

Emergency Preparedness Plan

Arkansas Technical School (Main Campus)

Arkansas College of Barbering & Hair Design (Branch Campus)

Purpose:

The purpose of this Campus Emergency Operations Plan is to provide guidance and direction to School personnel in the event of an emergency or crisis situation in order to effectively respond to any emergency situation on campus property that could cause death, injury, disruption of operations, or physical or environmental damage.

An “emergency” is any situation creating imminent danger to: lives, health, or safety; public and private property; or the ability of the school to reasonably carry on normal operations.

Since not every emergency scenario can be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. This Plan, therefore, designates areas of responsibility and defines a framework to respond to emergency situations.

The school will employ the following guidelines to assess the level of emergency and direct an appropriate response at both its North Little Rock and Little Rock campus. Location specific emergency guidelines have been developed for the school’s international locations incorporating the terms and conditions of leased space agreements. The school makes this plan available by publishing it on the school website.

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List of Assumptions

- Campus emergencies may occur at any time of year, any day and at any time with no warning;
- Campus emergencies can be caused by an accident, a natural disaster, or criminal behavior by an individual or group;
- The school's educational facilities are located in cities with well-trained, responsive police and fire departments equipped to handle all emergencies;
- The school relies heavily on the Little Rock Police Department and North Little Rock Department for assistance in devising crime prevention techniques and in planning emergency response procedures, protocols and strategies;
- If a major or serious crime occurs on campus, the police in that jurisdiction, will, once on the scene, take control of the situation as provided by law.
- Arkansas College of Barbering (Branch Campus) is housed in a commercial facility that provides on-site security detail. The school utilizes these services to respond to some emergencies and in many cases, they can be relied upon to contact the proper authorities to respond to those emergencies.

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This authoritative Emergency Response Plan identifies responsibilities and procedures to guide emergency response in the ATS/ACB. When an emergency occurs, school district officials, their designees, and staff are authorized and directed to implement all necessary actions.

WHAT THE LAW AND/OR GOVERNING AGENCY REQUIRES OF ATS/ACB:

1. Develop a disaster plan
2. Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
3. Provide training to students and staff in emergency response procedures
4. Be prepared to have your school serve as a possible public shelter
5. Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture

EMERGENCY TELEPHONE NUMBERS

EMERGENCY RESPONSE

In an EMERGENCY, dial 911 for

- a. Fire Department
- b. North Little Rock Police Department
- c. Ambulance Services
- d. Pulaski County Sheriff

| | |
|-------------------------------------|--------------|
| Little Rock Police Department | 501-371-4829 |
| North Little Rock Police Department | 501-758-1237 |
| West Little Rock Security Company | 501-708-0314 |
| American Red Cross | 501-748-1000 |
| U.S. National Weather Service | 501-834-0308 |

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NLR EMERGENCY SERVICES PROVIDED

SERVICES PROVIDED

Office of Emergency Services - The Emergency Management Office and 9-1-1 Communications Center use modern technology for efficient handling of all emergency calls to Fire, Police and Medical. A 9-1-1 comprehensive system for emergency telephone requests and coordination for emergency management during a disaster exists in the same facility. Public Safety Dispatchers are responsible for answering 9-1-1 calls, rendering assistance to citizens, and ensuring the safety of emergency responders.

9-1-1 Communications Center - Citizens calling 911 are most likely witnesses to crimes/events, so the more detailed information obtained from callers, the better chance the Police and/or Fire have to save lives and solve crimes. It is important callers stay on the phone with Dispatchers, relay as much information as safely as they can, take note of their location, and remember to stay calm. Dispatchers listen to information and relay it to responding units at the same time. If your 9-1-1 call needs to be transferred to another agency, by the Dispatcher, he or she will stay on the phone to ensure the proper agency answers the call when transferred.

The Public Safety Dispatcher will ask you several questions. Be prepared to answer questions such as:

"Where is the emergency?"

"What happened?"

"How many people are injured?"

"Is this in progress?"

"Are weapons involved?"

"Can you tell us the suspect(s) descriptions?"

"Are the suspect(s) in a vehicle? If so, "Describe the vehicle."

"Are they leaving the scene?" If so, "Which way are they traveling?"

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Landline (home phone) - A landline call is answered in the jurisdiction where the call originates, as indicated by the address associated with the landline number. North Little Rock residents will reach the North Little Rock 911 Center. The name, address, and phone number related to the originating location, are displayed on a computer screen for Dispatch. The Dispatcher is required to confirm this information.

Wireless (cell phone) - A wireless call is redirected from the wireless signal to the closest cell site tower, and then by use of GPS, to the closest 911 center to *that* cell site tower. Call information is relayed to that 911 center and, with GPS technology, computerized maps display an icon of the general location (within 50 meters) of the wireless call. Wireless 911 calls are not associated with physical locations; therefore, unlike landline calls, Dispatch must verify the location of the emergency. So knowing your location, at all times, will assist Dispatch in sending proper assistance to the right location.

