



El Paso Community College
Emergency Response Plan
Medical Assisting Program
Rio Grande Campus
2023

Table of Contents

- **Occupational Risks for Medical Assistants**
- **Physical/Technical Standards**
- **Articulation for Credit Transfer to Higher Education**
- **Emergency Plan Procedures**
- **Tejano Alert**
- **Threats**
- **Emergency Equipment**
- **Procedures & Power Outage**
- **Natural Disaster Emergencies**
- **Bomb Threat**
- **Fire**
- **Active Shooter**
- **Instructional Plan in Case of an Emergency**
- **Emergency Roles**
- **Important Phone Numbers**
- **References**
- **Evacuation Plan**

OCCUPATIONAL RISKS FOR THE MEDICAL ASSISTANT PROFESSION

“Medical Assistant” is a profession with many rewards, as practitioners can perform both administrative and clinical services in a healthcare environment. Medical Assistants work directly with medical providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come in to play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomics hazards from lifting, sitting and repetitive tasks
- Latex allergies
- Stress

EPCC Medical Assisting Technology provides protections set-up by the Occupational Safety and Healthcare Act (OSHA). Those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers, patients and EPCC Medical Assisting Technology follows and trains according to OSHA guidelines. We teach our students about the hazards that they face on the job and the protocols that they need to put into place that ensure a workplace culture that prioritizes safety. Trainings that are provided by our Risk Management and Safety Department are taught under the following classes that we provide to our students:

- MDCA 1421-Ergonomics, Fire Preparedness
- MDCA 1370-MOCK Exposure including Pandemic & Chemical Substances, etc.
- MDCA 1452-OSHA, Bloodborne Pathogens including HIV, HEP.B, & other forms of body fluids such as contamination with saliva, urine, feces, etc.
- Mental Health Training via our Program designated Mental Health Counselor (Martha Brown) at EPCC as per students' requests
- EPCC Police Department provides active shooter response training

Medical Assistant Technology Program

El Paso Community College Physical and Technical Standards for Students in Health Career Programs.

OBJECTIVE: To establish guidelines for determining physical/technical, ability/eligibility for enrollment in the health career programs.

Please click the below link to have access to the procedure guidelines.

<https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/FB-8.pdf#search=technical%20standard%20form>

Evaluation of Transfer Credits

OBJECTIVE: To describe the process for evaluating coursework performed at other postsecondary institutions for acceptance by the El Paso County Community College District (EPCCCD) as transfer credit. Transfer of academic credit is a public policy issue due to its accreditation considerations. For compliance with Accrediting Agency, and State and Federal guidelines, the EPCCCD will take the following into consideration when determining its transfer policy and procedures: (1) the increase in student mobility, (2) the proliferation of distance learning programs and the common acceptance of their legitimacy, (3) the economics of expending public money multiple times for the same course, and (4) consumer protection from expending private money multiple times for the same course. The accreditation standards of the Southern Association of Colleges and Schools (SACS) require member institutions to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance. Maintaining academic quality and integrity remains the responsibility of the institution.

Please click the below link to have access to the procedure for the articulation guidelines.

<https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/EGA-2.pdf#search=credit%20transfer>

Sample of the Curriculum of Studies from a local University (UTEP) accepting Health Technical Careers

Bachelor of Applied Arts and Science

Program Description

The Bachelor of Applied Arts and Science Degree is a designated pathway for graduates of Applied Arts and Science programs to continue to a Baccalaureate without significant loss of technical credit not usually transferred to a traditional BA or BS degree.

Admission Requirements

Required: 33 semester credit hours awarded from an organized technical program completed at a community college. (AAS degree or equivalent is required.) The 33 semester credit hours will be awarded as a technical credit block. Individual technical credit courses will not transfer.

Degree Requirements

Students enrolled in the 120 SCH BAAS degree program are required to complete:

- 42 semester credit hours of Core Curriculum
- 33 semester credit hours awarded from an organized technical program completed at a community college. (AAS degree or equivalent is required.)
- 45 hours of upper-division course work. This includes 15 semester credit hours of foundation courses intended to provide BAAS students with a background in writing and communication strategies and skill sets, and 30 semester credit hours to make up two 15-hour concentrations. These concentrations will be selected in consultation with the BAAS advisors. Students may develop concentrations including, but not limited to: Intelligence and National Security Studies, Communication Studies, and Writing Studies.

- Please see **Evaluation of Transfer Credit** for details regarding transfer of core curriculum, for both core complete or individual core courses.

