**Emiraza College**



**Emergency Preparedness and Response Plan**

**2022-2023**

**Important Contacts**

**Call 911 to report any emergency**

Police Station (Fort Pierce)

* 772-467-6800

Fire Department (Fort Pierce)

* 772-621-334

Hospital (Lawnwood Hospital

* 772-461-4000

Poison Control Center

* 800-222-1222

Property Manager:

Louca Monde

* 772-489-8228

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|  Emergency Preparedness and Response Plan |
| Emiraza College |
| 2022-2023 |

Emergency Evacuation Meeting Location:

Location

The building parking lot

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# Introduction and Purpose

Emiraza College is committed to the safety and well-being of its staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the College.

The Emergency Preparedness and Response Plan must be known and understood before an emergency occurs. Each department should take immediate steps to:

* Share this important safety information with all faculty, staff, visitors and students annually
* Brief all new personnel as they join the department
* Keep copies of the Plan in accessible locations throughout the organization

On-line copies of all of the materials contained in the Emergency Preparedness and Response Plan are available to facilitate making duplicate copies and annual updates at the administrative offices.

# Goals

The goals of EMIRAZA in responding to an emergency situation include:

* The safety of all staff, students, and guests.
* The physical and emotional well-being of staff, students, and guests.
* The timely stabilization of an emergency situation.
* The protection of EMIRAZA facility, property, and the belongings of staff, students, and guests.

# Emergency Management Committee

EMIRAZA‘s Emergency Management Committee (EMC) is a body that meets as necessary, usually annually to strategize, analyze, and discuss emergency preparation, mitigation, and prevention activities. The EMC is made up of a full spectrum of College faculty and staff, from instructors to Vice Presidents, as well as student government representatives.

# Applicability and Scope

This plan applies to all employees of EMIRAZA and any person occupying the physical plant of EMIRAZA; including the students, employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

# Responsibility

The EMIRAZA emergency plan is the responsibility of Emergency Management Committee and Campus Building Management (Mr. Clermont) will review and update this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to Campus Administrator and Manager of Building.

# Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

1. CEO/President/ CFO
2. Facility Manager
3. Chief Administrative Officer /Program Directors
4. Student Service Coordinator
5. Faculty

# EMIRAZA Situational Overview

EMIRAZA is located in Palm Beach County, the southernmost city in the County. Palm Beach County’s topography coupled with its coastal geography makes the College extremely vulnerable to hurricanes, severe weather, and other natural and man-made hazards.

# Risk Assessment

Identify and list the threats that your facility is most likely to face. Investigate the history of your facility, your area, and other similar areas and organizations. The types of risks to consider include environmental, technological, industrial, as well as human threats. Keep track of national, regional, and local security and disaster related updates and warnings for more immediate assessments of risks facing your organization. A copy of all assessments and practices will be issued to all key company employees. This assessment will be reviewed annually to determine whether situations have developed that require new or revised emergency responses. Consider and rank the likelihood of each potential disaster listed below, and plan for each individual scenario.

Scale:
5= Strong Probability/ has occurred before

4= Probable

3=Possible

2=Remote possibility

1-Very unlikely

|  |  |
| --- | --- |
| **Potential Disaster** | **Risk Level** |
| Blizzard/Ice Storm | 1 |
| Earthquake  | 1 |
| Fire-Entire Building | 3/4 |
| Accident Hazardous | 3/4 |
| Flooding –Natural causes | 3/4 |
| Flood due to plumbing or building failure | 3 |
| Hurricane and Tropical Storm | 5 |
| Severe Thunderstorm | 5 |
| Epidemic and Pandemic/ Disease | 4 |
| Pest Infestation | 2/3 |
| Power Outage | 3/4 |
| Active Shouter | 3/4 |
| Terrorism | 4 |
| Tornado | 4/5 |
| Extreme Heat | 3/4 |
| Major Transportation Accident | 3 |
| Vandalism | 2 |

**At our facility, there is potential for the following emergencies to occur:**

HIGH RISK: Hurricane and Tropical Storm, Epidemic and Pandemic/ Disease, Terrorism, Flood, Tornado, Severe Thunderstorm

