

PURPOSE

Dorsey College is committed to providing a safe, healthy, and secure environment for our employees, students, and guests. The College promotes a culture of safety through hazard prevention, education, emergency preparedness, compliance with applicable laws and regulations, and continuous improvement of health and safety practices. The purpose of the Health and Safety Plan is to provide guidance and maintain readiness to support the health and safety of the institution's constituents in cases of sickness, accidents, or emergencies.

GOALS AND OBJECTIVES

The following goals and objectives have been developed in support of achievement of this plan:

1. To provide guidance in cases of sickness, accidents and emergencies, defined as real, threatened, or impending danger, including but not limited to fires, tornadoes, floods, hurricanes, earthquakes, bomb threats, or violent acts by an individual
2. To maintain institutional readiness, including regular practice to reinforce procedures and knowledge
3. To ensure that there is a procedure for reporting and investigating incidents affecting health and safety of employees, students and guests
4. To ensure that applicable local, county, state, and federal laws, codes and procedures are being upheld
5. To clearly define responsibilities for implementation and oversight of the plan
6. To evaluate the effectiveness of the plan annually utilizing feedback from students and employees
7. Revise and publish updated plan as needed based on the results of reviews
8. To ensure that the plan is distributed to employees and is available to students and the College's constituents

ACTIVITIES

The following outlines specific activities utilized to achieve the Plan objectives:

1. Specify the system of policies and procedures to be utilized in cases of institutional emergencies and incidents as follows:
 - a. Emergency Response and Evacuation Procedures Policy
 - b. Fire Drill and Fire Extinguisher Policy and Observers Report
 - c. Student & Employee Incident Reporting and Forms
 - d. Communicable Diseases Policy
 - e. Title IX Sexual Harassment Policy (available on institution's website at <https://www.dorsey.edu/policies-and-plans/> under "Title IX")
 - f. Annual Security Report (available on institution's website at

<https://www.dorsey.edu/disclosures/> under “Health and Safety”)

- g. Drug and Alcohol Abuse Prevention Policy (available on the institution’s website at <https://www.dorsey.edu/disclosures/> under “Health and Safety”)
2. Procedures for identifying and acting upon emergency or dangerous situations, or immediate threats, are tested or practiced at least twice per year at each affiliate location, including the use of [school issued] identification badges for Dorsey College employees and students [as directed by institutional policies].
3. Specify the system of policies and procedures for identifying, acting upon and reporting student incidents as follows:
 - a. Accident Reporting Procedures
 - b. Completion of medical treatment forms (Concentra, Covenant [Saginaw – only]), insurance forms) and the collection of witness statements
 - c. Human Resources and campus management notification
 - d. Human Resources follow-up with campus and student/employee
4. The Health and Safety Plan is posted on the institution’s website, to be available to students and guests, distributed to employees, for input and revisions as necessary and is reviewed and evaluated by the Health and Safety Committee, and revised annually via surveys sent and evaluated by the Chief Administrative Officer, Executive Director of Operational Compliance, Vice President of Regulatory Affairs, Director of Compliance and Education, and Managing Directors.
5. Review emerging state and federal codes, laws and regulations as they are published to determine applicability and monitor health and safety incidents to identify need for corrective actions where appropriate.

SCOPE OF SERVICES

Responsibility for implementing, monitoring, evaluating, and improving the Health and Safety Plan is assigned as follows:

RESPONSIBLE PERSONNEL	SCOPE OF SERVICES
Chief Administrative Officer	• Ensure plan is communicated to managing directors • Manage annual plan review and update as needed for continuous improvement
Health and Safety Committee	• Analyze annual survey sent to students and staff to identify opportunities for improving campus health and safety • Meet to determine necessary revisions and updates to Health and Safety plan
Director of Human Resources	• Management of the policies and procedures regarding the health and safety of students and employees in cases of sickness, accidents, or emergency health care needs • Investigation of sickness, accidents, or emergencies • Ensure all documentation is completed timely and correctly • Facilitate communication with all required agencies

RESPONSIBLE PERSONNEL	SCOPE OF SERVICES
Associate Vice President of Fiscal	• Gather information necessary to publish the Annual Campus Security Report, as required by the Department of Education and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act • Ensure that the Drug and Alcohol Abuse Prevention Policy including the Smoke-Free and Tobacco-Free policy is sent to students annually via the CampusNexus system
Senior Vice President of Marketing	• Publishes the Annual Campus Security Report for each campus on the Dorsey College website (www.dorsey.edu)
Managing Directors	• Ensure that procedures are practiced on campus via evacuation or emergency response drills at least twice per year in accordance with Department of Education requirements. Review results and implement corrective action if deficiencies are identified. • Ensure only appropriate students, staff and instructors are on-campus and at campus activities utilizing school-issued identification badges • Ensure that all students and staff receive the plan and have the opportunity to review and evaluate the plan annually • Ensure that key personnel are aware of the procedure for non-life-threatening incidents and route the injured party to designated health care facility as appropriate • Ensure that students and staff are familiar with the campus health and safety training • Report incidents to Director of Human Resources • Report occurrences of crime on campus to the Associate Vice President of Fiscal • Ensure each student has received and signed an orientation package including access to the following policies: ✓ <i>Emergency Contact and Personal Information (must sign separately)</i> ✓ <i>Drug and Alcohol Abuse Prevention Policy</i> ✓ <i>Annual Safety and Security Report</i> • Ensure that campus personnel are aware of the procedure for non-life-threatening incidents and route the injured party to designated health care facility
Campus Management	• Ensure that the student is properly attended to • Verify that proper authorization documentation has been completed • Reviews the Health and Safety Plan with campus staff • Follow up with human resources as necessary
Medical Manager, Program Director or Designee, Safety Coordinator or Designee	• Ensure that the OSHA Binder and SDS Sheets are kept up to date • Ensure that first aid kits are kept current • Ensure that Automatic External Defibrillators (AED) are inspected regularly

