

NORTH FLORIDA COSMETOLOGY INSTITUTE, INC.

Emergency Action Plan

Emergency Action Plan

Table of Contents

I.	<u>Overview</u>	2
II.	<u>ACTION: Building Evacuation</u>	3
III.	<u>ACTION: Evacuation of Persons Requiring Assistance</u>	6
IV.	<u>ACTION: Shelter-In-Place</u>	7
V.	<u>ACTION: Calling 911</u>	9
VI.	<u>EVENT: Fire/Smoke/Explosion</u>	10
VII.	<u>EVENT: Tornado</u>	11
VIII.	<u>EVENT: Hurricane</u>	12
IX.	<u>EVENT: Chemical/Biological Incident</u>	13
X.	<u>EVENT: Bomb Threat</u>	13
XI.	<u>EVENT: Active Shooter Present</u>	18
XII.	<u>EVENT: Medical Emergency</u>	20
XIII.	<u>EVENT: Workplace Violence</u>	21
XIV.	<u>EVENT: Facility Damage or Disruption</u>	21

I. Overview

Introduction

Protecting the health and safety of every person on the **LOCATION** premises is our first priority during an emergency. [The North Florida Cosmetology Institute, Inc.\(NFCI\)](#) Emergency Action Plan has been designed to provide employees, [students](#) and visitors with guidelines that will protect life and property in the event of a fire, explosion, spill, severe weather conditions, or other emergency.

Purpose

The purpose of the Emergency Action Plan is to provide clear and consistent guidance for all [NFCI staff, students and visitors to](#) survive emergency situations that may arise at the workplace. This plan is intended to communicate specific guidelines for the emergency action or event and to promote safety during emergency situations.

Key Roles and Responsibilities

The [Financial Aid Director \(John D. Harrington\)](#) is responsible for:

- Overseeing the development, communication, implementation and maintenance of the Emergency Action Plan.
- Ensuring that floor plans and evacuation route maps are posted throughout the facilities.
- Ensuring the training of building occupants, Evacuation Monitors, and Floor Wardens, and notifying all personnel of changes to the plan.

The [Owners \(Anita Coppedge, co-owner & Kimberly Matthews, co-owner\)](#) are responsible for familiarizing personnel with emergency procedures, acting as liaisons between management and their work areas, and performing specific duties during building evacuations. (See Building Evacuations.)

The [Senior Instructors](#) are tasked with ensuring all employees, [students and visitors](#) are notified of the need to evacuate as well as other duties and responsibilities during building evacuations. (See Building Evacuations.)

The [NFCI Staff](#) oversees the safe and orderly evacuation of the [NFCI](#) building during emergencies. (See Building Evacuations.)

Employee Training and Drills

Training on the [NFCI](#) Emergency Action Plan and other emergency related issues will be required of all [NFCI employees](#). Impacted employees will be retrained when the plan changes due to a change in the layout or design of the facility, or when processes are

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introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. Training for employees will address the following:

- individual roles and responsibilities;
- threats, hazards, and protective actions;
- notification, warning, and communication procedures;
- emergency response procedures; and
- evacuation, shelter, and accountability procedures.

. Training updates will be provided once a year or as required to communicate critical updates. Evacuation monitors and floor wardens will provide training on the Emergency Action Plan to employees within their areas of responsibility.

| Unannounced evacuation drills will be conducted by the at least **once** per year. Drills include recommendations from outside resources such as fire and police departments. After each drill, evacuation monitors will gather input from employees in their work units to evaluate the effectiveness of the drill and then work with the Emergency Coordinating Officer to identify the strengths and weaknesses of the plan and improve it.

II. ACTION: Building Evacuation

| **NFCI** requires all persons to evacuate a building whenever the fire alarm system is activated or verbal instructions are given. Employees with disabilities or special needs should follow the special instructions provided by the evacuation monitors for their specific area.

