



EMERGENCY PREPAREDNESS PLAN (EPP)

United Nursing College maintains a comprehensive Emergency Preparedness Plan (EPP) to support the safety of students, employees, visitors, and others on site during emergency situations, and to promote institutional readiness, emergency response, and educational continuity in accordance with applicable laws, regulations, and institutional policies.

Date of Last Review: 7/1/2026

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35100 Makena Ave., Ste. 202-203

Murrieta, CA 92563

PURPOSE AND POLICY

United Nursing College maintains a comprehensive Emergency Preparedness Plan (EPP) to support the safety of students, employees, visitors, and others on site during emergency situations. The plan provides guidance for emergency preparedness, response, communication, evacuation, shelter-in-place, lockdown, and coordination with appropriate emergency personnel or authorities.

Emergency Action Plans (EAPs) are posted in classrooms and office areas and outline procedures for emergency situations including, but not limited to:

- Medical emergencies
- Criminal activity or suspicious behavior
- Severe weather
- Earthquake
- Fire
- Flood
- Explosion
- Airplane crash
- Loss of utilities
- Chemical spills or contamination
- Active shooter / lockdown
- Civil disturbance or demonstrations

The EAP also includes information regarding primary and secondary interventions in the event of disruptive, threatening, or violent behavior at the institution. The EAP provides guidance on how to call 911, how to contact United Nursing College administration, and how to monitor official communication systems, including the Public Address System, text messages, email, and other available communication methods during an emergency.

The EAP does not replace the institution's Timely Warning Notice (TWN) or Security Alert (SA) process. In the event of a substantiated serious security or safety concern on College property or in the near vicinity of campus, United Nursing College will make reasonable and diligent efforts to notify members of the campus community. The College takes seriously its responsibility to provide timely and accurate information about threatening situations and protective actions that may reduce the risk of harm. Timely Warning Notices or Security Alerts may be issued by email or other available communication methods, as appropriate.

This plan operates in coordination with the institution's Injury and Illness Prevention Program (IIPP) and Hazard Communication Program (HazCom Plan), which establish procedures for hazard identification, communication, training, corrective action, and support of a safe learning and working environment.

This plan is made available to students and employees and is reviewed during orientation and training sessions, as applicable. The plan is reviewed at least annually and updated as necessary to reflect changes in operations, personnel, facilities, procedures, or regulatory requirements.

For purposes of this Emergency Preparedness Plan, the term **Emergency Plan Coordinator** refers to the designated individual responsible for coordinating emergency preparedness and response activities. When the Lead Emergency Plan Coordinator is unavailable, the Alternate Emergency Plan Coordinator or Backup Emergency Plan Coordinator will assume coordinator responsibilities in the order identified in the Emergency Contact List

EMERGENCY CONTACT LIST

TITLE	RESPONSIBILITY	PHONE No.	CELL No.
Dean of Educational Services – Dr. Adam Rowland	Emergency Plan Coordinator	951-526-1033	951-595-7874
Operations Manager – Amy Hinchman	Alternate Emergency Plan Coordinator	951-526-1033	760-518-5549
Director of Nursing – Dr. Susan Drummond	Backup Emergency Plan Coordinator	951-526-1033	951-333-5934
Dean of Nursing – Dr. Michelle Rowland	Backup Emergency Plan Coordinator	951-526-1033	951-704-0895
Asst. Director of Nursing – Jennifer Zirzow	Backup Emergency Plan Coordinator	951-526-1033	951-750-0731
Admissions Supervisor – Christie Maranville	Front Desk Communication Hub Lead	951-526-1033	951-526-6890
Nursing Faculty – Norma Hamel	1 st Semester Faculty Emergency Lead	951-526-1033	330-524-5841
Nursing Faculty – Jodi Carrithers	2 nd Semester Faculty Emergency Lead	951-526-1033	951-691-9630
Nursing Faculty – Sabrina Spady	3 rd Semester Faculty Emergency Lead	951-526-1033	714-206-7886
Nursing Faculty – Amanda Loesch	4 th Semester Faculty Emergency Lead	951-526-1033	224-944-1191

EMERGENCY ENTITY	EMERGENCY No.	NON-EMERGENCY No.
Murrieta Police Department	911	951-696-3615
Murrieta Fire Department (Station 4)	911	951-461-6190
Riverside County Department of Environmental Health	911	888-722-4234
Poison Control Center	911	800-222-1222
US Hazardous Materials Dept.	911	800-424-8802
Cal OES State Warning Center/HazMat Spill	911	800-852-7550
Urgent Care Center (i-Care Urgent Care)	N/A	951-878-9820
Rancho Springs Hospital	N/A	951-696-6000
Temecula Valley Hospital	N/A	951-331-2200
Inland Valley Hospital	N/A	951-677-1111
Loma Linda University Medical Center Murrieta	N/A	951-290-4000

REGULATORY COMPLIANCE

United Nursing College maintains this Emergency Preparedness Plan in alignment with applicable federal and California laws and regulations governing student safety, emergency response, and institutional operations. These include, but are not limited to:

- California Code of Regulations, Title 8, Section 3220, Emergency Action Plan
- Applicable local fire, building, health, and safety requirements
- Applicable workplace safety and emergency preparedness requirements
- California Private Postsecondary Education Act of 2009, as applicable to institutional operations
- Title 5, Division 7.5 of the California Code of Regulations, as applicable to private postsecondary institutional compliance.