MODERATE RISK: Active Shooter, Extreme Heat, Major Transportation Accident, Power Outage, Flood due to plumbing or building failure, Flooding –Natural causes, Fire-Entire Building, Accident Hazardous

LOW RISK: Vandalism, Pest Infestation, Earthquake, Blizzard/Ice Storm

# Educating/Training

All employees will be oriented at time of hire to the appropriate emergency response

All employees will participate in periodic refresher training during safety meetings

At all new student, faculty, and staff orientations attendees participate in a segment reserved to informing them of the information available through Emergency Plan. A large piece of the training discusses emergency communication, tools, and preparedness.

Faculty, staff and students are also responsible for maintaining their updated contact information to maximize the College’s capability to notify them of an emergency and issue appropriate protective actions.

Evacuation Plan is posted in each classroom and available for review at the administrative offices.

**Public Awareness:**

On December 1st of each year, an e-mail notification is sent to all enrolled students, faculty, and

staff that contain a link to the Emergency Plan Information. This comprehensive document includes safety and emergency information, emergency notification information, and further tips on preparedness.

# Drill

Drills involve actual field or facility response for an EOC operation and require employing any equipment or apparatus for the function. They are used to test a specific operation and also serve to provide training with equipment. Examples of drills include fire drills. Fire drills will be performed a minimum once per year. Written documentation of the performance during each drill will be sent to the administrative department.

# Evacuation/Area of Refuge

• Exits and evacuation routes will be established for each facility.

• Locations of exits and evacuation routes will be listed on the facility emergency preparedness map.

# Shelter Areas

• Shelter areas suitable for refuge during severe weather will be established at all company facilities.

• The shelter location for this building is

American Red Cross- South County Office
219 S US Hwy 1, Fort Pierce, FL 34950

[(772) 465-4551](https://www.google.com/search?q=st.+vincent+de+paul+society+fort+pierce&sca_esv=559523683&rlz=1C1GCEA_enUS869US869&ei=-4TmZOK5EbiTwbkP8N6L2Ac&ved=0ahUKEwiio42V5_OAAxW4STABHXDvAnsQ4dUDCBA&uact=5&oq=st.+vincent+de+paul+society+fort+pierce&gs_lp=Egxnd3Mtd2l6LXNlcnAiJ3N0LiB2aW5jZW50IGRlIHBhdWwgc29jaWV0eSBmb3J0IHBpZXJjZTIGEAAYFhgeMgIQJjIIEAAYigUYhgMyCBAAGIoFGIYDMggQABiKBRiGA0jOElDDBliwEXABeAGQAQCYAZgBoAHfCqoBBDIuMTC4AQPIAQD4AQHCAg0QABhHGNYEGMkDGLADwgIKEAAYRxjWBBiwA8ICCxAAGIoFGJIDGLADwgIIEAAYigUYkQLCAgUQABiABMICCxAuGK8BGMcBGIAEwgILEC4YgAQYxwEYrwHCAhoQLhiABBjHARivARiXBRjcBBjeBBjgBNgBAeIDBBgAIEGIBgGQBgm6BgYIARABGBQ&sclient=gws-wiz-serp)

# Fire Protection System

• The building sprinkler system will be maintained according to the recommendations of the property insurance carrier

• The building sprinkler system will be inspected and tested annually

• The building alarm system will be inspected annually according to insurance company recommendations

# Fire Prevention

• The Facility Manager and the staff will identify fire hazards within the Facility and take appropriate preventive actions

• All employees are responsible for immediately reporting fires to supervisors or the maintenance department

# Response: Concept of Operations

The most critical steps in the emergency response process are incident identification and threat

assessment. College assumes that most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. If students, faculty, staff, or visitors are involved

in or witness an emergency, it is essential for them to immediately call 911.

