

URBE University

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

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2. Plan Availability
3. Health and Safety Concerns – Emergencies
4. Student Orientation
5. New Personnel Orientation
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7. Accidents Reporting and Investigating
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12. Evacuation procedures
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15. Behavioral disturbance, violence or any other issue that requires Intervention
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22. Visitor protocol and campus intrusion
23. Medical emergencies
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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 made 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, 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 dependent 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 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. 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. 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 URBE University 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 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. 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 a 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 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.

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 the URBE'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.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.

- Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.

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 alarm has ceased.

15. 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.

16. Blood Spills

If you see blood that has been spilled onto floors or other surfaces, notify the instructor or another school employee. Do not attempt to clean the blood 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 university’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 campus director or higher-ranking person and assist personnel and students to move quickly away from the flooded area.

19. 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.

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

In case of a possible danger to students near or on campus, URBE University 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 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.

22. 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 personal has provided an emergency contact number, URBE University will try to contact them and inform of the situation.

23. Drugs, Alcohol, and Smoking on Premises

Nor students neither personnel are allowed to use recreational drugs, alcohol or smoking on premises. Persons violating the university'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 campus director 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.

25. Private Spaces

In accordance with Florida's Safety in Private Spaces Act, all personnel to respect privacy and ensure safety within private spaces. All personnel must respect the restroom designation for exclusive use by females and makes, or a unisex restroom. Per the Act, a person's sex is determined by their sex at birth.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

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

BUDGET

The funding necessary for the implementation of this policy is allocated in the university annual operating budget under the line item "Operations Department." Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This plan is annually evaluated by means of the following survey statement: *"Urbe Health, Safety, and Emergency Preparedness Plan is adequate, implemented as established, serves the purpose for which was created, and adheres to Urbe best practices."*

The survey is collected annually from:

- Administrative and academic personnel
- Students
- Graduates
- Program Advisory Committee members
- Institutional Advisory Committee members

Assessment Benchmark Criteria

Urbe institutional benchmark is to maintain a minimum of 80% surveyed individuals indicating they agree or strongly agree with the appropriateness of each plan and its implementation. Corrective actions are taken for any plan that scores below that mark.

Assessment Presentation

This plan’s effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Institutional Assessment and Improvement Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this plan are to be approved at one of the university institutional assessment and improvement meetings. Personnel is informed of revisions via email. Revisions are published at the school employee and student portals under the news section.

POLICY AVAILABILITY

Urbe University policies and procedures are available for review by administrative staff and faculty, advisory members, and students

Version	Version Date	Description of Change
02	2/25/25	Safety in Private Spaces Act Policy Information