This plan is designed to support the institution's obligation to protect students, employees, and visitors, ensure timely communication during emergencies, and maintain continuity of operations and instruction.

COMMUNICATION PLAN

The reception area serves as the central communication hub during emergencies when it is safe and operational to do so. The institution will communicate with students, employees, visitors, and, when appropriate, designated emergency contacts during and following an incident using multiple communication methods. These may include email, Timely Warning Notices, Security Alerts, text messaging, phone calls, the telephone PA system, and direct staff coordination.

Emergency communications will be coordinated through the Emergency Plan Coordinator, or designee, to support consistency, accuracy, and timeliness. External communications, including any interaction with media, will be

managed by designated College leadership to ensure accurate messaging and compliance with applicable institutional procedures and regulatory requirements.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, visitors, or others on site, the institution will issue an emergency notification without delay, unless issuing the notification would compromise response efforts.

Following an incident, a phone tree or other designated communication process may be used to account for employees. The Emergency Plan Coordinator, or designee, will initiate contact through available communication methods, such as text message or phone call, to verify each employee's physical location and safety status. Individuals who do not respond will receive follow-up contact attempts. If an individual's safety cannot be verified, the concern will be escalated to College leadership, building management, or emergency responders, as appropriate.

This process supports the institution's responsibility to provide timely and accurate information to the campus community regarding potential threats to health and safety.

RISK ASSESSMENT AND PLANNING

United Nursing College uses a structured risk assessment and planning process to identify potential threats, evaluate their impact, and establish procedures to support effective emergency preparedness, response, and recovery.

Hazard identification and risk evaluation are conducted in coordination with the institution's Injury and Illness Prevention Program (IIPP), including regular inspections, hazard reporting, and hazard correction procedures.

The risk assessment and planning process includes the following:

Hazard Identification: Identification of internal and external risks that could disrupt operations or affect safety, including but not limited to natural disasters, cyber incidents, fire, workplace violence, utility interruptions, supply chain disruption, and other emergency conditions.

Risk Analysis and Prioritization: Evaluation of identified risks based on likelihood and potential impact, including safety, operational, financial, regulatory, and reputational considerations.

Mitigation and Preparedness Planning: Development of preventive controls and response strategies, including evacuation procedures, communication protocols, roles and responsibilities, resource allocation, continuity planning, and coordination with building management, emergency responders, and other external agencies as appropriate.

Documentation, Training, and Testing: Maintenance of a documented emergency preparedness plan, training as appropriate, and completion of at least one emergency drill or exercise annually. Drill or exercise results are documented, including any identified challenges, corrective actions, or opportunities for improvement.

This process supports the institution's ability to respond to emergencies, minimize harm, maintain critical operations when possible, and recover effectively from disruptive events.

CHAIN OF COMMAND

In the event of an emergency, Dr. Adam Rowland serves as the Lead Emergency Plan Coordinator. Amy Hinchman serves as the Alternate Emergency Plan Coordinator.

If the Lead Emergency Plan Coordinator and Alternate Emergency Plan Coordinator are unavailable, coordinator responsibilities will follow the chain of command listed below:

1. Dr. Michelle Rowland, Dean of Nursing
2. Dr. Susan Drummond, Director of Nursing
3. Jennifer Zirzow, Assistant Director of Nursing

The Emergency Plan Coordinator is responsible for confirming the existence of an emergency, initiating and directing the appropriate response, implementing the institution's communication plan, and overseeing evacuation and accountability procedures to support the safety of students, employees, visitors, and others on site.

INSURANCE

United Nursing College recognizes that appropriate insurance coverage is an important component of institutional continuity and resilience in the event of an emergency or disruptive event. To maintain appropriate protection, institutional insurance policies are reviewed at least annually.

The most recent insurance review was completed in May 2026, with the next review scheduled for May 2027. Any identified coverage concerns, recommended changes, or follow-up actions are reviewed by designated College leadership.

TRAINING, TESTING, AND DRILLS

United Nursing College conducts emergency preparedness training and drills at least annually, or more frequently as needed. Drills may include evacuation, shelter-in-place, lockdown, fire, earthquake, or other emergency scenarios relevant to campus operations.

Training and drills are conducted in coordination with the institution's Injury and Illness Prevention Program (IIPP) and Hazard Communication Program, as applicable. These programs support required safety training, hazard communication, emergency response instruction, and corrective action procedures for employees and students.

Following each drill or actual emergency event, the institution evaluates the effectiveness of the response and documents any identified concerns, corrective actions, or opportunities for improvement. Records of training, drills, and related follow-up actions are maintained in accordance with applicable workplace safety requirements and institutional procedures.

INSTRUCTIONAL CONTINUITY PLAN

In the event of a catastrophic event, emergency, or other significant disruption to normal campus operations, United Nursing College will implement instructional continuity measures to support the continuation or resumption of coursework as soon as practicable.

Instructional continuity strategies may include, but are not limited to:

- Transitioning to online learning platforms where feasible
- Adjusting course schedules, including make-up sessions or modified timelines

- Using alternative instructional locations if the campus is unavailable
- Coordinating with faculty to support continuity of course delivery, student learning outcomes, and required instructional hours
- Communicating expectations, timelines, and available support services to students and employees

The institution will communicate instructional adjustments to students in a timely manner and provide guidance on how to access coursework, assignments, faculty communication, and support services during the disruption.

