



9/2025

EAELFP

EMERGENCY ACTION,
EVACUATION, LOCKDOWN &
FIRE PREVENTION PLAN



DETROIT BUSINESS INSTITUTE

DETROIT BUSINESS INSTITUTE-DOWNRIVER

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DETROIT BUSINESS INSTITUTE-DOWNRIVER INSTITUTE

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 essential resources.

II. Purpose

This plan establishes the procedures for the safe and orderly evacuation of the Detroit Business Institute in the event of a fire or other emergency requiring immediate evacuation. The plan ensures compliance with NFPA Life Safety Code, OSHA standards, and local fire department requirements.

III. 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.

IV. Building Description

- **East Block:** Three floors (Basement, 1st Floor, 2nd Floor).
- **West Block:** Two floors (Basement, 1st Floor).
- **Egress:** Both buildings have stairwells at the east and west ends, with exits leading outdoors. The West Block also has a main front entrance (1st floor, south side).

V. Evacuation Routes In Case of Emergency

East Block

- **Basement, 1st Floor, 2nd Floor:**
 - Occupants use the **nearest stairwell (east or west end)**.
 - **North Exits → Red Zone (North Assembly).**
 - **South Exits → Blue Zone (South Assembly).**

West Block

- **First Floor:**
 - **Main Entrance (middle, south side)** is the **primary exit** for first-floor occupants. All evacuees using this exit proceed directly to the **Blue Zone (South Assembly)**.
 - Occupants near east/west stairwells may also exit directly outdoors. East stair leads to **North Assembly (Red Zone)**; West stair leads to **South Assembly (Blue Zone)**.
- **Basement:**
 - Occupants shall use the **nearest stairwell (east or west end)**.
 - **East Stairwell → North Exit → Red Zone (North Assembly).**
 - **West Stairwell → Main Entrance Exit → Blue Zone (South Assembly).**

VI. Assembly Areas

- **Red Zone (North Assembly):** DBI Park on the Parking lot side on north side of campus.
- **Blue Zone (South Assembly):** Sidewalk/lot on 7 Mile Rd facing side of campus, near main entrance.
- Both zones are a minimum of 50 feet from the building and clearly marked on evacuation maps.

VII. Fire Safety Equipment

- **Fire Alarm Pull Stations:** Located near exits and stairwells.
- **Fire Extinguishers:** Installed in corridors and near high-risk rooms (kitchen, multipurpose rooms).

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

VIII. Emergency Evacuation and Lockdown Procedures

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 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

Evacuation Instructions

1. **When alarm sounds:** Stop all activities immediately.
2. **Close doors** behind you but do not lock.
3. **Proceed to nearest exit** (follow illuminated Exit signs).
4. **Use stairwells** — elevators must not be used.
5. **Assist persons with disabilities** (evacuation chairs to be staged near stairwells).
6. **Report to assembly point** and remain until accounted for.
7. **Do not re-enter** until “All Clear” is given by Fire Department.

