ensuring that growth is sustainable and contingencies are in place.

The Safety Plan is evaluated and reviewed and revised at least annually. Faculty, students, and advisory boards are encouraged to provide recommendations related to this plan.

## Responsible Parties

The Campus Director is instructed and required to notify a member of the school's administration whenever an unusual event, emergency or crisis arises. During daytime operations, several administrators will be available; during evening hours, staff or faculty should contact the Director at the following emergency contact number:

**After hour contact phone number: 512-371-0100**

## Reporting and Investigation Requirements

In the case that an emergency, accident, illness or other safety issue arises, handle the situation and then complete the Incident Report Form included at the end of this Safety Plan. Remain alert and observant of the time, surroundings, and people involved in the incident so you can include those details with your report. *Be as specific as possible.* Once the report is completed, give it to the Campus Director as soon as possible, but never longer than 24 hours after the incident.

Incidents are investigated by the administration as deemed necessary. The Incident Report Form is used as the basis for the investigation. People that are involved in the incident will be interviewed as well. A report of the investigation will be completed by the Director. Policy and/or procedure changes resulting from the investigation of this incident are shared with staff and students as necessary.

## Emergency Action Plan

ACI requires all employees to perform their job functions as safely as possible. This part of the plan is designed to assist with this requirement. Priorities of the Plan are to:

- Ensure the safety of all personnel
- Minimize interruptions to normal business operations
- Mitigate damage to the physical property
- Establish alternative means of operation in advance provide for smooth restoration of the headquarters facility

Based on the nature of the emergency, the Director will be responsible for accounting for people, notifying families, etc. When an accident occurs that involves physical injury, such must be reported immediately. Follow the steps below to ensure proper handling of an injury:

1. In a medical emergency, call 911 immediately and begin providing aid.
2. All accidents resulting in physical injury are to be reported to the Director.
3. Ensure that faculty/staff, students, and guests are moved away from any dangers posed at an accident scene.
4. Do not approach an accident scene unless it is safe to do so. If the scene is unsafe, keep everyone away and wait for the Director to arrive.
5. Texas law prohibits dispensing medication or the treatment of injuries by anyone except a licensed or certified medical person. Faculty and staff members may administer basic First Aid, if trained to do so, when obviously needed.
6. The decision to call Paramedics and/or the students' parents will be made by the Director or by an administrator.

### Functions and Communication Chain

In the event of an emergency, the functions of the administrators are to:

- Provide emergency notification as quickly as possible
- Provide initial identification and counts of employees
- Assign employees to specific emergency tasks
- Provide continuous information to emergency personnel communicate with the employees and families

In the event of an emergency, the Director and the campus administrators will attempt to contact and notify all those that might be immediately impacted by the situation. Instructions/suggestions will be provided as clearly and expediently as possible, given the uniqueness of each individual situation. Communication modes may include:

- Telephone calls and text messages to individual classrooms and offices
- Word of mouth by staff members going room to room to pass along information
- Emergency message on the e-mail and LMS systems
- Any other means of communication deemed appropriate and feasible given the uniqueness of each situation.

Activation of the Emergency Plan are based on the level of the emergency, as described below.

**Level 1** – *Minor incident* that is quickly resolved with internal resources or limited help. The Emergency Plan is not activated.

**Level 2** – *Major emergency* that impacts sizable portions of the institution’s facilities that may affect life safety. Emergency Plan is activated.

**Level 3** – *Disaster* that involves the entire facility and surrounding community. Emergency Plan is activated.

In Level 2 and 3, personnel are notified via alarms, phone paging system, text messages, etc. Everyone should exit the building in an orderly fashion.

### Illness or Accidents

If a student is ill, they should notify their faculty member and leave the campus. It is recommended that all students, staff and faculty adhere to the following basic hygiene practices recommended by the CDC to avoid spreading germs and minimize illness.

- **Avoid close contact.**  
Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- **Stay home when you are sick.**  
If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.
- **Cover your mouth and nose.**  
Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick. (Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk.)
- **Clean your hands.**  
Washing your hands often will help protect you from germs.
- **Avoid touching your eyes, nose or mouth.**  
Germs are often spread when a person touches a surface or object that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- **COVID-19**  
Please make sure to follow CDC guidelines for how to keep yourself safe from COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

The following are our additional requirements. Anyone violating these policies will face disciplinary action.

