



**NEW PROFESSIONS
TECHNICAL INSTITUTE**

Emergency Evacuation Procedures

FEBRUARY 2023

INTRODUCTION AND PHONE NUMBERS

New Professions Technical Institute (NPTI) Emergency Evacuation Procedures Handbook is prepared by the Administration to assist Staff, Faculty and Students to deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this handbook addresses the most common emergencies.

Recipients of the handbook should become familiar with its contents and new employees should be made familiar with these procedures during their orientation period. To ensure that Staff, Faculty and Students are always accounted for, Administration will provide an ID to Staff, Faculty and Students to be worn at all times while on campus.

A list of emergency contacts is provided below. These include:

Miami Police Emergency	911
Miami Police	305-603-6640
Miami Fire	305-579-6215
NPTI Receptionist	305-461-2223
NPTI Director of Education	305-461-2223 ext 133
NPTI Registrar	305-461-2223 ext 108
NPTI Assistant Director of Education	305-461-2223 ext 114

Your judgment often determines whether an incident is an emergency. If you consider a situation to be an Emergency, this Emergency Evacuation Procedures Handbook should be followed. If in doubt, err on the side of safety.

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REPORTING EMERGENCIES

The most important thing to remember in dealing with an emergency is that quick proper action is extremely important.

- Do not move a seriously injured person unless they are in a life-threatening situation. Notify the Director of Education or the indicated Staff personnel to assess the situation. If trained rescue personnel or an ambulance is needed, the Director of Education or the indicated Staff personnel shall call (305) 603-6640 from any school phone or 911 from their cell phone. Students must report any such emergency to their faculty immediately. Students are NOT authorized by NPTI to call 911. In the event a student calls 911, that student will be liable for all expenses that may result from this action.
- The Director of Education or the indicated Staff personnel will provide their name and location, the nature of the emergency and what assistance is needed. They will also describe any actions already taken.
- The injured person must not be allowed to move or walk until a trained professional arrives, is examined, and gives the **ALL-CLEAR** signal.
- A first aid kit is in the Second Floor Staff and Faculty Break Room.
- If the injured person is not breathing, the Director of Education or the indicated Staff personnel shall designate only someone trained or certified to give CPR if needed. The injured person must be kept calm and warm until proper assistance personnel arrive. The Director of Education or the indicated Staff personnel shall brief the Police or Fire Rescue what was observed prior to their arrival at the premises.
- Our primary system for notifying is via the telephone. Anyone that determines an emergency is warranted must call in the following order:
 - a. **NPTI Receptionist** 305-461-2223
 - b. **NPTI Director of Education (DOE)** 305-461-2223 ext. 133
The DOE will determine, based on the information presented, to contact either the Miami Police and/or Fire Departments for assistance.
- Determining what type of emergency is critical in determining what assets to call. There are various types of emergencies. Many are explained in this handbook.

ILLNESS OR INJURY TO FACULTY/STAFF

The Director of Education or the indicated Staff personnel shall seek emergency treatment for a job-related injury or medical illness by calling the Miami Police Department. The Miami Police Department will dispatch the appropriate emergency responsible personnel. The Miami Police Department and/or Miami Fire Department will respond and arrange for transportation if required. An Employer's Report of Injury/Illness of Employee form must be completed for all incidents of job-related illness and injury. Please contact the Registrar and/or the Director of Education for immediate assistance.

ILLNESS OR INJURY TO STUDENT/GUEST

A Staff member or Instructor must be notified of an illness or injury to a student or a guest prior to calling for emergency medical assistance. The Staff member or Instructor shall immediately notify the Director of Education or the indicated Staff personnel who will evaluate the situation and, if necessary, will request emergency medical assistance by calling the Miami Police Department.

