



## **Compu-Med Vocational Careers**

### **Hialeah Main School**

**2900 West 12<sup>th</sup> Ave, 3<sup>rd</sup> Floor #28**

**Hialeah, Florida 33012**

**Phone (305) 888-9200 Fax (305) 889-2852**

### **Miami Branch School**

**11401 SW 40<sup>th</sup> St, Suite 150, 1<sup>st</sup> Floor**

**Miami, Florida 33165**

**Phone (305) 553-2898 Fax (305) 553-6811**

# **Emergency Preparedness Plan**

- **Hurricane Action Plan**
- **Evacuation / Fire Safety Plan**
- **Emergency: Fire and others**

# HURRICANE ACTION PLAN

## CONTENTS

CHAPTER 1 - INTRODUCTION.....	4
INTRODUCTION .....	4
GENERAL INFORMATION .....	4
SCOPE AND GOALS OF THE PLAN .....	4
WHO IS THE HURRICANE EMERGENCY RESPONSE TEAM?.....	5
DISTRIBUTION OF THE PLAN.....	5
CHAPTER 2 - BASIC NATURAL DISASTER INFORMATION .....	5
HURRICANE LEVELS.....	5
TORNADO .....	6
FLOODING (FLOODPLAIN/RIVER/LAKE) .....	6
CHAPTER 3 - SCHOOL CLOSURE DUE TO HURRICANE.....	6
HURRICANE CLOSURE .....	6
WHO DETERMINE CLOSURES? .....	6
CRITERIA .....	6
MULTI-DAY CLOSURE .....	6
CHAPTER 4 - COMMUNICATION PROCEDURE .....	7
GENERAL INFORMATION .....	7
WHO BEGINS COMMUNICATION?.....	7
WEBSITE.....	7
VOICEMAIL.....	7
STAFF .....	8
STUDENT .....	8
RE-OPEN NOTIFICATION .....	8
RE-OPEN WITH DAMAGE.....	8
PHONE TREE .....	8
MULTI-DAY CLOSURE .....	8
CHAPTER 5 - PHYSICAL PROTECTION PROCEDURE .....	9
GENERAL INFORMATION .....	9
WHEN IS THIS NECESSARY? .....	9
WHO OVERSEES THE PHYSICAL PROTOCOLS? .....	9
CHAPTER 6 - DATA PROTECTION PROCEDURE .....	9

WHEN DO WE FOLLOW THE PROTECTION PROCEDURE? .....	9
WHO MANAGES THE PROCESS? .....	10
DAMAGE ASSESSMENT PROCEDURES .....	10
DATA BACK UP .....	10
DATA RESTORATION .....	10
CHAPTER 7 - RE-OPEN/DAMAGE PROCEDURE .....	11
GENERAL INFORMATION .....	11
WHO DETERMINES – ANY APPROVALS NEEDED.....	11
DAMAGE INSPECTION.....	11
DAMAGE REPORT/INSPECTION/COLLECTION .....	11
CHAPTER 8 - ACADEMIC CONTINUATION PROCEDURE .....	11
GENERAL INFORMATION .....	11
MAKE-UP DAYS .....	11
ONLINE.....	12
CHAPTER 9 - PAYROLL PROCEDURE .....	12
GENERAL INFORMATION .....	12
NATURAL DISASTER PAY .....	12
PART-TIME AND CONTRACT EMPLOYEES .....	12
SCHOOL IS OPEN, BUT EMPLOYEE NEEDS AN EXTENDED ABSENCE .....	12
OTHER.....	12
CHAPTER 10 - HURRICANE EMERGENCY RESPONSE TEAM RESPONSIBILITIES.....	13
GENERAL INFORMATION .....	13
CHAPTER 11 - STAFF TRAINING .....	13
GENERAL INFORMATION .....	13
HURRICANE RESPONSE TEAM .....	13
GENERAL STAFF TRAINING .....	14
CHAPTER 12 - APPENDIX.....	14
SUPPLIES .....	14
WHAT IS NEEDED? .....	14
CONTACT INFORMATION.....	15

## CHAPTER 1 - INTRODUCTION

### INTRODUCTION

---

#### GENERAL INFORMATION

The safety of the students, faculty, and staff at Compu-Med Vocational Careers is our highest priority. Compu-Med Vocational Careers monitors weather conditions and has an extensive emergency plan to address weather emergencies and any other crises that may affect the campus. No matter what the emergency, our Crisis Response Team stands ready to work in cooperation with the local government agencies to coordinate emergency procedures should the need arise.

Classes, functions, and events will proceed as scheduled unless you are notified otherwise. Before, during and after any emergency, we will issue notifications of campus status and other pertinent information as needed through a variety of communication mechanisms, including the Compu-Med Vocational Careers Web site, broadcast e-mail messages, text messages, voicemails, and through local media outlets.

Unless electrical power or electronic communication is unavailable following a storm or emergency, the Compu-Med Vocational Careers website will be the official source for information. Status updates will be posted on the website, as well as through local media. In some cases, students may receive recorded updates by calling their Compu-Med Vocational Careers campus. Please do not rely solely on the media, since our two campuses may have different operating schedules, the media may not always include our detailed information in their newscasts.

When Compu-Med Vocational Careers is threatened in an emergency situation, the CEO, or designee, will have the Crisis Response Team (CRT) Director schedule a meeting to address the situation.

---

#### SCOPE AND GOALS OF THE PLAN

The Hurricane Action Plan for Compu-Med Vocational Careers focuses on several key areas outlined below. This plan is meant to provide guidelines when faced with various aspects of a hurricane, or other natural disaster. Not all specific scenarios may be addressed. Circumstances falling outside of these parameters should be brought to the attention of the School President/Director.

Scope of the Hurricane Action Plan:

- Closure Criteria
- Communication Procedure
  - Students
  - Employees
- Physical Asset Protection Procedure
- Data Protection Procedure
- Reopen/Damage Documentation Procedure
- Academic Continuation Procedure

- Payroll Procedure
- Responsibilities of Hurricane Emergency Response Team
- Training

---

#### WHO IS THE HURRICANE EMERGENCY RESPONSE TEAM?

The Hurricane Emergency Response Team, (shall be referenced as the HRT), is comprised of the senior leadership team and the School President/directors from each campus. At each campus the School President/Director will designate a campus level response team, (shall be referenced as the CHRT), to assist with campus specific responsibilities.

