



EMERGENCY OPERATIONS PLAN

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I. EASTERN SCHOOL OF ACUPUNCTURE AND TRADITIONAL MEDICINE MISSION AND PURPOSE STATEMENT

The mission of the Eastern School of Acupuncture and Traditional Medicine is to offer professional training, education and services in acupuncture, Chinese herbal medicine, and the traditional healing modalities that enhance the health and well-being of the greater community.

The purpose of the Eastern School of Acupuncture and Traditional Medicine is to train students to become outstanding practitioners of East Asian Medicine. This purpose shall be realized by providing high quality, comprehensive education to our students grounded in academic excellence, integrity and compassion. Our intention is that our students become holders of the ancient tradition and wisdom of East Asian Medicine while at the same time integrating modern scientific medical knowledge. This approach will ultimately enable them to provide their patients with outstanding care upon graduation and entry into the profession. The purpose of the Eastern School of Acupuncture and Traditional Medicine is also to be of service to the community by offering affordable, quality treatment at the school clinic. The aspiration to be of service to others is the underlying principle of the Eastern School of Acupuncture and Traditional Medicine. We welcome all races, all religions, all countries of origin, all sexual orientations, all genders, and all ethnicities. The Eastern School of Acupuncture and Traditional Medicine is ADA compliant.

II. SCOPE, AUTHORITY AND DEFINITION

The basic emergency procedures at the Eastern School of Acupuncture and Traditional Medicine (hereinafter ESATM) are provided to protect lives and property through the effective use of campus and community resources. Should an emergency arise or escalate beyond the scope of routine measures, the ESATM president or her appointee will declare a state of emergency and these contingency guidelines will be implemented, pursuant to NJ Rev Stat § 18A:3B-69 (2016).

These procedures apply to all personnel, buildings and grounds operated by ESATM. When students and/or staff are at off-campus locations, ESATM will defer to the emergency plan used by that off-campus facility. Since emergencies and disasters are not predictable, the guidelines outlined in this manual may require immediate modification.

This plan is developed and under the authority and authorization of ESATM.

An emergency is defined as an incident (potential or actual) which affects human life and/or well-being, building, properties operated by ESATM, and that will disrupt the overall operation of ESATM.

A disaster is an event or occurrence which can seriously impair or halt the operation of ESATM and put human life and/or well-being at risk. Disasters may affect the surrounding community.

The ESATM is a commuter school and does not enroll international students. The ESATM does not provide accommodations for students under normal circumstances. In an emergency situation, if the ESATM campus is locked down with no reasonably safe way for people to leave the campus premises, the ESATM will utilize the on-campus resources to the best of its ability to accommodate those remaining on campus.

III. FIRST RESPONSE

The President or her appointee will serve as the overall Emergency Director during any major emergency involving the campus or occupants. Affected areas are to be closed off immediately. The first priority is given to any casualties who will be treated immediately and transported to medical facilities as needed.

IV. DECLARATION OF A CAMPUS STATE OF EMERGENCY

The ESATM President or her appointee has the authority to declare a campus state of emergency. Two appointees, the Emergency Director and the Emergency Coordinator, will directly assist the President.

The declaration of an emergency, guidance as to the appropriate steps and actions taken will be formed through the consistent monitoring of information and guidance provided by the New Jersey Office of Emergency Management, county and local health offices of emergency management, and appropriate state and national agencies. Further, the ESATM will provide a copy of the most recent copy of the Emergency Operations Plan to the NJ Office of Emergency Management as well as the county and local offices of emergency management. We will maintain a line of communication to update these aforementioned offices of any changes of status or updates of our Emergency Action Plan.

V. STEPS FOLLOWING A CAMPUS STATE OF EMERGENCY

The Emergency Coordinator will initiate the appropriate procedures to meet the emergency, safeguard people and property and maintain ESATM facilities. This person will consult immediately with the Emergency Director regarding the emergency and subsequent actions to be taken.

During a campus state of emergency, only registered students and ESATM employees are authorized to be present on campus. ID Cards must be exposed and available. Those individuals who cannot present proper ESATM identification will be directed to leave the campus immediately. Unauthorized persons remaining on campus may be subject to arrest in accordance with New Jersey laws and statutes. Only those faculty authorized by ESATM to respond to an emergency or disaster may be allowed to enter the disaster site.

During any state of emergency or pandemic situation the ESATM Board of Directors will meet remotely on a weekly basis to plan strategies for dealing with both the current situation and the expected repercussions resulting from disruptions of operations and potential loss of college resources including human resources and student attrition. The President/CEO, Academic Dean, Director of Admissions, and Director of Financial Aid will participate in these weekly meetings.

VI. COLLEGE EMERGENCY TEXT NOTIFICATION SYSTEM

All students, faculty and staff are requested to sign up for the ESATM Club Texting text alert system. More information can be found on the company website, www.clubtexting.com.

Students' contact information is entered into the program at the New Student Orientation. Staff and faculty have the option to register at the time of hire.

Emergency notification will be posted on www.esatm.edu, and in the event the campus is closed, notification will be made on the website as well as via Orbund, at <https://server14.orbund.com/einstein-freshair/index.jsp>.

In a pandemic situation, if any potential exposure is discovered. ESATM staff will immediately compile a list of potentially exposed individuals and notify them that they have potentially been exposed to the

infectious illness. The name of the potentially infectious individuals will not be disclosed through these communications and testing and monitoring will be recommended. In cases where there is mandatory local, state, or federal reporting of all potentially infected individuals, all regulations will be complied with in a manner that complies with regulations within the American Disabilities Act (ADA) as well as the Family Education Rights and Privacy Act (FERPA) unless superseded by government mandate.

Moreover, in a pandemic situation, the ESATM strategy will be to reduce the on-campus footprint to only what is absolutely necessary. This will further limit the potential exposures of community members to any infectious agents. All mass gatherings and unnecessary events will be cancelled and announced through email and website postings.

