

In the event of fire or natural disasters, the following **Emergency Plan for Fire & Natural Disasters** is in effect:

1. All Students should familiarize themselves with the evacuation plans posted in classrooms and throughout the building. In the event of a fire in the school building, students should:
 - A. Immediately notify your instructor so that a fire drill may be initiated if the alarm has not already sounded.
 - B. Remain calm and cooperate with your instructor while he/she carries out the following steps:
 - Before opening a door in a burning building, the instructor will feel the door quickly with the back of his/her hand.
 - If a door is hot, the room on the other side is probably on fire. Your instructor will advise you to go out an alternate exit if possible.
 - If the door is cool, he/she will kneel down and check the air coming in under the door. If the air is cool, the room may be safe to enter.
 - When opening the door to the room which is thought to be cool, the instructor will kneel behind the door while he/she opens it just a little with his/her face turned away from the opening. Listen and smell for fire and smoke.
 - Crawl low under the smoke to escape.
 - C. Crawl low under the smoke to escape
2. If escape from the building is not possible, the following steps should be carried out:
 - A. If possible, the instructor should place a wet cloth (dry cloth should be used when it is not possible to wet one) at the bottom of the door to prevent smoke from entering the room.
 - B. If possible, protect your hands, face and mouth with wet cloths and dampen your clothes.
 - C. After placing the cloth at the bottom of the door, he/she will open the window slightly and hang something (like a shirt or towel) out of it to attract Attention. Leave the window open slightly and get down low for ventilation.
 - D. If your clothing catches fire, stop right where you are (or stop the student); drop to the group and roll over and over to put out the flames.

It is the responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone.

3. In the event of natural disasters, the following procedures should be followed:

- a. Hurricanes- Stay away from windows, and stay inside if you are not told to evacuate.
- b. Floods and Flash Floods- Move to the upper level of the building. Do not evacuate unless you are told to do so.
- c. Severe Thunderstorms and Lighting-
 - Stay inside, away from windows, water, faucets, sinks, and metal objects.
 - Do not use telephones.
 - Turn off and unplug computers, typewriters and other electrical equipment you may be using.

Evaluations: The plan for assuring the routine and emergency health and safety of employees, students, and guests is evaluated by the students, faculty, and staff annually.