



POLICIES AND PROCEDURES MANUAL

COMPLIANCE

2-125 EMERGENCY PREPAREDNESS POLICIES

EMERGENCY PREPAREDNESS For Students and Employees

Be Informed

Knowing what to do before, during, and after an emergency is a critical part of being prepared. Understand some of the hazards that South Florida is vulnerable to:

- Extreme Weather
- Floods
- Hazardous Materials
- Hurricanes
- Pandemics
- Radiological Events
- Terrorism
- Utility Failures

Make a Plan

Develop a family emergency plan. Use the emergency planning templates at [Ready South Florida](#) or www.Ready.gov to outline how you will get to a safe place, contact one another, get back together, and what you will do in different situations.

[Ready South Florida
Personal Preparedness](#)

<http://readysouthflorida.org/>
<https://www.ready.gov/>

Terrorism: “If You See Something, Say Something™”

The nationwide “If You See Something, Say Something™” public awareness campaign is a simple and effective program to raise public awareness of indicators of terrorism and terrorism-related crime, and to emphasize the importance of reporting suspicious activity to the proper local law enforcement authorities. The campaign was originally used by New York’s Metropolitan Transportation Authority (MTA), which has licensed the use of the slogan to the U.S. Department of Homeland Security (DHS) for anti-terrorism and anti-terrorism crime related efforts.

Staying Informed During Emergency – For Students Only

Before, during and/or after emergency, FEI will attempt to notify students of cancellations and closures if possible. If FEI does not notify students directly, students should know that FEI will follow Miami-Dade County Schools (MDCS) announcements with regards to cancellations and closures. If FEI for some reason decides to not follow MDCS announcement, FEI will attempt to directly notify students and employees via email, text, or a social media channel such as twitter and Facebook, or FEI’s website. **The FEI website will be the best place to get the latest information in the event no other direct announcement is made to students.**



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Extreme Weather: Tropical Storms, Hurricanes, etc.

Hurricanes are an unfortunate reality in Miami. **Hurricane season runs June 1st through November 30th**, FEI has put several procedures in place to keep its students and employees safe. It is imperative that students/employees and their families develop a personal plan now and be ready to implement that plan if a storm threatens the Miami area. If a hurricane threatens Miami, all events and classes will follow Miami-Dade County Schools (MDCS) policy.

Before the Storm

Students and employees must plan in advance in the event of a tropical storm or hurricane. Students/employees and their families should develop their own personal emergency plans in the event Miami is threatened by a storm. These plans at a minimum should address the following.

Communications: Designate an out-of-the-area relative or friend to serve as a family contact. Be prepared to text, tweet, Facebook, or call to let people know your plan before a storm and that you are ok after.

Local Government Instructions: It is strongly recommended that everyone in the community follow the instructions of local government officials.

Supplies: Build or purchase an emergency kit with all the supplies you will need to last 3-5 days. Make sure to get cash and refill any prescriptions. Use these links to learn more:

[Ready South Florida
Personal Preparedness](#)

<http://readysouthflorida.org/>
<https://www.ready.gov/>

Protection of Valuables: Purchase rental insurance for and take pictures/ inventory your personal possessions. Pick up all items from the floors and store in drawers and closets. Move furniture away from windows. Close and lock your windows. Bring inside any items you may have on balconies or other open areas. Unplug stereos, TVs, electronic equipment and lamps.

Protection of Data: Back up computer data and take a copy with you. Unplug your computer and move it off the floor to a more protected area like a closet. Place your paper documents in waterproof containers and take them with you.

Transportation: Keep your car filled with gas and check all fluids and tire pressures (including spare). Know how you will evacuate and the route you will take if an evacuation order is issued.

Shelter: Hurricane evacuation shelters are designed for safety, not comfort. Accommodations are extremely basic. People who choose to stay in a local shelter should be prepared to sleep on the floor of a common area. Food and water will be provided, but typically it is recommended that people bring a sleeping bag, a pillow, snacks and all prescription medications.

Evacuation Order

When an evacuation is orders are given and they include your home or business, you should do everything in your power to comply.

During the Storm

During the storm, a "state of emergency" exists. Follow the instructions of local government officials.



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After the Storm

In the immediate aftermath of a storm, communications may be severely disrupted. Just as important as before and during the storm, it is critical to follow the instructions of local government officials after a storm.

People in our community should also immediately attempt to contact family and friends by any available means (telephone, text, email, social media, etc.) and let them know how they are doing. Students shall follow the **Stay Informed During Emergency** procedures above.

FOR EMPLOYEES ONLY: HURRICANE PREPAREDNESS PLAN

This is an action plan for FEI staff and faculty:

- FEI's HR Department creates and maintains a Whatsapp group text entitled "FEI Team," which is used for all types of FEI team communication by management.
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- FEI has a Safety and Emergency Management Team (STEM) that is composed of the following positions at the minimum:
 - President
 - Director of Human Resources
 - Director of Admissions
 - Director of Financial Aid
 - Director of Physical Facilities
 - Any approved selected staff/faculty or volunteer
- FEI's Safety and Emergency Management Team (STEM) will use the Whatsapp group text entitled "FEI Team" so that all employees can stay informed before, during, and/or after a hurricane.
- As per Employee Manual, all employees must assure they have access and have been included in the Whatsapp group text entitled "FEI Team."
- Managers must designate Essential Personnel— those employees who will work before, during, and/or after an emergency.

HURRICANE THREAT: Upon notification of a potential hurricane threat, all FEI employees should:

- Close, latch and request for all windows to be hurricane protected.
- Disconnect all electrical equipment.
- Remove all electrical equipment or any other valuable equipment from the floor in the event of flooding.
- Take all personal belongings home; they are not covered by insurance.
- Start logging in and getting instructions from the "FEI Team" Whatsapp text group.
- Obtain post-storm instructions from your supervisor and/or "FEI Team" Whatsapp text group.



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- Confirm or Update Your Personal and Emergency Contact Information with HR, including providing alternate mobile numbers.

PREPARING FOR IMPACT: Stay Informed, Get the Facts:

- Official announcements regarding emergencies are issued by Senior Management via the STEM's "FEI Team" Whatsapp text group.
- In the event of power outages, monitor local radio and television broadcasts for information concerning full or partial Miami-Dade Public Schools (MDPS) closures, cancellations, and other news.

AFTER THE STORM: Check In

- All employees should contact their supervisors as soon as possible to inform them of the status of their family and homes. Follow instructions from local authorities via radio and/or television.
- Do not return to the campus until the "all clear" is sent via the "FEI Team" Whatsapp text group, unless you are a member of FEI's STEM or you have been pre-designated as Essential Personnel by your supervisor. Essential personnel should get their work schedules and locations from their supervisors.