



Topic:	EMERGENCY ACTION PLAN (EAP)
Date of Last Edit:	04.30.2026 by Jose F. Silva Jr.

EMERGENCY ACTION PLAN (EAP) Ver. 1.1

Pinnacle Career Institute

Date of Last Edit: 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 plan supports institutional safety, continuity of instruction, and emergency response coordination in accordance with applicable state and federal 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 retains primary authority for initiating this plan, coordinating with local first responders, and maintaining all associated safety training records, including cybersecurity emergency integration with the Information Technology Department.

Internal Leadership Contacts

- **Emergency Coordinator (Director of Safety):** 816-389-2586
- **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
- **Evergy (Electrical Emergency & Downed Lines):** 888-544-4852
- **Spire Gas (Gas Leak Emergency):** 800-582-1234

3. EMERGENCY REPORTING

Any individual discovering a life-threatening crisis must immediately call 911 and then notify the Emergency Coordinator. Mandatory reporting events include fire, severe weather phenomena, medical emergencies, active hostile threats, major utility failures, and off-site injuries sustained at the outdoor training towers.

4. FACILITY EVACUATION PROTOCOLS

Emergency evacuation escape routes are visibly posted at the exits of every room. Due to the multi-level layout of the facility, evacuations utilize a split-assembly methodology to ensure rapid accountability and avoid convergence with other building tenants.

- **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.

5. EMPLOYEE ACCOUNTABILITY PROCEDURES

Following an evacuation order, instructors must physically transport their daily attendance rosters to the assigned assembly point and conduct a mandatory roll call. Supervisors overseeing administrative or remote staff must account for their respective personnel. All headcounts must be reported immediately to the Emergency Coordinator or the commanding Fire Department official on the scene. No individual may re-enter the facility until an "All Clear" is authorized by local emergency services.

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 (e.g., unplugging an electrical cord, securing a refrigerant valve, or engaging a master emergency stop button). Life safety and immediate evacuation remain the absolute priorities.

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.

- **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 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.
- **Emergency Contact:** In any medical crisis, the immediate priority is to call 911 and clear the area to allow unobstructed access for first responders.
- **Student Accident Documentation:** Following any medical event, all injuries must be thoroughly documented on an official Incident Report Form for safety auditing and to initiate processing through the institution's student accident insurance policy.

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, Wind Tower indoor lab, HVAC lab, and the Main 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:** Wall-mounted in the Main Break Room, the Cell Tower indoor lab, the Wind Tower indoor lab, and prominently displayed on the tool cage wall within the HVAC lab.

9. ACTIVE SHOOTER & HOSTILE INTRUDER PROTOCOL

The structural architecture of Suite 221 features continuous exterior glass windows and operates under an open-door policy from 8:00 AM to 5:00 PM, creating a high-visibility, high-access environment. Personnel must strictly adhere to the Department of Homeland Security's **RUN, HIDE, FIGHT** framework:

- **RUN (Evacuate):** Because the glass perimeter offers minimal ballistic protection and doors cannot be mechanically locked against intrusion, rapid evacuation is the primary survival strategy. Personnel should flee the facility immediately through the safest exit, leaving all belongings behind, and keep hands visible for law enforcement.

- **HIDE (Lockdown):** If egress is impossible, individuals must abandon the perimeter offices and glass-fronted classrooms. Move immediately into deep interior spaces, such as the lower-level indoor tower labs. Barricade heavy doors, silence mobile devices entirely, and remain out of sight lines.
- **FIGHT (Defend):** As a last resort, and only when your life is in imminent danger, act to protect yourself and others if you cannot escape or hide.

10. FIRE EMERGENCIES & FIRE PREVENTION PLAN (FPP)

Pinnacle Career Institute strictly complies with OSHA 1910.157 regarding portable fire extinguishers.

- **Training & Certification:** Faculty members authorized to utilize fire extinguishers to combat incipient stage fires 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 a fire utilizing the PASS method, and only if an unblocked exit remains directly behind them. If suppression fails within 15 seconds, the attempt must be abandoned.
- **Extinguisher Locations:** First Floor (adjacent to the men's restroom, and adjacent to the left rear exit); Second Floor (adjacent to the Systems Stairwell exit, the men's restroom, and the Online Stairwell exit).

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.

- In the event of a significant chemical release, personnel must evacuate the immediate area and notify the Emergency Coordinator.
- A fully stocked, visibly labeled Chemical Spill Kit is located directly adjacent to the tool cage wall in the HVAC lab.
- Physical Safety Data Sheets (SDS) are housed alongside the spill kit for immediate reference, while digital copies are maintained on the campus Intranet. Only trained personnel wearing appropriate PPE may attempt to contain a localized, incidental spill. Major spills require evacuation and response from specialized contractors or the fire department.

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. During extreme heat, instructors must monitor the daily heat index and enforce mandatory hydration/shade breaks.
- **Loss of Power:** If the facility loses municipal power, personnel must safely conclude their tasks using emergency egress lighting. All rotating machinery and open electrical panels in the HVAC and Wind labs must be secured in the "off" position to prevent unexpected, hazardous startup when power is restored.

13. 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.