EMERGENCY PREPAREDNESS PLAN

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OVERVIEW

This plan outlines Genesis Vocational Institute's (GVI) roles and responsibilities to prepare for, mitigate against, respond to and recover from any large scale event that may affect the institute's community, environment, infrastructure and/or daily operations.

A. PURPOSE

Genesis Vocational Institute Emergency Preparedness Plan (EPP) establishes the policies, procedures and organizational structure for response to large-scale emergencies that cause a significant disruption to services or programs of the institute. This plan describes the roles and responsibilities of all the institute's units and personnel during emergency situations.

B. SCOPE

This EPP is a comprehensive emergency management plan and outlines the four phases of emergency management: preparedness, response, recovery and mitigation. Emergencies may be sudden and without warning. This plan is designed to be flexible, adaptable and scalable for any type of hazard.

Genesis Vocational Institute recognizes that it must be prepared for different emergency scenarios requiring activation of the EPP:

- Incidents occurring on the institute's grounds. These are incidents where GVI personnel assume their emergency management roles as dictated by this plan.
- Incidents outside the institute, but affecting campus operations. These are incidents in the surrounding community that may impact campus activities.
- Genesis Vocational Institute's personnel and equipment will be utilized in accordance with the guidelines set forth in this EPP to accomplish the following priorities:
- Protect human life.
- Protect and/or mitigate against damage to the institute's infrastructure and buildings.
- Maintain communications with the institute's community and emergency personnel.
- Collect and analyze information to support decision-making and the development of incident action plans.
- Assess damages.
- Restore essential services.
- Stabilize and restore normal operations as quickly as possible.

C. PLANNING ASSUMPTIONS

- An emergency can occur at any time of the day or night, weekend or holiday with varying degrees of warning and may escalate rapidly.
- Emergencies and disasters differ in character by magnitude, severity, duration, onset, area affected, frequency and probability.
- Emergency response and essential personnel may be affected by the disaster and experience injury to themselves, family members and/or damage to their homes and personal property.
- Students, faculty and staff may not be able to leave or return to campus.
- Effective disaster preparedness requires ongoing institute-wide training and exercising, as well as individual preparation by students, faculty and staff.

D. PLAN IMPLEMENTATION

The GVI community can report any incident to the following emergency numbers:

GVI Main Line 305-223-0506 or via email to info@gvi.edu

Campus Location

The location of the campus is 12851 SW 42nd Street, Miami FL 33175

THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT (THIRA)

The following hazard risk classification for GVI were identified: High Risk, Moderate Risk, Low Risk and Negligible Risk. The classification relied heavily on historical and anecdotal data, stakeholder input and professional and experienced judgment regarding expected hazard impacts. It also carefully considered the findings in other relevant plans, studies, and technical reports from community educational facilities. It should be noted that there are some hazards that are considered low or negligible risk (e.g. sinkhole or freeze). Nonetheless, the occurrence of these other hazardous or threatening events may pose a risk to the institute. Varying or unprecedented magnitudes is still possible in some cases and will continue to be reevaluated during future updates of this EPP.

HAZARD RISK

RISK LEVEL	TYPE OF HAZARD**
HIGH RISK	**Hurricane/Tropical Storm** **Severe Weather** (Tornado, Flooding, Lightning)
MODERATE RISK	**Structure Fire** **Pandemic** **Hazardous Materials Incident** (Chemical, Biological, Radiological, Nuclear & Explosive) **Campus Attack** (Terrorism, Hostile Act, Bombing, Active Shooter) **Cyber Attack**

Furthermore, the seven identified hazards for the institute can be grouped into the three hazard types (natural, technological, and human-generated).

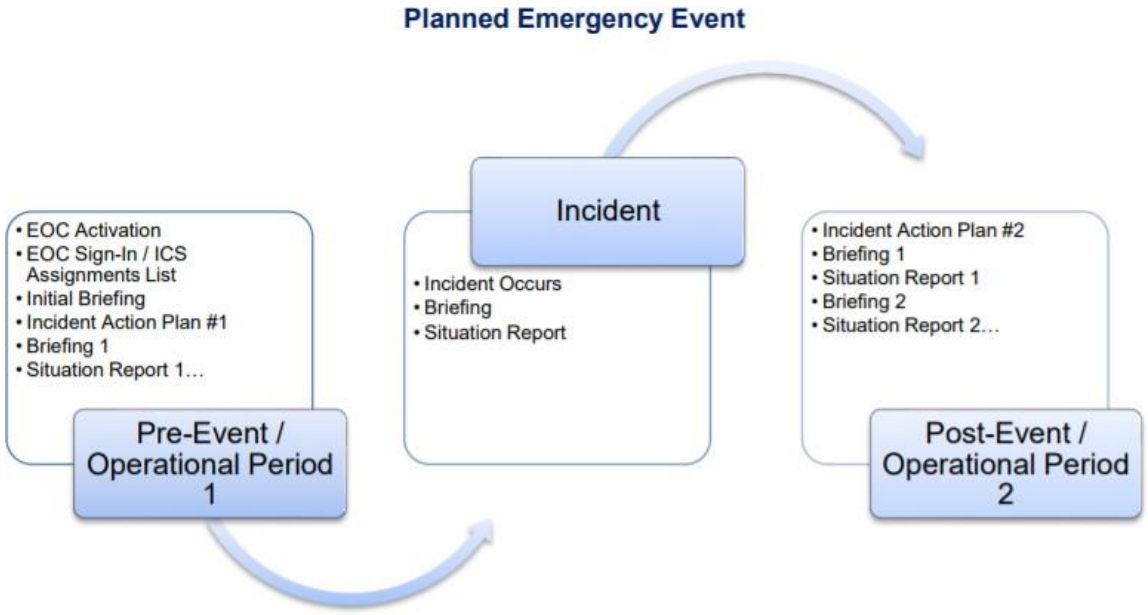
NATURAL	TECHNOLOGICAL	HUMAN-GENERATED
Hurricane/Tropical Storm **Severe Weather** (Tornado, Flooding, Lightning) **Structural Fire** **Pandemic**	**Hazardous Materials Incident** (Chemical, Biological, Radiological, Nuclear & Explosive)	**Campus Attack** (Terrorism, Hostile Act, Bombing, Active Shooter) **Cyber Attack**

