



EMERGING  
TECHNOLOGIES  
INSTITUTE

# Emergency Preparedness Plan (EPP)



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## Introduction & Purpose

The purpose of the Emergency Preparedness Plan (EPP) is to provide guidance to all ETI stakeholders in the event of any emergency situation and to promote safety awareness for its personnel and students.

## Objective of the EPP

The objective of this plan is to ensure that ETI, its leaders, personnel, and students are able to respond to, and handle, sudden or expected situations. To that end, the plan will help us be prepared to:

1. Prevent fatalities and injuries.
2. Reduce damage.
3. Communicate as needed.
4. Accelerate the resumption to normal operations.

## Organization

Mr. Lyonel Coriolan, Executive Director, will serve as the emergency contact and coordinator with president, Frantz Jerome, serving as back up and support. The coordinator(s) will be responsible for the following:

- Reporting the emergency.
- Activating the emergency plan.
- Assuming overall command.
- Establishing communication.
- Alerting staff.
- Ordering response, including evacuation.
- Alerting external agencies, as necessary.
- Confirming evacuation is complete.
- Alerting outside population of possible risk, as necessary.
- Requesting external aid.
- Coordinating activities of various groups.
- Advising relatives of casualties.
- Providing medical aid.

- Sounding the all-clear.

## External Organizations

The following organizations will be available to assist, as appropriate, and should be contacted accordingly recognizing that response times may vary:

- Fire departments.
- Mobile rescue squads.
- Ambulance services.
- Police departments.
- Telephone companies.
- Hospitals.
- Utility companies.
- Industrial neighbors.
- Government agencies.

## Definitions of Emergency Situations

The emergency situations and hazards that could possible affect ETI include, but is not limited to, the following.

### Technological Hazards

1. Fire.
2. Explosion.
3. Building collapse.
4. Major structural failure.
5. Spills.
6. Unintentional release of products.
7. Deliberate release of products (e.g., hazardous biological agents, or toxic chemicals).
8. Other terrorist activities.
9. Exposure to ionizing radiation.

10. Loss of electrical power.
11. Loss of water supply.
12. Loss of communications.

### Natural Hazards

1. Earthquakes.
2. Severe windstorms.
3. Snow or ice storms.
4. Severe extremes in temperature (cold or hot).
5. Pandemic diseases like influenza, COVID-19, or similar airborne or highly contagious various.

### Response Procedure

In the event of any of the aforementioned or otherwise identified hazards, the following will be initiated:

- Identify evacuation routes, alternate means of escape, make these known to all staff; keep the routes unobstructed.
- Specify safe locations for staff to gather for head counts to ensure that everyone has left the danger zone. Assign individuals to assist employees with disabilities.
- Carry out treatment of the injured and search for the missing simultaneously with efforts to contain the emergency.
- Provide alternate sources of medical aid when normal facilities may be in the danger zone.
- Ensure the safety of all staff (and/or the general public) first, then deal with the fire or other situation.

### Emergency Drills

As deemed necessary, the institution may test its preparedness and strength of the EPP by organizing emergency drills.

### Future Plans

The EPP may be revised and updated based on any identified gaps or weaknesses in the institution's response to emergencies.