These measures support the institution's responsibility to maintain educational continuity, minimize disruption to students when possible, and resume normal operations as conditions allow.

EMERGENCY FIRST AID KIT

The primary first aid kit is maintained in Skills Lab 3, and additional first aid kits are located in the Simulation Hospital Unit and C5.

The first aid kit is an integral part of our emergency action plan. Below is a first aid inventory list for the primary first aid kit.

First Aid Kit Contents

Clean

- 36 Alcohol Wipes
- 21 BZK Antiseptic Towelettes
- 6 Hand Sanitizer Packets
- 6 Sting Relief Wipes

Treat

- 14 Antacid Tablets
- 6 Antibiotic Ointment Packets
- 1 Cold Pack, 4" x 5"
- 16 Extra-Strength Non-Aspirin Tablets
- 6 First Aid/Burn Cream Packets

Tools & Accessories

- 30 Cotton Tipped Applicators
- 4 Disposable Gloves
- 6 Finger Splint/Tongue Depressor
- 1 First Aid Guide
- 2 First Aid Tape, 1/2" x 5yd
- 1 Scissors
- 1 Tweezers

Protect

- 20 Plastic Bandages, 1" x 3"
- 60 Plastic Bandages, 3/4" x 3"
- 50 Plastic Bandages, 3/8" x 1 1/2"
- 18 Butterfly Wound Closures
- 2 Conforming Gauze Rolls, 2"
- 10 Fingertip Fabric Bandages
- 2 Sterile Eye Pads
- 10 Sterile Gauze Pads, 2" x 2"
- 4 Sterile Gauze Pads, 4" x 4"
- 1 Trauma Pad, 5" x 9"
- 1 Triangular Bandage

335 Pieces



Emergency kits will be inspected at least annually and after any use. Items that are missing, expired, damaged, or no longer usable will be replaced as soon as possible. Documentation of emergency kit inspections will be maintained, including the date of inspection, name of the person completing the inspection, and any supplies that were replaced or need follow-up.

The following employees/positions have been trained in first aid administration: All Nursing Faculty

The following employees/positions have been trained in CPR: All Nursing Faculty

Employees may provide first aid or CPR only within the scope of their training and only when it is safe to do so. Employees are not expected to perform rescue activities that would place themselves or others at risk.

CRITICAL CAMPUS OPERATIONS

The Lead Emergency Plan Coordinator is responsible for ensuring building management is contacted to request utility shut off when needed before or during an evacuation. The Lead Emergency Plan Coordinator may contact building management directly or direct another Emergency Plan Coordinator to do so.

If the Lead Emergency Plan Coordinator is not present or available, this responsibility will follow the chain of command listed on the Emergency Contact List, beginning with the Alternate Emergency Plan Coordinator and then the Backup Emergency Plan Coordinator(s), as applicable.

Building management is responsible for completing any emergency utility shut off.

Building alarm systems are managed and monitored by building management.

Data security and integrity are vital to the continuity and survivability of the institution. The designated contact for data security concerns is the institution's IT service provider, BEAR Cloud Technologies.

EVACUATION PLAN

In the event of an emergency, it may be necessary to evacuate the building. If evacuation is required, the evacuation command may be communicated through audible warnings, the telephone PA system, direct staff instruction, or direction from the Emergency Plan Coordinator or designee. Individuals must proceed promptly to the nearest safe exit and report to the designated assembly point outside the building.

Primary and secondary evacuation routes are established for all areas of the campus and are posted in each classroom and office area. Individuals are expected to familiarize themselves with the nearest exits and follow all posted exit signage during an emergency. Elevators must not be used during any evacuation.

For West Suite 202, the primary evacuation route is through the main hallway to the right, utilizing the west stairwell to exit the building. The secondary evacuation route is through the main front door, then left toward the stairs in the main atrium, exiting through the north main entrance of the building.

For East Suite 203, the primary evacuation routes are through either of the two main hallways. Individuals may proceed through the north hallway directly to the east stairwell near C2 or through the south hallway to the east stairwell at the far end, following posted exit signage. The secondary evacuation route is through the main front door, then right toward the stairs in the main atrium, exiting through the north main entrance of the building.

The primary assembly point is the east parking lot, and the alternate assembly point is the southwest parking lot. The designated assembly point may vary depending on the nature and location of the emergency. Regardless of the exit used, individuals must proceed to the primary assembly point unless conditions make it unsafe to do so. If the primary assembly point is not safe, individuals must proceed to the alternate assembly point or another safe location as directed.

In the event of an evacuation, students, employees, visitors, and others on site are required to report to the designated assembly point and remain there until further instructions are provided. Individuals must not delay evacuation to collect personal belongings. Individuals should assist others with disabilities, injuries, or access and functional needs if it is safe to do so. Visitors will be directed by staff to follow evacuation procedures and report to the designated assembly point.

During any emergency requiring evacuation or shelter-in-place, the institution will implement accountability procedures to account for students, faculty, staff, visitors, and others known to be on site. Instructors are

responsible for accounting for students assigned to their class, lab, clinical group, or activity at the time of the emergency and reporting attendance status to the Emergency Plan Coordinator or designee.

The Emergency Plan Coordinator, or designee, is responsible for coordinating accountability for faculty, staff, visitors, vendors, and any other individuals known to be on site. If the Lead Emergency Plan Coordinator is not present or available, this responsibility will follow the chain of command listed on the Emergency Contact List. Any missing individuals will be reported to emergency responders as soon as possible.

