



culinaryarts.edu  
1212 South Broad Street  
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## Emergency Response and Evacuation Policy Statement

JNA Institute has a campus response protocol in place. In an emergency or a dangerous situation, upon confirmation with the director or designee, of the need for mass notification, the director, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, the School Director implements and oversees the campus response to a crisis situation. The Campus Security Advisor (“CSA”) receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel. Emergency or dangerous situations may include, but are not limited to: gas leaks, tornadoes, contagious viruses, etc.

In order to make this program effective, students and employees are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student or employee from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

**\*\*\* In case of emergency - dial 911 \*\*\***

We believe student and employee behavior, which promotes security awareness, is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the JNA Institute (the “School”) community.

As you read the following document, please address all questions or concerns to the School’s Campus Security Authority (CSA):

- Nicole DiGironimo, 215-468-8800, [director@jna.edu](mailto:director@jna.edu)

### **EMERGENCY NOTIFICATIONS**

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, JNA Institute of Culinary Arts may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages or phone notifications to alert the campus community.

In addition, members of the administration will post relevant updates and advisories on the appropriate school website ([CulinaryArts.edu](http://CulinaryArts.edu)) and bulletin boards. The director, or designee, will simultaneously use the local means at her disposal to notify the students and employees of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described in other campus safety policy documents. They differ in that the timely warning applies only to Clery Act reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, a School that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances or incident, but must provide adequate follow-up information to the community as needed.

Members of the community at large who are interested in receiving updates during an emergency can visit the website at [www.CulinaryArts.edu](http://www.CulinaryArts.edu).

Training, exercises, and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. The CSA will document each test conducted by all relevant entities.

## School Emergency Response Information

There is potential for students and employees to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require: emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

### Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

#### Fire evacuation:

Evacuation is mandatory when a fire alarm is activated. Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.

- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Do not use the elevators.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

#### Non-Fire Evacuation:

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation,

depending upon the individual event circumstances. A non-fire evacuation will be initiated by the School's CSA. The objective will be to move all students and employees to a remote, predefined and controlled location.

Follow CSA instructions if given.

- Do not use the elevators.
- Assist people with disabilities, if possible.
- Do not attempt to reenter the facility unless directed to do so

## **Emergency Lockdown**

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior, and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the building to gain access to students and employees.

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

## **External Lockdown**

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows students and employees to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

## **Shelter in place**

Sheltering in place procedures are traditionally utilized when:

- A tornado has been spotted.
- There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

If you are asked to shelter in place:

- Follow staff and faculty instructions.
- Assist people with disabilities, if possible
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors – do not lock doors.
- In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow

under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.

- Listen to local radio or television news for instructions from emergency management and public safety officials.
- Review emergency evacuation protocols
- Remain in shelter until an all clear is given.

# Fire and Non-Fire Emergency Evacuation

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## First Floor Kitchen:

Upon hearing alarm, Chef Instructor will direct all persons in the kitchen to the Back Exit leading to Carlisle Street. Chef Instructor will make sure everyone has exited kitchen area, gather all on Carlisle Street, and count to ensure all are out of the building. Then proceed to the **Emergency Assembly Point (EAP) – the SE corner of Broad and Federal.**

## Second Floor Kitchen (Bake Shop):

Upon hearing alarm, Chef Instructor will direct all persons in the kitchen to the kitchen stairs leading to the Back Exit to Carlisle Street. Chef Instructor will make sure everyone has exited kitchen area, gather all on Carlisle Street, and count to ensure all are out of the building. Then proceed to the **Emergency Assembly Point (EAP) – the SE corner of Broad and Federal.**

If the fire originates in the First or Second Floor Kitchen, all will exit the building via the lobby to Broad Street. If that path is not accessible, proceed to the fire escape to Carlisle Street. A count will be taken when outside; proceed to the **Emergency Assembly Point (EAP) – the SE corner of Broad and Federal.**

## Classrooms:

Upon hearing alarm, under the direction of the Instructor, all will exit the building via the lobby to Broad Street. If that path is not accessible, proceed to the kitchen stairs leading to the Back Exit to Carlisle Street. If that path is not accessible, proceed to the Fire Escape to Carlisle Street. A count will be taken when outside; proceed to the **Emergency Assembly Point (EAP) – the SE corner of Broad and Federal.**