



Emergency Action Plan



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Purpose

The Emergency Action Plan is designed to identify procedures and responsibilities in order to protect the general well being of the college, employees, and visitors.

Procedures

For ALL serious or life-threatening emergencies, dial 911. For assistance from OCOM Campus Security, call 321-222-5583. This call will be forwarded to the on-duty security officer.

When calling 911 or the other emergency numbers, remain calm and clearly explain the nature of the emergency. Provide the emergency operator with a summary of the emergency, your name, and your location. The emergency operator may ask additional questions — do not hang up until you are certain the operator does not need additional information. If there is an immediate threat to your safety, do not remain in the area or on the phone.

Emergency Contact Numbers

Name	Name	Phone Number
Emergency Dispatch (Fire, Police, EMS)	911	407-836-HELP (4357) (non-Emergency Number)
OCOM Campus Security	Len Nicosia	321-222-5583
OCOM Director of Facilities	Len Nicosia	321-222-5583
OCOM Director of Student Affairs	Jen O'Dell	321-382-5704
OCOM Research Lab Safety and Compliance Officer	Gordon McGregor	321-222-5801
OCOM Title IX Coordinator	Jen O'Dell	321-382-5704
OCOM Main Number	407-707-4520	407-707-4520

Introduction

OCOM is dedicated to providing a safe environment for its students, employees and visitors. The emergency action plan provides a framework for the college's response to emergency situations.

Proper planning can mitigate the effects of a crisis and allow college staff to properly respond to most emergencies. This plan is intended to provide college personnel with basic guidelines when responding to an emergency. All students and employees should be familiar with the Emergency Action Plan, location of fire alarms, first aid kits, automated external defibrillators (AEDs), fire protection equipment, and exits.

Policy Statement

OCOM is committed to protecting the health and safety of its students, faculty, staff, and visitors as well as the environment. This is achieved through appropriate compliance with the college's policies and applicable laws and regulations. Responsibility for the administration of the college's environmental safety program is delegated to the Chief Financial Officer. The responsibility for the College's health safety program is delegated to the Dean.

The college will fully comply with federal and state laws and regulations and other applicable requirements relating to environmental health and safety. These laws, regulations, and requirements, as well as institutional policy, guide the development of institutional programs and procedures which will facilitate compliance. OCOM will consult with external agencies and regulatory bodies as appropriate.

Compliance with policies, procedures, guidelines, and applicable laws and regulations are the shared responsibility of all faculty, staff, and students.

Supporting Policies

The following policies have been adopted by OCOM and form part of the Emergency Action Plan:

- OCOM Campus Safety and Health Policy
- OCOM Wellness and Engagement Policy

Compliance Responsibilities

All supervisors and employees will be responsible for assuring compliance with the applicable health and safety policies and procedures of OCOM. Responsibility for compliance will follow the administrative channels outlined below.

OCOM Operations

The Director of Facilities will be responsible for:

- Identifying potentially hazardous conditions through regular inspections of the college facilities, including but not limited to laboratories, buildings, research facilities, classrooms, offices, and campus grounds.
- Developing safety procedures and guidelines to promote safe work environments and to maintain compliance.
- Monitoring compliance with all applicable rules and procedures, guidelines, regulations, and laws on the campus.
- Assuring guidelines that promote good environmental stewardship.
- Providing timely and effective training of new employees.
- Decommissioning areas of the building when needed to ensure proper inactivation (ie: disposal of biohazards and proper disposition/disposal of chemicals, radioisotopes, etc) or areas of structural concern.
- Providing timely incident response.
- Assisting and advising departments to promote a safe work environment.
- Conducting audits and inspections.

The Director of Facilities will be responsible for providing advice and guidance where needed. The Chairs of Research, and Anatomy will be responsible for the safety of the laboratories and their environments.

Department/Chairs/Supervisors

The Deans, Directors and Discipline Chairs and other supervisors will be responsible for

- Complying with policies, promoting, and maintaining a culture of safety within the department/unit.
- Safety and environmental inspections pertinent to their department/division.
- Ensuring employees are aware of the health and safety policies.
- Monitoring and ensuring departmental compliance with applicable rules, procedures, guidelines, regulations, and laws.
- Identifying individuals, who by nature of their job function, are at risk of potential exposure to biological, chemical, physical, and radiological hazards.
- Monitoring and ensuring compliance with applicable programs and their related rules, regulations, policies, and procedures regarding safety and environment.

