



Topic:	EMERGENCY ACTION PLAN (EAP)
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EMERGENCY ACTION PLAN (EAP) Ver. 1.2

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 retains primary authority for initiating this plan, coordinating with local first responders, and maintaining all associated safety training records.

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

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.
- **Lockdown Procedures:** A lockdown is a protective measure implemented when there is an external threat (such as police activity in the surrounding neighborhood) or an internal threat. Personnel and students must remain in their current classrooms or move to secure interior spaces. Doors must be barricaded or locked. Lights must be turned off, and blinds must be closed. All individuals must silence mobile devices and remain inside until an official "All Clear" is authorized. Specific defensive survival tactics for an active hostile intruder are outlined in Section 9.

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.

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.

- **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.
- **Emergency Contact:** In any medical crisis, the immediate priority is to call 911 and clear the area to allow unobstructed access for first responders.

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. Personnel must strictly adhere to the Department of Homeland Security's RUN, HIDE, FIGHT framework (continued..)

- **RUN (Evacuate):** Because the glass perimeter offers minimal ballistic protection, rapid evacuation is the primary survival strategy. Flee the facility immediately through the safest exit, leaving belongings behind, and keep hands visible for law enforcement.
- **HIDE (Lockdown):** If egress is impossible, individuals must initiate facility lockdown procedures. Because perimeter classrooms and the elevated HVAC lab feature extensive glass walls, individuals must immediately move to the **internal wall** (the same wall where the entry door is located) to stay completely out of the line of sight from the hallway and exterior. Utilize heavy lab equipment, machinery, and solid desks as physical cover. Barricade doors, silence mobile devices entirely, and remain completely quiet.
- **FIGHT (Defend):** As a last resort, and only when your life is in imminent danger, act to protect yourself and others utilizing available tools and fire extinguishers to counter-attack 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 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.
- **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 Chemical Spill Kit and Safety Data Sheets (SDS) are located directly adjacent to the tool cage wall in the HVAC lab. Only trained personnel wearing appropriate PPE may attempt to contain a localized, incidental spill.

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. 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.