

MCI INSTITUTE

Emergency Preparedness Plan

2026-2027

*Institutional Emergency Response, Evacuation,
Communication and Training*

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Emergency Preparedness Plan (EPP)

Objective: To provide students and employees with information, training, and guidance regarding potential emergencies, hazards, and appropriate protective actions. The Emergency Preparedness Plan is designed to promote awareness, support an organized response, protect life and safety, and minimize disruption to MCI Institute operations.

Training Timeframe: Students receive emergency preparedness and safety information as part of their orientation. New employees receive applicable emergency preparedness and safety information during onboarding or within 30 days of hire.

Risk Assessment: MCI Institute recognizes that emergencies may result from natural, environmental, medical, technological, or human-caused events. Potential hazards considered in the Institute's emergency planning include:

- Fire, smoke, or explosion
- Severe weather, including tornadoes and significant storms
- Hazardous material or chemical spill
- Medical emergency
- Communicable disease or public health emergency
- Utility failure or significant building-system disruption
- Bomb threat or suspicious package
- Workplace or campus violence
- Armed or active threat
- Terrorism or other external security threat
- Transportation or hazardous-material incident in the surrounding area

Emergency Response:

The appropriate response will depend upon the nature, location, and severity of the emergency. Protective actions may include evacuation, shelter-in-place, severe-weather shelter, lockdown, contacting 911, temporary closure, or other actions directed by MCI Institute administration or emergency authorities.

Reporting Emergencies:

- If you observe or become aware of an emergency, immediately report the situation to your Program Instructor, Program Director, or the nearest available MCI Institute administrator or staff member, provided they can be quickly and safely accessed.
- If there is an immediate threat to life, health, or safety, or police, fire, or emergency medical assistance is needed, call 911 immediately. Do not delay contacting 911 in order to locate a specific MCI Institute employee.
- When contacting 911, provide clear information regarding the nature of the emergency, location of the emergency, and any known injuries or immediate hazards. Remain on the line and follow the emergency dispatcher's instructions when it is safe to do so.
- After contacting 911, notify an MCI Institute instructor, Program Director, or administrator as soon as it is safe and practical.
- Students and employees should follow instructions provided by law enforcement, fire officials, emergency medical personnel, building management, and/or authorized MCI Institute personnel.
- Individuals should never place themselves in danger while attempting to report, investigate, or respond to an emergency.

Emergency Communications and Media

Communications to Students and Employees

During an emergency, closure, delayed opening, or other significant disruption to school operations, MCI Institute will make reasonable efforts to communicate timely and accurate information to affected students, faculty, and staff.

Depending on the nature and circumstances of the event, communication methods may include:

- School email
- Telephone and/or text message
- MCI Institute website
- Official MCI Institute social media accounts
- Direct communication from instructors, Program Directors, or school administration
- Other available communication methods deemed appropriate based on the circumstances

Students and employees are responsible for maintaining current contact information with MCI Institute and monitoring official school communications during an emergency or disruption to normal operations.

Public and Media Communications

Official statements regarding emergencies, safety threats, evacuations, lockdowns, closures, or other significant incidents will be communicated to the public or media only by the School Director or an authorized MCI Institute designee.

Students and employees should not make statements on behalf of MCI Institute or represent themselves as official spokespersons for the institution unless specifically authorized. Information released publicly will be limited to information that is appropriate and necessary under the circumstances. MCI Institute will protect confidential and personally identifiable information in accordance with applicable privacy requirements, including FERPA and, where applicable, HIPAA.

When appropriate, MCI Institute may also coordinate communications with law enforcement, emergency management agencies, public health authorities, clinical affiliates, building management, or other appropriate agencies. The safety of students, employees, and visitors and the accuracy of information will take priority over the speed of public or media communications.

Emergency Procedures

MCI Institute is located on the second floor of the building. The Institute maintains classrooms, administrative offices, instructional laboratories, and other educational spaces within its occupied area. Emergency exit stairwells are located at both ends of the floor providing more than one route for occupants to exit the second floor during an emergency. Students, faculty, and staff should become familiar with the exit routes serving the areas in which they normally work or attend class. Emergency procedures are reviewed with students during orientation and with employees during onboarding. Emergency procedures may also be reinforced through posted instructions, evacuation maps, drills, meetings, and periodic safety training.

