The Restaurant School at
Walnut Hill College

Emergency Response and Evacuation Procedure

The objective of this plan is to reduce the possibility of harm to the students, staff and visitors of The Restaurant School at Walnut Hill College in the event of an emergency.

The following should provide guidance for any emergency level. It will also show key staff members, plan ahead for safe building evacuations, effective emergency communications and for resuming normal functions after emergency conditions subside.

Preparedness

Each building on campus is assigned an Emergency Coordinator that is familiar with the physical facilities of that building, fire safety and emergency exits. All alarm systems and fire safety equipment is inspected annually. Each Emergency Coordinator has access to emergency contacts and supplies as they deem necessary for their assigned building. The emergency hotline (extension 3333) will be updated with any announcements or instructions.

A building evacuation is mandatory whenever a fire alarm sounds, and all building occupants will exit immediately. In some events (such as extended power outages), evacuations may not be necessary unless the incident has generated a hazardous situation.

The following tips can prevent emergencies from happening:

- ✓ Know the location of alarm stations and extinguishers. Know how to use them
- ✓ Leave fire doors closed at all times
- ✓ Clear obstructed hallways and room exits
- ✓ Use only grounded electrical plugs
- ✓ Limit us of extension cords and multiple outlets
- ✓ Do not overload power strips
- ✓ Do not use mechanical rooms or fire towers for storage
- ✓ No smoking in any of the buildings
- ✓ Know how and where to take cover during an earthquake
- ✓ Do not stack furniture
- ✓ Keep tall furniture away from exits
- ✓ Store heavy items at floor level
- ✓ Back up data or sensitive information should be stored off-site

The designated Emergency Assembly Point (EAP) in a campus wide evacuation is the southwest corner of 42nd and Walnut Streets.

Response

Everyone in a college facility – students, staff and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire campus community. Immediately evacuate the building upon hearing an alarm, e-mail blast, notice to Schoology, voicemail broadcast or notification by an Emergency Coordinator, administrator or security.

Call and report the emergency immediately or as soon as it is safe to do so. If you do not have the number for security or one of the Vice Presidents, dial 911. Communicate clearly and succinctly. "We have a _____ emergency. Evacuate the building." Keep calm and help others. Use communication tools that are appropriate – alarms, phone, voicemail broadcast. When you call to report an emergency to 911, tell the operator the type of emergency, if there are victims, the locations of the emergency, your name, location and phone number. Stay on the phone until the operator ends the call. If necessary, proceed to the EAP.

Recovery

After a major emergency or disaster, many people in our community will be distressed by personal and professional difficulties. It is likely that affected students and staff may need some scheduling flexibility or other temporary help in order to return to their customary activities. Be sure to check the hotline and the website for updates. The college community will be notified of a safe return through the administration and college-wide e-mail.

The Restaurant School at Walnut Hill College conducts annual emergency evacuations and documents the outcomes.

The Restaurant School at Walnut Hill College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or other mitigate an emergency.

The responsible authorities are:

President
Vice Presidents
Director of Facilities