



EMERGENCY PREPAREDNESS PLAN

Egg Harbor Township Campus

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Campus Director / MA Director

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1. Purpose and Scope

The purpose of this Emergency Preparedness Plan (EPP) is to protect students, faculty, staff, and visitors at Prism Career Institute's Egg Harbor Township campus during emergencies. The plan provides a practical framework for emergency notification, evacuation, shelter/lockdown, response, recovery, training, and testing.

This plan applies to all campus programs and departments and is intended to be used with posted evacuation maps, campus procedures, and any separate safety plans that apply to specific activities, laboratories, information systems, or occupational hazards.

The priorities during any emergency are life safety, timely communication, coordination with emergency responders, protection of property when it can be done safely, and restoration of normal operations.

2. Distribution, Training, and Plan Review

- The current EPP will be available to employees and students through campus resources and Canvas and may also be maintained by the Campus Director or designee.
- New employees and students will be informed of emergency procedures during onboarding or orientation, as appropriate.
- Employees with assigned emergency responsibilities will receive information or training needed to perform those responsibilities.
- Training and emergency tests will be documented and retained with the appropriate campus or compliance records.
- The plan will be reviewed at least annually and updated when material changes occur to procedures, facilities, systems, or responsible roles.

3. Emergency Roles and Authority

Emergency responsibilities are assigned by role so the plan does not require revision each time staffing changes. The Emergency Response Team (ERT) consists of the Campus Director and available members of campus management and administrative staff needed for the situation.

Role	Primary Responsibility
Campus Director / MA Director	Overall campus coordination; emergency confirmation; notification decisions; liaison with emergency responders and corporate management.
Registrar / Available Campus Administrators	Support student and academic accountability, communication, evacuation, and continuity as needed.
Faculty and Staff	Follow emergency instructions, assist with orderly evacuation or sheltering, account for students when practical, and report concerns.
Front Office / Administrative Staff	Assist with 911 contact, internal communication, visitor direction, and support of the ERT.

Emergency responders have authority over the scene once they arrive. Campus personnel will follow the direction of police, fire, EMS, or other responding authorities.

4. Emergency Notification and Communication

Emergency Notification

Prism uses available institutional communication methods to notify students and employees of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. Depending on the circumstances, methods may include text/SMS, institutional email, Canvas, the school website, in-building announcements, and other approved communication tools.

Upon confirmation of a significant emergency or dangerous situation on campus, the authorized campus official will, without delay and taking into account the safety of the community:

1. Determine the appropriate segment or segments of the campus community to receive the notification.

2. Determine the content of the notification based on the known facts and protective action needed.
3. Initiate the notification process using the most appropriate available communication method or methods. Notification may be delayed only when, in the judgment of responsible authorities, issuing the notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Authorized officials: Campus Director/MA Director; if unavailable, the Registrar or another administrator specifically designated by the Campus Director.

Confirmation may be based on direct observation or reliable information from campus personnel, police, fire, EMS, the National Weather Service, building management, or another appropriate emergency source.

Emergency information for the larger community may be communicated through the Prism website, institutional email, Canvas, public-safety/law-enforcement channels, or other appropriate means.

Emergency Reporting

Call 9-1-1 immediately for fire, serious injury or medical emergency, violence or weapons, a bomb threat or suspicious package, hazardous-material release, or any other event requiring rapid emergency response. Provide the campus address, exact location, nature of the emergency, and a callback number when requested.

5. Evacuation Procedures

When evacuation is required, the Campus Director, designee, emergency responders, fire alarm, or other emergency notification may direct occupants to leave the building. Everyone should use the nearest safe exit and follow posted evacuation routes unless conditions or emergency responders require another route.

- Leave promptly and calmly. Do not delay to collect personal belongings when doing so would create risk.
- Do not use elevators during a fire or when emergency responders direct otherwise.
- Faculty should direct students to the designated assembly area and take attendance or otherwise account for students when practical.
- Staff should assist visitors and individuals who need help without placing themselves or others in additional danger.
- Keep entrances, roadways, fire lanes, and access routes clear for emergency vehicles.
- Report anyone believed to be missing to the ERT or emergency responders. Do not re-enter the building until an authorized official gives the all-clear.

The campus evacuation map in Appendix A identifies campus-specific routes and exits. Occupants should report to a safe designated assembly area away from the building and emergency-response activity.

