



# PHYSICAL FACILITIES PLAN

## **Physical Facilities Maintenance and Improvement**

The Vocational Nursing Institute Inc. rents its space from Richlak Enterprises LP. The landlord is responsible to ensure the grounds are maintained, trees trimmed, building is maintained, and the appearance is clean, functioning, and working properly. The Vocational Nursing Institute Inc. maintains the facilities by doing daily walk throughs, documenting items for repair on the maintenance clip board, coordinating with the School Director for immediate issues, and works with the landlord if there are any issues identified. The staff uses an opening and closing checklist to assist them with this process. A maintenance and equipment repair board for items needing repaired are maintained on a clipboard near the fax machine for staff to document on.

The School Director orients new employees to the requirement that the school is clean, tidy, and that there are no trip hazards. A fire video is shown. The school maintains its own equipment and replaces it when broken, old, or if it needs repaired then it is repaired timely, the School Director works with the staff to this end. All relevant state laws are considered when developing the policies and plans. The school is in Jersey Village and not required to maintain an occupancy permit. The Fire Marshall inspected the plans upon the building being built but does not come annually. The school uses CINTAS to inspect its fire extinguishers annually.

The plan is maintained on the student portal off of the website and on the school's SharePoint portal for employees. The plan is evaluated annually during the safety committee meeting. The school contracts for cleaning services to professionally clean the building and in between the staff are responsible to assist as needed. The students evaluate media services, student personnel services, and the school's physical plant when completing the surveys (media, student personnel services, and end of course surveys).

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## Policy and Procedure Manual

### **Title: FACILITIES POLICY**

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter H

Texas Board of Nursing Rules and Regulations, Chapter 214. Vocational Nursing Education,  
§214.7 Faculty, §214.11. Facilities, Resources, and Services.

#### **PURPOSE:**

To establish standards for the facilities provided for instruction and provide guidance for adding classrooms.

#### **POLICY:**

The facilities provided for classroom instruction shall comfortably accommodate the maximum number of current students enrolled in class.

The controlling governing institution shall provide educational facilities, resources, and services which support the effective development and implementation of the nursing educational program.

Additional classroom facilities can be added by requesting approval from the Texas Workforce Commission (TWC).

It is the policy of this school to maintain records relating to the facilities and make them available for inspection by regulatory agencies as required by law.

#### **PROCEDURE:**

##### **Classroom and Laboratory Facility Requirements**

1. The following procedures will be followed in determining if school facilities meet student needs:
  - a. In designing lecture and laboratory facilities, the school director shall consider the amount of lecture and laboratory space required to accommodate the maximum number of current students enrolled in a class;
  - b. Enrollment shall not exceed the design characteristics of available workstations.
  - c. The level of care and acuity of clients will be considered during the enrollment process.
2. Additional classroom facilities can be added as needed as long as they are within one mile of the main campus and that all student records, administrative services,

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supervision, fiscal control and student services will be provided and maintained at the main campus. The procedure for gaining approval is as follows:

- a. Complete and submit the Request for Approval of Additional Classroom Facility form provided by TWC;
  - b. Complete and attach the Facilities and Equipment Inspection Report along with the above required form.
3. An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program.
- a. The laboratory shall be equipped with hot and cold running water.
  - b. The laboratory shall have adequate storage for equipment.

### **Physical Facilities**

1. The physical facilities shall be adequate to meet the needs of the program in relation to the size of the faculty and the student body.
  - a. The director/coordinator shall have a private office.
  - b. Faculty offices shall be conveniently located and adequate in number and size to provide faculty with privacy for conferences with students and uninterrupted work.
  - c. Space for clerical staff, records, files, and equipment shall be adequate.
  - d. There shall be mechanisms which provide for the security of sensitive materials, such as examinations and health records.
  - e. Classrooms, laboratories, and conference rooms shall be conducive to learning and adequate in number, size, and type for the number of students and the educational purposes for which the rooms are used.
  - f. Adequate restrooms and lounges shall be provided convenient to the classroom

### **Required Documentation to Maintain**

2. Documents to be maintained and made available for inspection by regulatory agencies are as follows:
  - a. Certificate of Occupancy; (not required we are outside Harris Co. line)
  - b. Current fire inspection by municipal authority, or letter of release and approval of private contractor from municipal authority including inspection dates; (not required we are outside Harris Co. line- we use a third party to inspect annually fire extinguishers)
  - c. Rental or lease agreement for school facilities, or statement of ownership for current address. This shall include:
  - d. Owner's/Leaseholder's name;
  - e. Property management name (if different from above);
  - f. Property management address;
  - g. Property management city/state/zip;
  - h. Property management contact person;



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## Policy and Procedure Manual

- i. Property Management phone number.
- j. Rental or lease agreement for instructional equipment and instructional aids, or statement of ownership;
- k. Floor plan.

