



## Emergency Preparedness Plan

### **Introduction and Purpose**

Arclabs Welding School is committed to the safety and well-being of its staff, students, and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and outline the steps to prepare for and respond to an emergency affecting the institution.

### **Goals**

The goals of Arclabs Welding School in responding to an emergency include:

- The safety of all staff, students, and guests.
- The physical and emotional well-being of staff, students, and guests.
- The timely stabilization of an emergency.

### **Applicability and Scope**

This plan applies to all employees, students, and guests of Arclabs Welding School. The scope of this plan is intended to encompass hazards. This plan may be consulted when responding to any emergency. When encountering a situation that has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

### **Responsibility**

The emergency plan is the responsibility of the leadership team at Arclabs Welding School. The Compliance Officer will review, and update as needed, this plan at least once annually. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to compliance.

### **Order of Succession**

Leadership authority during an emergency shall flow downward through the following list of people:

1. David Crook, COO
2. Heidi Bray, EVP
3. Amber Gibson, Compliance Officer

### **Emergency Communications**

During an emergency, the institution will use the following means and methods of communication.

#### **Means and methods:**

Cell Phones (possible outages during emergency)  
Texting (more reliable during an emergency) through Text Aim  
Landline Telephones  
Email Blasts



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### Training, and Exercises

Each school will review this plan and conduct a training drill twice a year with students led by the lead welding instructor at each campus. The plan will be discussed with employees annually and distributed during new hire orientation.

### Emergency Protocols:

#### Fire

##### In the Event of a Fire:

Pull the **Fire Alarm** and Call **911**

##### If you see smoke or flames:

Use **CARE**:

- **Contain** the fire by closing all doors as you leave
- **Activate** the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **Report** the fire by calling 911
- **Evacuate** or extinguish (In most cases, it is best to Evacuate)

Use a **Fire Extinguisher** only if:

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by calling **911** or activation of a **Fire Alarm Pull Station**
- Everyone else has left the area
- There is little smoke or flames

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

**Do not ignore an alarm signal, even if you have reason to believe it may be false.**

### Evacuation

#### Building Evacuation

If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with emergency personnel and:

- Take only keys, wallets, and essential belongings with you
- If possible, wear weather appropriate clothing
- If you are the last one to exit your room, close and lock doors



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- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don't run, to the nearest exit
- Use stairs
  - Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call 911 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- If you are unable to evacuate, call 911 and report your location
- Injured persons should be evacuated to the Parking Lot to be treated, as this is where the First Responders will arrive.
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the identified emergency personnel
- Take a roll call of the students, faculty and staff
- **Wait for instructions before returning** to your building after an evacuation

### Campus Evacuation

The procedure for a campus-wide evacuation will vary, depending on the nature of the incident. In cases when a decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the incident. Other areas may then be evacuated, depending on the nature of the incident.

This gradual evacuation is preferable to a total and immediate evacuation, as it identifies the populations that are in most danger, minimizing the likelihood of gridlock and congestion, and provides for first responder and emergency vehicles access.

### Medical Emergency

**If someone is injured or becomes ill:**

- Stay Calm
- Dial **911** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Stay on phone with dispatcher unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury
- Remain with the injured person except to summon help
- Comfort the victim until emergency medical services arrive
- Render first-aid or CPR only if you have been trained
- Have someone stand outside the building to flag down the ambulance when they reach the vicinity



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- Report incident by filling out an incident report (located on Sharepoint) and submitting it to the compliance director

### **Bomb Threat**

If you receive a bomb threat, remain calm and:

1) Obtain as much information as possible:

- Write down:
  - Phone number from where the call is coming
  - Time of the call
  - Statements made by caller as accurately as possible
- Listen for useful details to help authorities:
  - Listen to the voice to determine the sex, age, accents, lisps, tone, etc.
  - Listen for background noises
- Try to signal for someone else to also listen on the call, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

2) Keep caller talking, and ask as many questions as you can:

- When will the bomb go off? How much time remains?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed here?
- Who are you?
- What is your name?