WHEN TO EVACUATE

- Familiarize yourself with the location of all exits, fire extinguishers, and floor plans posted on each floor throughout the building.
- Building evacuation will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- Know that the **Student Parking Area (along SW 41st Ave.)** is the designated assembly area for all **NPTI** Staff, Faculty and Students.
- Stay calm, quiet, and listen for instructions.
- If a student is disabled and needs assistance, the instructor will coordinate with the student and a fellow student will be assigned to assist them.
- Staff and Faculty will be positioned throughout the building to assist in the evacuation.
- Alert others to the emergency and ask if they need help in the evacuation.
- In the event, you are not familiar with the evacuation route, proceed to the nearest, *"EXIT"* sign, and follow other individuals to the **Student Parking Area**. Once there, Staff, Faculty and Students must reunite.
- Once outside, *MOVE CLEAR* and *AWAY* from the *BUILDING* allowing others to *EXIT*.

- There will be personnel throughout the building to guide Students out of the floor and direct them to the **Student Parking Area**.

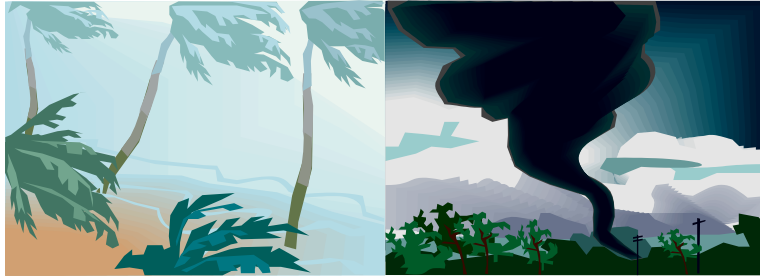
ACCOUNTABILITY

- Once in the **Student Parking Area**, each student will assemble at the sign that denotes their program, like:
 - A&FM:** Accounting and Financial Management
 - CM:** Corporate Management
 - ESL:** Will gather at signed designated as ESL 1, ESL 2 and ESL 3 and/or ESOL 1, ESOL 2, and ESOL 3.
 - HHA:** Home Health Aide
 - IES:** Import/Export Specialist
 - MAD:** Medical Assistant
 - MOS:** Medical Office Specialist
 - PT:** Pharmacy Technician
 - ASN:** Associate of Science in Nursing
- Once their primary duty of evacuating students is completed, Faculty members will then go to their designated sign and begin counting all the students in their class. If the number of students in the class prior to the evacuation is the same as what is present in the **Student Parking Area**, then the faculty member reports the headcount to the Director of Education.
- If a student is missing and the count does not match, the faculty is to report the discrepancy to the Director of Education. The Director of Education will contact the Miami Police or Miami Fire Department to assess what actions to take.



FIRE

- All building evacuations will occur when an alarm sounds continuously or upon notification by emergency personnel.
- Be aware of all marked exits in your area and building. An evacuation diagram has been posted in all school bulletin boards or classrooms. Otherwise, evacuate the area via the nearest exit door, closing the door as you leave.
- Take your personal belongings, such as your purse, cell phone, and keys, if it is safe to do so.
- If you are not in immediate danger, call 911 from any school phone or 911 from your cell phone.
- Take note of physically handicapped individuals in your area who may need assistance and either help them or notify someone who can.
- Assemble in your designated location in the **Student Parking Area**.
- Keep quiet and listen for further instructions.
- **DO NOT** return to the building until a Fire Department Official or an Administration staff member gives the **ALL-CLEAR** signal.



SEVERE WEATHER HURRICANE

- Listen to the radio/television for announcements/advisories issued by the National Hurricane Center and the Office of Emergency Management. Do not listen to rumors. A hurricane watch advisory is issued when there is a threat of hurricane striking the area within 24-36 hours.
- After local authorities have given the **ALL CLEAR**, the Administration will communicate with employees when to report to work.
- Upon returning to your space, report any safety hazards, broken windows, flooding or building damage to the Administration.

SEVERE THUNDERSTORMS

- The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornados spawn from severe thunderstorms.
- Keep people inside and away from windows until a severe storm passes. If large hail begins to fall, seek shelter immediately.
- If conditions become serious, all Staff, Faculty and Students will be directed to proceed to the **Staff parking garage located in the basement**. Movement to the basement shall be via the main staircase located near the elevators until the **ALL-CLEAR** sign is given by the Director of Education or his designated staff official.

