

## ACI

### Emergency Preparedness Plan

A copy of this plan is given to all faculty and staff during their first week of initial employment. This plan is also available on the schools website at [arlingtoncareerinstitute.edu](http://arlingtoncareerinstitute.edu).

What is an emergency?

An emergency is a sudden, unexpected, or possibly dangerous situation that requires immediate action.

The response to any situation depends on the impact it may have on the students, staff, and facilities involved. Please understand the safety and security of all ACI students, faculty and staff is top priority.

All staff members receive training in emergency response, communication, drills, and evacuations.

In the event of an emergency general instructions include but are not limited to:

- Call 911 (police and fire)
- Perform CPR if trained
- Evacuate the building according posted notices in classrooms and common areas. Meet in designated area.
- Lock down campus and classrooms when there may be an immediate threat near or on school campus. Students remain in classrooms sit away from doors and windows, all interior doors are locked.

Exhibit 21 (2 pages)

Shelter in Place is initiated when students and staff need to be inside for safety, for protection from dangers outside the building such as weather, fire, or police presence. Students and staff remain in classrooms or auditorium until the situation is resolved.

Communication is done through text messaging from the highest ranking official on campus during the emergency or by email to all students, faculty, and staff as well as notifying appropriate authorities.

Faculty staff and students can report information regarding danger, criminal activity, threats, etc. to the schools main number 972-647-1607 or to the campus director's email

[jvecchio@arlingtoncareerinstitute.edu](mailto:jvecchio@arlingtoncareerinstitute.edu)

Drills for students, faculty, and staff are reviewed and practiced on an annual basis.