VII. EMERGENCY PHONE NUMBERS

Bloomfield Police Department: **911 OR 973-680-4000**

Bloomfield Fire Department: **911 OR 973-680-4160**

VIII. EMERGENCY RESPONSE TEAM

Emergency Response Director Aida Almanzar, CEO/President

Emergency Response Coordinator Thomas Kouo, Dean

IX. HOW TO PREPARE FOR EMERGENCIES

- Register your cell phone with the campus emergency notification system;
- Become familiar with the contents of the guidelines contained in this document;
- Check the appropriate section of these guidelines for handling the specific emergency;
- Remember that a major emergency may involve a number of smaller emergencies that will need to be handled separately;
- If evacuating the building, take this manual with you, if readily available;
- Keep your ESATM ID Card with you at all times; and
- Read information in advance such as Emergency Preparedness by FEMA or the Red Cross.
- Make sure that all vital records are stored securely and regularly backed up. The Orbund system is regularly backed up.
- Additionally, all historical paper or non-electronic records will be scanned into organized repository files on Orbund. Patient files will be scanned during each semester break and placed in secure and private files in the Orbund repository.
- Review all local information and recommendations on emergency situations (<https://www.bloomfieldtwpnj.com/209/Emergency-Management>)

X. WHAT TO DO IN AN EMERGENCY

- Call **911** in all emergencies;
- If danger is imminent, move yourself and others away from the danger;
- Unless you are a licensed first aider, do not attempt first aid on a victim. See the First Aid section below;
- If the order is to evacuate the building, do not try to rescue personal items;
- If the order is a lockdown, do not attempt to leave the building;
- Communicate any and all changes in your situation to a member of the Emergency Response Team either in person or via telephone; and
- Do not contact or talk to the media.

- For students who are unable to access wifi or are having issues with access to usable technology to participate in online coursework, the ESATM is open during all class times with available laptop computers and working wifi. In cases of widespread loss of wifi, arrangements will be made to reschedule the class after service has been restored.
- If the building is deemed unsafe, the clinic will be shut down and the ESATM will announce whether clinical operations will shift to telemedicine. Didactic coursework will immediately shift to the remote platform. The ESATM does not have any alternative facilities at this time. If the college building is unsafe and there is no support (power outage) for online activities, the ESATM college activities will be suspended until which time power is restored and proper communications with community members has taken place with instructions on how to proceed. The ESATM will communicate through text and email. Additionally, messages will be placed on the college website when possible, providing another source for updated information.
- In emergency situations, if the campus is closed down, all academic and student services activities will be moved to the remote platform whenever possible and available. This includes tutoring, academic counseling, academic advising, etc.

XI. EVACUATION OF CAMPUS

A. Evacuation Sites

The ESATM and Provident Bank parking lot is the primary evacuation center for ESATM. The alternate evacuation area is outside 2 Broad Street, at the intersection of Broad Street and Bloomfield Avenue.

Always follow directions from the Police and Emergency Response personnel.

B. Evacuation Procedures

Evacuation procedures are posted in each classroom, clinic reception, clinic intern room, and the administration office. As with any emergency, do not stop to collect personal belongings

C. Faculty Responsibilities

- The building alarm will sound and/or a member of the Emergency Response Team will instruct the building occupants to evacuate the premises;
- Faculty must bring an attendance sheet with them for the head count (see XXXIII. Attendance Form for Evacuation Site);
- Evacuate to designated area or follow instructions of emergency personnel;
- Faculty must inform a member of the Emergency Response Team of student who are not able to evacuate due to disability or injury;
- Keep roadways clear for emergency vehicles; and
- Instruct students to stay with the faculty member.

D. Staff Responsibilities

- The building alarm with sound and/or a member of the Emergency Response Team will instruct the building occupants to evacuate the premises;
- Staff should make sure that all guests in the building are evacuated;
- Inform a member of the Emergency Response Team of any building occupants who are not able to evacuate due to disability or injury;
- Evacuate to designated area or follow the instructions of emergency personnel; and
- Keep roadways clear for emergency personnel.

XII. LOCKDOWN OF CAMPUS

Also known as “Shelter in Place,” the purpose of a lockdown is to prevent members of the ESATM Community from traveling into a dangerous situation. The reasons for a lockdown could include a threatening person on the premises, downed power lines, and extremely severe weather.

- Go immediately to the nearest room with a door lock;
- Close and lock all doors in classrooms, clinic, and offices. Do not assume that the building is locked; Make sure individual rooms are locked;
- Close windows and pull down shades or blinds to prevent sight from the outside;
- Turn cell phones to Vibrate or Silent;
- Remain calm and do not engage in loud conversation;
- All occupants of the room should be sitting or lying on the floor away from all windows;
- Notify a member of the Emergency Response Team of your status (location, number of people in the room, any injuries); and
- Do not open the door until the “All-Clear” message is announced.

TYPES OF EMERGENCIES

XIII. ACTIVE SHOOTER

The following has been adopted from the U.S. Department of Homeland Security (hereinafter DHS): Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes, and often before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

DHS recommends the following action when there is an active shooter: Evacuate, Hide Out, Take Action.

- Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind;
- Evacuate regardless of whether individuals agree to follow;
- Leave your belongings behind;
- Help other people escape, if possible;
- Prevent individuals from entering an area where the active shooter may be located;
- Keep your hand visible for police to observe;
- Follow the instructions of police or other emergency personnel;
- Do not attempt to move wounded people; and
- Call 911 when you are in a safe location.

- Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter’s view; and
- Provide protection is shots are fired in your direction (i.e.: an office with a closed, locked door).

To prevent an active shooter from entering your hiding place, lock the door or use heavy furniture to block the door. If the active shooter is nearby, lock the door silence your phone, hide behind large items /furniture, and remain quiet.

If you are not able to evacuate and hiding out is not possible, remain calm. Call 911 if possible. If you cannot speak, leave the phone line open and allow 911 dispatcher to listen.

- Take Action

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible;
- Throwing items and improvising weapons;
- Yelling; and
- Committing to your actions.

When law enforcement arrives, they may shout commands and/or push individuals to the ground for their safety. Remain calm and follow all instructions. Keep your hands visible at all times and avoid making quick movements.

When calling 911 or the Police, the following information should be provided:

- Location of the active shooter;
- Number of shooters;
- Physical description of shooter(s); and
- Number of potential victims.

Good Practices for coping with an active shooter situation are:

- Be aware of your environment and any possible dangers;
- Take note of the nearest exits;
- Call 911 as soon as possible; and
- Only take action against an active shooter as a last resort; your chance of survival is much greater if you try to incapacitate him/her.

XIV. ASSAULT OR SEXUAL ASSAULT

In the event of an assault or sexual assault, it is critical to get help as soon as possible.

- Call 911 and alert a member of the Emergency Response Team;
- Report your name, location, and details of what occurred. If you are reporting for another person, give his/her name and location;
- Give as much detail as possible about the attacker, including gender, race, hair color and length, eye color, height, weight, distinguishing marks (tattoos, scars), what the attacker said, accents or speech impediments, and what he/she was wearing;
- The victim should not bathe or shower until after being seen by a medical professional.

An assault or sexual assault can have a deep psychological impact. It is critical to seek psychological support after an attack. The Director of Student Services can provide information for services specific to helping a victim of assault or sexual assault.

XV. BIOLOGICAL AGENT

Biological agents are those organisms that can cause distress to the skin, respiratory, or gastrointestinal systems. Examples are anthrax and ricin, as well as organisms that may be used for study in laboratories under contained situations.

