

FMTC Emergency Response / Evacuation Procedures

Emergency Response and Evacuation Procedures Policy

FMTC will, without delay, and 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 responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, FMTC will use the following procedures:

- FMTC Director, Associate Director, or Administrative Designee will verify and confirm that a legitimate emergency or dangerous situation exists.
- FMTC Director or Associate Director will determine the appropriate segment or segments of the campus community to receive a notification in consultation with School District of Lee County Communications Liaison. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action.
- FMTC Director or Associate Director will determine the content of the notification and how much information is appropriate to disseminate at different points in time in conjunction with School District of Lee County Communications Liaison.
- FMTC Director or Associate Director will initiate the notification system, notifying the campus community that there's an emergency or dangerous situation by using fire alarms, public address system, Centegix alert system, or a message through the school messenger system.
- FMTC Director or Associate Director in conjunction with the School District of Lee County Communications Liaison will distribute follow up messages, posted bulletins on our website, and emails will be sent as more specific information becomes available

Person or Persons Responsible for Carrying Out the Above-Mentioned Actions

- FMTC Director – John Roszell
- FMTC Associate Director – Catherine Scoville
- FMTC Administrative Designee
- School District of Lee County Communications Liaison

Dissemination of the Emergency Information to the Larger Community

To disseminate the emergency, FMTC will use banner alerts on our website and messaging on local radio or TV for the neighboring community in conjunction with School District of Lee County Communications Liaison. The Director and Associate Director are responsible for developing the information to be disclosed and they are responsible for disseminating the information to the larger community in conjunction with the School District of Lee County Communications Liaison.

FMTC will immediately notify the campus community upon confirmation of an emergency or dangerous situation unless issuing will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Test the Emergency Response and Evacuation Procedures

For the purposes of this procedure, a test will be defined as regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. Testing of FMTC's emergency response and evacuation procedures will occur on at least an annual basis. FMTC will include the following protocols for testing:

- Tests may be announced or unannounced
- Tests may contain drills, exercises, and follow-through activities like surveys or feedback from participants
- Tests have measurable goals
- FMTC publicizes the emergency response and evacuation procedures in conjunction with at least one test per calendar year
- FMTC sends an email or text message containing a link to its procedures
- FMTC documents, for each test, a description of the exercise, the date, time and whether it was announced or unannounced

As with all other related documentation, FMTC will keep emergency test documentation for seven years.

As outlined above, there is a process in place for emergency response and evacuation. At FMTC, our priority is the safety of our students, faculty, staff, and visitors. As part of our ongoing emergency preparedness efforts, we facilitate trainings on what to do and how to react in various dangerous situations, involving both environmental threats and active shooter confrontations. This training is designed to provide guidance in case one of these natural or man-made situations arises. Emergency preparedness and response training is mandatory for all FMTC employees and staff members.