

### **Inclement Weather Policy or Emergency Class Cancellation**

The school will not usually cancel classes due to inclement weather. The school does not follow any public school or community college schedules. We make our decisions independently. If a student feels that traveling to school is not safe for them, the student may use a day from his/her attendance bank. In the event that the city in which the school is located declares a state of emergency and discontinues public transportation, the school would not consider that day as a scheduled day and the anticipated graduation date will be extended accordingly. Hours completed on these days by students wishing to attend would be considered make up/additional hours. Students not planning on attending class are required to call in an absence. The School will email or text if the school is to be closed unexpectedly, the first line of notice is the text list or email, followed by Facebook post.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES- STATEMENT OF POLICY**

Institute of Advanced Medical Esthetics has the following security policies and procedures in place:

The campus takes various precautionary measures to protect the students, faculty, staff and campus visitors. Nevertheless, unavoidable emergencies may occur at extreme situations. Therefore, the Institute has a Campus Response Team (CRT) and serve as the Campus Security Authority (CSA) which consists of The Patricia Heinig, President & Financial Aid Director; that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In an emergency or a dangerous situation, upon confirmation with the CRT of the need for mass notification, the CRT will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In an event of an emergency or a dangerous situation that poses an immediate threat to the campus community, the Institute may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities include text messages to alert the instructors, students, and patrons of the situation and place an immediate call to 911, In addition, members of the command center will post relevant updates and advisories on Facebook.

Members of the community at large who are interested in receiving updates during an emergency can call the Institution, (Phone 804-908-3223).

Training, exercises, and tests will be conducted annually by the CRT on the campus level and by the individuals relevant to mass notification at the command center level. The Coordinator of the Crisis Management Department, Laura Todd, will document each test conducted by all relevant entities.

If you have any questions or need clarification, do not hesitate to contact the Coordinator.

Safety and security guidelines for students, staff and faculty are provided at orientation, and posted on the institution website.

Any scheduled evening or weekend meetings require a member of the staff or faculty to be present and responsible for the maintenance of all security procedures.

### **Crime Prevention**

The following crime prevention measures are recommended by the Institute.

- Stay alert and know your surroundings.
- Lock your car and do not leave any valuables in your car.
- Park in well lighted areas.
- At night avoid dark and isolated areas. If possible do not walk to your car alone.
- Do not leave your personal property unattended. Personal Property brought into the facility for personal or business use is not covered under Institute's Insurance policy.

**\*\*\* In case of emergency - dial 911\*\*\***

Personal Property brought into the office for personal or business use is not covered under (Institution)'s Insurance Policy. Therefore, be aware that personal property is brought into the office at your own risk. Cars parked in the parking lot should be locked as a matter of routine.

## **EMERGENCY PROCEDURES**

### **Fire Evacuation Procedures**

#### STUDENTS IN CLASS

- When a fire alarm alert is sounded, your teacher will tell you to get ready to leave the building. If the alarm continues to ring, follow your instructor out of the building.
- Do not try to go to your locker or try to get the things you own.
- Do not run.
- Do not return to your classroom for any reason.
- Stay with your class and instructor and listen for instructions.
- Your instructor will lead you to the assembly point (fire hydrant in front parking lot) where it is safe. Stay together so the instructor can take attendance.
- Do not stand near the building, road or entrances—emergency vehicles may be moving quickly. Wait at the assembly point. Your instructor will take you back to the classroom.
- Do not get in your car and drive away before you are told to do so. (Cars leaving the parking lot in mass will make it difficult for emergency vehicles to get to the building.)
- Don't panic!

#### STUDENTS NOT IN CLASS

- When a fire alarm alert is sounded, get ready to leave the building.
- If the alarm continues to ring, leave the building. Take the shortest safe route. Join any group with an instructor.
- Do not try to go to your locker or try to get the things you own.
- Do not run.
- Do not return to the school for any reason.
- Do not stand near the building, road or entrances—emergency vehicles may be moving quickly.
- Wait at the assembly point. You will be instructed when you can go back to the school.
- Do not get in your car and drive away before you are told to do so. (Cars leaving the parking lot in mass will make it difficult for emergency vehicles to get to the building.)

-Don't panic!

### **Fire**

1. **Know the location of fire extinguishers, fire exits, and alarm systems in your work area and** know how to use them.
2. If a fire appears, immediately call 911.
3. Evacuate immediately. Exit through the nearest exit using all available doors. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic.
4. Once outside, move to a clear area at least 500 feet away from the affected building. Keep parking lots, streets, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews. Assemble at the designated host site.
5. Emergency personnel will set up an Emergency Command Post near the emergency site. Keep clear of the Command Post unless you have official business.
6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by the emergency crew.
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!**

### **Medical Emergency**

1. If serious injury or illness occurs at school, immediately call 911. Give your name; describe the nature and severity of the medical problem and the school location of the victim. Serious illness and injuries include seizures, fainting, cuts, falls, parking lot accidents, chest pain, stomach pain, vomiting, bleeding, difficulty breathing, and may include nausea, fever, chills, pale or bluish coloring, dilated or constricted pupils, and slurred speech.
2. In case of serious illness or injury, trained personnel (Red Cross, First Aid, etc) should quickly perform the following steps:
  - a. CALL 911
  - b. Keep the victim comfortable and still. Do not move the victim.
  - c. Ask victim "Are you okay?" and "What is wrong?"
  - d. Check breathing and give artificial respiration if necessary.
  - e. Continue to assist the victim until help arrives.
  - f. Look for emergency medical I.D., question witnesses and give all information to the paramedics.
3. Notify "Emergency Contact" of the nature and extent of the injury.
4. File a written report as soon as possible.

