

DFW EDUCATION CENTER EMERGENCY ACTION PLAN

FOR SAFETY OR CLASS CONCERNS

This EMERGENCY ACTION PLAN provides a guide for action to ensure the safety of all **Construction Education Foundation, Inc.** employees and students attending classes at **DFW Education Center** located at 1401/1402 W. Royal Lane, DFW Airport, TX. For this plan to be effective it is essential that all students and classroom instructors read and understand this plan.

Failure to adequately prepare for potential emergencies can result in injury or death of personnel, loss or damage of facilities, property and equipment.

This EMERGENCY ACTION PLAN provides appropriate responses not only to fire but also to a variety of emergency situations, which may be encountered.

All **CEF** students are encouraged to submit to instructors any comments or suggestions, which they feel, will benefit their safety.

EMERGENCY NOTIFICATION

All emergencies should be reported immediately to a member of **CEF's** staff. Whenever possible one or more of the following people should be notified:

Name: Lori Purviance
Number: Office: (972) 574-5200 Cell: (817) 822-3550

Name: Jonna Noble
Number: Office: (972) 574-5200 Cell: (817) 822-3277

FIRE, POLICE or EMERGENCY MEDICAL PERSONNEL

If situations, which require responses from the Fire Department, Police Department or Emergency Medical Personnel, are deemed necessary, you should call 911 and provide them with all requested information. In the event that a fire alarm has been activated, fire and police are notified automatically.

EMERGENCY EVACUATION

In the event of a fire alarm you are to evacuate the building according to the following procedure. Any time you hear the fire alarm horns sounding you must leave the building immediately. Never assume that an alarm is false or simply a drill.

When a fire alarm occurs you should:

- Leave the building through the nearest exit.
- Evacuation route and procedure will be discussed the first night of class.
- Once outside the building, assemble in the parking lot well away from the building and clear of traffic paths.
- Remain assembled in a group in order for a head count to be accomplished by the Instructor.
- Remain in the parking lot until the fire department or a member of management gives the all-clear signal.

EMERGENCY INSTRUCTIONS

The following are procedures to follow in response to a variety of emergency situations.

FIRE

Notify the Instructor and proceed calmly to the nearest emergency exit. If the fire alarm system has not been activated, you should activate a fire alarm pull station if available. Leave building and proceed to the parking lot well away from the building and traffic lanes.

INJURY/SERIOUS ILLNESS

Notify the Instructor. If outside immediate emergency medical treatment is needed, call 911. Provide them with nature of emergency, your location and any other information requested. Person making call will assign a person to meet emergency personnel and direct to scene of accident. When appropriate, injured or ill person may be taken to the nearest emergency medical facility.

Hospital Nearest to:

Baylor Medical Center, Grapevine
1650 West College
Grapevine, TX
(817) 481-1588

SEVERE WEATHER

Severe thunderstorms, flooding, hail, high winds, tornados are common in North Texas. Under these conditions you will always be safest by remaining inside the building until the severe condition has ended. During severe weather it is best to stay away from exterior windows. **In the event of a tornado or tornado warning everyone should move rooms 131, 132, 133, 134, or 135. These are designated as tornado shelters.**

POWER OUTAGE

In the event of power outage, even for a few minutes, a member of management should be notified. Everyone should leave areas, which have become darkened and await management's or classroom instructor's direction.

BUILDING SECURITY

If you observe any suspicious activity in or around the building, report it immediately to on site police officer, member of management or classroom instructor.

F.Y.I. NO guns are permitted at any of the CEF classroom locations even if they have a permit. They will be confiscated.