

Student Emergency Preparedness Plan

Introduction

The purpose of the Emergency Response Guide is to provide a programmed response when conditions arise requiring an emergency response. The goal of the Emergency Response Guide is to minimize disruption during times of crisis. In order to meet this goal, staff must be prepared, trained, available, and willing to respond to major emergency situations.

This guide will provide the basis for training people to respond appropriately in emergency situations. It is impossible to cover every type of emergency. This guide outlines the process and lists the resources available so that a person who is familiar with the plan may react properly in the event of an emergency. Staff is expected to familiarize themselves with this document and their responsibilities.

Responding emergency agencies from outside ATA College will take precedence over authority established within this document until such time as the situation stabilizes and authority reverts back. (Example: A major fire being fought by fire units.)

Objectives

1. Assure continuing personal safety for departmental customers (faculty, staff, students, employees, visitors, etc.) and personnel.
2. Minimize disruption to services.
3. Provide emergency response services that are adequate to restore the situation to normal as soon as possible.
4. Assure that proper communications are established and maintained with the units' primary contacts (including students and their parents), emergency response assistance, and campus administrators.

Responsibilities

ATA Management is responsible for ensuring that the Emergency Response Guide is properly communicated and understood within its respective organizational units. This includes incorporation of its content in safety awareness training.

Emergency Response Team

For reasons related to company safety for all, the company will appoint Emergency Response Team members responsible in assisting with compliance of all users (ATA employees, students, and contractors) with the Emergency Response Guide during emergency situations.

Maintenance of the Document

The Emergency Response Guide will be published in hard copy and will also be available on in Compass and will be available for inspection at all times.

- A group selected for the Safety Committee will review the emergency Response Guide at least annually.
- Suggestions for improvements are encouraged and will be solicited.
- Critical Plan reviews should occur either “post event” or in conjunction with the completion of a live drill.
- A live drill exercise should be conducted annually for the purpose of testing the plan and institutionalizing its concepts. Practice is essential.

Plan Review and Update

The Emergency Response Guide should be updated every incident or drill based on “lessons learned.” Otherwise at least annually, the plan should be reviewed and updated as necessary and shared with ERT members and staff. Any additions or deletions or names, telephone numbers, or locations during the school year can be made in pen until formal revisions are made. Updated facility information (evacuation drawings, emergency equipment inventories, etc.) should be inserted into the appropriate place in the plan.

Medical Emergency

Emergency Response Guidelines

- ◆ If life threatening, contact off site emergency services 911. Some incidents may be life threatening to some and not to others (i.e. bee sting, allergic reaction to nuts, etc.). If in doubt, call 911.
- ◆ If a poison may be involved, call the Poison Center Hotline (1-800-222-1222). Administer first aid as directed by the poison control center.
- ◆ If not life threatening, go to the front desk to notify the administrative assistant. If possible, have the following information available.
 - Location of the incident or the injured parties.
 - Nature of the injury, cause and severity.
 - Victim’s age and name, if possible.
 - Any medical information known.
- ◆ All personnel should remain calm and composed.
- ◆ Keep all non-essential personnel away from the scene.
- ◆ Keep all victims calm and reassure that help is on the way.
- ◆ Do not attempt to treat or move the injured if you are not formally trained and/or certified.

- ◆ Take precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious.
- ◆ Protect everyone from coming into contact with blood and body fluids.
- ◆ If you are providing medical treatment, use proper personal protective equipment.
- ◆ Office personnel should maintain telephone communication with emergency responders. Office personnel should also have emergency contact information available for emergency responders.
- ◆ A staff or faculty member will meet with the medical responders to lead them to the scene of the emergency.
- ◆ Qualified personnel should clean and decontaminate areas that may have potential blood borne pathogens present.
- ◆ All contaminated waste and equipment should be properly handled, treated or disposed.
- ◆ Preserve the scene of the medical emergency in the event the incident will require an investigation.

Menacing Behavior

Emergency Response Guideline

Threats/Unsettling Conduct

- ◆ Stay calm and unhurried in your response to the person
- ◆ Be empathetic and show your concern. Be helpful. Stay out of arm's reach
- ◆ Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.
- ◆ Limit eye contact. Do not argue, yell, or joke. Do not touch the person
- ◆ If a reasonable belief exists that a threat occurred or that a potential for violence exists, proceed to "Threat Response."

