



San Antonio College Medical Assisting Program Preparedness Plan

In accordance with Commission on Accreditation of Allied Health Education Programs (CAAHEP) 2022 Standards and Guidelines below is the Institution Medical Assisting program’s preparedness plan. This preparedness plan is in place to assure continuity of education services in the event of an unanticipated interruption. (I.B.3)

Emergency Closings

The college recognizes the need to prepare for unexpected situations or respond to weather that may require the closure of all or part of a campus or to reduce operations, to identify the decision-making hierarchy for such closures, to ensure timely notification to students, staff, faculty and visitors, and to confirm employee responsibilities in the event of a closure or reduced operations.

DEFINITIONS

Word/Term	Definition
Adverse Conditions	Adverse conditions include severe inclement weather conditions (such as snow, ice, high winds, tornadoes, earthquakes, hurricanes, flooding, etc.) that pose serious risk to the health or safety of college personnel and/or students.
Campus Closure	All functions and operations are suspended due to imminent threat or danger to life or safety of individuals.
Emergency/Disaster Situations	Emergency/Disaster situations may exist as a result of a natural or human-caused disaster, a civil disorder that poses an imminent threat of serious injury to persons or property, public health emergency or other seriously disruptive events where extraordinary measures are required immediately to avert, alleviate or repair damage to college property or to maintain the orderly operation of the campus.

In emergency situations – inclement weather, power outages or any other conditions constituting an emergency situation – the college may delay opening or close campuses for the day.

- If college campuses are closed, classes at all sites are canceled; however, online classes continue as scheduled, and on-campus instruction may be transitioned to online. All students should check their online course site (Blackboard or Moodle) for class-specific information and assignments.
- If there is a delayed opening, any in-person class with 30 or more minutes of instructional time remaining will meet on campus. Students should check ACES for information about their courses.
- A campus-specific emergency may result in only one campus being closed, while others remain open. Campus-specific information will be clearly communicated.
- San Antonio College classes and events held at community sites, including community public schools, will follow the protocols enacted at that site.

Notification

Delays and closings will be announced via the San Antonio College emergency alert system. All San Antonio College student and employee email addresses are automatically registered to receive San Antonio College alerts. To add other email addresses, or phone numbers for voicemail and text message alerts, go to ACES to update your personal information.

Delays and closings will also be posted on San Antonio College's website, social media (Facebook, Instagram, Twitter Accounts) and local radio and television stations. An announcement will also be recorded on the college switchboard, Phone Number. In the event that an emergency situation occurs after the opening of the college, announcements about class dismissals and closings will come from the administrative officer in charge.

Students

When college campuses are closed due to inclement weather or other adverse conditions, students are expected to check their online course site (ACES) for class-specific information and assignments. Students who are unable to participate in online instruction due to a power outage or other circumstances are responsible for contacting their instructor and making up class assignments.

If ACES become inaccessible or power outages occur, assignment due dates will be clearly posted when service resumes. Due dates may also be extended on a case-by-case basis at the discretion of instructors, and announcements will be posted accordingly.

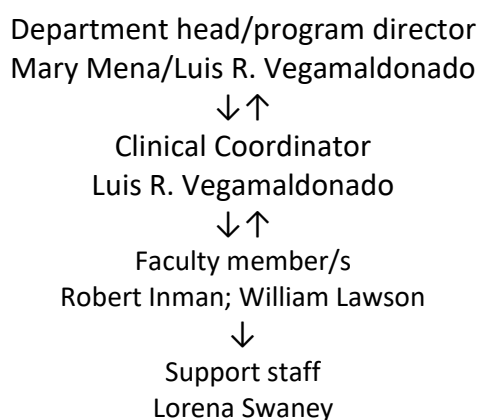
Employees

When college campuses are closed due to inclement weather or other emergency conditions, employees who can work remotely should do so. The college does not expect employees to work in any environment that is unsafe. Employees who are not able to work remotely due to a power outage or other emergency situation should contact their supervisor. Employees who are not able to work remotely may be required to take annual leave or arrange to make up the time. Depending on the circumstances, the time lost may be counted as an excused absence at the discretion of the supervisor.

CONTACT INFORMATION:

Medical Assisting Session Plan

The following plan is in place to assure continuity of educational services when key personnel within the Medical Assisting department are absent for a prolonged period of time.



Disruption of on campus instruction

If there is any disruption of on campus instruction- the medical faculty members will utilize Microsoft Teams/Zoom to assist with live virtual instruction if at all possible.