



Emergency Preparedness Plan

Response, Evacuation, Shelter-in-Place, Communication, and Instructional Continuity

Institution / Campus:	Homestead Schools
Physical Address:	3090 Bristol St., Suite 350 Costa Mesa
Effective Date:	February 13, 2026
Approved By:	Javier Pantoja
Review Cycle:	At least annually and after any major incident or drill after-action review

1. Purpose and Scope

This Emergency Preparedness Plan (EPP) establishes an all-hazards framework to protect students, faculty, staff, and visitors; support rapid, coordinated emergency response; and maintain continuity of instruction and operations following an incident.

This plan applies to all instructional and administrative activities conducted at the campus listed above, including labs and clinical preparation activities conducted on campus.

2. ABHES Standard Alignment

This plan is written to satisfy ABHES Standard IV.J.2 and is available to all students and staff. It includes: (a) risk assessment and planning; (b) policies and procedures (including evacuation, shelter-in-place, and accountability/tracking); (c) a communication plan; and (d) an instructional continuity plan. It also includes responsible persons and training/testing processes.

3. Responsible Persons and Emergency Team

- Primary Emergency Coordinator (Incident Lead): Jennifer Ladesma Alternate: George Dayrit
- Public Information / Media Spokesperson: Jennifer Ladesma, Program Director
- Facilities / Utilities Lead: Building Management
- Safety / First Aid Lead: Jennifer Ladesma, Program Director

Emergency Team Members (site-based):

1. Jennifer Ladesma (Team Leader)
2. Javier Pantoja
3. George Dayrit
4. Thanh Pham
5. Carina Avila

All employees are expected to follow this plan and participate in required trainings and drills.

4. Risk Assessment and Planning



The campus conducts and documents a facility-based hazard/risk assessment at least annually (and when changes to the facility, operations, or local risks occur). The assessment uses an all-hazards approach and informs training, supplies, and response procedures.

Common hazards considered:

- Fire/smoke
- Earthquake
- Severe weather/flooding
- Power outage
- Hazardous materials release (internal/external)
- Gas leak
- Medical emergency
- Active threat / violence
- Water service disruption
- Cyber/IT outage affecting instruction

Planning and mitigation actions include:

- Maintain current floor plans, exit routes, and accessible egress routes.
- Identify utility shut-offs (gas, water, electricity) and train designated staff.
- Maintain fire extinguishers, alarms, emergency lighting, and first aid/CPR resources.
- Maintain emergency supplies (see Appendix A) and update at least annually.
- Maintain contact lists with local emergency services and building management.

5. Policies and Procedures

5.1 Evacuation

Evacuation may be ordered when conditions inside the building are unsafe (e.g., fire, gas leak, structural damage).

Assembly locations (must be completed and posted):

Primary assembly area: First Floor Lobby

Secondary assembly area (if primary is unsafe): Center Courtyard

Evacuation procedure:

1. If you observe an immediate threat, call 9-1-1 and activate the nearest alarm (if applicable).
2. Emergency Coordinator (or designee) announces evacuation using available methods (see Section 6).
3. Instructors/staff direct students to the nearest safe exit; do not use elevators.
4. Assist individuals with disabilities per the campus assistance protocol (Appendix B).
5. Proceed to the assembly area; instructors take attendance and report missing persons immediately to the Emergency Coordinator.



6. Do not re-enter the building until cleared by emergency responders or the Emergency Coordinator.

5.2 Shelter-in-Place / Lockdown

Shelter-in-place or lockdown may be ordered for external hazards (e.g., police activity, hazardous materials) or active threats.

Procedure (general):

1. Move to an interior room away from windows when possible.
2. Close and, if time permits, lock doors; turn off lights; silence phones.
3. Remain quiet and await instructions from emergency personnel or the Emergency Coordinator.
4. Do not open the door until an all-clear is received through official channels.

5.3 Accountability, Tracking, and Reunification

The campus maintains accountability for students, faculty, staff, and visitors during an incident. Tracking is performed using class rosters, sign-in sheets, visitor logs, and designated check-in points at assembly areas.

Accountability process:

1. Instructors bring the class roster (paper or electronic) when evacuating/sheltering if safe to do so.
2. At the assembly area or shelter location, instructors conduct roll call and report status to the Emergency Coordinator within 10 minutes when feasible.
3. The Emergency Coordinator consolidates reports and provides missing-person information to emergency responders.
4. If reunification/release is required, students are released only to authorized persons per institutional policy (Appendix C), and documentation is retained.

5.4 Medical Emergencies

For life-threatening emergencies, call 9-1-1 immediately. Provide first aid/CPR only within your training and scope.

Campus first aid/CPR resources and AED locations (if applicable): Program Director's Office.

5.5 Utility Shut-Offs and Facility Safety

Only designated, trained staff may shut off utilities when it is safe and appropriate to do so. Utility shut-off locations and responsible persons: Building Management.

5.6 Search and Rescue (if safe and directed)

Search and rescue activities are performed only when it is safe and directed by the Emergency Coordinator and/or emergency responders.



Objectives:

Sweep quickly through campus areas to identify location of trapped or injured persons and coordinate with local authorities for treatment and rescue.

Safety rules:

1. Use a buddy system (2–3 persons per team) with a designated team leader.
2. Take no action that might endanger yourself or others; do not work beyond expertise.
3. Use appropriate safety gear; size up the situation first; follow all safety procedures.
4. Operational duties (examples):
5. Inspect the exterior before entry; report structural damage; barricade hazardous areas; do not enter severely damaged buildings.
6. Search assigned areas using an orderly pattern; systematically check rooms; use established markers for injured persons if used at your campus.