- 1) All classes will be in person and in class on campus.
- 2) ACI recommends everyone entering the building and everyone in the parking lot in front of the ACI building to follow CDC, City of Austin and State of Texas mask wearing guideline.

- 3) Every single one of ACI's A/C unit thermostats must have the fan always be switched to ON position.
- 4) The exhaust fans in the two HVAC classrooms (light switch that is red) must be in on position all the time.
- 5) Staff must make every effort to wipe doorknobs with alcohol or disinfectant wipes at the beginning of their shifts. Contact Mike Tucker for supplies.
- 6) All current and potential students, employees or anyone who enters ACI campus who are sick in any ways or show the following symptoms must not enter ACI campus and must be turned away. These individuals must stay home and notify their instructor and Director of Student Services, Mike Tucker (512-994-9228).
  - (a) Fever or chills
  - (b) Cough
  - (c) Shortness of breath or difficulty breathing
  - (d) Fatigue
  - (e) Muscle or body aches
  - (f) Headache
  - (g) New loss of taste or smell
  - (h) Sore throat
  - (i) Congestion or runny nose
  - (j) Nausea or vomiting
  - (k) Diarrhea

If a minor accident occurs on campus, direct the student to the First Aid Kit or assist them in retrieving the necessary bandages. First Aid Kits are located on campus in the following locations:

**\*\*FRONTOFFICE**

For major injuries or accidents, dial 911 and keep the injured person calm and still until help arrives.

**Fire**

If you suspect a fire, call 911 and pull the fire alarm.

Each room is equipped with an evaluation plan by the door. At the sound of a fire alarm, each person should exit the building in an orderly manner. The Director or other assigned staff member will ensure that all staff, students, and visitors are safely out of the building.

Fire extinguishers are in the following places on campus:

**\*\* In all required areas**

The campus holds at least one fire drill annually. The date of the last fire drill was: January 2023

## Workplace Violence

Try to stay calm. Do not attempt to argue. Seek help as soon as possible and take cover. Never attempt to disarm or accept a weapon from the person in question. Report all incidents to your supervisor or the Director. In the event someone is known to have a firearm or other deadly weapon, an administrator should be notified immediately. Do not confront the individual yourself. If a firearm or other deadly weapon is pulled, remain calm. Without endangering yourself, do what you can to notify the Director, a faculty member, an administrator or other employee. Talk in a controlled manner with the individual.

In the event of an active shooter situation, all individuals should evacuate the building/area immediately to an area of safety and immediately call 911. Notify the Director and the administration. There are five additional suggestions offered in the event of an active shooter:

1. If you are in a room without a safe exit, shut the door, lock it and barricade it if possible. Once the door is secure, move away from it and lie on the floor. If the gunman begins shooting through the door, lying on the floor will minimize your chances of being struck by a projectile.
2. If you cannot get to a room with a lockable door, find concealment - that is, hide and lie as flat on the floor as possible to avoid being struck by random bullets that may be sprayed by a shooter.
3. If you cannot find a lockable room and/or concealment and the shooter is immediately present, play dead.
4. If all else fails, give in to whatever demands are made by the shooter.
5. Also know that the school affirms your right to defend yourself against imminent danger. While such is not generally recommended in an armed encounter, if you are certain you will be harmed, fighting an attacker may be required and the right to self-defense is affirmed.

## Hostage Situations

In the event of a hostage situation, if you are not involved, quietly remove yourself from the area and call 911. Notify the Director immediately. Employees should stay away from the scene but attempt to establish a wide perimeter to prevent others from wandering into the situation. If you are part of the situation, remain calm, avoid quick movements and cooperate with the hostage-taker. If you wish to talk with the hostage-taker, *ask permission* to avoid further agitation of the individual. Stay alert and follow the instructions of the police and/or the hostage negotiator.

If a hostage situation occurs in your classroom or area of supervision:

1. Remain calm and controlled. Help your students stay calm. Avoid quick movements. Don't panic.

2. Follow the directions of the hostage-taker. Tell your students to do the same. Do not try to attack or disarm the hostage-taker.
3. Do not bargain or negotiate with the hostage-taker. If you wish to talk to the hostage-taker, ask for permission to speak. Face the hostage-taker when speaking and do not crowd their space. Be respectful, never critical. You may tell a hostage-taker about your parents, spouse, or children. Do not argue.
4. Make a mental list of students from your class that day. Try to make a mental list of what happens during the incident.
5. Trust the police negotiators. Follow their instructions exactly.
6. Stay alert. Evacuate students first.