### **FORMS:**

Request for Approval of Additional Classroom Facility  
Facility and Equipment Inspection Report

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## Policies and Procedures Manual

### Title: EQUIPMENT POLICY

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter H

#### **PURPOSE:**

To establish standards for equipment required for instruction and related records to be maintained.

#### **POLICY:**

The equipment required for instruction shall be comparable to that commonly found in clinical settings in health care facilities.

It is the policy of this school to maintain records relating to the equipment used in instruction as required by law.

#### **PROCEDURE:**

In order to maintain the integrity of the program and its equipment the following procedures shall be followed by staff:

1. The school shall provide equipment of sufficient quality and quantity to meet the maximum use requirements of the current students, as demanded by the activity patterns of the training program;
2. The school shall remove equipment not in working order from the instructional area, mark it as out-of-order, or properly identify it as awaiting repair.

Documents to be maintained relating to the location of the school location are as follows:

1. Inventory of equipment and instructional aids;
2. Current list of textbooks, software, and reference library, including:
  - a. Titles;
  - b. Author/Publisher;
  - c. Copyright Date(s).

#### **FORMS:**

Inventory Form  
Textbooks, Software, Reference Library Inventory

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## Policy and Procedure Manual

### **EMERGENCY PURCHASE/ REPAIR OF INSTRUCTIONAL SUPPLIES AND EQUIPMENT**

**Policy:** It is the policy of this school, to maintain a system for emergency purchase or repair of instructional supplies and equipment. In the event the School Director is not available to make an urgent purchase or authorize/schedule a repair, an emergency purchase/repair procedure has been established.

#### **Procedure**

1. The School Director has designated the Financial Aid Representative (FAR) for the school to be the person responsible for Emergency repair or purchase of supplies and equipment.
2. The FAR has the authority and ability to obtain or arrange for repairs of instructional supplies and equipment on an emergency basis. The FAR has a company American express card for such emergencies.
3. The FAR will notify the School Director if an emergency purchase or repair needs to be made.
4. All staff members are oriented to this policy upon hire when the new staff member reads the school policies and procedures manuals.

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## Policy and Procedure Manual

### EMERGENCY BACK UP TECHNICAL SERVICES

**Policy:** It is the policy of this school, to maintain a BACK UP system for emergency situations where power is lost or systems are down due to natural disaster. (See also Safety Policy Data Manual).

**Procedure:**

1. Website data is automatically saved and backed up off site. This is done ongoing throughout the day.
2. Email data is backed up through our contractor ongoing, no special actions are required by staff.
3. The building has a backup battery system in place if the power should go out, battery operated lighting will turn on. The computers and laptops will work off battery power for up to two hours.
4. Computerized data is backed up via carbonite, business box drop for scanned student files and/or external USB flash and or/drives are used.
5. The technical infrastructure is maintained through contracts/agreements with companies such as Skynet, Alt-Creative in Austin, Texas, and Geek squad locally in Houston, Texas.
6. If technical equipment malfunctions or is not working properly then the appropriate vendor is contacted. It is the actual internet connection, the connection will be reset. If this does not work then the phone / internet provider will be contacted by the administrative staff team. If a laptop or computer fails, the IT/administrative staff member will try and troubleshoot, if that is unsuccessful then the School Director is notified so that Skynet can be contacted to come in and assist. Normally same day service is provided.
7. The School Director is to be notified of ANY and ALL equipment malfunctions, outages, or need for repair verbally as soon as possible.



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## Policy and Procedure Manual

### INVENTORY OF EQUIPMENT AND SUPPLIES

The Vocational Nursing Institute, Inc. maintains an inventory of equipment and supplies.