During any emergency, protection of life and personal safety takes priority over property, equipment, instructional materials, and normal school operations. Students and employees should follow instructions provided by MCI Institute personnel, building management, law enforcement, fire officials, emergency medical personnel, or other emergency authorities.

Emergency Risk Assessment and Protective Actions

Evacuation

Evacuation may be necessary when remaining inside the building presents a greater danger than leaving the facility. Situations that may require evacuation include:

- Fire or smoke
- Explosion or suspected explosion
- Gas leak
- Hazardous material or chemical incident
- Bomb threat or suspicious package, when evacuation is directed
- Structural or building emergency
- Utility emergency affecting building safety
- Other conditions requiring occupants to leave the building

When evacuation is necessary, students, employees, and visitors should:

1. Stop activities and prepare to leave immediately.
2. Follow the nearest safe and accessible emergency exit route.
3. Use the exit stairwell located at either end of the second floor, depending upon which route is safest and most accessible.
4. Do not use an exit route that is affected by smoke, fire, a suspicious object, violence, chemical exposure, or another known hazard.
5. Do not use elevators during a fire or when emergency responders or building management have directed occupants not to do so.
6. Leave personal belongings behind when retrieving them would delay evacuation.
7. Assist individuals who may require assistance when it is safe and appropriate to do so.
8. Proceed away from the building to the designated assembly location or another location directed by MCI Institute personnel or emergency responders.
9. Remain with the class or assigned group whenever practical to assist with accountability.
10. Do not re-enter the building until authorized by the fire department, law enforcement, building management, or MCI Institute administration.

Program Instructors and other available employees should assist in directing students toward a safe exit and identifying any known individuals who may still require assistance

Emergency Risk Assessment and Protective Actions

Fire or Smoke

- Any person discovering fire, visible smoke, or another condition indicating a possible fire should immediately alert others and activate the building fire alarm when appropriate.
- Call 911 from a safe location.
- Upon activation of the fire alarm or direction to evacuate:
 - Immediately discontinue classroom, laboratory, and office activities.
 - Use the nearest safe exit stairwell.
 - Do not stop to collect personal belongings.
 - Do not attempt to fight a fire unless properly trained, the fire is very small and contained, an appropriate extinguisher is immediately available, and a safe exit remains available.
 - Close doors when leaving rooms when practical, but do not delay evacuation.
 - Proceed to the designated assembly area.
 - Remain outside until emergency personnel authorize re-entry.

Bomb Threat or Suspicious Package

- Any bomb threat, suspicious package, or suspicious object should be taken seriously.
- Individuals receiving a bomb threat by telephone, email, written communication, or other means should immediately notify MCI Institute administration and law enforcement.
- A suspicious package or object should not be touched, opened, moved, handled, or disturbed.
- Evacuation procedures will be determined based upon the circumstances and instructions provided by law enforcement, emergency responders, building management, or MCI Institute administration.
- If evacuation is ordered, occupants should follow the designated safe route and avoid the area containing the suspicious object.

Hazardous Material or Chemical Incident

- In the event of a chemical spill, hazardous material release, strong unidentified odor, or other potentially dangerous exposure:
 - Immediately notify the Program Instructor or an available MCI Institute administrator.
 - Warn others in the immediate area when safe to do so.
 - Avoid touching, walking through, cleaning, or otherwise disturbing an unknown substance.
 - Call 911 when the incident presents an immediate danger or requires emergency response.
 - Follow instructions regarding evacuation or shelter-in-place.
- Only individuals appropriately trained and equipped should attempt to contain or clean a hazardous material spill.

Shelter-in-Place

- Shelter-in-place may be used when conditions outside the building make evacuation unsafe.
- Examples may include:
 - Hazardous material release outside or near the building
 - Transportation accident involving hazardous materials
 - Police or emergency activity in the surrounding area
 - Severe environmental conditions
 - Other external hazards identified by emergency authorities
- When shelter-in-place is directed:
 1. Remain inside the building.
 2. Immediately return to or remain in the designated classroom, laboratory, office, or other safe area.
 3. Close exterior doors and windows where applicable.
 4. Move away from windows when appropriate.
 5. Follow instructions from MCI Institute administration and emergency authorities.
 6. Do not leave the building until the shelter-in-place order has been lifted or emergency personnel provide other instructions.