No individual should re-enter the building or leave the designated assembly area until an official “All Clear” has been issued by the Emergency Plan Coordinator, building management, emergency responders, or other appropriate authorities.

Only authorized employees may remain on site during an emergency when it is safe and necessary to support emergency response, accountability, communication, or coordination activities. The decision to authorize any employee to remain on site will be made by the Emergency Plan Coordinator or appropriate authorities based on the nature of the emergency and safety conditions.

GENERAL EMERGENCY

In the event of any emergency, the safety of students, employees, visitors, and others on site is the institution’s highest priority. All individuals are expected to remain calm, assess their surroundings, and take immediate action based on the nature of the emergency. Individuals should follow all instructions provided by emergency personnel, College administration, the Emergency Plan Coordinator, or official communication systems.

Emergency situations may require evacuation, shelter-in-place, or lockdown procedures. Upon recognizing an emergency, individuals should immediately call 911 if appropriate and notify the Emergency Plan Coordinator as soon as practicable. Emergency alerts and updates will be communicated through available systems, which may include email, the telephone PA system, text messaging, and phone calls.

If evacuation is required, individuals must proceed to the nearest safe exit and report to the designated assembly area. Instructors are responsible for accounting for students assigned to their class, lab, clinical group, or activity at the time of the emergency. The Emergency Plan Coordinator, or designee, is responsible for coordinating accountability for faculty, staff, visitors, vendors, and any other individuals known to be on site. If the Lead Emergency Plan Coordinator is not present or available, this responsibility will follow the chain of command listed on the Emergency Contact List.

If instructed to shelter in place or initiate lockdown procedures, individuals must remain in a secure location, follow all safety guidance, and await further instructions. No individual should re-enter the building or leave a designated safe area until an official “All Clear” has been issued by the Emergency Plan Coordinator or appropriate authorities.

Individuals must not interfere with emergency response activities or emergency personnel. All emergencies and suspicious activities should be reported promptly to support a coordinated and effective response. Failure to follow emergency procedures or instructions during an incident may result in disciplinary action, as such actions may place others at risk.

All incidents, injuries, and near-miss events related to emergency preparedness, evacuation, or workplace safety must be reported to the Emergency Plan Coordinator or designated administrator as soon as possible. The incident will be documented and reviewed to identify any needed follow-up, corrective action, communication, or changes to emergency procedures. Incident review and follow-up will be completed in accordance with the institution’s Injury and Illness Prevention Program (IIPP) and applicable workplace safety procedures.

MEDICAL EMERGENCIES

In the event of a medical emergency, individuals should immediately call 911 and clearly report the nature and location of the emergency. If trained and able to do so safely, individuals may provide first aid or other emergency assistance until professional medical personnel arrive.

The injured or ill individual should not be left unattended unless doing so is necessary to obtain emergency assistance or ensure the safety of others. If available and appropriate, first aid supplies and emergency equipment, such as an automated external defibrillator (AED), should be accessed by trained individuals.

As soon as practicable, the Emergency Plan Coordinator must be notified to support internal response, documentation, and follow-up. Medical emergencies, injuries, and related incidents will be documented and reviewed in accordance with the institution's Injury and Illness Prevention Program (IIPP) and applicable reporting procedures.

CRIMINAL ACTIVITY OR SUSPICIOUS BEHAVIOR

In the event of suspected or confirmed criminal activity, suspicious behavior, or threatening behavior, individuals should immediately notify United Nursing College administration, the Emergency Plan Coordinator, or local law enforcement, as appropriate. If there is an immediate threat to safety, individuals should call 911.

Individuals should not attempt to confront, detain, or physically intervene with a suspicious or threatening person unless necessary to protect themselves from immediate harm. When safe to do so, individuals should move away from the threat, secure their location, and follow instructions from College administration, the Emergency Plan Coordinator, law enforcement, or emergency personnel.

A written report must be submitted to the Emergency Plan Coordinator by the next business day to ensure proper documentation, follow-up, and review. Incidents involving violence, threats, harassment, sexual misconduct, or other serious safety concerns will be addressed in accordance with applicable institutional policies and reporting procedures.

When a reported incident may present an ongoing or immediate safety concern to the campus community, United Nursing College may issue a Timely Warning Notice or other safety notification through appropriate communication methods, which may include email, text message, posted notice, or other available communication systems.

SEVERE WEATHER

The institution recognizes that severe weather conditions may impact campus operations, including the safety of students, employees, visitors, and the ability to maintain normal on-site activities. Severe weather may include, but is not limited to, heavy rain, flooding, high winds, extreme heat, wildfire-related conditions, or other weather-related events that may affect safe access to or use of the campus.

During periods of inclement or severe weather, the College may modify operations, delay opening, transition activities to remote delivery when appropriate, or close the building based on the nature and severity of the conditions. Students and employees are expected to follow emergency notifications and instructions issued by the College, building management, and local emergency authorities.

Building management remains off-site but on-call to respond to after-hours building emergencies. The Emergency Plan Coordinator serves as the primary after-hours contact for employees regarding campus-related emergency concerns. Ongoing support during severe weather conditions may include general safety monitoring and coordination regarding critical systems, such as internet connectivity, utilities, and building access.

Maintenance of building systems, including HVAC systems, is conducted by building management to support operational reliability. In the event that severe weather necessitates a full building closure, no students, employees, or visitors are designated to remain on site unless specifically authorized by College administration or emergency authorities.