Detroit Business Institute-Downriver

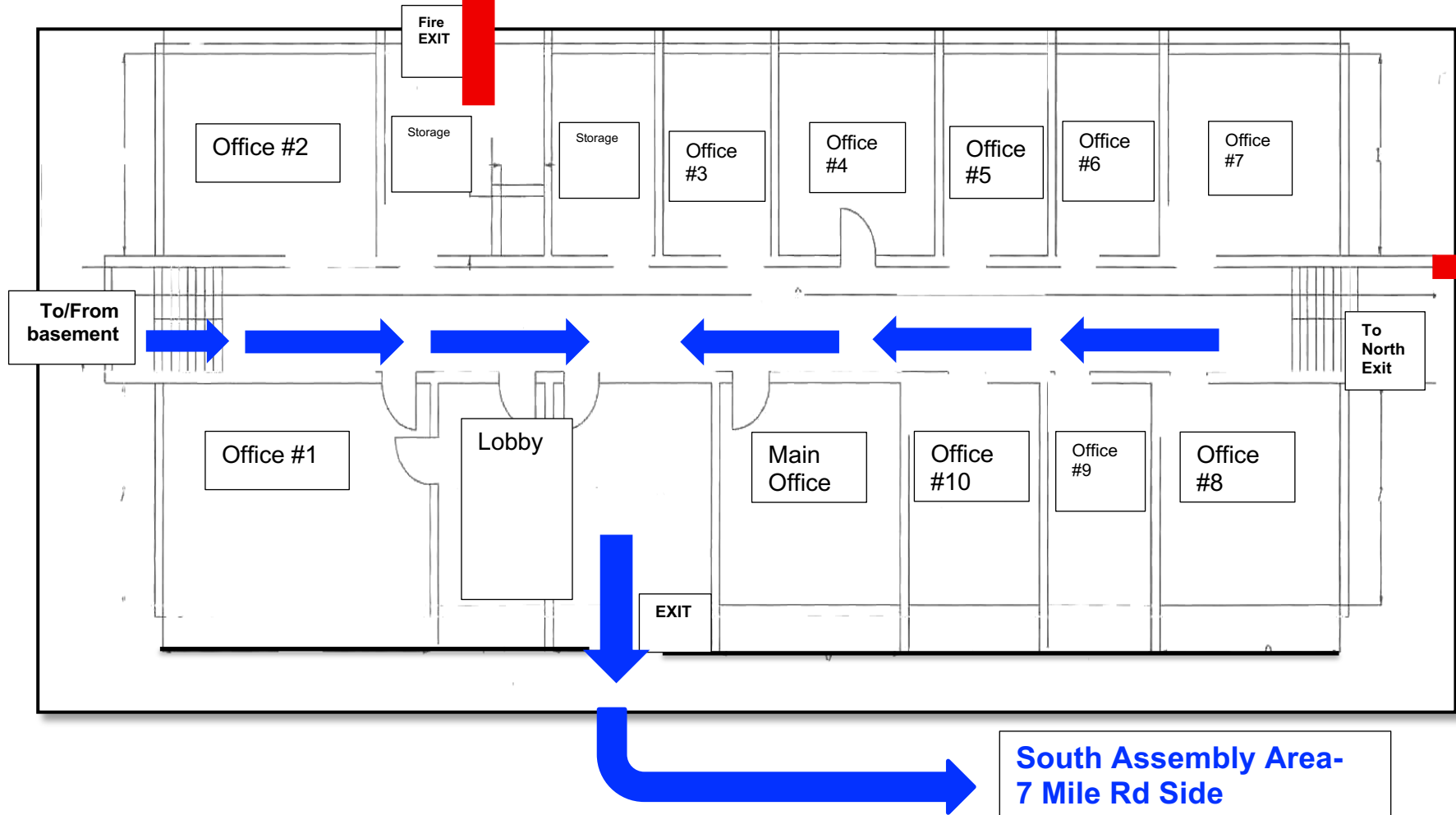
IX. Emergency Action, Evacuation, Lockdown & Fire Prevention Plan

Forms
Evacuation Routes
Emergency Action Plan
Training Attendance Roster
Fire Drill or Evacuation Assessment