RESPONSIBLE PERSONNEL	SCOPE OF SERVICES
Executive Director of Operational Compliance; Director of Compliance and Education; Vice President of Regulatory Affairs	• Review emerging accreditation state and federal codes, laws and regulations to determine applicability; communicate results to appropriate parties • Coordinate the review, update and publish the current plan
Vice President of Operations; Facilities Manager	• Complete periodic audits to ensure safe, orderly, and secure environment is maintained
Faculty and Staff	• Become familiar with the Health and Safety Plan • Follow emergency procedures • Report accidents, incidents, and unsafe conditions promptly • Participate and assist with emergency drills and safety training
Students	• Be familiar with the components of this plan, the campus health and safety training and understand responsibility for reporting accidents and incidents • Participate in emergency drills and campus health and safety orientation • Report accidents, injuries and unsafe conditions promptly

BUDGETARY RESOURCES

Resources for the implementation of this plan are routinely included in Dorsey College's annual operating budget, primarily funded through each affiliate location's operational budget. Managing Directors identify anticipated needs through the annual budget process and promptly elevate unplanned or emergency needs to the Chief Administrative Officer and appropriate operational or facilities personnel.

STAKEHOLDER PLAN REVIEW AND EVALUATION TIMELINE

This plan will be reviewed and evaluated at least annually to determine its effectiveness in maintaining a safe and healthy environment. Evaluation will include input from students and employees and may include review of safety survey results, affiliate location audit findings, and regulatory and accreditation changes. The Chief Administrative Officer, with input from the Managing Directors, Health and Safety Committee, Executive Director of Operational Compliance, and Vice President of Regulatory Affairs will approve changes to the plan. The current plan will be published for students and distributed to employees each year.



Emergency Response and Evacuation Procedures Policy

Effective Date: July 1, 2015
Updated: December 27, 2022

Dorsey College is dedicated to preparing individuals for promising career opportunities, and as indicated in our mission statement. The unpredictable nature of weather, civil unrest and persons with criminal intent requires the Institution to have a readiness plan. Michigan law under **1974 PA 154 R 408.10623 Employee emergency plans. Rule 623** necessitates that Dorsey College maintains an emergency action plan. This is consistent with **20 USC 1001, et. seq.** regulating schools under the Department of Education and **34 CFR 668** regarding Student Assistance General Provisions.

Emergency Response Policy

All Dorsey College owned and operated campuses are required to maintain an *Emergency Response and Evacuation Plan* (EREP) which includes plans and instructions to be followed by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. The campus managing director is designated as the campus safety authority (CSA), who is responsible for reporting and ensuring the evacuation of the campus in the case of an emergency.

A significant emergency or dangerous situation is any situation occurring on the campus involving an immediate threat to the health or safety of students, visitors or employees. The managing director of each campus makes a determination of the level of threat and the response needed.

Dorsey College will respond to any actual or perceived emergency with whatever necessary course of action the situation mandates. Any person with information warranting an emergency response must report the circumstances to school officials. Incidents should be communicated immediately to the individual's instructor or supervisor, campus managing director or senior management. In order to ensure a safe environment within Dorsey College, all police incidents and security or safety problems, on campus or immediately adjacent public property, including vehicle accidents, injuries, criminal offenses, and suspicious activity should be reported to the managing director. The individual, for expedience, may directly call 911 to initiate a public safety response. The campus will maintain a crime and incident log for the current 60 days, updated within two days of a reported event. This log is available on inquiry to the managing director of each campus. An OSHA manual is in each lab and can be used as a resource when needed.

Emergency Notification: If there is an immediate threat occurring on campus to the health or safety of students or employees, an institution must follow its emergency notification procedures. An immediate *emergency notification* shall be issued to alert the campus population that a significant emergency or dangerous situation poses an immediate threat to the health or safety of visitors, students or staff on campus. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notification shall describe the threat and direct individuals to evacuate, shelter in place or take other specific action. This shall be authorized by the managing director or their designee.

Specific actions for an **Emergency Notification** include:

- Confirm that there is a significant emergency or dangerous situation.
 - Determine the appropriate segment or segments of the campus community to receive a notification.
 - Determine the content of the notification
 - Campus or workplace violence or external threat- lockdown
 - Building hazard (fire, chemical spill, structure collapse) –evacuate
 - Extreme Weather (storm, tornado, earthquake)– shelter-in-place
 - Initiate the notification system for appropriate populations
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The Institution's emergency notification procedures eliminate the need to issue a duplicate timely warning based on the same circumstances; however, the Institution must provide adequate follow-up information to the community as needed.

Timely Warning: In compliance with 40002(a) (20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a) (20)), the Institution will report crimes to the campus community that are reported to campus security authorities as identified under the institution's statement of current campus policies or that of local police agencies, when considered by the institution to represent a threat to students and employees to aid in the prevention of similar crimes. The report will be made in a timely manner that withholds as confidential the names and other identifying information of victims. A *timely warning* is issued to relevant members of the campus community when there is a continued threat that, in the judgment of management, should be brought to the attention of the campus population to aid in the prevention of similar crimes or health issues. The warning may include information such as the date, time, and nature of the threat. A *timely warning* may only be withheld if the alert would compromise efforts to contain the emergency. The institution will, without delay, and taking into account the safety of the community, determine the content of the warning and initiate the timely warning notification system, unless initiating such a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the situation. Timely warning shall describe the threat and direct individuals take specific action to aid in the prevention of similar crimes or health issues. This shall be authorized by the managing director or their designee.