- If you have a suspicious envelope or package which contains fine white particles, immediately place it in a plastic bag or any container that can be sealed;
- Evacuate the room and close the door;
- Wash your hands thoroughly with antibacterial soap and rinse well;
- Alert a member of the Emergency Response Team and/or 911;
- Prevent others from entering the room. If others have been exposed, have them wash with antibacterial soap and water also;
- Give the Emergency Response personnel the names and contact information for all the people who might have been exposed; and
- Seek medical attention immediately after an exposure.

XVI. BOMB THREAT

If you receive the bomb threat via telephone:

- Try to keep the caller on the phone to obtain as much information as possible;
- If possible, ask someone to contact a member of the Emergency Response Team;
- Ask the caller the following:
 - Where is the bomb?
 - When will it explode?
 - What does it look like?
 - What kind of bomb is it?
 - What is your name?
 - What is your phone number? and
- Also record the following information:
 - Time of call;
 - Approximate age and sex of caller from your observations;
 - Speech patterns such as accents or impediments;
 - Emotional state of caller;
 - Background noises such as music, traffic, horns, talking, etc.;
- If you are alone, 911 immediately after the phone conversation; and
- If the caller indicates the bomb is in the building where you are, notify as many people as possible and pull the fire alarm to evacuate the building. Make sure any people with disabilities are properly evacuated. Do not use elevators.

XVII. CHEMICAL OR HAZARDOUS MATERIALS SPILL

In the event of a chemical or hazardous materials spill:

- Evacuate the room in which the spill has taken place and close the door;
- Pull the fire alarm to notify building occupants to evacuate the building;
- Notify a member of the Emergency Response Team with the following information:
 - Name of chemical;
 - Exact location of spill; and
 - Any injuries as a result of the spill.

- Move at least 500 feet from the building, keeping road, sidewalks, and driveways clear for emergency vehicles and remain at designated area until further notice.

XVIII. CIVIL DISTURBANCE OR DEMONSTRATION

Most campus demonstrations such as marches, meetings, picketing, or rallies will be peaceful and not obstructive. Any demonstration should not be disrupted unless one or more of the following conditions emerge:

- Interference with the normal operations of ESATM;
- Prevention of access to campus buildings; or
- Threat of physical harm or damage to person or ESATM facilities.

All demonstrations will be monitored by a member of the Emergency Response Team and, if necessary, the Bloomfield Police Department.

It is critical to remain uninvolved to secure one's own safety. If a demonstration becomes violent:

- Stay in the building and notify a member of the Emergency Response Team;
- If you are outside, leave the immediate area of the disturbance;
- If the demonstration is situated between you and your vehicle, walk off campus and use alternative transportation; and
- Encourage students to remain uninvolved and follow either of the steps above.

XIX. EARTHQUAKE

Even in the northeastern United States, there is always the chance of an earthquake, but there is no way of predicting or giving any warning to when one may occur. We may not feel shaking all of the time because some earthquakes can only be felt by sensitive instruments. Other times, earthquakes can be very dangerous and occur in highly populated areas placing many people at risk.

Homes and buildings can be severely damaged, and the ground can literally split apart. Planning and proper responses are crucial to protecting yourself before and after an earthquake. While you may think the earthquake has stopped, there is always the potential for aftershocks. Aftershocks can be severe and happen within the first hour after the main shock. The rate of aftershocks decreases quickly but can be felt up to weeks or even months after a large earthquake occurrence.

The following are tips covering situations in which you may find yourself when an earthquake strikes.

If indoors:

- Drop to the ground;
- Take cover by getting under a sturdy table or desk;
- Stay inside until the shaking stops;
- Stay away from glass or anything that can fall, like light fixtures and furniture; and
- Do not use elevators.

If outdoors:

- Stay where you are if you are not near any buildings, streetlights, or utility wires;
- Do not move from the area you are in until the shaking stops; and

- Remember that aftershocks can be just as bad as the earthquake itself.

In a moving vehicle:

- Stop as quickly as possible, but stay in the vehicle;
- Avoid stopping near or under buildings, trees, overpasses and utility wires;
- Proceed cautiously once the shaking has stopped; and
- Avoid roads, bridges, or ramps that have been damaged.

If you are trapped under debris:

- Do not light a match because materials or fumes around you could ignite;
- Do not move frantically or kick up dust because you could injure yourself;
- Cover your mouth with a handkerchief or clothing to protect yourself from breathing in dust and other airborne toxins;
- Tap on a pipe or wall so rescuers can locate you; and
- Shout only as a last resort because it could cause you to inhale dangerous amounts of dust.

XX. EXPLOSION OR DOWNED AIRCRAFT

- Immediately take cover under tables, desks or other objects that can give you protection against falling glass and debris;
- If, after the explosion subsides, you smell smoke or see fire, activate the fire alarm and evacuate the building; Do not use elevators;
- Alert a member of the Emergency Response Team and 911;
- Note injuries that need treatment and the condition of building;
- Note any person who cannot evacuate building as a result of disability or injury; and
- Once outside, move at least 500 feet from affected area including crash site and affected buildings and report to designated evacuation site for head count.

XXI. FIRE

- Call 911 to report location of fire or smoke;
- Activate the building alarm by pulling down on the handle of the fire alarm;
- Evacuate the building, closing doors if possible to contain the fire and smoke;
- Do not lock the doors;
- Do not use the elevators;
- Once outside, move at least 500 feet from the building;
- Notify a member of the Emergency Response Team or emergency personnel of any people who might still be in the building and their location; and
- Do not try to contain the fire yourself.

If you are trapped inside the building:

- Close the door to the room you are located within;
- Block the bottom of the door with a towel, piece of clothing or small rug to prevent smoke from coming into the room. Do not block the door with anything that cannot be pushed out of the way from the outside;
- Try to get near a window and place an article of clothing outside the window as a marker for emergency personnel;
- Stay as low as possible to avoid smoke and to obtain fresh air; and
- Shout out at regular intervals to alert emergency personnel as to your location.

XXII. MEDICAL AND FIRST AID

- Call 911 if illness or injury appears to be life threatening; and
- Alert a member of the Emergency Response Team if illness or injury appears to be non-life threatening. Signs of life threatening illness or injury include:
 - Spurting or pulsating blood flow from the injured person;
 - The person is not breathing;
 - The person appears conscious but cannot speak;
 - The person complains of pain in chest, back, or neck; or
 - The person is unconscious.

Important Information:

- Do not move the injured person unless they are in immediate danger from their surroundings;
- Cover the person with a blanket, jacket, or coat;
- Make note of what caused the injury, the time of the incident, and other people present; and
- Stay with the injured person until emergency medical personnel arrive.

