



International AeroTech Academy

**INTERNATIONAL AEROTECH ACADEMY LLC
AVIATION MAINTENANCE
TECHNICIAN SCHOOL (AMTS)
EMERGENCY RESPONSE MANUAL**

FAA Certificate # IAAT654K

3033 Drane Field Road Lakeland, FL

33811

POLICY STATEMENT

This Emergency Response Manual provides a set of contingency plans for the International AeroTech Academy instructors and staff to follow in an emergency.

While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

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MAJOR EMERGENCY GUIDELINES

INTRODUCTION

I. PURPOSE

The basic emergency procedures outlined in this manual are to enhance the protection of lives and property through effective use of International AeroTech Academy's resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Director (or his designee) may declare a state of emergency, and these contingency guidelines may be implemented.

There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disorder, and (2) large-scale natural or man-made disaster.

Because an emergency situation can occur suddenly and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

2. SCOPE

These procedures apply to all personnel, buildings and grounds owned, leased, and operated by International AeroTech and International Aero Academy.

3. TYPES OF EMERGENCIES

Types of emergencies covered by this manual are

- a. Bomb threat or explosion
- b. Explosion or downed aircraft (crash) on campus
- c. Fire
- d. Hazardous material spill
- e. Tornado or severe wind
 1. Utility failure
- J. Violent or criminal behavior

EMERGENCYPROCEDURES

GENERAL

1. PURPOSE

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence unless conditions dictate otherwise.

2. SCOPE

These procedures apply to all personnel, buildings and grounds owned and operated by International AeroTech Academy.

3. REPORTING EMERGENCIES

- a. Emergency Service: Dial 911
- b. When calling speak clearly and carefully explain the problem and location to thePublic Safety dispatcher. **DO NOT HANG UP UNTIL TOLD TO DO SO.**
- c. **KEEP CALM and KEEP OTHERS CALM.**
- d. Call the Director of International AeroTech Academy, if not available then call the President of International Aero.

4. **INSTRUCTOR RESPONSIBILITIES**

- a. Each faculty member teaching when an emergency occurs also becomes an Emergency Coordinator responsible for locking down his or her classroom or evacuating his or her students from the building as appropriate.
- b. Faculty Responsibilities
 - 1) Take your cell phone to class and leave it on; if you receive an emergency message, answer it, inform your class of the emergency and instruct them how to respond. The emergency call will come from 727 418 0191.
 - 2) For each room in which you teach, know the closest evacuation route.
 - 3) Determine a specific assembly area for each of your classes that is at least 500 feet away from the classroom building.
 - 4) At the-beginning of each semester, review the evacuation route with each class and tell them the assembly area location outside the building; emphasize to the students that they are to assemble in that location if they evacuate the building.
 - 5) If evacuation is necessary, ensure that every student leaves the room.
 - 6) Account for all students in your class at the assembly area: inform Public Safety or a fire department official immediately if you think someone may still be in the building.
 - 7) Keep your students from returning to the building until you are given an allclear by Public Safety or a school administrator.
 - 8) If it is obvious that you will not re-enter the building that class hour, instruct the students to leave the area and to avoid getting in the way of emergency vehicles and personnel.

5. EVACUATION PROCEDURES

- a. Building evacuations will occur when an alarm sounds and/or upon notification by the emergency notification system, Public Safety or the school administration.
- b. When building evacuation is activated during an emergency, employees and students leave by the nearest marked exit and alert others to do the same.
- c. Each work area and each class should have a designated area outside the building where employees or students should plan to meet during the evacuation.
- d. Once at the designated area the faculty member will account for all employees or students. If any employees or students are missing, the faculty member will inform the local Public Safety Officer.
- e. Once outside, proceed to a clear area that is at least 500 feet from the affected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- f. DO NOT return to an evacuated building unless told to do so by a Public Safety, a school administrator or fire department personnel.

BOMB THREAT

If you observe a suspicious object or potential bomb on campus, do not handle the object! Clear the area immediately and call the local authorities by dialing 911.