Specific actions for a **Timely Warning** include:

- Confirm that there is a continuation of a significant dangerous situation.
- Determine the appropriate segment or segments of the campus community to receive a timely warning that a situation continues to pose a risk.
- Determine the content of the timely warning including the specific action suggested to aid in prevention.
- Initiate the timely warning system of notification.
 - Email alert
 - Posted notice
 - Blackboard system

Emergency Action and Procedures

BUILDING EVACUATION

This action is taken after the decision is made in the event that it is unsafe to remain in the building. Evacuation may be needed when there is smoke or fire, a natural or man-made disaster, a structure collapse or a chemical, biological, nuclear or radiation release that occurs on or in proximity of the school and directly effects the campus population.

Procedure

1. Managing director or designee immediately announces the evacuation and initiates the procedure developed for that location
2. Directs public safety notification via 9-1-1 or activates building fire alarm.
3. Directs visitors, students and staff to immediately vacate to the pre-designated "rally-point" for that location. ALL building occupants should reach safety within three minutes of the alarm. Teachers are to bring student rosters and take attendance at the assembly area to account for all students. *Do not take time to gather your belongings. Do not delay! Even a few seconds of exposure to certain elements can be deadly. Calmly follow directions of staff in evacuating the scene – but do not leave the campus until staff has accounted for you!*

Emergency Exits

Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the protection of staff, students and visitors. Occupants should evacuate through the nearest (less than 150 ft.) marked exit. The locations of these fire exits are posted within each classroom. Building occupants should take a moment to familiarize themselves with the closest emergency exit. In the event that an evacuation is necessary, students and staff will be notified through an announcement and/or the fire alarm

1. Building occupants should choose to escape the danger rather than combat the problem. For example, you should **never try to use a fire extinguisher overreaching safety**. Look to your own safety but assist others if your own life is not placed in jeopardy to do so.
2. All fires which are extinguished by school personnel, regardless of size, require fire department response for investigation and confirmation that the fire is out.
3. The managing director or designee, if not placed in jeopardy, shall physically inspect all classroom/lab and staff areas as people exit to ensure all known occupants have evacuated.
4. Teachers will take attendance to account for all students. Managers will account for all staff and visitors. Missing building occupants are to be reported to the managing director and public safety providers.
NOTE: No individual should leave the campus until all building occupants have been accounted for.
5. Once assembled, teachers, students and staff are to stay in place until further instructions are given. Never send students home before the end of the regular school day unless instructed by the managing director.
6. Once public safety has determined the threat no longer exists the managing director or designee immediately announces the "all clear" and initiates the post-incident procedure developed for that location.
7. When time permits, the managing director shall notify the campus support center of the situation.
8. The managing director shall consult the campus support center to determine if school activities will resume or be dismissed for the day.
9. All staff, students and visitors shall cooperate with public safety and school officials in providing witness accounts and other necessary information in the investigation of the event.
10. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the campus support center within two days of the event.
11. If the event was the result of an act of arson, the managing director shall record all pertinent information on the Clery Act report form entitled Dorsey College Campus Security Authority Crime & Incident Report Form and submit this to the Campus Support Center within two days of the event.

SHELTER IN PLACE

This action is taken when it is determined that a greater level of protection is provided to students, staff and visitors by remaining within the building. Examples include tornado or severe weather activity, a dangerous wild animal in the area, or similar situation in an area surrounding the campus where being outdoors poses a greater hazard.

Emergency Alert Systems

Some units of county and city government in Michigan operate an Emergency Operations Center, which can send emergency alerts via cell phone or email. Managing Directors of each campus are encouraged to reach out to their local government bodies and subscribe to these alerts if they are available. All safety designees are encouraged to subscribe to applications on their phone for emergency alerts, such as FEMA, Code Red, and Everbridge.

The Outdoor Warning Siren System is meant to alert those people outdoors of an immediate threat entering their community. In most instances, the system is used for severe weather conditions. Always seek immediate indoor shelter when the system sounds. If electricity has not been disrupted, you should refer to local television or radio stations regarding the nature of the alert and instructions for safety.

The Outdoor Warning Siren System may be activated by the county EOC for the following severe weather conditions:

- Tornado Warning issued by the National Weather Service (NWS)
- Tornado / Funnel Cloud Sighting verified by a reputable source
- Severe Thunderstorm accompanied by winds of 70 mph or more issued by the NWS
- Other incidents that require immediate alerting to the public, such as hazardous material spill or terrorist attack.
- The outdoor warning system is tested the first Saturday of each month at 1:00 pm by sounding the sirens.

Procedure

1. The local office of emergency management may activate the disaster/tornado sirens for the affected area. A severe weather watch may be issued by the NWS. These may also be broadcast by local news outlets.
 2. Managing director or designee considers the available notification/alert information and determines the need to take action.
 3. Managing director or designee immediately communicates the "shelter-in-place" advisory and initiates the procedure developed for that location.
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4. In event of a tornado, direct campus occupants to a position of safety. **MOVE QUICKLY! Do not waste time to gather your belongings!**
 - a. Seek a small interior room or hallway on the lowest floor possible
 - b. Stay away from doors, windows, and outside walls
 - c. Stay in the center of the room, and avoid corners because they attract debris
 - d. Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
 - e. Avoid auditoriums, cafeterias and common office areas that have flat, wide-span roofs.
5. In the event of a chemical or biological release in proximity to the campus, staff secures individual classrooms and assists completing procedures as needed:
 - Close all exterior doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape.
 - Shut classroom doors and windows. If available, seal exterior windows and air vents with aluminum foil or plastic wrap
 - Turn off thermostats and air systems
 - Turn off sources of ignition, such as pilot lights and other electronics.Any affected areas will not be reopened until the local department or appropriate agency provides clearance and managing director gives authorization to do so.
6. When time permits, the managing director shall notify the campus support center of the situation.
7. Building occupants shall remain in the building until it is determined by the proper authority that it is safe to leave. **NOTE: No individual should leave the campus until all building occupants have been accounted for and it has been determined it is safe to leave the building.**
8. Once the outside agency calls an "All Clear," the managing director shall consult the campus support center to determine if school activities will resume or be dismissed for the day. Never send students home before the end of the regular school day unless instructed by the managing director. No student should be released until safety is assured.
9. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the campus support center within two days of the event.
10. The Federal Emergency Management Agency offers business readiness information at www.ready.gov/business which includes resources for sheltering preparations and disaster supplies. Campus managers should consider keeping minimal supplies on hand for these events.