Threat Response

- ◆ Leave the Scene.
- ◆ Notify ERT of the threat and/or call Police (911).
- ◆ Identify and interview other effected individuals as required.
- ◆ Determine if the threatening person has access to the threatened person.
- ◆ Alert coworkers using an agreed-upon "Duress" Code to indicate trouble.
- ◆ Coordinate with Security for escorting the threatening person from the property.
- ◆ Identify parking location of threatening person
- ◆ Identify threatening person's work location and/or personal belongings (Any weapon?).
- ◆ Distribute information to assist in identifying the threatening person to appropriate authority/security.

Incident Response

- ◆ Call for Emergency Medical Assistance, 911.
- ◆ Notify ERT
- ◆ Provide additional security protection, as required.

Violent Crime in Progress

Emergency Response Guidelines

If exiting the building is possible

- ◆ Exit the building immediately.
- ◆ Notify others as you exit the building
- ◆ Be aware of your surroundings
- ◆ Notify police (911) immediately upon reaching a safe location

If exiting the building is not possible

- ◆ Go to the nearest room or office
- ◆ Close and lock the door
- ◆ Cover any windows
- ◆ Keep quiet and act as if no one is in the room
- ◆ Do not answer the door
- ◆ Turn off all lights in the room
- ◆ Notify the police (911)

Explosions

Emergency Response Guidelines

Staff will:

- ◆ Stay Calm
- ◆ Call police (911)
- ◆ Do not operate radios, cell phones or electronic equipment that can spark further explosions.
- ◆ Take cover under sturdy furniture or evacuate to designated assembly area if directed to do so by Authorized Emergency Personnel.
- ◆ Leave doors open as you exit
 - Relocate a minimum of 1,000 feet away, if possible
 - Do not remove any items from the building as you exit
- ◆ Signal for help by shouting or hanging an article of clothing from a window, but do not linger by windows.
- ◆ Call for Medical Assistance, as necessary.
- ◆ Immediately report any missing persons
- ◆ Do not use elevators and be careful of fallen debris, glass, or heavy objects that might be about to fail.
- ◆ Do not re-enter the building

ERT will:

- ◆ Confirm that the scene is secure
- ◆ Ensure that only authorized personnel enter into the emergency scene
- ◆ Assist Incident Commander in determining area affected by explosion and monitor continued safety of area as emergency conditions change.

- ◆ Advise Incident Commander of expected disruptions to operations and advisable measures to protect occupants.

Fire

Emergency Response Guidelines

- ◆ Alert people in the immediate area of the fire and evacuate.
- ◆ Confine the fire by closing doors as you leave.
- ◆ Activate a fire alarm by pulling on an alarm box.
- ◆ Notify Police/Fire by calling 911. Always call from a safe location.
- ◆ Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- ◆ Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- ◆ If smoke, heat, or flames block your exit routes, stay in the room with the door closed.
- ◆ Signal for help using a bright-colored cloth at the nearest window.
- ◆ If there is a telephone in the room, call 911 to alert authorities of your situation.

ERT will:

- ◆ Respond to the scene as soon as possible and assess the situation
- ◆ Set up a command post as close to the scene as possible.
- ◆ Try to determine if everyone was able to evacuate the area. Full evacuation must be initiated when a fire occurs within any campus structure.
- ◆ Make sure the scene is safe for all responders
- ◆ Secure the scene, allowing absolutely no access to anyone except the Fire Department
- ◆ Support the Fire Department as Necessary

Fire Department Will:

- ◆ Take over the role of Incident Commander

Facilities Services Will:

- ◆ Support ERT and Fire Department as needed.

Hazardous Material

Emergency Response Guidelines

Chemical Spills

- ◆ Do not touch the material. Notify people in neighboring offices and classrooms.
- ◆ Isolate the area by cordoning it off or closing doors.
- ◆ Do not allow anyone other than trained and equipped responders to enter the spill area. Do not attempt the rescue of anyone overcome by chemical vapors or gases in an enclosed room or area.
- ◆ Turn off space heaters and extinguish open flames in the area.
- ◆ If there are vapors or noxious fumes, evacuate affected buildings/areas and do not re-enter the area until authorized emergency personnel give the "All Clear" signal.

Facility Service will:

- ◆ If possible, open windows and doors to dilute threat agent and exhaust from building.
- ◆ If possible, set HVAC to maximize intake of outside air to dilute threat agent.
- ◆ Contain the spill within the immediate area of the accident, if properly trained and equipped to do so.
- ◆ Follow departmental cleanup procedures, which should include complete information concerning the properties of the spilled material.