FREQUENTLY ASKED QUESTIONS

Q. How does 911 work?

A. This question actually depends on what type of phone you are using to call 911. If a person is calling 911 from a landline (home phone or a business phone) the 911 call is routed to the jurisdiction that is responsible for responding to that address. For instance, all landline calls in NLR city limits will be routed to the NLR Emergency Services 911 Center.

If a cell phone is used to call 911, the call will be sent to the closest cell tower and then routed to the 911 Center that is responsible for that sector of the tower. Therefore, a citizen that lives near the outskirts of NLR may have their 911 call routed to another 911 Center. Once the location of the emergency has been confirmed the call can be re-routed to the proper agency.

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Q. What questions will the 911 Dispatcher ask me?

A. 911 Dispatchers are trained to ask a multitude of questions. These questions are important in determining the location of the emergency, the nature of the problem and any potential suspect information. Every phone call is different, but generally speaking the dispatchers will ask who, what, when, where, why and weapons. The location of the emergency is the most important information a Dispatcher can obtain from any caller. So know where you are at all times. Be familiar with your surroundings and be prepared to provide the address, intersection or local landmark.

Q. When should I call 911?

A. The number 911 has been promoted across the United States since its early inception in the late 60's. We ask that you utilize 911 for true emergencies. For example, to report crimes in progress, get assistance for individuals who have been injured or sick, and to report fires. If you need to report an incident of a non-emergency nature, we encourage the public to call the NLR Police Department non-emergency number 758-1234.

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Purpose and Mission

The purpose of this plan is to identify emergency responsibilities for the ATS/ACB, its students, and staff. The plan is intended to empower our staff and students in an emergency and clarify emergency rolls and responsibilities.

This plan is not intended to be rigid or restrictive and will be expanded as needed. The mission of the ATS/ACB Emergency Response Plan is to protect lives and property, mitigate the effects of a disaster, prepare, respond, and recover from emergencies and disasters. The safety of our staff and students in today's changing threat environment is our major goal.

Concept of Operations

It is the responsibility of the school to protect life and property from the effects of emergency situations within its own jurisdiction. ATS/ACB has the primary responsibility for initial emergency management activities. Concept of Operations information located in this section is designed to give an overall picture of incident management.

Top priorities for incident management are to:

- Protect and save lives, and protect health and safety of students, faculty, staff, visitors, responders, and recovery workers.
- Protect property and mitigate damages and impacts to individuals, the community, and the environment.

ATS/ACB recognizes that staff and students will be first responders during an incident. Adopting a plan enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and

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communication among school officials, first responders and the Incident Commander. School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and

manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be directed to accomplish assigned incident management tasks.

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Fire Evacuation: Three drills required annually

A. In the event of a fire:

1. Give the fire alarm signal (one long continuous signal);
2. Call 9-1-1 and report the fire; and
3. Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.

B. Fire evacuation drills

1. The first fire evacuation drill must be held and all applicable instructions must be given to all students within the first 10 days of school in September, each year;
2. A fire/evacuation drill must be held three times each school year; and
3. It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire drill procedures for the building.

C. Authority to Call Drills

The sounding of a fire alarm for the purpose of a drill is an authority possessed solely by the principal, or someone authorized by him/her.

D. Purpose of Fire Drills

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Fire drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of emergency there will be no hesitation or confusion in leaving the building.

These drills are for the safety of all persons involved, and each person must realize that

the success of the drill is dependent upon his/her actions and cooperation. Therefore:

1. All persons in the building must take part in the fire drill; and
2. Every fire alarm should be considered as a warning of an actual fire.

E. Frequency - Fire Drills in Schools

1. Fire drills will be held as often as necessary, as and no less than quarterly, to assure rapid and orderly evacuation of the school building. A record of all fire drills will be kept on the premises subject to inspection by the fire chief; and
2. In schools, fire drills include complete evacuation of all persons from the building.

F. Warning Signals - Fire Drills the fire-warning signal will be one long continuous signal, whether by bell, siren or horn.

An emergency warning signal, either by whistle or hand siren, should be planned for, and occasionally used, thereby anticipating possible power failure.