LOCK DOWN (Internal/External)

This action is taken when threat of campus violence or gunfire is identified (internal), or as directed by law enforcement when it is necessary to prevent perpetrator(s) from entering occupied areas (external). During Lock Down, students remain as quiet as possible while hiding in a place of secured shelter, such as a locked classroom or other designated location, out of line of sight from windows at all times.

Procedure

1. Managing director or designee immediately announces the lockdown and initiates the lockdown procedure developed for that location.
 2. Directs public safety notification via 9-1-1.
 3. Directs the entry doors to the campus are locked (if not endangering the individual).
 4. In the event an attacker gains entry remember - **RUN-HIDE-FIGHT**. If escape is possible, individuals should always try to **run** from the attacker. Look to your own safety and only assist others if your own life is not placed in jeopardy to do so. If a panicked co-worker or student is "frozen" in place, you may have to leave them behind. Find a place of opportunity to **hide** such as under a working station or in a closet. If cornered, be prepared to **fight** for your life!
 5. Directs the doors to each classroom/lab are locked or barricaded.
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6. Directs students and staff to remain quiet and out of sight from windows. Do not evacuate the building if an active shooter is suspected in the building - even if the fire alarm rings. Remain secure until further instructed.
7. Teachers instruct students to lie on floor, lock or barricade doors and close any shades or blinds (if safe to do so). Stay hidden until found by police or the "all clear" has been given.

Do not take time to gather your belongings. Do not delay! Even a few seconds of exposure can be deadly. Do not evacuate the building if a shooter is involved- even if the fire alarm rings. Remain secure until further instructed by the managing director or law enforcement.

When law enforcement arrives – do not "pop-up" from your hiding place. Calmly follow directions of the public safety personnel in evacuating the scene – but do not leave the campus until staff has accounted for all building occupants.

8. Teachers will take attendance to account for all students. Managers will account for all staff.
9. When time permits, the managing director shall notify the campus support center of the situation.
10. All staff, students and visitors shall cooperate with public safety and school officials in providing witness accounts and other necessary information in the investigation of the event.
11. Once public safety has determined the threat no longer exists the managing director or designee immediately announces the "all clear" and initiates the post-lockdown procedure developed for that location
12. The managing director shall consult the campus support center to determine if school activities will resume or be dismissed for the day.
13. The managing director shall record all pertinent information on the Clery Act report form and submit this to the campus support center within two days of the event.

Specific Emergency Actions

No action plan can be all inclusive. Since there is always the possibility of an unforeseen emergency, the campus should have plans in place to deal with other situations not listed above. For example, what to do when a staff member or student suddenly becomes ill or injured, discovery of a suspicious package or specific bomb threat, or the need to summon local public safety agencies. Emergency contact numbers should be posted with the campus address clearly visible so that callers can properly direct public safety to the location.

MEDICAL EMERGENCY

This action is taken in the event of sudden illness or injury presenting in a member of the staff, students or visitors.

Procedure

1. Alert the managing director of the situation.
2. Managing director or designee directs public safety notification via 9-1-1.
3. If staff trained in first aid is readily available they may render aid until public safety arrives. This staff should not provide medical opinion or advice.
4. Managing director or designee shall meet, or direct others to meet, public safety personnel and direct them to the victim.
5. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the campus support center within two days of the event.

BOMB THREAT

This action is taken in response to a specific bomb threat initiated towards the campus upon receipt of a threatening phone call.

Procedure

1. The person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact managing director and/or Police Department at **911**. The person receiving the call is to stay calm and speak calmly. They must listen closely to the voice of the caller to determine the caller's age, sex, accent, speech impediment etc. Also, they must listen for background noise such as a pay phone, school yard, busy traffic, railroad cars, PA systems, etc.
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The following information should be elicited from the caller, if possible:

- Where is the specific location of the explosive device
 - When is it set to explode
 - What could make it explode
 - What type of explosive or device
 - What is the reason for the threat
 - The person's identity / call back number
 - What can be done to change their mind about setting off the device
2. If an unattended or suspicious package is discovered, the managing director shall be notified immediately.
 3. **NO CELL PHONE USE IS ALLOWED** – this can activate an explosive device!
 4. Managing director or designee considers the available information and determines the seriousness of the threat and the need to take action.
 5. Managing director or designee shall call **911**.
 6. If indicated, the managing director or designee immediately announces the bomb threat and moves staff, students and visitors to a place of safety following the building evacuation procedure listed above.
 7. **NO ONE SHOULD ATTEMPT TO MOVE OR EXAMINE A SUSPECTED EXPLOSIVE DEVICE.**
 8. Once the outside agency calls an "All Clear," the managing director shall consult the campus support center to determine if school activities will resume or be dismissed for the day.

