

AATI



**American Advanced
Technicians Institute, Corp.**

**Emergency Procedures
Handbook**

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INTRODUCTION AND PHONE NUMBERS

American Advanced Technicians Institute, Corp (“AATI”) Emergency Procedures Handbook is prepared by the administration to assist staff and students deal with emergency situations appropriately. While it is impossible to produce a document that is all-inclusive, this handbook addresses the most common emergencies.

Recipients of the handbook should become familiar with its contents and all new employees should be made familiar with these procedures during their orientation period.

Informational blanks have been provided and should be filled in immediately. Once the blanks are filled in and the procedures reviewed, the handbook should be kept in a readily accessible location, preferably near the telephone.

Your judgment often determines whether or not an incident is an emergency. If you consider a situation to be an emergency, then the Emergency & Procedures Handbook should be followed. If in doubt, err on the side of safety.

If you have an emergency situation dial **911** from any AATI’s phone.

If you have any questions regarding procedures, please contact the administration at **(305) 362-5519**.



Emergencies	
From any school phone dial	
911	
Non-Emergency Phone Numbers	
Hialeah Fire Department	(305) 883-6900
Hialeah Police Department	(305) 687-2525

REPORTING EMERGENCIES

The most important thing to remember in dealing with a medical emergency is that quick proper action is extremely important.

- Do not move a seriously injured person unless they are in a life threatening situation.
- If trained rescue personnel or an ambulance is needed, dial **911** from any AATI's phone.
- Provide your name and location, the nature of the emergency and what assistance is needed. Describe any actions already taken.
- Contact an AATI administrator, so they may meet the responders and escort them to the location where the injured person is located.
- Give CPR, if needed and only if you are trained or certified to do so.
- Keep the injured person calm and warm.
- Do not allow the injured person to move or walk until a professional arrives, is examined, and gives the ALL CLEAR.
- First Aid Kits are located at: in the supply/break room of the administration's office, office ladies/men bathrooms, tool room in the shop, and in the computer lab.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.

ILLNESS OR INJURY TO FACULTY/STAFF

Emergency treatment for job-related injury or medical illness may be obtained by calling the Police Department at **(305) 687-2525** or dialing **911** from any AATI's phone. The Police Department will dispatch the appropriate emergency responsible personnel. The Police Department and Fire Department will respond and arrange for transportation if required.

An Employer's Report of Injury/Illness of Employee form must be completed for all incidents of job related illness and injury. Please contact the Human Resource Department for assistance.

ILLNESS OR INJURY TO STUDENT OR GUEST

Request emergency medical assistance by calling the Police Department at **(305) 687-2525** or dialing **911** from any AATI's phone, and contact a supervisor, administrator and/or the Human Resource and Compliance Officer.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.

WHEN TO EVACUATE

➤ General Evacuation Procedures and Guidelines:

- ✚ Familiarize yourself with the location of all exits, stairs, fire extinguishers, and flow charts posted throughout the building.
- ✚ All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- ✚ Familiarize yourself with your assigned assembly area.
- ✚ If you are upstairs, please exit thru the Emergency EXIT door near room #3. The instructor in Room #3 will open the door, and meet in your assembly area.
- ✚ If you are in the Shop, please exit thru any of the three EXIT doors located nearest to you, and meet outside in your assembly area.
- ✚ If you are in the Admission or Administration offices, please exit thru the Main Entrance/Exit door, and meet outside in your assembly area.
- ✚ Stay calm, quiet and listen for instructions.
- ✚ Alert others to the emergency, and ask if they need your help in evacuating.
- ✚ Faculty and staff should attempt assisting students, and/or guests in the evacuation of their area.
- ✚ In the event you are not familiar with the evacuation route in your area, please follow the nearest “EXIT” sign(s), and locate an assembly group.
- ✚ Once outside, MOVE CLEAR AWAY FROM BUILDING ALLOWING OTHERS TO EXIT, and wait for further instructions.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.



FIRE

- 1) All building evacuations will occur when an alarm sounds continuously or upon notification by emergency personnel.
- 2) Be aware of all marked exits in your area and building. An Evacuation Diagram has been posted in all school bulletin boards or classroom. Otherwise, evacuate the area via the nearest exit door, closing the door as you leave.
- 3) Take your personal belongings with you such as your purse, cell phone, and keys (Note: only if it is safe to do so).
- 4) Dial **911** from any school phone, if you are not in immediate danger.
- 5) Take note of physically handicapped individuals in your area who may need assistance, and either help them or notify someone who can.
- 6) Assemble in your designated assembly area.
- 7) Keep quiet, and listen for further instructions.
- 8) DO NOT return to an evacuated building until a Fire Department Official or the Administration gives the ALL CLEAR signal.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.