### Odd/Suspicious/Concerning Behavior

You may occasionally encounter a student or colleague who displays behavior that may be considered odd, suspicious or frightening. Such behavior may include a sudden change in appearance and/or hygiene, threatening or inappropriate comments, disturbing or frightening ideas or thoughts expressed in writings and class assignments and rumors or gossip about a particular student or group of students. If you feel the student may be a danger to themselves or others, you should report the information to the Director and/or to an executive level administrator. Any supporting information and/or documentation should be provided at the time of the report to help in the evaluation of the situation.

The Director will evaluate the situation, perhaps seek input from others, and decide as to how to proceed. While there are no sure and certain predictors of violence, there may be certain indicators that are observed to help guide the administrator in their decision-making process.

Warning signs of impending violence may include but are not limited to:

1. A known history of violent behavior
2. Displays of violence in writing or art. Sometimes violent or bizarre depictions can be products of a psychotic mind
3. Loneliness and social isolation
4. Stalking and other antisocial or extreme behavior
5. Whispering to oneself, taking an inordinately long time to answer a question, expressed suspicion that one is being followed, their conversations recorded or that people are watching them

Certainly, not all individuals that exhibit odd behavior are psychotic or violent. However, employees should "trust their gut" and report behavior and situations that do not seem "right".

Administrative and other professionals must carefully deal with situations involving behavior as described above. Often, disabilities that manifest themselves in the form of odd behavior may



simply be a byproduct of a disability and such may need to be accepted and accommodated in the normal course of the educational process. Administrators and staff must also understand the unique position in which they are in and the protections afforded disabled persons. Disabilities cannot usually be disclosed to members of the ACI community even to satisfy concerns over odd behavior. These situations require delicate and sensitive handling and due regard for not only the safety of the community, but for the privacy and well-being of the student who is the subject of the report. For these reasons as well as others, executive and administrative staff should take every report seriously and consider how best to deal with each situation. When dealing with a report of odd behavior, overreactions and under-reactions must be guarded against.

For faculty and staff who report concerning behavior to members of the administration, information cannot always be returned or provided to the reporting individual about a student's known situation because privacy laws usually shield students' mental illness from disclosure to most individuals. Even if a student is believed, by institutional officials, to be a threat to himself or others and is required to undergo a psychological evaluation, the written opinion of a licensed physician/psychiatrist is usually the deciding factor as to whether or not a student is committed for medical treatment and/or whether or not they will be allowed to continue in school.

#### Hazardous Chemical/Biological Warfare Exposure

All members of the school community are reminded to always be aware of the potential for exposure to hazardous chemicals and/or biological agents. Individuals who have responsibility for handling hazardous chemicals should insist upon proper training prior to working with hazardous chemicals.

Individuals should also be aware of the potential for exposure to chemical warfare that may include biological agents should the area be targeted for a chemical or biological attack. Individuals should follow the steps listed below to help minimize exposure and release of chemical or biological agents.

1. Do not open any container, envelope or package with unknown, suspicious or no return address. Do not attempt to investigate containers or packages that are leaking oil or powder residues.
2. If in doubt about an envelope or package, contact the Director. Leave the package untouched and undisturbed. Shut off all fans and/or ventilation that may be in the area.
3. If such an item is opened and it is reasonably believed to be biologically or chemically contaminated, shut off all fans and/or ventilation that may be in the area and contact the Director, who will notify municipal authorities. A building evacuation may be instituted using the same instructions as written in the fire alarm policy.
4. Secure the hazardous area and wait for further instructions from municipal authorities.
5. Students and other staff in the building need to remain in the parking lot away from the building until released by medical personnel.
6. Remain calm and follow all instructions.

## Threats/Threatening Phone Calls

In the event of a threatening phone call, DO NOT HANG UP ON THE CALLER. Try to get as much information as possible. Be certain to write down the following:

1. Time
2. Phone number received from if known
3. Name of caller if provided or known
4. What type of threat (bomb threat, death threat, biological attack, etc.)
5. If a bomb or gun threat, where is the bomb or gun located?
6. If it is a bomb, when will the timer start or when will it explode?
7. Listen to surrounding noise (music, traffic, background noise) to see if anything sounds familiar to help narrow down where the caller is calling from.

Ask why they are doing this. Carefully document the answer.

