

Health, Safety and Emergency Preparedness Plan

PURPOSE

The purpose of this plan is to provide the framework to deal with emergencies and ensure the health and safety of URBE University employees, students, and guests.

RESPONSIBLE AUTHORITY

The responsibility for this plan is vested in the Campus Director.

IMPLEMENTATION

The implementation of this plan is delegated to all university personnel.

APPLICABILITY

This plan applies to all personnel, students, and guests.

PLAN

1. Adherence to ACCSC standards
1. Plan Availability
2. Health and Safety Concerns – Emergencies
3. Student Orientation
4. Accidents Reporting and Investigating
5. Instructor Respon
6. Emergency Exits and Evacuation Routes
7. Evacuation procedures
8. Lockdown procedures
9. Fire and incendiary-based events
10. Behavioral disturbance, violence or any other issue that requires Intervention
11. Smoking
12. Hurricanes
13. Communication protocols during and after an incident

1. Adherence to ACCSC Standards

It is Urbe University's commitment to adhere to ACCSC standards for Emergency Preparedness, the latest Standards of Accreditation Manual, published July 1, 2024:

The school has a written emergency preparedness plan that is part of the school's institutional assessment and improvement planning activities, is available to all staff, faculty, and students, and includes the following elements:

- a. Emergency scenario identification and concordant action plans;
Typical scenarios addressed to scale could include fire and incendiary-based events; water-based events; events that pose a danger to students on or near campus; medical emergencies; physical and cyber threats; and acts of violence. By way of example,
- b. Evacuation and lockdown procedures;

- c. Communication protocols for sharing information with appropriate parties during and following an incident;
 - d. Orientation for students.
 - e. Regular training for staff and faculty.
2. Plan Availability
The Health, Safety and Emergency Preparedness Plan is available to staff, faculty, students and guests on URBE University official website www.urbe.university 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 immediately. All emergencies 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 URBE University Emergency Preparedness Plan.
 4. Student Orientation
New enrolled students receive instruction on this plan as part of the New Student Orientation Session.
 5. Accidents Reporting and Investigating
Accidents are taken very seriously by our institution. Accidents are documented with the Incident and Accident Report Form by URBE present personnel and reported to the Campus Director, who is responsible for the proper follow-up. Records of accidents and incidents, along with their resolution are permanently stored by the Campus Director in an Accidents and Incidents Folder. Accident Report information is available to the affected student upon request.
 6. Instructor responsibility
On- ground Instructors oversee the safety of students and enforcement of safety in the classroom, lab and services areas.
 7. Student Responsibility
Students are responsible to observe 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 immediate reporting any health, safety or security concerns to their professors.
 8. 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 URBE's policies and procedures.
 9. Emergency Exits and Evacuation Routes
Emergency exits and evacuation routes are posted in each room.
 10. 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.

11. 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 employees, students, or visitors to stay low and away from the windows and doors.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every person in every room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel.

12. 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 alarm has ceased.

13. Behavioral Disturbance, Violence or Any 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.

14. Hurricanes

In case of inclement weather as tropical storms and hurricanes, URBE University will manage as exactly will do the Miami Dade County Public School System. Students and personnel are advised to stay current with the TV and radio news and remain safe. The university will cancel all activities if Miami Dade County is doing same for the public schools.

15. Visitor Protocol and Visitor Intrusion

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

16. Medical Emergencies

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

17. Drugs, Alcohol, and Smoking on Premises

Nor students neither personnel are allowed to use recreational drugs, alcohol or smoking on premises.

18. Communication Protocol During and after an Incident

Depending on the severity of the incident, the Campus Director and Campus Coordinator 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.

POLICY AVAILABILITY

URBE University policies and procedures are available for review by administrative staff.

Version	Version Date	Description of Change
02	2/25/2025	Updated ACCSC Standards of Accreditation version



Important Information for Students: The Clery Act and Campus Safety Requirements

Dear Students,

Your safety and well-being are a top priority for our university. In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly known as the Clery Act), the university is required to maintain transparency about campus safety and provide timely information about crime and security-related matters.

The Clery Act is a federal law that requires colleges and universities that receive federal financial aid to disclose information about crime on and around their campuses. Its purpose is to ensure that students, faculty, and staff have access to accurate and timely safety information so they can make informed decisions.

What the University Is Required to Do:

1. Publish an Annual Security Report (ASR)

Each year, the university must publish and distribute a report that includes campus crime statistics for the previous three years, along with safety policies and procedures. This report is made available to all students and employees.

2. Maintain a Daily Crime Log

The university must keep a public daily log of reported crimes that occur on or near campus. This log includes basic information such as the type of incident, location, and status of the report.

3. Issue Timely Warnings and Emergency Notifications

If a crime or situation poses a serious or ongoing threat to the campus community, the university is required to issue timely warnings. In the case of an immediate threat, emergency notifications are sent out without delay.

4. Collect and Report Crime Data

The university must collect crime reports from campus security authorities, local law enforcement, and other designated officials. This data is then compiled and submitted as part of the annual report.

5. Define Campus Geography for Reporting

The Clery Act requires reporting of crimes that occur not only on campus but also in certain nearby

areas, including off-campus buildings owned or controlled by the university and public property adjacent to campus.

6. Designate Campus Security Authorities (CSAs)

Certain staff members are designated as Campus Security Authorities and are required to report crimes that are disclosed to them. This helps ensure that all relevant incidents are documented.

Your Role as a Student

Students are encouraged to report any safety concerns or crimes to campus security or designated university staff. Your reports help the university maintain a safe environment and meet its legal obligations under the Clery Act.

If you would like to review the full Annual Security Report or learn more about campus safety policies, it is available through the university's website or campus security office.

Thank you for helping us maintain a safe and informed campus community.