

Emergency Preparedness Policy Addendum – March 2, 2023

The following procedures have been added to the existing Emergency Preparedness Policy:

Evacuation Procedure

An emergency that requires evacuation may include fire, severe weather, an active shooter, or other hazardous situations. The decision to evacuate will be made by the Institution's Emergency Management Committee and communication will include alarms, text messages, Microsoft Teams messages, and email alerts. The following steps should be followed in the case of an evacuation:

1. Evacuate the building using the closest stairway and move at least 100 feet from the building.
2. Faculty and staff will direct students and visitors to the nearest exit.
3. Once at a safe distance from the building, faculty must count their students and confirm all are present. If any students are missing, the on-site administrator must be notified.
4. The on-site administrator, in collaboration with administrative leadership, will be assigned the responsibility of checking the building to confirm that it has been fully evacuated.
5. The highest-ranking institutional administrators, in collaboration with local authorities, will determine when it is safe to re-enter the building.

These evacuation procedures are designed to provide a safe and orderly response to emergencies that require evacuation. Training during orientation and yearly thereafter is required to ensure all faculty and students are prepared to respond quickly and effectively in the event of an emergency

Lockdown Procedure

An emergency lockdown of the campus will occur if there is an immediate threat in or around the area. In the case of a lockdown, the following steps should be followed:

1. Seek shelter in the nearest secure room and avoid any areas with direct access to the outside or open spaces.
2. Block windows or openings.
3. Close the blinds or shades and turn off sources of light.
4. Remain hidden under desks or behind bookshelves and avoid making noise.
5. Set your phone on silent; only make calls or send texts to the police if there is specific information about the intruder's location or behavior or if the situation changes.
6. Do not respond to knocking or calling out.
7. Assist others in evacuating the area quietly and quickly if directed to do so by the authorities.
8. Do not leave the building until instructed to do so by the authorities.
9. If in an outdoor location during a lockdown, quickly seek shelter in a nearby building.

Shelter-in-Place Procedure

An order to shelter-in-place is designed to protect individuals from harm during sudden and unforeseen events such as severe weather, environmental hazards, or violent intruders. The following steps should be followed in the case of a shelter-in-place:

1. Immediately seek shelter indoors and move away from potential outside dangers such as severe weather or environmental hazards.
2. Find a safe area inside the building away from potential hazards such as loose materials or chemicals.
3. If there is a threat of violence, lock internal and access doors.
4. If sheltering due to severe weather, move to the lowest level of the building away from glass doors and windows.
5. If sheltering due to chemicals or hazardous material, move everyone to the 2nd or 3rd floors of the building, close all exterior doors and windows. Building management will shut down the building's air systems.
6. Follow directions provided by authorities.

Tracking Students and Personnel

All faculty, students, and staff are provided with identification badges issued by the institution that include their name, photo, and other relevant information. In the event of an emergency:

1. Faculty members will lead their students to a safe location. They will then conduct a role call to ensure all students are accounted for.
2. The institution's Department of Human Resources will utilize a variety of tools to track employees and students; these tools include email, text messages, and Microsoft Teams messages
3. The on-site administrator, in collaboration with administrative leadership, will establish a designated assembly area where faculty, students, and staff will report to ensure accountability and safety. A log of all individuals present in the designated assembly area will be maintained.

Post-Emergency Communication with Emergency Contacts

The on-site administrator and administrative leadership are responsible for coordinating and managing the communication with emergency contacts through phone calls, text messages, and/or email. The communication will provide information on the student's safety and well-being, as well as any necessary instructions or updates on the emergency situation.

Note: It is important for students to provide updated emergency contact information to the school.