Topic:	EMERGENCY ACTION PLAN (EAP)
Date of Last Edit:	09/01/2026 by Jose F. Silva Jr.

EMERGENCY ACTION PLAN (EAP) Ver. 1.3

Pinnacle Career Institute

Date Created: April 2026 Facility

Address: 11500 NW Ambassador Drive, Suite 221, Kansas City, MO 64153

1. COMPANY POLICY & SCOPE

The purpose of this Emergency Preparedness Plan is to establish procedures that help protect students, employees, visitors, and contractors during emergencies affecting campus operations. This written plan is made available to all staff, faculty, and students. This plan supports institutional safety, continuity of instruction, and emergency response coordination in accordance with applicable state, federal, and accrediting standards. This plan applies to all classrooms, laboratories, offices, indoor training areas, and outdoor tower training operations.

2. EMERGENCY MANAGEMENT & CONTACT INFORMATION

The Director of Safety serves as the designated Emergency Coordinator and facilitates the implementation of this plan, coordinates with local first responders alongside campus leadership, and maintains all associated safety training records. In the event the Emergency Coordinator is unavailable, the Campus President will serve as the backup Emergency Coordinator.

Internal Leadership Contacts

- Emergency Coordinator (Director of Safety): 816-389-2586
- Backup Emergency Coordinator (Campus President): 816-677-6026
- Director of Human Resources: 816-389-2548
- Director of Wind Program: 816-389-2516
- Director of Cell Tower: 816-389-2589
- Director of HVAC: 816-389-2552
- GWO Lead Trainer: 816-389-2592
- Director of IT: 816-389-2599
- Director of Education: 816-389-2513

External Utilities & Emergency Responders

- Emergency Services (Fire / Police / EMS): 911
- Platte County Sheriff (Non-Emergency Dispatch): 816-858-3521
- Kansas City Fire Department (Non-Emergency): 816-513-4632
- Nearest Hospital: Saint Luke's North Hospital - Barry Road Campus (Approx. 3.5 miles)
- Address: 5830 NW Barry Rd, Kansas City, MO 64154 | Phone: 816-891-6000

3. EMERGENCY REPORTING & COMMUNICATION PROTOCOLS

Any individual discovering a life-threatening crisis must immediately call 911 and then notify the Emergency Coordinator. The institution utilizes the following communication protocols for sharing information with appropriate parties during and following an incident:

- **Active Incident:** The Emergency Coordinator or Campus President will utilize the campus public address (PA) system, mass SMS text alerts, and institutional email to issue warnings and direct the campus.
- **Post-Incident:** The Campus President will coordinate official recovery updates, campus closure notices, and return-to-campus procedures with all appropriate internal and external parties.

4. FACILITY EVACUATION AND LOCKDOWN PROCEDURES

Emergency scenarios dictate specific concordant action plans (e.g., evacuating for fire, sheltering for tornados, locking down for external/internal threats).

- **Main Floor Evacuation (Offices, HVAC, & BTT Labs):**
  - Personnel must exit using the nearest marked egress route and gather at the Primary Assembly Point, located at the front entry of the building near the main flagpole.
- **First Floor / Basement Evacuation (Wind & Cell Indoor Labs):**
  - Personnel must exit using the nearest marked egress route and gather at the Secondary Assembly Point, located on the south exterior of the building, past the designated smoking area.
- **Accommodations for Individuals with Disabilities:**
  - Personnel or students with mobility limitations who are unable to use the stairs during an evacuation must proceed to the nearest designated safe area or stairwell landing. The supervising instructor or designated staff member is responsible for noting their exact location and reporting it to arriving emergency responders to facilitate a safe extraction.
- **Lockdown Procedures:**
  - A lockdown is a protective measure implemented when there is an external or internal threat. Personnel and students should remain in their current classrooms or move to secure interior spaces. Doors should be secured or barricaded, and individuals must remain out of direct sight lines until an official "All Clear" is authorized. Specific survival tactics for an active hostile intruder are outlined in Section 9.