The equipment inventory for the educational programs is maintained by the School Director with the assistance of the administrative staff. The administrative staff members maintain inventory on a weekly basis for:

- a. office supplies
- b. general cleaning supplies
- c. equipment for nurse aide testing

On the 15<sup>th</sup> of each month the administrative staff member responsible for supplies prepares and updates the supply list inclusive of office, instructional, first aid, printer, and other supplies needed and submits this to the School Director to review and order. If supplies run low in between the 15<sup>th</sup> of the month and the next month, the School Director is to be notified asap so emergency purchases can be made.

The School Director along with faculty and the clinical coordinator maintain the par levels in the lab on a weekly basis during basic skills course and monthly for other courses. If an item is used and discarded the School Director is notified for replacement. The faculty member maintains supervision of this area.

Equipment is inspected by all faculty and the School Director with each use and on a monthly basis. If additional items need ordered or replaced the form, "request to spend company funds" is completed by the employee and submitted to the School Director. The School Director then processes the form, approves the purchase and the purchase is generally made within 3 business days.

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### INSTRUCTIONAL SUPPLY PURCHASING AND STORING

**POLICY:** It is the policy of this school to maintain a par level for instructional supplies and order supplies on a bi-weekly basis as needed. The supplies are stored in each classroom and back up additional supplies are stored in the supply cabinet across from the Administrative Assistant office.

#### **PURPOSE:**

To maintain a system for purchasing and storing instructional supplies and maintain adequate supplies for staff.

#### **PROCEDURE:**

1. Each faculty member and staff member is oriented upon hire if they need supplies to see the Administrative Assistant.
2. Each faculty member and staff member is oriented if they remove a supply from the supply cabinet or an item is used up and needs re-ordered, to inform the Administrative Assistant.
3. Bi-weekly the Administrative Assistant will assemble the instructional supply list and submit it to the School Director for approval.
4. Supplies are then ordered.
5. A variety of instructional supplies are maintained in each classroom not limited to:
  - a. pens
  - b. pencils
  - c. 3x5 cards
  - d. dry erase markers
  - e. paper clips
  - f. paper
  - g. back up ink cartridges
  - h. highlighters
  - i. computers
  - j. printers
  - k. staplers
  - l. scissors

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### INSTRUCTIONAL SUPPLY PURCHASING AND STORING

- m. staple remover
- n. tape
- o. ruler
- p. clips
- q. dry erase eraser
- r. trash cans
- s. trays to store and hold supplies
- t. desk calendars
- u. divider tabs
- v. colored paper
- w. flip charts
- x. testing cards
- y. pencil sharpeners
- z. 3 hole punch
- aa. sticky notes
- bb. alcohol gel
- cc. clinical supplies
- dd. teaching stethoscope



## EQUIPMENT SIGN OUT SHEET

NAME	DATE	EQUIPMENT SIGNED OUT	INITIAL WHEN RETURNED



# The Vocational Nursing Institute Inc.

## Active Shooter Protocol

### **Policy:**

If a situation arises where there is an active shooter on our campus the following protocol will be followed as outlined below. We are using the pneumonic, ALICE to help staff /students remember the steps. ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate.

The front reception desk is armed with mace and an emergency panic door bell. The administrative staff have been trained if there is an emergency warranting 9-1-1 be called, they are to press the button in the middle drawer. Anyone on staff hearing that bell going off they are to call 9-1-1 FIRST ! (The admins are to test the button weekly to ensure that it works and replace batteries as needed)

Security of doors: All exterior doors are to be left locked at all times except the front door by reception area which is left unlocked during business hours.

A key is inserted into each deadbolt on each exterior door in the event they need to be unlocked for an emergency evacuation.

The glass door off of the front reception area is to be closed and locked at ALL times.

Please follow these steps:

### **ALICE**

#### **Alert – Call 911**

Don't assume others are contacting law enforcement. Give as clear and accurate information as possible that will answer the vital questions of who, what, when, where and how.

#### **Lockdown – Shelter in Place**

By locking down and barricading entry points, you make yourself a hard target. Locked down does not mean locked in. You may choose to barricade the door and exit out windows to safety.

#### **Inform – Constant, Real-time Updates**

This can be accomplished with things such as video surveillance equipment or public address

systems. Information updates during a violent intruder incident allows occupants to make sound decisions about how to react and what steps – if any – to take next.

