Health, Safety, and Emergency Preparedness Plan

Protocols for Ensuring Campus Safety, Wellness, and Crisis Response

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PURPOSE	The purpose of this plan is to ensure the health and safety of all students, faculty, staff, and visitors by establishing clear protocols for routine safety measures and effective response to emergencies at Intellectual Point.
RESPONSIBLE AUTHORITY	The Chief Operations Officer is responsible for the development, implementation, and oversight of this plan.
IMPLEMENTATION	Implementation of this plan is carried out by designated safety personnel, administrative staff, and faculty, in coordination with local emergency services as needed.
APPLICABILITY	This plan applies to all individuals on campus and covers all Intellectual Point facilities, programs, and events.
EFFECTIVE DATE	**August 1, 2025**

POLICY

1. Adherence to ACCSC Standards

It is Intellectual Point's commitment to adhere to ACCSC standards for Emergency Preparedness. The school has a written emergency preparedness plan that is part of the school's institutional assessment and improvement planning activities, is made available to all staff, faculty, and students, and includes the following elements:

a. Emergency scenario identification and concordant action plans;
    i. Typical scenarios addressed to scale could include weather-based events; fire and incendiary-based events; water-based events; events that pose a danger to students on or near campus; visitor protocol and campus intrusion; medical emergencies; physical and cyber threats; and acts of violence. By way of example, the plan's scale for weather-based events will vary depending on geographic location and for fire-based events will vary depending upon whether flammable materials are maintained on the premises.
b. Evacuation and lockdown procedures;
c. Communication protocols for sharing information with appropriate parties during and following an incident;
d. Orientation for students; and
e. Regular training for staff and faculty

2. Plan Availability

The Health, Safety and Emergency Preparedness Plan is available to personnel, students and guests on Intellectual Point official website under the Policies and Forms section.

3. Health and Safety Concerns – Emergencies

Health and safety concerns, as well as any type of emergencies, are to be dealt with immediately. Must be reported to the person in charge of school operations at the time it occurs, or, if not available, to the employee closest to the incident, so proper action may be taken in an expedited manner as per the Intellectual Point Emergency Preparedness Plan.

4. Student Orientation

New enrolled students receive instruction on this plan as part of the New Student Orientation Session.

5. New Personnel Orientation

New staff and faculty receive instruction on this plan as part of the New Employee Orientation Session.

6. Ongoing Training for Personnel and Students

Twice a year Intellectual Point conducts an announced fire-drill and training on Health, Safety and Emergency Preparedness for personnel and students. A log of the fire drill and training is saved in the Health and Safety Folder.

7. Accidents Reporting and Investigating

Accidents are taken very seriously by our institution. Accidents are documented with the Incident and Accident Report Form by INTELLECTUAL POINT present personnel and reported to the SVP, Compliance & Accreditation, who is responsible for the proper follow-up. Records of accidents and incidents, along with their resolution are permanently stored by the SVP, Compliance & Accreditation in an Accidents and Incidents Folder. A report of accidents and incidents, along with their resolution is presented annually when the Health and Safety Plan is reviewed by all staff, the executive staff and advisory committee members. Accident Report information is available to the affected student upon request.

8. Instructor responsibility

Instructors oversee the safety of students and enforcement of safety in the classroom, lab and services areas. Instructors conduct safety training the first day of class by reviewing the health and safety section of the provided student handbook.

9. Student Responsibility

Students are responsible for observing the school's safety regulations, as described in the student handbook. Students are responsible for personal safety and safety of others in

their area of training and for immediately reporting any health, safety or security concerns to their professors.

10. Employee Responsibility

All persons are required to understand the safety and health requirements of their specific areas of training and employment. It is the employee's responsibility to adhere to Intellectual Point's policies and procedures relating to conduct and campus health and safety.

11. Emergency Exits and Evacuation Routes

Emergency exits and evacuation routes are posted in each room.