Employees, Students and Visitors

Employees, students, and visitors will be responsible for compliance with applicable state and federal laws, regulations, and guidelines as well as approved OCOM procedures.

Maintenance of Campus Facilities

OCOM will ensure the facilities and landscaping will be maintained in a manner that minimizes hazardous conditions. OCOM will ensure its buildings, grounds and equipment are in compliance with all federal, state and local regulations as well as to ensure the safety of OCOM students, faculty, staff, and visitors.

Continuous Assessment

OCOM will look to develop a continuous assessment program to review how facilities are utilized and meet OCOM's mission and objectives. The purpose of the plan will be to ensure due diligence is applied at all times to safeguard the quality and stewardship of its facilities to ensure safety of its student, faculty, staff and visitors.

Facilities Needs Assessments

OCOM will conduct an annual assessment of its facilities that will ask faculty, staff, and students how the facilities are meeting the educational and operational needs. Results from the assessment will be used to make improvements or additions to its facility and grounds.

Campus Access and Safety

All OCOM students, faculty and staff are responsible for campus safety. The campus will be available for student access during announced times. The OCOM campus will be open to the public during normal hours of operation (8:00 a.m. to 5:00 p.m., Monday to Friday)

All faculty, staff and students will be required to badge into the building to gain access. Students will receive a OCOM student photo identification badge at matriculation which will be used for identification and access privileges. The identification badges will need to be worn / displayed in plain sight but students, faculty and staff at all times when on campus and on clinical rotations. The badge will be used to access the campus building during approved hours. Students, faculty, and staff will be required to badge entry into the buildings individually and ensure no tailgating.

Students, faculty, and staff who have lost, mislaid, or forgotten their badge will be asked to go to security to obtain a temporary access badge. Lost or stolen badges will need to be reported to security immediately to ensure deactivation for security reasons.

OCOM will have an extensive security camera system within the facility. The cameras will monitor the activity in and around all areas of the campus both internally and externally. The CCTV will provide real-time closed-circuit streaming to OCOM security.

Campus safety will be on duty **6a-11p, 7 days a week** while the building is open to students and are available for general security and security issues. Campus Security will be available to escort students to their parked cars after dark if a student feels the need for additional security.

In the event of an unknown or suspicious person is observed in the OCOM building or on the property grounds:

- Do not confront the person
- Do not allow anyone you do not know into the building
- Do not block a suspicious persons exit from the building
- Call campus security at nnn-nn-nnnn and provide as much information as possible about the person and their last known location and direction of travel

Inclement Weather

OCOM will notify students, faculty and staff of delays and cancellations of classes due to emergency weather and other emergency situations through various means. Notifications will be through the Alertus system, mass texts, email, and social media. These messages will be the only official sources used to report OCOM closings. OCOM may inform local TV and radio stations regarding campus closures. When OCOM announces the closure of campus, students will not have access to the building.

Class rescheduling due to closure or delays will be announced via email. Students will need to check their email to ensure all email notifications from OCOM can be received.

Mass Notification

OCOM utilizes the Alertus mass notification system to inform students and employees. This system will broadcast alerts to all registered individuals. These alerts will appear on personal devices, on electronic displays in the OCOM building, and on beacons. Beacons are located around the OCOM campus including the foyer, executive suite, learning spaces, research laboratory and on the outside of the building adjacent the quad area.

Emergency Notifications and Timely Warnings

OCOM will issue an Emergency Notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The following list of situations, or similar circumstances, could require an Emergency Notification:

- A potential life-threatening situation on the campus (active shooter or bomb threat)
- A building emergency (gas leak, hazardous material spill, etc.)
- Extreme weather conditions (official weather warnings)
- Unplanned college closures (for weather, power outages, etc.)

In considering the issuance of an Emergency Notification, OCOM will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification, 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.