HURRICANE/TORNADO OR SEVERE WEATHER

HURRICANE

Hurricane season runs from June 1 through the end of November. During those months, you should stay alert to news of any tropical developments. Local news programs, the radio, the internet and weather channels are great sources of information.

- Listen to the radio/television for announcement/advisories issued by the National Hurricane Center and the Office of Emergency Management. Do not listen to rumors. A Hurricane Watch Advisory is issued when there is a threat of a hurricane striking the area within 24-36 hours.
- After local authorities have given the ALL CLEAR, the Administration will communicate to employees when to report to work.
- Upon returning to your space, report any safety hazards, broken window, flooding or building damage to the Administration.

GENERAL SAFETY PRECAUTIONS

- Verify that local authorities have declared the area safe before leaving your home to explore.
- Watch out for debris.
- If you suspect a gas leak, leave immediately and notify the gas company.
- Be aware of safety issue created by disaster i.e. washed out roads, gas leaks, and contaminated water.
- If traffic lights are out, treat the intersection as a four way stop.
- Do not drive or walk through flooded roads. In most cases you cannot see sink holes, metal fragments, broken glass, and live power lines.
- To report a downed power line, call **1-800-4-outage** or **1-800-468-8243**. Do not call 911 to report downed power lines.
- Electrical Power and natural gas or propane tanks should be shut off to avoid fire, electrocution, or explosions.

- Use battery-powered flashlights and lantern, rather than candles, gas lanterns, or torches. If you use candles, make sure you put them safely away from curtains, paper, wood, or other flammable items. Also, never leave them burning and leave the room or house.
- Wild or stray domestic animals can pose a danger during or after the passage of a hurricane since typically they are disoriented and/or displaced. If an animal must be removed, contact your local animal control authorities. If you are bitten by any animal, seek immediate medical attention.

For more information:

National Hurricane Center at <http://www.nhc.noaa.gov>

The American Red Cross at: American Red Cross, 335 SW 27 Avenue, Miami, FL 33135

Phone: 305-644-1200, <http://www.miamiredcross.org/>, Miami-Dade hurricane preparedness <http://www.miamidade.gov/hurricane/>, Miami Dade Emergency Management: <http://www.miamidade.gov/fire/emergency-management.asp>

TORNADO

- 1) Listen for city or school tornado sirens or other warnings: monitor weather conditions.
- 2) If time allows, move to a designated tornado-safe area in the building or move to an interior room or windowless corridor on the lowest level of the building; take cover/stay low.
- 3) If possible stay away from doors and windows. Try to put a heavy barrier between you and the window or doorway.
- 4) Remain sheltered until the ALL CLEAR signal is given.
- 5) For life-threatening injuries, dial **911** from any school phone.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.

Adverse Weather and Emergency Closing



At times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school.

When the decision to close the Institute is made after the workday has begun, employees will receive official notification from the Chief Operating Officer and students will be informed appropriately.

The safety of our employees and students is our priority, and we do not want you to be on the road when it is not safe to do so.

Therefore, please stay tuned to radio, television and internet advisories that will determine school closings due to weather emergencies, etc. The institute will follow the guidelines and decisions of the local authorities.

Federal Emergency Management Agency

<https://www.fema.gov/>

Google Earth

<https://earth.google.com/web/>

National and Local Weather Chanel

<https://weather.com/>

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UTILITY FAILURE

In the event of a major utility outage during regular working hours 8:30 AM to 10:30 PM, Monday through Friday, contact the Chief Operating Officer or designated Supervisor immediately. The Chief Operating Officer, designated Supervisor and/ or the indicated staff personnel will check all buildings in the event of a power failure. Do not evacuate a building unless told to do so by qualified emergency personnel. Do not return to an evacuated building unless the ALL CLEAR signal is given.

