



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

FEI commits to immediately notify the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of those on campus, unless the notification at that time will compromise efforts to assist victims or contain the emergency. Notification of such events will be communicated to students and staff by means of email, text messages, telephone calls or any other form of effective communication. Emergency information will be disseminated to the larger community by campus security, or the Campus Director.

Emergency response and evacuation procedures are tested annually. The campus conducts an annual emergency response and evacuation procedures test and documents the details of this test. Upon request, written documentation of our annual test will be provided at the campus level. Please contact the Campus Director to obtain more information about a specific annual emergency response and evacuation procedure test. If evacuation from the school is necessary due to an emergency, please follow the posted evacuation procedures.

Basic Emergency Response Actions:

Medical Emergency

- Call 911
- Provide your name, location, number of people injured, and description of the medical emergency.
- Give a call back number in case of dropped calls and stay on the phone for instructions.
- Administer basic first aid
- Do not move injured party
- Stay with the injured until help arrives

Fire

- When a fire alarm is activated, evacuation is mandatory.
- Evacuate the building immediately.
- Take personal belongings with you (keys, wallets, etc.)
- Follow instructions from supervisors, fire department, or the police
- Help those needing assistance to move from the area
- Do not re-enter the building until authorized to do so by emergency personnel

Tornado/Severe Weather

- Monitor local TV stations, radio stations, NOAA weather radio, etc.
- Be prepared to take shelter on the lowest level of the building
- Do not pull the fire alarm
- Stay away from windows
- Move to an interior hallway

- Wait for an all clear notification prior to returning to your work area or class room
- If outdoors, lie in a ditch or low-lying area if there is no time to get indoors

Chemical Spill/Hazardous Materials Emergency

- Provide information on the type of chemicals (if known), size of the spill, and possible exposures
- Evacuate the area and the building based on instructions from emergency personnel
- The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities
- Do not leave the area as you may need to be decontaminated.

Armed Intruder

- Call 911
- The Front Desk should push the emergency police call button
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life
- If it is possible to flee the area safely and avoid danger, do so
- If unable to escape, lock (or barricade) all doors and secure yourself in a safe area
- Remain in place until an “all clear” is given by an authorized person or law enforcement official

Evacuation Procedures

In the event that a building evacuation is required, all members of the Campus community are to assemble at the location assigned to their building to facilitate a count. The locations are listed below:

Primary Evacuation Assembly Points

If the incident being confronted renders any of these areas unsafe use the 500-1000 foot safe distance from danger rule to identify an appropriate alternate assembly point.

Building Assembly Areas

1. Lobby – Entrance
2. Parking – East Side

Inclement Weather/Other

In the event of inclement weather, you may obtain information regarding the School's operational status by following the steps below:

1. Call the information line at the Campus 305-263-9990 at 8:00 a.m. to find out the operational status of the School.
2. Check the School website www.fei.edu at 8:00 a.m.
3. Although the School's operational status during inclement weather is often reported to local television news media, please DO NOT rely on these sources to confirm the School's status.

4. For the most accurate update, it is important that you access the information lines referenced above or www.fei.edu.