TORNADO

- Listen for city or school tornado sirens or other warnings: monitor weather conditions.
- If time allows, move to an interior room or windowless corridor on the lowest level of the building, take cover/stay low.
- If possible, stay away from doors and windows. Try to put a heavy barrier between you and the window or doorway.
- If conditions become serious all Staff, Faculty and Students will be directed to proceed to the **Staff parking garage located in the basement**. Movement to the basement shall be via the main staircase located near the elevators until the **ALL-CLEAR** sign is given by the Director of Education or his designated staff official.
- For life-threatening injuries, call 911 from any school phone or 911 from your cell phone.
- Remain in the designated area until the **ALL-CLEAR** signal is given.



UTILITY FAILURE

In the event of a major utility outage during regular working hours 8:30AM to 11:00 PM, Monday through Friday, contact the Director of Education or the indicated Staff personnel in the institute immediately. The Director of Education and/or the indicated Staff personnel will check the building in the event of a power failure. Do not evacuate the building until told to do so. If the decision to evacuate is given, follow the established procedures.

FLOODING/WATER LEAK/GAS LEAK

Cease using all electrical equipment and turn off any electrical equipment when told to so. Notify your faculty member who, in turn, will notify the Administration. Evacuate the area immediately to prevent injuries.



BOMB TREATS

Characteristics of suspicious packages:

- Do not look like a package that the office would normally receive.
- From unexpected or unknown senders.
- Have unprofessional lettering or writing.
- Have misspelled names.
- Are addressed to someone no longer with **NPTI**.
- Lack a return address or have a return address that does not seem real.
Example, 1313 Mickey Mouse Avenue, Toon town, Florida 00471.
- Display a lopsided, lumpy shape.
- Are sealed with an excessive amount of tape, strings, or protruding wires.
- Are marked with unnecessarily restrictive endorsements such as “Personal” or “Confidential”.
- Display excessive postage.
- Have a stained, wet, discolored, or crystallized wrapper.
- Smell bad or strange.

DO

- Remain calm.
- Ensure that all personnel is out of the suspected danger area.
- Notify the Director of Education or the indicated Staff personnel for instructions.

DON'T

- Use a telephone, cell phone or two-way radio in the immediate area of the package or envelope and notify the Director of Education or the indicated Staff personnel in the institute immediately.
- Shake or empty the contents.
- Carry the package or envelope, show it to others, or allow others to examine it.
- Sniff, taste, look closely at or touch any contents that may have spilled.
- Touch your eyes, nose, or any other body parts after you touch the package.

All bomb threats must be treated as a serious matter. To ensure the safety of the Faculty, Staff, Students, and the public, bomb threats must be considered real until proven otherwise.

The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not. If a bomb threat is phoned in, ask the caller the following questions and record the answer:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?

- What does it look like?
- Where are you now?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?
- If the voice is familiar, whom did it sound like?
- Were there any background noises?

Keep the caller talking as long as possible and try to determine and record the following information also:

- Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc.
- The emotional state of the caller.
- Background noise.
- If your phone is equipped, an extension number.
- Notify the Director of Education or the indicated Staff personnel about the conversation. The Director of Education will assess the situation and determine what action to take.

When talking to the would-be caller, stay calm but alert to the caller's emotional state. Circle the emotional response (from the list below) of the would-be caller and present your findings to the Director of Education or the indicated Staff personnel who will assess the situation and determine what action to take:

CALM	NORMAL	DISGUISED
LISP	NASAL	ANGRY
RAPID GIGGLING	DEEP CRYING	STRESSED
SQUEAKY EXCITED	STUTTER	SINCERE
SLOW TO TALK	ACCENT	

- If an evacuation is called, exit quickly, taking your personal belongings with you. By doing so, the search crews will have fewer articles to cope with. Once outside, move away from the building in case of an explosion **to the parking lot of Sedanos Supermarket located on the corner of West Flagler Street and 37th Avenue.**
- Never re-enter the campus until the **ALL-CLEAR** signal is given by the Director of Education or the indicated Staff personnel in the Institute. Keep the streets and walkways clear for emergency crews.

