

# EMERGENCY POLICY & PROCEDURE

FOR GUESTS, STUDENTS, & EMPLOYEES

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## WHY AN EMERGENCY HANDBOOK?

We are committed to safety! We want our guests, students, & employees to be safe at all times & especially while they are on campus.

## EMERGENCY & CRISIS RESPONSE PLAN

We maintain a plan to prepare, prevent, & respond. We developed this with customary practices & procedures from a variety of federal, state, & local authorities.

## NOTIFICATION

In the event of an emergency or non-emergency school closure, students & staff will be notified through the Student Information System by text alert & by employees.

Our plan is to send an emergency notification 20 minutes of an immediate threat to safety.

To ensure the integrity of an alert, students & employees are encouraged to keep their contact information current.

An Emergency Notification will read "Emergency Notification" followed by additional information.

Once each year, an emergency notification is sent followed by "This was a test." A record of this activity is kept each year.

## NOTIFICATION + EVACUATION

In the event of a fire, gas leak, or other reason to evacuate, guests, students, & employees are to evacuate:

- University of Aesthetics & Cosmetology Chicago, IL are to go to the alley directly behind the building & await further instructions. The backup facility in the case of damage to the building or other unsafe conditions is to go to the area directly across from the school.
- University of Aesthetics & Cosmetology Downers Grove, IL are to go to the park directly behind the building & await further instructions. The backup facility in the case of damage to the building or other unsafe conditions is to go to 1<sup>st</sup>: the library directly across from the school & if that is compromised, #2: to the parking garage on Curtiss St.
- Professional Cosmetology Education Center El Dorado, AR are to go to the parking lot in front of the building & await further instructions. The backup facility in the case of damage to the building or other unsafe conditions is to go to the north warehouse which will be led by a school employee.

## NOTIFICATION + LOCKDOWN

Threats of violence may cause a notification + lockdown. In these cases, students & employees should direct guests & each other to the nearest classroom. A school official will contact the authorities.

## LOSS OF UTILITIES

In the event of a power outage, remain calm. A school official will contact the utility provider to determine the extent of the outage & its expected duration. A notification, either by text or verbal, will include instructions to follow.

## FIRE SAFETY

Each campus is equipped with regularly updated fire suppression equipment. Each campus undergoes regular fire inspections depending upon the authorities within their jurisdictions.

## EMERGENCY PRECAUTIONS

- Understand the notification procedure
- Know the exit plan
- Observe precautions in using products, equipment
- Know where & how to use the fire extinguishers
- Know where the first aid kit is located

## SPEAK UP!

During normal business hours, our doors are unlocked. If you recognize a threat, speak up! Let a school official know the threat, location, & describe the threat in detail.

## WEATHER RELATED CLOSURES

Kelley Education Inc. does not close for weather related conditions unless it the conditions are unsafe & local advisories recommend closure of nearby similar locations.

A weather-related closure will be determined as close to the start of the day as possible. A recorded announcement will be available on the school's call-in number.

## IN THE EVENT OF A TORNADO

The National Weather Service will issue a warning. The city will sound Civil Defense Sirens for 3-minutes. Guests, students, & staff are directed to stay away from windows & to go to an interior hallway or classroom.

## IN THE EVENT OF AN EARTHQUAKE

If you feel shaking, take cover under a sturdy table. After the shaking has come to a stop, evacuate the building following our procedure & wait for a school official to provide direction.

## IN THE EVENT OF A BOMB THREAT

All bomb threats will be taken seriously.

## IN THE EVENT OF A STRUCTURAL FAILURE

If the building you are in suffers a structural failure, find a safe place. Follow instructions from a school official.

## IN THE EVENT OF A MEDICAL EMERGENCY

In the event of a medical emergency, contact 9-1-1 immediately. Then, notify a school official. The school official will provide additional direction.

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#### CHEMICAL CONTACT

MSDS (Material Safety Data Sheets) are kept on school premises. It is your responsibility to know of any allergic reactions you may have & to follow prescribed contra-indications when using products & equipment.

In the event of a life-threatening allergic reaction, immediately dial 9-1-1 & then notify a school official. In the event of a non-life threatening reaction, immediately notify a school official.