The Campus Hurricane Response Team is responsible for the following:

- Annual review of disaster supplies
- Annual review/updates of the Hurricane Action Plan
- Annual staff training of Hurricane Action Plan
- Implementing the Hurricane Action Plan as described below

---

#### DISTRIBUTION OF THE PLAN

This plan will be made available annually to employees. Students will receive information about the communication protocol.

## CHAPTER 2 - BASIC NATURAL DISASTER INFORMATION

### HURRICANE LEVELS

Hurricanes generate a series of threats to lives and property. The most obvious is the threat posed to buildings, equipment, and people by the high winds which characterize such storms. Another serious threat to life and property comes from the storm surge, which occurs in coastal areas. Storm surges consist of huge domes of water and storm driven waves, which are pushed inland ahead of a hurricane. Tides of three to ten feet above normal are common, but the storm surge may rise twenty feet or more in large hurricanes. Waves come ashore with great force, far beyond the reach of normal surf. In relatively flat areas, the storm surge may push many miles inland. Hurricanes often generate heavy rainfall, which can cause severe flooding over wide areas. Hurricanes also may spawn deadly tornadoes. Flooding and tornadoes may affect areas well inland.

The National Weather Service (NWS) rates hurricanes by their intensity, using a scale of one to five. The scale, which is outlined below, categorizes storms according to their sustained winds, the storm surges produced, and expected damage. The NWS may provide a Hurricane Watch or Hurricane Warning if a hurricane is developing in the area. These terms are defined below.

**“Hurricane Watch”** means a hurricane has become a threat to coastal areas. Residents and businesses in those areas should monitor the situation and be prepared to take precautionary action promptly if a hurricane warning is issued.

**“Hurricane Warning”** indicates that hurricane force winds, dangerously high water, and rough seas are expected in a specific coastal area within 24 hours and precautionary actions should begin immediately. A hurricane’s intensity, speed, and direction can change rapidly, so the threat to particular areas of the coast may also change quickly. It is essential that people in coastal areas of Florida regularly monitor radio and television newscasts for information and instructions whenever a hurricane is on either Florida coast.

## TORNADO

A **tornado watch** is issued when tornadoes and/or severe thunderstorms are likely to strike an area, while a **tornado warning** is issued when the funnel of the tornado has been sighted in the area. At that point, human safety must be the highest priority. Immediate shelter must be sought and there will be no time to secure physical assets.

## FLOODING (FLOODPLAIN/RIVER/LAKE)

There are a number of flood watches and warnings issued by forecasters. A **flood watch** is issued when water levels or other conditions indicate that flooding is possible in the given time period. A **flood warning** is issued when a flood is occurring or is imminent. In the latter case, time and location are usually provided, and orders are given to evacuate vulnerable areas. A **flash flood watch** is issued when flash flooding is possible in the given time period. A **flash flood warning** is issued when flash flooding is occurring or is imminent.

## CHAPTER 3 - SCHOOL CLOSURE DUE TO HURRICANE

### HURRICANE CLOSURE

In the event a hurricane or other severe inclement weather is expected in the area, the HRT will evaluate the circumstances and will determine the best course of action for the particular situation.

---

#### WHO DETERMINE CLOSURES?

When determining a school closure, the School President/Director at each campus will make the preliminary decision with final approval from the CEO, or designee.

---

#### CRITERIA

The School President/Director will make their determination partly based on the public school system within their county, as well as neighboring counties where both our students and staff may reside. If the public school system within the county has issued a notice of closure, CMVC may do the same. In the event a **warning** is issued for the county in which the campus is located, even if the public school system has not released a notice of closure, the School President/Director may issue a notice of closure. In the event of warning in a neighboring county, or a watch in the county in which the campus is located, the weather will be watched closely and the School President/Director and HRT will determine the best course of action. The School reserves the right to reverse a closure in the event a hurricane changes course.

---

#### MULTI-DAY CLOSURE

In the case of a multi-day event, the School will follow the public school system. In the event of multi day closure due to damage from severe weather, the School President/Director will assess the damage and notify the CEO, or designee, regarding the ability to resume operations. The School President/Director will make the preliminary decision with final approval from the CEO, or designee. Please refer to Chapter 7 regarding reopening with damage.

## CHAPTER 4 - COMMUNICATION PROCEDURE

---

### GENERAL INFORMATION

In the event of severe weather or hurricane, timely and accurate communication is vital.

---

### WHO BEGINS COMMUNICATION?

The School President/Director, or designee, at each campus will begin the communication procedure. Each campus will maintain a campus specific phone tree, which will be utilized when contacting staff.

If the campus is open and calls for immediate closure, the School President/Director will dismiss anyone and begin contact procedure for all those scheduled to arrive later that day.

The School President/Directors should appoint a minimum of one designee, preferably two, to assist in this task.

---

### WEBSITE

The School President/Director, or designee, at each campus will notify the Chief Executive Officer of the closure. The School President/Director or designee will arrange for the updating of the website with the following verbiage:

“Due to severe local weather conditions, Compu-Med Vocational Careers, (CAMPUS) will be closed on date and is expected to reopen on date.”

---

### VOICEMAIL

Once it's determined the School will close, the School President/Director or designee will, if possible, leave the following VM on the campus VM:

“Due to severe local weather conditions, Compu-Med Vocational Careers, (CAMPUS) will be closed on date and is expected to reopen on date.”

In general, the expected reopen date should be the following day after the closure.

---

### STAFF

All staff will be contacted using the phone tree and e-mail and text via Moodle, including adjuncts.

---

### STUDENT

Students will be informed via the School's website, chats groups, e-mail and text via Moodle.

School President/Director will arrange for notification via these methods, if applicable.

Statement to be provided to impacted students, if applicable:

**Subject Line: School Closure Due to Weather**

“Due to severe local weather conditions, Compu-Med Vocational Careers, (CAMPUS) will be closed on date and is expected to reopen on date.”



In general, the expected reopen date should be the following day after the closure.

---

#### RE-OPEN NOTIFICATION

This is only necessary in the event of a multi-day closure; otherwise the assumption is we will reopen the following day. All communication methods discussed above should be utilized.

---

#### RE-OPEN WITH DAMAGE

In the event the storm does hit the area resulting in damage, the School President/Director and assigned CRT members should plan to arrive early for walk through and to assess damage. They will determine if the building is safe to enter. All employees should plan to return to work the day after an event. Employees will be dismissed as necessary.