Responsibilities

| The **Financial Aid Director (or designee)** is responsible for relaying applicable information to emergency personnel, building occupants and Evacuation Monitors in the event of a fire or other emergency.

| The **Owners (or designee)** are responsible for ensuring employees understand where their designated evacuation zones are and accounting for staff once they are in their assigned evacuation zones. Accountability procedures for emergency evacuation include:

- Knowing where their designated evacuation area is and for communicating this information to occupants. This will include the identification of the Evacuation Zone and Section for each person in their area of coverage.
- Ensuring that mobility-impaired persons with special needs and visitors are assisted in evacuating the building.
- Ensuring that all persons (**NFCI staff, students and visitors**) within their designated zones are accounted for during an evacuation, including mobility-impaired persons in stairwells.
- Reporting the names of individuals who have not been accounted for to the Facility Evacuation Team.
- Evaluating and reporting problems to the Emergency Coordinating Officer after an emergency event.

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Accountability Procedures for Emergency Evacuation:

When each evacuated group of employees has reached their designated evacuation zone, each Owner (or designee) is responsible for:

- Taking a head count of his/her group using the building occupant list for those employees in his/her zone. Accounting for all employees following an evacuation is critical. Confusion in the evacuation zones can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations.
- Serving as his/her program's/offices main contact during an evacuation.
- Minimizing the possibility of employees interfering with rescue operations.
- Instructing personnel to remain in the area until further notice.
- Reporting status to the Financial Aid Director (or designee) including locations of persons who have special needs and have remained in the building.

Employees are responsible for:

- Exiting the building using the nearest stairwell or exit.
- Reporting immediately to their designated evacuation area.
- Assisting students & visitors in their area to ensure they evacuate, are accounted for and are escorted back into the correct area of the facility when the "all clear" signal is given.

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Employees should inform students & visitors that they are to Return with the employee that checked them in, when possible, or with another staff member.

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Facility Evacuation Team

The NFCI Staff will oversee the safe and orderly evacuation of the NFCI building during emergencies.

The NFCI Staff will:

1. Communicate with the Owners (or designee) in each zone to identify any staff, student or visitors who are unaccounted for. Owners (or designee) will communicate with the NFCI Staff by proceeding to one of the command posts when head counts are completed. The Financial Aid Director (or designee) will coordinate with each command post to verify that all staff, student and visitors have been accounted for. The names of the staff not accounted for will be transmitted between the command posts and to the Financial Aid Director (or designee). An attempt will be made to locate the missing persons in other Evacuation Zones.
2. Use bullhorns and/or have face-to-face communication to identify the location of all unaccounted persons.
3. Communicate with Owners (or designee) in each zone to identify the precise location of any mobility-impaired persons who will need the assistance of first responders.

4. Communicate the location of mobility-impaired persons to the Financial Aid Director (or designee) who will then provide the location to first responders.
5. Identify problems and issues which surface during an actual evacuation or drill and make recommendations for improvements.

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Long Term Evacuations and Activation of the Emergency Response Team (ERT):

The Emergency Response Teams (ERT) are the NFCI Owners that decides NFCI actions during long term evacuations. The members of the ERT are identified as Anita Coppedge, co-owner & Kimberly Matthews, co-owner. The Emergency Response Team will report to an Alternate Location, as necessary.

- The Alternate Location may be used in the event of an emergency situation lasting 4 to 48 hours.
- Within 48 hours after the emergency evacuation, the Financial Aid Director (or designee), in consultation with the ERT, will determine what actions are necessary.
- The Financial Aid Director or his/her designee may authorize use of administrative leave if the facility cannot be reoccupied for an extended period of time. Information concerning office closings and the use of administrative leave will be available on the **Emergency Information Line (850-294-3310)** as decisions are made.

III. ACTION: Evacuation of Persons Requiring Assistance

Persons with disabilities or special needs should be familiar with evacuation options and procedures. An employee with special needs should:

- Seek one or more evacuation buddies who are willing to assist in case of an emergency.
- Ask supervisors, Owners (or designee), and Senior Instructors about evacuation plans and options for his/her building.
- Communicate special needs during an evacuation to the Owners(or designee) for his/her work area.