One of the following individuals or their designee will assess the situation and determine if a circumstance warrants an Emergency Notification:

- Manager of Campus Security
- The Director of Facilities
- The on-duty Campus Security Officer

Once an emergency or dangerous situation has been confirmed by one or more of the individuals listed above, they will authorize the Emergency Notification.

OCOM Campus Security or their designee will create the Emergency Notification for broadcast. As time permits, the individual authorizing the Emergency Notification will ensure that the OCOM President and/or the OCOM Dean are aware of the situation if they were not on campus at the time of the Notification.

Content of the Emergency Notification Message

OCOM Campus Security will determine the content of the Emergency Notification by assessing the situation and choosing an appropriate message for the Emergency Notification.

Some of the following factors could influence the content of the final message: armed suspects, bomb threat, fire, hazardous materials incidence, shooting, street closure, or weather-related emergency.

Names of victims, if any, will be treated as confidential and withheld.

Emergency Notification/Method of Distribution

OCOM Campus Security will send Emergency Notifications through the Mass Notification system. In the event Campus Security is unavailable to issue a message or building page, the Director of Facilities or Director of IT can issue the alert.

The Director of Communications may send information about the Notification via social media to the general public and the media, if appropriate.

Recipients of the Emergency Notification

Under most circumstances, OCOM will send its entire community an Emergency Notification. If sending the notification to some members of the campus community and not others become necessary, then some, but not all of these factors will be considered, including: type of emergency; location of emergency; or the possibility the emergency will become more dangerous.

Emergency Status Updates and “All Clear” Notifications

Emergency Notification status updates will be made when new information or instructions are

available.

An “All Clear” Notification indicates the emergency situation has been contained. All Clear Notifications must be approved by the Manager of Campus Security, the on-duty Campus Security Officer, or the Director of Facilities.

If a situation is believed to present a significant emergency or dangerous situation to the larger community outside of the OCOM campus, the on-duty Campus Security Officer, or their designee, will notify the 9-1-1 Emergency Dispatch Center.

Timely Warnings

OCOM will issue a Timely Warning if a Clery Act crime is reported within campus Clery geography and is considered by the college to represent an ongoing threat to students and/or employees. The decision to broadcast a Timely Warning is determined on a case-by-case basis and will take into consideration: the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Timely Warnings will be distributed to the entire OCOM community via the OCOM email accounts of all employees and students.

If there is an immediate threat to the health or safety of students and/or employees occurring on campus, OCOM will follow its Emergency Notification procedures. OCOM may, in appropriate circumstances, include personally identifiable information (PII) in a timely warning. Although personally identifiable information is generally protected from disclosure under the Family Educational Rights and Privacy Act (FERPA), such information may be released in a Timely Warning.

The Manager of Campus Security will normally disseminate Timely Warnings. Other OCOM officials authorized to issue Timely Warnings include the President, the Dean, the Director of Facilities, or any member of Campus Security. The Director of Communications should be consulted, when practicable, in drafting the message to the OCOM community.

OCOM may elect to issue an alert for other crimes, or crimes that occur outside of our campus property as determined on a case-by-case basis.

Emergency Preparedness, Response and Evacuation Procedures

OCOM will develop an emergency preparedness, response, and evacuation plan to ensure the protection of life and safety for its students, faculty and staff.

For events that can be anticipated such as hurricanes to any other emergency crisis situation, a meeting will be scheduled in advance as possible will include the Dean and relevant parties to discuss the projected event and the plan to ensure the safety of all.

OCOM will review and update the plan and coordinate tests of emergency response and evacuation procedures at least annually. These tests may be announced or unannounced and will evaluate the campus’ response. Test will include drills, exercises and follow through activities to view the test. Documentation for the tests will be maintained and will include a description of the exercise, date, time and whether it was announced or unannounced.

Tests will also be performed of the emergency notification system. The testing frequency will vary depending what mode of the communication needs to be tested. All tests of components of the emergency notification system will be identified as test messages.

Pertinent follow up information will be disseminated to all students, faculty, and staff as soon as it is available.

Fire Safety

As part of OCOM's fire safety procedures, students, faculty, and staff will be provided building evacuation maps. These will be provided to all new employees upon hire and to students at orientation. These will also be provided on an annual basis. These maps will include the features of the building including exits, stairways and outline the evacuation route to be followed depending on where they are in the building.