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G. Responsibilities of Staff

1. Program Directors, or designee, will:
 - a. Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building, and will be responsible for the efficiency of the drill and all corrective actions or punishments taken for violation of the rules and regulations;
 - b. Be thoroughly familiar with the fire alarm system, all firefighting equipment, all means of egress, and any special features of the building that might prove dangerous to human life, (storerooms, lunchrooms, attic spaces, ventilators, etc.) or where fire may spread quickly;
 - c. Instruct staff in the general plan of the drills and details of their specific duties, such as:
 - i. How to send an alarm to the fire department (including how the fire alarm system operates — both electrical and emergency);
 - ii. The need for quick action to send in a fire alarm signal to vacate the building in the event of any size fire — even if in-school firefighting equipment is in use.
 - iii. In case of actual fire, it must be clearly understood by the entire staff which person will serve as Incident Commander, regardless of whether or not it is the program director.
2. Teachers will:
 - a. Be in charge of their respective classes;
 - b. Issue all commands relative to participation in the fire drills except as delegated by them to others;
 - c. Lead their classes to the designated outside stations; and
 - d. Immediately report to the Incident Commander or designee if any student is unaccounted for after a visual check of students.

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H. Drill Procedures

1. During Fire Drills - when the alarm begins:
 - a. Teachers will lead students to the designated exit, all the while continually assessing for possible fire and/or threats which may dictate the use of an alternate evacuation route;
 - b. Students will walk briskly (no running), with arm's length spacing, and without talking, laughing, or breaking from the ranks (no student may leave the line);
 - c. Students not in the classroom will join the line of the first group of students met (the student must not return to the classroom) and proceed to the evacuation area. Once at the evacuation area, the students may rejoin their assigned class;
 - d. Teachers will check roll when assigned area is reached;
 - e. Teachers will not leave the students gathered at a designated area unless someone is placed in charge;
 - f. Teachers will notify Incident Commander or designee if any person is missing; and
 - g. The Incident Commander will initiate a search within the evacuation area for any missing persons. Fire department personnel are to be notified immediately of any persons that cannot be located.
2. After a Fire Drill:
 - a. The program director, or designee, will give the all-clear signal (a short steady signal);
 - b. Teachers will lead the students back into the classroom;

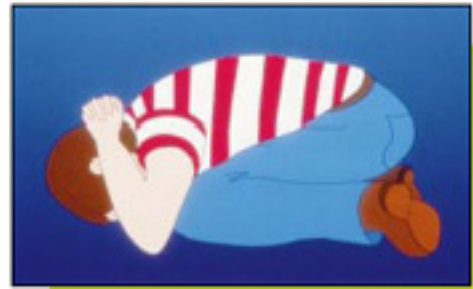
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- c. Students will return to their classroom in the same manner as they departed for the drill- without talking, laughing, breaking from the ranks or loitering in the hallways;
 - d. Teachers will check the roll;
 - e. Teachers will notify the principal if any student is missing; and
 - f. The principal will initiate a search for any missing students.
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- 3. After a FALSE ALARM the program director will:
 - a. Notify the fire department of the incident; and
 - b. Notify the Safety & Security Department of the incident.

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WHEN THE TORNADO THREATENS OR A TORNADO WARNING IS ISSUED...

Seconds count. Follow the drill according to the plan you have developed. Lead all students to the designated safe places in a calm, orderly and firm manner. Everyone should then crouch low, head down, protecting the back of the head with the arms. Stay away from windows and large open rooms like gyms and auditoriums.



AFTER THE TORNADO...

Keep students assembled in an orderly manner, in a safe area away from broken glass and other sharp debris, and away from power lines, puddles containing power lines, and emergency traffic areas. While waiting for emergency personnel to arrive, carefully render aid to those who are injured. Keep everyone out of damaged parts of the school; chunks of debris or even that whole section of the building may fall down. Ensure nobody is using matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. It is very important for teachers, principals and other adult authority figures to set a calm example for students at the disaster scene, and reassure those who are shaken.

Remember, there is no such thing as guaranteed safety from a tornado. Freak accidents happen; and the most violent tornadoes can level and blow away all but the most intensely fortified structures. Extremely violent EF5 tornadoes are very rare, though; and even within one's path, only a small area has EF5 damage. Most of any tornado's damage track is actually much weaker and can be survived using sound safety practices.

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Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit • If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR

VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that

customers and clients are likely to follow the lead of employees and managers during an

active shooter situation.

1. Evacuate

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

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind

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- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

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

to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed

and locked door)

- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

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HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will

proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets,
and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling

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- Do not stop to ask officers for help or direction when evacuating, just proceed in the

direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue

teams comprised of additional officers and emergency medical personnel to follow the initial

officers. These rescue teams will treat and remove any injured persons. They may also call

upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area

by law enforcement until the situation is under control, and all witnesses have been identified

and questioned. Do not leave until law enforcement authorities have instructed you to do so.

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Additional Ways to Prepare for and Prevent an Active Shooter Situation

- Preparedness

- Ensure that your facility has at least two evacuation routes
- Post evacuation routes in conspicuous locations throughout your facility
- Include local law enforcement and first responders during training exercises
- Encourage law enforcement, emergency responders, SWAT teams, K-9 teams,
and bomb squads to train for an active shooter scenario at your location

- Prevention

- Foster a respectful workplace
- Be aware of indications of workplace violence and take remedial actions accordingly