XXIII. MENTAL HEALTH CRISIS

A mental health crisis is when an individual is threatening to harm himself/herself and or others, or appears to be out of touch with reality. At the time of a mental health crisis, you should:

- Notify a member of the Emergency Response Team;
- Clearly state that you need immediate assistance and give your name, location, and description of the incident;
- Call 911;
- The person should be transported to the hospital via the EMS and ambulance;
- If the person informs you that they do not need psychiatric attention, contact the East Orange Mobile Crisis Unit at 973-266-4479 for an on-site evaluation;
- Move other people in the proximity of the incident away from the person;
- Do not try to subdue or overtake the person;
- If you feel that you are in danger, move away or leave the area; and
- FERPA and HIPAA laws may apply to this situation. Do not engage in a discussion about the individual unless the person is an emergency medical personnel or a member of the Emergency Response Team.

XXIV. PANDEMIC RESPONSE

A pandemic is an incident of widespread virus or bacteria that affects large portions of the population and is easily transferred from one human to another. In cases of a health crisis pandemic, all CDC recommendations for restrictions of gatherings will be adhered to and all events in which individuals will be gathered in numbers greater than is currently recommended will be immediately suspended, rescheduled, or cancelled. Individuals will be notified through email and a follow-up phone call when possible. For non-ESATM sponsored events, the event will be postponed or cancelled, and organizers of the event will be responsible to contact attendees to notify of the situation.

The best way to prevent the spread of a virus is:

- Avoid contact with people who are ill;
- Stay away from others if you are ill;

- Cover mouth and nose with tissue when coughing or sneezing (do not cough or sneeze into hands);
- Wash hands frequently or use a sanitizing hand gel;
- Avoid touching eyes, nose or mouth; and
- Avoid handshaking.

Immediate care:

- Persons experiencing any flu symptoms should avoid contact with others and get plenty of rest and fluids;
- Symptoms include:
 - Fever;
 - Chills and body aches;
 - Cough;
 - Sore throat;
 - Headache;
 - Diarrhea; and/or
 - Vomiting.

If these conditions do not improve or worsen, contact a health care provider as soon as possible.

Emergency medical attention is required if the following symptoms appear:

- Difficulty breathing or shortness of breath;
- Pain or pressure in the chest or abdomen;
- Sudden dizziness;
- Confusion; or
- Severe or persistent vomiting or diarrhea.

Based upon the nature and scope of the pandemic emergency, the Emergency Response Team will respond according to the federal, state, and local guidelines based on the level of response required.

XXV. SEVERE WEATHER

Severe weather is defined in two ways: watches and warnings. Watches encompass circumstances where atmospheric conditions are conducive to severe weather such as thunderstorms, floods, blizzards, hurricanes, and/or tornadoes in a specific geographic area. Warnings indicate that the severe weather has been sighted and is a definite threat to a specific geographic area.

- Flood Emergency:
 - You will be notified by a member of the Emergency Response Team and/or police of an appropriate evacuation route. Do not deviate from the route; and
 - Check emergency closing notifications to determine if the campus has been closed.
- Snow Emergency:
 - School closures will be posted on all emergency closing systems; and
 - If the campus is to shut down after normal work hours have started, Emergency Response personnel will notify all departments.
- Tornado preparedness:
 - During a tornado warning, get to the lowest point of the building (basement or lowest floor);
 - Kneel facing a solid outside wall;
 - Avoid windows;
 - Use clothing or blanket to cover heads and eyes;

- All exterior doors should be closed;
- Wait for the “All Clear” signal before moving from location;
- If outside, go to the closest building and get to the lowest point of that building away from windows;
- Severe Thunderstorm:
 - If outside, get into the closest building;
 - Remain inside, away from windows until storm has passed;
 - Avoid traveling under power lines and trees; and
 - Watch for objects being carried by the wind; Severe thunderstorms often have high winds as well as lightning.

XXVI. SUSPICIOUS PACKAGE

A suspicious package is any package that appears out of place or has any number of characteristics as follows:

- Excessive postage;
- Handwritten or poorly typed address;
- Incorrect titles;
- Title but no name;
- Misspellings;
- Oily stains, discoloration or odor;
- No return address;
- Excessive weight;
- Protruding wires or foil;
- Excessive packaging materials such as tape, string, rope;
- Noise emanating from package;
- Marked with restrictive endorsements such as personal or confidential; and
- Shows a city or state in the postmark that does not match the return address.
- Do not touch the package or allow anyone else to do so;
- Alert a member of the Emergency Response Team, and call 911;
- Instruct everyone to leave the room and close the door;
- If you have handled the package or envelope and an unknown substance has spilled out, do not try to clean it up;
- Cover the spilled contents immediately with anything available: trash can, paper, clothing, plastic bag, etc.;
- Evacuate all people from the room and close the door;
- Immediately wash your hands with anti-bacterial soap (if possible) and rinse very well with water;
- Instruct all those who were in the room to do so as well; and
- Make a list of all people who were in the room with the package or envelope and give to the Police.

XXVII. UTILITIES FAILURE/POWER OUTAGE

Emergencies such as electric power failure, natural gas leaks, and plumbing failure are rare but do occur. During these emergency situations, remain calm and follow the listed procedures to minimize this disruption.

Electrical Power Outage:

- Remain calm and, if possible, locate a flashlight and a cell phone;
- Determine if the outage is within a particular room, building, or campus-wide;
- If the power outage is within your room, contact a member of the Emergency Response Team;

- If the power outage is within your building or is campus-wide, you will be notified by campus emergency personnel to either remain sheltered in place or to evacuate to a specific location;
- If instructed to evacuate, proceed cautiously to the nearest exit;
- If you are in an area that has minimal lighting or is unlighted, proceed cautiously to an area that has lighting; and
- Provide assistance to others in your area that may be unfamiliar with the space.

Elevator Failure:

- If you are in an elevator that has stopped, use the “Alarm” and “Call for Help” buttons; and
- If you discover an elevator that has stopped and there are occupants on the elevator, contact a member of the Emergency Response Team.

Natural Gas Leak:

- If you believe that you smell natural gas in the area that you are occupying, cease all operations and immediately vacate the area;
- Do not turn on or off any electrical appliances, ceiling/table lights, etc.;
- Do not light any matches or lighters; and
- When you are removed from the area with the natural gas smell, call the Bloomfield Police Department

Water Flooding and/or Plumbing Failure:

- Alert a member of the Emergency Response Team of the exact location and severity of the water leak and/or flood;
- Use extreme caution if there are electrical appliances and outlets near the water leak and/or flood;
- If there is any possible danger to yourself and others, evacuate the area cautiously;
- If you know the source of the water and can safely stop it (e.g., unclog the drain, turn off the water, etc.), do so cautiously;
- Be prepared to assist as directed in protecting objects that may be damaged due to the flooding; and
- Take only essential steps to avoid or reduce immediate water damage by covering, removing or elevating them.