- <http://catalog.utep.edu/undergrad/enrollment-services/#TRANSFERADMISSION>

If a student admitted to the BAAS program is eligible to receive 33 hours as a technical block for the AAS degree awarded from an organized technical program completed at a community college AND is core complete (42 hours), the student will be allowed to make the decision regarding which 66 hours they want to apply toward their degree. A maximum of 66 semester hours of credit from two-year lower-division institutions is applicable toward a degree at UTEP.

MEDICAL ASSISTANT PROGRAM RIO GRANDE CAMPUS

Title: Emergency procedures action plan in the classroom

Policy: The emergency procedures as outlined on the college's web site will be followed in the event of an emergency. The Police department web page has specific information on emergency evacuation, shelter in place & faculty emergency supply list.

Program Emergency exits:

There are three emergency exit paths for the MA program's Lab & Classrooms

1. Exit out of the long hallway to the left that leads into the stairs.
2. Exit out in front of the elevators that leads into the stairs.
3. Exit out to the right side of the elevators that leads into the stairs

All stairs descend to the first floor and the sidewalks of the streets.

Emergency phone numbers:

Campus police: 831-220, When calling from any campus phone, dial 2200.

How is emergency conveyed to employees and students?

1. Fire alarms
2. Tejano Alert system

Tejano Alert:

1. Sign up for [Tejano Alert](#) , as this is one way the college lets all students and employees know of the following: Immediate threats, campus closures, weather emergencies, etc.
2. Tejano alerts use the following channels: college email, personal email, and cell phone text messages
3. Radio and/or television

Who responds to an EPCC emergency?

First responders are usually EPCC Police, who can be supplemented by El Paso City Police, El Paso County Sheriff's Office and the El Paso and Clint Fire Departments. Other EPCC departments and other city, county, state or federal agencies could also be involved in responding to an incident.

Who can report an emergency?

A faculty member if present, otherwise a student, and/or staff

Types of emergencies impacting classrooms

Intruders

Shooters on campus

Fire

Weather

Sheltering in place (If inside-stay where you are. If outside, go to the nearest building).

Personal injury

Spills of irritants/toxic/ caustic materials

What faculty should do if there is a threat in the department or classroom

1. Call 831-2200 and report the incident
2. Secure the classroom doors or exit the room immediately depending on the nature of the threat.
3. If the classroom is secured and you and students are in the classroom, stay away from doors, and window. Try to go to an interior room (closet) if possible. Position everyone, where an intruder cannot see you.
4. Make a list of your students and yourself.

Emergency equipment in the department

Fire extinguishers:

One is located inside the Laboratory by the entrance in Room B300 B.

All Instructors and students have been trained how to use the fire extinguishers.

First Aid kit: located on the wall in the Laboratory.

MSDS manual: located next to the autoclave, in the Laboratory, B300 B.

Procedures:

1. Classroom:

- Students will respond to the evacuation process by following the instructions provided by their instructor & EPCC PD.
- All A.D.A. students with disabilities will be assisted to safe areas during any evacuation by college personnel. If stranded on an upper level, EPCC PD will be notified. There is an evacuation chair on every floor.
- Personal injury: Address the wound.
- If a chemical spill read the MSDS manual for instructions for the specific chemical.
- Call the PD, to complete an incident report. Information needed includes date, time, persons involved, explanation of situation, witness list.
-

3. In the Event of a Power Outage:

- Contact EPCC PD at **(915) 831-2200**
- Employees in labs or offices should secure experiments, activities, or equipment that may present a danger if electrical power is off or if a danger may be created by the return of power at a later time.

4. In the Event of a Tornado or Dangerously High Wind Warning:

- Seek shelter inside an interior room within the building in which you are located at the time of the warning
- Stay away from windows, doors and outside walls
- Do not drive to shelter, unless you are already in a vehicle when the warning is issued – drive to the nearest building or seek shelter in a ditch or ravine
- If the building has a designated shelter area, go there – if not, go to an interior room on the lowest level (bathroom, closet, hall, etc.)
- If a sturdy piece of furniture is available, use it for cover and stay away from windows

5. In the Event of an Earthquake:

- Stay in the building - Do Not Evacuate.
- Take immediate shelter under tables, desks, doorways and similar places.
- Keep away from overhead fixtures, windows, filing cabinets and bookcases.
- Assist ADA persons in the area and find a safe place for them.
- If you are outside, stay outside. Go to a clear area away from building, trees, power lines, etc.
- Keep calm and await emergency instructions

6. In the Event of a Flood:

- If indoors:
 - Turn on a battery-operated radio or television to get the latest emergency information.
 - If told to leave, do so immediately.
- If outdoors:
 - Climb to high ground and stay there.
 - Avoid walking or driving through flood waters. Any swift water is hazardous to your safety.