### **Confrontational Person**

1. Remain calm, don't argue. Use non-aggressive body language.
2. Attempt to diffuse the situation.
3. Offer to help the situation and request to continue the conversation in an appropriate location away from others.
4. Request assistance in supervising a class while you handle the situation.
5. Show interest and be a good listener. Explain the impact of the person's behavior.
6. Request that a counselor or administrator join the conversation.
7. If the situation doesn't calm down, notify the staff member in Charge who will then notify the police, or appropriate crisis response organization.
8. Caller should be prepared to remain on the line. Ask police to respond without sirens.
9. Remain with the person, speak calmly, and keep offering to help.
10. If the situation does calm down, do not leave the person unsupervised or return them to class until all faculty have been informed of the incident and the course of treatment.
11. An incident report including the names of witnesses and details of the situation should be completed as soon

as possible.

### **Severe Weather**

1. A severe weather alert occurs when the National Oceanic and Atmospheric Administration (NOAA) issues a severe storm warning or earthquake warning. During severe weather, the Administrator in Charge should monitor appropriate weather systems (NOAA).
2. Evacuate students to their homes if time permits.
3. If the occurrence is sudden, shelter in place.
4. Seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
5. Move to the lowest area on floor possible.
6. Assume a seated position on the floor, facing the wall, with head down and hands over head.
7. If wearing heavy clothing/have access to heavy clothing, use these items to cover the upper body and head.
8. During a tornado warning students and staff should avoid any room with a wide free span roof.
9. During an electrical storm stay away from metal appliances, metal pipes, televisions, and avoid drafts since electrical charges will follow air currents.
10. Teachers should check roll and note students who are absent.
11. When the evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
12. Assist persons who are unable to evacuate independently. Do not use the elevator. Do not panic.
13. Once outside move to a clear area 500 feet from the building. Keep parking lots, streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and crews. Assemble at the designated host site.
14. If requested, assist emergency crews as necessary.

### **Hazardous Material**

A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity or form which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported; therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to occur without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

#### On Property Hazardous Materials Release

Evacuate the building and call 911 to report a hazardous materials emergency. Follow the directions of the emergency crew. Do not approach the hazardous materials area.

#### Off Property Hazardous Materials Release

1. Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible stay on the line until you are instructed to disconnect by the 911 operator.
2. The staff member in Charge will initiate shelter in place. The alert signal is "Please keep all students in your classroom until further notice."
3. Tune into the emergency radio system regarding any type of emergency situation.
4. Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
5. Do not proceed outside unless directed. If instructed, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
6. First aid providers will render first aid if necessary.
7. Do not approach a hazardous material area until a positive identification of material has been made.
8. The site of the hazardous materials incident is to be isolated to the extent necessary as soon as possible.

If positive identification of the material cannot be made, assume the material to be dangerous.

### **Altercation**

An altercation occurs when there is a fight between two or more individuals. The fight might include fist fighting or the use of weapons. The school will enforce a zero tolerance policy concerning violence and threats of violence.

1. Notify the staff member in Charge immediately.
2. Contact police by calling 911. Be prepared to stay on the line until help arrives.
3. Send someone to the parking lot to escort police to the location of the assault.
4. Walk briskly to the fight-do not run, do not try to break up a fight alone!
5. Ask for assistance from nearby staff members.
6. Instruct students to disperse.
7. Yell the combatants' names loudly and order them to stop. Use ladies or gentlemen if students' names are not known.
8. Approach students from the side (never do this alone). Do not step between combatants. Restrain and separate immediately.
9. Separate all combatants to different rooms and assign two staff members to each. Do not leave students unsupervised or send back to class until situation has been resolved and all faculty have been informed.
10. Be prepared to provide first aid procedures to stop bleeding, etc.
11. A written account of the incident should be completed and filed as soon as possible.

### **Intruder**

1. Potentially an intruder is any unidentified individual in the building not accompanied by a known individual and without apparent business in the building. Staff should stop strangers, and, in a courteous way, inquire as to their business in the building. If the stranger refuses to cooperate, break contact and notify the Administrator in Charge.
2. The staff member in Charge will try to resolve the situation. If the stranger remains uncooperative, call 911. Make sure the operator understands that there is an intruder inside the school, whether the person is armed, his/her last location, a description, and any other pertinent information. Be prepared to stay on the phone until you are instructed to disconnect by the 911 operator.
3. Notify all teachers that you have an emergency situation. The emergency signal is "Please keep all students inside your classroom until further notice."
4. Teachers will lock doors, post look out, and take role.
5. Notify all students outside the building to report to the nearest safe classroom.
6. Teachers and students should move away from the door and windows and remain seated and quiet until the all clear signal is given or other instructions are forthcoming.