---

#### PHONE TREE

In the event of a school closure the phone tree will be used to notify staff of the closure. The School President/Director will initiate the phone tree by calling their campus department heads; department heads will then call their staff. Once the department head has called all employees within their department, they will notify the School President/Director. The Campus leadership will be included in the campus phone tree for the campus in which they are housed.

Phone Tree Maintenance- Each campus will maintain their own phone tree. The School President/Director, along with two designated associates will review it quarterly for accuracy.

Quarterly maintenance due dates are as follows: January 30<sup>th</sup>, April 30<sup>th</sup>, July 30<sup>th</sup> and October 30<sup>th</sup>.

---

#### MULTI-DAY CLOSURE

In the event of a multi-day closure communication methods above should be utilized, whenever possible. The determination will be made and communicated the night prior if there will be an additional day of closure, based on the public school system in the actual county and area counties.

## CHAPTER 5 - PHYSICAL PROTECTION PROCEDURE

---

#### GENERAL INFORMATION

The School President/Director (or their designee) assumes responsibility as the duty coordinator for all personnel on the campus. Under direction of the School President/Director, personnel will begin preparation for the expected storm event in accordance with the prepared plan, if time allows.

---

#### WHEN IS THIS NECESSARY?

Once a hurricane watch has been issued for the affected area the following will take place:

- Change the School telephone message to include pending changes in schedule
  - Begin distributing plastic bags and plastic sheeting as needed to protect equipment
  - Note-**TURN OFF and UNPLUG** Computers prior to wrapping in plastic sheeting

- Elevate electronics from floor in the event of flooding
- Remove food from offices and refrigerators to dumpsters
- Relocate personal, privacy sensitive, perishable and critical items from offices/work areas to predetermined alternate location
- Back-up server files
- DO NOT UNPLUG REFRIGERATORS
- Relocate items placed near windows

Once a hurricane warning has been issued for the affected area the following will take place:

- Ensure the School telephone message has been changed
- Relocate personal, privacy sensitive, perishable and critical items from offices/work areas to predetermined alternate location
- Ensure computers/electronics are properly elevated and wrapped
- Remove food from offices and refrigerators to dumpsters
- DO NOT UNPLUG REFRIGERATORS
- Relocate items placed near windows
- Confirm that all windows and doors are locked

---

#### WHO OVERSEES THE PHYSICAL PROTOCOLS?

Each School President/Director will designate two campus employees to oversee completion of the physical protocols.

All employees will be responsible for their own office equipment and removal of anything from their office window.

### CHAPTER 6 - DATA PROTECTION PROCEDURE

---

#### WHEN DO WE FOLLOW THE PROTECTION PROCEDURE?

Once a hurricane watch has been issued for the affected area the following will take place:

- Confirm that all data backups were successfully completed

Once a hurricane warning has been issued for the affected area the following will take place:

- Verify that all items listed under Hurricane Watch have been completed
- Turn off computers, office machines, electrical appliances and lights.
- Unplug the power and network cords from the wall (take a picture first to aid in setting things back up after the storm). If equipment is plugged into a power strip, unplugging the power strip from the wall will suffice.
- If the equipment is located near a window, once unplugged, cover the equipment in plastic and consider moving the equipment away from the windows. Wind coming through a broken window can blow in water and debris so be sure plastic can't blow off. If the equipment is in a possible flood area, if possible, raise the equipment off the floor.
- Ensure personal critical data is moved to your "One Drive" storage space in Office 365. Store data backups, if any, in a secure location predetermined by the Campus Director.

---

#### WHO MANAGES THE PROCESS?

The School President/Director in conjunction with designated staff members will be responsible for managing this process.

---

#### DAMAGE ASSESSMENT PROCEDURES

- Determine the cause of the disruption.
- Determine the potential for additional disruption or damage.
- Determine and identify the affected physical area and status of physical infrastructure.
- Determine the status of all equipment functionality and inventory.
- Determine the items that need to be replaced or repaired.
- Assess the cost of replacement or repair.
- Estimate the time needed to restore services to normal operations.

---

#### DATA BACK UP

The School Staff will implement back up procedures for all potentially impacted campuses. This will include the shared drives where all data is stored.

Individual departments may also keep an external hard drive. The assigned employee will be responsible to ensure all data is backed up on this device and is relocated to the agreed location in the event of a warning.

---

#### DATA RESTORATION

- Repair and restore affected hardware components before beginning any software recovery operations.
- Repair and restore affected software applications, databases, web sites, file systems, etc.
- Perform initial testing on all mission-critical operations, applications, and business processes to assess recovery operations.
- Contact appropriate Department Heads to perform secondary user-specific testing on all mission-critical operations, applications, and business processes.

### CHAPTER 7 - RE-OPEN/DAMAGE PROCEDURE

---

#### GENERAL INFORMATION

Damage from hurricanes may have a devastating impact. It is important for everyone's safety the buildings are inspected for damage.

---

#### WHO DETERMINES – ANY APPROVALS NEEDED?

Following the lifting of an emergency situation, essential personnel in the CRT will determine which facilities can be used safely for classes and other purposes.

The School President/Director, upon recommendation from the CRT, will issue necessary directives and instructions concerning the resumption of classes and the use of School buildings and facilities.

All information will be communicated through discussed communication methods, including media.

## DAMAGE INSPECTION

Damage will be inspected by the School President/Director and assigned personnel.

---

### DAMAGE REPORT/INSPECTION/COLLECTION

In the event of damage, the School President/Director will notify the CEO and await additional instructions.

## CHAPTER 8 - ACADEMIC CONTINUATION PROCEDURE

---

### GENERAL INFORMATION

In the event of a natural disaster, the following protocol should be used:

---

#### MAKE-UP DAYS

Most class absences due to school closures must be made up scheduled at the end of each academic period.

CMVC will determine an appropriate alternative plan for make-up that may involve weekends.

Externship/clinical site experiences will be made up in the same manner with the externship extending into the break week until the absent hours are made up pending site availability and approval.

---

#### ONLINE

Absences in Online courses must be made up in the same one-week timeframe that is allotted to residential courses. If a student experiences extenuating circumstances due to power outages or other technical issues resulting from inclement weather, he or she may request additional time for completing the assignments. These requests should be submitted to the School President/Director for review.

