

Campus Security and Safety

It is imperative that students and employees of United Medical and Business Institute (UMBI) be protected in case of an emergency. The mission of this comprehensive safety and security plan is to provide at a glance a course of action to be taken in the event of natural or other disasters, real, threatened, or impending danger. The use of this plan is for emergencies only (circumstances that affect both the safety of persons and the Preservation of property.) Common sense should dictate the reaction of staff to emergency situations. However, situations cannot always neatly be defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the areas of greatest concern.

Emergency procedures are designed to provide guidance to those having responsibility for dissemination of emergency procedures to their staffs. In addition, they must set up a clearly defined chain of command so the safety procedures are carried out in case of their absence from the building.

Emergency Phone Numbers

LAW ENFORCEMENT.....	911
FIRE DEPARTMENT.....	911
AMBULANCE/MEDICAL	911
South Fulton Medical Center	404.466.1170
East Point Fire Dept	404.761.2177
East Point Police Dept	404.559.6401
CDC	1.800.232.4636
Poison Control	404.851.8000
Braden Fellman Group LTD. (Wagon Works Office Complex)	404.876.6432

EMERGENCY CONTROL MEASURES

Chain of Command

1. On duty supervisor should handle emergency or notify the School Director immediately.
2. If emergency is a serious medical problem or fire, call 911 and notify the school director immediately.
3. For facility maintenance issues contact Braden Fellman Group LTD.
4. If emergency is of a severe or critical nature notify the school director.
5. After taking the appropriate action as outlined in the Safety and Emergency Procedures section of the Personnel Handbook, the supervisor must fill out an incident report and have witnesses verify situation.

Fire or Impending Danger

1. All students and staff evacuate the building by moving to the nearest exit.
2. All evacuated persons must report to the front parking lot by gates (away from the building to allow ambulances and or fire trucks easy access to the main entrance of building)
3. The supervisor on duty must call 911
4. The supervisor must take roll to account for all staff and students.
5. The school director must be called immediately to be apprised of the situation.

Tornado

1. Upon notification move all staff, instructors and students to the bottom floor into the interior hallway.
2. Remain in interior hallways until the ALL CLEAR is given.

Hurricane

1. The supervisor on duty will ensure that the local television station is monitored for upcoming safety announcements from local government.
2. Staff and instructors will take necessary action to protect students and clients at all times.
3. Students and staff must adhere to travel warnings for driving to and from the school during inclement weather.

Severe Weather Warning

1. The school director will notify Students and Staff by the local TV station upon school closing due to inclement weather.
2. If power outage occurs in extreme cold/hot weather:
 - a. Staff and instructors will ensure that all windows and doors are closed to prevent heat loss in cold weather and that all doors and windows are open to allow for ventilation in hot weather.
 - b. If indoor temperature drops below 60 degrees F. or goes above 88 degrees F., notify the School Director and Braden Fellman Group LTD. immediately for additional instructions.

Violent Acts By a Group or Individual

Senior person closest to scene will notify the school director or supervisor on duty. The supervisor on duty is to direct bystanders away from the immediate area and call the police (911).

Bomb Threat

1. Every threat is to be taken seriously.
2. Record the following information:
 - a. Time of call
 - b. Type of bomb
 - c. Location of bomb
 - d. Expected time of detonation
 - e. Voice (male or female)
 - f. Keep person on phone as long as possible. Ask why the bomb was placed and whom the caller wishes to hurt.
3. Report incident to the School director or supervisor immediately.
4. School Director/Supervisor will contact 911 for bomb squad assistance.

Weather and School Closure

In the case of inclement weather or severe weather warning, check the local weather channel (WSB) for United Medical and Business Institute to be listed in the school closings scroll. You may also refer to United Medical and Business Institute Facebook profile for updated posts on future closings. www.facebook.com/United Medical and Business Institute.