1. Any person receiving a bomb threat via phone call should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb right now?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Gender and estimated age of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of caller
 - e. Background noise
3. From a safe location, immediately notify local authorities at 911. Provide details and specify the type of help required.
4. Local authorities will conduct a detailed bomb search. Do not open drawers or cabinets or turn lights on or off.
5. If an emergency exists, activate the building fire alarm.
6. When the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
7. Once outside, proceed to your designated assembly point which should be at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.
8. If requested, assist emergency crews as necessary.
9. **DO NOT RETURN TO AN EVACULATED BUILDING** unless told to do so by local law enforcement authorities or a school administrator.



BOMB THREAT REPORT FORM

THREATENING PHONE CALL

Time call received:

DESCRIPTION OF CALLER'S VOICE

Male _____ Female _____

Exact words of person placing call: _ _ Young Middle Age ___ Old ___

Tone of voice _____

Accent _____

Background noise _____

Questions to ask: Is voice familiar? _____

1. When is bomb going to explode? If so, whom did it sound like? : _____

2. Where is the bomb right now? _____

3. What kind of a bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

Remarks: : _____

Person receiving/monitoring call:

Department:

Telephone:

Home address:

Home telephone:

Date:

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. As soon as possible and from a safe location, notify the local authorities at 911. Give your name and describe the location, nature of the emergency and type of help required. **Do not hang up** until told to do so.
3. If necessary, or when directed to do so, activate the fire alarm.
4. When the fire alarm is sounded or when told to leave by school administration, walk quickly to the nearest marked exit and ask others to do the same.
5. ASSIST THOSE IN NEED IN EXITING THE BUILDING. DO NOT PANIC.
6. Once outside, move to your designated assembly point which should be at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.
7. If requested, assist emergency crews as necessary.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by the responding authorities or school administration.



FIRE

1. Know the location of fire extinguishers, fire exits, and building evacuation alarm systems in your area and know how to use them.
2. If a MINOR FIRE appears controllable, then promptly direct the discharge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, activate the fire alarm and from a safe location report the incident to the local authorities by dialing 911, providing details on the type of assistance that is required.
4. In case of LARGE FIRES that do not appear controllable, IMMEDIATELY notify the local authorities by dialing 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS.
5. When the building fire alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same. Report to your designated assembly point and stay there until your Instructor has accounted for you. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles.
6. ASSIST THOSE IN NEED IN EXITING THE BUILDING. DO NOT USE THE. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC.
8. If requested, assist emergency crews as necessary.
9. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by the local authorities or school administration.



HAZARDOUS MATERIAL SPILL

1. From a safe location, report any spillage of a hazardous material immediately to the Lakeland Fire Department by dialing 863 834 6900.
2. When reporting, be specific about the nature and amount of the involved material, the exact location and the type of help required.
3. The instructor should evacuate the affected area at once and seal it off to prevent further contamination of other areas.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give his/her name to the Instructor. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the fire alarm.
6. When the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
7. Once outside, move to your designated assembly point which should be at least 500 feet away from the affected building(s). Stay there until your instructor accounts for you. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
8. If requested, assist emergency crews as necessary.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a local authorities or school administration.



TORNADO

1. The school administration monitors the National Weather Service (NWS) for severe weather alerts and will be aware of any tornado watch or warning the NWS issues.
2. Should you see a tornado, immediately contact school administration and proceed immediately to shelter.
3. Classroom 2, the Tech Pubs library, and the Powerplant teardown room have been designated as our tornado shelter rooms.
4. School administration will notify employees and students of the threat of a tornado warning for the immediate area (which means a tornado has been sighted).
5. When school administration warns of an impending tornado, immediately leave the shop areas and other free-span rooms, exiting in an orderly fashion.
6. Proceed to interior room and halls; try to avoid halls that open to the outside. Stay away from glass, both windows and doors.
7. Crouch down, and make yourself as small a "target" as possible. If you have something to cover your head, do so; otherwise, use your hands.
8. DO NOT leave the shelter until told to do so by local authorities or a school admin. Once the tornado has passed and the alert is over, School administration will announce an all clear.