The NFCI building has accessible exits on the ground floor that can be used during an emergency. People located on floors above the ground floor will need to use stairways to reach building exits. Elevators are unsafe to use in an emergency and should not be used during an emergency evacuation. Elevators are automatically recalled to the ground floor upon activation of the fire alarm. **Individuals with disabilities or special needs will evacuate to stairwells and landings with their designated buddy.**

Buddy System

Persons in need of assistance are responsible for asking one or more reliable individuals to provide limited assistance in case of an emergency and providing the "buddy" with information on the assistance they will need. When the fire alarm is activated, if available, the buddy is to provide limited evacuation assistance. If the person is not able to evacuate with limited assistance (i.e., guidance, etc.), the buddy is

to confirm the location of the person needing assistance, and then immediately inform emergency personnel of his/her location. ***Emergency personnel (first responders) conduct the remaining physical evacuation of persons with disabilities or special needs who are unable to evacuate independently or safely with a buddy.***

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation. Evacuation options will vary according to types of disability:

Mobility Impaired – Wheelchair

When the fire alarm is activated, persons using wheelchairs will proceed to the nearest stairwell landing with their buddy. Waiting until the heavy traffic has passed before entering the stairwell will ease congestion and aid in a safer evacuation for all employees. The evacuation buddy may then proceed to his/her assigned evacuation zone and report the person's location to a Facility Evacuation Team member.

Stairwell evacuation of wheelchair users should be conducted by trained professionals (Tallahassee Fire Department). Only in situations of extreme and immediate danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down stairs is never safe.

Mobility Impaired – Non-wheelchair

A mobility impaired individual who is able to walk independently may choose to negotiate stairs in an emergency evacuation with his/her buddy if only minor assistance is required. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability or special need may choose to stay on the stairwell landing until emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired

Individuals with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations. Emergency instructions can be given by writing a short clear note to evacuate.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The buddy should offer his/her elbow to the individual with a visual impairment and guide him/her through the evacuation route. During the evacuation, the buddy should communicate as necessary to ensure safe evacuation.

IV. ACTION: Shelter-In-Place

Depending on the nature of the emergency, employees may be directed to shelter-in-place. **“Shelter-in-place”** simply means to select an interior room within one's area and take refuge there until the emergency is resolved or until the advisory is lifted.

Preparing to stay or go

In certain emergencies, the first important decision is whether to stay in the current location or move to another location. Employees, students & visitors should not panic, but determine if there is immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening but will issue advice to shelter-in-place through television or radio announcements or other available methods of communication.

Safe Places

The Financial Aid Director(or designee) has designated **safe places** which are available for staff to shelter-in-place. Each safe place is identified by the yellow and black label shown below.



Shelter-in-place communications

Employees should not pull the fire alarm in shelter-in-place situations. Alerting employees to shelter-in-place will be handled through a channel that is different from the method used to signal an evacuation. Emergency messages directing employees to shelter-in-place will be broadcast campus-wide through various channels to ensure maximum notification and response of employees including, but not limited to:

- email
- emergency and disaster website
- phone system
- intercom
- text alerts
- network pop-up messages

Shelter-in-place procedures

Employees will be trained on the shelter-in-place procedures and their roles in implementing them. Employees should:

- Ask their students & visitors to stay in the facility. When authorities provide directions to shelter-in-place, everyone must take those steps immediately. Employees, students and visitors should not walk outdoors or attempt to leave by car.
- Close the window blinds if told there is danger of explosion.
- Report to the nearest available safe place and remain there for further instructions.
- If cellular telephone equipment is overwhelmed or damaged during an emergency, the telephone, (if available) in the safe room will be available for employees to call their emergency contacts and to report any life-threatening conditions.

V. ACTION: Calling 911

Having the necessary information if calling 911 is vital. Several steps can simplify the process for the caller and the operator.

The caller should be calm before calling 911. Being calm in an emergency situation will help the caller speak slowly and clearly so the operator will understand the information conveyed.

Call 911. When dialing 911, the caller must be aware that sometimes it takes time for the phone to route to the correct answering point; and *must be patient*. The caller should **NOT hang up if not connected immediately**.

