

Family Partnerships of Central Florida

PROCEDURE

Series:	Property Management	COA: ASE 6.02 CFOP: 215.4
Procedure Name:	Emergency Procedures	
Procedure Number:	PM-715	
Reviewed Date:	02/20/13, 4/19/16, 4/30/2019, 4/16/2024	
Revision #/Date:	N/A	
Effective Date:	09/30/08	
Applicable to:	All Family Partnerships of Central Florida (FPoCF) Staff, Visitors, and Vendors at any facility	

SUBJECT: **Emergency Procedures**

PURPOSE: To ensure the safety of all persons inside any facility in the event of a fire or other emergency requiring evacuation or lockdown of the facility.

PROCEDURE:

Evacuations (drills)

- Evacuation drills are held, unannounced, at each facility a minimum of (2) times per year at a time when most of the staff are expected to be on-site.
- The Center support staff, or a designee conducts the drill and is the person who will activate the alarm. The specific method of 'alarm' will vary by site, but may be a message over the intercom, air horn blast, or other method in lieu of the actual alarm.
- If the actual fire alarm is to be used, the Center support staff or a designee will notify the alarm company and fire department, property manager, and other building tenants (as applicable) of the test ahead of time.
- All persons in the building are required to exit during the drill, no exceptions.
- Goal for evacuation time of all persons in the building is 2 minutes.
- All persons will go to the designated meeting spot for their facility and remain there until the drill is completed and the signal to return to work is given by the Center support staff or a designee.

Meeting Locations:

- Administrative Center = 389 Commerce Pkwy, Ste 120. (parking lot west of building near Murrell)
- Central Care Center = 4050 Rio Mar Drive (opposite end of bldg)
- South Care Center = Front Bldg (closest to Minton Rd) outside building

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- The receptionist(s), or designated staff member, at each facility brings both the staff and visitor logs with them to the meeting site. At the meeting site a roll call, based on the sign in logs, is done by the receptionist or designee to ensure everyone is accounted for and has left the building.
- Total evacuation time is noted and recorded at that point.
- The Center support staff, or designee inspects all areas of the building (including restrooms and conference rooms) and confirms no one has remained inside.
- A record is kept of all fire drills completed throughout the year, including the total time for evacuation, any issues noted including any persons who did not leave, problems with the meeting place, etc.
- After roll call any issues noted or changes needed to the evacuation plan is discussed at this time and the procedure updated as necessary and appropriate.

Lockdowns

- Outside Threat – examples include a potential intruder, active shooter, or threat outside or in the area of any facility.
- Inside Threat – examples include an intruder, active shooter, or threat inside any facility
 - A lockdown may be initiated by law enforcement personnel, the fire department, staff or the public.
 - If a lockdown situation is initiated by one of the above persons, staff will be notified immediately by use of a designated notification system.*

All FPoCF staff receive Active Shooter Training that addressed the threat of an active shooter by providing awareness, preparation, prevention and response methods. All staff also receive Employee Safety Training annually.

- 9-1-1 will be called
- In the event of a threat, the following protective measures will be taken as appropriate:
 - staff check halls and rest rooms for other staff members and building visitors
 - exterior doors and windows will be closed and locked.
 - staff and visitors will move to safe areas to reduce visibility
 - lights will be turned off (including computer monitors)
 - attendance is verified (employees and site visitors); alert employees offsite to stay away from building
 - notification system is activated *
 - staff and visitors remain in position until all clear and notified by law enforcement, fire, emergency manager, or appointed designee.

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* The designated notification system is a method appropriate to each site and may involve the use of a code word or phrase.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024