EMERGENCY EVACUATION PLAN

In the case of 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

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Emergency Action, Evacuation, & Fire Prevention Statement

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

The plan assigns roles and responsibilities to individuals who are directly responsible for emergency response and support services and provides a structure for coordinating and activating essential resources.
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Emergency Response Team

II. 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 Medical Programs Director at the institution is appointed to 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. Incident 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 or 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 Leaders to follow emergency evacuation drill procedures utilizing primary evacuation routes
Remains in charge until the emergency is relieved
Documents the emergency

Operations Officer:

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

Emergency Team Leader:

Direct students to follow evacuation procedures announced by the IC
Allow none to remain in the classroom
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. Forms:
   Emergency Action Plan
   Training Attendance Roster
   Fire Drill or Evacuation Assessment