Educating New Students and Employees

Michigan's DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS, GENERAL INDUSTRY SAFETY STANDARDS, by sections 16 and 21 of **Act No. 154 of the Public Acts of 1974**, as amended, PART 1. GENERAL PROVISIONS, **R 408.10011**. Employer responsibilities. Rule 11. Set forth, "An employer shall comply with all of the following: (a) Provide training to each newly assigned employee regarding the operating procedures, hazards, and safeguards of the job." **34 CFR 668.46**, CODE OF FEDERAL REGULATIONS, Title 34 – Education. Vol 3 Chapter VI - OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION, **Subpart D—Institutional and Financial Assistance Information for Students. §668.46 Institutional security policies and crime statistics. (b)(5) and (6)** States the following:

(b) *Annual security report*. An institution must prepare an annual security report that contains, at a minimum, the following information:

- (5) A description of the type and frequency of **programs designed to inform students and employees about campus security procedures and practices** and to encourage students and employees to be responsible for their own security and the security of others.
- (6) A description of **programs designed to inform students and employees about the prevention of crimes.**

Procedure

1. During orientation, individuals shall be directed to the location of the campus safety policy.
2. The managing director or designee shall instruct the individual to any *campus specific* policy or requirement regarding the reporting or response to crime or other campus emergency.
3. The managing director or designee shall disseminate any updates or changes to this policy to all current students and staff within 5 days of the change.

Emergency Response and Evacuation Plan – Practice Drills

34 CFR 668.46, CODE OF FEDERAL REGULATIONS, Title 34 – Education. Vol 3 Chapter VI - OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION, **Subpart D—Institutional and Financial Assistance Information for Students. §668.46 Institutional security policies and crime statistics. (g)(6)(i - iii)**. States the following:

(g) *Emergency response and evacuation procedures*. An institution must include a statement of policy regarding its emergency response and evacuation procedures in the annual security report. This statement must include—

- (6) The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis, including—
 - (i) Tests that may be announced or unannounced;

(ii) Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year; and

(iii) Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

Procedure

1. The *Emergency Response and Evacuation Procedure* (EREP) shall be tested as a planned/announced or unplanned/alarm exercise at least twice annually. The test exercises may be any combination of building evacuation (fire, toxic exposure, armed assailant), lockdown (dangerous perpetrator) or shelter-in-place (tornado) exercise.
2. The managing director or designee immediately announces the “alarm” via the emergency alert system and initiates the procedure developed for that situation.
3. The exercise is documented on the proper form to include a description of the exercise, the date, time, the time taken to successfully evacuate or achieve safety and whether it was announced or unannounced. Exercise reports are maintained in the campus safety log.

LOCAL EMERGENCY AND AGENCY PHONE NUMBERS			
POLICE / FIRE DEPARTMENT EMERGENCY NUMBER IN ALL AREAS – CALL 911			
<u>Location</u>	<u>Police</u>	<u>Fire</u>	<u>Animal Control</u>
EMERGENCY	9-1-1	9-1-1	9-1-1
Dearborn	(313) 943-2241	(313) 943-2242	(313) 791-3497
Grand Rapids	(616) 456-3000	(616) 456-3000	(616) 632-7300
Madison Heights	(248) 585-2100	(248) 588-3605	(248) 837-2784
Roseville	(916) 774-5000	(586) 778-1360	(248) 858-0550
Saginaw	(989) 759-1236	(989) 791-9800	(989) 797-4500
Taylor	(734) 287-6611	(734) 374-1355	(734) 287-6550
Wayne	(734) 721-1414	(734) 722-1111	(734) 721-1643
Woodhaven	(734) 676-7337	(734) 675-4918	(734) 675-4008
Michigan State Police	(866)-500-0017		
Oakland County Sheriff	(248) 437-5600	Poison Control Center:	(800) 222-1222
Macomb County Sheriff	(586) 469-5151		
Kent County Sheriff	(616) 632-6100		
Wayne County Sheriff	(734) 721-2222	Amer Red Cross-SE Mich:	(313) 833-4440
Saginaw Co Sheriff	(989) 790-5456	Amer Red Cross-W Mich:	(616) 456-8661
FBI – Detroit Field Office	(313) 965-2323	Amer Red Cross-Saginaw:	(989) 754-8181



Fire Drill and Fire Extinguisher Policy

Revised 06/01/2021

OVERVIEW:

It is the intent of Dorsey College to promote compliant organizational behavior by providing guidelines, which communicate these expectations to appropriate employees. This Fire Drill and Fire Extinguisher policy applies to all campuses of Dorsey College and Dorsey School of Beauty.

POLICY:

Managing Directors shall supervise mandatory school evacuation at least twice per year; one fire drill is to be planned, and one fire drill is to be unannounced. Managing Directors must become familiar with and follow procedures as outlined in the Campus Safety Plan (attached). This plan is saved in the Policy & Procedures drive on the Dorsey's network. At the conclusion of each fire drill, the "Fire/Evacuation Drill Observers Report" must be completed, with the original being maintained at the campus and a copy being forwarded to the campus support center.

Fire Extinguishers

Fire extinguishers shall be maintained as part of the physical plant according to municipal fire codes. Attention should be paid to the expiration date of each fire extinguisher and a visual check for any damage must be conducted monthly to ensure optimal performance should the need for use occur. Specifically, the following items on each extinguisher shall be checked:

1. Check the gauge to ensure the proper range (indicated by the green shaded are); there by evidencing no leakage or expansion of the propellant has occurred.
2. Check the locking pin and plastic tamper indicator to ensure they are in place and have not been removed.
3. Check the annual inspection tag to ensure it has not been removed.
4. Check the hose to ensure that there are no cracks and no foreign objects have been inserted into the nozzle or opening.
5. Check the cylinder body to ensure that no visual damage, rust, or corrosion has occurred. Check the weight and balance of the cylinder (by hefting) to ensure that the extinguishing agent has not compacted at the bottom.

The following items concerning the mounting of the extinguisher shall be checked:

1. Check that the extinguisher is in its proper location.
2. Check to ensure operating instructions are facing outward.
3. Check to ensure the extinguisher is free from obstructions and allowed access to the extinguisher within 36 inches.
4. Any extinguisher found in an unsafe condition shall be immediately replaced until maintenance action can be performed on the extinguisher. A temporary replacement extinguisher of the same class and type as required shall be installed to provide adequate protection.