Additional Information.

1. During evacuation, there will need to be 2 dedicated personnel that will assist in the headcount of staff and students.
2. At secondary location, a reunification staff member will conduct a headcount and match it with original list for accountability.
3. Director of Education will contact Miami Police Personnel when the "All Clear" has been given.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to themselves or others or is delusional and out of touch with reality. The crisis can manifest as:

Paranoia	Disruptive behavior
Hallucinations	Complete withdrawal
Self-injury	Uncontrolled behavior (anger, yelling)

Students/Visitors: If a student or visitor is experiencing a severe psychological crisis, contact the Director of Education or the indicated Staff personnel in the Institute immediately. The Director of Education or its representative will ensure physical safety to the individual and will plan for transportation of the person to the nearest medical facility. The Director of Education or its representative will determine the best approach in each situation to protect the physical and emotional well-being of all involved.

Faculty/Staff: A Faculty/ Staff member experiencing a psychological crisis should be directed to the nearest medical facility, emergency room or call their family physician. If a Faculty/Staff member is experiencing a severe psychological crisis, contact the Director of Education or the indicated Staff personnel in the Institute immediately to assess the situation and determine the next course of action. If the next course of action is serious enough, the Director of Education or the indicated Staff personnel in the institute will notify the Miami Police or Miami Fire Rescue for assessment and transport to the nearest medical facility's emergency room.

Procedures: Should you encounter someone experiencing a psychological crisis, **DO NOT** attempt to handle the potentially dangerous situation alone. Notify the Director of Education or the indicated Staff personnel in the institute to assess the situation.

All suicide attempts should be immediately reported to the Director of Education or the indicated Staff personnel in the Institute to assess the situation and determine if a call to the Miami Police is warranted. The safety of the person in crisis and those around him should be our first concern.

WORKPLACE VIOLENCE/CIVIL DISTURBANCE

NPTI is committed to preserving the health and safety of its employees. Threats or chaos of violence against **NPTI** employees, independent contractors, visitors, or any other person and/or property will not be tolerated. The minute you witness a threat or potential threat, report it to the Director of Education or the indicated Staff personnel in the Institute to assess the situation.

VIOLENT INTRUDER:

- The Miami Police Department will respond **IMMEDIATELY**.
- The first officers on the scene will enter the building to locate the suspect. Police officers are trained to respond directly to the area where shots were last heard. Their purpose is to stop any type of violence as quickly as possible.
- Put down anything you are always carrying and keep your hands visible to the police.
- Rescue teams or other officers and medical personnel will follow the first officers into secured areas to treat and remove injured persons.
- Continue to follow the instructions of police and emergency responders until you are released and assembled in a safe zone.
- If you are not in the vicinity of the intruder and are outside, seek shelter in another building and wait for the **ALL-CLEAR** signal.
- Once the incident is over and the threat is neutralized, an **ALL-CLEAR** sign will be given by authorized personnel.

ACTIVE SHOOTER

In today's world, only a few places are considered "**a safe zone.**" No matter how much we try, **NPTI** is not considered as "**a safe zone.**" Therefore, everyone should be alert to any form of threat that might happen to Staff, Faculty and Students.

The following procedures will take place if an "**ACTIVE SHOOTER,**" presents themselves in our campus:

- Stay calm and relax
- Notify the Director of Education or the indicated Staff personnel in the Institute to assess the situation
- If the assessment is true, the Director of Education or the indicated Staff personnel will notify the Miami Police.
- If you hear gunshots and you suspect it's on your floor, you are to lock the doors and seek cover. Try to block the entry with desk and file cabinets if possible. Huddle around the faculty desk for safety and keep quiet. Stay away from the windows and doors.
- If you hear gun shots and you suspect it's on a different floor, the faculty member will escort the class to proceed to the nearest exit stairway and go down to the **parking lot of Sedanos Supermarket located on the corner of West Flagler Street and 37th Avenue.**
- Do not attempt to be a hero, do not confront the ACTIVE SHOOTER by yourself. Leave that up to the professionals – Miami Police.
- At the **parking lot of Sedanos Supermarket,** the Director of Education or the indicated Staff personnel in the Institute will conduct a "Headcount" to ensure that all students are accounted for. Once the "Headcount" is done and all students are accounted for, the Director of Education or the indicated Staff personnel in the Institute will inform the Miami Police and wait for further instructions.