Campus-Wide Closure Information:

- If a utility failure is severe and requires an extended amount of time to repair, the ESATM administration may opt to close the college until further notice;
- In the event that ESATM closes, the ESATM community will be notified through emergency text messages, electronic mail, www.esatm.edu, and/or by official ESATM personnel.

XXVIII. THREAT AND/OR ACTS OF TERRORISM

Since 1983, the U.S. Department of State has used Title 22 of the United States Code, Section 2656(d) to define terrorism as “politically motivated violence, perpetrated against noncombatant targets by sub-national groups or clandestine agents, usually intended to influence an audience.”

In the event that a threat or act of terrorism is directed at any member of the ESATM community, it is important to report this information as soon as possible:

- If you receive a threat that you believe to be an act of terrorism, notify a member of the Emergency Response Team and call 911;
- Report your name, location, and what occurred;
- Provide the Police with as much information that you can recall. For instance:
 - Did the person state what he/she intended to do and when?

- Where did this person say that they would do this?
- What exactly did the person say to you that made you feel threatened?
- A physical description if you spoke to the person face to face;
- A description of the person if you spoke over the telephone;
- Date and time of call;
- Approximate age and gender of caller;
- Speech patterns such as accents or impediments;
- Emotional state of caller;
- Background noises – music, traffic, horns, background talking, etc.
- To avoid panic, it is important to not share information with other students, ESATM employees, and/or members of the media/press; and
- Allow the Emergency Response Team and local/state/federal police agencies to investigate and handle this information.

XXIX. THREAT VIA SOCIAL MEDIA

With the emergence of new technological ways to communicate information, ESATM has developed a policy to deal with threats made to its campus community through social mediums found on the internet. Social Media is any electronic based communication tool including Facebook, Twitter, phone text messaging, instant messaging, etc.

- Threats include any message that indicates implied and/or inferred threats to the safety and security of the ESATM community such as individuals, buildings, operations, processes, services, technology resources, BC network, etc.;
- Threats include actions or intimidations to cause physical and/or psychological harm to members, family, and/or friends of the ESATM community, an individual's place of residence, as well as damage to ESATM property, resources, and services.
- Actions by College:
 - Any threat that is in written format should be saved, which includes electronic formats found social media sites or phone text messages;
 - Any threat should be reported to a member of the Emergency Response Team immediately and the text or social media threat should be made available to them;
 - The nature of the threat may be reported to the Bloomfield Township Police Department for investigation;
 - Any threat that seems imminent should be reported to the Bloomfield Township Police by calling 911; and
 - Threats may be punishable under federal and/or NJ State terroristic acts laws and/or under ESATM guidelines.

XXX. VIOLENT OR CRIMINAL BEHAVIOR

Always be alert! Report any suspicious behavior to a member of the Emergency Response Team. Give that person the following information:

- Nature of incident;
- Location of incident;
- Description of people involved; and
- Injuries or property damage

What to do if you hear gunfire:

- Get into a room and lock the door;

- Stay away from windows;
- Turn off the lights;
- Turn cell phones to vibrate; and
- Stay quiet.

If outside:

- Seek shelter in a building, shrubbery, or vehicle;
- Make yourself as inconspicuous as possible by using anything to cover yourself;
- Do not scream or panic;
- Call 911

What to do if you are taken hostage:

- Be patient, do not fight the captor;
- Follow instructions, do not argue or plead;
- Treat the captor with respect and maintain eye contact;
- Avoid appearing hostile;
- Be observant;
- Try to remember details to report to emergency personnel;
- Try to establish a rapport with the captor, but do not talk down to him/her; and
- Listening is often a good approach.

What to do when the police arrive:

- Make sure the police can see your empty hands;
- Do not point;
- Answer their questions without gestures;
- Do exactly as they instruct; and
- Remember, the police do not know who the offender is when they arrive on the scene. The Police will approach everyone with suspicion until they can determine who the identity of the alleged perpetrator.

XXXI. WEAPONS ON CAMPUS

In the event that a weapon is found on campus:

- Notify a member of the Emergency Response Team;
- Give your name, location, and type of weapon;
- Do not touch or handle the weapon;
- Do not allow anyone else to touch or handle the weapon; and
- As long as it is safe, stay in that location until emergency personnel arrive.

XXXII. ALL CLEAR, MEDIA RELATIONS, COLLEGE SPOKESPEOPLE, STATEMENTS

All Clear

After an emergency, a member of the Emergency Response Team will announce that the emergency is over and under control and call an “All Clear” announcement indicating that you may return to any business you were involved with prior to the emergency.

Media Relations

Print and broadcast media learn very quickly about crisis situations through a variety of means. Police scanners are often one source. Scanner channels are open to public listening in most cases. In rare instances, a scanner may be blocked or scrambled by the Police due to the nature of the emergency in order to prevent escalation of the crisis situation.

Spokespeople for ESATM

The President of ESATM or her designee is the first point of contact. Information should flow from the President or her designee to a person designated by the president to be relayed to the media. No other person on- or off-campus is authorized to speak to the media about any crisis or emergency situation at ESATM.

XXXIII. FEDERAL INFORMATION SHARING LAWS

Two federal laws, as well as various state laws, limit the disclosure of private information. The Family Educational Rights and Privacy Act (FERPA) governs the privacy of educational records. The Health Insurance and Portability and Accountability Act of 1996 (HIPAA) governs the privacy of medical records.

FERPA

The purpose of FERPA is to provide students with access to educational records while protecting their privacy through minimum standards for record keeping. Failure to comply with FERPA can result in the loss of federal education funding for educational institutions from primary school to colleges and universities.

FERPA requires a written consent to release any information found in an education record. Information considered appropriate for directories or sharing between ESATM offices and personnel:

- Student name, address, and phone number;
- Date and place of birth;
- Major field of study;
- Official activities;
- Dates of attendance;
- Degrees and awards received;
- Most recent education institution;
- Height and weight for sports purposes

Information that requires consent:

- Personally identifying information;
- IQ scores;
- Medical records;
- Grades;
- Psychologist, counselor and/or teacher reports;
- School disciplinary records

Information can be shared without consent:

- Verbal communication based on personal knowledge or observations as long as the information does not come from the educational record;
- Information shared with other school officials having a legitimate educational interest in receiving the information;
- Information disclosed pursuant to the judicial process, such as court orders or subpoenas;
- Information released in response to an emergency to protect the health and safety of the student or other persons;
- Information contained in records that are created and maintained separately from education records by the educational institution's law enforcement unit;
- Information regarding the final result of a disciplinary proceeding concluding that a student violated school policy for an incident involving a crime or violence or sex offense;

- Information sought in connection with compliance to the Student and Exchange Visitor Information System within the Department of Homeland Security and its Immigration and Customs Enforcement Bureau.