Fire alarms can be sounded for many different reasons including an actual fire, an intentional activation, an accident during cleaning, smoke or steam of any type, or a defective detector. OCOM will also conduct periodic fire drills to ensure that all building occupants understand the emergency exit process. It is important to evacuate the building during a fire alarm regardless of the cause. No one may re- enter the building after an alarm until the "all clear" has been sounded by the Director of Facilities or by appointed emergency personnel. In the event the fire alarm sounds, students shall proceed immediately to the nearest exit or stairwell leading to an exit to egress the building. Students, faculty, and staff should become familiar with the site-specific fire plans. Building occupants shall proceed at a walking (not running) pace and use caution to avoid injury to other persons when exiting. Building occupants should proceed to the designated outdoor safe zones and refrain from leaving until properly accounted for.

Fire extinguishers are located throughout the building and are tested monthly. Each building occupant should learn the location and operation of fire extinguishers in their work/study area. Employees are authorized and have the responsibility to use the extinguishers in an actual emergency.

Building Evacuation

In the event of a dangerous situation occurring inside, or in the vicinity of the OCOM building, employees and students will need to take steps to ensure their safety and the safety of others around them.

Floor Monitors

In the event of an evacuation, OCOM staff members identified as Floor Monitors, will check each floor of the building. Including common areas, offices, classrooms, study rooms, offices, and restrooms to ensure that everyone has evacuated their area of responsibility. The floor monitors will be responsible to close all doors in their assigned areas.

Training for floor monitors will take place annually.

Persons Needing Assistance

Prior to an emergency or evacuation drill, individuals who may need assistance with evacuating the building should make this known to the floor monitor assigned to their area of the building. During evacuation drills and actual emergency evacuations, persons needing assistance should be assisted to the nearest exit for their increased protection, and to make it easier for trained emergency personnel. If they are unable to use the stairs, they should be assisted to designated 'Areas of Rescue' located adjacent to the elevators. Push buttons are also available adjacent to each elevator which dial 911 when pressed.

In the event of a Level II Evacuation (see description below) such as a fire alarm or fire drill, individuals will gather at the nearest designated Assembly Area outside of the building. Following evacuation, floor monitors will locate one of the OCOM Safety Representatives (on-duty security officer, facilities director) outside of the building and report the status of their assigned area and whether anyone is left at the areas of rescue. This information will be relayed to the first responders. Individuals shall not re-enter the building until the all-clear has been made by the OCOM Safety Representative, once it has been determined that it is safe to return to the building.

Evacuation Levels

Level I – Reverse Evacuation (Shelter in Place).

Threat location: outside of the building

A reverse evacuation, also known as shelter in place, is a response to remove employees and students from dangerous situations outside of the building. A reverse evacuation shall be initiated at the discretion of an OCOM Campus Security Officer/Director of Facilities /designee for any situation that poses a threat to the life safety of students, staff or visitors. This may include, but not be limited to dangers on the property, law enforcement activity or other emergencies. Upon notification of a Reverse Evacuation, all doors to OCOM will be secured. Students or staff located on the OCOM property should quickly return to the building, ensuring that no unauthorized person attempts to enter the building. Occupants should move away from exterior windows and doors. Building occupants should not attempt to leave the building until the all-clear signal has been given by OCOM Campus Security/Director of Facilities /designee. OCOM students or staff not in the immediate vicinity of OCOM who receive notice of the Reverse Evacuation/Lockdown should stay away until being notified they can return.

Level II Evacuation: (Evacuation to Predetermined Assembly Areas on Campus)

Threat location: Inside the building

A Level II evacuation is a response to remove students, staff, and visitors from dangerous situations inside a building. A Level II Evacuation shall be initiated at the discretion of an OCOM Campus Security Officer/Director of Facilities /designee for a situation that poses a threat to the life safety of students, staff and/or visitors when there is little risk outside the building. Occupants inside the building may self-initiate a Level II evacuation when a threat is identified inside the building. The most common Level II evacuation is in response to a fire alarm, or actual fire or smoke in the building. Building occupants should evacuate to the designated Assembly Areas adjacent the OCOM building. This will allow for quick accountability for all building occupants.