Definitions:

A watch means that conditions are favorable for producing a particular weather event, but that it has not yet formed. Watches alert the public that they need to pay closer than usual attention to the weather, just to be safe. A tornado watch is issued when atmospheric conditions could cause tornadoes to form, although none have formed yet.

A warning means that a particular weather event has formed and that it threatens the area under the warning. A tornado warning means that a tornado is actually present and moving toward the area under the warning. Residents should take immediate shelter during a tornado warning.

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (7 a.m. to 4 p.m., Monday through Friday), immediately notify school administration
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, from a safe location, notify school administration.
3. If an emergency exists activate the building alarm.
4. Once outside, move to your designated assembly point which should be at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.
5. If requested, assist the emergency crews as necessary.
6. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by local authorities or school administration.
7. **ADDITIONAL INFORMATION AND PROCEDURES**

a. ELECTRICAL/LIGHT FAILURE

Some office areas may not provide sufficient illumination in corridors and stairs for safe exiting. It is, therefore, advisable to have a flashlight in the office.

b. PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Notify school administration. If necessary, vacate the area.

c. ELECTRICAL ARCING

Electrical arcing can trigger an explosion. If you see arcing, notify school administration.

d. VENTILATION PROBLEM

If smoke and/or odors come from the ventilation system, immediately notify school administration. If necessary, cease all operations and evacuate the area.

VIOLENT OR CRIMINAL BEHAVIOR

1. If you need assistance, notify school administration.
2. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
3. If you are a victim or a witness to any on-campus offense, **AVOID RISKS!**
4. Promptly notify school administration as soon as possible and report the incident, including the following:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
5. If you observe a criminal act or a suspicious person or vehicle on campus, immediately notify school administration or if the local authorities by dialing 911.
6. Assist the officers when they arrive by supplying them with any additional information and ask others to cooperate. Immediately carry out any instructions that are given by any campus law enforcement officer.
7. Should gunfire or discharged explosives hazard the campus, you should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.
8. **WHAT TO DO IF TAKEN HOSTAGE**
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. Follow instructions, be alert and stay alive. The captor may be emotionally imbalanced. Don't make mistakes which could hazard your well-being.
 - c. Don't speak unless spoken to-and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. If possible, maintain eye contact with the captor at all times, but do not stare. Treat the captor like royalty.
 - d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected. Be observant. You may be released or escape, and the personal safety of others may depend on your memory.
 - e. Be prepared to answer the police on the phone. Be patient. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm their hostages. Such direct action further implicates the captor in additional offenses.

SEVERE THUNDERSTORM/WEATHER

Severe local storms are the most common widespread weather-related hazard faced by the school. The most common effects of severe local storms-wind, heavy rain, hail and high winds-are immobility and loss of utilities. If electrical lines are damaged, other utilities, such as telephone systems (cell and land lines), natural gas, and water and sewer systems may become inoperable. Transportation routes may be impassable, leaving both staff and students without the ability to get to or leave the campus.

School administration monitors the National Weather Service (NWS) for severe weather alerts. Should the NWS issue a Severe Winter Storm Warning for the immediate area, school administration will be aware of the warning and issue a campus warning.

The Director bases decisions of cancellation or class delays upon the severity and duration of inclement weather. Classes and general business operations will continue unless otherwise notified.

1. If you are outside and threatened by severe weather or observe lightning, move inside a building or get into your vehicle if available.
2. During a power outage, if you are in a darkened area, remain calm and move cautiously to a lighted area. Exits have emergency lighting with battery backups to assist you in leaving a building.
3. If classes and general business are suspended during normal operating hours, staff will be notified by e-mail, , when able by phone and as a last resort in person.
4. Severe weather may reduce the ability of students and staff to leave buildings or campus. Faculty and staff will be notified by the director (or his designee) whether to release students or to shelter-in-place. (No one will be held against his or her will in a building or classroom or on campus.)
5. If it becomes necessary to close campus during prescheduled operating hours, the director (or his designee) will initiate notification to staff and students.

