

SAFETY AND EMERGENCY INFORMATION

For

National Aviation Academy

For your personal well-being and the safety of everyone who works at the National Aviation Academy, specific procedures should be followed during emergencies.

**Call 9-1-1 Immediately in the Event of
EMERGENCIES:**

**Bomb Threat
Explosion
Fire
Medical Emergencies**



**Call or see front desk
To Report:
Theft
Security Problems
Building Problems**

Please familiarize yourself with these instructions so you will be aware of the role you should play in an emergency situation. Keep this information where it will be available if you need it.

BUILDING NAME: National Aviation Academy
130 Baker Ave. Extension, Concord, MA 01742

PURPOSE:

To establish an action plan and procedures for the orderly and coordinated evacuation or "shelter in place" for National Aviation Academy in response to major emergencies.
The action plan addresses all major aspects of keeping building occupants safe during emergencies:

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SECTION I

ROLES, RESPONSIBILITIES & PRE-PLANNING

The Facility Management will act as the building coordinators.

The responsibilities of the Building Coordinator or Delegate are:

- implement the Emergency Action Plan (EAP)
- coordinate with other key building personnel
- familiarize employees and all building occupants with this plan
- provide information to the emergency responders
- when notified by the authorities, communicate to managers & occupants that it is safe to re-enter

The responsibilities of the Faculty and Staff are:

- be familiar with the specific building plan and procedures
- assist in evacuation by communicating evacuation routes/safe places of shelter to occupants during emergency evacuation or severe weather
- when feasible ensure occupants have evacuated the area and shut all doors
- report the status of the evacuation to the Building Coordinator
- Assist the Building Coordinator in monitoring radios and other emergency communications, when applicable.
- in the absence of the Building Coordinator during an emergency event, a member of the executive team will assume responsibility initiating the plan and communicating with the fire department and other responders
- when notified by the Building Coordinator, communicate to occupants that it is safe to re-enter

The responsibilities of all Faculty, Staff, Students and Guests are:

- be familiar with emergency exit routes
- follow directions given by emergency personnel
- do not enter an evacuated building until the building coordinator or designees indicates it is safe to do so

Planning & Preparation:

Pre-planning for emergencies is a crucial element of this plan. The following steps have been taken in planning for emergency evacuation of this building:

1. All exits have been labeled and operable.
2. Evacuation route diagrams have been approved by and are posted at classrooms and major building junctions. Designated assembly areas outside the building have been identified for evacuation and severe weather shelter areas inside the building have been identified and posted.
3. Storage or arrangement of furniture or equipment does not block exits, fire hoses, fire extinguishers, corridors or stairs. Good housekeeping is everyone's responsibility.
4. All Instructors have been familiarized with their specific duties, and all building occupants have been instructed on what to do in case of an emergency evacuation.¹ Instructions to the Instructors and Managers include specific building information on:
 - a. the methods used to notify the Building Coordinator
 - b. the methods used to notify building occupants of emergencies
 - c. evacuation routes and designated meeting areas
 - d. designated safe areas in the event of severe weather
 - e. their responsibilities in assisting in evacuation or shelter in place as described in Section II and III of this plan
5. Evacuation procedures have been provided to faculty and staff. Egress instructions will be announced to all new classes and at new employee orientation. At the beginning of each new class, the instructor will be responsible for familiarizing students with emergency exit routes and procedures.
6. The department egress plan has anticipated persons with special needs, e.g., mobility, hearing or seeing, and includes provisions for their safety in an emergency.
7. Departments need to identify critical processes that would be severely jeopardized or create a serious hazard if left unattended during an emergency evacuation (e.g., continuing reactive processes).
8. Fire evacuation drills are held at least annually in this building and are critiqued and documented. All fire drills are to be taken seriously by all occupants and evacuation initiated promptly.

¹ The Building Coordinator is responsible for instructing staff and faculty.

SECTION II
EVACUATION PROCEDURES
FOR FIRE, EXPLOSION, SMOKE and OTHER EMERGENCIES

The following procedures will be initiated when there is a fire, explosion, major hazardous material incident, or other incident when notified by authorities to evacuate a building or area.