PLUMBING FAILURE | FLOODING | WATER LEAK| GAS LEAK

1. Cease using all electrical equipment and turn off any electrical equipment near the leak, if it is safe to do so.
2. Notify the administration.
3. Evacuate the immediate area to prevent injuries.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

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BOMB THREATS

Characteristics of suspicious packages

- ✚ Do not look like packages the office normally receives
- ✚ Are from an unexpected or unknown sender
- ✚ Have unprofessional letterings or writings
- ✚ Have misspelled names
- ✚ Are addressed to someone no longer with the Company
- ✚ Lack a return address or have a return address that does not seem real, i.e 1313 Mickey Mouse Avenue, Toontown, Florida 00471
- ✚ Have a lopsided or lumpy shape
- ✚ Are sealed with excessive amounts of tape, strings or protruding wires
- ✚ Are marked with unnecessarily restrictive endorsements such as “Personal” or “Confidential”
- ✚ Have excessive postage.
- ✚ Have a stained, wet, discolored, or crystallized wrapper
- ✚ Smell bad or strange

DO

- ✚ Remain calm
- ✚ Ensure that all personnel are out of the suspected danger area
- ✚ Attempt to keep the caller on the line while alerting another employee to what is happening and directing that person to call for help

DO NOT

- ✚ Use a telephone, cell phone or two-way radio in the immediate area of the package or envelope
- ✚ Shake or empty the contents
- ✚ Carry the package or envelope, show it to others, or allow others to examine it
- ✚ Sniff, touch, taste, or look closely at it or any contents that may have spilled
- ✚ Touch your eyes, nose, or any other body parts

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. The procedures described below should be implemented regardless of whether the bomb threat appears to be real or not.

If a bomb threat is phoned in, ask the caller the following questions and record the answers:

- a) When is the bomb going to explode?
- b) Where is the bomb located?
- c) What kind of bomb is it?
- d) What does it look like?
- e) Where did you place the bomb?
- f) Where are you now?
- g) What will cause it to explode?
- h) Did you place the bomb?
- i) Why?
- j) Where are you calling from?
- k) What is your address?
- l) What is your name?
- m) If voice is familiar, whom did it sound like?
- n) Were there any background noises?

Keep the caller talking as long as possible and try to determine and record the following information also:

- a) Time of call
- b) Age and sex of caller
- c) Speech pattern, accent, possible nationality, etc...
- d) Emotional state of caller
- e) Background noise
- f) If your phone is equipped, an extension number

If an evacuation is called, exit quickly, taking your personal belongings with you. By doing so, the search crews will have fewer articles to cope with. Once outside, move away from the building in case of an explosion. Never re-enter a building until the ALL CLEAR signal is given. Keep the streets and walkways clear for emergency crews.

The caller's voice: (circle)

- | | |
|-----------|-----------------|
| Calm | Normal |
| Disguised | Lisp |
| Nasal | Rapid Giggling |
| Angry | Deep Crying |
| Broken | Squeaky Excited |
| Stutter | Stressed |
| Slow | Accent |
| Sincere | Loud Slurred |

Write down the exact words of the threat.

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WORKPLACE VIOLENCE/CIVIL DISTURBANCE

It is AATI's policy to promote a safe environment for its employees. AATI is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior against any AATI student, employee, temporary employee, independent contractor, customer, client, vendor or any other person, and/or property. While this kind of conduct is not pervasive at our company, no company is immune. Every company will be affected by disruptive behavior at one time or another.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated, that is, all reports of incidents will be taken seriously, and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on company premises, whether he or she is an employee or not, report it immediately to a Supervisor and/or Human Resources Manager. Supervisors who receive such reports should seek advice from the Human Resources Manager and Compliance Supervisor at **(305) 362-5519 Extension 103** regarding investigating the incident and initiating appropriate action. **[PLEASE NOTE: Threats or assaults that require immediate attention by police should be reported first to the police at (305) 687-2525 or dial 911 from any school phone.**

We will support all efforts made by Supervisors in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace, and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact the Chief Operating Officer.

VIOLENT INTRUDER



- 1) The Police Department will respond IMMEDIATELY.
- 2) Dispatcher will activate and dispatcher all appropriate law enforcement personnel.
- 3) The first officers on the scene will enter the building to locate the suspect. Police officers are trained to respond directly to the area where shots were last heard. Their purpose is to stop any type of violence as quickly as possible.
- 4) Put down anything you are carrying and keep your hands visible to the police at all times.
- 5) Rescue teams or other officers and medical personnel will follow the first officers into secured areas to treat and remove injured persons.
- 6) Continue to follow the instructions of police and emergency responders until you are released and assembled in a safe zone.
- 7) If you are not in the vicinity of the intruder and are outside, seek shelter in the nearest building and wait for the ALL CLEAR signal.
- 8) Once the incident is over and the threat is neutralized, an ALL CLEAR will be given by authorized personnel.