Depending upon the type of emergency, building ventilation or other systems may need to be adjusted by authorized building personnel.

Severe Weather and Tornado Warning

- MCI Institute administration will monitor severe weather conditions when circumstances warrant.
- If a tornado warning or other severe weather condition requiring protective shelter affects the immediate area, students, employees, and visitors will be directed to relocate to the safest designated area of the building, including the basement when appropriate and accessible, using the stairwells located at either end of the floor.
- During severe weather:
 - Remain calm and follow staff instructions.
 - Move quickly but do not run.
 - Use stairwells rather than elevators when directed.
 - Stay away from exterior windows and glass.
 - Move to the lowest appropriate level or designated interior protected area.
 - Remain in the designated shelter area until the warning expires or an authorized official provides further instructions.
 - If movement to the basement is unsafe or circumstances do not allow sufficient time, occupants should move to the safest available interior area away from windows and exterior walls and await further instructions.

Lockdown / Violent or Armed Threat

- A lockdown or other protective action may be necessary when there is a violent, armed, or potentially dangerous individual inside the building or in the immediate vicinity.
- Because violent incidents are unpredictable, individuals should evaluate the circumstances and take the safest action reasonably available.
- If a threat is occurring and a safe escape route is clearly available, individuals should move away from the danger and contact 911 when safe to do so.
- When evacuation is not safe, occupants should seek protection in the nearest securable room or other protected location.
- When sheltering from a violent threat:
 - Lock the door when possible.
 - Barricade or reinforce the door when it can be done safely.
 - Move away from doors and windows and out of direct view.
 - Silence cellular phones and other electronic devices.
 - Remain as quiet as possible.
 - Do not open the door for unknown individuals.
 - Call or text 911 when safe and provide the location and any known information regarding the threat.
 - Follow instructions from law enforcement.
 - Remain in the protected location until law enforcement provides instructions or circumstances require another protective action.

Individuals should not leave a relatively secure location solely to locate other students, employees, or family members during an active threat.

When law enforcement arrives, occupants should remain calm, keep their hands visible, avoid sudden movements, and follow all commands.

Accountability Following an Evacuation

Following an evacuation, Program Instructors and available staff should make reasonable efforts to account for the students assigned to their classrooms or instructional areas. Attendance records, class rosters, employee information, or other available records may be used to assist with accountability. Any person known or reasonably believed to be missing should be reported immediately to MCI Institute administration or emergency responders. No student or employee should re-enter the building to search for a missing person.

Individuals Requiring Assistance

MCI Institute recognizes that students, employees, or visitors may require additional assistance during an emergency because of mobility limitations, temporary injuries, disabilities, medical conditions, or other circumstances. When known in advance, MCI Institute will make reasonable efforts to identify appropriate emergency assistance procedures. During an emergency, employees may provide reasonable assistance when it can be done safely. Emergency responders should be notified as soon as possible when an individual requires assistance evacuating or relocating.

Training, Orientation, and Practice

Emergency preparedness procedures will be communicated to students and employees through orientation, onboarding, posted emergency information, drills, training, or other appropriate methods.

Training will include discussion of the following:

- Location of emergency exits and stairwells
- Evacuation procedures
- Fire response procedures
- Shelter-in-place procedures
- Severe weather procedures
- Lockdown and violent-threat response
- Emergency reporting and 911 procedures
- Accountability following evacuation
- Procedures for assisting individuals who may require additional assistance

Authority During an Emergency

During an emergency, directions issued by law enforcement, fire officials, emergency medical personnel, emergency management authorities, or building management take precedence when those authorities have assumed control of the incident. MCI Institute administration will cooperate with responding authorities and communicate appropriate instructions to students and employees as circumstances permit.

Staying Calm and Focused During an Emergency

Emergencies and threatening situations can cause fear, confusion, and a strong physical stress response. People may react differently when faced with an unexpected emergency. Remaining as calm and focused as reasonably possible can help you process information, make safer decisions, and follow instructions from emergency personnel.