Health and safety guidelines allow:

- Disclosure of education records to parents if their child is considered to create a health or safety emergency on campus; and
- The imposition of a rational basis test on ESATM’s decisions to disclose information in emergency situations.

Administrators must document the emergency circumstances that prompted their decision to disclose information and to whom. Disclosures should not be based on rumor or hunch, but rather articulable and significant in terms of threat to health or safety.

HIPAA

HIPAA regulates the disclosure of health information and the law applies to medical record holders including doctors, nurses, therapists, counselors, social workers, health plan providers, researchers, clearinghouses, insurers, and other health organizations or business associates.

HIPAA requires disclosure of records to patients who are the subject of the records. It also allows disclosure:

- To anyone for whom a patient has provided written authorization;
- When it is necessary for effective treatment;
- To relatives who have been given explicit permission or in emergency situations; and
- In situations where legislators and rule-makers have concluded that privacy is outweighed by other interests (for example, when an individual presents an imminent threat to the health and safety of individuals and the public or when necessary to help law enforcers locate a fugitive or suspect)

XXXIV. SCHEDULES AND PROCEDURES FOR PERIODIC TESTS AND TRAININGS

Test	Test Frequency	Test Schedule	Test Form	Confirmation
Emergency text	Twice a year	January / July	Test text to all members of ESATM Community	Members will be prompted via previous email to respond if text is not received.
Emergency Operations Plan Review	Annual	April	Video with quiz	Quiz must be completed with a 100% score (ability to take multiple times if necessary)
HIPAA/OSHA/FERPA Training	Annual	June	Video with quiz	Quiz must be completed with a 100% score (ability to take multiple times, if necessary)

XXXV. ATTENDANCE FORM FOR EVACUATION SITE



Emergency Evacuation Site
Attendance Form

Location of Evacuation Site: _____ Date: _____

Person Completing Form: _____ Phone #: _____

	Name of Student, Employee, Patient, Others	Status	Emergency Contact Phone Number
1			
2			
3			
4			
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XIII. APPENDIX A: Pandemic Response Plan

Pandemic Response Plan

The Eastern School of Acupuncture & Traditional Medicine College and Clinic

Introduction

The plan is predicated on the assumption that in the event of a pandemic entering the United States and New Jersey specifically, the campus may need to suspend on-campus academic programs and most operations for weeks or months. In addition to potential student illness, experts predict that in the event of a pandemic, 20-40% of employees (staff & faculty) will be unable to come to work. (source: www.pandemicflu.gov)

ESATM's response plan strategies are intended to limit, as much as possible, the number of people who get sick and to slow the spread of the disease agent, prepare the institution to care for large numbers of people who get sick (if our clinic remains open for operations), and minimize disruption to the Eastern School's operations.

The plan is largely informed by the following sources: the World Health Organization web site, the CDC's Colleges and Universities Pandemic Influenza Planning Checklist, ACHA's Guidelines for Pandemic Planning, the Bloomfield Township Emergency Management website page at <https://www.bloomfieldtwpnj.com/209/Emergency-Management>, and the U.S. Health and Human Services (HHS) Pandemic Flu Plan at <http://www.hhs.gov/pandemicflu/plan/>.

Assumptions

The Pandemic Response Plan was developed with the following assumptions in mind:

- A pandemic event may cause quarantine of significant portions of the student base. The event may also cause a mandatory evacuation of the ESATM campus for an indefinite amount of time.
- Regular business operations will be impeded.
- ESATM will have the need to continue to offer academic instruction in a manner least disruptive to the student learning experience including the use of ZOOM.
- ESATM may need to increase the amount of online ZOOM accounts to be able to accommodate its didactic and clinical schedules.
- ESATM, having resources to assist in treatment of symptoms, may decide to continue clinical operations.
- Transportation interruptions and quarantine may impact employee ability to execute job functions on site.
- ESATM will need to develop clear, preset plans that can quickly be executed and possibly remotely upon in the event of a Pandemic Emergency.

Team Structure

A Pandemic Response Team has been established to plan a detailed response for the respective areas of its members. This team is for planning and response purposes. Institutional decisions including the suspension of classes or any college programs will be made by the President in consultation with the Academic Dean.

The Pandemic Response Team includes: Academic Dean, Registrar-DAO, Admissions Director, Director of Financial Aid, and the President.

General Responsibilities for Key Developmental Areas

President

The President will oversee the implementation of the Pandemic Response Plan. The President will issue all directives concerning reduction in campus operations, and continuity of business operations. All releases to media outlets and regular communication channels will be approved by the President or her designees. The President will also ensure that risk management advice is continuously reviewed and considered, will coordinate legal matters and will provide leadership to the efforts of internal teams and in coordinating with external partners. Additionally, the President will also liaise with Building Management to ensure necessary protocols to prevent the exposure and spread of disease, and respond to facility concerns.

Academic Department

The Academic Dean, in conjunction with the President will monitor pandemic news and development, maintain regular and transparent communications with students and the community, and direct all efforts related to continuation of classes, clinical programs, and student learning. Additionally, the Dean, as the Pandemic Coordinator will coordinate all communication with ACAHM and maintain clear and complete communication with the college's faculty and students. The Registrar/DAO will monitor class absentee rates in the event of a perceived threat (prior to suspension of any classes). The Academic Dean and Registrar/DAO will coordinate the organization of classes to be moved to ZOOM. If the campus closes for less than two weeks, completion of the semester's work should still be possible, even if ZOOM is not fully utilized. For closures greater than two weeks, extension of the semester may be required and can be authorized by the President. Alternative learning modalities will be considered and planned for implementation for each course, as appropriate.

Administrative Directors

The Admissions Director, in conjunction with the President, will coordinate all vendor activity. The President and Director of Financial Aid (bursar) will ensure the continuation of financial business, paycheck distribution, and liability insurance matters. The Dean and librarian will ensure that the Library operations are appropriately suspended and that faculty and students are provided instruction reminders on how to access search engines and databases remotely.

Institutional Development and Marketing

The President, Dean, and Admissions Director will lead the development of the plan including necessary updates and will be responsible for developing and maintaining campus-wide communication by use of email, phones, the web site and other relevant channels. The web site and Orbund will be used for continuous updates and mobile phone text messaging systems will be employed as necessary. A telephone hotline will be established and maintained by the Admissions Director with an outgoing message containing relevant information and status updates.