## CHAPTER 9 - PAYROLL PROCEDURE

---

### GENERAL INFORMATION

In the event of inclement weather conditions, such as a hurricane or tornado, the following protocol should be used:

---

#### NATURAL DISASTER PAY

If a CMVC campus is closed to employees and students due to a natural disaster or a public health emergency, full-time employees will be paid for hours normally scheduled on the day(s) of a full-day work cancellation up to three full days. In the event of a closure that exceeds three working days, PTO time (accrued vacation & sick time) may be used. The three working day pay allowance for a campus closed to employees is the maximum allowed in a calendar year regardless of the number of campus closure incidences that occur.

---

#### PART-TIME AND CONTRACT EMPLOYEES

Part-time employee and Adjunct Faculty are not eligible for PTO but may be provided the opportunity to make up hours lost due to cancellation and may be utilized to work additional hours to accommodate scheduling gaps when

possible. The Administration will assess the needs of the campus and schedule make up hours accordingly. If there is no opportunity to make up time and more than one week of the term is lost, contract Faculty may be paid on a prorated basis for the time that they worked.

---

#### SCHOOL IS OPEN, BUT EMPLOYEE NEEDS AN EXTENDED ABSENCE

Employees who miss work due complications from a natural disaster or a public medical emergency may use PTO time (as banked) to be paid for their time off. Employees without PTO would not be paid. Full-time employees may draw upon (PTO) time balances for additional leave. Employees should refer to the employee handbook for information and request procedures pertaining to additional leave for extended absences. Employees may qualify for additional leave under the Family Medical Leave Act (FMLA), if applicable, or Leave of Absence policy.

---

#### OTHER

In the event a hurricane closure affects delivery of payroll packages, information will be provided from the main office to the School President/Director of an alternate delivery date and/or pick up location. Those employees who receive live checks do so with the understanding that payroll delays are likely in a hurricane event.

---

### CHAPTER 10 - HURRICANE EMERGENCY RESPONSE TEAM RESPONSIBILITIES

---

#### GENERAL INFORMATION

Each School President/Director will assign the following positions to campus staff members. Every position should have a minimum of one back-up in place. Each member of the CRT should have a full understanding of their responsibilities, the necessary training and the contact information needed to be successful in their role.

**Hurricane Team Leader:** Activates the hurricane plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; and reports to the Campus management team, as appropriate. Important: This person must have authorization to act from the upper levels of the administration, if necessary. (School President/Director)

**Administrator/Supplies Coordinator:** Maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members.

**Physical Closure Coordinator:** Activates the physical closure protocols and works with the School President/Director. This individual should work in tandem with the supplies' coordinator. This individual will also be called up to assist with the reopen procedure, should typically be a member of facilities and ideally lives close to the campus in the event of hurricane damage.

**Data Closure Coordinator:** Activates the data closure protocol and works with Staff and School President/Director. This individual should understand where and how to back up and secure the server and where any backup drives should be stored. This individual should also be able to assist with the reopen procedure.

**Communications Coordinator:** Activates the communications protocol and works with the School President/Director to ensure all appropriate parties are notified in the event of a closure etc. Among other things, this individual should know how to change the campus, how to notify the correct individuals for their territory regarding school closure and implement the phone tree. This individual is also responsible for assisting with quarterly phone tree maintenance.

## CHAPTER 11 - STAFF TRAINING

### GENERAL INFORMATION

Staff training is crucial to successful disaster planning. It should begin with the members of the hurricane planning and response teams and expand to include all staff. In particular, it is important to train staff in the mechanics of the plan ensures that they will be familiar with it and be able to use it effectively if an emergency occurs.

### HURRICANE RESPONSE TEAM

Annually School President/Director, Campus leadership and experienced CRTs will review the Hurricane Action Plan and revise as necessary. During this review all School President/Director will receive a refresher on all protocols and certify understanding.

During the first week of June annually, each member of the CRT (and designated backups) will review their protocols with the School President/Director. The CRT should understand each step of their protocol and know the contacts for their territory.

### GENERAL STAFF TRAINING

The importance of training all staff in emergency procedures and implementation of the hurricane plan cannot be overstated. Staff should understand their role in the action plan in the event of a hurricane or effects of hurricane. Staff should be able to quickly and efficiently implement their assigned hurricane measures and assist where needed.

The last Friday of July, annually, will be Hurricane Preparedness Day. The School President/Director and CRTs will be responsible for holding this mandatory event and notifying the Chief Executive Officer of its completion.

During this event the Hurricane Action Plan will be supplied and reviewed with all available staff. Attendance will be taken. The key training items are as follows:

- What is classified as a hurricane by the National Weather Service
- School Closures and Communication:
  - How/When will you as an employee be notified
  - How/When will our students be notified
- Physical Protocols:
  - What are your responsibilities as an employee for physical protocols? (Office and any assistance requested by the Physical Protocol Coordinator)
  - Share FEMA suggestions for physical measures that can be taken at personal residences.

## CHAPTER 12 - APPENDIX

### SUPPLIES

#### WHAT IS NEEDED?

Each Emergency Supply Kit should be reviewed annually during the Hurricane Preparedness Day and should

contain the following:

- First Aid Kit
- Flashlight with spare batteries
- Wind up weather radio
- Garbage bags or plastic sheeting- Enough for all exposed electronics

## CONTACT INFORMATION

Hialeah	Telephone#
Emergency	911
Hialeah Police Department	305-687-2525
Fire Department	561-804-4700
Public Works	305-687-2630
Hialeah Chief of Police	305-953-5300
Mount Sinai Hialeah Emergency & Urgent Care 6050 W 20 <sup>th</sup> Ave, Hialeah, FL 33016	786-751-7824
Hialeah Hospital Emergency & Urgent Care 651 East 25 <sup>th</sup> St, Hialeah, FL 33013	305-835-4370
Pediatric Urgent Care 990 West 49 <sup>th</sup> St, Hialeah, FL 33012	305-614-9027
Palmetto Emergency & Urgent Care 2001 West 68 <sup>th</sup> St, Hialeah, FL 33016	305-823-5000
Larkin Community Hospital 1475 W 49 <sup>th</sup> St, Hialeah, FL 33012	305-558-2500
UHealth Jackson Urgent Care 7400 NW 104 <sup>th</sup> Ave, Doral, FL 33178	305-585-9250
Jackson Memorial Hospital 1611 NW 12 <sup>th</sup> Ave, Miami, FL 33136	305-585-1111
United Way	305-231-6116
Red Cross-Miami	305-644-1200
Florida Power and Light (report outage)	800-468-8243
City of Hialeah	305-883-5820
City of Hialeah - Solid Waste	305-687-2630
Waste Management	977-562-3757
FEMA	800-621-3362