Once the appropriate College personnel are notified of an incident, the danger assessment

process begins. Personnel at the campus and district level of the College must assess the

emergency incident and any known threats to determine the appropriate level of response. The following elements should be used to assist in the threat assessment process:

1. Type of incident

2. Location of incident

3. Time of incident

4. Information received from local law enforcement and fire rescue agencies

5. Information received from Campus/Building Safety personnel on scene

# Emergency Communications

Communications and directions provided by the most senior administrator on campus at the time of the incident (eg. CEO/COO, campus president, administrator, facility manager, director of program faculty).

Establish “telephone trees” and “distribution” voicemail and email lists to initiate rapid emergency notifications.

During an emergency, EMIRAZA will use the following means and methods of communication:

Landline Telephones

Cell Phones (possible outages during emergency)

Texting (more reliable during an emergency)

Notifications on Website

Email

# Media Inquiries

The following person is our primary crisis manager and will serve as the company spokesperson in an emergency, interfaces with public and media and/or with other agencies with incident-related information requirements. Inquiries from the media during or after an emergency will be addressed by COO and/or CEO.

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# Emergency Protocols

## Preparedness for Building Evacuation

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

* Review evacuation information and responsibilities with faculty, staff and students.
* Conduct evacuation drills annually.
* Take only  keys, wallets and essential belongings with you
* If possible wear weather appropriate clothing
* If you are the last one to exit your room close, and lock doors
* Leave the building immediately
* Do not investigate the source of the emergency
* Walk, don’t run, to the nearest exit
* Use stairs, not elevators
* Assist people with special needs
* If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call the campus to report location and number of people needing assistance
* If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
* As you make your way out, encourage those you encounter to exit as well
* Follow instructions of the School personnel or other identified emergency personnel
* Wait for instructions before returning to your building after an evacuation
* Building evacuees go to your department’s designated Emergency Assembly Point (EAP).
* EAPs are safe outdoor destinations where personnel meet to notify managers of their safety and get emergency information and assistance.
* **EMIRAZA EAP** is at: the building parking lot.
* Know how to announce and implement evacuation

A sample script is: We have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ emergency.

 Evacuate to (the EAP)

 Take your belongings, do not use the elevators

## Fire

**In the Event of a Fire:**

Pull the **Fire Alarm** and Call **911**

DO NOT assume that it is a false alarm or drill.

LEAVE WORK AREA immediately. Follow the posted exit pathway map.

Close doors as you exit your work area.

Assist ​others down the stairs (elevators will be shut down during alarms).

Meet your group at a location, when designated.

Account for all persons present; determine persons not present.

Report any persons not accounted for to Campus and/or law enforcement personnel.

**If you see smoke or flames:**

Use **CARE**:

* **Contain** the fire by closing all doors as you leave
* **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
* **Report** the fire by dialing 911
* **Evacuate** or extinguish (In most cases, it is best to Evacuate)

Use a **Fire Extinguisher** only if:

* You have been trained
* You have your back to an unobstructed exit
* You have a fully charged and proper type unit for the fire you are fighting
* The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activation
* Everyone else has left the area
* There is little smoke or flames

Never fight a fire if:

* You lack a safe way to escape should your efforts fail
* It has left its source of origin
* You are unsure of the type of extinguisher you need or have
* If you can’t control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

## Medical Emergency

**If someone is injured or becomes ill:**

* Stay Calm
* Dial **911**and explain the type of emergency, the location, condition, and number of victims
* Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
* Do not hang up unless told to do so by the dispatcher
* Do not move the victim unless there is danger of further injury if s/he is not moved
* Render first-aid or CPR only if you have been trained
* Do not leave the injured person except to summon help
* Comfort the victim until emergency medical services arrive
* Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity

## Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

* Write down the number from where the call is coming
* Write down the exact time of the call
* Write down as accurately as possible the statements made
* Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature)
* Listen for background noises
* Try to signal a for someone else to also listen on the telephone line, if possible
* Do not hang up and stay on the line a long as possible; wait for the caller to hang up

2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:

* When will the bomb go off? How much time remains?
* Where is the bomb located?
* What does it look like?
* What kind of bomb is it?
* How do you know about this bomb?
* Why was it placed here?
* Who are you?
* What is your name?

