



**Emergency Preparedness/Health and Safety Plan**  
1100 Spring Street, NW, Suite 101, Atlanta, GA 30309  
rev. 2015

Each employee is required to know the following information to be prepared in the event of real or threatened danger. The handout is reviewed regularly and revised, if necessary.

Students are given this information in their orientation packet.

**I. Fire or Explosion:**

1. Evacuate the area.
2. Proceed to the nearest fire alarm and sound the alarm or call 911 for assistance.
3. If an explosion occurs, call 911 immediately.
4. Contact the school President or the supervisor immediately available.
5. Complete an Incident Report as soon as possible.

**FIRE / EMERGENCY EVACUATION INFORMATION**

Each classroom and lounge area has a fire emergency evacuation route posted for easy view by the staff and students. Everyone should be made aware of these signs and of the location of the nearest exit. All students and staff should be familiar with evacuation routes. In the event of a fire or other emergency evaluation of the building, when you hear the alarm, please follow these procedures.

**FIRE DRILLS**

Fire drills are conducted periodically. Every person must evacuate the building, including students, school personnel, and visitors. **If you do not evacuate, the drill must be repeated.**

When you hear the alarm, please quickly follow these procedures. (Teachers: take your sign-in sheets for attendance.)

**EVACUATE THE AREA**

Everyone should walk directly to the designated exits in a quiet and orderly manner and walk **a safe distance from the building (12<sup>th</sup> Street)**. Everyone is to vacate the building immediately without pausing to carry any items with them. Do not run, and remove high-heeled shoes. NOTE: No one is to take any machines with them because they can hinder other people.

**Immediately** walk to your designated exit.

**Do not talk** so that you can hear emergency instructions or announcements.

**Do not take anything with you**, especially any machines because they can hinder people.

**Do not take the elevator.**

**Exit the building** and move away from the building a safe distance.

Gather across the street (12<sup>th</sup> Street). Do not block the sidewalk nor stand along the curb nor interfere with emergency vehicles or personnel.

Faculty in rooms 118 and 119 are to verify that the two restrooms and the student lounge have been evacuated.

Faculty in room 129 will verify the faculty lounge is vacated.

**No one is allowed to use the elevator.**

The first person to reach the door of a classroom is to hold it open for the others.

Teachers should take with them the sign-in sheets for attendance, make sure that everyone is out of the room, and close the classroom door.

Faculty and staff are to assist individuals with disabilities.

Once outside and a safe distance away from the building, faculty are to take attendance from their group and notify the administration if anyone is missing.

Students and staff can return to the building when the all-clear sign is given by the Director or by the person in charge.

## **II. Medical Emergency: A first aid kit is located in the front office / reception desk**

1. Make the nature of the emergency known to the instructor or immediate supervisor.
2. If the emergency is critical or life threatening, contact 911 and request assistance.
3. Stay with the injured party until help arrives.
4. Try to obtain the name and address of the injured party and locate the emergency phone number to contact a spouse or friend.
5. Provide any information as requested by the emergency medical team.
6. Keep crowds away from the injured person.
7. Complete an Incident Report as soon as possible.

## **III. Facility-Related Emergency:**

Report any hazardous situation such as gas leaks, broken pipes, power failures, and mechanical failures to the school Director or a manager immediately.

## **IV. Criminal Activity:**

1. Contact the Director or a manager, notify police. If an emergency situation exists, notify 911 immediately.
2. Describe incident and give location and number of people involved.
3. Complete an Incident Report as soon as possible (see receptionist for form).
4. If victimized, seek immediate medical attention.

## **V. Bomb Threat:**

1. Obtain as much specific information as possible.
2. Notify the Director or a manager for response.

## **VI. Tornado or Other Dangerous Wind:**

1. Have all students, staff, and faculty move to inside rooms that do not have windows.
2. Have all persons sit against a wall or under a sturdy table with their head between their knees and arms folded behind their neck.

**VII. Flood:**

1. Dismiss class and have students move to higher ground.

**VIII. Suspected Chemical, Biological, or “Dirty Bomb” Terrorist Attack**

1. Define the area where the threat is coming from.
2. If the threat area is within the building, evacuate the building without moving through the contaminated area.
3. If the threat area is outside the building, evacuate any classroom with compromised structural integrity (e.g., broken window). Close the door. Move students to intact classrooms.
4. No one is to leave the building for any reason until the all-clear signal is given.

**IX. Any Other Emergency:**

1. Identify the nature of the emergency.
2. Notify the proper school official and/or police, fire, EMS if necessary.
3. Remain calm.

**X. Accident Reporting Procedure:**

1. Attend to any immediate emergency need (first aid kit at reception desk).
2. Notify the appropriate emergency response agency if necessary, i.e. fire department, ambulance, etc.
3. Attend to any follow-up needs. Make sure an employee remains until the situation is resolved if possible.
4. Fill out an Incident Report (forms are kept in the Front Office operations manual.) Notify the CFO, who is our liaison with our insurance carrier.

**This plan is evaluated and updated by management, staff, and faculty annually during in-service meetings.**

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**BCCR Contacts:  
404-876-1227**

Campus Management

Director	Marita Carey, x108
Director of Education	Julie Morris, x112
Director of Admissions	Carlette Sanchez, x109
Dir of Career Services	Mark Green, x104

Front Office

Receptionist:	Barinda Edwards, x101
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Building management

Building Superintendent	Greg Knight or Dennis Fleming
Selig Enterprises, Inc.	404-898-9037 office
5 <sup>th</sup> floor	