7. Bomb Threats and Search:

Employees receiving a bomb threat or discovering a bomb or emergency should immediately notify the EPCC PD office, 831-2200

Do not evacuate the building. Do not activate the fire alarm.

If a bomb threat is received by telephone:

Be polite and show interest. Try to keep the caller talking to learn more information. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself. If your phone has a display, copy the number and/or letters on the window display.

If a bomb threat is received by mail, employees should do the following:

- Not handle envelope or package
- Leave the immediate area
- Notify EPCC PD and stop anyone from entering area where the package is located.

If a suspicious object is discovered, the employee should:

- Not attempt to touch or move object
- Evacuate immediate area only
- Notify EPCC PD and await further instructions

Evacuations should take place only when police personnel make notification of evacuation implementation

8. Fire

Every student and employee should be aware of the following:

- The locations of fire alarm pull stations in their areas and how to work them.
- The locations of exits from their areas.
- The locations of fire extinguishers and know how to use them.

When the building alarm sounds, or you are requested to evacuate by EPCC PD or the Fire Department, your responsibility is to:

- Shut down any experiments, procedures, etc. that should not be left unattended.
- Extinguish any open flames and shut off any noxious or flammable gas supply valves.
- Secure any valuables. Purses and wallets should be taken with you when you leave.
- Close your office or lab door.
- Leave the building via the nearest available exit as soon as possible.
- Department heads/supervisors and faculty are responsible for making sure their areas are clear.
- Stand well clear of the building (at least 50 feet).
- Do not reenter the building until advised by the EPCC PD officers.
- If you see any problem with any of the fire equipment, please bring it to the attention of EPCC PD officers that are on the scene or call 831-2200 to report same.

***DO NOT ATTEMPT TO USE THE ELEVATORS-USE STAIRWELLS**

Emergency Plan for Medical Assisting Tech Program Classroom and Lab

Active Shooter Response

EMERGENCY NUMBERS: EPCC DEPT (915)831-2200 / 911

An Active Shooter is an individual who is actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims, i.e. Randomly.

Active Shooters' situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims

Before law enforcements arrive to the scene, it is important for the individuals to be prepared both mentally and physically to an active shooter situation.

How to RESPOND when an ACTIVE SHOOTER is in your VICINITY:

1.EVACUATE:

Quickly **DETERMINE** the most responsible way to protect your own life. Remember that customers and clients are likely to follow the lead of the employee during an active shooter situation.

HAVE A PLAN:

EXITS:

-Medical Assistant's Computer Lab B300A exit across into main hallway next to the elevator/ stairs.

-Medical Assistant's Clinical Lab B300B exit across from Respiratory Tech Lab B301 into the main hallway.

-Hospitality/Storage Room exit into either MA LAB B300A or MA LAB B300B and follow exits into the main hallway.

-Evacuate regardless of whether others agree to follow.

-Help others escape, if possible.

-Prevent individuals from entering an area where the active shooter may be.

-Follow instructions of the police officers.

-**DO NOT** attempt to move wounded people.

-**CALL 911** when you are safe.

2. Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

-Be out of the active shooter's view

-Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door to include the hospitality/storage room, both MA lab rooms)

To prevent an active shooter from entering your hiding place:

-lock the door/s

-silence your cell phones

-turn off any source of noise (i.e. radios, TV, phone ringers)

-remain **quiet**

If evacuation and hiding is **NOT** possible

-remain calm

-**CALL EPCC PD (915-831-2200)**, if possible, to alert police to the active shooter's location

-if you **CAN NOT** speak, leave the line open and allow the dispatcher to listen

If evacuation is possible:

-a designated meeting area is recommended to be reviewed on an annual basis to allow individuals to be accounted for and injuries assessed in the case of an active shooter

-The Medical Assisting Program designated meeting area will be behind the parking lot behind the Queen Anne Bldg. (EPCC Police Dept) (A **RED "X"** is marked on map). You will be accounted for by the designated instructor in charge.

-remain quiet

-assess if any injuries or medical attention is needed

3.Take action against the active shooter

As a last resort, and ONLY when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- acting as aggressively as possible against him/her
- throwing items and improvising weapons
- yelling

SAFETY SUPPLIES

(located-in the Hospitality/Storage Room) to include a first AID KIT, Emergency Kit, and an AED)

HOW TO RESPOND WHEN LAW ENFORCEMENTS ARRIVE

The El Paso Community College Police Officers can be assisted by the El Paso Police Department, El Paso County Sheriff's Department and the El Paso and Clint Fire Departments.