Line of Succession

The President and Academic Dean coordinate with the Board of Directors to oversee and implement the Emergency Operations Plan. Student issues during this time are received by the Administrative Assistant or Registrar. If the registrar is unable to resolve the issue, the Academic Dean will attempt to resolve the issue. Final resolution jurisdiction is reserved for the President. Faculty issues are received by the Academic Dean. If issues remain unresolved, or are of a financial nature, the President will step in to mediate. For clinical issues, the clinical receptionist or DAO receive issues. If the DAO is unable to resolve issues, the Academic Dean will mediate until a resolution can be arrived at. In cases where no resolution can be concluded, the President will make a final decision.

Human Resources

The President will also direct the development of appropriate response plans relating to HR including the development of leave policies, management of staffing functions, continuation of payroll services in coordination with the Director of Financial Aid, and maintenance of a ready list of all employees and their contact information.

Other human and technology resources include the Bloomfield Township Emergency Management website page <https://www.bloomfieldtwpnj.com/209/Emergency-Management>, the CDC website <http://cdc.gov>, and the New Jersey COVID-19 Information Hub website <https://covid19.nj.gov/>. The state website will be modified to the correct corresponding state emergency website. These websites provide current information, guidelines, and recommendations regarding the current emergency situation. The ESATM will follow all mandated actions and all recommendations appropriate for the ESATM community.

Areas of Development

1. Communication systems
 - a. Orbund
 - i. Explore the possibilities of SMS capabilities
 - ii. Update distribution lists for email communications to students
 - iii. Login screen notices (used for emergency announcements and updates)
 - b. Outbound message on main phone line
 - i. Develop emergency scripts for outbound message for quick deployment
 - ii. Enable a system of call group messaging (whatsapp) for inclusive and efficient staff communication
 - c. Monitor news updates locally, state-wide, and nationally through the following websites: <https://www.bloomfieldtwpnj.com/>; <https://nj.gov/>; <https://www.cdc.gov/>; <https://www.usa.gov/>
2. Alert Level
 - a. Develop system of levels to trigger specific events. Use chart with preset designated responses
 - i. Level 1 – Alert Period. No current hazard to persons. All internal updates will be always available through Orbund and through the college website. Consistent communication from administrative leadership will provide updated information on where to access reliable and current information regarding the emergency from public health sources on a local, state, and national level. These resources will also be placed on Orbund and the ESATM website.
 - ii. Level 2 – Classes remain in session with stepped up efforts to educate about infection control; Pandemic plan is activated, and Pandemic Response Team meets regarding implementation. Travel may be suspended. Operations continue. Infection control efforts are stepped up. ZOOM is activated where it is needed. In cases where travel is suspended across state lines or limited within-state (all CDC travel recommendations will be adhered to), arrangements will be made to transition operations to remote online platforms. If this is not possible, student, staff, and faculty functions may be suspended until arrangements can be made for safe travel or a remote online option. The Eastern School does not have college sponsored study abroad or athletic programs
 - iii. Level 3 – Continuation of classes will be managed on a day-to-day basis, but suspension is likely, and curtailment of all external operations will begin (conversion to full ZOOM implementation). Once on-campus classes are suspended, administrative, academic, and support operations will be reduced

except for pre-determined essential functions at the discretion of the President. All operations will cease except for critical functions. Facilities will be secured to permit access by essential personnel only. Employees who must move about campus will be instructed in methods of infection control to limit any potential spread of germs. Usage of common bathroom/kitchen areas will be controlled to minimize exposure to infectious surfaces.

- iv. Level 4 – The campus will close including the clinic. Staff carrying out pre-determined essential functions may persist at the discretion of the President. The status of the clinic may be altered in the event ESATM is declared a community-based care facility
 - v. Infection prevention supplies – The ESATM maintains a reserve supply of infection prevention and cleaning supplies at all times. The ESATM maintains an amply working supply of items like soap and hand sanitizer. PPE, including (but not limited to) surgical grade masks, disposable gloves (in all sizes), hair nets, and disposable shoe coverings are provided with reserve stock maintained. In level one and two emergencies, closer monitoring and assessment of infection control resources is maintained to make sure the frequency of ordering is sufficient to maintain the reserve supply of necessary prevention supplies. In level three and four emergencies, the on-campus footprint will be drastically reduced and the ESATM will assess the levels of infection prevention materials reserve additionally needed, if any. Additionally, the administrative assistant will contact vendors to inquire about the availability of supplies. In the case that supplies are becoming scarce, the ESATM will double the reserve supply and order additional supplies to be put into immediate usage. In the case that supplies run out, the ESATM will suspend on-campus activities until appropriate supplies can be obtained to reasonably assure the safety of our community.
3. Identify, Develop and Implement Delivery systems for online coursework
- a. Pre-recorded lectures
 - b. Add one additional Zoom account for offering lecture and discussion sessions virtually including clinical case review (in lieu of onsite clinic shifts)
 - c. Survey students and Faculty on technology to identify gaps (eg. Webcam, microphones, access to high-speed internet)
 - d. Survey students and faculty to identify training gaps (eg. Software knowledge and usage)
 - e. Develop and disseminate one page training (desk manual documents)
 - f. Create workflows for Academic departments receiving and sending forms for various functions
 - g. Survey staff to determine tech and training needs to be able to perform work remotely
 - h. Faculty or staff who do not have access to necessary technology for job functions will be provided via a loan the necessary equipment by the college which will be available for use throughout the emergency period.
 - i. For faculty or staff without access to working Wi-Fi, the college will maintain a safe space on campus, if permitted, where faculty and staff can conduct their business utilizing the college Wi-Fi service. If there is no access to the campus due to the emergency, any of the following are acceptable actions: 1-an alternate faculty or staff member will be assigned the work temporarily until suitable Wi-Fi service can be obtained or accessed; 2-the project or class will be temporarily postponed until suitable Wi-Fi service can be obtained or accessed; 3-or at the college's discretion, Wi-Fi service can be subsidized by the college for the emergency period.
 - j. For any student or employee who is in quarantine due to infection, arrangements will be made for work or classes to be conducted remotely. For those too ill to work, employees will be able to utilize accumulated sick leave, if available. The ESATM will work to be

as non-punitive in these unforeseen circumstances for all members of the ESATM community.