3) Call **911** immediately and then
    the campus main line at 561-394-5822

4) Complete a ***Bomb Threat Checklist*** form and have it ready, along with your notes from the call, for responding Officers.

## Utility Failure

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. College has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in the event of a utility failure:

* Remain calm
* Immediately notify Campus Management at 561-394-5822
* If the building must be evacuated, follow the instructions on Building Evacuation
* Unplug all electrical equipment (including computers) and turn off light switches
* Use a flashlight: Do not light candles or use other kinds of flames for lighting
* Laboratory personnel:
- Secure all experiments, unplug electrical equipment prior to evacuating
* Elevators:
- If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help
- If it is safe for you to stay in the building, stay near the passengers until assistance arrives
* If you are trapped in an elevator, help will be there soon:
- Remain calm
- Use the Call Button of Phone to call for help
- Do not try to climb out or exit the elevator without assistance

## Severe Weather – Thunderstorms and Lightning

Thunderstorms are a greatly underestimated hazard, partly because they are so common. In reality, thunderstorms can cause flash floods, produce damaging hail, create strong winds, spawn tornadoes, and discharge lightning.

Observe the following rules if lightning is occurring or is likely to occur:

Indoors – stay away from doors and windows. Avoid water, telephone lines, and all metal objects, including electric wires, machinery, motors, power tools, etc. Do not use the telephone. Take off headsets. Turn off, unplug, and stay away from appliances, computers, power tools, TV set, etc. Lightning may strike exterior electric and phone lines, inducing shocks through inside equipment.

In your car – because cars are supported on rubber tires (an effective electric insulator) they are generally safe from lightning strikes.

Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).

In an open area – go to the nearest ditch or ravine and drop to your knees.

There are a number of “do-nots” to keep in mind:

Do not stand in an open area

Do not stand underneath a tall tree (especially if it is in an isolated area)

Do not seek shelter in a small structure in an open area, such as picnic or rain shelters

Do not stay in or around a body of water

Do not go near anything metal – farm equipment, golf clubs, wire fences, etc.

If you feel your hair standing on end, drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

Injured persons do not carry an electrical charge and can be handled safely. Apply first aid procedures to lightning victim if you are qualified to do so and the area is safe.

Call 911 or send for help immediately.

## Hurricane Preparedness

Tropical cyclones are one of the most dangerous natural disasters South Florida is at risk of. South Florida's hurricane season runs from June 1st and ends November 30th and a key to being safe is preparing for these devastating weather incidents. By knowing what actions to take, you drastically reduce the effects of a hurricane.

BEFORE THE STORM

Educate yourself and remained informed. When college is threatened by Tropical Storm students, faculty, and staff will be notified of cancellations and closures by EMIRAZA Alert.

Take time to make an emergency plan. Ready.gov features the ability to make your very own plan which includes templates.

Gather supplies and build an emergency kit. You should be prepared and have on hand supplies to last up to 48-72 hours. Supplies you should include are:

 Water

 Food: Non-perishable

 NOAA weather radio: battery or hand crank, extra batteries for both

 Flashlight and extra batteries

 First aid kit: to include any medication or prescription

 Tool-kit and/or multi-tool

 Sanitation and personal hygiene items

 Personal and important documents

 Cell phone with chargers

 Emergency contact information

 Cash

 Specialty items: Medical supplies, baby supplies, pet supplies

 Work gloves

DURING THE STORM

Listen to the radio or watch TV for information.

Be sure to remain indoors, stay away​from windows, glass doors, and find a safe room (typically interior room with no windows.

Do not go outside and understand that as the eye of the storm passes there will usually be a short period of calmness. Note though, waiting on the other side is rapidly increasing wind speeds and other hurricane forces.

WHEN THE STORM PASSES

Listen to the radio or watch TV to ensure confirmation that the storm has in fact passed.

Be careful of debris, standing water, downed power lines, and other hazards.

If you have to drive or travel, do so carefully and cautiously. Do not drive through any standing water as they may deeper than they appear.