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Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.

DOMESTIC VIOLENCE

The effects of domestic violence can show up at work and reduce work productivity by having a big impact on absenteeism, and by increasing the risk of violence at the workplace. It makes a direct impact on their performance and workplace.



Signs at work of an abusive home relationship:

- Bruises or injuries without explanation or no feasible explanation
- Excessive tardiness
- Unexplained absences/use of sick time
- Changes in appearance – unkempt, disheveled
- Seems fearful, anxious or depressed
- Intense startled reaction
- Eating or sleeping problems
- Increase use of alcohol/drugs
- Frequent or harassing phone calls from partner to the workplace
- Disruptive personal visits from partner
- Chronic, vague medical complaints
- Chronic headaches, abdominal or pelvic pain
- Preoccupation/lack of concentration

Knowing what to say to a co-worker/employee and how to say it in a way that is respectful of her/his privacy is considered one of the most challenging aspects of domestic violence as a workplace issue. If you witness a threatening situation speak to your Supervisor first of your observations and/or concerns. If you have a good relationship with your co-worker, do not be afraid to approach them in a non-threatening way by focusing on the behavior at work. However, you should never try to diagnose the Employee's problem, do not presume that the employee is being abused. And make it clear that it is her/his choice whether or not to confide in you.

How to approach a co-worker

- Approach in private and confidential manner.
- Let them know what you have observed – “I’ve noticed the bruises you had yesterday or today, and you look upset and worried.
- Express concern they might be abused – “I thought it was possible that you are being hurt by someone and I am concerned about you.”
- Make a statement of support – “No one deserves to be hit by someone else.”
- Let her/him know you felt a need to ask, since domestic abuse is so common, and that you are available to talk anytime. But, if they choose not to disclose, no further questions or speculations should be made.
- If they confide in you, but she/he is still resistant in confiding with anyone else at work, you must respect her/his need for confidentiality, and refer her/him to the National Domestic Violence Hotline (**1-800-799-7233**).

Do Not Ignore the Situation. If workplace intervention is appropriate, either at the Employee’s request or to respond to a threat to the workplace, early intervention can provide advantages.

In many cases, early intervention can prevent an incident of violence that could devastate the entire workplace. Work may be the only resource an employee has left, particularly if the abuser has succeeded in cutting off other sources of support. The spirit and tone of your words and actions can make a big difference to the employee/co-worker. Even if you feel confident about how you would handle a situation, consider consulting with Human Resources Manager for guidance about your role and about how you can communicate your support effectively.

- Be patient, and be a good listener
- Help the co-worker/employee focus on her/his strengths
- Help her/him speak with Supervisor/Human Resources Manager about the situation
- Suggest she/he store an emergency bag with a friend or family member
- Maintain confidentiality, unless you feel the workplace has a real threat
- Respect your co-worker’s decisions – on average, women leave abusive relationship 5 times before they finally leave; this is a complex issue, and you cannot know all of the factors involved – be non-judgmental

PSYCHOLOGICAL CRISIS



A psychological crisis exists when an individual is threatening harm to themselves or others, or is delusional and out of touch with reality.

The crisis may be manifested as:

Paranoia

Hallucinations

Uncontrolled behavior (anger, yelling)

Disruptive behavior

Complete withdrawal

Self injury

Students: If a student is experiencing a severe psychological crisis, contact the Chief Operating Officer. The Chief Operating Officer will insure physical safety and make will arrange for transportation of the student to the nearest hospital. The Chief Operating Officer will determine the best approach in each situation to protect the physical and emotional well-being of all involved.

Faculty/Staff: A faculty/staff member experiencing a psychological crisis should be direct to the nearest hospital; emergency room or call their family physician. If a faculty/staff member is experiencing a severe psychological crisis, contact the Chief Operating Officer for assessment and transport to the nearest hospital emergency room.

Procedures: Should you come into contact with someone experiencing a psychological crisis, **DO NOT** attempt to handle the potentially dangerous situation alone. Notify the Chief Operating Officer immediately. All suicide attempts should be immediately reported to Police. The safety of the person in crisis and those around him should be of first concern.