1. **Fire, explosion or smoke:** Anyone who receives information or observes a fire, explosion, smoke or other fire emergency situation should activate the building alarm system. This will notify the occupants and NAA who will coordinate with the Concord Fire Department. As soon as it is safe to do so, call **911** give your name and location of the fire, including room number and floor and any special circumstances that could be hazardous, such as chemicals or faulty equipment. Then notify the Building Coordinator. ***Please note: When using a cell phone to contact the fire department, remember that dialing 911 will connect you to an external emergency system. Specify that you are at National Aviation Academy.***
2. **All other emergencies:** In all other incidents (for example loss of electricity) in which the building must be vacated, occupants will be notified by fire alarm **and/or** word of mouth.
3. Occupants will:
 - a. know at least two exits from the building.
 - b. be familiar with the evacuation routes posted on the diagram in your classroom.
 - c. when notified to evacuate, do so in a calm and orderly fashion:
 - walk, don't run
 - keep conversation level down
 - take your valuables (purse/wallet/cell phone) and outer garments
 - close all doors behind you
 - help others in need of assistance
 - d. go to the designated assembly area for your building.
4. When notified to evacuate:
 - faculty should excuse class immediately.
 - faculty should notify students and guests that they should leave the building via the nearest exit and assemble in a designated area outside of

the building.

- students and guests should be told not to re-enter the building until emergency personnel give an all clear sign.
5. The Incident Manager or designee will report the status of the floor evacuation to the executive team and notify them of any person that may have stayed behind. Their duty is notify occupants of an emergency and to seek help for those that need assistance.
 6. Evacuation of persons with special needs (mobility, hearing and/or sight) should be coordinated by the supervisor or supervisor's designee.
 7. **Do not re-enter the building** until advised to do so by The Incident Manager. After the Fire Department has left the scene, The Incident Manager, in consultation with Executive Team, has final authority to release the building for re-occupancy.
 8. If members of the press or anyone else approach you with questions, please refer them to the marketing department or Campus Director.



SECTION III

SHELTER IN PLACE PROCEDURES FOR SEVERE WEATHER

1. In the event of severe weather requiring occupants to take shelter, The Incident Manager, under direction of the Campus Director will notify all building occupants of the need to seek shelter. Employees should notify occupants through word of mouth, phoning personnel, and walking through their designated areas.
2. Faculty who are in class need to inform students and guests:
 - there is severe weather or a tornado warning.
 - class is adjourned until the emergency is over.
 - to seek shelter in the lowest level or a room without windows.
 - if the class room is an interior room they will instruct students and guests to stay where they are.
3. Safe places during a tornado are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, atrium's, or other areas with large, free-span roofs.
4. The Incident Manager, the Campus Director and faculty will use the closest means of communication to obtain update.



SECTION IV BUILDING CLOSURE NOTIFICATIONS

School Closure. In the event of a necessary school closure, NAA-NE's Incident Manager and Incident Response Team will monitor the situation in order to provide leadership and guidance for the protection of students, faculty, staff, and school resources. The current roster of faculty and staff that comprise the Incident Response Team can be found on the SharePoint Drive. The Incident Manager, will be responsible for communicating status at defined intervals to the Campus Director's office and/or designee.

Once the Incident Response Team is activated, students, faculty, and staff shall be notified of pertinent information and decisions via the following media:

- School website (www.naa.edu)
- Email
- Text
- Social Media (Facebook, Twitter, etc.)
- Local Media
- Any other appropriate means at the school's disposal

Periodic updates will be provided on a continuing basis until the threat has passed and deactivation of the Incident Response Team is declared:

Local Media Contacts to be contacted by marketing only

ABC Channel 5

NBC Channel 7



SECTION V AUTOMATED EXTERNAL DEFIBRILLATOR

What is an AED (Automated External Defibrillator)?

The automated external defibrillator (AED) is a computerized medical device. National Aviation Academy has multiple AED's on campus and in the hangar as indicated.

An AED can check a person's heart rhythm that requires shock. The AED uses voice prompts to tell the rescuer the steps to take.

Example

- Cardiac Arrest

Contact

- 911

Procedure

- Follow the AED prompts



SECTION VI ACCIDENT AND MEDICAL EMERGENCY REPORTING

There are many different types of emergencies that could occur. The following section of the Emergency Action Plan instructs you what to do and who to contact in the event of an emergency.