The caller should be ready to provide the following information:

Nature of the emergency: Is assistance from law enforcement, medical professionals, and/or firefighters needed? The caller may be directed to dial certain numbers to appropriately route the call according to the nature of the emergency.

- **A detailed, yet concise, description:** What happened? What are the details and which are the most important? In general, the most important thing is why assistance is needed (an unconscious employee, for example), followed by what caused the need for assistance (i.e., a possible heart attack).
- **The phone number of the phone used to call 911.** The dispatcher will need instructions on how to get to the caller's location, and may need to call back for more information. It is important to know the phone number of the phone used to call 911.
- **Location.** The caller should know the address of the emergency and the nearest intersection (cross street), or be able to provide directions for the dispatcher to relay to emergency responders. It is essential for the caller to provide the building number, floor and, if applicable, workstation/office number since this information does not automatically display to the dispatcher.

Listen to the dispatcher. Follow orders. To increase the probability of survival, the caller must listen to and trust the dispatcher and follow the instructions, remembering that help is on the way, even if the dispatcher is still asking questions or giving instructions. **The caller should not hang up until instructed to do so.**

It is preferable that the caller use a desk telephone to dial 911. Not all cell phones are accurately enhanced in all 911 systems. If a cell phone is the only option, the caller needs to disclose his/her location to the dispatcher as soon as possible. The dispatcher will send help to the location as soon as the caller's location is determined. Some calls may need to be transferred to a more appropriate call center based on the caller's location

The caller should send someone outside to the front of the building (if possible) to guide emergency responders to the person(s) in need of assistance. The caller should also be sure that the person he/she sends knows where the emergency has occurred, including the building number and location, floor number and specific location of the person in need of assistance. Responders not aware of the layout of the NFCI building may need assistance.

VI. EVENT: Fire/Smoke/Explosion Emergency

Alerting or Signaling Building Occupants in Case of Fire or Other Emergency

Persons discovering a **fire, smoky condition, or explosion** should activate the nearest fire alarm pull station (if available). If the alarm does not sound or if people are still in the building and the alarm has stopped sounding, building occupants should activate additional fire alarm pull stations (if available), or verbally announce the alarm. This should be done while exiting the building.

Senior Instructors and are to provide any pertinent fire or rescue information to a member of the NFCI Staff

After exiting the building, the employee who called 911 or activated the fire alarm should notify the Financial Aid Director of the circumstances of the emergency. Informing the Financial Aid Director at the designated evacuation area can do this. The Owners (or designee) will then notify a NFCI Staff member.

Calling 911 will activate the Tallahassee Fire Department. The caller should provide the 911 operators his/her name, the building address (2424 Allen Rd.) the building and location, floor location of the fire, its severity and type.

Upon activation of the fire alarm, all employees, students and visitors should evacuate the facility as follows:

Employees

- Upon activation of the fire alarm, go to the nearest fire exit stairwell and exit the building. Never use an elevator during a fire evacuation.
- Report immediately to the designated evacuation zone.
- Do not block entrance areas.
- Do not reenter the building until the all-clear or return-to-work notification is announced.
- Fire extinguishers are to be used **only** by individuals trained to use them.

VII. EVENT: Tornado

Overview

The National Weather Service issues tornado watches or warnings as appropriate. NFCI will monitor such watches and warnings and notify employees of what action is

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take, if necessary.

Tornado Watch

A tornado watch is issued to alert people to the possibility of a tornado developing in the area. At this point, a tornado has not been seen but the conditions are favorable for tornados to form at any moment.

When a tornado watch has been issued, employees should:

- Stay alert and watch for changing weather conditions.
- Listen to local news reports and weather updates.
- Be ready to seek shelter should a tornado warning be issued.
- **NOT** pull the fire alarm.

The Financial Aid Director (or designee) will monitor the situation. No action is necessary for a tornado watch.

Tornado Warning

A tornado warning is issued when a tornado has actually been sighted or has been detected on radar in the area. This means that you need to take shelter immediately.