Detroit Business Institute – West Block

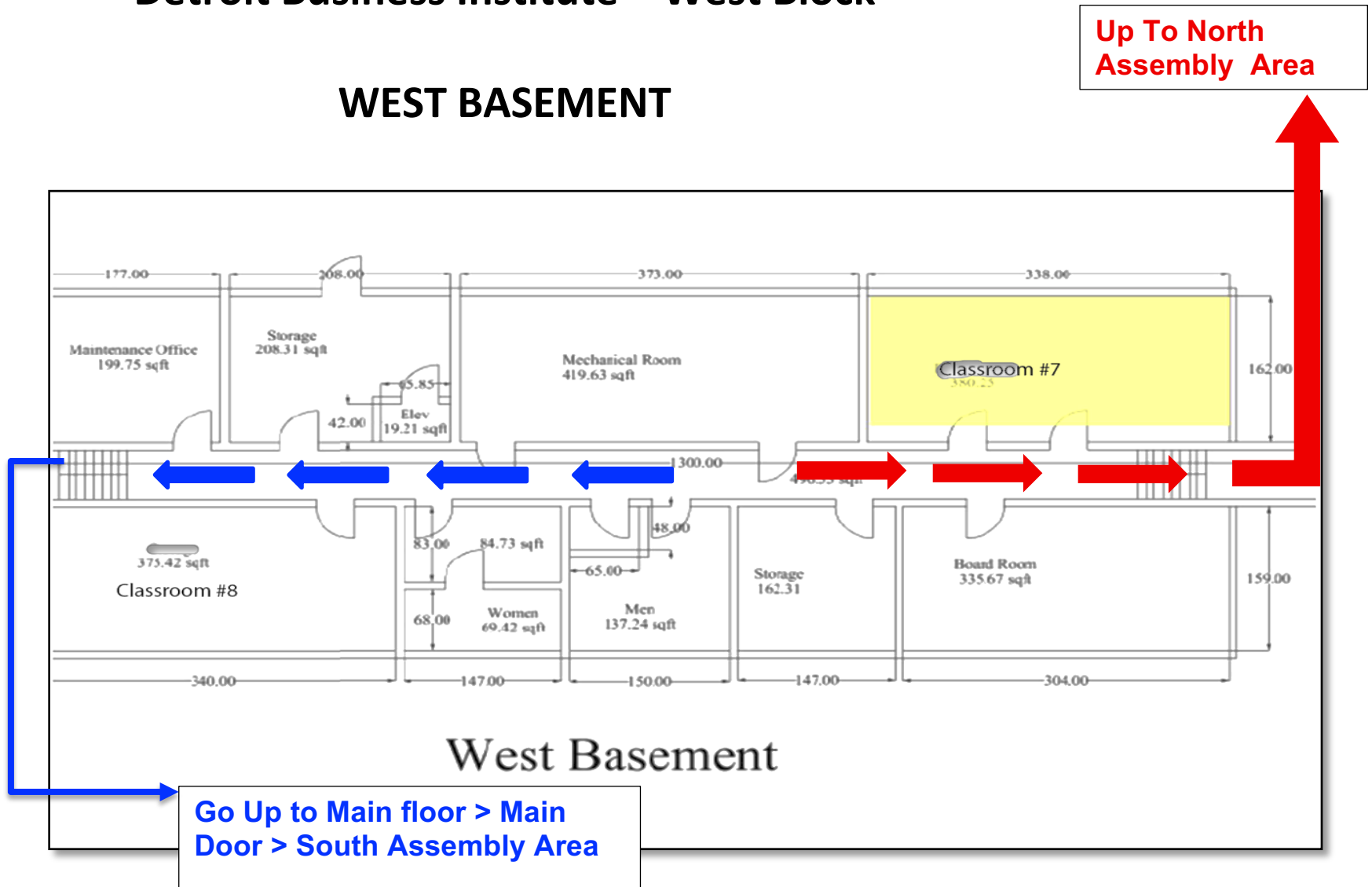
MAIN FLOOR

North Assembly Area-
DBI Park



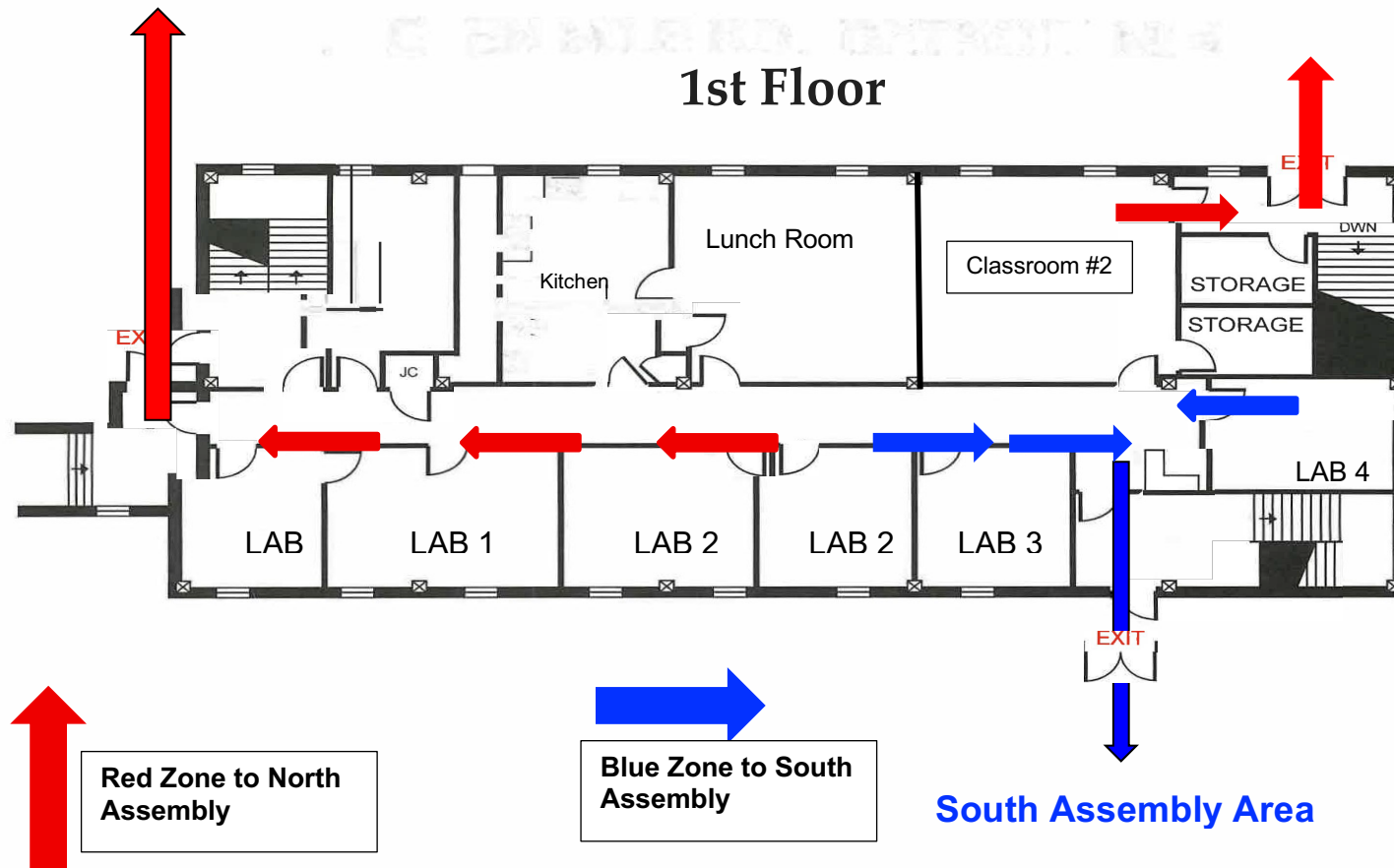
Detroit Business Institute – West Block

WEST BASEMENT



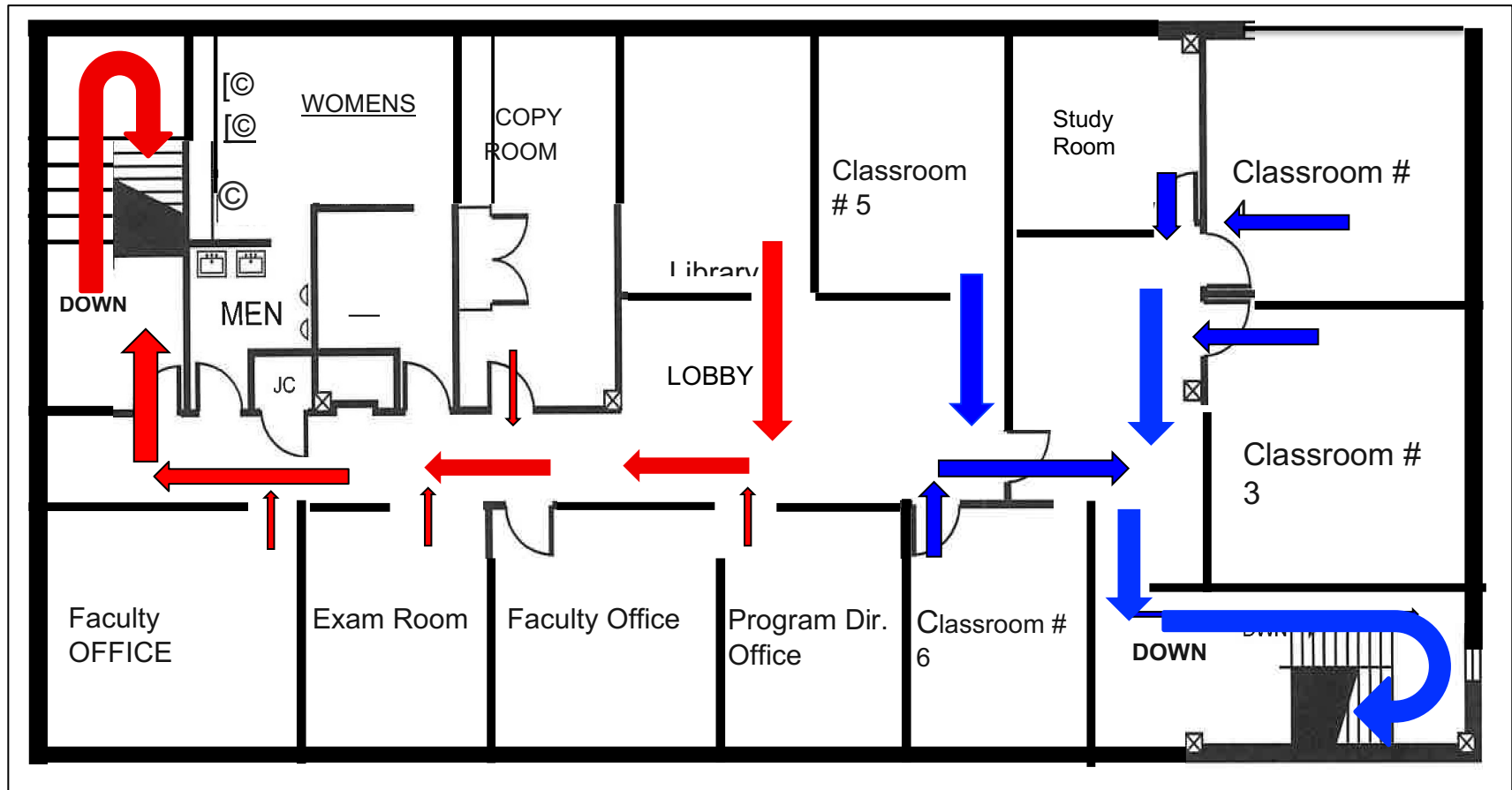
Detroit Business Institute – East Block

North Assembly Area



Detroit Business Institute – East Block

2nd Floor



Red Zone to North Assembly



Blue Zone to South Assembly

Detroit Business Institute – East Block

East Basement