6. Communication Plan

The Emergency Coordinator (or designee) is responsible for confirming an emergency and initiating communications. Backup communicator: George Dayrit.

Primary and backup communication methods (complete and keep current):

Mass notification (text/email/app): CANVAS/Orbund Notification

Learning Management System (LMS) announcements: CANVAS/Orbund Notification

Audiences and timing:

Students and staff: immediate notification and ongoing updates as conditions change.

Designated emergency contacts (if applicable): notification after immediate life safety needs are addressed and as appropriate to the incident.

Visitors: directed by onsite staff and posted notices.

Media: only the designated spokesperson communicates externally; statements focus on verified facts and protective actions.

7. Instructional Continuity Plan

1. The campus will resume instruction as quickly and safely as possible while maintaining programmatic requirements. The Campus Director/Administrator (or designee) makes the decision to modify instructional delivery following an incident.
2. Continuity strategies (select/apply as appropriate):
3. Short-term disruption (0–5 days): reschedule classes/labs; extend hours; adjust calendar; communicate changes via LMS/email/text.
4. Extended disruption (>5 days): transition didactic instruction to remote delivery when permitted; relocate to an alternate site if available.
5. Labs/skills: schedule make-up lab sessions; maintain required competencies and documented hours.
6. Clinical/externship: coordinate with clinical affiliates for schedule changes and student placement; document communications and adjustments.



7. Student support: provide clear instructions on attendance expectations, make-up work, and where to obtain assistance.
8. Records/technology: ensure backups of student records and essential academic systems; identify alternate methods if systems are unavailable.
9. Alternate instructional location(s) (if applicable): Torrance Location

8. Training, Testing, and Documentation

Orientation and training requirements:

1. New employees: orientation to this plan within 30 days of hire (or sooner if duties require).
2. Students: emergency procedures reviewed during orientation and reinforced at the start of each term.
3. Role-specific training: first aid/CPR and emergency team training as assigned.
4. Testing and drills (minimum expectations; document each):
5. Fire evacuation drill: at least annually (or per local code if more frequent).
6. Earthquake or shelter-in-place/lockdown drill: at least annually.
7. Tabletop exercise for leadership/teams: at least annually.
8. After-action review: conducted after drills/incidents; plan updated as needed.
9. Documentation retained (examples): drill logs, sign-in sheets, after-action reports, plan revision history, updated contact lists.

9. Plan Maintenance and Availability

The Emergency Coordinator maintains this plan, ensures annual review, and coordinates updates. The current plan is available to students and staff via: School Website

Appendix A.

Emergency Preparedness Kit

1. Water – store one gallon per person per day
2. Food – three-day supply of non-perishable food; rotate every six months
3. Foods requiring no refrigeration or preparation
4. Ready-to-eat canned meats, fruits, vegetables
5. Comfort foods (cookies, hard candy, etc.)
6. High-energy foods (peanut butter, crackers, granola bars)
7. Manual can opener
8. First aid and medicines kit
9. Flashlights and extra batteries
10. Matches and a lighter
11. Chemical light sticks
12. Small radio and extra batteries
13. Fire extinguisher
14. Clothing and bedding (blankets, sleeping bags)
15. Sealable plastic bags
16. Walking shoes and socks
17. Jacket, clothes, gloves

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18. Toiletries and personal hygiene items
19. Sanitation supplies
20. Small tool kit
21. Entertainment pack (books, games, family photos)
22. Mirror or whistle for signaling help
23. Prescription medications
24. Local maps
25. Coins and cash
26. Copies of vital personal documents and information
27. Recent photos for identification purposes



<input type="checkbox"/>	Requirement (Minimum)	Frequency	Evidence / Location	Initials / Date
Training				
<input type="checkbox"/>	Student emergency procedures reviewed during student orientation (evacuation, shelter/lockdown, accountability, communications).	Each cohort / start	Orientation agenda + student sign-in roster + handbook/catalog reference	
<input type="checkbox"/>	Staff emergency procedures refresher training (roles, evacuation/shelter/lockdown, accountability, communications, continuity basics).	Annually	Agenda/handout + staff sign-in roster	
<input type="checkbox"/>	New employee onboarding covers emergency procedures and assigned roles.	At hire	Onboarding checklist/attestation + any training materials	
Testing / Drills				
<input type="checkbox"/>	Evacuation drill conducted and documented (alarm/announcement, evacuation routes, assembly area, headcount).	Annually (or per local code)	Drill log (date/time/type) + headcount method + issues/corrections	
<input type="checkbox"/>	Shelter-in-place OR lockdown drill conducted and documented	Annually	Drill log + accountability method used + issues/corrections	
Documentation & Review				
<input type="checkbox"/>	After-Action Notes completed for each drill (what worked, what needs improvement, responsible person, due date).	After each drill	After-Action Note form/log + completion evidence for action items	
<input type="checkbox"/>	Annual plan review and update completed (risk assessment review + communication/continuity review + revisions).	Annually	Plan revision log + approval/signature page	
<input type="checkbox"/>	Accountability/tracking method maintained (class rosters/attendance sheets and visitor log available for use during drills/incidents).	Ongoing	Current rosters/visitor log process + sample completed log (if used)	