When a **TORNADO WARNING** is issued by the Tallahassee National Weather Service, employees will be notified to take shelter immediately.

- Employees, students & visitors should take shelter immediately in the nearest designated **safe place** or stairwell, away from windows or doors with glass.
- Employees, students & visitors should not leave the building.
- Employees should remain calm and await further instruction once they are in the nearest designated safe place or stairwell.
- Employees will return to their assigned work stations when the tornado warning has expired or once the “all clear” has been communicated.



VIII. EVENT: Hurricane

Overview

Cyclones in the northern hemisphere are low-pressure systems that generally form in the tropics and are classified as tropical depressions, tropical storms, or hurricanes.

Tropical Depression

An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph or less.

Tropical Storm

An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph.

A **tropical storm watch** is issued when tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified coastal area within 48 hours.

A **tropical storm warning** is issued when tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* somewhere within the specified coastal area within 36 hours.

Hurricane

An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph or higher.

Hurricanes are categorized according to the strength of their winds. A Category 1 storm has the lowest wind speeds, while a Category 5 hurricane has the strongest.

A **hurricane watch** is issued when hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified coastal area. Because hurricane preparedness activities become difficult when winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical storm force winds.

A **hurricane warning** is issued when hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified coastal area. Because hurricane preparedness activities become difficult when winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical storm force winds.

NFCI Hurricane Response

- a. When a hurricane warning has been issued, the **Owners or his/her designee** will determine if the facility will be closed due to inclement weather conditions.
- b. **The or his/her designee** will provide updated office closure information to the local media (print, radio and TV) **and staff** on an as-needed basis.

IX. EVENT: Chemical/Biological Incident

Overview

Chemical, biological, or radiological contaminants may be released into the environment in such quantity and/or **proximity to NFCI that it is safer to remain indoors rather** than to

evacuate. In these situations, employees, students & visitors will be advised to shelter-in-place. (See Shelter-In-Place.)

X. EVENT: Bomb Threat

Most bomb threats are received by telephone. Bomb threats are serious until determined otherwise. Acting quickly and remaining calm will ease the process of obtaining information by using the Bomb Threat Checklist. **Employees must not give this information to anyone except their supervisor, Financial Aid Director, Owners, or police.**

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By phone:

If an employee receives a telephone threat, he/she should:

- Remain calm and not alarm others.
- Keep the caller on the line for as long as possible.
- Listen carefully, be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to contact the supervisor or, as soon as the caller hangs up, the employee should immediately notify his/her supervisor. (The supervisor will report the threat to the Financial Aid Director)
- If the telephone has a display, copy the number and/or letters that appear on the window display.
- If possible, ask the following questions:
 1. When is the bomb going to explode?
 2. Where is it right now?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
- Fill out the Bomb Threat Checklist immediately to assist responding law enforcement. Write down as much detail as you can remember. Try to relay the exact words that were used.
- The employee should bring the completed checklist to give to emergency personnel if the building is evacuated.

In writing:

If an employee receives or discovers a written bomb threat message, he/she should:

- Remain calm and not alarm others.
- Leave the message where it is found. To preserve fingerprints and other evidence, the employee should not handle the document any more than necessary.
- Notify his/her supervisor immediately.

The supervisor will report the threat to the Financial Aid Director (or designee).

By email:

If an employee receives or discovers a bomb threat by email, he/she should:

- Remain calm and not alarm others.
- Neither delete nor respond to the message.
- Immediately notify his/her supervisor.

The supervisor will report the threat to the Financial Aid Director (or designee).

In person:

If an employee is approached by an individual or group claiming to have a bomb, or claiming to have placed a bomb, he/she should:

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- **Remain calm and not alarm others.**
- Cooperate with the individual or group.
- If possible, ask the following questions:
 1. When is the bomb going to explode?
 2. Where is it right now?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
- Notify his/her supervisor as soon as possible.

The supervisor will report the threat to the Financial Aid Director (or designee).