6. Fire Emergency

If smoke or fire is discovered:

1. Activate the fire alarm when available and call 9-1-1.
2. Warn others in the immediate area and begin evacuation using the nearest safe exit.
3. Close doors as you leave when it can be done safely.
4. Use a fire extinguisher only if trained, the fire is small, a safe exit remains available, and doing so does not delay evacuation.
5. Report to the designated assembly area and assist with accountability.
6. Remain outside until the Fire Department or other authorized official gives the all-clear.

If you hear a fire alarm, treat it as an actual emergency and evacuate unless emergency responders or an authorized campus official instruct otherwise.

7. Severe Weather and Utility Emergencies

Severe Weather

Campus leadership will monitor reliable weather and emergency information and will communicate protective actions or schedule changes when conditions threaten safe campus operations.

- Tornado or severe thunderstorm warning: move to interior areas away from windows and exterior doors when directed; remain sheltered until the all-clear.

- Hurricane, flooding, or other major storm: follow campus closure, shelter, or evacuation instructions and local emergency-management direction.
- Winter weather: students and employees will be notified of delayed openings, early dismissals, or closures using available institutional communication methods.

Power or Utility Outage

- Remain calm and await instructions from the ERT.
- Assist persons in darkened areas and move toward emergency lighting or safe exits if evacuation is necessary.
- Do not use equipment that may create a hazard during an outage or when power is restored.
- If evacuation is directed, proceed to the designated assembly area and wait for further instructions.

8. Medical Emergency

For a serious or potentially life-threatening medical emergency, call 9-1-1 immediately.

- Give the dispatcher the campus address, exact room or location, nature of the emergency, and a callback number.
- Notify the Front Office or ERT when practical so responders can be directed to the correct location.
- Do not move an injured or ill person unless there is an immediate danger or movement is directed by trained responders.
- Provide first aid, CPR, or use of an AED only within the responder's level of training.
- Keep the area clear and assign someone to meet emergency responders when practical.
- Document the incident using Appendix B after the immediate emergency is under control.

9. Violence, Active Threat, and Lockdown

Any threat of violence, weapon, assault, or suspicious behavior that creates an immediate safety concern should be reported to 9-1-1 and to the Campus Director or designee as soon as it is safe to do so.

If an Active Threat Is Present

- If a safe route away from the threat is available, leave the danger area and warn others as you move to safety.
- If safe evacuation is not possible, move to a securable location, lock or block doors when possible, turn off lights, silence devices, stay away from doors and windows, and remain quiet.
- Call 9-1-1 when safe. Provide the location and any known description of the threat.
- As a last resort when directly confronted and no safe escape or secure hiding option exists, individuals may take reasonable action to protect themselves.
- When law enforcement arrives, keep hands visible, follow commands immediately, and do not make sudden movements.

Lockdown

The Campus Director or designee may initiate a lockdown when a violent or serious threat makes movement through the building unsafe. Faculty and staff should secure rooms, account for occupants when practical, and remain in place until law enforcement or an authorized campus official communicates the all-clear.

10. Bomb Threat or Suspicious Package

- Call 9-1-1 and notify the Campus Director or designee as soon as it is safe to do so.
- Do not touch, move, open, or disturb a suspicious package or object.
- If a threat is received by telephone or message, preserve the information and record as much detail as possible.
- Follow the direction of law enforcement regarding evacuation, sheltering, search activity, and re-entry.
- If evacuation is directed, move to the designated assembly area or another location specified by emergency responders.

11. Hazardous Materials and Spill Response

Detailed chemical safety, bloodborne-pathogen, and exposure-control requirements are maintained under separate applicable safety procedures. This EPP addresses the immediate emergency response only.

- For a large spill, unknown substance, strong fumes, or any release that may threaten health or safety, leave the area, keep others away, and call 9-1-1 when emergency response is needed.
- Notify the Campus Director or designee and follow emergency-responder instructions.
- Do not attempt cleanup unless the substance is known, the spill is small/non-hazardous, and the person is trained and has the appropriate protective equipment.
- Anyone exposed to a hazardous substance should follow the applicable Safety Data Sheet (SDS) and seek medical evaluation when needed.

Safety Data Sheets for chemicals used in instructional areas should remain accessible in the applicable department or lab location.

12. Assistance During Evacuation

Individuals who need evacuation assistance should be supported in a manner appropriate to the situation and the person's needs. Staff should ask the individual how best to assist whenever possible and should not use a method that creates additional danger.

- Use accessible exits and routes when available.
- For individuals with mobility limitations, do not attempt unsafe lifting or stair movement; request emergency-responder assistance when needed.
- For individuals with visual impairments, describe the emergency and route and offer an elbow or other appropriate guide assistance.
- For individuals with hearing impairments, use visual, written, or direct-person notification if an audible alarm may not be perceived.