EMERGENCIES INVOLVING INDIVIDUALS

1. If serious injury or illness occurs on campus, immediately dial 911. Give your name; describe the nature and severity of the medical problem and location of the victim. **DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO.**
2. In case of minor injury or illness, provide first aid care **if you are trained to do so.**
3. In case of serious injury or illness, quickly perform the following steps:
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask the victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and give artificial respiration (rescue breathing) **if you are trained to do so.**
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical ID, question witness(es) and give all information to emergency personnel.
 - g. If the victim is in an obscure location, provide an escort (if possible) to the victim for the arriving emergency personnel.

Only trained personnel should provide first aid treatments such as first aid or CPR, etc.

PANDEMIC

The COVID -19 coordinator for the IATA campus is the Director of Aviation Maintenance Training, John Detrick.

COVID-19 Guidance posters are located throughout the school reminding students to practice social distancing, when to wear face covering, washing hands procedures, when to wear gloves, and when to stay at home.

Campus work areas and classrooms have been adjusted to promote social distancing with respect to CDC guidelines.

Hand sanitization stations have been made available throughout the campus.

Students, faculty and staff are encouraged to wear face coverings when in the learning environment.

All faculty and staff have participated in COVID-19 Screening and Safety Training.

The school does not have a formal Student Health Services since the campus is considered as a “commuter campus” and has no dining, housing services, or student medical services. The typical students who attend are adult students with their own personal care services. All faculty, students, staff, and guests will be provided face coverings.

This campus uses a health monitoring approach which consists of checking the temperature of all students, staff, and faculty as they enter the building with respect to CDC guidelines for COVID-19.

CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, or feels warm to the touch, or gives a history of feeling feverish.

Students, staff, and faculty who do not meet the CDC guidelines in this area will not be allowed in the building and will be sent home. See figure 1 for the COVID-19 decision making matrix for the 2021-2022 school year.

If a student or staff member is documented to have contracted COVID-19, the Director of Maintenance Training will attempt to determine the footprint of the infected person and whom they had contact with.

As defined by the CDC, a “contact” is an individual who has had close contact (less than 6 ft) for 15 minutes or more with someone who has been infected with Coronavirus.

If the school is unable to determine that there were any contacts with the person as so defined, then no additional communication will be necessary.

If contacts are determined to exist as per this definition, then those employees and/or students will be notified that they may have been exposed and need to self-monitor. The infected person will not be named.

School administration will determine what areas of the building the infected student/employee came in contact with. Either the campus staff or a professional cleaning company will perform the sanitary cleaning of these areas. Once the cleaning is completed employees/students will return to class.

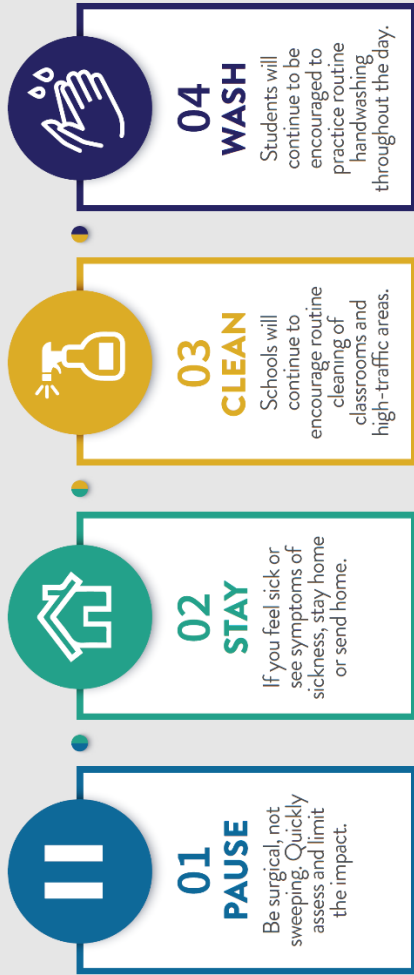
Best effort will be made the campus the day the COVID-19 case is discovered so that lost time is minimized.

All missed time and material will need to still be made up.