- If the threat is made in writing, do not handle the document more than necessary and do not allow multiple people to touch the note. The Director or a school administrator will determine if a building or the campus is to be evacuated. The Director or their designee will make all decisions regarding the cancellation of classes.
- No one other than the Director should be notified about the threat until an initial evaluation of the situation is complete and local authorities and emergency responders notified. If evacuation of a building and/or the campus is deemed necessary, various methods may be used to avoid panic and to minimize danger to the ACI community.

## Robbery

In the event a cashier or other employee who is in control of institutional funds or assets is held up, that is, someone demands the surrender of cash or other valuable goods with the use of or threat of physical violence, the cash and/or goods being demanded should be surrendered immediately, particularly when the perpetrator is armed with a gun, knife or other deadly weapon. After a robbery has taken place, the victim and/or any other employee involved in or witness to the robbery should immediately contact the Director, who will immediately contact local police authorities. If possible, take note of the individual's height, approximate weight, hair color and length, eye color, facial hair, approximate age, any tattoos, scars or marks and any distinguishing speech pattern such as a lisp, stutter or repeated use of a word or phrase. Also make a mental note of the individual's clothing, the color and general condition of any clothes and shoes being worn.

## Death of a Student

If a student passes away on campus or during a School sponsored and/or controlled event, the Director will make the determination, at that time, as to who will contact the student's next of kin. Faculty and staff members are prohibited from releasing information of a student's death,

when known, until proper notification is made to the next of kin. If a student death occurs, the scope of the response will depend on the situation and the circumstances surrounding the death. Each situation will be different and the institutional response will be in a manner subjectively deemed appropriate by relevant members of the administration. Efforts will be made to provide wellness sessions and, possibly, counseling sessions with licensed therapists if such need is apparent. Faculty and staff members are reminded that FERPA, HIPAA and other privacy laws continue to protect a student's privacy, even after their death, and, therefore, disclosure of information about a student's grades, attendance, health, etc., remain protected by relevant legislation. The release of personal data and/or information following the death of a student may violate applicable privacy laws and ACI employees are cautioned to continue to follow institutional policies and privacy laws from the local, state and federal levels.

### Power Outage

In the event of a power failure that is not related to any other type of emergency/crisis, instructors should, during the day and if their classroom is equipped with windows, open the blinds and continue with their lecture/class discussion with as little interruption as possible. The learning process is normally not warranted for a non-weather-related power outage.

The decision regarding whether classes will be canceled will be made by the highest ranking administrator. Once power is restored, all operations should return to normal as quickly as possible, report any problems, concerns or issues that arise during a power outage to the Director or the administrative office.

### Severe Weather Emergency Procedures

**Earthquake:** Although Texas is not prone to earthquakes, they are a possibility. In the event of an earthquake, seek shelter under a hard surface such as a sturdy desk, counter, table or stand in a doorway or corner of a room. If you are outside, move to an open area away from buildings, trees, light poles and power lines. After a quake, gather your valuables and leave the building quickly. If necessary, assist those with mobility impairments or disabilities. Assist those with injuries but do not move seriously injured people unless remaining in the building poses a greater risk than their apparent injuries. Following a quake, aftershocks will likely follow and while aftershocks are usually less powerful than the original quake, they may still be strong enough to bring down weakened structures. For this reason, evacuation to a safe zone away from buildings, power lines, trees, etc., is indicated.

**Severe Thunderstorms:** Do not use the telephone, stay away from windows and doors, keep the use of electrical devices to a minimum. Stay alert for possible flooding.

**Tornadoes:** Tornado Watches do not require taking shelter. If a warning is issued, shut off electrical equipment and take shelter immediately, do not go outside, move away from doors and windows, get as close to the floor or under a table or desk.

**Flooding:** A flood warning means flooding is imminent. If evacuation is not possible, go to the highest location in the building. If you choose to evacuate, do not walk or drive through running water.

## Evacuation

A building evacuation is mandatory whenever a fire alarm sounds or when instructed to do so by the Director or other official. Emergency exits should be marked and prominently displayed throughout the building. The Director will ensure that everyone has left the facilities.