PLAN ACTIVATION AND DECLARATION OF EMERGENCY

When an imminent or actual event threatens the institute, the School Director will declare a state of emergency and the institute will be activated in response to the emergency. Genesis Vocational Institute Board of Directors, authorizes the School Director, in the event of an emergency, to close all or portions of the campus, cease normal operations and services and designate employees who provide essential services to work during the closing. This will ensure the safety of faculty, students, and staff as well as the protection of facilities and infrastructure. If the School Director is unavailable, the individuals listed in succession below have the authority to close the campus and declare an emergency:

1. FINANCIAL DIRECTOR
2. ADMISSIONS COORDINATOR

The incident action planning process is illustrated below



LEVELS AND ACTIVATION

The Institute has three (3) levels of activation depending upon the nature and scope of an event:

Level 3 is day-to-day monitoring under normal conditions. Incidents that occur can be managed by Institute's Departments and damage or disruption to the institute's operations is limited in scope. The EPP is not activated.

Level 2 is a partial activation of the EPP meaning that only specific Institute staff may need to be present to respond to the incident. Staffing may not be required 24/7.

Level 1 is a full activation requiring the entire EPP staff to be present 24/7 for an incident that may be threatening the Institute (i.e. hurricane) or an incident that has occurred that disrupts the institute's operations and may exceed the institute's resources.

The decision to activate the EPP will be made based upon the nature and scope of the event and in coordination with the School Director, Vice President and Secretary.

EMERGENCY NOTIFICATION

If there is an imminent threat or dangerous situation that may affect the safety of the GVI community, an emergency notification will be sent out by the designated personnel. Platforms include text messages and voice calls to registered cell phones, emails, visual and audio messages through the school's main webpage and social media.

Emergencies

Adverse Weather and Emergency Closing Policy

Emergencies such as severe weather, fire, power failures, or hurricanes can disrupt Genesis operations. In these extreme cases, Genesis may be required to close. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close Genesis occurs during school hours, employees will receive official notification from the campus president or Genesis official, and students will be informed appropriately.

In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours, the Authorized Executive will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, employees must use their own judgment. Genesis Vocational Institute expects all employees to make a reasonable effort to report to work; however, employees should not compromise their safety or the safety of others in order to do so.

Fire

Each building has an exit procedure to be followed in case of a fire. This procedure is rehearsed in periodic drills; however, employees should make a point of contacting a Designated Person and asking him or her to explain the procedure and point out the location of emergency exits and fire extinguishers.

In the event of a fire, leave the building by means of the stairways and proceed to the Designated Area. Elevators should never be used in fire or storm emergency weather.

In case of fire, call 911 and direct you and all human life present to the nearest fire exit. The Institute has fire exit plans located throughout the campus signaling the nearest exit. In accordance the local fire safety guidelines, fire extinguishers are located through the campus and inspected annually for compliance.

Medical

To call an ambulance in the event of a medical emergency, dial 911.

Emergency Number (Fire, Police, Ambulance): 911

Advise Designated Department. An employee should wait at the Designated Entrance for the ambulance service to direct them to the proper department quickly.

Pandemic

In the event of a Pandemic, Genesis Vocational Institute will follow all federal and state mandates to comply with the safety of students and personnel. Impacted people will be notified via the above mentioned methods.

Guidelines for Handling Violent Situations

Procedures:

A. Any School student, faculty, staff, administrator or third party who witnesses an act of violence or a potential act of violence should immediately call 911. If an employee is a witness or victim they should also notify School Director as soon after the incident as possible. If the affected School Director is the perpetrator of the act, the witness or employee should proceed up the chain of command.
B. In non-emergency situations, the incident should be reported first to the employee's or witnesses' immediate supervisor. If the affected supervisor is the perpetrator of the act, the witness or employee should proceed up the chain of command.
C. Do not attempt to physically intervene if an act of violence is occurring or imminent. Call for help. Listen to what is happening and take notes later as well as list the names of all witnesses.
D. After being contacted about an incident of campus violence, School administrators will make an immediate response decision. If an act of physical violence has occurred or is imminent, the Police will be contacted immediately.