Level III Evacuation: (Evacuation to Predetermined Off-Campus Location)

Threat location: Inside and possibly outside the building

A Level III evacuation is a response to remove students, staff, and visitors from dangerous situations inside a building and possibly outside the building. A Level III evacuation may be initiated at the

discretion of an OCOM Campus Security Officer/Director of Facilities /designee for a high threat situation occurring in the building to the life safety of students, staff and/or visitors. Occupants inside the building may self-initiate a Level III evacuation when a threat is identified inside or outside the building. An active-shooter incident is a situation when building occupants should evacuate to an off-campus location if they are unable to find a safe location inside the building to take shelter.

OCOM Campus Lockdown

A lockdown shall be ordered by an OCOM Campus Security officer, the Director of Facilities, or their designee, for any situation that poses a threat of imminent or active violence to students, staff or visitors. This includes but is not limited to an active shooter situation.

Building Lockdown

A lockdown will be announced as soon as practicable through means of the Alertus mass notification system; the campus public address system; email; or social media. A lockdown may also be communicated verbally if necessary. A lockdown activation shall be made in conjunction with a 9-1-1 call to report the emergency to law enforcement. When a lockdown is announced, building occupants should be prepared to follow the current national response guidelines of Run, Hide, Fight for an active shooter or imminent threat.

Occupants should be aware of locations within the building that could be used as a potential hiding place. Rooms with locking doors such as the restrooms may be used as a place of concealment if building evacuation is not possible. Rooms with glass doors and windows should be avoided as they only provide limited concealment. Because of the open design of the OCOM building, flight from the building may be the best option. Incidents of violence are very dynamic and frightening. Each individual will need to decide whether they Run, Hide, or Fight depending upon their location, their skill or physical abilities, and the threat.

In the event of an active shooter, occupants shall follow the OCOM Active Shooter guidelines and Building Evacuation Procedures.

Auditorium Lockdown

The OCOM Auditoriums are equipped with lockdown buttons located inside the entrances to each auditorium. Pressing the lockdown button will lock the outer doors of both auditoriums. The outer doors shall remain closed when classes are being conducted in the auditoriums. Blocking the outer doors in an open position defeats the lockdown system. If an employee or student detects a potential threat external to the auditorium, they shall activate the nearest lockdown button. Auditorium occupants shall ensure both sets of auditorium doors are closed, and then close the inner sets of doors. Auditorium occupants shall move away from the doors and await further instructions from campus authorities. Occupants shall remain in the locked auditorium until an all-clear is issued by Campus Security or campus administration.

An auditorium lockdown activation shall be immediately followed by a call to both Campus Security and the 911 emergency system to ensure others are aware of the emergency. The lockdown activation prevents entry into the auditorium. Auditorium occupants can still exit through the doors if necessary. This should only be done if occupants are certain that no threat exists outside the doors.

Response to an Active Shooter / Hostile Intruder

Immediately report all suspicious activity on campus to Campus Security at nnn-xxx-xxxx.

If you observe a dangerous or life-threatening situation, dial 911.

If you become aware of an active shooter (attacker), hostile intruder or hear gunshots, immediately move out of the path of danger to an area of safety and take the following steps:

- Remain calm
- Call 911 • Provide the emergency dispatcher with as many details as possible about your location, the individual, type of weapon, direction of travel, location of victims or the location of the gunshots
- Notify anyone that you may encounter to move away from the danger area
- Wait for instructions from emergency personnel or college administration

If you find yourself in close proximity to an active shooter, quickly determine the most reasonable way to protect your own life:

1. RUN

- a. If there is an accessible escape path, attempt to evacuate the area.
- b. Plan your escape route.
- c. Evacuate even if others do not choose to do so.
- d. Stay low to the ground.
- e. Use items to cover and conceal your movements from the attacker.
- f. Leave your belongings.
- g. Help others escape if possible.
- h. Warn others not to enter the area of the attacker.
- i. When confronted by the police, keep your hands visible and follow the instructions of any police officer.
- j. Do not attempt to move wounded victims.
- k. Call 911 when you are in a safe location.