### Action Plans for Specific Emergencies (continued)

- Use extreme caution when walking or driving outside
- If you must travel:
  - Travel during the day light
  - Stay on main roads
  - Carry emergency supplies and kits
  - Dress warm to prevent frostbite or hypothermia

### EMERGENCIES RELATED TO THE FACILITY

- **Fire**

- Activate the nearest fire alarm pull station
- Call 911 and state your location, exactly where the fire is located, and if there are any injuries
- Stay on the phone until released by the dispatcher
- Notify official in charge
- Warn others to evacuate and help those needing assistance in the immediate area
- Contain the fire by closing windows and doors (do not lock) as you leave
- Do not open doors that are hot to the touch
- Open cool doors slowly to ensure smoke is not blocking your route
- Be prepared to crawl, if necessary
- Go to the nearest exit in the building
- Move to a clear area at least 500 feet away from the building
- Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- Do not re-enter the building until you are directed to do so by emergency personnel

#### *How to Use a Fire Extinguisher*

- If the fire is small, and it falls within the scope of your abilities, deploy a fire extinguisher
- Keep your back to the exit; NEVER place the fire between you and the exit
- Remember PASS
  - P = pull the pin
  - A = aim the nozzle at the base of the flame
  - S = squeeze the trigger
  - S = sweep the fire extinguisher from side to side

#### *If you CATCH ON FIRE*

- DO NOT run
- STOP, DROP, and ROLL

#### *If caught in smoke*

- Drop to hands and knees; crawl towards the exit
- Stay low
- Breathe shallowly through your nose; use a shirt or towel as a filter

- Hold your breath as much as possible
- If forced to advance through flames*

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

*If you are trapped and cannot evacuate*

- Close any doors between you and the fire
- Wedge towels or other cloth materials along the bottom of the door to keep smoke out
- If you need air, break a window only as a last resort
- Hang a towel or cloth material from the window as a signal you are trapped
- If someone is disabled and cannot use the stairs, get into the stairwell landing, closing doors behind
- Notify emergency personnel of your exact location (stairwell No.1, 3rd floor landing)

- **Active Shooter**

- If possible, exit the building immediately
- Call 911 and state your location – stay on the phone until released by the dispatcher
  - Provide the number of suspects
  - Give subjects' physical description
  - Subjects' location or direction of travel
  - Weapon information
  - Number of victims and type of injuries
  - If you cannot speak, leave the line open to allow dispatcher to hear what is going on
  - Notify official in charge
- If you cannot exit, get out of the area immediately
- Get behind closed doors in a locked or barricaded room
- Turn phone on silent or off to eliminate pinpointing your location
- Stay away from windows
- Look for alternate escape routes
- Never move in a straight line, a zig-zag pattern make a more difficult target
- Position yourself for the element of surprise, if the shooter enters
- Remain calm
- Follow all directions given to you by emergency personnel
- When exiting the building, keep your hands raised in front of you so that responding police see that you are not the shooter
- Move to a clear area at least 500 feet away from the building
- Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
- Do not attempt to confront the shooter, unless as a last resort
- Taking out the shooter is a serious decision ONLY YOU can make
  - Maintain a survival mindset
  - Identify improvised weapons
  - Throw items at the shooters face to cause distraction and disrupt his aim
  - Attack in a group creating multiple points of opposition
  - Swarm the shooter and control his extremities and head
  - Pin him to the ground
  - Continue to fight until you are certain he is no longer a threat
  - Move weapons away from the shooter. DO NOT pick them up

*Law enforcement's #1 priority is to CONTAIN & NEUTRALIZE the shooter*

- Responding officers are trained to proceed directly to the shooter
- If you encounter police, keep your hands visible and follow commands given

- You may be told to get on the ground
- You may be restrained
- **Building Evacuations**
  - Know all the evacuation routes of the building
  - Take personal belongings and weather appropriate clothing
  - If time permits, secure any hazardous material or functioning equipment prior to leaving
  - Proceed in an orderly fashion to the nearest exit for the building
  - Move to a clear area at least 500 feet away from the building and proceed to a designated evacuation area
  - Keep streets, fire lanes, fire hydrants and all walkways clear for emergency personnel
  - Take inventory of all personnel evacuated from the building
  - Report missing persons (and last known locations) to emergency personnel
  - Do not re-enter the building until you are directed to do so by emergency personnel
  - Secure all doors
  - Call 911 and state your location – stay on the phone until released by the dispatcher
- **Bomb Threat**
  - Remain calm on the phone with the caller
  - Get as much information as possible from the caller
  - Take notes about the caller, such as, demeanor, tone of voice, location and time of detonation
  - If a written threat-do not touch or move anything
  - Preserve the scene for officials
  - Notify official in charge
  - Call 911 and state your location – stay on the phone until released by the dispatcher
  - Search public areas for any suspicious packages or objects
  - If found: Do not touch
  - Evacuate area
  - Notify bomb squad upon arrival
- **Earthquake**
  - Drop to the ground
  - Take cover under a sturdy desk, table or in a doorway
    - If no cover is available, drop into the fetal position, tuck your head into your knees and cover your head with your arms
  - Do not run outdoors

