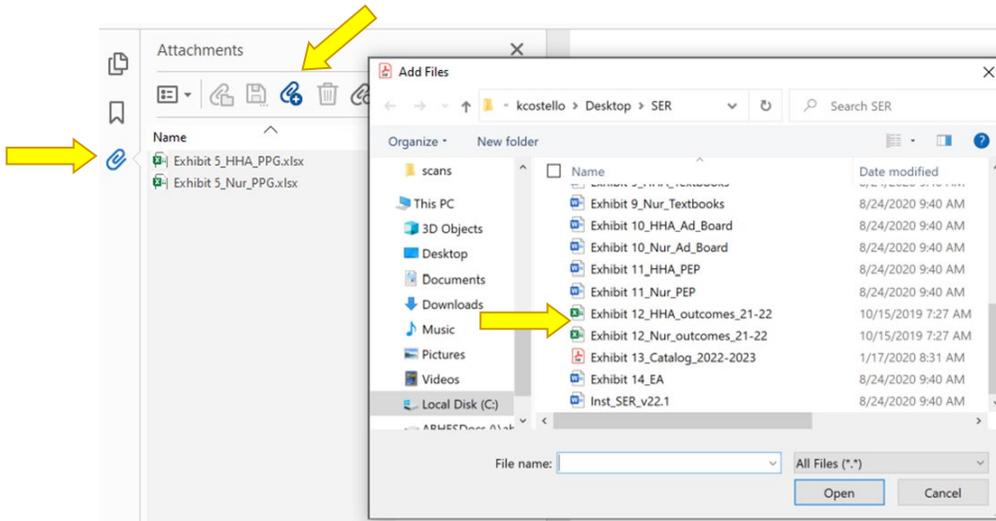


Part 3: Attaching Excel:

Attach excel exhibits to the PDF by clicking on the paperclip on the left side of the Adobe window and adding the spreadsheet exhibits.



PLEASE SEE THE SAMPLE RESPONSE FOLLOWING THESE INSTRUCTIONS.

Documentation is Critical

Documentation to support the institution's or program's explanations and to demonstrate that the institution or program is in compliance with the accreditation standard(s) cited is required. Failure to provide adequate documentation to evidence correction of each deficiency may result in a deferral or denial of the institution's or program's application, or the issuance of a show-cause directive or withdrawal of the current grant of accreditation.

Submissions to validate the response narrative(s) may include documents such as the following examples:

- Evidence of faculty professional growth
- Student surveys and analysis indicating increased satisfaction
- Record of graduate placements
- Minutes of meetings held since the on-site evaluation (i.e., faculty, staff, advisory board)

The required documentation will depend on the specific reason the accreditation standard was cited as a violation.

Important Note: Always resubmit any documentation that you request be reviewed again when responding to a Commission Action letter and make the fact that this is a resubmission known in the narrative. Do not request the Commission reference the documentation that was included in a previously submitted response.

March 5, 2020

Ms. India Tips
Executive Director
ABHES
7777 Leesburg Pike, Suite 314N
Falls Church, VA22043

Re: I-555-01 ABC College – Falls Church, VA
Response to February 12-13, 2020 Visit Reports

Dear Ms. Tips:

Following this letter is ABC College's response to the accreditation standards cited in the ABHES visit reports for the on-site evaluation conducted February 12-13, 2020.

Sincerely,

Penelope Brown
Executive Director

Table of Contents

page #

Cited Accreditation Standards

IV.J.2 citation & narrative response..... 1

Exhibit 1 Emergency Preparedness Plan 2

Exhibit 2 Orientation Agenda 4

SAMPLE

RESPONSE TO RENEWAL VISIT

ABC College – Falls Church Campus

IV.J.2. CITATION

IV.J.2. An institution has a written emergency preparedness plan that is available to all students and staff.

The emergency preparedness plan includes, but is not limited to, the following:

- i. Risk Assessment
- ii. Evacuation
- iii. Lockdown (if the danger is a threat to students on campus)
- iv. Communications (means of communicating with staff, students, and family members during, and immediately post, incident)
- v. Media (designated persons who may address the media and what information, minimally, that will be released)
- vi. Training (method and timeframe for orienting staff and students)

Compliance Rating: Meets Standard Violates Standard Not Applicable

Method of Assessment: The institution does not have a comprehensive emergency preparedness plan in place.