ADDITIONAL HURRICANE PREPAREDNESS INFOMRATION AND RESOURCES:

 [National Hurricane Center](http://www.nhc.noaa.gov/)

 [Federal Emergency Management Agency](http://www.fema.gov/)

 [Florida Division of Emergency Management](http://www.floridadisaster.org/index.asp)

 [Broward County Emergency Management](http://www.broward.org/Emergency/Pages/Default.aspx)

## Tornado

Generally there will be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

When a ‘Tornado Warning’ is issued, take shelter immediately. A tornado has actually been sighted. Keep the following in mind:

If in a building, go to an interior hallway on the lowest level. Seek out interior spaces that form a protective core; closets and bathrooms in the center offer the greatest protection. Stay away from windows, exterior walls and exterior doors. If possible, cover yourself with a rug or blanket. Do not use the elevator.

If in a car, and the tornado is nearby, get out of the vehicle and seek cover. Do not try to outrun a tornado with your vehicle. If it is not possible to find suitable shelter inside a building, lay flat in a ditch, drain, or low area. Cover the back of your neck with your hands.

If you are outdoors – lie face down in a ditch or nearest low area and cover your head with your hands. After the tornado, stay alert. Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

## Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. Safety and Security monitors the National Weather Service and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

* Secure vital equipment, records, and other important papers
* Move to higher, safer ground
* Shut off all electrical equipment
* If in a lab, secure all laboratory experiments
* Do not attempt to drive or walk through flooded areas
* Wait for further instructions on immediate action from Safety and Security
* If the building must be evacuated, follow the instructions on Building Evacuation
* Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by College personnel
* If you are assisting with flood cleanup, report immediately to Environmental Health and Safety any oil, chemical, or radioactive materials suspected of mixing with flood waters

## Lockdown

Locking down the college is the process by which pedestrian and vehicular traffic is channeled to specific entry/exit points. The ability to lockdown campus, in the event of an emergency event which threatens the safety of students, employees, staff, and visitors and/or operations is of paramount importance.

A lockdown is recommended at any time a weapon is observed or shots are fired, whether on campus, in a drive-by or in close proximity to campus. Law enforcement agencies may order that your campus lockdown at its discretion. Depending upon the incident, the administrator may choose to hold all classes and announce that all instructors keep their students in their classrooms.

## Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems used by EMIRAZA

* Stop classes and/or other operations in the building.
* If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately, where they are.
* Close and lock all doors, windows, and other openings to the outside.
* If necessary/possible, turn off heating or cooling system.
* Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
* Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
* Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
* Stay away from windows and doors.
* In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
* Remain calm and await further instructions.

**DO NOT** leave the room until directed to do so by a public safety official.

## Hostile Intruder/Active Shooter

 In most incidents, there is no pattern or method to the actions taken by an active shooter and in these moments it is often unpredictable and quickly evolve.  In order to help you better prepared and to deal with these types of incidents, college has compiled information provided by the U.S. Department of Homeland Security (DHS) and other partners in order to raise awareness and response actions.

**If a hostile intruder/active shooter** **is Outside your building:**

1. Get to a room that can be locked; close and lock windows and doors

2. Turn off the lights

3. Try to get everyone down on the floor (so that no one is visible from outside the room)

4. Call 911. The Dispatcher will ask for, at least, the following information:

a. Your name

b. Location of the incident (be as specific as possible)

c. Number of shooters (if known)

d. Identification or description of shooter

e. Number of persons who may be involved

f. Your location

5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)

6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus/Building Safety & Security Officer

**If a hostile intruder/active shooter** **is INSIDE your building:**

1. Exit (get out of) the building immediately

2. Notify anyone you may encounter to exit the building immediately

3. Call 911. The Dispatcher will ask for at least the following information:

a. Your name

b. Location of the incident (be as specific as possible)

c. Number of shooters (if known)

d. Identification or description of shooter

e. Number of persons who may be involved

f. Your location

***If exiting the building is not possible, the following actions are recommended:***

1. Go to the nearest room or office

      a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet

2. Close and lock the door and/or block it (try barricading the door with desks and chairs)

3. Cover the door windows

4. Call 911 (the Dispatcher will gather information from you)

5. Keep quiet and act as if no one is in the room (silence cell phones)

6. DO NOT answer the door

7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)