2. HIDE

- a. If you cannot safely evacuate the area, find a place to hide from the attacker. • Stay out of the attacker's field of view.
- b. Hide in a location that provides protection from gun shots.

- c. Hide in a location that does not restrict your options for movement.
- d. If you are inside a room, lock or blockade the door.
- e. Stay low to the ground and behind heavy objects.
- f. Turn off lights • Silence your cell phone or any other source of noise.
- g. Remain quiet.

3. FIGHT

- a. As a last resort, and only when your life is in imminent danger, take action to disrupt or incapacitate the attacker.
- b. Take action as aggressively as possible.
- c. Improvise weapons.
- d. Throw items at the attacker.
- e. Yell or scream at the attacker.
- f. Commit to your actions. Active Shooter / What to Expect from Responding Officers
- g. The first responding officers may be Campus Security or officers from other agencies.
- h. These officers may be dressed in different uniforms; they may be in civilian clothes, and wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment.
- i. The officers will be armed with rifles, shotguns, or handguns
- j. Do your best to remain calm and do exactly what the officers tell you to.
- k. Put down any bags, objects, or packages that you are carrying and keep your hands visible at all times.
- l. Avoid making quick movements toward officers.
- m. Do not grab or attempt to hold on to the officers.
- n. Officers may shout commands and may push individuals to the ground for their safety.
- o. Avoid pointing, screaming or yelling.
- p. If you have any details regarding the identity or location of the subject(s), tell the officers.
- q. The first officers on the scene will not stop to aid the injured. Rescue teams will follow to provide medical assistance to any victims.

- r. Remember that once you have escaped to a safer location, the entire area is still a crime scene. You will have to remain at whatever assembly point authorities have designated, until you have been released.

Hostage Situation

4. If you are taken hostage, be patient. Time is on your side. Avoid drastic action.
 - a. The initial 45 minutes are the most dangerous.
 - b. Follow instructions, be alert, and stay alive.
 - c. The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.
 - d. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state.
 - e. Avoid appearing hostile. Maintain eye contact with the captor when possible, but do not stare.
 - f. Try to stay calm.
 - g. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - h. Be observant. You may be released or escape. The personal safety of others may depend on your memory.

Automatic Electronic Defibrillators (AED's) and Trauma Kits

AED's are located on each floor near elevators as well as in the auditorium hallway. The AED's are inspected monthly. CPR and AED training is provided to select members of OCOM staff.

Also contained in the AED cabinets are Stop the Bleed trauma kits. These kits contain tourniquets, trauma bandages, gauze, and other supplies which could be used in a mass casualty incident.

First Aid kits are located at the front security desk on the first floor as well as in the SIM/OSCE area, and Research Lab on the second floor, and the Faculty and Staff break room on the third floor.

Medical and First Aid Instructions

In the event of an injury or illness on campus, call Campus Safety at nnn-xxx-xxxx. Campus Security will call 911 or other emergency services as needed. In the event someone at the scene has already called 911, you must also notify Campus Security so that they can receive and direct the emergency responders. Campus Security has direct communication with emergency responders in the area.

Give the following information to Campus Security:

- Phone number or extension from where you are calling

- Nature of the emergency
- Your name and that of the injured person, if known
- Floor and room number
- Stay on the phone until the officer acknowledges receiving all the information

In the event of a serious injury or illness:

- Immediately call 911
- Keep victim still and comfortable
- Do not move the victim
- Try to determine the nature of the injury or illness
- Check breathing and administer CPR or AED if needed
- Control serious bleeding by applying direct pressure to the wound
- Administer first aid until first responders arrive

If the injury or illness occurs inside a building, have someone meet the emergency responders outside the building to direct them to the emergency. Report all information to the first responders.

Firearms and Weapons

OCOM property is considered private property; therefore, students, faculty, staff, and visitors are prohibited from carrying, maintaining, or storing a firearm or weapon on campus, OCOM clinical sites, surrounding parking lots and space owned or leased by the College. Any visitor or other third party attending an event or visiting an academic or administrative office is prohibited from carrying, maintaining, or storing a firearm or weapon on any college facility, even if the owner has a valid permit. This prohibition also applies to all events on campus where people congregate in any public or outdoor areas. Students, faculty, and staff who violate this policy are subject to disciplinary action up to and including suspension, dismissal, or termination.

