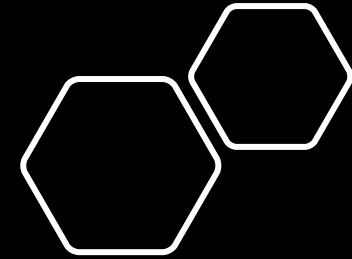


National Aviation Academy NE SAFETY & EMERGENCY GUIDE

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

Table of Contents

SAFETY & EMERGENCY GUIDE	1
Introduction	2
Section I: Roles, Responsibilities & Planning.....	4
Section II: Evacuation Procedures for Fire, Explosion, Smoke and Other Emergencies	5
Section III: Shelter in Place Procedures for Severe Weather	7
Section IV: Building Closure Notifications.....	8
Section V: Automated External Defibrillator (AEDs)	9
Section VI: Accident & Medical Emergency Reporting	10
Section VII: Bomb Threats & Suspicious Packages.....	12
Section VIII: Active Shooter.....	13



SAFETY & EMERGENCY

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.

BUILDING NAME:

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

Report Emergencies

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

Bomb Threat
Explosion
Fire
Medical Emergencies



Call or see the 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. Then, keep this information where it will be available if you need it.

Section I Roles, Responsibilities & Planning

The Facility Manager will act as the building coordinator.

Responsibilities of the Building Coordinator or Delegate are as follows:

- 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

Responsibilities of the Faculty and Staff are as follows:

- 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

Responsibilities of all Faculty, Staff, Students, and Guests are as follows.

- 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.



EMERGENCY

EXIT

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 incidents when notified by authorities to evacuate a building or area.

1. **Fire, explosion, or smoke:** 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 a 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 your 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.



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

4. When notified to evacuate:

- Faculty will excuse the class immediately.
- Faculty will 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 will be told not to re-enter the building.

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 to 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. **Only re-enter the building once 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 the 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 the direction of the Campus Director, will notify all building occupants of the need to seek shelter.
2. Faculty who are in class will 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 classroom 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, and away from windows such as an interior room or hallway. **Stay away** from windows and avoid auditoriums, atriums, 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 the school will notify:

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, which requires a shock. Then, the AED uses voice prompts to tell the rescuer the steps to take.

Example:

1. Emergency: Cardiac Arrest
2. Contact: 911
3. 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 whom 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 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 that the victim will have a positive outcome.

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

SECTION VI ACCIDENT AND MEDICAL EMERGENCY REPORTING



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 person's immediate supervisor or (if student) to the Director of Education. All incidents shall be reported to the Education Office.

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 person's 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 an evacuation occurs as the result of a bomb threat, follow the evacuation procedures outlined in this plan. Occupants will not attempt to inspect or move suspicious packages.

If an evacuation is initiated, follow the evacuation procedures as instructed. Students and guests should report to faculty 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

IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

See something,
say something.



Learn first aid skills so
you can help others.

Before you run, know the exits.



Help law enforcement.

Find a place to hide.



Seek help to cope with trauma.



Run



Hide



Fight

Prepare NOW

If you see suspicious activity, let an authority know right away.

Many places, such as houses of worship, workplaces, and schools, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

When you visit a building such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

Find out places to hide. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as bookshelves and cabinets can make good

Survive DURING

RUN. Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

HIDE. If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

Be Safe AFTER

Keep hands visible and empty.

Know that law enforcement's first task is to end the incident. They may have to pass injured persons along the way.

Follow law enforcement's instructions and evacuate in the direction they tell you to.

Consider seeking professional help for you and your family to cope with the long-term effects of trauma.

National Aviation Academy addresses all applicable state and federal laws.

Version 3.0 / 2023