



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Last Revised 2/20/18

Campus Security Personnel

FEI maintains an Safety and Emergency Management Team (STEM Team) consisting of, at a minimum, the Campus Director and President and other key personnel for assuring the safety of all those associated to FEI and their security while on school premises. The STEM Team will communicate with employees via a Whatsapp FEI group setting on any decisions affecting the open and close of school due to weather emergency or other types of events. may elect to contract with local police agencies to provide security at some school sponsored events.

Notification of Dangerous Situation

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.

The campus conducts an annual emergency response and evacuation procedures test and documents the details of this 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

- Call 911
- 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

- Call 911
- 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 (Refer to FEI's Campus Security Policy in the consumer-information website page)

- Call 911
- The Front Desk at main campus 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

If a building evacuation is required, all members of the Campus community (in each building) are to assemble outside of the building to facilitate a count. If the incident being confronted allows, assembly should be outside the building at a safe distance.

Inclement Weather/Hurricanes/Other

Please refer to Emergency Policies and Preparedness at www.fei.edu/consumer-information.