STOP – THINK – ACT

When confronted with an emergency, remember these three basic steps:

STOP

Take a moment to recognize what is happening around you.

- Try not to panic.
- Take a slow, controlled breath if circumstances allow.
- Focus your attention on the immediate situation.
- Avoid reacting to rumors, shouting, or unverified information.
- Do not place yourself in danger to investigate what is happening.

THINK

Quickly consider the safest available action. Ask yourself:

- Where is the danger?
- Am I currently in a safe location?
- Is there an immediate threat to life or safety?
- Do I need to call 911?
- Have emergency responders or MCI Institute personnel provided instructions?
- Is it safer to evacuate, shelter-in-place, or remain where I am?

During an emergency, conditions can change quickly. Pay attention to your surroundings and be prepared to follow updated instructions.

ACT

Once you identify the safest reasonable action, act promptly and deliberately.

- Call 911 when emergency police, fire, or medical assistance is needed.
- Follow instructions from emergency responders.
- Follow MCI Institute emergency procedures.
- Evacuate, shelter-in-place, or lockdown as directed or as circumstances require.
- Move calmly and avoid unnecessary pushing or running.
- Assist others when it can be done safely.
- Do not return to an unsafe area to retrieve personal belongings.
- Do not interfere with emergency-response activities.

During a Threatening or Violent Situation

If you become aware of a threatening or violent situation, your immediate personal safety is the priority.

Try to:

- Remain aware of your surroundings.
- Move away from the source of danger when a safe route is available.
- Seek a secure or protected location when leaving is not safe.
- Silence your phone when remaining quiet is necessary for safety.
- Call or text 911 when it is safe to do so.
- Avoid confronting, approaching, or attempting to investigate a threatening individual.
- Follow instructions from law enforcement.
- Do not leave a relatively safe location simply to locate friends, classmates, coworkers, or personal belongings.

There is no single response that is appropriate for every emergency. Individuals should use their best judgment based upon the circumstances and follow instructions from emergency authorities whenever possible.

Helping Others Remain Calm

Your behavior can influence the people around you. When circumstances permit:

- Speak clearly and calmly.
- Provide simple instructions rather than shouting.
- Share only information you know to be accurate.
- Discourage rumors and speculation.
- Direct others to follow established emergency procedures.
- Be mindful that some individuals may require additional assistance during an emergency.

Never place yourself in danger while attempting to assist another person.

After an Emergency

It is common for individuals to experience stress following a frightening or threatening event.

Reactions may occur immediately or sometime after the event.

MCI Institute encourages students and employees to communicate with school administration regarding concerns following an emergency. When appropriate, MCI Institute may provide information regarding available community, emergency-response, or support resources.

Remember

Stay aware. Stay focused. Follow instructions. Protect yourself first.

In an immediate emergency, call 911 and follow the instructions of law enforcement, fire officials, emergency medical personnel, or other authorized emergency responders.

Communicable Disease and Public Health Emergencies

MCI Institute is committed to maintaining a safe and healthy educational and working environment for students, faculty, staff, and visitors. The Institute will monitor and respond to communicable disease outbreaks and public health emergencies in accordance with applicable federal, state, and local requirements and current public health guidance.

MCI Institute will monitor and follow, as applicable, guidance and requirements issued by the:

- Centers for Disease Control and Prevention (CDC)
- New Jersey Department of Health (NJDOH)
- New Jersey Department of Labor and Workforce Development (NJDOL)
- New Jersey Department of Education (NJDOE)
- Local and county health authorities
- Other appropriate governmental or regulatory agencies

Because public health recommendations may change based on the nature and severity of an outbreak, MCI Institute will adjust institutional procedures as necessary to remain consistent with current guidance and requirements.

Infection Prevention and Control

For classroom, laboratory and clinical educational activities, MCI Institute will implement appropriate infection-prevention and safety measures based on the circumstances, current public health guidance, institutional policies, and clinical affiliate requirements.

Measures may include, as appropriate:

- Hand hygiene and access to handwashing or hand-sanitizing supplies
- Routine cleaning and disinfection of classrooms, laboratories, equipment, and frequently touched surfaces
- Appropriate use of personal protective equipment (PPE)
- Respiratory hygiene and other infection-control precautions
- Increased cleaning or disinfection following a known or suspected exposure
- Modification of instructional or operational activities when necessary to protect the health and safety of the campus community.