### **Counter the Attack – A Last Resort**

When other options are not immediately possible – a locked/lockable door does not exist, or the intruder breaches a secured room – move, make noise, and get distraction devices (anything at hand) in the air and heading for the shooter's face. Then you may attack or evacuate the area.

### **Evacuate – Get Out!**

Your goal here is to put as much time and distance as possible between you and the attacker.

## FIRE DRILL PROCEDURES

**SIGNAL:** Fire Alarm Bell

### **PROCEDURE DURING CLASS TIME**

1. Students exit classroom and WALK in a single line.
2. Students evacuate the building by designated routes to the assembly area (see map).
3. **NO TALKING IS PERMITTED**
4. **Teachers:**
  - a. Take your roll book/class roster with you.
  - b. Check that all students are out of the classroom.
  - c. Check that all exits are clear.
  - d. Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
5. In assembly area, teacher takes roll and accounts for each child.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class.
7. Students remain in orderly and silent lines until all clear signal is given.
8. After returning to the classroom, teacher takes roll and accounts for each child.

### **PROCEDURE USED BEFORE SCHOOL DURING LUNCH AND RECESS**

1. Students WALK to the assigned place on the yard where they meet their teacher before school.
2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

### **PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM**

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
2. The roll book/class roster should accompany the class and be used by the teacher, or supervising adult, to account for all students.

### **ALL SCHOOL PERSONNEL ARE TO PARTICIPATE DURING A FIRE DRILL**

Parents, guests and community people on the grounds during a drill must participate.

### **ASSEMBLY AREAS**

Area 1:

Area 2:

Area 3:

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number: 1

TITLE: POWER OUTAGE PROTOCOL

Effective Date: 01/01/2021

Revised Date:

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**PURPOSE:** To define the school's procedures if there is a power outage on campus greater than 90 minutes in time.

**POLICY:** It is the policy of the school that if the power goes out for more than 90 minutes, they will follow the procedures set forth for extended power outage.

**PROCEDURE:**

1. The admin on duty will call the power company Summer Energy (google their number or look at vendor list) and notify them that our power is out if it does not come back on within 45 minutes to:
  - a. reports the outage
  - b. finds out what caused the outage
  - c. inquires when power will be restored.
2. The admin on duty will notify the Director of the above findings (a-c).
3. Employees are to stay clocked in for 90 minutes. If power is not restored, then they are to clock out and go home.
4. Employees are to document manually on their timecard the time out and a note "power out" and date.
5. The employee may submit payment using PTO for power outage as long as they follow the PTO policies in place.
6. The admin is to secure the building, close it down per the checklist, and notify the Director if not on premises.

I \_\_\_\_\_ have read and will abide by this policy, if I have any questions I will ask my Supervisor immediately upon reading this policy. I will keep this policy available for me to review when the power goes out next time and a copy will be displayed in the break room for employees.

\_\_\_\_\_ date \_\_\_\_\_  
Signature / Title

Location:TX



ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number: 1

TITLE: AUTOMATIC LOCKS & BATTERY  
MAINTENANCE

Effective Date: 01/01/2021  
Revised Date:

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**PURPOSE:** To define the school's procedures if there is a issue with the automatic locks on the doors.

**POLICY:** It is the policy of the school that the admins will change the batteries on the automatic door locks every December and June of each year by the 15<sup>th</sup> of the month to ensure they continue to work.

**PROCEDURE:**

1. The DAY admin on duty will change the batteries on the automatic locks located in the following areas:

- a. front door
- b. glass door
- c. employee bathroom
- d. employee break room
- e. employee kitchen

on December 15<sup>th</sup> and June 15<sup>th</sup> of each year.

2. The admin on duty will notify the Director the month of May and November to order the batteries by putting this on the supply list for May 15<sup>th</sup> and Nov 15<sup>th</sup> ordering.

3. The admin will change the batteries and notify the Director via the daily report this has been done.

4. If the DAY admin is not available on the 15<sup>th</sup> of May and November, then the EVENING admin will be in charge of this task.

I \_\_\_\_\_ have read and will abide by this policy, if I have any questions I will ask my Supervisor immediately upon reading this policy. I will keep this policy available for me to review when the power goes out next time and a copy will be displayed in the break room for employees.