8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

**If a hostile intruder/active shooter Enters your office or classroom:**

1. Remain calm

2. Dial 911 (if you can’t speak, leave the line open so the Dispatcher can listen to what’s taking place)

3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:

a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or

b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or

c. Play dead (pretend to be unconscious), or

d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **only you can decide if this is something you should do**

e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

***If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:***

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)

2. Call 911 (if not on the line already)

3. DO NOT answer the door and stay in place behind cover

4. Do not respond to any voice commands until you are sure that they come from a Police Officer, a Campus / Building Management Personnel

**What to expect from responding police officers:**

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard.  Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm

2. Do as the officers tell you

3. Put down any bags or packages you may be carrying

4. Keep your hands up and visible at all times

5. If you know where the hostile intruder/active shooter is, tell the officers

6. Once out of harm’s way remain at whatever assembly point authorities designate

7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned

8. Do not leave until you have been interviewed and released

## Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment.

* **DO NOT** touch the package or object.
* **DO NOT** tamper with the package or object.
* **DO NOT** attempt to move the package or object.
* **DO NOT** open the package or object.
* **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
* Isolate the package or object and evacuate the immediate area.

**Characteristics of Suspicious Packages**

* Special deliveries, foreign mail, or air mail.
* Restrictive markings such as “Confidential” or “Personal.”
* Excessive postage.
* Handwritten or poorly typed addresses.
* Incorrect titles.
* Misspelled words.
* Stains or discoloration on the package.
* Excessive weight.
* Rigid, lopsided, or uneven envelopes.
* Protruding wires or aluminum foil.
* Excessive tape or string.
* Visual distractions such as illustrations.
* No return address.

# Appendix A: Emergency Contact Directory

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| --- | --- | --- | --- |
| Name | Position | Phone | Email |
| Dr. Emilie Razafikely | Campus Director | 561-294-2932 | iihcp@bellsouth.net |
| Fritz Clermont | Bursar | 917-670-6571 | fritz.clermont@iihcp.edu  |
| Audra Kinney | Director of Operation  | 786-350-9177 | audra.kinney@iihcp.edu  |
| Imma Saint-Simon | Campus Administrator | 772-240-0575 | Imma.saintsimon@emirazacollege.com |
| Dr. Jessie Colin | Nursing Director | 772-489-8228 | jcolin@emirazacollege.com |
| Elizabeth Trupia | Associate Director of Practical Nursing  | 914-629-5360 | elizabeth.trupia@iihcp.com  |
| Hilary Schlinger | Director of Midwifery | 505-977-3366 | hschlinger@iihcp.com  |
| Duckson Cadet | Registrar | 561-729-4214 | registrar@emirazacollege.com |
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# Appendix B: Evacuation Procedure

**EVACUATION INSTRUCTIONS**

R- Rescue and relocate anyone in immediate danger

A- Alert others by activating the building fire alarm

C- Confine the emergency by closing the doors

E- Evacuate immediately. Do not use elevators. Use Stairs.

**Never use elevators to evacuate burning building**

**Note the posted Evacuation routes and follow to the nearest exit.**

**Go immediately to the designated assembly area and wait for further instructions.**

**Do not re-enter the building until emergency response officials have declared that it is safe to do so.**

Emergency Assembly Sites are areas where building occupants assemble following an evacuation to await instructions and "all clear" notifications. The Campus has designated external designated meeting for Campus buildings. Designated Meeting Sites should be a minimum of 500 feet from the incident or the evacuated facility and should not block ingress or egress of emergency responders. It is also important for evacuees to remain on site until a complete roll call is taken by Campus Safety, Employee Supervisor or College Professor. The Meeting Sites are listed below:

Campus Parking lot- the building parking lot.

# Appendix C: Bomb Threat Checklist