HAZARDOUS MATERIALS

BIOLOGICAL HAZARDS

- ✚ SECURE THE AREA
- ✚ ASSIST THE INJURED
- ✚ EVACUATE IF NECESSARY

Blood and other body fluids have the potential to contain pathogens, like Hepatitis and HIV. Sharps potentially contaminated with bodily fluids, such as used hypodermic needles and broken glass which has caused a cut, can pose a significant danger. It is important to your health to avoid contact.

CAUTION: *Communicable diseases may be transmitted by the exchange of body fluids. Be sure to use protective gloves and practice universal precautions.*

INJURED PERSON

- 1) Call the Chief Operating Officer or designated Supervisor if there is an injured or ill person who is the source of the blood spill.
- 2) Have the injured person stay in one place, preferably over a surface that is easy to clean, like a tile floor, instead of on a rug or carpet.
- 3) Secure the contaminated area to prevent exposure to others. People who do not notice the spill can step in it and track the blood to other places.
- 4) If you make contact with blood or other bodily fluids, wash all contacted surfaces with soap and water. Take care not to contaminate sinks, faucet handles and other washing facility

surfaces. Use universal precautions and assume that the bodily fluids contain pathogens. Do not accidentally contaminate other parts of your body by scratching an itch before washing.

- 5) If clothing gets contaminated, change as soon as possible. Put clothing in a plastic bag to transport, and wash clothing in a separate load with a germicidal cleaner.
- 6) The School's maintenance team can do small clean-ups, or they can call the Chief Operating Officer to arrange for a third party who specialized in cleanup procedures.

CHEMICAL HAZARDS

For spills, leaks and incidents when a fire is not involved, facility personnel may take the following steps, if appropriate:

- 1) Any reportable spillage or release of a hazardous chemical is to be reported immediately to the Chief Operating Officer or designated Supervisor. When reporting, give the following information:
 - a) Your name
 - b) Room number/location
 - c) Chemicals involved and amount of exposure
- 2) If the spill is serious and people have been badly contaminated, dial **911** from any school phone.
- 3) The Chief Operating Officer or designated Supervisor will evacuate the affected area, and seal it off to prevent further contamination of others.
- 4) Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to emergency personnel. Washing off the contamination and first aid should be started immediately.
- 5) Do not try to contain or clean up spills or releases unless you have been trained to do so.
- 6) If it is a very large release, contaminates more than one room, has toxic or flammable vapors or may cause immediate threat to human life, call the Chief Operating Officer or designated Supervisor to start selective or total evacuation.
- 7) When the alarm in the building is sounded, an emergency exits. Walk quickly and quietly to the nearest marked exit, or follow the instructions given by emergency personnel.
- 8) If and whenever possible, **ASSIST THE HANDICAPPED TO EXIT THE BUILDING.**

- 9) Once outside, assemble in your designated assembly area.
- 10) Keep streets, fire lanes, hydrants and walkways clear for emergency personnel and equipment.
- 11) If requested, assist emergency crews as necessary.
- 12) A school emergency command post may be set up near the emergency. Keep clear of the command post unless you have official business.
- 13) DO NOT return to an evacuated building unless given the ALL CLEAR from the proper authorities.

For spills, leaks and incidents when a fire is not involved, facility personnel may take the following steps, if appropriate:

- 1) Any reportable spillage or release of a hazardous chemical is to be reported immediately to School's Chief Operating Officer or designated Supervisor. When reporting, give the following information:
 - a) Your name
 - b) Room number/location
 - c) Chemicals involved and amount of exposure
- 2) If the spill is serious and people have been badly contaminated, call **(305) 687-2525** or dial **911**, and state "I am calling from (location) to report a hazardous materials spill and chemical exposure to (give details including the chemicals involved, number of people exposed and amount of exposure) at (building location and room number)."
- 3) The administration will evacuate the affected area and seal it off to prevent further contamination of others until the arrival of the proper and authorized personnel arrives to access the situation.
- 4) Anyone who is contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity and give their names to emergency personnel. Washing off the contamination and first aid should be started immediately.
- 5) Do not try to contain or clean up spills or releases unless you have been trained to do so.

