



EMERGENCY RESPONSE AND EVACUATION PROCEDURES For Students and Employees

Florida Education Institute (also referred to as “FEI” and “Institution”) maintains an Emergency Response and Evacuation Procedures to assure the safety of the FEI campus community in the event of an emergency requiring evacuation. The Campus Director and the Director of Facilities and Operations are responsible for carrying out the safety procedures outlined herein.

FEI’s Emergency Response and Evacuation Procedures are maintained on the institution’s website consumer information page www.fei.edu/consumer-information/ and a hard copy can be made available to any member of the FEI community by submitting a request to the Campus Director at admin@fei.edu.

Campus Security Personnel

FEI maintains a Safety and Emergency Team (SET) for assuring the safety of all those associated to FEI and their security while on school premises. As a policy, SET members must include the Campus Director and President of the Florida Education Institute and key campus security personnel. SET provides guidance and resources for the creation and maintenance safety and emergency plans and procedures for the institution.

Basic Emergency Response Actions

As a basic principle of emergency response on campus, all calls for fire rescue, fire fighters, ambulance, police, or other emergency response shall be made immediately by **calling 9-1-1**.

In the event of an emergency or if alarm sounds, employees and students are instructed to leave their work/study areas and immediately vacate the building using the nearest exit. Some helpful things to remember in the event of an emergency evacuation are:

- Try to remain calm and do not panic.
- For multi-story campus locations, always remember to use the stairs.
- Never use the elevators in an emergency evacuation.
- To the best of your ability and without jeopardizing your own safety, help others who may need assistance.
- Leave everything that you cannot easily carry with you.
- Follow the posted evacuation procedures/routes.
- Do not re-enter the building unless it is deemed safe to do so by an authorized individual.

Evacuation and Exit Routes

Emergency evacuation procedures and exit routes are posted throughout campus buildings for everyone to follow in the event of an emergency requiring evacuation.

Emergency Response Exercises

Florida Education Institute tests the emergency response and evacuation procedures annually at each campus building through announced and coordinated exercises and/or drills. These exercises help to prepare employees and students for an orderly evacuation of campus building(s) in the event of an actual emergency; are used as a method to train building occupants on the safety issues specific to their campus



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

For Students and Employees

building; and can help to familiarize building occupants with the exit locations and sound of the alarm. These exercises also provide for an opportunity to test the operation of the alarm system. Documentation of these exercises is maintained by SET, including a description of the event, the date it was held, and the time the event started and ended. The institution does not maintain student housing, and therefore, is not required to perform annual fire drills.

Emergency Notification Procedures

All members of the FEI campus community are urged to immediately **call 9-1-1** in case of any significant emergency or dangerous situation on campus.

Additionally, and especially in the event of an emergency that can be planned for in advance, the Campus Director will immediately contact the Safety and Emergency Team (SET) to report the emergency and confirm necessary action.

Unless such notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, SET, the Campus Director, or his/her designee will notify, without delay, the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate or impending threat to the health or safety of students or staff on campus.

This process includes:

- 1) Determining who to notify (the entire campus community or a subset, local public police and fire authorities, local law enforcement, other public safety personnel, etc.);
- 2) Determining the content of the notification(s); and
- 3) Initiating the notification process.

Emergency notifications will be made by using some or all, but not limited to, the following methods: fire alarms, emails, text messages, campus-wide announcements, in-person communications, posting on the internal Student Portal, and/or posting on the institution's website.

As a matter of reference, the decision to notify the entire campus community versus only a segment or segments of the campus community is dependent on whether there is at least the potential that a very large percentage of the campus community will be affected by the situation and/or if the situation threatens the operation of the campus as a whole. In situations where only a segment or segments of the campus community are notified, the institution will continue to assess the situation to determine if additional notification to other segments is warranted.

Notification to individuals and/or organizations outside the campus community may be warranted if it is determined that the immediate and/or ongoing threat stretches beyond the Clery geography identified



EMERGENCY RESPONSE AND EVACUATION PROCEDURES For Students and Employees

in this report. The decision to notify the larger community will be determined by SET and may be performed as per the communications methods mentioned above.

What follows is a description of various emergency notification system and processes that can be used depending on the emergency:

Employee WhatsApp Text Alert System

This emergency text alert system allows quick and easy dissemination of information to the campus community in the event of an emergency through cell phones and email.

Emergency Communications System

Emergency sirens/horns available at strategic campus locations will be activated in the event of an emergency.

Employee Campus E-Mail Alert Message

E-mail alerts informs employees of present or imminent threats and directs all to take appropriate steps to maintain safety.

Other Communication Methods

If necessary, announcements could be made via:

1. Institutional Telephone System
2. Two Way Radios
3. Cellular Telephones
4. Voice Mail
5. Website Messages
6. Signage

Medical Emergency

- Call 9-1-1
- 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.
- Attempt to contact a medical professional near by
- Do not move injured party
- Stay with the injured until help arrives

Fire

- Call 9-1-1
- When a fire alarm is activated, evacuation is mandatory.
- Evacuate the building immediately.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

For Students and Employees

- 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 authorized emergency personnel

Inclement Weather/Hurricanes/Tornado/Other

- 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 classroom
- If outdoors, lie in a ditch or low-lying area if there is no time to get indoors

Refer to Emergency Preparedness for Students and Employees at www.fei.edu/consumer-information.

Chemical Spill/Hazardous Materials Emergency

- Call 9-1-1
- 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 9-1-1
- The Front Desk at main campus is to 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 officials

Refer to FEI’s Campus Security Policy at www.fei.edu/consumer-information for training videos and specific information.

Evacuation Count 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.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES For Students and Employees

No Notification Procedures Required

As mentioned above, FEI does not maintain any student housing, and additionally, does not officially recognize any off-campus student organizations. Therefore, the institution does not maintain emergency and evacuation procedures for such facilities and does not maintain a Missing Student Notification Policy for such facilities.