



**EMERGENCY
PREPAREDNESS
PLAN**

2024

PITC Institute
827 Glenside Avenue
Wyncote, Pennsylvania 19095

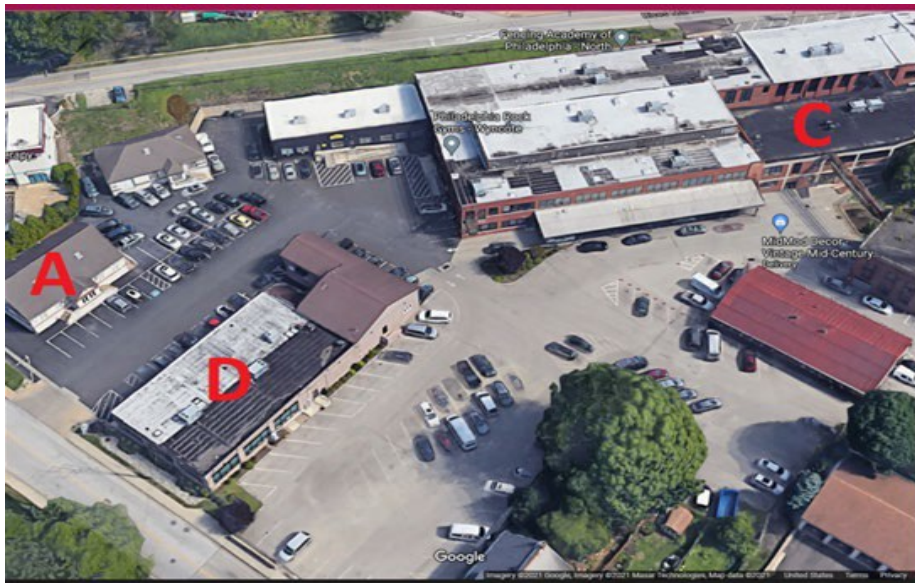
Table of Contents

PITC Campus	3
Visitor and Guest Guidelines	4
Emergency Evacuation Plan Policy	4
Three scenarios of evacuation:	4
Causes for evacuation:	5
Fire Safety	6
Inclement Weather	8
Illness or Injury	8
Minor Injury or Illness	8
Serious Injury or Illness	9
Death	10
Bomb Threats	10
Telephone Threat	11
Written Threats	11
Utilities and Maintenance Emergencies	12
Gas Leak	12
Plumbing Issues	12
Power Failure	12
Emergency Evacuation	13
Hazardous Materials Accident	13
Active Shooter Policy	14
If the Active Shooter is Nearby:	15
Post-Incident Action	16
APPENDIX A	17
BOMB THREAT INFORMATION FORM	17

PITC Campus

PITC Institute seeks to create and maintain a physical environment conducive to the learning process. PITC Institute is located at 827 Glenside Avenue, Wyncote, Pennsylvania in a newly renovated facility consisting of approximately 25,000 square feet in a commercial district. The campus is easily accessible by car and public transportation. The school is well lit, temperature controlled, and provides a comfortable learning environment conducive to teaching and learning. The facilities are handicapped accessible for access to people with wheelchairs or other special needs. The campus has three separate buildings that house classrooms, clinical laboratories, and administrative offices.

The student learning environment is supported through the use of the classrooms, laboratories, and a computer lab. The computer lab is supported through a virtualized networked environment with Internet access. Specific software requirements are detailed in the course syllabus as appropriate. The campus also has a library available for student and faculty use. Students and faculty are encouraged to use the library resources for research and supplemental reading as required for their program of study.



Visitor and Guest Guidelines

To provide for the safety and security of students, only authorized visitors are allowed on the campus during on-campus classes restricting unauthorized visitors. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors to the campus during on-site classes must check-in with an authorized representative and sign-in at the front entrance unless other arrangements have been made. Authorized visitors will receive directions from staff.

Emergency Evacuation Plan Policy

The purpose of this plan is to provide procedures to be followed by the staff members of the facility to ensure the safety of its students and staff members in the event of an emergency. The plan will be reviewed annually and updated as needed. In the event of an emergency, the facility director (or his/her designee) will be notified as soon as possible regarding the situation and the response to it. The facility director (or his/her designee) may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

Three scenarios of evacuation:

1. In-Place Evacuation – Keeping students and staff members in place but securing the location for the emergency at hand. For example, a tornado or a chemical release would require an in-place evacuation.
2. On-Site Evacuation – Movement of students and staff members out of the buildings affected and relocated to other areas on the campus. For example, a fire, bomb threat, or electrical failure would require an on-site evacuation.
3. Off-Site Evacuation – Movement of part or all students and staff members off campus to another designated area. For example, an active shooter situation.