- Once the **ALL-CLEAR** signal is given by the Miami Police and verified by the Director of Education or the indicated Staff personnel in the Institute immediately, students will be allowed to return to the campus or dismissed for the day.

Additional Info.

1. During our conversation, we discussed that there were several things that can be done to protect the staff and students.
 - a. On the First Floor: The front reception desk will need to be moved to provide a better vantage point for possible threats.
 - i. The front desk will need to install a panic button that will alert entire school
 - ii. The front desk will need to install a lock on the south entrance door with a camera to prevent unauthorized entry
 - iii. If the threat passes the front desk, staff and students will proceed to the west side exit cross the parking lot and assemble at Best Western Hotel (if Possible)
 - iv. Have Pack and Trauma bag in secure location
 - b. On Second Floor:
 - i. Once alerted of threat, the staff will need to take shelter in the rooms that were identified by the Director of Education
 - ii. Each floor will have a floor captain that will direct staff and students into the safe rooms
 - c. On the Third and Fourth Floors:
 - i. The Director of Education has identified that staff and students will need to use emergency stairwell to the Fifth Floor (most secure in the building)
 - d. On the Fifth Floor:
 - i. Have cameras that oversee lower floors and could provide direction to responding officers
 - ii. Have a Trauma Bag in place for possible injuries

TERRORISM

TERRORISM is defined as, 1. “the unlawful use or threat of violence especially against the state or the public as a politically motivated means of attack or coercion. 2. violent and intimidating gang activity in the street or buildings.

In order to establish a procedure, we need to first understand how Terrorism can affect each Staff, Faculty and Students at **NPTI**. For this reason, I have looked up an article entitled, “The 7 Signs of Terrorism” as retrieved online

https://www.michigan.gov/documents/mioc/Seven_signs_of_terrorism_351944_7.pdf

1. **Surveillance:** Someone recording or monitoring activities. The type of recording does not have to be as obvious as a camera or a video camera; the person may be taking notes, drawing diagrams, annotating maps, using binoculars or any other devices.
2. **Elicitation:** Be wary of people or groups who attempt to learn information about New Professions Technical Institute or Humboldt International University, our programs, or our Staff, Faculty and Students. The attempts do not have to be face-to-face. They may be made by mail, telephone, or other communicational means.
3. **Test of Security:** Any attempt to measure reaction times to security breaches or to penetrate physical security barriers or procedures to assess strengths and weaknesses.
4. **Acquiring Supplies:** Purchasing or stealing explosives, weapons, ammunition, etc. Other supplies that may be needed for a terrorist attack are specific uniforms, badges, or the equipment to make them look like police officers, firefighters, or a member of any other government agency.
5. **Suspicious Persons Out of Place:** People who don't seem to belong in our workplace or educational environment.
6. **Dry Run and Trial Run:** Putting people in position and moving them around according to their plan without committing a terrorist act. This is especially true when planning a kidnapping, but it can also pertain to a bombing. An element of this activity could also include mapping out routes and determining the timing of traffic lights and flow.

- 7. Deploying Assets:** Terrorists must get people and supplies positioned prior to committing the terrorist act. If you suspect these activities are occurring, immediately contact the authorities because this may be the last chance you have to do so before the terrorist act takes place.

If any of these situations occurs, or if you have a suspicion that any of these situations is occurring, the following procedure will be enforced. Notify the Director of Education or the indicated Staff personnel in the Institute to assess the situation. They will contact the respective authorities, if necessary.

The information provided in the **Emergency Evacuation Procedures** is a guide to be followed by all **NPTI** employees.