13. School Closure, Recovery, and Records

Closure or Delayed Opening

The Campus Director or designee will determine campus closure, delayed opening, early dismissal, or other operating changes based on conditions and available emergency information. Students and employees will be notified using available institutional communication methods such as text/SMS, email, Canvas, and the Prism website.

Recovery

- No one will re-enter an unsafe facility until emergency responders or an authorized campus official permits re-entry.
- The ERT will document significant incidents, injuries, property damage, actions taken, and any necessary follow-up.
- Critical records and information-system recovery will be coordinated with the appropriate corporate or IT resources under separate business-continuity and information-security procedures.
- Any external media inquiries should be referred to the Campus Director or designee.

14. Annual Testing and Documentation

Prism Career Institute will test its emergency response and evacuation procedures at least once each calendar year. Tests may be announced or unannounced and will include drills, exercises, or other appropriate follow-through activities designed to assess and evaluate the emergency plan and campus capabilities.

In conjunction with at least one test each calendar year, Prism will publicize its emergency response and evacuation procedures to the campus community.

Each test will be documented with:

- A description of the exercise and the procedures or capabilities tested.
- The date and time of the test.

- Whether the test was announced or unannounced.
- The method used to publicize emergency response and evacuation procedures in conjunction with the test.
- Observations, issues identified, and follow-through or corrective actions, when applicable.

Appendix D provides the standard documentation form. Supporting evidence may include copies or screenshots of emergency messages, notices, attendance or accountability records, photographs, sign-in sheets, or other documentation appropriate to the exercise.