Illness and Exposure

Students and employees who are experiencing symptoms of a potentially communicable illness should follow current institutional procedures and applicable public health guidance. MCI Institute may restrict an individual's participation in on-campus activities when necessary to protect the health and safety of students, employees, and visitors or when required by applicable public health authorities. Return-to-school or return-to-work requirements will be determined based on the nature of the illness, current public health guidance, applicable regulations, and, when appropriate, documentation from a healthcare provider.

Clinical Education and Externship Sites

Students participating in clinical education or externships must comply with the infection-control, occupational health, immunization, screening, PPE, and communicable disease requirements established by the assigned clinical affiliate. Clinical affiliate requirements may be more restrictive than MCI Institute's campus requirements. Students are responsible for complying with the policies of the clinical facility while participating in clinical education. If a clinical site temporarily restricts student participation because of an infectious disease outbreak or public health emergency, MCI Institute will work with the program administration and clinical affiliate to determine appropriate next steps and minimize disruption to the student's education whenever reasonably possible.

Public Health Emergency Response

If a communicable disease outbreak or public health emergency has the potential to significantly affect institutional operations, MCI Institute administration may implement additional measures including:

- Increased communication with students and employees
- Enhanced cleaning and infection-control procedures
- Temporary modification of classroom or laboratory activities
- Modification or suspension of clinical activities when required by an affiliate
- Coordination with public health or emergency management authorities
- Temporary modification of institutional operations when necessary or required
- Implementation of applicable continuity-of-operations procedures

Safety and Security Policies

MCI Institute maintains institutional safety and security policies designed to promote a safe educational and working environment for students, faculty, staff, and visitors. Applicable safety and security policies are published in the MCI Institute School Catalog. All students and employees are expected to comply with these policies and with applicable institutional safety procedures. Students receive electronic access to the School Catalog prior to orientation, and the current School Catalog is also made available through the MCI Institute website. Institutional safety and security policies include, but are not limited to:

- Alcohol and Drugs
- Emergency Evacuation
- Firearms and Weapons
- Hazardous Waste
- Safety Data Sheets (SDS/MSDS)
- Medical and Immunization Requirements
- Infectious Disease Exposure
- Bloodborne Pathogen Exposure

Where applicable, students participating in clinical education or externships are also required to follow the safety, infection-control, emergency, and occupational health policies of their assigned clinical affiliate. MCI Institute reviews and updates institutional safety and security policies as necessary to reflect changes in operations, applicable regulatory requirements, public health guidance, and institutional practices.

Important Phone Numbers

MCI Institute

- 901 West Park Ave St 201 Ocean Township NJ 07712
- 732-695-1190

Ocean Township Police Department

- 399 Monmouth Road Oakhurst, NJ 07755
- 911 or 732-531-1800

Ocean Township Fire Department

- 72 Larkin Place, Oakhurst NJ 07755
- 732-229-8059

Local Emergency Healthcare Facilities

Jersey Shore University Medical Center

- 1945 Route 33 Neptune, NJ 07753
- Phone: 732-775-5500

Monmouth Medical Center

- 300 Second Avenue Long Branch, NJ 07740
- 732-222-5200

Student and Employee Emergency Preparedness Resources

MCI Institute encourages students and employees to become familiar with emergency preparedness practices and to take advantage of educational resources provided by recognized federal, state, and local agencies. The following resources are provided for education, personal preparedness, and optional additional training. These resources supplement, but do not replace, MCI Institute's emergency procedures, orientation, training, or instructions provided by emergency responders.

New Jersey Office of Emergency Management (NJOEM)

Provides New Jersey emergency preparedness information, emergency management resources, training opportunities, and information regarding preparing for natural and human-caused emergencies.

FEMA / Ready.gov

Provides practical information for individuals and families regarding emergency planning, emergency supplies, severe weather, power outages, fires, hazardous materials, and other emergencies.

Active Threat & Violence Preparedness

Cybersecurity and Infrastructure Security Agency (CISA) provides free educational materials, videos, preparedness resources, and training designed to help individuals and organizations understand how to prepare for and respond to an active shooter or other violent incident.