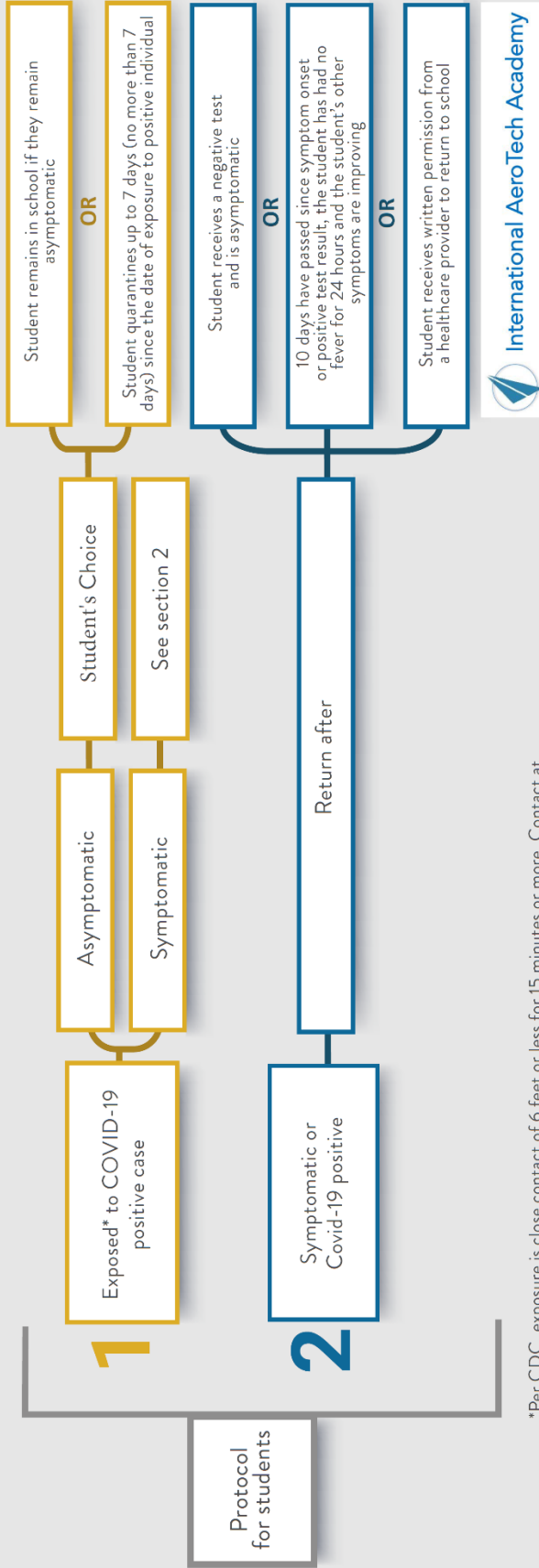
Students will be placed on appropriate action plans to meet the IATA curriculum requirements.

2021-22 SCHOOL YEAR

PROTOCOLS FOR CONTROLLING COVID-19



COVID-19 SYMPTOMATIC DECISION TREE



*Per CDC, exposure is close contact of 6 feet or less for 15 minutes or more. Contact at greater than 6 feet or for less than 15 minutes is generally not sufficient to transmit the virus.
Updated: September 22, 2021



EMERGENCY COMMUNICATIONS PLAN

In the event of a major emergency or disaster on the campus the proper response is outlined below.

- I. As soon as practical during or after an emergency, after notifying the local emergency response authorities, contact the Director of Maintenance Training of International AeroTech Academy. If the Director is not available contact the President of International Aero.

EMERGENCY RESPONSE CONTACTS

ADDRESS: 3033 Drane Field Rd.
Lakeland, FL 33811

	Emergency	Non Emergency	
Polk County Sheriff	911	863 298 6200	
Lakeland PD	911	863 834 6900	
City of Lakeland Fire Station #7 (Across the street at airport)	911	863 834 6900	
Lakeland Regional Health Medical Center		863 687 1100	1324 Lakeland Hills Blvd, Lakeland, FL 33805 (Open 24 hours)

Emergency Response Contacts

	Title	Mobile		
John Detrick	Director/Chief Instructor	727 418 0191		john@iaero.us
Steve Markhoff	President/CEO	214 243 3411		smarkhoff@iaeroltd.com