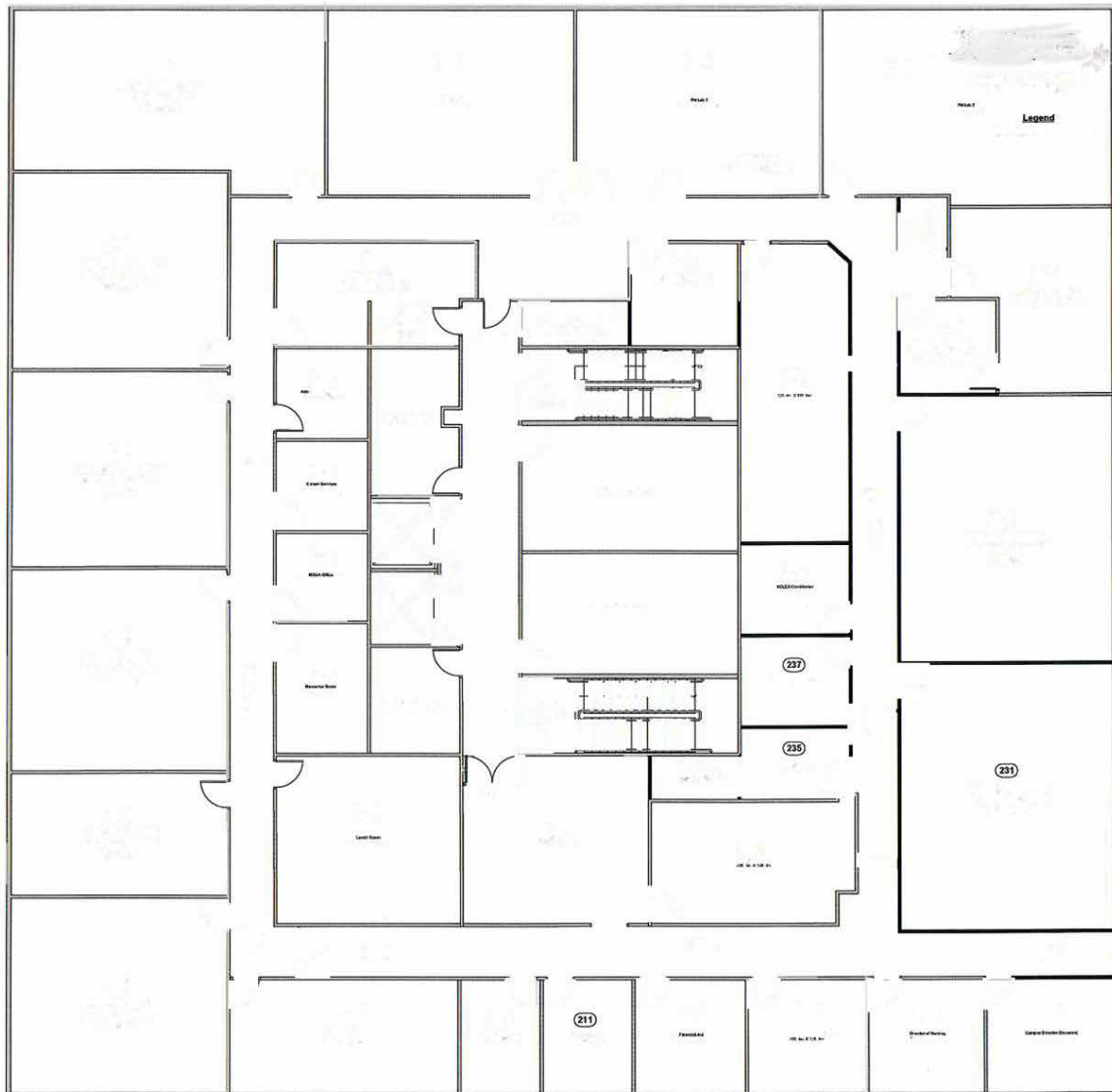
15. Emergency Reference Information

Emergency / Contact	Information
Police / Fire / EMS	9-1-1
Prism Egg Harbor Township Main Number	609-407-7476
Campus Address	8025 Black Horse Pike, West Atlantic City, NJ 08232
Internal Campus Contacts	Use the current Prism staff directory and campus communication channels.

For emergencies, always use 9-1-1 rather than relying on internal contact numbers.

Appendix A. Emergency Evacuation Map

Posted evacuation maps identify campus-specific routes and exits. Occupants should use the nearest safe exit and follow emergency-responder directions when conditions require a different route.



Appendix B. Incident Report

Complete after the immediate emergency is under control. Attach additional documentation if needed.

Field	Information
Date and Time of Incident	
Location	
Person(s) Involved	
Person Completing Report / Title	
Type of Incident	
Description of What Happened	
Injuries / Medical Treatment	
Property Damage	
Police / Fire / EMS Called?	Yes / No Agency: _____
Witnesses	
Immediate Actions Taken	
Follow-Up / Corrective Action	
Attachments	Photos / Statements / Other: _____
Report Date / Signature	

Appendix C. Emergency Situation Checklist

Use as a quick guide during or immediately after a significant campus emergency. Actions should be adapted to the actual conditions and directions of emergency responders.

- ☐ Call 9-1-1 when emergency response is required.
- ☐ Notify the Campus Director or designee.
- ☐ Confirm the nature and location of the emergency when possible.
- ☐ Determine whether evacuation, shelter/lockdown, closure, or another protective action is required.
- ☐ Initiate emergency notification to the appropriate campus population without delay, unless notification would compromise response or mitigation efforts.
- ☐ Coordinate with police, fire, EMS, building management, or other responders as needed.
- ☐ Account for students, employees, and visitors when practical and report missing persons or injuries.
- ☐ Communicate updates and the all-clear when authorized.
- ☐ Document the incident, actions taken, outcomes, and any corrective action.
- ☐ If the event was an annual test or drill, complete Appendix D and retain supporting evidence.

Appendix D. Annual Emergency Test Documentation

Use this form for the annual emergency response/evacuation test or any additional drill or exercise.

Field	Documentation
Campus	Egg Harbor Township Campus
Date	
Start Time / End Time	
Announced or Unannounced	
Type of Test / Exercise	Evacuation / Emergency Notification / Lockdown / Severe Weather / Other: _____
Description and Objective	
Areas / Programs Participating	
Emergency Communication Method(s) Used	
How Procedures Were Publicized in Conjunction with the Test	
Observations / What Worked	
Issues Identified	
Follow-Through / Corrective Action	
Responsible Person / Completion Date	

Field	Documentation
Supporting Documentation Retained	
Campus Director or Designee Signature / Date	

Appendix E. Plan Update Tracking

Record material reviews and updates to this plan. Electronic approval is acceptable.

Version / Review	Date	Summary	Approved By
Original	06/18/2019	Initial plan	Campus Administration
Prior revision	08/23/2024	Prior campus revision	Campus Administration
2026 streamlined update	09/04/2026	Updated roles, emergency notification authority, annual testing requirements, communication methods, and removed redundant/non-applicable material.	Samantha Castilloveitia, Campus Director / MA Director

Campus Director Approval

Name / Title	Samantha Castilloveitia, Campus Director / MA Director
Signature	
Date	