3) Call **911** immediately

### **Active Shooter / Hostile Intruder**

Active shooter or hostile intruder incidents often begin and conclude quickly, and the incident may be at any location within the institution. This may leave faculty, staff, and police officers without time to coordinate response procedures with outside law enforcement and students. The response to a specific incident will depend on the circumstances unique to that incident.

However, there are general procedures that apply to all active assailant incidents.

#### **AVOID, DENY, DEFEND:**

- Report the incident:
- If possible, call **911**



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### **AVOID if possible**

If there is an accessible escape path, attempt to evacuate the premises:

- Pay attention to your surroundings.
  - Have an exit plan.
  - Move away from the source of the threat as quickly as possible.
  - The more distance and barriers between you and the threat, the better.
  - Leave your belongings behind. **Always keep your hands empty and visible.**
  - Help others evacuate, if possible, but do not attempt to move the wounded.
- Evacuate even if others do not agree to follow.
- Remain calm. Avoid screaming or yelling as you evacuate.
  - Follow all instructions of arriving law enforcement.

### **DENY if necessary**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

- Keep distance between you and the source.
- Go to the nearest room or office and lock the door(s). If the door does not lock, wedge it shut or use heavy furniture to barricade it.
- Close blinds, turn off lights and cover windows.
- Remain out of sight and quiet by hiding behind large objects and silencing your phone.
- Do not open the door until someone can provide an identification badge.
- Identify an escape route in the event you are directed to evacuate.

### **DEFEND, if you must**

- If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to disrupt and incapacitate the active shooter.
- Be prepared to defend yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.

### **What to do when police arrive:**

- Respond appropriately
- Remain calm and follow officers' instructions.
- Raise your hands, spread your fingers, and **always keep your hands visible.**
- Do not make quick moves toward officers or hold on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop officers from asking for help or directions. Evacuate the building in the direction the officers arrived at while keeping your hands above your head.



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- For your safety, do not get upset or argue if an officer questions whether you are a shooter or a victim. Do not resist, even if you are handcuffed and searched.

### Facility Management

- Account for full-time, part-time, and adjunct employees
- Obtain the visitor information
- Identify employees and visitors who are onsite
- Provide site and building maps to emergency responders (if available)
- Provide facility access to emergency responders
- Ensure incoming emergency response personnel know where to stage

### Utility Failure and Natural Disaster

#### Utility Failures

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. Arclabs Facilities Services has procedures and personnel to deal with utility failures. For your personal safety, in the event of a utility failure:

- Remain calm
- Immediately notify the facilities manager
- If the building must be evacuated, follow the instructions from the faculty
- Unplug all electrical equipment (including computers) and turn off light switches
- Use a flashlight: Do not light candles or use other kinds of flames for lighting
- Laboratory personnel:
  - Secure all machines, unplug electrical equipment, and shut off gases and welding machines prior to evacuating
- Natural Gas Leak:
  - Cease all operations
  - Do not switch on lights or any electrical equipment. Electrical arcing can trigger and explosion

#### Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major multiple rainstorms. The leadership monitors the National Weather Service and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important documents
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive)



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- Move to higher, safer ground
- Shut off all electrical equipment
- If in a lab, secure all laboratory items
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediate action from the lead instructor
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by the lead instructor or campus director.

### Shelter in Place/Safe Shelter

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows.

It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

Shelter in place procedures will be initiated through the various notification systems.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately where they are.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off the heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose the room(s) with hardwired telephones, as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow the steps outlined in the “[Active Shooter/Hostile Intruder](#)” section.
- Remain calm and await further instructions.

**DO NOT** leave the room until directed to do so by a Police Officer.

### Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance, call the campus director immediately.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.



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- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

### **Characteristics of Suspicious Packages**

- Special deliveries, foreign mail, or airmail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

### **Cyber Security:**

Arclabs has a cyber security policy and notification that go out to employees every year.

See policy.

[Online Safety Basics - National Cybersecurity Alliance \(staysafeonline.org\)](https://staysafeonline.org)