New Jersey Office of Emergency Management – Training & Exercise Unit

NJOEM provides emergency-management courses and training opportunities addressing preparedness, mitigation, response, and recovery from natural and human-caused emergencies.

FEMA Independent Study Program

FEMA offers free online emergency-management courses covering topics such as emergency preparedness, the Incident Command System (ICS), emergency planning, and disaster response.

Centers for Disease Control and Prevention (CDC)

The CDC provides educational resources addressing emergency preparedness, infection prevention, communicable diseases, outbreaks, epidemics, and pandemics.

Students and employees are encouraged to review applicable CDC resources and follow current public health recommendations when appropriate.

Important Reminder: External training and preparedness resources are provided for educational purposes. During an emergency occurring at MCI Institute, students and employees should follow the MCI Institute Emergency Preparedness Plan.

Emergency Preparedness References

MCI Institute utilizes information and guidance from recognized federal, state, and local authorities when developing, reviewing, and updating institutional emergency preparedness and safety procedures. Because emergency management, public health guidance, and regulatory requirements may change, MCI Institute will periodically review applicable resources and revise institutional procedures when appropriate. Resources consulted may include:

Centers for Disease Control and Prevention (CDC)

Children & School Preparedness / School Emergency Preparedness

Provides guidance regarding emergency operations planning, infectious disease preparedness, emergency training, exercises, communication, and recovery.

Centers for Disease Control and Prevention (CDC)

Preventing the Spread of Infections in Schools

Provides infection-prevention guidance addressing hand hygiene, respiratory illness, cleaning and disinfection, illness management, and planning for outbreaks, epidemics, and pandemics.

New Jersey Department of Education (NJDOE)

Office of School Preparedness & Emergency Planning (OSPEP)

Provides emergency planning resources addressing all-hazards preparedness, mitigation, response, recovery, communication, continuity planning, and coordination with emergency response agencies.

New Jersey Department of Health (NJDOH)

Provides current public health information and guidance concerning communicable diseases, disease outbreaks, infection prevention, and public health emergencies.

Local Emergency Response and Public Health Authorities

MCI Institute may also consult and coordinate, as appropriate, with local law enforcement, fire and emergency medical services, local and county health departments, emergency management officials, building management, and other appropriate authorities.

External resources are utilized as planning references and are applied as appropriate to MCI Institute's status as a New Jersey private career school, its physical facility, student population, healthcare training programs, laboratory activities, and clinical education operations. MCI Institute will follow applicable federal, state, and local laws and regulatory requirements. Guidance developed for other educational settings may be considered as a best-practice planning resource when relevant but will not be represented as a regulatory requirement applicable to MCI Institute unless such requirement specifically applies.

Emergency Evacuation Floor Plan

The following floor plan is provided to assist students, employees, and visitors in identifying emergency exits and evacuation routes within MCI Institute. MCI Institute is located on the second floor of the building and has emergency exit stairwells located at both ends of the floor.

