



Policies and Procedures

Emergency Evacuation Procedures

INTRODUCTION AND PHONE NUMBERS

Humboldt International University (HIU) Emergency Procedures Handbook is prepared by the Administration to assist Staff and Students 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.

Information blanks have been provided and should be filled immediately. Once the blanks are filled in and the procedures reviewed, that handbook should be kept in a readily accessible location, preferably near the telephone.

Your judgment often determines whether or not an incident is an emergency. If you consider a situation to be an Emergency & Procedures Handbook should be followed. If in doubt, err on the side of safety.

If you have an emergency situation dial **305-603-6640 from any school phone or 911 from your cell phone.**

If you have any procedures, administration

<p style="text-align: center;">Emergencies</p> <p style="text-align: center;">911</p> <p style="text-align: center;">Miami Police</p> <p style="text-align: center;">305- 603-6640</p> <p style="text-align: center;">Non-Emergency Phone Numbers</p> <table><tr><td>Miami Fire Department</td><td>305-579-6215</td></tr><tr><td>Miami Police Department</td><td>305-603-6640</td></tr></table>	Miami Fire Department	305-579-6215	Miami Police Department	305-603-6640
Miami Fire Department	305-579-6215			
Miami Police Department	305-603-6640			

questions regarding please contact the at 305-461-2223.

CONTENTS

REPORTING EMERGENCIES.....	4
ILLNESS OR INJURY TO FACULTY/STAFF.....	5
FIRE.....	6
HURRICANE/TORNADO OR SEVERE WEATHER.....	7
UTILITY FAILURE.....	8
BOMB THREATS.....	9
PSYCHOLOGICAL CRISIS.....	12
WORKPLACE VIOLENCE/CIVIL DISTURBANCE.....	13

REPORTING EMERGENCIES

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

- Do not move a seriously injured person unless they are in a life-threatening situation
If trained rescue personnel or an ambulance is needed, call 305-603-6640 from any school phone or 911 from your cell phone.
- Provide your name and location, the nature of the emergency and what assistance is needed describe any actions already taken.
- Contact a school administrator, so they may meet the responders and escort them to the location where the injured person is located.
- Give CPR, if needed and only if you are trained or certified to do so.
Keep the injured person calm and warm.
- Do not allow the injured person to move or walk until a professional arrives, is examined, and give the **ALL CLEAR**.
- A first aid kit is located at: In the supply room of the Administration's Office.

ILLNESS OR INJURY TO FACULTY/STAFF

Emergency treatment for job-related injury or medical illness may be obtained by calling the Miami Police Department 305-603-6640 from any school phone or 911 from your cell phone. 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 Administrative Department for forms and assistance.

ILLNESS OR INJURY TO GUEST

Request emergency medical assistant by calling the Miami Police Department at 305- 603-6640 from any school phone or 911 from your cell phone. Notify a staff member or Instructor prior to calling.

WHEN TO EVACUATE

- Familiarize yourself with the location of all exits, fire extinguishers, and flow charts posted throughout the building.
- Building evacuation will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- Know that the **Staff Parking Area** is the designated assembly area for all **HIU** personnel.
- Stay calm, quiet and listen for instructions.
- 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 **Staff Parking Area**. Once there reunite yourself with your classmates.
- Once outside, *MOVE CLEAR* and *AWAY* from the *BUILDING* allowing others to *EXIT*.
- There will be personnel throughout the building to guide you out of the floor and direct you to the **Staff Parking Area**.

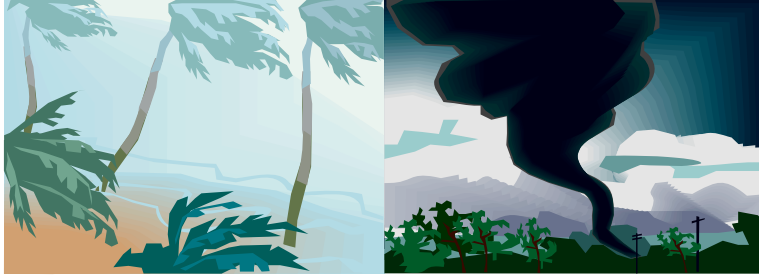


FIRE

All building evacuations will occur when an alarm sound 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 classroom. Otherwise, evacuate the area via the nearest exit door, closing 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 305-603-6640 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 helps them or notify someone who can.
- Assemble in our designated location in the Students 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.



HURRICANE/TORNADO OR SEVERE WEATHER

HURRICANE

- Listen to the radio/television for announcement/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 to employees when to report to work.
- Upon returning to your space, report any safety hazards, broken window, flooding or building damage to the Administration.

SEVERE THUNDERSTORMS

- The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornados spawned from severe thunderstorms.
- Keep people inside and away from windows until the severe storm passes. If large hail begins to fall, seek shelter immediately.

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 window. Try to put a heavy barrier between you and the window or doorway.
- Remain sheltered until the **ALL CLEAR** signal in given.

For life-threatening injuries, call 305-603-6640 from any school phone or 911 from your cell phone.



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 Executive Director or the indicate staff personnel in the university immediately. The Executive Director and/or the indicate 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 establish procedures.

FLOODING/WATER LEAK/GAS LEAK

Cease using all electrical equipment and run off any electrical equipment when told to so. Notify your instructor who in turn will notify the Administration. Evacuate the immediate area to prevent injuries.



BOMB TREATS

Characteristics of suspicious packages:

- Does 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 **HIU**.
- Lacks a return address or has a return address that does not seem real; Example, 1313 Mickey Mouse Avenue, Toontown, Florida 00471.
- Displays a lopsided, lumpy or shape.
- Is sealed with an excessive amount of tape, strings or protruding wires.
- Are marked with unnecessarily restrictive endorsements such as” Personal” or “Confidential”.
- Displays excessive postage.
- Has a stained, wet, discolored, or crystallized wrapper.
- Smells bad or strange.

DO

- Remain calm.
- Ensure that all personnel is out of the suspected danger area.

Don't

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

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general 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 the 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 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.

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 police and Executive Director:

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

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. Never re-enter a building until the **ALL CLEAR** signal is given. Keep the streets and walkways clear for emergency crews.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to themselves or other, 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)

Visitors: If a visitor is experiencing a severe psychological crisis, contact the Administration department. The Executive Director or its representative will ensure physical safety to the individual and will make arrangements for transportation of the student to the nearest medical facility. The Executive Director 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 Miami Police for assessment and transport to the nearest medical facility's emergency room.

Procedures: Should you come into contact with someone experiencing a psychological crisis, **DO NOT** attempt to handle the potentially dangerous situation alone. Notify the administration immediately. All suicide attempts should be immediately reported to the Miami Police. The safety of the person in crisis and those around him should be our first concern.

WORKPLACE VIOLENCE/CIVIL DISTURBANCE

HIU is committed to preserving the health and safety of its employees. Threats or chaos of violence against HIU 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 Executive Director, and/or Staff Members.

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 carrying and keep your hands visible to the police at all time.
- 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 the nearest building and wait for the **ALL CLEAR** signal.
- Once the incident is over and the threat is neutralized, an **ALL CLEAR** will be given by authorized personnel.

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