

## **DELTA TECH EMERGENCY RESPONSE/ EVACUATION POLICY**

Delta School of Business and Technology, dba Delta Tech has developed the following procedures to emergency response and evacuation due to an event that threatens the health and safety of students and employees:

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, Delta Tech will immediately notify the campus community. The institution has developed procedures which include the following emergency alert methods: emails to computers, outdoor announcements, indoor announcements, notifications utilizing campus telephones, text messaging system, and web site notifications at the Delta Tech home page.

Delta Tech will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

1. Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
2. Compilation of the content of the emergency alert message.
3. Notification to students and employees of the appropriate response to take due to the emergency.

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions:

Chief Executive Officer  
Chief Fiscal Officer  
Dean of Academics  
Director of Operations  
Director of Financial Aid

The institution will disseminate the emergency information using (emails, outdoor/ indoor PA. announcements, text messaging system announcements, and web page alert messages). Should circumstances warrant Delta Tech will notify the Lake Charles Police Department.

Delta Tech will test the emergency response procedures at least annually to ensure it is working properly. These test may be announced or unannounced and information regarding response and evacuation procedure may be found on the Delta Tech Website. Each test will be reviewed and documented to file.