**EduMed Partners, LLC**

Physical Resources, Equipment, and Technical Infrastructure Plan

Physical Facilities and Major Equipment

This policy establishes the basis for procedures and related assignment of responsibilities

for the planning and management of the physical facility and equipment needs EduMed. This policy recognizes the need, and specifically provides for:

1. General Responsibilities

 EduMed CEO and CFO are responsible for directing the overall planning and management of the physical facilities and technical infrastructure of the company. This responsibility entails preserving and enhancing a quality physical environment which provides efficient, functional, safe and pleasant surroundings. EduMed leases physical space and upgrades and expands as needed. Responsibilities also includes upkeep, expansion, and upgrading of technical infrastructure. EduMed follows fire, electrical, and sanitary codes as found in annual inspections.

 EduMed CEO and CFO are responsible for day to day management, improvement, and expansion of facilities and technical infrastructure.

1. Adequacy and improvement of Physical Facilities and Technical Infrastructure:
	1. Physical Facilities
		1. Physical Facilities are managed by student population while maintaining the required student to instructor ratio. As it is deemed necessary to add additional lease space for student classroom(s), lab(s), and or common space the CEO and CFO begin the process of acquisition of space. The current landlord has adequate space available for expansion. Facilities may be expanded by combining current rooms into one space and/or acquisition of additional space.
	2. Technical Infrastructure is added as student population and staff needs change. Also, technical infrastructure is added as budgetary constraints allow.
2. Maintenance
	1. Physical Facilities:
		1. EduMed leases its space from landlord as outlined in the contractual agreement. This agreement allows for daily cleaning, parking lots, HVAC maintenance, and grounds upkeep.
	2. Technical Infrastructure
		1. EduMed has a contractual agreement for technical infrastructure maintenance. The uptime for technical infrastructure is maintained at a high percentage of uptime. Contract through ISP provider allows for general upkeep, adding of necessary equipment as well as 24X7 emergency services.
	3. Supplies
		1. Supplies are maintained by Lead Instructor and CFO. Supply levels are checked periodically and needs are submitted to CFO for ordering.
	4. Equipment
		1. All equipment needing repairs are reported to CFO. The CEO and CFO deems if the equipment needs repaired or replaced.
	5. BioHazard
		1. EduMed has a contract with a biohazard waste company who picks up and destroys of all waste. EduMed utilizes red bags and sharps containers for such waste.
3. Safety, privacy and security of data
	1. All student records are maintained on a cloud system with Orbund who secures and redundantly backs up data. Each staff member and instructor has separate usernames and can only access student data necessary for their function and/or class.
	2. Each staff and/or faculty has received Family Educational Rights and Privacy Act (FERPA) training
	3. EduMed Network is continually backed up by Carbonit, a cloud system which provides for secure storage of all data.
	4. Security Software is utilized to catch viruses and other threats to systems.
4. Safety of staff, students and guests
	1. EduMed strives to maintain a safe environment for everyone. The facility includes classrooms, computer lab, bathrooms, kitchen, labs, and common areas. We have annual fire and sanitation inspections, daily walkthrough and inspection of environment, as well processes for weather.
	2. Incident reporting for any accident of staff, instructor, student or guest.
		1. Each incident is reviewed for improvements that can be made to avoid future incidents.
	3. Each staff and/or instructor receives OSHA and FERPA training.
	4. EduMed has
		1. Fire Extinguishers located in common areas with signage
		2. Eye Wash is located in the lab
		3. MSDS books located in lab and administration
		4. First Aid supplies kept in the laboratory
		5. A contract with American Family for accident needs
		6. Insurance for accidents and other needs
		7. Supplies to maintain the parking lot during icy conditions to
		8. A designated instructor who controls traffic daily as students leave the building to reduce accidents