12. Evacuation Procedures

- ☑ Activate the fire alarm.
- ☑ Call 911 immediately and provide information.
- ☑ Assist injured personnel or notify emergency responders of the medical emergency.
- ☑ Exit the building following emergency maps.
- ☑ Assist physically impaired individuals to a secure area and notify emergency responders.

13. Lockdown Procedures

- ☑ Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- ☑ Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
- ☑ Turn off all lights and close the blinds or curtains.
- ☑ Instruct all students to stay low and away from the windows and doors.
- ☑ Keep students inside of the classroom.
- ☑ Silence televisions, cell phones and other electronics.

14. Fire and incendiary-based events

If you see a fire, immediately alert your direct supervisor so the fire department can be quickly notified. Evacuate the building immediately. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" from the fire department has been given or the alarm has ceased.

15. Behavioral Disturbance, Violence or Other Issue that Requires Intervention

A behavioral disturbance can be either verbal or physical. If you observe a behavioral disturbance, suspicious behavior or any other issue that requires urgent security

assistance, report immediately to the school personnel in charge, so they can take the corresponding measures that could include calling the police department.

16. Blood Spills

If you see blood that has spilled onto floors or other surfaces, notify the instructor or another school employee. Do not attempt to clean yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:
For skin exposure or blood exposure that comes in contact with an open wound, wash the area thoroughly with soap and water.
For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
Report any blood exposures to your instructor or another school employee.

17. Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks, or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean unidentified substances.

18. Water-Based Events

In case of a leak notify the institute's operations personnel and follow instructions. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain or turn off the water), do so cautiously. Take only essential steps to avoid or reduce immediate water damage. In case of a flood, notify the SVP, Compliance & Accreditation or higher-ranking person and assist personnel and students to move quickly away from the flooded area.

19. Inclement Weather

In the event of inclement weather, or a natural disaster, Intellectual Point reserves the right to amend the schedule. Should there be a forecast predicted of inclement weather, Senior Leadership as designated by the Board of Trustees will determine whether students and instructors should report to class that day. If cancelled, the following steps will occur:

1. All participants/students will be contacted by phone and email by a representative from Intellectual Point to let them know the class is cancelled for the day and will be repeated daily until the inclement weather has passed.
2. Intellectual Point will post on the official student website (MyIP) regarding the closure.
3. Intellectual Point will update the prerecorded message regarding the closure on the main phone number +1 (571) 577-7890.

When such a situation occurs, operational decisions will be made with regards to the make-up of instructional time missed as applicable for successful completion of the designated Pathway or Program of instruction.

20. Events that Pose a Danger to Students Near or On Campus

In case of a possible danger to students near or on campus, Intellectual Point will follow instructions provided by the local police enforcement office until confirmed students and personnel are safe to resume normal activities.

21. Visitor Protocol and Visitor Intrusion

Visitors are to announce themselves at the institute's front desk. In case of a visitor intrusion personnel are instructed to call 911 immediately. Intellectual Point will follow instructions provided by the local police enforcement office until confirmed students and personnel are safe to resume normal activities.

22. Medical Emergencies

Medical emergencies of personnel or students need to be promptly addressed. If the medical condition were to require special care, personnel are instructed to call 911 and wait for the paramedics. If a student or person has provided an emergency contact number, Intellectual Point will try to contact them and inform them of the situation.

23. Drugs, Alcohol, and Smoking on Premises

Neither students nor personnel are allowed to use recreational drugs, alcohol or smoking on premises. Persons violating the institute's code of conduct will be sanctioned with the possibility of being withdrawn from the program of enrollments, depending on the severity of the case.

24. Communication Protocol During and after an Incident

Depending on the severity of the incident, the SVP, Compliance & Accreditation will quickly instruct personnel, and the personnel will instruct faculty and students with the measures to be taken. Personnel and students are to follow instructions until confirmed all is clear to return to business as usual.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the SVP, Compliance & Accreditation, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the SVP, Compliance & Accreditation via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Operations and Maintenance" Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at https://compliance.intellectualpoint.com.