5. EMPLOYEE ACCOUNTABILITY PROCEDURES

Following an evacuation order, instructors must access their daily attendance rosters (via digital device or physical copy) at the assigned assembly point and conduct a roll call. Supervisors overseeing administrative staff must account for their on-site personnel. Headcounts must be reported to the Emergency Coordinator or emergency services on the scene.

6. CRITICAL OPERATIONS

No personnel are required to remain inside the facility to shut down systems or secure equipment during a life-threatening evacuation. Instructors supervising the HVAC, Wind, and Cell Tower labs will secure equipment only if it can be accomplished immediately and safely without delaying egress.

7. MEDICAL DUTIES & GOOD SAMARITAN POLICY

Pinnacle Career Institute relies exclusively on local Emergency Medical Services (EMS) for advanced life support and emergency medical response.

- **General Medical Emergency Response:**
  - Before proceeding with any emergency response, **CALL 911**.
- **If the individual is unconscious:**
  - Call 911 and provide the dispatcher with the type of emergency, the location of the victim, the condition of the victim, and any dangerous conditions. Do not move the individual unless authorized by a medical authority or if it is obvious that a delay in movement would be detrimental to the individual.
- **If the individual is conscious:**
  - Call 911 if requested by the individual, providing the same information as above. If they do not request an ambulance, assist the individual with finding transportation to a proper medical facility. When an ambulance is called, ask a fellow employee to wait outside the building to flag the ambulance down and direct personnel to the location of the injured individual.
- **Voluntary First Responders:**
  - The Safety Department maintains a roster of faculty and staff who are voluntarily certified in First-Aid, CPR, and AED operation.
- **Good Samaritan Action:**
  - Pinnacle Career Institute does not require any employee or instructor to provide medical assistance, first aid, or CPR as a condition of their employment. Any trained employee who chooses to render first aid or utilize an Automated External Defibrillator (AED) prior to the arrival of professional EMS does so strictly voluntarily as a Good Samaritan.

8. FIRST AID AND AED RESOURCE LOCATIONS

Emergency medical equipment is strategically distributed across the facility and maintained by the Safety Department.

- **Stationary AEDs (4 Units):**
  - Cell Tower indoor lab, GWO indoor lab, HVAC lab, and Break Room.
- **Portable AEDs (2 Units):**
  - Assigned specifically to the Cell Tower and Wind Tower programs for deployment during outdoor training operations.
- **First Aid Kits:**
  - Located in the break room, fire lab, HVAC lab, GWO lab, cell-tower lab, and First-Aid room.

9. ACTIVE SHOOTER & HOSTILE INTRUDER PROTOCOL

Personnel must strictly adhere to the Department of Homeland Security's RUN, HIDE, FIGHT framework during an active threat or hostile intruder incident:

- **RUN (Evacuate):**
  - If a safe path is available, evacuate the area immediately, leave belongings behind, move away from the danger, and keep hands visible for law enforcement.
- **HIDE (Lockdown):**
  - If evacuation is not possible, initiate lockdown procedures. Secure or barricade room doors, turn off lights, close blinds, silence mobile devices, and remain completely quiet out of direct sight lines from doors and windows. Utilize available heavy equipment, furniture, or structural elements for physical cover and concealment.
- **FIGHT (Defend):**
  - As a last resort, and only when your life is in imminent danger, act to protect yourself and others by any means necessary, utilizing available tools, equipment, or fire extinguishers to disrupt or incapacitate the threat.

10. FIRE EMERGENCIES & FIRE PREVENTION PLAN (FPP)

The procedures in this section are designed in accordance with OSHA 1910.157, which governs the placement, use, and maintenance of portable fire extinguishers.

- **Training & Certification:**
  - Faculty members authorized to utilize fire extinguishers must complete formal hands-on training upon hire, with refresher training conducted annually.