INTERPRETATION OF THIS POLICY

Questions about this policy must be directed to your direct supervisor and/or the campus support center Director of Compliance. This policy shall be interpreted and administered by a Vice President of Operations and/or the President of Dorsey College, who shall have the authority to interpret, implement, modify or restate this policy and further define terms used in this policy.

Incident Procedures

**For Life or Limb threatening incidents,
call 911 immediately!**

Provide all forms to Managing Director for submission to Campus Support.

STUDENT INCIDENTS

For Non-Life or Limb threatening incidents

1. Give the student a Concentra or Covenant (Saginaw only) Authorization form to go seek treatment. Make a copy for submission.
2. If incident is a needlestick, follow Needlestick Injury Protocol and complete Uniform Needlestick Report.
3. Complete AIG Accident & Health Form.
 - a. Section A to be completed & signed by campus representative.
 - b. Section B to be completed & signed by student. A statement may be attached if necessary. If student is not able to complete prior to seeking treatment, give to student to complete and return within 24 hours of incident.
4. **MANAGING DIRECTOR**: Send 2-3 forms (authorization form, AIG form and needlestick report, if applicable) to the Campus Support Center at incidents@dorsey.edu **within 24 hours of incident**.
5. Additional documentation, such as reports from Concentra or Covenant, physician's notes regarding treatment, etc. may be forwarded at any time to incidents@dorsey.edu.

EMPLOYEE INCIDENTS

For Non-Life or Limb threatening incidents

1. Give the employee a Concentra or Covenant (Saginaw only) Authorization form to go seek treatment. Make a copy for submission.
2. Have the employee complete the Employee Incident Report.
3. **MANAGING DIRECTOR**: Send 2 forms (employee incident report and copy of the authorization form) to the Campus Support Center at incidents@dorsey.edu **within 24 hours of incident**.
4. Additional documentation, such as reports from Concentra or Covenant, physician's notes regarding treatment, etc. may be forwarded at any time to incidents@dorsey.edu.



(Patient Must Present Photo ID at Time of Service)

Authorization for Examination or Treatment

Patient Name: _____ Social Security Number: _____

Employer: Dorsey College Date of Birth: _____

Billing Address: 31799 John R, Madison Hts, MI 48071 Campus: _____

Temporary Staffing Agency: _____

Work Related

☐ Injury ☐ Illness

Date of Injury _____

Substance Abuse Testing* (check all that apply)

☐ Regulated drug screen ☐ Breath alcohol

☐ Collection only ☐ Hair collect

☐ Non-regulated drug screen ☐ Rapid drug screen

☐ Other _____

Type of Substance Abuse Testing

☐ Preplacement ☐ Reasonable cause

☐ Post-accident ☐ Random

☐ Follow-up

Physical Examination

☐ Preplacement ☐ Baseline ☐ Annual ☐ Exit

DOT Physical Examination

☐ Preplacement ☐ Recertification

Special Examination

☐ Asbestos ☐ Respirator ☐ Audiogram

☐ Human Performance Evaluation*

☐ HAZMAT ☐ Medical Surveillance

☐ Other _____

Billing (check if applicable)

☐ Employee to pay charges

Special instructions/comments: _____

★ Due to the nature of these specific services, only the patient and staff are allowed in the testing/treatment area. Please alert your employee so that they can make arrangements for children or others that might otherwise be accompanying them to the medical center.

Authorized by: Jasmine Young

Title: HR Manager

Phone: 248 574-9084 Please print

_____ Date

Concentra now offers urgent care services for non-work related illness and injury. We accept many insurance plans.

(Copies of this form are available at www.concentra.com)

Covenant Occupational Health & Wellness Authorization Form

Employee Name (Please Print) _____

Company _____ Dorsey College (bill to: 31799 John R Rd., Madison Heights, MI 48071)

INJURY CARE

Type of Injury _____ Injury Date ____/____/____

• Picture I.D. required. • If you wear glasses, please bring them.

SUBSTANCE ABUSE TESTING

☐ DOT Drug Screen ☐ Non DOT Drug Screen ☐ Breath Alcohol
☐ Collection ☐ E-Screen ☐ Other _____

REASON FOR SUBSTANCE ABUSE TEST

☐ Preplacement ☐ Reasonable Cause ☐ Post Accident
☐ Random ☐ Return to Duty ☐ Follow-up

Special Instructions (Please Print) _____

Authorized By (Print Name) Jasmine Young (Signature) Jasmine YoungPhone (248) 574-9084

APPOINTMENT

Date ____/____/____ Time _____ ☐ am ☐ pm

PHYSICAL EXAM

☐ Preplacement ☐ Annual ☐ Other

DOT PHYSICAL EXAM

☐ Preplacement ☐ Recertification ☐ Other

SPECIAL EXAMS

☐ Asbestos ☐ Consultation ☐ Respirator ☐ Independent Medical Exam ☐ X-Ray
☐ Executive Physical ☐ Respiratory Questionnaire ☐ Audiogram ☐ Pulmonary Function Test ☐ TB Test
☐ Return to Work ☐ Lab Draw
☐ Other _____

See back for a listing and map of our five convenient
Covenant Occupational Health & Wellness locations.

SUBMIT

COVENANT
HealthCare

Extraordinary care for every generation.

Employee Incident Report

Instructions: Employees must fully complete an incident report within 24 hours of any incident or accident that occurs while conducting business for Dorsey College, regardless of whether medical treatment is sought. Providing false or misleading information may result in disciplinary action, up to and including termination.

Employee Details:

Employee Name			
Job Title			
Department		Campus	

Incident Details:

Date of Incident		Time of Incident	
Location of Incident			
Describe the incident/ accident?			
What were you doing just before the incident occurred?			
How did the injury occur?			

