

Advertising Art Educational Services, Inc.
dba The Modern College of Design

Emergency Preparedness Plan

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TABLE OF CONTENTS

3	Introduction
3	Emergency Contact Numbers
4	Warnings and Notifications of Threats on Campus
4	Fire Safety
4	Explosion
5	Hazardous Material Leak
5	Tornado or Severe Weather
5	Active Intruder
5	Medical Emergency
5	Bomb Threat
5	Power Failure
6	Inclement Weather
6	Disaster Plan
7	Emergency Map
8	Acknowledgement of Receipt of Emergency Preparedness Plan

The Modern College of Design takes the safety of its students and employees seriously and seeks to provide a secure campus environment.

SECURITY TEAM CONTACTS

In case of an emergency, or to contact a member of the team, please refer to the following:

- Melissa Ferguson, Vice President of Institutional Effectiveness, Located in the College Administration Offices, (937) 294-0592 ext 107, cell (937)219.3938, melissa.ferguson@themodern.edu.
- Betsy McFaddin, Executive Assistant. Located in front office of President's suite, (937) 294-0592 ext 101 cell (937)654-6525, betsy.mcfaddin@themodern.edu.

STUDENT, FACULTY, AND STAFF SECURITY CREDENTIALS

In order to secure a safe educational environment, The Modern assigns access badges to all students, faculty, and staff. During operating hours all doors are locked, except the main entrance (Door 1). Students and staff may utilize doors with the use of their access badge. All visitors must report to the main entrance for access to the building. After operating hours, all doors are locked, and students/ staff must use their access badge to enter the main entrance.

ENTERING AND EXITING CAMPUS FACILITY

During normal school hours (8:00am – 5:00pm) Door 1 (main entrance) and Door 6 (entrance atrium to south parking lot) are open to all students, faculty, staff, and visitors and may be used to enter and exit the building without using security badge. Doors 2,3,4,5,7, and 9 are used as exit-only doors.

During evening hours [Monday –Thursday from 5:00pm–10:00pm] Door 1 (main entrance) is the only door used to enter and exit the building and is only accessible to students, faculty, and staff who present a security badge.

All visitors must sign in and out on a log sheet located at the reception desk.

FIREARMS

Firearms and other illegal weapons are not permitted on The Modern College of Design campus. Check catalog for more info.

REGULAR EMERGENCY PREPARENESS TRAINING AND REPORTING

The Modern College of Design employees and students participate in annual safety training. This training occurs during student orientation and all staff meetings. This plan is reviewed and shared annually with employees as well.

The Modern College of Design completes a Campus Security Report annually.

EMERGENCY CONTACT NUMBERS (CHECK NUMBERS)

Kettering Police Department: 937-296-2555

Kettering Fire Department: 937-293-2151

Kettering Medical Center: 937-298-4331

BP Pipeline Emergency number: 800-548-6482

Sonitrol Security Alarm System: 937-228-7301

Dayton Power and Light Power Outage: 877-468-8243

Poison Control: 800-222-1222

Emergency number: 911

WARNINGS AND NOTIFICATIONS OF THREATS ON CAMPUS

The Modern issues notifications upon the confirmation of an emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of those on campus and follow up notifications. The Modern College of Design will also issue a warning for any crime that represents an ongoing threat to the safety of students or employees.

Emergency Notifications - In the event of an actual emergency, the campus community will be notified by group text message and school email. Students should take responsibility for regularly checking their school email and texts. In order to receive these emergency notifications, students and employees must have an active The Modern College of Design email account and have provided The Modern College of Design a current cellular phone number capable of receiving text messages.

Timely Warnings - In the event that a situation arises on or off campus that The Modern College of Design's administration considers to be an ongoing or continuing threat to the safety of the campus community, a campuswide warning will be issued to students and employees through the school email system, One-Call Now text system and via a posting at the building's front entrance, both of which should be checked on a regular basis.

Students encountering difficulties accessing their school-sponsored email accounts should notify the Senior Student Services Advisor, so those concerns can be addressed.

Anyone with information they believe warrants an emergency notification or a timely warning should immediately report those circumstances to The Modern College of Design's Vice President of Institutional Effectiveness or its President.

COMMON EMERGENCY SCENARIOS AND ACTION PLANS

FIRE SAFETY

If you hear an alarm: Proceed slowly to the nearest exit and evacuate the building. When leaving a room, feel the door before opening it. Do not open a door that feels hot. The last person to leave the room closes the door. Inform a staff member if anyone is injured. Gather at a safe distance away from the fire in the North parking lot (near Circuit Pak) for a head count. Call 911. Do not attempt to get into your car and drive off campus.

If you see someone on fire: Have them stop, drop, and roll. Call 911.

To use fire extinguisher: Pull the pin. Aim at the base of the fire. Squeeze the handle. Sweep at the base of the fire.