Miami	Telephone#
Emergency	911
Police Department	305-476-5423
Fire Department	786-331-5000
Miami Dade Public Works	305-375-2960
Miami Dade County Police Director Office	305-471-3518

Miami Dade Solid Waste	305-514-6666
Miami Dade Emergency Management	305-468-5400
Kendall Regional Medical Center 11750 SW 40 <sup>th</sup> St, Miami, FL 33165	305-223-3000
Coral Gables Emergency Center 8665 Bird Road, Miami, FL 33155	305-445-8461
Coral Gables Hospital 3100 Douglas Rd, Coral Gables FL 33134	305-445-8461
Baptist Hospital 8900 N. Kendall Dr, Miami, FL 33176	786-596-1960
Jackson Memorial Hospital 1611 NW 12 <sup>th</sup> Ave, Miami, FL 33136	305-585-1111
Florida Power and Light (report outage)	800-468-8243
Waste Management	786-688-2963
FEMA	800-621-3362

Hurricane Damage Repair & Clean Up Service	Telephone#
Servpro	800-373-8776
Restoration Master Services	305-707-6135

Web Links	URL
Compu-Med Vocational Careers	<a href="https://www.compumed.edu/">https://www.compumed.edu/</a>
Shelters	<a href="http://www.floridadisaster.org/shelters/">http://www.floridadisaster.org/shelters/</a>

### Florida Important Telephone Numbers

• American Red Cross Disaster Assistance	(866) 438-4636
• FEMA	(800) 525-0321
• State Emergency Operations Center	(800) FL-HELP1
• Florida Dept. Agriculture & Consumer Services	(800) 435-7352
• Florida Dept. Financial Services Consumer Help Line	(800) 342-2762
	(800) 640-0886 TDD
• Florida Div. Emergency Management	(800) 320-0519
• Progress Energy	(800) 228-8485
• Hurricane help line	(800) 227-8676
• National Flood Insurance Program	(888) 356-6329
	(800) 427-5593 TDD
• Poison Control Hot Line	(800) 222-1222
• Storm Team 8 Hurricane Hot Line	(800) 528-0808
• Florida Highway Patrol (road problems)	(813) 632-6859
• Florida Power and Light (outages)	(800) 4-OUTAGE
• Insurance Companies and Adjusters	(800) 22-STORM

### PUBLIC ASSISTANCE



**Florida Disaster:** Assistance is available for affected individuals and businesses after a Presidential disaster declaration. The 1st step for individuals or business that require assistance it to call the Federal Emergency Management Agency's National Tele-registration Center : **1(800) 621-3362 or 1(800) 462-7585 (tty)** Once an application is processed, further assistance will be coordinated through a Disaster Recovery Center , which may be established in each of the declared counties or regionally. Representatives of federal, state, local, and volunteer organizations are made available to help disaster victims who are applying for assistance. Website: [http://www.floridadisaster.org/citizen\\_emergency\\_info.htm](http://www.floridadisaster.org/citizen_emergency_info.htm)

**Disaster Assistance:** <http://www.disasterassistance.gov/> The Disaster Assistance Improvement Program's (DAIP) mission is to provide disaster survivors with information, support, services and a mechanism to access and apply for disaster assistance through collaborative, data-sharing efforts between federal, tribal, state, local and private sector partners.

# Compu-Med Vocational Careers

## Evacuation / Fire Safety Plan

---

### Fire Evacuation Plan

#### Fire Alarm Description

This facility has a fire alarm system that will be utilized to notify the occupants of a fire emergency. The fire alarm contains manual hand pulls and smoke detectors to initiate an alarm. When the alarm sounds a 3-pulse audible sound accompanied by strobe lights will notify occupants of an alarm. Since this facility is a high-rise, the fire alarm only sounds on the floor of the emergency and the floors immediately above and below (in many buildings, including high-rise structures, the fire alarm sounds on all floors, regardless of where the alarm is initiated). The fire alarm is monitored by a 3<sup>rd</sup> party who will contact the fire department.

**9-1-1 must still be contacted to ensure the fire has been reported.**

#### If you discover a fire

- Isolate the fire by closing doors as you exit the building
- Verbally notify those around you of a fire as you move towards the exit
- Sound the fire alarm by pulling the closest manual hand pull-located next to each exit door
- Use the stairs - NEVER use the elevators when the fire alarm is sounding. "
- Get to a safe place and CALL 9-1-1 to report the fire
- Evacuate the building utilizing the primary or secondary evacuation routes (see attached maps)
- Report to the post evacuation assembly point, the northeast parking lot, to be accounted for by your floor warden



#### If you hear/see the fire alarm evacuate following these guidelines

- STAY LOW-smoke and heat rise
- Feel doors for heat with the back of your hand before opening
- If the door is hot, keep it closed. Place a wet towel at the base of the door to prevent smoke from entering and call 9-1-1 to report your location.
- If the door is not hot, slowly open it while staying low.
- Check the hallway for smoke or fire
- If smoke or fire is in the hallway, close the door. Place a wet towel at the base of the door to prevent smoke from entering and call 9-1-1 to report your location.
  - If no smoke or fire, continue to the nearest exit
  - Prevent the spread of smoke and fire by closing doors as you exit the building



- Use the stairs - NEVER use the elevators when the fire alarm is sounding
- Evacuate the building utilizing the primary or secondary evacuation routes (see attached maps) Report to the post evacuation assembly point, the northeast parking lot, to be accounted for by your floor warden

### **If you are unable to use the stairs**

- ✓ Contact management when you move in to form a plan of what to do in the event of a fire
- ✓ Management will leave any necessary information at the fire alarm panel for the fire department

### **Medical Treatment**

- If at any time you need medical treatment dial 9-1-1
- If you need medical treatment while at the post evacuation assembly point, you may also advise the Facility Emergency Coordinator

## **Fire Safety Plan**

- To report a fire, residents and employees must pull a fire alarm manual hand pull and call 9-1-1. Follow the evacuation plan.
- The life safety strategy for [Sample Business] is to evacuate occupants on the floor where the alarm is sounding. Since the building is a high-rise, the alarm will sound on the fire floor, the floor above and the floor below, with all other remaining in place. Once the fire department arrives, they may choose to evacuate the entire building.
- Attached are site plans that indicate
  - o Post evacuation assembly point
  - o Location of fire hydrants
  - o Normal routes of Fire Department access
- Attached are floor plans that indicate
  - o Exits
  - o Primary and secondary evacuation routes
  - o Accessible egress routes
  - o Areas of refuge
  - o Portable fire extinguishers
  - o Fire alarm controls