Tobacco, Nicotine and Vape Free Campus

OCOM is committed to creating and maintaining a healthy and sustainable environment for students, faculty, staff and visitors. As such, OCOM prohibits the use of all tobacco products, electronic nicotine delivery systems, and nicotine or non-nicotine vape products (including but not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and any other tobacco or vape related product) on campus.

The sale of tobacco products, electronic nicotine delivery systems, and nicotine or non-nicotine vape products are prohibited on campus.

Alcohol and Drug Free Campus

Drinking alcohol is not permitted on OCOM campus. Use of any drugs other than those prescribed to the individual on campus is also not permitted. Students, faculty, and staff who appear intoxicated or under the influence of illegal drugs on campus may be required to submit to testing. When such testing occurs this will be done through the Associate Dean for Student Affairs (if a student) or through Human Resources (if an employee).

Protection from Discrimination, Harassment and Violence.

All faculty, staff and students have the right to protection from discrimination, harassment, and violence. Specific and separate policies to support each of these protections are present in the employee and student handbooks.

These policies are

- Notice of Nondiscrimination and Diversity
- Discrimination, Harassment, and Violence Policy and Procedures

Environmental and Occupational Exposure and Universal Precautions

OCOM will provide students with education on methods to prevent exposure to communicable diseases including the following:

- Standard precautions in handling bloody/body fluids with gowns, gloves and eye protection.
- Using engineering controls by placing sharps in containers and using red bags for infectious waste.
- Using workplace controls consistent to the clinical training site.
- Hepatitis B vaccines.
- Completing all lab procedures in appropriate manner so as not to splatter or spill body fluids.
- Not eating or drinking in environments where exposure is present.
- Not handling contact lenses in a contaminated environment.
- Appropriate hand washing.

Occupational exposure to blood borne pathogens may occur as an accident (needle sticks, bites, ocular exposure, chapped skin, etc.). When this exposure occurs, it should be reported immediately to the supervisor present so appropriate measures can be instituted.

Students, as future physicians, should consider the safety of the patient first and foremost and act accordingly. Students should be aware that the occupation of a physician, as well as a student in training,

exposes the student to many infectious diseases. Practicing universal precautions is the student's method of preventing infectious disease and OCOM is not liable for any infectious disease contracted in the course of patient care.

Pregnancy, Allergies and Student Participation in Special Environments

Some of the education at OCOM will take place in special environments, such as the anatomy lab and clinical facilities that may contain hazardous physical and chemical environments. Working and studying in these special environments may require the student to make an informed decision concerning participation in the laboratory events.

Students who are pregnant, sensitive to certain chemicals, have allergies or immuno-compromised should discuss this with the Associate Dean of Pre-Clinical or Clinical as soon as possible. So that accommodations can be made.

Body Fluid and Needle Sticks

Incidents involving needle sticks and exposure to body fluids or potential blood borne pathogens require immediate action to protect students' health and safety. If a student sustains a needle stick or is exposed to infectious materials, he or she should immediately wash the affected area with soap and water. If the exposure involves the eyes or mucous membranes, they should be immediately flushed with copious amounts of water. Following irrigation of the affected area, the exposure should be immediately reported to the appropriate faculty or clinical supervisor.

The supervisor should complete an incident report and the supervisor will provide additional guidance to the student. All students involved in an occupational exposure must seek medical attention to ensure that appropriate medical care relating to the exposure is provided. This medical follow up is time sensitive and must occur within 2 hours if the exposure involves a known HIV positive source or within 4-6 hours for all other exposures.

Medical care evaluation after an exposure must occur in a professional setting and involves the establishment of a formal doctor-patient relationship and generation of a medical record that can be utilized by the student and their physician in any subsequent or follow up care that is required. This is protected health information and should not be submitted or reported to OCOM.

All OCOM students are required to carry medical insurance to cover the expense of such an unlikely event and provide coverage for the laboratory testing and prophylactic medications that may be required.