IV.J.2. RESPONSE

The lack of a written emergency preparedness plan (one document) for our institution was an oversight. We are grateful to the ABHES evaluation team for bringing this matter to our attention. Although we had written policies and procedures that addressed emergency evacuation and communication during emergencies, and what steps to follow if there was a sudden threat to students on campus, we admittedly did not have all these policies and procedures collectively in one streamlined, comprehensive document. The institution now has the Emergency Preparedness Plan (EPP) (**EXHIBIT 1**) that includes all the requirements. We are confident the Plan provides a sound and effective strategy to follow in case of emergency. The Plan is available for reference at the Reception desk in our lobby and has been placed on the instructor's desk in every classroom and is available as well in the student and faculty lounges. The Plan will now be provided to new staff and new students during their required orientations. **EXHIBIT 2** provides copies of the updated Student Orientation Agenda with the EPP noted as agenda item #5. The institution has not onboarded new faculty to document their orientation to the plan, but at the most recent staff meeting, the EPP was disseminated and discussed, per **EXHIBIT 3**.

Exhibit 1 – EMERGENCY PREPAREDNESS PLAN

RISK ASSESSMENT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

EVACUATION PLAN (ALSO SEE DIAGRAM ON PAGE 2)

Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

INCLEMENT WEATHER PROTOCOL

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

LOCKDOWN PROCEDURES

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

COMMUNICATION PLAN

Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis.

MEDIA PROTOCOL

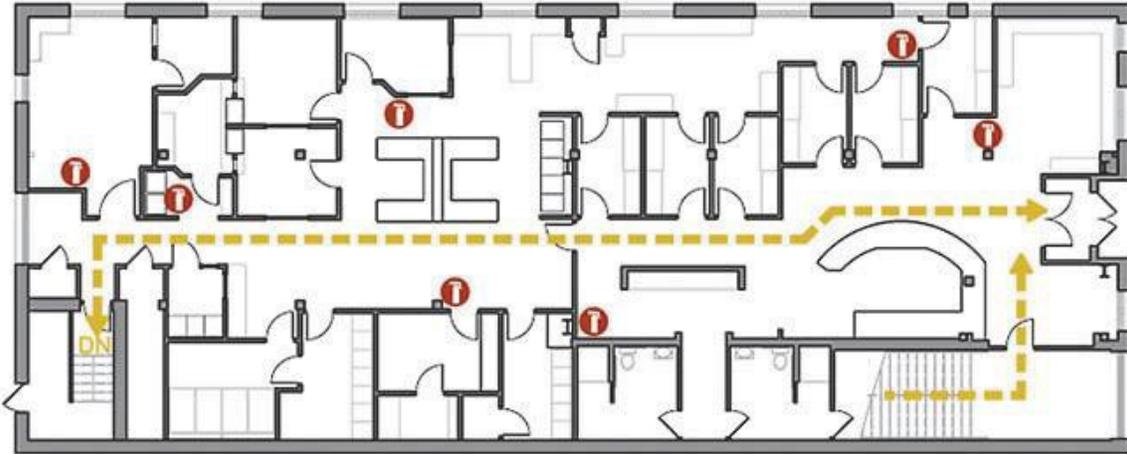
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

TRAINING PROCEDURES

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.

EMERGENCY PLAN

600 ALABAMA STREET
GROUND FLOOR



--- EXIT PATH

→ EXIT

❶ FIRE EXTINGUISHER

POLICE, FIRE, AMBULANCE: **911**

BUILDING MANAGEMENT: (415) 401-9200

PERSONS WITH DISABILITIES:
PROCEED TO STAIRWELL AND AWAIT HELP



SAM

Exhibit 2 – STUDENT ORIENTATION AGENDA

1. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla.
2. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.
3. Proin nec augue. Quisque aliquam tempor magna.
4. Maecenas porttitor congue massa.
5. Emergency Preparedness Plan: Discussion of plan and location as well as hand out provided.

Exhibit 3 – March 2, 2020 Staff Meeting Minutes

Staff Meeting – March 2, 2020

Attendees: Liam, Noah, William, James, Logan, Benjamin, Mason, Elijah, Oliver, Jacob, Lucas, Emma, Olivia, Ava, Isabella, Sophia, Charlotte, Mia, Amelia, Harper, Evelyn

General Topics

1. Emergency Preparedness Plan: Discussion of plan and location as well as hand out provided.
2. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.
3. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

On-Going Project Updates

1. Proin nec augue. Quisque aliquam tempor magna.
2. Maecenas porttitor congue massa.

Unfinished Business

1. Proin nec augue. Quisque aliquam tempor magna.
2. Maecenas porttitor congue massa.

Program-specific break outs (see separate faculty meeting minutes)