ERT Will:

- ◆ Evacuate effected building or area as directed by the Incident Commander. Do not use elevators in case threat agent collects in elevator shaft.
- ◆ Once outside, move to a clear area at least 500 feet away and upwind from the effected building. Streets, fire lanes, hydrants, and walkways must be kept clear for emergency vehicles and crews.
- ◆ Segregate exposed people, so they do not expose others. Follow "Medical Emergency" procedures for those exposed.

Evacuation

Emergency Response Guidelines

Once the determination is made to evacuate or if a fire alarm sounds, leave your building immediately:

- ◆ Notify others on your way out.
- ◆ Secure hazardous operations if possible.
- ◆ Take important personal items. Close doors behind the last person out.
- ◆ Walk quickly to the nearest safe exit. Do not use elevators unless authorized personnel tell you to do so.
- ◆ Do not re-enter the building until authorized emergency personnel give the "All Clear" signal.

- ◆ Report any missing or trapped persons to authorized emergency personnel.
- ◆ Move away from the building. Go to your evacuation meeting site and sign in.

ERT will:

- ◆ Initiate your Emergency Notification/Mass Communication System. Evacuation decisions and/or “Shelter-in-place” should be clearly communicated to employees to ensure they follow appropriate protocol.
- ◆ If a PA system is available, Emergency instructions may be communicated through the system. If a PA system is not available, the administrative assistant should go door to door to make all notifications.
- ◆ Station themselves in the lobby or most central location of the building to monitor evacuation.
- ◆ Direct the immediate evacuation of the building
- ◆ Everyone should evacuate the building by way of the Primary Routes, the nearest marked exit. If a route is blocked; use the secondary route, the next nearest exit.
- ◆ Ensure that all persons with disabilities are evacuated safely from the building.
- ◆ Everyone should report to your evacuation meeting site for the building
- ◆ Conduct a head count and account for all students, faculty and staff.
- ◆ Advise Incident Commander whether or not all students, faculty, and staff have been accounted for and if there is any persons missing.
- ◆ Wait at the Rally Point with evacuated members until advised of further action by Incident Commander, Local Police or Fire Official.

Evacuation of Persons with Disabilities

Emergency Response Guidelines

Consider the following when planning the evacuation for people with disabilities:

- ◆ **Assisting Blind/Visually Impaired:** Visually impaired persons may require guidance to the primary exit or to a secondary exit.
 - Clearly announce the type of Emergency.
 - Offer your arm for guidance.
 - Tell the person where you are going, and alert him/her to obstacles along the way.
- ◆ **Assisting Deaf/Hearing Impaired:** Hearing impaired persons may not realize the evacuation (Fire) alarm is sounding and may require alerting and guidance to the primary or secondary exit.
 - Turn lights on and off to gain the person’s attention.
 - Indicate directions with gestures or a written note.
- ◆ **Assisting Mobility-Impaired/Wheelchair Users:**
 - Elevators should not be used to move people with disabilities.
 - Seek assistance/Volunteers in using the stairs to evacuate. Great care must be taken in moving a person in a wheelchair.
 - One individual should remain with the person(s) if it can be done without unreasonable personal risk.

- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive on the scene, assist in finding volunteers to evacuate the person per his/her instructions.

Utility Outage

Emergency Response Guidelines

Power Failure/Electrical Outage

- ◆ Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.

Facility ERT Personnel will:

- ◆ Make necessary notification to on-call personnel and/or other appropriate utility companies and outside agencies.
- ◆ Ensure that IT is notified for even a partial outage. Partial outages also referred to as “brown outs” can cause severe damage to various equipment.
- ◆ Support utility personnel

Gas Leaks

- ◆ Cease all operations immediately.
- ◆ Do not use cell phones or other electronic equipment.
- ◆ Do not switch lights on or off.
- ◆ Evacuate as soon as possible.

Telecommunication failure

Emergency situations causing telecommunications failure can be the result of a variety of incidents ranging from a simple power outage to a major weather event.

ERT Leadership will:

- ◆ Notify IT the scope and extent of the outage.
- ◆ Check alternative methods of communication such as electronic mail.

Facility Personnel will:

- ◆ Try to establish temporary communications until telecommunication systems come back on line.

Active Threat

Emergency Response Guidelines: In the event an “Active Threat” becomes apparent at any ATA Location (Internal or External) the threat should be reported immediately to police (911).

Active Threat Description/Types:

- ◆ An “Active Threat” is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.
- ◆ Types of “Active Threats”
 - Active shooter
 - Hostage/barricaded subject
 - Sniper

- Suicide/Homicide bomber
- Known or suspected terrorist threat (biological/chemical threat).

Guidelines for Protection: The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an “active threat” situation.