- **Actionable Steps:**
    - Activate the nearest alarm pull station. Contact 911. Only trained personnel may attempt to extinguish an incipient stage fire utilizing the PASS method, and only if an unblocked exit remains directly behind them.
- **Fire Extinguisher Locations:**
    - Wall-mounted units are located throughout the PCI suite hallways, HVAC lab, tower lab, and GWO lab. A portable unit is stationed in the fire lab, and one unit is equipped in each company van.
- **Fire Blanket Locations:**
    - Fire blankets are located in the HVAC lab, fire lab, and GWO lab.

11. HAZARDOUS MATERIAL SPILLS

Chemical hazards within the facility are primarily limited to hydraulic fluids in the Wind lab and refrigerants/chemicals in the HVAC lab. Only trained, authorized personnel are permitted to respond to hazardous materials incidents.

- **For a Major Spill or Leak:**
    - IMMEDIATELY EVACUATE THE AREA, closing doors behind you. CALL 911. DO NOT attempt to clean up the spill yourself. Provide clean-up/response personnel with appropriate Safety Data Sheets (SDS) and other pertinent information.
- **For a Minor Spill or Leak:**
    - ALERT PEOPLE in the immediate area of the spill. Wear proper PERSONAL PROTECTIVE EQUIPMENT (PPE) and attempt to contain the spill. AVOID BREATHING VAPORS from the spill and confine the spill to a small area. DO NOT ALLOW ANYTHING to discharge into drains. A fully stocked Chemical Spill Kit is located directly adjacent to the tool cage wall in the HVAC lab.
- **Chemical Spill on Body:**
    - FLOOD EXPOSED AREA with running water from a faucet for at least 15 minutes. REMOVE CONTAMINATED CLOTHING at once. Put in a plastic bag and seal, avoiding contact with eyes. Make sure the chemical has not accumulated in shoes or under jewelry. CHECK SDS to determine if delayed effects may be expected.

12. ENVIRONMENTAL HAZARDS & SEVERE WEATHER

- **Tornado Warnings:**
    - Personnel on the main floor must immediately utilize the enclosed stairwells to descend to the basement. Personnel already on the first floor will seek shelter in the interior basement hallways. Do not shelter in the glass-lined perimeter offices.

- **Outdoor Tower Operations:**
  - All elevated training on the custom 60-foot towers must cease immediately at the first indication of lightning, hail, or severe thunderstorms. The structures must be evacuated and personnel moved indoors.
- **Loss of Power:**
  - If the facility loses municipal power, personnel must safely conclude their tasks using emergency egress lighting. All machinery in the HVAC and Wind labs must be secured in the "off" position to prevent unexpected startup when power is restored.

13. STUDENT ORIENTATION AND STAFF TRAINING

To ensure high-level emergency preparedness and regulatory compliance, the institution implements the following training standards:

- **Orientation for Students:**
  - All incoming students receive an emergency preparedness orientation during their initial campus onboarding process. This orientation covers the identification of emergency scenarios, concordant action plans, evacuation routes, designated assembly points, lockdown procedures, and emergency reporting protocols.
- **Regular Training for Staff and Faculty:**
  - The institution conducts regular training for all staff and faculty regarding the contents of this Emergency Action Plan. Training includes annual reviews of communication protocols, concordant action plans, and active participation in facility evacuation and lockdown drills.

14. STUDENT RECORDS BACKUP AND DISASTER RECOVERY

Pinnacle Career Institute (PCI) maintains student records electronically within its cloud-based Student Information System (SIS). Student records are backed up and securely stored in the cloud to protect against potential data loss resulting from natural disasters, fires, or other unforeseen emergencies. This system helps ensure the preservation, security, and continued accessibility of student records in the event of a disruption to campus operations.

15. EAP *Disclaimer:*

This Emergency Action Plan provides general institutional procedures for emergency response and campus safety. Emergency conditions may require adjustments based on circumstances, available resources, and direction provided by first responders or public safety officials.