Signs of a suspicious package:

- no return address
- excessive postage
- stains
- strange odor
- strange sounds
- unexpected or unusual delivery
- poorly handwritten address
- misspelled words
- incorrect titles
- foreign postage
- restrictive notes

If a suspicious package is found, employees are advised as follows:**DO NOT:**

- Use two-way radios or cellular phones; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

DO:

- Evacuate the immediate area.
- Immediately notify your supervisor, who will report the matter.
- Leave all doors and windows open in the bomb area.
- Make a mental note of the following:
 - Exact location of the object;
 - Size of the object;
 - Type of container or wrappings and markings on the package;
 - Any sound coming from the object.

Whom to contact:

A supervisor (yours, if possible)

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number where Call Received:

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____



Homeland Security

SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

▪ Stop. Don't handle.

▪ Isolate it immediately.

▪ Don't open, smell, or taste.

▪ Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

▪ Isolate area immediately ▪ **Call 911** ▪ Wash your hands with soap and water



 UNITED STATES POSTAL SERVICE.



XI. EVENT: Active Shooter Present

According to the U.S. Department of Homeland Security, an **Active Shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms(s) and there may or may not be a pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

NOTE: An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for surviving an active shooter event are listed below.

Developing a survival mindset

Awareness and Preparation: The individual should take time to understand his/her surroundings and environment before an emergency occurs. Asking "What if?" questions will help to develop a plan.

In an active shooter emergency

The individual must make a decision and trust his/her instincts to take action to protect himself/herself in order to survive the situation. There will generally be three options:

- **Get away:** Can the individual safely escape?
- **Hide:** Is there an effective place to hide?
- **Confront:** Can the individual stop the shooter?

Getting out

- If the individual is able and deems it safe, he/she should get out and go to a safe place.
- The individual will have to rely partially on instinct.
- The individual **should leave belongings behind** but take his/her cell phone if it is handy.

Hiding in a safe place

In general, the individual should:

- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if possible.
- Close and lock the outside door to the room or blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Make a plan with others in the room about what will be done if the shooter enters.

- Make a total commitment to action and act as a team with others. If not acting as a team, spreading out away from other individuals may increase odds of survival.
- Do whatever is necessary to survive the situation without increasing risks to others.
- If possible and safe to do so, report the location of the shooter to law enforcement by dialing 911.

If outside when a shooting occurs, the individual is advised to:

- Drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe place or cover, duck and run to it (crawl if necessary).
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Many objects of cover that may conceal the employee from sight may not be bulletproof.
- Stay down and do not move when a place of relative safety has been reached.
- Wait and listen for directions from public safety and/or law enforcement personnel.

If the suspect is in close proximity

An individual must use his/her own judgment about when he/she must engage a shooter for survival. Generally, one can lie motionless and pretend to be unconscious, or confront the individual.

Helping out

Employees should warn others, help others escape, keep others away from the danger area, help others stay calm, and help the injured.

Calling for help

- If safe to do so, the individual should call 911. Do not assume that someone else has reported the incident.
- Employees should be persistent, as phone lines may be jammed.
- If safe to do so, the caller should stop and take time to get a good physical description of the shooter noting:
 - height and weight
 - hair color/characteristics (short, long, etc.)
 - race and gender
 - approximate age
 - color/type of clothing
 - method and direction of travel
 - his/her name, if known
- If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics.

When law enforcement arrives

When law enforcement arrives, their first priority will be to locate/identify the shooter. The following actions could cause someone to be mistaken as the shooter:

- Running at them or making sudden movements.
- Screaming, yelling, pointing, or waving the arms.
- Holding anything in the hands that could be mistaken for a weapon (including cell phones).

It is vital to be quiet and cooperate with officers by showing empty hands and following their instructions. Witnesses should provide:

- The number of shooters.
- The location and physical description of the shooter.
- The number and types of weapons.

When it is safe to do so, employees, students, and visitors will be given instructions for how to safely exit the location.

XII. EVENT: Medical Emergency

Rescue and Medical Duties

The Tallahassee Fire Department and FDLE Capitol Police will conduct all rescue and medical duties and will coordinate with emergency medical services.