If individuals are on site when severe weather conditions develop, they should follow instructions from the College, the Emergency Plan Coordinator, building management, or local emergency authorities. Individuals should avoid unsafe areas, report hazards or building concerns, and evacuate, shelter in place, or leave campus only when it is safe and appropriate to do so.

EARTHQUAKE

In the event of an earthquake, individuals should immediately take protective action by following “Drop, Cover, and Hold On.” Individuals should seek refuge beneath a desk or table when possible. If such shelter is not available, individuals should move toward an interior wall and away from objects that may fall or cause injury, including bookcases, lighting fixtures, windows, lighting fixtures, and equipment.

If outdoors, individuals should move to an open area away from buildings, utility lines, trees, and other potential hazards. Elevators must not be used during or immediately following an earthquake.

Individuals should remain in place during shaking unless remaining in the area creates an immediate danger. Once shaking has ended, individuals should assess their surroundings, watch for falling debris and other hazards, and follow evacuation procedures if evacuation is necessary or directed. Individuals should proceed to the designated assembly area and remain there until further instructions are provided.

Lead Nursing Faculty are responsible for accounting for students assigned to their class, lab, clinical group, or activity at the time of the earthquake. The Emergency Plan Coordinator, or designee, is responsible for coordinating accountability for faculty, staff, visitors and any other individuals known to be on site. If the Lead Emergency Plan Coordinator is not present or available, this responsibility will follow the chain of command listed on the Emergency Contact List.

Following any seismic event, the safety of all students, employees, contractors, and visitors must be prioritized. Injuries, hazards, structural concerns, utility concerns, or unsafe conditions should be reported to the Emergency Plan Coordinator, building management, or emergency personnel as appropriate.

If structural damage, partial collapse, total collapse, or utility damage is suspected, building management and/or emergency authorities will be responsible for determining whether the building is safe to enter or occupy. Individuals must not re-enter the building until clearance has been provided by building management or emergency authorities.

In cases where damage may impact utilities, appropriate measures must be taken to support safe operation, including shutting off compromised utility lines under the direction of building management. Entry into any structure that has sustained damage must be limited to authorized personnel. Appropriate personal protective equipment must be provided and worn by employees or contractors when required for assigned duties.

Individuals should remain alert for aftershocks and follow additional instructions issued by the College, building management, or local emergency authorities.

FIRE

Fire hazards may exist in any building or environment; therefore, fire prevention and response are critical components of the institution’s emergency preparedness efforts. Fire alarms must not be ignored under any

circumstances. In the event of a fire, activate the nearest fire alarm if safe to do so. Individuals must immediately proceed to the nearest safe exit. If the nearest exit is blocked or inaccessible, an alternate exit route should be used, and assistance should be sought from nearby personnel if needed. Elevators must not be used during a fire.

Students and employees are informed of the location of fire alarms, fire extinguishers, exits, and designated evacuation routes. Fire extinguishers, fire alarms, sprinkler systems, and related building fire/life-safety systems are maintained, inspected, and serviced by building/property management or its designated service provider. United Nursing College employees are responsible for reporting any observed concerns, missing equipment, damaged equipment, blocked access, or other fire-safety concerns to the Emergency Plan Coordinator or designated administrator so the concern can be communicated to building/property management.

Fire extinguishers should only be used by individuals who are trained and able to do so safely, and only when use of the extinguisher does not delay evacuation or place the individual or others at risk.

Upon evacuation, all individuals are required to report to the designated assembly area and remain there until further instructions are provided. Lead Nursing Faculty are responsible for accounting for students assigned to their class, lab, clinical group, or activity at the time of the evacuation. The Emergency Plan Coordinator, or designee, is responsible for coordinating accountability for faculty, staff, visitors, vendors, and any other individuals known to be on site at the time of the evacuation. If the Lead Emergency Plan Coordinator is not present or available, this responsibility will follow the chain of command listed on the Emergency Contact List.

Good housekeeping practices are maintained at all times to reduce fire risk, including keeping work areas free from the accumulation of flammable or combustible materials.

In the event of a wildfire or external fire threat, individuals must follow all emergency notifications and instructions issued by the College or local authorities. If evacuation is ordered, individuals should evacuate immediately using designated routes and avoid areas affected by smoke or fire. If evacuation is not immediately possible, individuals should remain indoors, close all windows and doors, and turn off ventilation systems if it can be done safely and if instructed to do so to limit smoke exposure. The institution will coordinate with local emergency services and provide ongoing communication to support the safety of the campus community.

FLOOD

United Nursing College recognizes that flooding may occur and has the potential to disrupt operations, damage property, and impact the safety of students, employees, visitors, contractors, and others on site. While flood conditions cannot always be controlled, the institution maintains appropriate insurance coverage and emergency response procedures as part of its risk mitigation and recovery efforts.

If flooding or rising water conditions occur, the safety of individuals must remain the first priority. Individuals should avoid walking or driving through floodwater, avoid contact with standing water when electrical hazards may be present, and follow instructions issued by College administration, the Emergency Plan Coordinator, building management, or local emergency authorities.

When safe and appropriate, precautionary measures may be taken to protect property and infrastructure. These may include disconnecting electrical appliances or equipment, moving valuable items to higher ground, limiting water intrusion, or coordinating water removal and drying procedures. These actions should only be taken by authorized personnel when conditions are safe and doing so does not delay evacuation or place anyone at risk.