Witness Details:

Were there any witnesses to the incident?	No ☐ Yes ☐ If yes, list all known witnesses' names and phone numbers. (Attach paper if additional space needed)
Name/ Number	
Name/ Number	

Injury Details:

Part(s) of the body injured			
Prior to this accident/ incident, have you ever been hurt, suffered injury, or received treatment for the body part(s) listed above?	No ☐ Yes ☐	If yes , please provide the date of prior injury, type of injury.	
Do you need medical attention? Yes ☐ No ☐			
Employees seeking medical attention immediately following a workplace accident/ incident should report to one of the clinics listed below. ○ Covenant Occupational Health and Wellness (Saginaw area) ○ Concentra (Metro Detroit area)			

Employee Signature Date	
----------------------------	--

Email Form to Incidents@Dorsey.edu



Needlestick Injury Protocol

Revised: 02/13/2026

In the event of a needlestick injury at your campus, please take the following steps to insure that prompt and correct treatment and follow-up are employed immediately after the incident occurs.

1. When a needlestick/sharps injury occur, follow the American Medical Association protocol for cleaning the puncture site by immediately washing with soap and water.
2. Give the injured student an authorization form immediately to go to Concentra or Covenant. The injured student **MUST** go to be tested and to determine if prophylactic treatment should be started.
3. The source student **should** accompany injured student so that source student can be tested to determine if prophylactic treatment should be started.
4. The student and/or instructor should complete the Uniform Needlestick and Sharp Object Injury Report to their best of their ability.

UNIFORM NEEDLESTICK AND SHARP OBJECT INJURY REPORT

Student Name: _____ Date/Time of Injury: _____

Campus/Program: _____

Where did injury occur?

- ☐ Practice Lab
- ☐ Treatment room
- ☐ Outside treatment room (hallway, etc.)
- ☐ Procedure room (x-ray, sterilization, etc.)
- ☐ Dental laboratory
- ☐ Other _____

Was the source patient identified?

- ☐ Yes
- ☐ No

Was the injured person the original user of the sharp item?

- ☐ Yes
- ☐ No

Was the sharp item:

- ☐ Contaminated (known exposure to patient or contaminated equipment)
- ☐ Uncontaminated (no known exposure to patient or contaminated equipment)

When and how did the injury occur?

- ☐ Before use of item
- ☐ During use of item
- ☐ Between steps of a multi-step procedure
- ☐ Disassembling device or equipment
- ☐ In preparation for reuse or reusable instrument (sorting, disinfection, sterilization, etc.)
- ☐ While recapping a used needle

- ☐ Withdrawing a needle from rubber or other resistant material (rubber stopper, IV port, etc.)
- ☐ Before disposal (in transit to disposal, cleaning up, left on table, floor, other inappropriate place)
- ☐ From item left on or near disposal
- ☐ While putting the item into the disposal
- ☐ After disposal, stuck by item protruding from opening of disposal
- ☐ Item pierced side of disposal
- ☐ After disposal, item protruded from trash bag or inappropriate waste container
- ☐ Other _____

For what purpose was the sharp item originally used?

- ☐ Injection (syringe)
- ☐ To draw a venous blood sample
- ☐ Finger-stick
- ☐ To obtain a body fluid or tissue sample
- ☐ To connect IV line (intermittent IV/piggyback/IV infusion)
- ☐ Unknown
- ☐ Other _____

Indicate the location of the injury:

Was the injury:

- ☐ Superficial (little or no bleeding)
- ☐ Moderate (skin punctured, some bleeding)
- ☐ Severe (deep stick/cut, or profuse bleeding)

If the item caused the injury was a needle, was it a “safety design” with a shield, recessed, or retractable needle?

- ☐ Yes
- ☐ No

Form completed by (print name): _____

Signature of preparer: _____ **Date:** _____

**AIG Accident & Health
Claims Department**

P. O. Box 25987
Shawnee Mission, KS 66225
800-551-0824 (Telephone)
866-893-8574 (Facsimile)
AHClaims@AIG.com (Email)



PROOF OF LOSS- SPECIAL RISK ACCIDENT CLAIM FORM

UNDERWRITTEN BY: AIG - NUFIC

NAME OF GROUP: Dorsey School of Business Holdings, Inc.

POLICY NUMBER: SRG 0009158690

POLICYHOLDER / CLAIMANT INSTRUCTIONS

INSTRUCTIONS:

1.) You must have **SECTION A** fully completed by a designated official of the Policyholder.

2.) **SECTION B** is to be completed, signed and dated by the claimant or parent/guardian of claimant, if claimant is a minor.

NEW YORK FRAUD STATEMENT: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION.

☒ **PRIMARY PLAN** - benefits are payable for covered medical expenses from the first dollar without regard to payments made by other insurance up to the policy maximum.

☐ **EXCESS PLAN** - Eligible covered expenses will be determined after benefits have been paid by other valid and collectible insurance. You must submit your claim to your other insurance company first. When you receive their Benefit Statement (EOB) send it to us along with the itemized bills. Benefits for eligible expenses will be paid per policy terms.

The furnishing of this form, or its acceptance by the Company, must not be construed as an admission of any liability on the Company, nor a waiver of any of the conditions of the insurance contract.