EXPLOSION

Security Officers will coordinate with the President and emergency responders to determine whether it is safer to evacuate or shelter-in-place.

Evacuation due to explosion: If evacuation is ordered, proceed to our designated rally point at Meijers. Report any missing individuals to the Security Committee (members listed on page 4). Do not attempt to get into your car and drive off campus.

Shelter-in-place due to explosion: Close door and wedge clothing along bottom of the door to keep smoke out. As a last resort, break the window if fresh air is needed.

HAZARDOUS MATERIAL LEAK

Security Officers will coordinate with emergency responders to determine whether it is safer to evacuate or shelter-inplace.

Evacuation due to hazardous material leak: If evacuation is ordered, remain upwind from the incident and go as far from the incident site as possible. Proceed to our designated rally point at Meijers. Report any missing individuals to the Security Team. Please do not attempt to get into your car and drive off campus.

Shelter-in-place due to hazardous material leak: Close windows and doors. Seal openings under doorways with clothing or duct tape. Facilities Committee will turn off air conditioning, heat, and fans. The Facility Committee is comprised of Betsy McFaddin and Melissa Ferguson.

TORNADO OR SEVERE WEATHER

Tornado Watch: If the National Weather Service issues a tornado watch, it means conditions are favorable for a tornado. If conditions worsen, the President will determine whether The Modern College of Design will be open or closed.

Tornado Warning: If the National Service issues a tornado warning, a tornado has been sighted. The City of Kettering may sound a disaster siren. Move immediately to the room designated on the Emergency Exit Plan posted on the wall of each classroom and campus space. Close all doors and keep away from windows. Wait for the 'All Clear' from Security Officers or emergency responders.

ACTIVE INTRUDER

Active Intruder situations are often over within 10-15 minutes. Police generally respond after 6 minutes. If you hear a gun shot or hear a verbal alert, take it seriously and quickly assess the most effective method to stay safe. Remember to stay calm and think—help is on the way!

Run: Know the location of your closest exits. Leave all belongings behind. Scatter and get as far away as possible. Do not get in your car. Call 911 when it is safe to do so. When you feel it is safe to do so, proceed to our rally point at Meijers.

Hide: Lock the door. Turn the lights off. Barricade the door using tables and chairs or any means possible. Spread out away from the door. Keep quiet and silence your phone. Call 911 when it is safe to do so.

Fight: Throw items at the intruder's head. Use any weapon available to you [fire extinguisher, hammer, chair...]. Swarm the intruder all at once.

When police arrive keep your hands raised and visible at all times.

MEDICAL EMERGENCY

If a trauma or medical emergency occurs, call 911. A first aid kit is located at the reception desk. If you are trained in CPR you may choose to administer those procedures. Notify the President and a Security Team Member.

BOMB THREAT

In the event of a bomb threat, notify the President and a Security Team Member. They will contact the Police Department by calling 911. The building must be 100% evacuated. The Security Team and President will do a room-toroom check to be sure that no one remains in the building. Proceed to our rally point at Meijers. Report any missing individuals to the Safety team. Please do not attempt to get into your car and drive off campus.

POWER FAILURE

If power fails, a Security Officer will contact Dayton Power and Light to report the outage. The President will decide whether class dismissal is required.

INCLEMENT WEATHER

When the weather or other events would cause there to be a great risk for students, faculty and staff to report to campus, The Modern can close or delay classes, at the discretion of the president. Refer to the following for closing and delay information:

1. One Call texts and emails: Opting out of or blocking texts from The Modern not only keeps you from receiving important event information, but critical emergency info as well.
PLEASE DON'T BLOCK/OPT OUT/UNSUBSCRIBE!
2. Themodern.edu: Closings and delays are posted on the homepage.
3. Social Media: Closings and delays will be announced on Facebook (/themodern.edu), Twitter (@themodernedu), and Instagram (@themodernedu)
4. Television: WDTN TV2 (Dayton-Springfield): wdtv.com WHIO TV7 (Dayton): whiotv.com

- WSYX ABC TV6 (Columbus): wsyx6.com WTTE FOX TV28 (Columbus): wtte28.com WLIO TV35 (Lima):
wlio.com WCPO ABC TV9 (Cincinnati): wcpo.com
5. Radio: 92.1 FM 93.1 FM 104.9 FM 107.1 FM 940 AM

NATURAL DISASTER

In the event that The Modern College of Design is forced to close its facility due to a natural disaster, every effort will be made to ensure that students have the opportunity to complete their education. An Emergency Command Center will be established to contact staff and students' emergency notification roster and to access student records.

An Emergency Management Team consisting of the President, Security Team members, and key personnel will assess the situation, determine the resources needed to address the emergency, and establish communication with The Modern community. Critical information and instructions will be communicated to staff, students, families, and the public.

THE MODERN COLLEGE of DESIGN



FIRE EXTINGUISHER