In the event flooding results in structural, utility, or cosmetic damage to the building, building management will be responsible for assessing affected areas and determining whether the building or affected areas are safe to enter or occupy. Access to affected areas must be controlled until conditions are determined to be safe.

Where flooding impacts building systems or utilities, appropriate precautions must be taken to support safe

operation. Any compromised utility lines must be shut off under the direction of building management or appropriate authorities. Individuals must not enter affected areas or re-enter the building until clearance has been provided by building management, emergency responders, or other appropriate authorities.

EXPLOSION

An explosion may result from internal or external causes and can create immediate hazards, including fire, smoke, debris, utility damage, hazardous material release, and structural damage. In the event of an explosion, individuals should take immediate protective action by dropping, covering, and shielding themselves from falling debris and other hazards.

Once it is safe to do so, individuals must evacuate the building using the nearest safe exit, avoiding damaged areas, smoke, fire, debris, utility hazards, and other potential secondary hazards. Elevators must not be used.

Emergency services must be contacted by calling 911 if this has not already been done. After evacuating, individuals should proceed to the designated assembly area and remain there until further instructions are provided.

Instructors are responsible for accounting for students assigned to their class, lab, clinical group, or activity at the time of the emergency. The Emergency Plan Coordinator, or designee, is responsible for coordinating accountability for faculty, staff, visitors, vendors, and any other individuals known to be on site. Any missing individuals will be reported to emergency responders as soon as possible.

Re-entry into the building or affected area is strictly prohibited until clearance has been provided by emergency responders, building management, or other appropriate authorities.

AIRPLANE CRASH / EXTERNAL IMPACT EVENT

In the unlikely event of an airplane crash or other external impact near the campus, individuals should immediately take protective action and seek shelter away from windows, exterior walls, and potential debris. If indoors, individuals should move to an interior area and remain in place until conditions are safe or evacuation is directed.

When conditions permit, individuals should evacuate using the nearest safe exit or designated evacuation route, avoiding areas affected by fire, smoke, debris, structural damage, utility hazards, or other secondary hazards. Elevators must not be used.

Emergency services must be contacted by calling 911 if this has not already been done. After evacuating, individuals should report to the designated assembly area and remain there until further instructions are provided.

Instructors are responsible for accounting for students assigned to their class, lab, clinical group, or activity at the time of the emergency. The Emergency Plan Coordinator, or designee, is responsible for coordinating accountability for faculty, staff, visitors, vendors, and any other individuals known to be on site. Any missing individuals will be reported to emergency responders as soon as possible.

Re-entry into the building or affected area is not permitted until clearance has been provided by emergency responders, building management, or other appropriate authorities.

LOSS OF UTILITY

United Nursing College recognizes that an extended loss of utilities, including electricity, water, sewer services, internet, heating, ventilation, air conditioning, or other building systems, may disrupt operations and impact safety.

Among these, the loss of electrical power may have the greatest operational impact, particularly when occurring in conjunction with another emergency event, as it may affect communication systems, lighting, technology, instructional activities, and response or recovery efforts.

In the event of a utility outage, the institution will assess conditions, prioritize life safety, and implement appropriate response measures to support continuity of essential functions and the safety of occupants. Utility outages should be reported to the Emergency Plan Coordinator or designated administrator as soon as possible. The Emergency Plan Coordinator, or designee, will coordinate with building management, utility providers, College leadership, and emergency authorities, as appropriate.

If a utility outage creates unsafe conditions, interferes with emergency response, prevents safe occupancy, or significantly disrupts instruction or essential operations, the College may modify operations, transition activities to remote delivery when feasible, delay opening, dismiss students and employees, or close the campus until conditions are resolved.

Individuals should follow instructions issued by College administration, the Emergency Plan Coordinator, building management, or emergency personnel. If evacuation is required, individuals must follow established evacuation procedures and report to the designated assembly area. Re-entry or continued occupancy will only be permitted when conditions are determined to be safe by College administration, building management, or appropriate authorities.

CHEMICAL SPILLS AND CONTAMINATION

In the event of a chemical spill, contamination event, or hazardous material release, individuals must follow instructions issued by College administration, the Emergency Plan Coordinator, building management, emergency responders, or other appropriate authorities. Depending on the nature and severity of the incident, protective actions may include evacuation or shelter-in-place.

If shelter-in-place is directed, individuals must remain inside the building or designated safe area, as exiting may increase the risk of exposure. Protective actions may include:

- Closing all doors and windows
- Sealing openings around doors using available materials, such as wet towels, if instructed
- Turning off HVAC systems and sealing air intake vents if possible and if instructed
- Sealing additional openings, such as vents or exhaust fans, using plastic sheeting or similar materials if available
- Remaining calm and awaiting further instructions

To reduce the risk of internal chemical spills or contamination, the institution maintains the following safety practices:

- Ensuring chemical containers are clearly labeled and properly stored
- Storing incompatible chemicals separately to prevent adverse reactions
- Maintaining accessible Safety Data Sheets (SDS) for chemicals in a designated location
- Providing training to employees, as applicable, on proper handling, storage, hazard communication, and spill response procedures

In the event of a hazardous, uncontrolled, unknown, or exposure-risk chemical spill, emergency services must be contacted immediately by calling 911. The institution will coordinate communication with students, employees, visitors, building management, and appropriate external agencies as necessary to support an effective response and maintain safety.