Floor plans are posted throughout the building for occupant use

## **Preventative Maintenance**

Maintenance will be responsible for the following:

- Ensure the fire alarm system is inspected annually by a certified contractor and all deficiencies found are corrected
- Inspect all fire extinguishers monthly and ensure all fire extinguishers are inspected annually by a certified contractor and all deficiencies found are corrected
- Test emergency lighting and exit signs and make any necessary repairs
- File all testing and inspection paperwork and have available at the request of the fire department

## **Staff Responsibilities**

All employees can be contacted at phone number 305-88-9200 or 305-553-2898 to answer any questions

<b>Name</b>	<b>Responsibilities</b>
Facility Emergency Coordinator	<ul style="list-style-type: none"><li>• Ensures that the basic provisions of the plan are disseminated to all persons in the school.</li><li>• Coordinates arrangements for and directs fire evacuation drills with the building manager, and the building security.</li><li>• Takes all necessary actions to ensure that the facility's organization operates safely and efficiently in emergencies.</li></ul>
Maintenance	<ul style="list-style-type: none"><li>• Ensure 9-1-1 has been called</li><li>• Be available to control building systems as requested by the fire department</li></ul>
All employees	<ul style="list-style-type: none"><li>• Ensure areas are evacuating</li><li>• Close all doors while exiting the building</li><li>• Assist any occupants with special needs if able</li></ul>

## **EMERGENCY EVACUATION DRILLS:**

Emergency evacuation drills/fire drills are conducted minimally, on an annual basis, without notice and under varying conditions. **IT IS MANDATORY THAT ALL OCCUPANTS AND EMPLOYEES PARTICIPATE.**

Records of each drill will be kept on file in the main administration area; a fire drill record sheet is affixed to this plan.

Upon completion of the drill, the employee supervising will call for the distinct "all clear" signal to sound, signifying that the building is safe to re-enter. **No person** will re-enter the building prior to the signal.

**EMPLOYEE TRAINING:**

All employees, upon being hired and prior to regularly assigned duties will receive training relative to this fire safety/emergency evacuation plan, its procedures, and employee specific duties.

**Evacuation Drill Record**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Notification Method: \_\_\_\_\_

Supervising Employee: \_\_\_\_\_

Participating Staff Members:


Number of occupants evacuated: \_\_\_\_\_

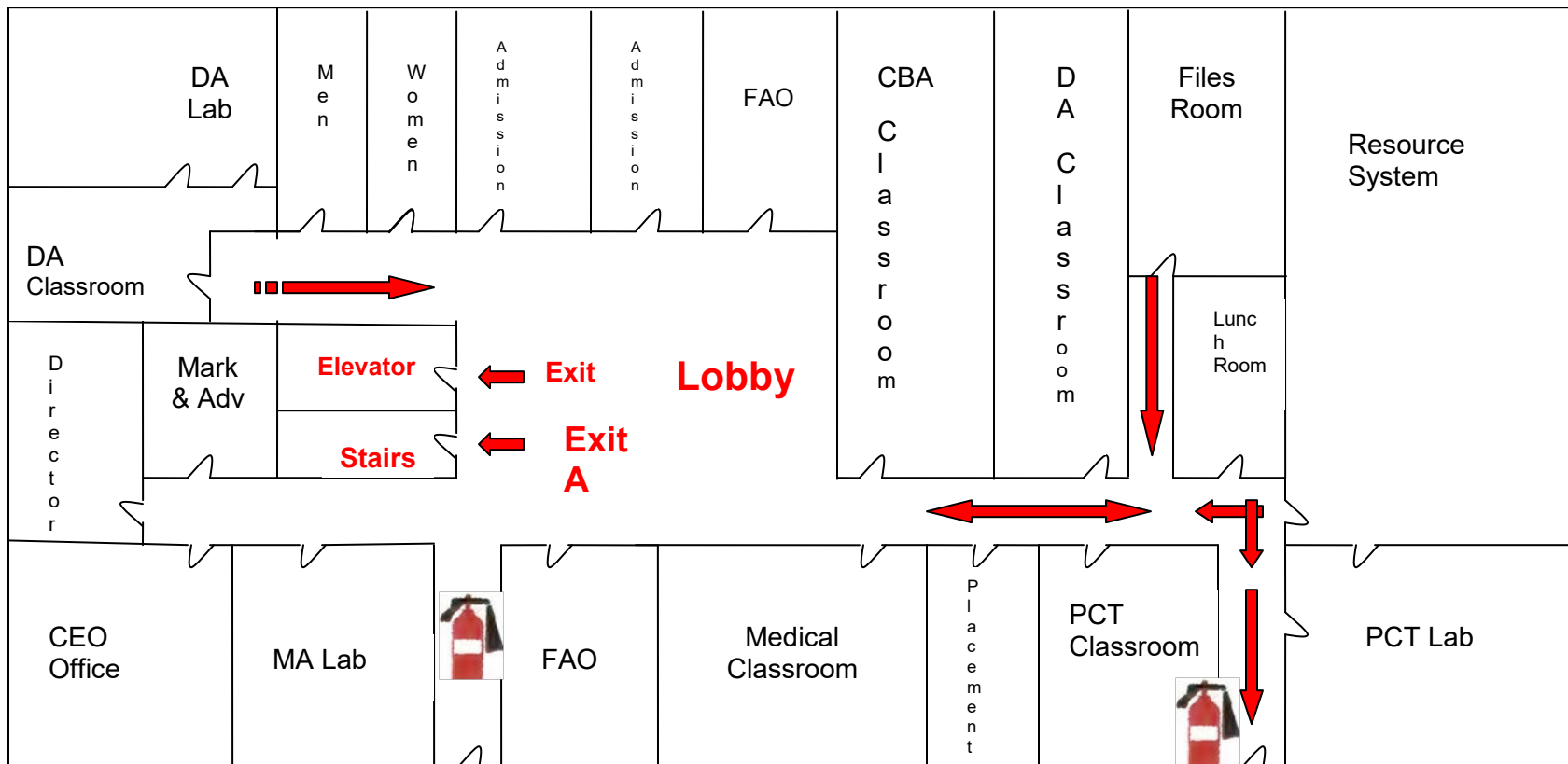
Special conditions simulated: \_\_\_\_\_