- 6) If it is a very large release, contaminates more than one room, has toxic or flammable vapor or may cause immediate threat to human life, call the Chief Operating Officer or designated Supervisor and the area will be evacuated.
- 7) When the alarm in the building is sounded, everyone needs to exit the building. Walk quickly and quietly to the nearest marked exit, or follow the instructions given by emergency personnel.
- 8) ASSIST THE HANDICAPPED TO EXIT THE BUILDING.
- 9) Once outside, move to the safe area designated by evacuation maps and/or emergency personnel.
- 10) Keep streets, fire lanes, hydrants and walkways clear for emergency personnel and equipment.
- 11) If requested, assist emergency crews as necessary.
- 12) A school emergency command post may be set up near the emergency. Keep clear of the command post unless you have the official business.
- 13) DO NOT return to an evacuated building unless given the ALL CLEAR signal by the Chief Operating Officer or designated Supervisor or any authorized county authorities.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.

SHOP EMERGENCIES

During any emergency occurring in the shop during a lab session whereby a student or another instructor or staff member gets hurt, the Instructor on duty is to stay with the injured person and secure the area. Further, s/he is to have an Employee or student get help from any Supervisor, Chief Operating Officer or Human Resources Manager in the Administrative office, and if the case calls for, have another Employee or student call the emergency responder immediately if s/he is unable to do so himself or herself. All injuries that require more than just a band aid needs to be properly attended and treated at a physician's office, an urgent care facility or the hospital. All Accidents must be reported to the Human Resources Manager as proper documentation must be maintained in accordance with OSHA Rules & Regulations.

NEARBY EMERGENCY FACILITIES

Below is a list of facilities that are nearby and can be visited by students:

Palmetto Hospital

2001 W 68 Street
Hialeah, Florida 33016
(305) 823-5000

South Florida Urgent Care Center

5590 W 20th Ave, Ste 401,
Hialeah, FL 33016
(305) 819-6634

Baptist Medical Plaza at Miami Lakes Urgent Care Center

14701 NW 77 Ave
Miami Lakes, Florida 33014
786-662-0700

Baptist Medical Plaza at Beacon

8301 NW 12th Street
Doral, Florida 33126
786-596-0000

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.

IN THE EVENT OF A MEDICAL EMERGENCY:

Please seek immediate care at the nearest emergency medical facility.

Report all Injuries to:
Sahony Baldera
Employees Only: Human Resources/Compliance Manager
(305) 362-5519 extension 103

WORKERS' COMP APPROVED FACILITIES

Hialeah Hospital <i>Hospital: Acute Care</i> 651 E 25th St Hialeah, FL 33013 305-693-6100	Palm Springs General Hospital <i>Hospital: Acute Care</i> 1475 W 49th St Hialeah, FL 33012 305-558-2500	Palmetto General Hospital <i>Hospital: Acute Care</i> 2001 W 68th St Hialeah, FL 33016 305-823-5000
Miami Hialeah Medical Group, Inc. <i>Occupational Medicine Clinic</i> 1025 E 25th St Hialeah, FL 33013 305-696-0842	Primary Care Medical Center <i>Occupational Medicine Clinic</i> 731 E 9th St Hialeah, FL 33010 305-863-2060	Monica Grinberg, MD PA <i>Urgent Care Clinic</i> 1025 E 25th St Hialeah, FL 33013 305-696-0842

MY DEPARTMENT INFORMATION

Direct Supervisor: _____ Phone #: _____

Safety Supervisor: **Sahony Baldera** Phone #: **(305) 904-9676**

Alternative Safety Supervisor: **Nayibe M. Fondeur** Phone #: **(786) 390-8549**

Designated Supervisor: supervisor assigned for that specific morning or evening shift.

Assembly Area for FIRE & other Evacuations:

Front of the building, on the sidewalk which is southeast of the property.

Protective Area for TORNADO: Everyone should immediate take cover in any interior classroom or any interior office with no windows.

Report to one of the safety Supervisor(s) or:

Emergencies

From any school phone dial

911

Non-Emergency Phone Numbers

Hialeah Fire Department	(305) 883-6900
Hialeah Police Department	(305) 687-2525

ACKNOWLEDGEMENT FORM FOR THE EMERGENCY PROCEDURES HANDBOOK

I hereby acknowledge that I have received a copy and read AATI's Emergency Procedures Handbook.

I understand that the Handbook was prepared to assist fellow staff and students deal with emergency situations appropriately. I also understand that it is my responsibility to become familiar with its contents, and I am to report any emergencies to the Safety Supervisors or the Chief Operating Officer promptly.

Employee Signature

Employee name (print)

____/____/____
Date