It is the responsibility of PITC Institute to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in case of an emergency.

Causes for evacuation:

Fire

- a) Bomb Threats
- b) Explosions
- c) Severe Winter Storms
- d) Hurricanes
- e) Tornados
- f) Toxic Fumes
- g) Electrical Failure

This plan includes:

- a) Authority
- b) Evacuation Routes
- c) Evacuation Procedures/Locations
- d) Evacuation of Handicapped
- e) Collection Points
- f) Accounting of Personnel
- g) Assignment of Responsibilities

Further Areas of the Plan Include:

- Command Posts
- Medical/Triage
- Post Communications
- Public Relations
- Records Retention
- Food/Clothing
- Evacuation
- Cost Assessment
- Rescue and Clean Up

PITC Institute (PITC) is committed to maintaining a safe and secure environment for students and staff. The safety of students and staff members at our facility is the highest priority. In the case of an emergency, evacuation of the facility should proceed as rapidly and safely as possible.

A copy of a summary of this plan should be forwarded to the local Fire Department and the local Emergency Management Agency. Each employee at the facility shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this training during their orientation period.

All new students shall receive training concerning emergency evacuation procedures during their orientation period. Floor plans for each area have been posted in public view showing exits and directional paths for traffic flow. Additionally, copies of the floor plan shall be given to the local Fire Department and the local Emergency Management Agency. Fire drills will be held annually.

Fire Safety

PITC Institute complies with local and state requirements for inspection and fire preparedness. Each campus building is equipped with adequate fire detection and extinguishing systems, as indicated by the authorities. In case of fire, take immediate action to suppress the fire using available fire extinguishers, if you can do so without harming yourself or another. Call 911 if the fire cannot be suppressed and contained with reasonable measures. In case of fire, all persons on campus should evacuate to the parking lot, so long as it is deemed safe.

Evacuate the area of the fire (always stay low as smoke and heated gases collect near the ceiling first) and activate the fire alarm. Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized in the event that the fire has caused the telephone system to be out of order.

The facility director, or designee, will designate a person, or persons, to go to the

nearest intersection to direct the fire department vehicles to the scene. The director, or designee, will evaluate the situation and quickly determine the size, nature, and location of the fire within the facility. Upon the arrival of the fire department the facility director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with him or her. Make certain that all students and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the student, or the staff members call for evacuation to the outside area, away from the building.

All windows and doors in the facility should be closed, and all electrical switches and breakers should be turned off. However, do not waste time doing this if the condition is an emergency. Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is imminent danger. If the fire is small, any of the facility's fire extinguishers by a staff member with proper training may be used to put the fire out. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

The Facility's fire extinguishers are located as follows:

- First Floor Exit 1(Front)
- First Floor Exit 2(Back)
- In the lobby
- The entire facility has sprinklers with fire alarms in each room

Each staff member is responsible for becoming familiar with the use of fire extinguishers. The nature of the fire is a key factor in determining a course of action. Smoke color may indicate the potential danger of the situation as follows:

- Yellow smoke may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
- Gray smoke with brown wisps is indicative of any electrical fire. Again, the area should be evacuated immediately, and all should stay clear of the area.

- Gray-black smoke is indicative of a primary fire. The priority remains to evacuate the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation. Ensure that no re-entry is attempted until authorized by the fire department.

Inclement Weather

Ensuring the PITC Institute's students, staff and facilities are safe and secure at all times is an important priority. School closing for inclement weather follows the Cheltenham School District for school closures. The district school Closing number is 306. The district website www.kyw1060.com and Comcast channel 42 provide emergency information.

Illness or Injury

In the event of a medical emergency where there is illness or injury, notify Security or Building Management to report the medical emergency. Provide the following information:

- Nature of the incident
- Location and number of victim(s)
- Nature of illness or injury
- Hazards in the area (e.g., electrical shock, hazardous vapor, etc.)
- Ambulance needed
- If the illness or injury appears life threatening, you should call 911 directly and then notify Security or Building Management

Minor Injury or Illness

- a) Treat with medical supplies on hand
- b) Evaluate periodically to see if further medical attention is required
- c) Document treatments and evaluations in students file
- d) Consult family members

Serious Injury or Illness

Depending on the seriousness of the injury, the victim should be taken to a nearby hospital by ambulance. The immediate concern is to the aid of the sick or injured person. Contact 911, if immediate medical attention is required.