Only trained and authorized personnel or emergency responders should attempt to contain, clean, or otherwise manage a chemical spill. Individuals must not enter contaminated areas or attempt cleanup unless they are trained, authorized, and able to do so safely with appropriate protective equipment.

Chemical hazards and safety procedures are further governed by the institution's Hazard Communication Program and Injury and Illness Prevention Program (IIPP).

ACTIVE SHOOTER / LOCKDOWN

In the event that a firearm, weapon, or credible threat of violence is observed or reported on campus, individuals must immediately notify United Nursing College administration, the Emergency Plan Coordinator, or call 911, as appropriate. If there is an immediate threat to safety, individuals should call 911 as soon as it is safe to do so. Prompt reporting is critical to support a rapid and coordinated response.

A lockdown may be initiated when there is an active threat, suspected weapon, violent incident, law enforcement activity near campus, or other dangerous situation that may make movement unsafe. Individuals must follow instructions from College administration, the Emergency Plan Coordinator, law enforcement, or emergency personnel.

If an active shooter situation occurs, individuals should follow the nationally recognized **Run, Hide, Fight** protocol based on their location, the nature of the threat, and their ability to act safely.

RUN: Evacuate if possible

- Evacuate using the nearest safe exit when it is safe to do so.
- Leave personal belongings behind.
- Assist others in escaping if it can be done safely.
- Prevent others from entering the affected area if it can be done without placing yourself at risk.
- Call 911 once you are in a safe location.

HIDE: If evacuation is not possible

- Seek a secure location out of the attacker's view.
- Lock and/or barricade doors using available materials.
- Turn off lights and silence cell phones and other devices.
- Remain quiet, low, and out of sight.
- Hide behind large objects or structures that may provide protection.
- Choose a location that does not restrict your ability to move if conditions change.

- Do not open the door until law enforcement, emergency personnel, or College administration provides an official “All Clear.”

Classroom-Specific Guidance

If lockdown is initiated in a classroom, lab, or office area, instructors or employees should lock or secure doors, turn off lights, close window coverings if available, and direct students or others present to remain quiet and out of sight. Individuals should silence phones and remain in the secured area until an official “All Clear” is provided.

FIGHT: Last resort only

If confronted and in immediate danger, and evacuation or hiding is not possible, individuals may take defensive action as a last resort to protect life. This may include attempting to disrupt or incapacitate the attacker using physical action or available objects.

When law enforcement arrives, individuals must remain calm and follow all instructions. Hands should be kept visible at all times. Individuals should avoid sudden movements, pointing, yelling, or attempting to stop officers unless directed. Law enforcement’s first priority will be to stop the threat; medical assistance and evacuation support will follow when conditions allow.

Accountability procedures will be initiated when it is safe to do so. Individuals should not leave a secured area or designated safe location until instructed by law enforcement, emergency personnel, College administration, or the Emergency Plan Coordinator.

CIVIL DISTURBANCE AND DEMONSTRATIONS

United Nursing College recognizes that civil disturbances, demonstrations, or large public gatherings may occur and could impact campus safety, access, or operations. As part of its preparedness efforts, the institution may monitor external events or conditions that could affect the campus or surrounding area, including but not limited to large public gatherings, demonstrations, labor disputes, politically or environmentally sensitive events, judicial decisions, or other events that may generate heightened public activity or unrest.

In the event of a civil disturbance, demonstration, or public safety concern that may affect the campus, the institution may implement protective measures to support the safety of students, employees, visitors, and others on site, as well as the protection of College property. These measures may include:

- Coordinating with building management, local law enforcement, or other appropriate authorities
- Engaging temporary security personnel as needed
- Securing the facility by restricting access points
- Implementing additional physical barriers, if appropriate
- Removing or securing vehicles, equipment, or other property from affected areas
- Removing or securing items that could be used as projectiles or to cause damage
- Restricting access to campus or directing individuals to leave the premises, when necessary, in accordance with applicable laws and institutional policies
- Modifying operations, delaying opening, transitioning activities to remote delivery when feasible, or closing the campus if conditions warrant

Individuals should avoid areas where a disturbance is occurring, should not attempt to confront or engage with disruptive individuals, and should follow instructions issued by College administration, the Emergency Plan Coordinator, building management, law enforcement, or emergency personnel. If there is an immediate threat to safety, individuals should call 911 as soon as it is safe to do so.

The institution will continue to monitor conditions and coordinate with building management, local authorities, or other appropriate agencies as needed to support the safety of the campus community and determine when normal operations may resume.

ALL CLEAR PROCEDURES TO RESUME NORMAL OPERATIONS

United Nursing College maintains a standardized process for issuing an “All Clear” notification following an emergency or disruptive incident. An “All Clear” is an official communication indicating that the emergency condition has ended or is sufficiently controlled and that it is safe to resume normal or modified operations.