Problems Encountered: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

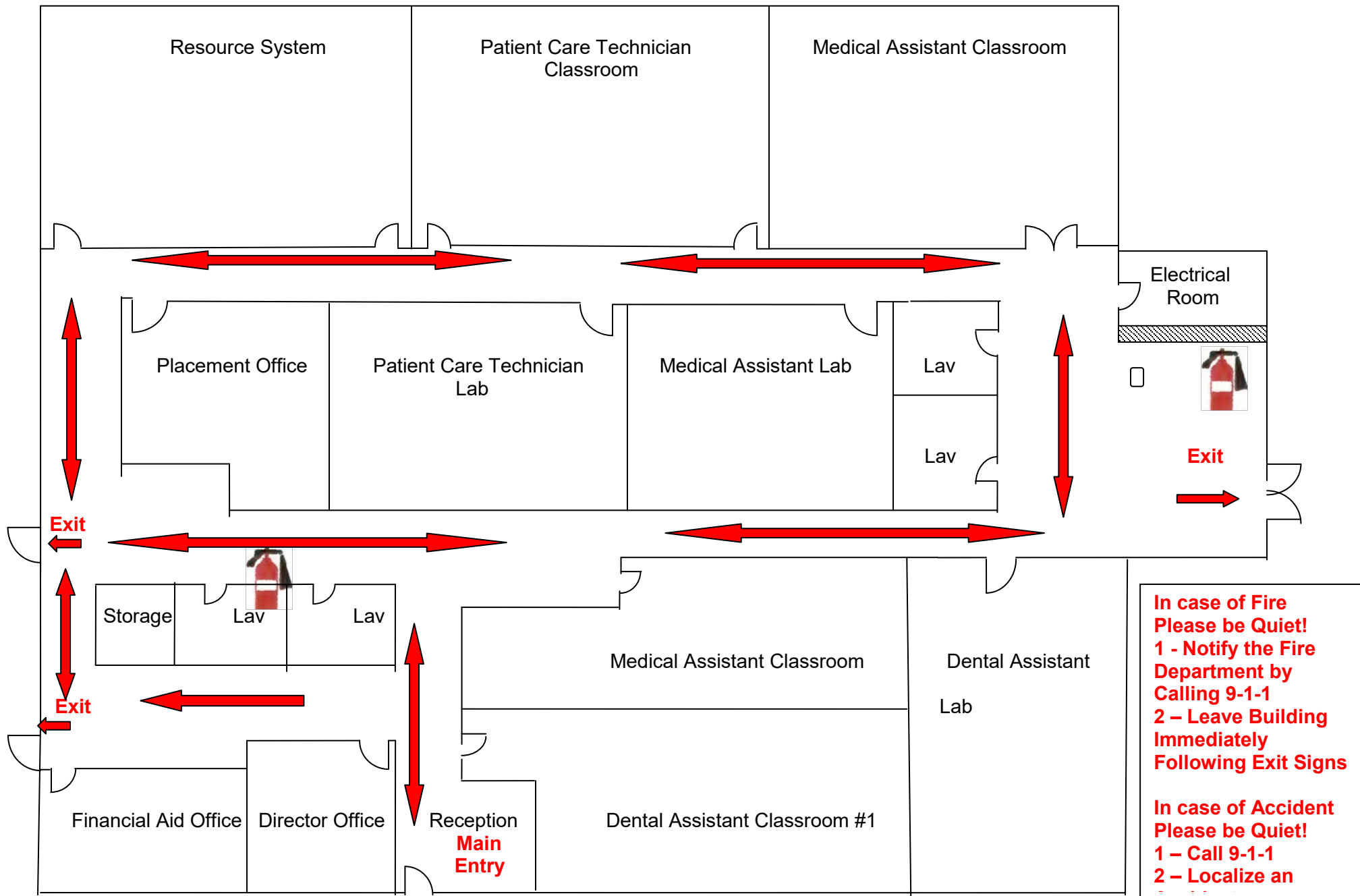
Time to Complete Evacuation: \_\_\_\_\_

# FLOOR PLAN HIALEAH MAIN SCHOOL



**In case of Fire Please be Quiet!**  
 1 - Notify the Fire Department by Calling 9-1-1  
 2 - Leave Building Immediately Following Exit Signs

**In case of Accident Please be Quiet!**  
 1 - Call 9-1-1  
 2 - Localize an Accident  
 3- Evacuate People following exit signs





## **Definition of Emergency**

**Emergency:** an emergency is defined as "an abnormal situation which, in order to limit danger to people or damage to property or environment, requires prompt action beyond normal procedures.

## **Designation of the Person-in-Charge**

The School Director or his or her designate will be known as the person- in-charge and will have full authority within the provisions of this plan in addition to the other responsibilities of his or her office. A predetermined chain of command will be established should the Director not be available to delegate his or her authority.

## **Evacuation**

### **ASSESSMENT**

**Fire:** If a fire alarm sounds, all students, staff, and visitors will follow the recognized procedures.

**Other Emergency:** In the event of another type of emergency, the person-in-charge will assess the situation and determines if an evacuation is warranted.

### **IMPLEMENTATION**

**Fire:** If a fire is suspected within the building, all staff, students, and visitors persons have the responsibility to sound the fire alarm.

**Other Emergency:** In the event of another type of emergency, the person-in-charge will give clear directions to the students, staff, and visitors on the safe t means of leaving the building.

**Announcement:** Once an emergency is identified, the person- in-charge will announce the evacuation by the safest and most expedient means. If a specific area of the building is determined to be unsafe for any reason, the person-in-charge may choose to give directions for alternative exits. If the person-in-charge announce the evacuation, he or she should use plan in clear language (no codes), with specific directions. For example,

- *"Attention. Everyone must leave the building immediately and assemble at your fire drill relocation points."*
- In the event of a bomb threat, the person-in-charge may include the direction: *"Take your backpack if you have it with you."*

**Alternate Exits:** (Include alternate exists to be used if usual exits are unsafe.)

**Procedures Evacuation Outside of the Classroom:**

## **DECISION TO RE-ENTER / RELOCATE**

Once the evacuation is complete and all occupants are accounted for, the person -in-charge will consult as appropriate with responding emergency services and/ or the school administration supervisor on whether to re- enter the building, relocate to another site, or dismiss.

The decision to re-enter the building will follow the procedures used during fire alarm drills.