Proceed according to the following plan:

- No staff member should place themselves at risk in the rescue of an injured student or staff member
- Call Emergency 911 and request the needed emergency responders
- Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment
- Employ first aid techniques as trained, if needed
- Notify a qualified first aid person in the facility
- Qualified first aid personnel are:
 - WHO: Any nursing faculty
 - LOCATION: PITC, 827 Glenside Avenue, Wyncote, PA 19095
- Treat Immediately life-threatening injuries first

Emergency 911 should be called first for each of the following:

- Impaired Breathing - Work Efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place the victim on his/her back, loosen the collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.
- Heart / Circulation Failure - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock. Severe Bleeding - Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.

- Shock - If there is no head or chest injury, keep your head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.
- Other injuries / illnesses should be treated in priority with respect to threat to life.

If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic, or hospital per instructions of the family member.

Death

If a death occurs at the facility, the following should be contacted immediately:

- a) Call 911, request emergency assistance
- b) Contact local Law Enforcement; allow them to notify the family members
 - The body should not be moved or tampered with
 - All students should be moved to a part of the building away from the body
 - The students should only be told what is essential for them to know about what has occurred, and who should be offered comfort and counseling as needed
 - No news media should be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the facility's director. No filming or photography is to be allowed inside the building

Bomb Threats

Any bomb threat should be treated as real until proven otherwise. Unidentified or suspicious objects should be reported to the authorities. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation. Upon evacuation, all windows and doors should be left open to minimize shock damage from the blast. Upon arrival of law

enforcement authorities, the facility director, or designee, will assist with search (i.e.: unlocking doors, identifying strange or suspicious objects). The appropriate authorities should be consulted prior to re-entry into the building. See (Appendix A - The Bomb Threat Information Sheet).

Telephone Threat

- 1) The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
 - a) The building may be immediately evacuated
 - b) Local Law Enforcement may be contacted via 911
- 2) The receiver of the call should keep the caller on the line as long as possible
- 3) Information should be recorded on the Bomb Threat Form as quickly as possible. Information sheets are kept near each phone, or specifically record the following information:
 - a) The exact time the call was received
 - b) The caller's exact words
 - c) A description of the caller's voice
 - d) If the call receiver has the time and opportunity, he/she should ask the caller for:
 - o The location of the bomb
 - o The exact time of explosion
 - o A description of the nature and appearance of the bomb
 - o The caller's name and their location

Written Threats

- 1) The staff member receiving the written threat should handle it as little as possible, (to preserve fingerprints) and should save all materials including any envelope or other container.
- 2) Local Law Enforcement should be contacted first, followed by the facility supervisor on duty, and/or the facility's director.
- 3) The building should be evacuated until it is determined that there is no longer a

danger.

- 4) All materials involved in the threat should be turned over to the authorities.

Utilities and Maintenance Emergencies

Gas Leak

- 1) If any staff member or children smells gas, act quickly.
- 2) Open windows immediately.
- 3) Call 911 and report the possible gas leak.
- 4) Do not turn any electrical switches on OR off. Eliminate all flames.
- 5) Check all gas taps and turn them off.
- 6) If necessary, turn off the gas main. The shutoff valve is next to the meter.
Using a wrench, turn the valve a quarter turn in either direction. If the gas odor remains strong, evacuate the area immediately.
- 7) Do not return to the building until the fire department announces it is safe.

Plumbing Issues

- 1) Contact the facility's supervisor on duty and/or the Director
- 2) The supervisor or staff member on duty should contact the following plumbing company:
 - o Contact Information: KIM HOUT NGOV: (Mobile) 215-896-4686

Power Failure

- 1) The building's emergency lights should come on automatically. They are connected to the facilities emergency generator, or back up batteries, which will start automatically upon loss of power (if a generator is present and connected properly).
- 2) The center has two flashlights which are located in the Laboratory with the first aid box.
- 3) In the event of a power failure, the staff members on duty should contact the following:
 - a. Local Power Company:
 - o Phone: PECO Electric Co: 1-800-841-4141

- b. The facility's on-duty supervisor, and/or the Director

Emergency Evacuation

In the event of a fire, bomb threat, electrical, chemical, or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

- 1) Call 911, indicating the need for assistance from the local Fire Department and law enforcement
- 2) Make certain all students and staff members are accounted for and are safe.
- 3) Evacuate all students and staff members to an area as far from the building as safely practical
 - a) Adhere to predetermined evacuation routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas
 - b) All students and staff members with special needs are to be assisted as needed
- 4) Conduct a second head count for students and staff members
- 5) Notify the Facility Director as early as possible
- 6) Do not approach or re-enter the building until consultation with the proper authorities

Hazardous Materials Accident

In the event of an accident involving hazardous materials:

