



EMERGENCY RESPONSE PLAN POLICY

Cultural Center for Language Studies

POLICY STATEMENT

The purpose of this emergency plan is to help safeguard the safety and security of the staff, students, and visitors to the school. The points of this plan apply to activities and functions on school grounds. It is important to prepare for disasters and emergencies. Please visit <https://www.ready.gov/> or <https://www.ready.gov/es> (Español) to get information on how to prepare for emergencies. Emergency alerts in several languages are available at <https://www.ready.gov/alerts>

The information below is a brief summary for some emergency situations:

In Case of Fire:

In the event of a fire, Forte Properties is equipped with a fire alarm system that will respond as soon as a fire is detected in the building. If a fire is suspected in school premises, the security personnel at the lobby and all persons in the facility are notified, at which point, all staff and students must evacuate. In the suite, there are (2) doors in the front that open to the lobby. In the event of an evacuation, one assembly area will be stair area on Coral Way in front of the school, other assembly areas will be the side streets on SW 32nd Avenue and SW 31st Court. In the event of a school evacuation, the senior school management (either the President or School Director) will ask the teachers to take a head count of all their students and check to make sure all other occupants (staff, visitors, etc.) are accounted for and will be the primary point of contact with first responders (fire/police/EMT).

In the event of an evacuation, please take your personal belongings such as your coat and keys but leave everything else that might take precious time to collect. In the event of an emergency, seconds count. No one will be allowed to re-enter the facility until the situation is declared safe by the authorities or the building administration, Forte Properties.

Inclement Weather

Hurricane season is from June 1st to November 30. In the event of an extreme weather emergency such as a hurricane watch or warning, CCLS will cancel classes and instructions will be communicated to students via email and posted on the CCLS website. Personnel and students will monitor CCLS website for updates.

A Hurricane Watch is announced by The National Hurricane Center when hurricane conditions exist to hit our area within 48 hours.

A Hurricane Warning is announced by The National Hurricane Center when a hurricane is expected to hit our area within 36 hours.

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If weather deteriorates unexpectedly, please listen to/watch for official advisories/alerts:

1. National Weather Service: Homepage | National Oceanic and Atmospheric Administration: <https://www.noaa.gov/>
2. National Hurricane Center: National Hurricane Center: <https://www.nhc.noaa.gov/>

It is very important to prepare in advance. In case of inclement weather, the following precautions are recommended:

1. Follow the instructions of state and local, including any instructions to shelter in place or evacuate. If ordered to evacuate, follow the instructions and do not return until state or local officials determine it is safe to do so.
2. If circumstances allow, personnel and students should remain in contact with CCLS PDSO or DSO and inform them of your emergency plans.
3. Students should maintain their I-20 form, passport and other important documents in a secure place or with them in case an evacuation is needed.
4. Have emergency power sources such as flashlights (don't forget extra batteries).
5. Keep emergency medicine supply handy.
6. Keep emergency food and water supply handy.

Follow weather conditions at:

Language	Radio Station	Frequency
English	KHB34	162.55
Spanish	WZ2531	162.500

Suspicious Persons

If any suspicious persons are seen inside or outside the facility, notify management (President and/or School Director).

Suspicious Letters and Packages

If any suspicious package or envelope is identified, do not open or move; 911 should be called immediately and the facility should be evacuated.

Acts of Terrorism

The following are general guidelines that may help avoid being a victim of or stay safe during a terrorist attack:

1. Be aware of your surroundings.
2. Move or leave if you feel uncomfortable or if something does not seem right. If you see any unusual activity in or outside CCLS inform the security personnel and CCLS management immediately. If you are in the classroom, inform your teacher.
3. Take precautions when traveling.
4. Be aware of conspicuous or unusual behavior.

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5. Do not accept packages from strangers.
6. Do not leave luggage unattended. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel.
7. Plan how to get out in the event of an emergency.
8. Be prepared to do without services you normally depend on—electricity, telephone, gasoline pumps, cash registers, ATMs, and Internet transactions.

Novel Pandemic:

If a novel pandemic is declared, CCLS follows the guidelines of the CDC and state and local authorities to prevent the spread of disease. CCLS will closely monitor guidance from SEVP and ACCET in implementing school regulations during this time. Staff and students will be kept informed of school changes via email and the school's website.

During a pandemic, students and staff should follow the guidelines below:

1. Wash your hands often with soap and water for at least 20 seconds and try not to touch your eyes, nose, and mouth.
2. Keep a distance of at least six feet between yourself and people who are not part of your household.
3. Cover your mouth and nose with a mask when in public.
4. Clean and disinfect high-touch objects and surfaces.
5. Stay at home as much as possible to prevent the spread of disease.
6. Follow the guidance of the Centers for Disease Control and Prevention (CDC) and local authorities.
7. Contact CCLS PDSO or DSO to inform them if you feel any symptoms related to the pandemic.
8. If you are at school and believe you have COVID-19 symptoms, please go immediately to the front desk and request a mask.

Power Outage

In case of a power outage inside school premises:

If the electrical power goes out, evacuation is required in the event of a power outage; a power outage may be indicative of an incident that might be threatening to health and safety (such as a fire or electrical malfunction).

If the AC system is malfunctioning, classes will be cancelled if the school interior deviates from conditions considered comfortable.

If the water supply is disrupted, classes will be cancelled. The bathroom facilities have to be functioning for the school to be occupied, for sanitation reasons.

Outside school premises:

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1. Keep freezers and refrigerators closed.
2. Disconnect appliances and electronics to avoid damage from electrical surges.
3. Use alternate plans for refrigerating medicines or power dependent medical devices.
4. If safe, go to an alternate location for cooling.
5. Purchase food supplies that do not require refrigeration or heating.

First Aid Kit

A first aid kit is located in the reception area. For injuries that are more extensive than what can be treated with first aid or if the injuries might be life threatening, 911 should be called immediately.

CCLS Contingency Plan

In the event CCLS needs to interrupt its language courses, one or a combination of the of the options below will be implemented:

1. Make-up classes -Students do not regularly have classes scheduled on Fridays; therefore, CCLS will schedule make-up classes on Fridays until all the missed classes have been covered.
2. Extension of the regular class schedule – CCLS may add 30 minutes to one hour to the regular class schedule until all the missed hours have been made-up.
3. Postponement of the course end-date – CCLS will postpone the course end-date until all the missed classes have been made-up.

CCLS will also follow SEVP and ACCET guidelines in any emergency.

School Contact Information

CCLS school PDSO/DSOs and important numbers:

Luiz Goncalves: 305 710-2126 lgoncalves@cclscorp.com

Carolina Pinho: 305 807 43-64 cpinho@cclscorp.com

Martha Tordera: 786 532-0495 mtordera@cclscorp.com

CCLS WhatsApp number: 786-774-0446. Used for calls and WhatsApp messages.

CCLS phone land lines: 305-529-2257, 305-529-8563 and 305-529-2224