If you encounter a medical emergency *the first thing that should be done is to try to ascertain the type of problem the injured person is having*. Try to determine if the subject is conscious, breathing, or is having chest pains. These are the primary factors that will aid the emergency responders in determining the nature of the emergency.

Once you have determined the status of the injured, **dial 911 immediately or if the person doesn't need ambulatory care, but still seeks medical attention, call the Director of Education or Employee Services to request transport**. Be prepared to answer all the questions the dispatcher may ask you. If you have additional people with you, send a runner to meet with the police and ambulance. Any action that can be taken to shorten the time it takes for the responders to get to the victim is critical in increasing the chances the victim will have a positive outcome.

After you have made the call to 911, render what aid you can to the injured person:

- a. For major injuries:
 - Call **911** and request medical assistance or emergency response by paramedics
 - Do not move the injured person, unless the person is in further danger
 - Begin providing first aid or CPR, if appropriate, **only** if you are trained
 - Report the incident to the injured persons immediate supervisor or (if student) to a Director of education. All incidents shall be reported the Director of Compliance.
- b. For minor injuries:
 - Call education or employee services and request transportation
 - Provide first aid if trained
 - All injuries, even those considered minor, should be checked by a physician
 - Report the incident to the injured persons immediate supervisor or (if student) to the Director of Education. All incidents shall be copied to the Office of Compliance

SECTION VII BOMB THREATS AND SUSPICIOUS PACKAGES

Bomb Threats and Suspicious Packages:

If you receive a bomb threat, carefully note all information the caller gives you and call **911** immediately. Notify the Campus Director. **Do not** activate the building notification system. The decision to evacuate is determined by the Campus Director in conjunction with Fire Department.

If an evacuation occurs as the result of a bomb threat, follow the evacuation procedures outlined in this plan. The employees will report to the Executive Team any observation of a suspicious person or package seen in the work areas or along the evacuation route. Occupants will not attempt to inspect or move suspicious packages.

If you receive a suspicious package, evacuate the immediate area (room where the package is located) and call **911** immediately. Carefully describe the package and provide any information you have on how it was delivered and by whom.

Notify the Building Coordinator. **Do not** activate the building fire alarm system. The decision to expand the evacuation will be determined by Campus Director in conjunction with fire department.

If an evacuation is initiated, follow the evacuation procedures as instructed. Employees will report to executive team or building maintenance any observation of a suspicious person seen in the work areas or along the evacuation route. Occupants shall not attempt to inspect or move suspicious packages.



SECTION VIII

Active Shooter

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and **CALL 911** as soon as possible.

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and guests to take immediate shelter.
- Proceed to a room that can be locked or barricaded. Lock and barricade doors or windows.
- Turn off lights. Close blinds. Block windows.
- Turn off radios or other devices that emit sound. Silence cell phones.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Have one person **CALL 911** and provide:
 - Your name and location and state that “we have an active shooter on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description of the person(s)
 - If you observed any victims, give a description of the location and number of victims.
 - If you observed any suspicious devices (improvised explosive devices), provide the location and a description.
 - If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, or a school official known to you, provides an “all clear”.
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or National Aviation Academy official.
- Attempts to rescue people only should be attempted if rescue can be accomplished without further endangering the persons inside a secured area.

- Depending on circumstances, consideration also may be given to exiting ground floor windows as safely and quietly as possible.

If an active shooter enters your office or classroom, you should:

- Try to remain calm. Try not to do anything that will provoke the active shooter.
- Only as a last resort when it is imminent that your life is in danger, make a personal choice to attempt to negotiate with or overpower the assailant(s) if there is no possibility of escape or hiding.
- **CALL 911**, if possible, and provide the information listed above.
- Barricade the room or proceed to a safer location if the active shooter(s) leaves the area.

If you are outside and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and guests to take immediate shelter.
- **CALL 911** and provide the information listed in the first guideline.

Keeping Updated

If an active shooter situation develops, National Aviation Academy will implement its Emergency Management Plan and will combine efforts with law enforcement to support them in their efforts to manage the event. NAA will provide the most accurate and timely information available to students, faculty, staff and the community through e-mails, text messages, the website (www.naa.edu), and the mass media.