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniform or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may use pepper spray or tear gas to control the situation.

How to react when law enforcement arrives:

- REMAIN** calm, and **FOLLOW** the officers instructions.
- Put down any items in your hands (i.e. bags, phones).
- Immediately raise your hands and spread fingers.
- Keep hands visible at **ALL** times.
- AVOID** making quick movements toward officers such as holding on to them for safety.
- AVOID** pointing, screaming and/or yelling.
- DO NOT** stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide **EL PASO POLICE DEPARTMENT OPERATOR:**

- location of the active shooter
- number of shooters, if more than one
- physical description of shooter/s (i.e. hair color, height, clothing, any feature that stands out)
- number of weapons held by the active shooter/s
- number of potential victims at the location

The FIRST officers to arrive to the scene will NOT STOP to help injured people. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned **DO NOT** leave until law enforcement authorities have instructed you to do so.

Blackboard

Blackboard (Bb) is the **LMS** (Learning Management System) to be used in the event of an emergency. Along with the LMS system, simulation lab videos will be provided through this particular Learning Management System. In the event that students are participating in their practicum portion of the program, students will be receiving the training through procedural videos to assure their knowledge and completion to satisfy the criteria needed to complete the program.

- You must have access to a strong internet connection, either at home, school, or reliable wireless location. A strong internet connection is especially important when taking exams. Sit closer to your Wi-Fi router and ask those at home to log off the Wi-Fi to allow you more bandwidth to successfully complete your tests.
- Access Blackboard through: **my.epcc.edu**
 - Blackboard log in username = EPCC email
 - Blackboard log in password = EPCC email password
 - For assistance with your Blackboard log in and pin, please contact the EPCC IT help desk at (915) 831-6440 or visit any campus ACS Lab (5th floor at RG).
 - You may also recover your log in credentials at EPCC Account Recovery found on the EPCC website under the current student's tabs.
- Blackboard is compatible with Google Chrome, Mozilla Firefox, Edge and Safari. Ensure that your browsers are updated to the latest version and do not use Internet Explorer; it is no longer supported for Blackboard.
- Blackboard is a student only app that can be downloaded free from the Google Play Store or the Apple App store. Use the app to access course resources and to complete some course work. Information on the Blackboard app is in our Blackboard courses.
- **Blackboard Collaborative Ultra**
 - This is the communication section of our Blackboard course menu. You will find a link titled "Blackboard Collaborative Ultra or Blackboard Virtual Classes" on the left side of the menu content.
 - Blackboard Collaborative Ultra is a web conference tool like skype. It will allow us to meet virtually and communicate using chat, microphone, and a webcam. All you need to use this tool is a device with a strong connection to the internet.
 - Collaborate Ultra will be used to meet virtually on a one-on-one basis or as a class.

- Once the emergency is lifted, students will be notified to return to a regular class schedule, and to their assigned practicum scheduled accordingly.
- The Medical Assisting Faculty will be recording videos (of themselves) instructing and demonstrating how to perform a particular procedure in order to comply with the psychomotor competencies required by our Accreditation Agency.

Medical Assistant Program Emergency Roles and Responsibilities

Evacuation Leader	Norma Ornelas (Program Coordinator)
Back-Up Evacuation Leader	Dr. Alejandro Romero (Clinical Coordinator)
Evacuation Assistants:	Emma Rivero (Instructor)
	Celina Mendoza (Instructor)
	Elizabeth Alvarado (Administrative Assistant)

Important Phone Numbers

Emergencies	911
EPCC Police Department	(915) 831-2200
Emergency Manager	(915) 831-2066
Physical Plant	(915) 831-7880
Risk Management and Safety	(915) 831-6381

References

Safety Guidelines for Armed Subjects, Active Shooter Situations, Indiana University Police Department, April 2007.

Safety Tips & Guidelines Regarding Potential “Active Shooter” Incidents Occurring on Campus, University of California Police.

Shots Fired, When Lightning Strikes (DVD), Center for Personal Protection and Safety, 2007.

Workplace Violence Desk Reference Security Management Group International,
www.SMGICorp.com

How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.

Active Shooter How to Respond.

https://www.dhs.gov/xlibrary/assets/active_shooter_.pdf, U.S. Department of Homeland Security, September 2022

EVACUATION FLOOR PLAN