1. Evacuate the area immediately
2. Do not turn any electrical switches on or off
3. Eliminate all open flames
4. Evacuation should be to an area (if possible) upwind and uphill of the facility
5. Call 911, and report that there has been a Hazardous Materials Spill
6. Do not attempt to contain, touch, or identify (if unknown) hazardous material

7. Do not attempt to rescue someone who has been overcome by fumes
8. If a student or staff member has had contact with chemicals, the chemicals should be washed off immediately
9. Do not return to the building until authorized to do so by the fire department
 - 1) Impaired Breathing
 - 2) Heart or Circulatory
 - 3) Severe Bleeding
 - 4) Shock

Active Shooter Policy

This policy is intended to provide guidance in the event an individual is actively shooting persons at the workplace. An active shooter is an individual engaged in attempting to kill people in a confined space or populated area at the company's premises. In most cases, active shooters use firearm(s) and display no pattern or method for selection of their victims. Active shooter situations are unpredictable and evolve quickly. All employees can help prevent and prepare for a potential active shooter situation. This policy provides guidance to individuals, including managers and employees, in responding to an active shooter situation.

The immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooter situations are often over within 10 to 15 minutes, and before law enforcement arrives on the scene. Employees Call 911 when it is safe to do so. Identify the location(s) of the threat and quickly escape from the threat (via windows, stairs, doors, etc.) as quickly as possible. RUN. Getting away from the shooter or shooters is the top priority. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Individuals must be prepared both mentally and physically to deal with an active shooter situation. Employees and students should know where the two nearest exits in the building are located in the event of an incident. If there is an accessible escape path, attempt to evacuate the premises. Map out places to hide.

If the Active Shooter is Nearby:

- If you are in an office, stay there and lock the door
- Silence your cell phone and/or pager If safe
to do so, warn others nearby
- Turn off any source of noise (i.e., radios, televisions)
- Turn the lights out and cover any motion sensors and close
blinds Hide behind large items (i.e., cabinets, desks)
- Its best to hide in an area outside of the shooter's view and as low to the floor as
possible
- Do not hide in groups, hide separately to make it more difficult for the shooter
- Be sure to silence any mobile communication devices and make sure they do not
vibrate
- Remain calm, quiet, and motionless
- Keep your hands visible and empty at all times
- Dial 911, when safe, to alert police to the active shooter's location; tell the
dispatcher you are in Cheltenham Township Montgomery County
- If you cannot speak, leave the line open and allow the dispatcher to listen
- In rooms without windows, behind solid doors with locks, under desks, or behind
heavy furniture such as large filing cabinets can make good hiding places
- You should not be trapped in a place where you are restricted for movement if the
opportunity presents itself
- If you are in a hallway, get into a room and secure the door
- Make sure and leave your belongings behind. If you are in a secure location, stay
there until law enforcement enter

Try to communicate with police silently— such as through text messages. If you have it, give the police a description of the suspect, location, and number of weapons. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Stay in place until law enforcement gives you notice that all immediate danger is clear.

When law enforcement arrives at your location, remain calm and follow the officers' instructions. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area or to an area to which they direct you. Avoid making quick movements toward officers or screaming. Put down any items in your hands (i.e., bags, jackets). Do not open the door for anyone until police have secured the scene. Follow law enforcement's instructions and evacuate in the direction they tell you. Make sure to comply with police instructions and keep hands visible at all times and avoid quick movements toward officers such as holding on to them for safety.

DO NOT attempt to confront the shooter unless as a last resort. FIGHT. Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

Post-Incident Action

When police have determined the active shooter emergency is under control, the emergency operator will provide a public announcement that the emergency is over by using a prearranged code (e.g., "all clear"). After you have evacuated the premises, notify company representatives. After police have secured the premises, the company will arrange to have designated management representatives participate in the law enforcement investigation of the incident, including identifying witnesses and providing requested documents. PITC will designate management representatives who will work with emergency responders to provide medical assistance to injured employees, including ensuring that all required medical benefits and insurance documentation is provided and with any ongoing police or internal company investigation.

Learn more at [ready.gov/until-help-arrives](https://www.ready.gov/until-help-arrives)

APPENDIX A

BOMB THREAT INFORMATION FORM

Exact Time of Call: _____ Date of Call: _____

Exact words of caller: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____

DESCRIBE CALLER'S VOICE (circle)

Male / Female Approximate Age _

(Circle all that apply)

calm
stutter
giggling
disguised
nasal

angry
broken
slow
sincere
lisp
rapid
deep
accent
crying
loud
squeaky
slurred
stressed
excited
normal

Threat Language

(Circle all that apply)

Well Spoken (educated)

Irrational Message read or recorded foul / vulgar / incoherent

If the voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks made by the caller: _____

Person receiving the call: _____

Telephone Number/line call received: _____