Infectious Disease Prevention

Students are required to obtain and to provide the required documentation indicating that they do not have conditions that would endanger the health and well-being of patients at the time of application and throughout enrollment. Students must also be able to demonstrate that their health and abilities will enable them to meet the technical standards of the program. As a part of these requirements, all osteopathic medical students, just as physicians in practice, are required to have a physical examination prior to matriculation and must be current with required immunizations prior to matriculation and throughout their enrollment and must do everything possible to prevent the spread of communicable disease. Specific requirements are listed in the admissions and continued enrollment policy.

Students may be required to receive certain annual vaccines (ie: influenza and COVID) to prevent infectious disease spread on campus or in the clinical setting. When such requirements are set forth by the OCOM, students who do not participate may be suspended to assure safety of the campus-wide population.

Therefore, students should report any illness, restrictions prohibiting participation in immunizations, or inability to meet the Technical Standards for Admission and Continued Enrollment in advance of enrollment to ensure that students can meet the Technical Standards.

Prevention Education for Students

OCOM informs students about campus security procedures and practices and encourages students to be responsible for their own security and the security of others on an annual basis. At the beginning of each academic year, students will be directed to review OCOM's safety and security policies and procedures. These are provided to all first-year students at orientation.

In addition, all new students will be required as part of their matriculation requirements to complete compliance modules relating to Safety, Health, and Wellness. These modules will be made available online.

The modules include:


- Introduction and Understanding of OSHA
- Understanding the Basic Concepts of HIPAA
- A student guide to Title IX
- Blood-borne Pathogens and HIV
- FERPA
- A student Guide to the Clery Act
- Harassment and Discrimination
- A Student Guide to Campus Safety
- A Student Guide to Drug and Alcohol Abuse
- A Student Guide to Sexual Violence and the Law
- A student Guide to Sexual Violence Prevention and Response
- A student Guide to Implicit Bias

All students will be required to review these modules on an annual basis at the start of the academic year.

Prevention Education for Faculty and Staff

OCOM will inform all faculty and staff about campus security procedures and practices at the time of hire and annually thereafter. At the beginning of each academic year, OCOM will direct all faculty and staff to review OCOM's safety and security policies and procedures.

OCOM Research Laboratory Safety

 <h1 style="text-align: center;">Exposure Quick Response Information</h1> <p style="text-align: center;">Biological or Chemical Exposures</p>	
CALL 911 FOR ANY MEDICAL EMERGENCIES	
1. PERFORM FIRST AID	
Needle stick, puncture, or sharps injury	<ul style="list-style-type: none"> Wash thoroughly for 15 minutes with warm water and sudsing soap.
Eye exposure	<ul style="list-style-type: none"> Use emergency eye wash to flush eyes for 15 minutes while holding eyes open.
Skin exposure	<ul style="list-style-type: none"> Chemical: wash with tepid water for 15 minutes Hydrofluoric Acid: wash for 5 minutes, then apply calcium gluconate gel to the skin. Biological: wash with sudsing soap and water for 15 minutes
Inhalation or Ingestion	<ul style="list-style-type: none"> Move out of contaminated area and seek fresh air. DO NOT induce vomiting unless instructed by a healthcare professional to do so.
2. GET MEDICAL HELP	
For chemical exposure of emergency	<ul style="list-style-type: none"> Call 911 and follow instructions given. Provide chemical name, concentration, time since exposure, and Safety Data Sheet (SDS)
For biological and all other exposures	<ul style="list-style-type: none"> Call the Lab and Safety Compliance Officer and OCOM Security. Provide the biological organism name and Pathogen Safety Data Sheet (PSDS), if applicable. If unavailable, call 911 and follow instructions.
For all exposures	<ul style="list-style-type: none"> Notify your superior, faculty mentor, or Laboratory Safety and Compliance Officer.
3. REPORT THE INCIDENT	
For hospitalization, fatality, or recombinant nucleic acid exposure	<ul style="list-style-type: none"> After performing first aid and getting help, notify the Laboratory Safety and Compliance Officer and OCOM Security.
All incidents and near misses	<ul style="list-style-type: none"> Submit a report using the OCOM Lab Process and Safety Improvement Form within 48 hours. If an injury

	has occurred, a worker's compensation form may also need to be completed (HR).
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