An “All Clear” may be issued following resolution or control of incidents including, but not limited to:

- Life safety incidents, such as fire, medical emergencies, severe weather, or earthquake
- Security incidents, such as lockdowns, threats, or suspicious activity
- Environmental or infrastructure events, such as power outages, flooding, or hazardous material releases
- Technology or operational disruptions

Only the Lead Emergency Plan Coordinator, or the next available Emergency Plan Coordinator identified in the Emergency Contact List, is authorized to issue an “All Clear.” Prior to issuing the notification, the Emergency Plan Coordinator should verify, as applicable, that:

- The hazard has been eliminated, contained, or has passed
- No known ongoing or imminent risk remains
- Information has been confirmed through appropriate sources, such as first responders, building management, security, IT, weather services, or College leadership
- Affected areas have been assessed and deemed safe for occupancy, or any remaining restrictions have been clearly identified
- No active emergency procedures, such as evacuation, shelter-in-place, or lockdown, remain in effect
- Injured individuals have received or been referred for appropriate care
- Critical systems and services have been restored, stabilized, or are operating with clearly communicated limitations
- Any ongoing cleanup, remediation, repair, or recovery activity does not pose a known safety risk
- Coordination has occurred with internal leadership and external responders or building management, when applicable

All “All Clear” communications must be clear, accurate, timely, and consistent across communication methods. The notification should state whether normal operations may resume or whether modified operations, restricted access,

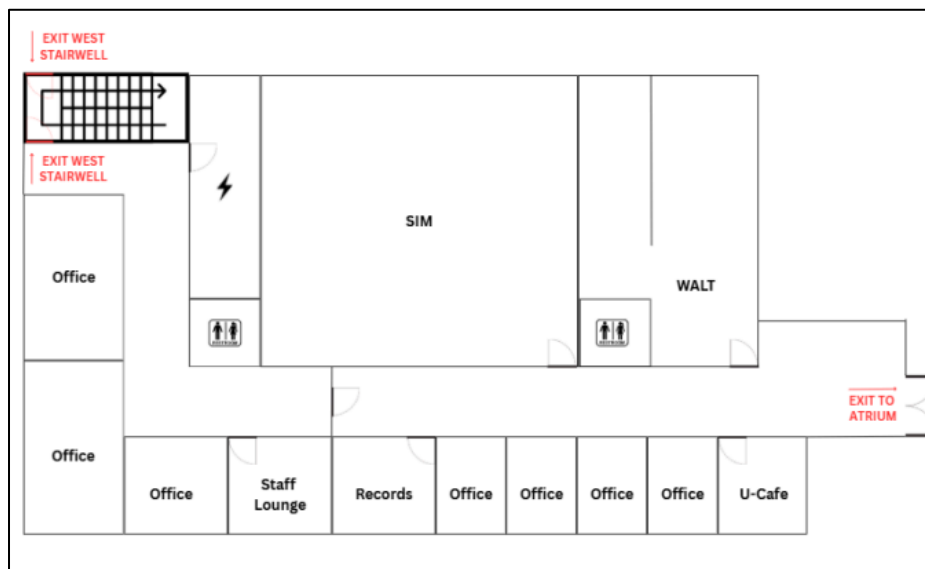
continued precautions, or additional instructions remain in effect.

Upon issuance of an “All Clear,” individuals may resume normal or modified operations as directed.

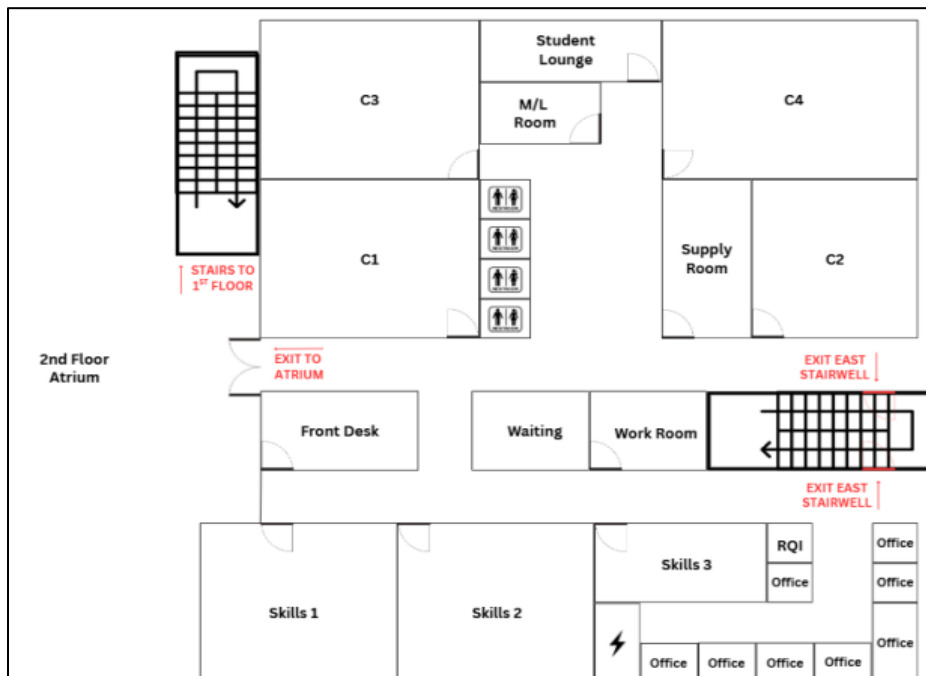
EVACUATION ROUTES

- West suite 202: Exit via west stairwell.
- East suite 203: Exit via north or south hallway to east stairwell.
- Secondary: Exit via main atrium stairs, then north main entrance.
- Do not use elevators during any evacuation.

West Suite 202



East Suite 203



ASSEMBLY POINTS AND EVACUATION MAP

- MAIN ASSEMBLY POINT: East parking lot
- ALTERNATE ASSEMBLY POINT: Southwest parking lot
- Know your primary and secondary assembly points.
- Familiarize yourself with posted evacuation instructions in each classroom and office.