\_\_\_\_\_ date \_\_\_\_\_  
Signature / Title

Location: TX



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### **Valuables/Personal Policy**

**Policy:** It is the policy of VNI that employees, staff members, and visitors are discouraged from bringing in any items of significant value. This includes apple watches, cash, wallets, purses, jewelry, or other items that would not normally be taken to a work environment as a health care professional.

Staff, students, employees, and visitors are at their own risk when they bring valuable items into the school. The school has provided lockers which are in the classroom and locks students can check out for the day to secure any items they need to secure.

If a student, employee, staff member, or visitor leaves items out, it is at their own risk.

#### **Procedure:**

1. The School Director will orient staff upon hire and students regarding this policy.
2. A copy of the policy will be posted in the orientation canvas and on the school website under the disclosures tab.
3. The school will not replace or be responsible for lost or stolen items.

I \_\_\_\_\_ understand this policy.  
Printed First and Last Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Policy and Procedure Manual

### **Title: SCHOOL DIRECTOR POLICY**

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter E

Texas Board of Nursing Rules and Regulations, Chapter 214. Vocational Nursing Education,  
§214.6 Administration and Organization, §214.7. Faculty.

#### **PURPOSE:**

To state requirements for the school director and outline qualification, duties, and limitations of the director.

#### **POLICY:**

The school owners shall appoint a school director to manage day-to-day operations of the school and oversee the Certified Nursing Aide Program and the Licensed Vocational Nursing Program. If qualified, one Director may serve over both programs, however separate Directors may be utilized by the school.

#### **PROCEDURE:**

##### **School Director Requirements**

1. The school shall appoint the director based upon qualifications for the position.
2. The school shall obtain Texas Workforce Commission (TWC) and Board of Nursing in the State of Texas approvals for the director (s) prior to employment.
3. The director shall attend a TWC-sponsored workshop and demonstrate a proficiency of the knowledge required to operate a school before final TWC approval may be granted. TWC may require the director to attend additional workshops scheduled by TWC in order to maintain skills and continue as an approved director.
4. The school must submit a change application to TWC and the Board of Nursing for approval for a change of school director(s).
5. A person may not concurrently serve as a school director for more than one school.
6. The School Director will meet all qualifications as outlined in the agency School Director job description(s).
7. The Directors of the Vocational Nursing educational program and/or the C.N.A. and other programs are accountable for the planning, implementation and evaluation of the Vocational Nursing educational program.
8. The director(s) is accountable for the duties and responsibilities listed in the School Director's job description.



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9. A signed copy of the School Director's job description shall be maintained in the director's personnel file.

### **Duties and Responsibilities**

The School Director's duties and responsibilities include, but not limited to the following:

1. The courses of instruction, organization of classes, and designation of a liaison for TWC compliance visits, maintenance of the school facilities and proper administrative records, and all other matters related to the administration of the school, as determined by TWC.
2. The director is responsible for ensuring that school records are maintained.
3. The director shall sign and agree to the terms of the Director's Statement.
4. TWC may require the director to attend additional training to continue approved director status if a school has more than one substantiated complaint from students during a one-year period. If the school has repeat violations from a previous year under the same director, TWC may revoke the approval of the director.
5. The director shall ensure that all facilities comply with local, city, county, municipal, state, and federal regulations such as, but not limited to, fire, building, and sanitation codes.
6. The director and the facility are accountable for complying with the Board's rules and regulations and the Nursing Practice Act.

### **Acting Director**

1. TWC may allow a school to designate an acting school director for a period not to exceed 90 days or as otherwise approved by TWC, who is:
  - a. A currently approved school director at another location with the same owner to facilitate the approval process at a new location;
  - b. A new school director pending approval by TWC; or
  - c. Required by an emergency as determined by TWC.
2. The school shall provide written notice to TWC and the Board of Nursing in the State of Texas, delivered by the end of the first day following the appointment of the acting school director.
3. When the director/coordinator of the program changes, the director/coordinator shall submit to the Texas Board of Nursing office written notification of the change indicating the final date of employment.
4. A new School Director Qualification Form shall be submitted to the Texas Board of Nursing office for approval prior to the appointment of a new School Director or an interim director in an existing program or a new nursing educational program according to Board guidelines.
5. A vitae and all applicable official transcripts shall be submitted with the new