

## **EMERGENCY ACTION, EVACUATION, LOCK DOWN AND FIRE PREVENTION PLAN**

### **I. Emergency Action, Evacuation, Lockdown and Fire Prevention Statement**

The Emergency Action, Evacuation, Lockdown and Fire Prevention Plan outlines the institution's procedures for carrying out the functions of the EALFP plan. It is the primary goal of Detroit Business Institute-Downriver to provide a safe and secure environment for the students, faculty and staff members.

The plan assigns roles and responsibilities to individuals who are directly responsible for emergency response and support services and provides a structure for coordination and activation of essential resources.

### **II. Emergency Response Team**

The Director of the institution is assigned to carry out the established responsibilities of the Incident Commander. The Incident Commander will assess the type and scope of the emergency and if necessary activate other members of the ERT and supervise the activities.

The Operations Officer oversees the implementation of the response procedures to an emergency or emergency evacuation and oversees that all emergency response related activities are conducted in an appropriate and safe manner. The Admissions Representative at the institution is appointed the position of on-site Operations Officer.

Emergency Team Leaders are trained, faculty members, who support the Operations Officer during the implementation of emergency procedures or emergency evacuation.

### **III. Emergency Evacuation and Lockdown Procedures**

#### **Commander (IC):**

Calls 911, if necessary

Determines if students and site personnel should be evacuated to a safe area within the premises, outside the building to a relocation center

Activates the Emergency Response Team (ERT)

Notifies each Emergency Team Leader verbally, in trained wording, of an emergency or emergency evacuation

Directs Emergency Team Leader to follow lockdown procedures if deemed necessary

Remains in charge until the emergency is relieved

**Operations Officer:**

Monitors implementation of establishes procedures during evacuation  
Ensures that individuals requiring extra assistance are accommodated  
Relates any incidents of critical importance to the Incident Commander  
Ensures all persons remain in a safe area until notified by the IC that the emergency has ended

**Emergency Team Leader:**

Directs students to follow evacuation or lockdown procedures announced by the IC  
Allows no one to remain in the classrooms  
Take class roster  
Take roll when safely outside  
Immediately notify Operations Officer of any missing student  
Remain with the students unless relieved by another Emergency Team Leader  
If evacuated to relocation center, take roll again

**IV. EMERGENCY EVACUATION ROUTE**

In case of an emergency students, faculty and staff will evacuate the premises following the specified routes posted in all classrooms. The following is a summary of the routes students should use to evacuate the building.

- Students and faculty in Rooms 101,102,106,107,instructor's lounge, and the front office are to follow the evacuation route through the front door to the blue zone
  
- Students and faculty in Rooms 103,104,105,and the student lounge are to follow the evacuation route to the red zone behind the building
  
- Students and faculty in Rooms 108 and 109 are to evacuate through the back door to the red zone behind the building

Students will be accounted for by their instructors. They are to remain outside the building until further instructions are given by the Operations Officer.

# Detroit Business Institute-Downriver

## Fire Evacuation Plan