- ◆ Individual/Group Safety:
 - Stay calm and assess the situation, determine the location of the threat if possible; Call 911 as soon as it is safe to do so.
 - Evacuate the area by a safe route if possible. If not seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground) or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction that the wind is blowing during such an attack or threat.
 - If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. table, chairs, cabinets, etc.).
 - Render simple first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so.
 - Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
 - Once in a secure location, DO NOT open the door for anyone but the Police. This includes others seeking refuge, as this may be a ploy by the attacker to gain access.
 - DO NOT approach police officers as they attempt to locate and neutralize the threat.

Thunderstorms and Tornadoes

Emergency Response Guidelines

Thunderstorms:

- ◆ Stay away from windows.
- ◆ Draw shades or blinds to reduce injury from flying glass.
- ◆ Minimize use of electric appliances

Tornadoes

Tornado Watch: Weather conditions are favorable to produce these storms. You should be alert to changing weather conditions and a “tornado warning” being announced.

Tornado Warning: A tornado has been sighted in the area.

- ◆ FOLLOW YOUR BUILDING’S SHELTER PLAN
- ◆ If you are outside when you hear the warning siren, seek inside shelter, in the nearest building.
- ◆ Once inside a building, go the interior hallway or other enclosed area that is away from windows and on a lower floor of the building.
- ◆ Avoid going to large rooms where roof collapse may be likely.
- ◆ Stay away from all windows.

- ◆ Take shelter in a basement or the smallest, most interior rooms and hallways on the lowest floor.
- ◆ AVOID GLASS ENCLOSED PLACES OR AREAS WITH WIDE-SPAN ROOFS.
- ◆ Crouch down and cover your head.
- ◆ Wait for the “all clear” signal from authorized emergency personnel.

Earthquakes

Emergency Response Guidelines

If Inside:

- ◆ Initiate Drop – Cover – Hold
- ◆ If there is no cover, get against an inside doorway or crouch against an inside wall and cover head. Stay away from the inside wall, window or other expanses of glass.
- ◆ Leave doors open to minimize jamming if the building shifts.
- ◆ Do not attempt to run through the building or outside due to the risk of falling objects.
- ◆ After the initial shock, initiate evacuation to the emergency assembly area.

If Outside:

- ◆ Move quickly away from buildings and overhead electrical wires.
- ◆ Lie flat, face down, and wait for shocks to subside.
- ◆ Proceed to the emergency assembly area.
- ◆ Do not light fires or touch fallen wires. Stay away from gas and sewer lines.
- ◆ Do not attempt to enter any building until it is cleared by authorized emergency personnel.

After an earthquake:

- ◆ Check for injuries and follow first-aid procedures.
- ◆ Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks may last from a few seconds to as long as 5 minutes.
- ◆ Do not re-enter damaged buildings. Aftershocks could knock them down.
- ◆ In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- ◆ Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source. If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines. If problems are detected, leave the building quickly, and notify you manager.
- ◆ Know you facility shutdown procedures.

Hurricanes

Emergency Response Guidelines

Before a Hurricane:

- ◆ Monitor local news and weather channels for storm updates. Contact local emergency management office to obtain community evacuation plans including primary and alternate evacuation routes.
- ◆ Review action plans with school executive staff and emergency response teams. Brief staff and faculty on updates as they occur. Faculty should make contingency plans for classes based on “timing” of the storm.
- ◆ Develop initial communication “scripts” for school phone message system, emergency notification system and student portal.

- ◆ Make plans to secure your property, in coordination with building management. Remove debris from roof drains, clear downspouts, trim trees and shrubs, secure business documents and sensitive employee/student information documents.
- ◆ If a hurricane is imminent and prior to evacuation notice, all appointments will be rescheduled, backup electronic files to network drives or CD storage. Secure all interior offices, classrooms, material storage areas, etc.
- ◆ When authorities order an evacuation, leave immediately. Evacuate to an inland location, follow authorized evacuation routes, avoid coastal areas, riverbanks, and streams.

During a Hurricane:

- ◆ School will be closed. Stay a home.
- ◆ If not required to evacuate or unable to evacuate, stay indoors during the hurricane and away from windows and glass doors. Congregate personnel in a central location within the facility indentified as the emergency shelter during the storm.
- ◆ Listen to radio or television newscasts; use battery operated radio if power is lost.

Day 1:

- ◆ Stay where you are in a safe location until official local authorities confirm it is safe to return to the school/facility community.
- ◆ Call executive meeting to survey school/facility. If damaged, take photos or videotape; separate damage and undamaged property; keep detailed records of any cleanup costs.