Medical Emergencies

1. **Calling 911** will alert emergency medical services.
2. The caller should make sure someone is waiting in the lobby of the building to escort emergency medical services to the location of the medical emergency.

XIII. EVENT: Workplace Violence

Employees have an obligation to report incidents or threats of violence at or affecting the workplace.

A physical act of violence in progress or an incident that puts any individual in immediate danger should be reported immediately to law enforcement, either by calling 911

When it is safe to do so, workplace violence incidents should be reported to the Owners (or designee).

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XIV. EVENT: Facility Damage or Disruption

Damage to or disruption of the **NFCI** facility or utilities (building structure, power, water, sewer, HVAC, etc.) can have a significant impact on **NFCI's** employees, **students & visitors**. In these instances, the **Financial Aid Director (or designee)** will coordinate with the **Owners (or designee)** to provide information to **staff & students** sufficient for making decisions regarding operations, facility closures, etc. The incident, if considered an emergency, may require evacuation of the building, and possibly closing the office and authorizing administrative leave for employees who are unable to work due to the office closing. **NFCI's** emergency management process has developed the following guidelines for handling power outages that may be applicable to other facility damage or disruptive incidents:

NFCI Power Outage Guideline for Employees

Most power outages are isolated to a specific building and power is usually resumed in less than five minutes. If the duration of the outage is expected to be lengthy, the **Owners (or designee)** may choose to close an office and authorize administrative leave for employees who are unable to work due to the office closing. The decision may be made based on existing conditions such as weather, building temperature, the level of darkness and the expected length of the outage.

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If the power goes out:

- Employees, **students & visitors** should remain calm and stay where they are unless there is an immediate threat to their safety (e.g., a fire). Since most power outages are brief in duration, it is best to remain in place and await information from management on the potential duration and seriousness of the situation.
- In an unlit area, employees, **students & visitors** should proceed with caution to an area that has natural or emergency lighting. (Hint: The backlighting on a cell phone may function as a source of light to help you navigate).
- Passenger elevators **will not** function during a power outage. If trapped in an elevator, **individuals** should stay calm and use the telephone button in the elevator to alert Capitol Police that they are trapped.
- Employees are not authorized to leave the workplace in the event of a power outage unless directed by management and/or the use of personal leave is approved.

Reporting outages in the building

- Employees may report an outage to the **Financial Aid Office** at 850-**219-9222**.
- **Employees should not call 911 to report a power outage** unless there is a medical emergency or immediate danger requiring law enforcement or fire department response.

Equipment that will continue to operate during a Power Outage:

- desktop telephones
- emergency lighting designed to illuminate exit pathways
- building fire alarm system
- building access/security system

NFCI UTILITY OUTAGE/DAMAGE NOTIFICATION

1. When there is an outage or building damage occurs, the NFCI Staff will work to determine its cause. They will then notify the Financial Aid Director (or designee) of the situation.
2. If the outage is a threat that poses an immediate danger to NFCI employees, students, & visitors the Financial Aid Director (or designee) will contact the Owners (or designee) to determine what actions to take to immediately protect NFCI employees, students & visitors. The Owners (or designee) may also close the facility or any part of it and authorize administrative leave for employees who are unable to work due to the office closing.

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3. The Financial Aid Director (or designee) will activate the Emergency Notification system or manually call the following staff:
 - Co-Owner Anita Coppedge
 - Co-Owner Kimberly Matthews
 - Senior Instructors Christina Player, Joni Harvey, Susan Shields, & Shaton Tanner.

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4. If no action is required, the following message will be transmitted to senior managers:

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“The current utility outage is being investigated by NFCI and the City. We do not have any specific information regarding the duration or seriousness of the situation. We will provide you with additional information as it becomes available. Please advise your staff that no action is necessary at this time.”

5. If the Owners (or designee) has determined that the facility or any portion of it should be officially closed, a message with that information will be transmitted by the Financial Aid Director (or designee), depending on the nature of the situation.

Signature

Anita Coppedge Co-Owner

Date