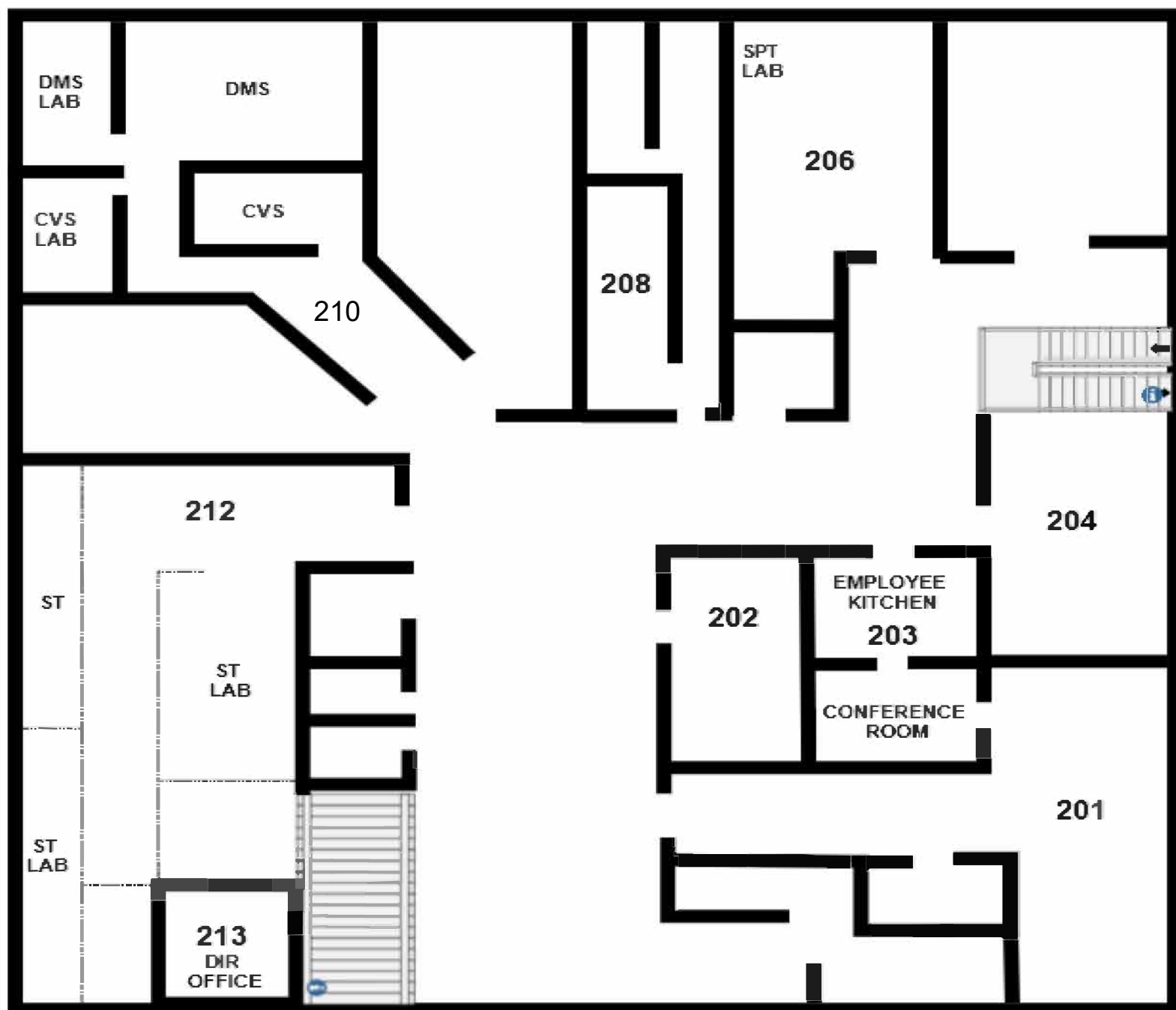
Students and employees should familiarize themselves with the floor plan and the location of emergency exits serving the classrooms, laboratories, offices, and other areas they regularly occupy.

In the Event of an Evacuation

- Refer to the floor plan to identify the nearest safe and accessible stairwell exit from your current location.
- Use the nearest safe exit unless otherwise directed by MCI Institute personnel or emergency responders.
- If the nearest exit is blocked or affected by smoke, fire, a suspicious object, violence, or another hazard, use the alternate stairwell exit when it is safe to do so.
- Do not use elevators during a fire or when instructed not to do so by emergency personnel.
- Follow all posted EXIT signs and evacuation instructions.
- Proceed calmly and promptly out of the building.
- Once outside, proceed to the designated assembly area and remain there until further instructions are provided.
- Do not re-enter the building until authorized by emergency responders, building management, or MCI Institute administration.

Students and employees are encouraged to review this floor plan during orientation and periodically thereafter so they are familiar with more than one available exit route before an emergency occurs.

MCI INSTITUTE FLOOR PLAN



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|------------------------------------|---|
| 200 – Flexible Instructional Space | 206 – Sterile Processing Technology Classroom & Lab |
| 201 – Administrative Offices | 208 – Flexible Instructional Space |
| 201 – Conference Room | 210 – Diagnostic Medical Sonography Classroom & Lab |
| 202 – MCI Storage | 210 – Cardiovascular Sonography Classroom & Lab |
| 203 – Employee Kitchen | 212 – Surgical Technology Classroom & Lab |
| 204 – Computer Room | 212 – Student Lounge |