4. Accounting
 - a. AP and AR, how will this function?
 - b. Payroll will be completed remotely as the staff is moved to work at home
 - c. Develop methodologies for President to digitally approve actions
 - d. Determine best methods to accomplish banking remotely (credit card only? Payment portals)
 - e. In the event of cancellation of classes, clinic shifts, or college sponsored events, refunds will be processed within 45 days for events or classes which cannot or will not be made up. If classes, clinic shifts, or college sponsored events will be made up later, tuition monies will be kept as collateral for the rescheduled occurrence. If a student should request withdrawal from the class, clinic shift, or event, under a pandemic emergency, a full refund will be processed within 45 days and the student will forfeit the rights of registration for any subsequent replacement event.
5. Clinical operations
 - a. Post notices of clinic closure to public; record outgoing phone message
 - b. If clinic stays open, review clinical policies on how we will treat patients
 - c. Develop best practices for interns and supervisors when providing patient care
 - d. Regular disinfection of treatment rooms, equipment, and critical supplies
6. Information Technology
 - a. Implementation of security cameras to monitor sites remotely
 - b. Setup all IT phone contact numbers for remote access to troubleshoot problems.
7. Communications channels
 - a. Web (Orbund), Website, Facebook
 - b. SMS
 - c. Outgoing messaging
8. Human Resources
 - a. Develop leave policy for infected individuals
 - b. Time tracking and payroll systems for remote work and coursework
9. Regular testing and exercising Emergency Operations Plan to ensure familiarity and campus-wide readiness
 - a. The Emergency Operations Plan will be reviewed and revised by the Board of Directors whenever necessary, and at least once every two years.
 - b. The Eastern School will conduct an annual internal trial testing of its Emergency Operations Plan during the semester break after each winter term. Each testing will be fully documented, and the report will be provided to the Board of Directors at the Board meeting immediately following the testing occurrence. The receipt of the testing report will be indicated in Board minutes
10. Post-Crisis Transition
 - a. The Eastern School will not attempt to resume post-crisis operations until it has been agreed by the Board of Directors in consultation with the President and Academic Dean to do so. The Board of Directors will follow recommendations from local, state, and national authorities in the establishment of the “all-clear”.
 - b. Immediately following the order to begin the transition to post-crisis operations by the Board of Directors, the President in coordination with the Pandemic Coordinator (Academic Dean) will begin communication with the ESATM community to prepare for the transition back to campus and the re-establishment of normal operations.
 - c. After the “all clear” has been established, the President and Academic Dean coordinate a time to return to campus to inspect the facility and prepare it for the return of staff, faculty, and students.

- d. The staff will re-establish operations on campus prior to the return of classes and the re-opening of the clinic.
- e. The specific dates of each step of the implementation of the post-crisis transition will be determined in a meeting of the Pandemic Team.
- f. The Academic Dean will notify students and faculty the timeline of the return of classes and clinical shifts to campus and coordinate with off-site clinic shift administrators to determine an appropriate timeline for resuming shifts at their respective sites.
- g. Within two weeks of the return to operations following a crisis, the Board of Directors will call an emergency meeting where a full inventory assessment of losses, financial disruptions, and operational changes needed will be compiled and a plan for recovery will be developed. This meeting will be a Board of Directors along with the leadership team of the college (President, Dean, Admissions Director, Director of Financial Aid, Director of Administrative Operations). The Board approved recovery plan will be implemented by the President and leadership team immediately.

Planning Checklist

Planning and Coordination

X Identify a pandemic coordinator and response team with defined roles and responsibilities for preparedness, response, and recovery planning.

X Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.

X Incorporate into the pandemic plan scenarios that address college functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:

- cancellation of classes, clinic and/or other community events;
- closure of campus, and/or public transportation;
- stockpiling non-perishable equipment and supplies that may be needed in the case of an influenza pandemic.
- identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college. Identify and review the college's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, quarantine, movement restriction, and provision of healthcare on campus.

Ensure that pandemic influenza planning is consistent with any existing college emergency operations plan, and is coordinated with the pandemic plan of the community and NJ-OSHE.

Establish an emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials as well as the state's higher education officials (including back-ups) and the chain of communications, including alternate mechanisms.

Planning and Coordination

Implement an exercise/drill to test your plan and revise it regularly.

Participate in exercises of the community's pandemic plan.

Develop a recovery plan to deal with consequences of the pandemic (e.g., loss of students, loss of staff, financial and operational disruption).

Continuity of Student Learning and Operations

Develop and disseminate alternative procedures to assure continuity of instruction (e.g., web-based distance instruction-ZOOM, e-mailed lessons and assignments, Orbund postings).

Develop a continuity of operations plan for maintaining the essential operations of the college including payroll; ongoing communication with employees, students and families; security; and maintenance.

Infection Control Policies and Procedures

Implement infection control policies and procedures that help limit the spread of contagious germs on campus (e.g. promotion of hand cleansing hygiene, cough/sneeze etiquette). (See Infection Control www.cdc.gov/flu/pandemic/healthprofessional.htm). Make good hygiene a current and immediate habit in order to help protect employees and students from many infectious diseases such as COVID-19 or influenza.

Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal). Establish policies for employee and student sick leave absences unique to pandemic influenza (e.g., non-punitive, liberal leave).

Establish sick leave policies for employees and students suspected to be ill or who become ill on campus. Stay up-to-date to any state policies relating to sick leaves or mandated quarantines. Employees and students with known or suspected pandemic infections should not remain on campus and should return only after their symptoms resolve and they are physically ready to return to campus.

Establish a pandemic plan for campus-based facilities that addresses issues unique to healthcare settings (See www.cdc.gov/flu/pandemic/healthprofessional.htm). Ensure health services and clinics have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.

Adopt CDC travel recommendations (www.cdc.gov/travel/) during a pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and work related areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

Communications Planning

Assess readiness to meet communications needs in preparation for an pandemic outbreak, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders (See www.hhs.gov/pandemicflu/plan/sup10.html).

Develop a dissemination plan for communication with staff, faculty, and students, including lead spokespersons and links to other communication networks.

Develop and test platforms (e.g., phone text lists, dedicated websites, Orbund) for communicating college response and actions to employees, students, and faculty.

Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.

Advise staff and faculty, and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.

Review all 504 ADA plans and add emergency addendums. Wherever possible, all accommodations agreed upon will be honored and arrangements will be made for circumstances not possible under remote learning. Be prepared to communicate to all affected faculty members details regarding accommodations under emergency conditions.

Disseminate information about the college pandemic preparedness and response plan. This should include the potential impact of a pandemic on campus closure, and the contingency plans for students who travel from far distances.

Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic fundamentals (e.g., signs and symptoms of influenza, modes of

transmission), personal and family protection and response strategies (including the HHS Pandemic Influenza Planning Guide for Individuals and Families at www.pandemicflu.gov/plan/tab3.html), and the at-home care of ill students or employees and their family members.

Anticipate and plan communications to address the potential fear and anxiety of staff, students and faculty that may result from rumors or misinformation.

Pandemic Cleaning Procedures (in addition to normal cleaning practices)

- All used surfaces are cleaned after the session is completed.
- The campus is cleaned by the cleaning service 5 days a week (2 days no regular on-campus activities)
- All cleaning disinfectants used are on the EPA-registered list
- HEPA filters are placed in every room and run whenever unoccupied
- Persons will use hand sanitizer after coming into contact with any surface after the activity is completed