SECTION A - MUST BE COMPLETED AND SIGNED BY A DESIGNATED REPRESENTATIVE OF THE POLICYHOLDER

NAME OF SCHOOL/ORGANIZATION

NAME OF SCHOOL DISTRICT (IF APPLICABLE)

CLAIMANT'S FULL NAME (PLEASE PRINT CLEARLY OR TYPE)

SOCIAL SECURITY NO. MANDATORY

DATE OF BIRTH

GENDER: MALE ☐ FEMALE ☐

WAS THE ACCIDENT RELATED TO AN ACTIVITY SPONSORED BY THE SCHOOL OR ORGANIZATION ? YES ☐ NO ☐

DATE OF INJURY OR FIRST TREATMENT FOR SICKNESS

IF SICKNESS PROVIDE DATE SYMPTOMS BEGAN

NATURE OF INJURY OR ILLNESS. (DESCRIBE FULLY, INCLUDING WHICH PART OF BODY WAS INJURED.)

DESCRIBE HOW (PLEASE PROVIDE ALL DETAILS) AND WHERE ACCIDENT OCCURRED

NAME OF ACTIVITY

DID ACCIDENT OCCUR:

A. WHILE CLAIMANT WAS SUPERVISED

☐ YES

☐ NO

B. DURING SPONSORED ACTIVITY

☐ YES

☐ NO

INDICATE THE SPORT (IF APPLICABLE)

C. DURING PROGRAMMED HOURS

☐ YES

☐ NO

D. WHILE TRAVELING TO OR FROM REGULARLY SCHEDULED ACTIVITY IN A SUPERVISED GROUP

☐ YES

☐ NO

POLICYHOLDER REPRESENTATIVE (PLEASE PRINT OR TYPE)

TITLE

DAYTIME TELEPHONE NUMBER

SIGNATURE OF POLICYHOLDER REPRESENTATIVE

DATE

NAME OF SUPERVISOR

SECTION B - MUST BE COMPLETED

DO YOU HAVE OTHER INSURANCE ☐ YES ☐ NO IS THE OTHER INSURANCE ONE OF THE FOLLOWING TYPES OF COVERAGE: ☐ GROUP (EMPLOYER) ☐ INDIVIDUAL ☐ GOVERNMENT ☐ MEDICAID

LIST NAME, ADDRESS, AND PHONE # OF OTHER INSURANCE COMPANIES UNDER WHICH CLAIMANT IS INSURED.
YOU MAY ALSO SEND A COPY OF THE INSURANCE ID:

POLICY # OR ACCOUNT #

IF CLAIMANT IS A MINOR, NAME OF CLAIMANT'S GUARDIAN/RELATIONSHIP TO CLAIMANT

BEST PHONE NUMBER

EMAIL ADDRESS

ADDRESS OF CLAIMANT (IF CLAIMANT IS A MINOR, NAME AND ADDRESS OF CLAIMANT'S GUARDIAN)

GUARDIAN'S SOCIAL SECURITY NUMBER

NAME/ADDRESS/TELEPHONE # OF EMPLOYER (IF CLAIMANT IS A MINOR, GUARDIAN'S EMPLOYER)

EMPLOYER'S DAYTIME TELEPHONE #

I HEREBY AUTHORIZE ANY COMMUNICATION BETWEEN THE POLICY HOLDER AND AIG AND IT'S AFFILIATES IN REGARDS TO THE ABOVE MENTIONED CLAIM AND RELATED MEDICAL EVENTS.

Signature

Date

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

AUTHORIZATION and ASSIGNMENT OF BENEFITS

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the group policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I or my authorized representative may request a copy of this authorization.

I AUTHORIZE PAYMENT OF MEDICAL BENEFITS TO THE PHYSICIAN OR SUPPLIER FOR SERVICE PERFORMED.

☐ YES ☐ NO

CLAIMANT OR PARENT/GUARDIAN'S SIGNATURE

DATE



Communicable Diseases Policy

Effective Date: 06/12/2025

Dorsey College is committed to safeguarding the health and well-being of all Dorsey employees, student, and visitors. It is important to understand communicable diseases and protect yourself from diseases that are easily spread between people. A communicable disease is one that is caused by viruses, bacteria, parasites or fungi and is easily spread from one person to another through a variety of ways that include: contact with blood and bodily fluids, breathing in an airborne virus, or by being bitten by an insect.

Infectious diseases include:

- Common cold
- Influenza (flu)
- COVID-19
- Hepatitis
- Respiratory syncytial virus (RSV)
- Tuberculosis
- MRSA
- Measles

Not all infectious diseases are spread in the same way and some are more infectious than others. Basic actions that everyone can take to stop the spread of communicable diseases include:

- Wash and dry your hands often and properly. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid going to public places when you are sick.
- Cleaning frequently touched objects (keyboards, desks, doorknobs).
- Cover your cough and sneeze with a tissue. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- Avoid sharing personal items that can't be disinfected, like toothbrushes and razors..
- Handle and prepare food safely. Wash hands, utensils, and surfaces often when preparing any food, especially raw meat. Always wash fruits and vegetables.
- Get vaccinated. Vaccination can prevent you from getting certain communicable diseases, such as flu, meningitis, and COVID-19.
- Practice safe sex.

Symptoms of communicable diseases are varied but could include fever, chills, congestion, cough, fatigue, muscle aches, headache, or gastrointestinal symptoms (diarrhea, nausea, vomiting). Anyone can get an infectious disease but some people are at higher risk, such as those with compromised immune systems, young children, pregnant people, adults over 60, healthcare workers and those who are unvaccinated against common communicable diseases.

Dorsey College wants all of our students, staff and their families to be healthy. This information is not intended to take the place of a healthcare professional. If you experience any signs or symptoms of illness or infection, seek medical attention immediately. If you need assistance in finding professional healthcare, please see someone in campus management or your supervisor.

References:

Protect Yourself With Healthy Habits, <https://www.sfcddp.org/communicable-disease/healthy-habits/>
Communicable Disease Prevention, <https://www.gvsu.edu/studentwellness/communicable-disease-prevention-52.htm>
Infectious Diseases, <https://my.clevelandclinic.org/health/diseases/17724-infectious-diseases#symptoms-and-causes>