If the person-in-charge decides to relocate, he or she will follow the procedures as listed under the Relocation section of the school emergency management plan.

## **DUTIES**

### **Person-in -Charge**

- Decides on the safest means of evacuating the building
- announces an evacuation and gives simple , clear directions
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or the appropriate school board staff person as soon as practical
- directs staff to assist in the most appropriate manner
- leaves the building and reports to the predetermined assembly point
- ensures that all students and staff have left the building and are accounted for
- liaises with the responding emergency services
- determines if students and staff should relocate to another site OR
- announces that students and staff should re-enter the building

### **Administrative Assistant**

- Follows the directions of the person-in-charge
- brings the following items:
  - emergency management kit
  - list of that day's class trips
  - list of that day's substitute teachers
  - staff sign-in/ sign-out sheet (if applicable )
- leaves the building and reports to the predetermined assembly point

### **Teachers/ Classroom Assistants**

- follow the directions of the person-in-charge
- bring the classroom emergency management kit
- bring the class attendance sheets
- supervise students during evacuation
- assist special needs students as required
- open blinds and close windows

- close doors after the last person has left
- leave the building and report to the predetermined assembly point
- take class attendance and report the information to the person-in-charge

#### **Maintenance Staff**

- Follow the directions of the person-in-charge
- check washrooms and other areas to ensure that everyone has left
- check to ensure that classroom doors are closed
- leave the building and report to the predetermined assembly point
- report to the person-in-charge for further directions

#### **Students**

- Follow the directions of their class teacher
- remain calm and quiet
- leave the building and report to the predetermined assembly point

#### **Visitors/Tenants**

- Follow directions of the person-in-charge
- leave the building and report to the predetermined assembly point

# Relocation

---

## **ASSESSMENT**

---

If the school is evacuated, the person-in-charge will assess the situation and determine if it is necessary to move the students and staff to a relocation site.

The person-in-charge may decide to relocate at the time of the evacuation or after information has been received that indicates that the evacuation may be prolonged.

## **IMPLEMENTATION**

---

On making the decision to move the students and staff to a relocation site, the person-in-charge will issue the directions to do so either by using a megaphone or by sending messengers (if it is safe ) to each class teacher.

## **DUTIES**

---

### **Person-in- Charge**

- Announces the relocation and gives precise directions
- contacts 911 to request assistance as appropriate
- contacts the emergency answering service or the appropriate school board staff person as soon as practical
- directs staff to assist in the most appropriate manner
- liaises with the responding emergency services
- monitors the movement of students and staff
- decides when and how students will be dismissed

### **Administrative Assistant**

- follows the directions of the person-in-charge
- advises the receiving facility of the impending arrival
- brings the following items:
  - emergency management kit
  - list of that day's substitute teachers
  - staff sign-in/ sign-out sheet (if applicable)

### **Teachers/Classroom Assistants**

- follow the directions of the person-in-charge
- bring the classroom emergency management kit
- bring the class attendance sheet
- supervise students during the relocation

- assist special needs students as required
- on arrival, confirm that all students are present

**Maintenance Staff**

- follow the directions of the person-in-charge
- report to the person-in-charge on arriving at the relocation site

**Students**

- follow the directions of their class teacher
- remain calm and quiet

**Visitors/Tenants**

- follow the directions of the person-in-charge
- report to the person-in-charge on arriving at the relocation site

# Isolation

---

## ASSESSMENT

---

The person-in-charge will determine what, if any, threat exists to the students and staff and the seriousness of that threat.

## IMPLEMENTATION

---

The person-in-charge will communicate this to the students and staff by using either the ring bell, staff and instructors telephones, and/or messengers.

The means of announcing the isolation will be determined by the urgency of the situation and the safety of the students and staff.

The person-in-charge will use clear, plain language when directing the students and staff.

### **Suggested script to "secure the building ":**

*"Attention all staff, secure the building now. Ignore the fire alarm and class change until further notice. All staff not supervising students report to the office (or other location)."*

If the threat is a violent or potentially violent intruder, the person-in-charge may decide to give specific directions to further ensure student and staff safety.

### **Suggested script in addition to "secure the building":**

*"Teachers' position your students for safety. "*

If the threat or hazard is outside the building and the person-in-charge feels it is safe to do, he or she may choose to allow student movement within the building. This should be announced only after the building has been fully secured and all entrances and exits are being monitored by staff.

---

## **DUTIES**

---

### **Person-in-Charge**

- decide on the level of isolation required and if it is necessary to have the teachers position the students for safety
- announce an isolation and give simple, clear directions
- contact 911 to request assistance as appropriate
- contact the emergency answering service or appropriate school board staff person as soon as practical
- direct staff to assist in the most appropriate manner
- direct a staff person to meet the emergency responders at the identified entrance if safe to do so
- liaise with the responding emergency services
- take all actions necessary to ensure the safety of students , staff, and visitors
- determine if students and staff should evacuate OR
- give the all-clear signal indicating that the isolation has ended

### **Administrative Assistant**

- follow the directions of the person-in-charge
- lock the doors to the administrative offices
- assist with communications as directed

### **Teachers**

- follow the directions of the person-in-charge
  - confirm the presence of students against the attendance list
  - if directed to, "secure the building "
  - if it is safe to do so, check the area immediately outside the classroom for students and bring them inside
  - Lock the classroom doors
  - turn off all lights
  - ensure that all students remain in the classroom
  - ensure that all students remain calm and quiet
  - do not open the door unless directed to by the person-in-charge or the correct means of identification is used by the person requesting entry
  - decide if it is necessary to position students in the classroom for safety
  - stand by for further directions
  - if not supervising students, report to the administrative office for directions from the person-in-charge unless directed otherwise
-

**Maintenance Staff**

- follow the directions of the person-in-charge
- lock doors to all assigned rooms
- if directed to "secure the building," begin locking all exterior doors
- in the event of an external environmental threat such as a chemical spill, turn off the ventilation system and begin sealing all entrances with appropriate material

**Students**

- follow the directions of the teacher
- if there is no teacher in the classroom, close the door, take cover, and wait for the all-clear signal
- if unsupervised, quickly get to a supervised classroom if possible, otherwise take shelter out of sight and wait for the all-clear signal
- if in the washroom or change room, take shelter out of sight and wait for the all-clear signal
- remain calm and quiet

**Visitors/Tenants**

- follow the directions of the person-in-charge
  - remain in the room and assist staff as requested
-