*After Shaking Stops*

  - Do not use matches/lighters or other sources of ignition
  - Power outages may occur; fire alarms and sprinklers may be activated
  - Leave the area if you smell gas or chemical fumes
  - Be prepared for after shocks
  - If you are properly trained and are able, provide assistance to victims
  - Open doors carefully
  - Watch for falling objects

*If Trapped*

  - Do not use matches/lighters or other sources of ignition
  - Cover your mouth and nose with cloth to protect against dust
  - If you are properly trained and are able, provide assistance to victims
  - Do not move about or kick up dust
  - Signal for help by whistling or tapping on the building
  - Shout only as a last resort

- **Power Outage**
  - Remain calm and provide assistance to others if necessary
  - Move cautiously to a lighted area
  - Exits may be indicated by lighted signs of the emergency power that is operating
  - Turn off and unplug computers and other voltage-sensitive equipment
  - When notifying the Campus Support Center be prepared to indicate:
    - What areas are affected by the outage
    - How long the power has been out
    - Any significant damage or other utility failure
    - Any injuries
  
- **Suspicious Activity**
  - Do not confront the person exhibiting the behavior
  - Do not block a person's access to an exit
  - Notify official in charge
  - Call 911 and state your location – stay on the phone until released by the dispatcher
  - Describe suspicious behavior by stating what you saw, where it happened, when it happened, why it was suspicious to you, and how you can be contacted for further information
  
- **Suspicious Packages**
  - Do not touch, open or disturb the package or object
  - Leave the package on a desk or in an area where it can be monitored and left undisturbed
  - Notify official in charge
  - Look for misspelled words, no return address, excessive postage, foreign country origination, poorly typed/written, protruding wires, oddly shaped, rigidity or bulkiness, strange odors, wrong title
  - with name, or addressed to title only, stains and excessive taping or string
  - Do not use any wireless devices within 500 feet of the package or object
  - Call 911 and state your location – stay on the phone until released by the dispatcher
  - Notify official in charge and be prepared to evacuate
  - Meet with officers immediately upon arrival
  
- **Vapors, Fumes and Gas Leaks**
  - Do not pull fire alarms
  - Do not touch light switches or electrical equipment
  - Clear the area
  - Notify official in charge
  - Provide as much information as possible to the Campus Support Center, including what the smell is, where it is coming from, and if there are any injuries
  
- **Hazardous Materials**

**For a hazardous material spill, incident or release for which assistance is required**

  - Do not handle the material
  - Do not clean the material
  - If indoors, close the doors in order to isolate the area and move to a safe location
  - Turn off the HVAC
  - Call 911 and state your location – stay on the phone until released by the dispatcher
    - Provide as much information as possible to the dispatcher, including the name and quantity of the material, the specific room number, whether any one is injured or exposed to the material
  - Notify official in charge
  - Do not leave the safe area you are calling from as you may need to be decontaminated

*If contaminated with wet chemicals*

- Flush with water and soap; do not rub the chemical into your skin

*If contaminated with dry chemicals*

- Using gloves, brush from skin
- Remove all contaminated clothing
- Once chemical is removed, flush skin with cool water

## Summary and Review of Plan

ACI strives to operate the safest institution possible by planning for and taking preventative measures against emergency/crisis situations. To plan for each emergency or crisis would be practically impossible and the scope of this Plan is not intended to address every possibility. This Plan does seek, however, to provide faculty and staff members a framework of actions and responses that may help mitigate the damage and trauma that may be associated with a given event. This plan is reviewed and revised on an annual basis. If you, as a valued employee, have any suggestions or ideas for improvement to the plan, please contact the Director.



# Incident Report Form Template

<b>Name and role of person completing this form:</b>
<b>Signature of person completing this form:</b>
<b>Date:</b>

## Incident

<b>Date and time of incident:</b>
<b>Name/s of person/s involved in the incident:</b>
<b>Description of incident:</b>

<b>Witnesses (include contact details):</b>
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## Reporting of the incident:

<b>Incident Reported to:</b>	<b>Date:</b>
<b>How (this form, in person, email, phone):</b>	

## Follow Up Action

<b>Description of actions to be taken:</b>
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