### **Weapon Found On Property**

1. Don't handle unless necessary.
2. If necessary to handle, do so with care. Wear rubber gloves or use a cloth to touch the weapon.
3. Notify the Staff member in Charge who will call the police and report the found weapon.
4. Cover the weapon from view (cloth, wastepaper basket, box, etc.)
5. Close traffic to the area.
6. Assign someone to meet police and lead to the area.
7. Complete a report as soon as possible.

### **Psychological Crisis/Drug Use**

1. A psychological crisis may exist when an individual is threatening harm to himself/herself or others, or appears to be out of touch with reality, complains that they can't eat or sleep, just can't seem to cope, collapse in tears, or exhibits uncontrolled anger.
2. Never try to handle a situation that you feel is dangerous on your own.

3. Notify the staff member in Charge of the situation.
4. If possible, remove the student to a private office.
5. You can also call 911, if needed, describe the situation and the operator will direct you.
6. Follow the instructions from the professionals, who are trained to handle the situation.

### **Rape**

1. Get the victim to a private office free from any distractions.
2. Do not leave the victim alone.
3. Remain calm, offer to help the situation.
4. Notify the Staff member in Charge who will: (1) contact the appropriate county organization and (2) Report the incident to the police. The victim does not need to report to the police if he/she does not choose to do so, however, school officials who are aware of the crime are obligated to report.
5. Do not attempt to interview the victim, but do make notes of any statements made by the victim.
6. Do not allow the victim to wash or remove any items of clothing. If victim has removed clothing, bag each piece in its own paper bag/envelope using latex gloves if possible.
7. A written account of the incident should be kept in a confidential file.

### **Suicide (Thoughts of or Threatened)**

1. If the person is not in immediate danger but has expressed the thought of suicide, ask someone to stay with the person while you contact the staff member in Charge.
2. Follow the instructions you are given. Any of these choices will likely want to talk to the individual. That is fine. Encourage the person to talk and offer to help in any way you can.
3. If the person is threatening suicide, ask someone to inform the staff member in Charge who will call 911. Keep the person talking until help arrives. Do not become confrontational or make any sudden movements toward the individual.
4. Caller should be prepared to stay on the line until help arrives. Ask that emergency personnel response be made without sirens. Send someone to the parking lot to meet emergency personnel, take building floor plan if possible.
5. Employees and students should stay put. Announce "Please keep all students in their classrooms until further notice." The presence of others may exacerbate the situation.
6. When trained personnel arrive, defer to their judgment on the course of action to be taken. Complete a detailed report as soon as possible.
7. In no case should a suicidal/seriously depressed/emotionally distraught student be returned to class without notifying the teacher of his/her condition and course of treatment.

### **Death at School**

The Staff member in Charge will call 911.

Make sure the 911 operator understands that there has been a death at school. Ask emergency personnel to respond without sirens.

1. Caller should be prepared to stay on the line until help arrives.
2. The President should be notified as soon as the death occurs and should document all information as soon as it is available.
3. The President will notify the deceased person's next of kin.
4. The President will be responsible for controlling the release of all information concerning death of staff member or student.
5. The details of the funeral should be shared with the entire staff.
6. The deceased family's wishes should be followed and the school liaison appointed by the President should be in direct contact with the family.
7. Issues regarding confidentiality and student's right to privacy should be maintained.
8. Designated individuals should secure the area and clear the affected classroom/hallway of students.

9. The personal belongings of the deceased should be removed and protected so they can be given to the family at a later date.
10. Dispel rumors and refer all rumors to the staff member in Charge so they can be addressed at the debriefing session.
11. Evacuate the immediate area, segregate witnesses and protect the scene of the event.

### **Hostage Situation**

Hostage taking is a violent criminal offense involving the holding of an individual(s) hostage or attempting to exercise control over the individual(s) by the use of force or threat, or by violent behavioral/verbal actions, which if carried out, would result in a departure of the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands. These situations are probably the least predictable and the most dangerous of the emergency situations.

#### If Taken Hostage:

- a. Get word out if possible via note, signal, passerby, electronic signal.
- b. If possible, remove students from the area.
- c. Do not try to disarm the intruder.
- d. Keep calm.
- e. Direct students to be quiet and sit away from the intruder, windows and exits. Police may be able to hear what is taking place and may enter the room, or target the intruder at any time.

#### If Notified of a Hostage Situation:

1. Notify the Administrator in Charge immediately.
2. Call 911. Make sure the 911 operator understands that there is a hostage situation. Stay on the line until you are instructed to disconnect by the emergency operator. Ask Police to respond without sirens. Send someone to the parking lot to escort police to the office and provide building floor plan.
3. Give the lock down signal, "Please keep all students in your classroom until further notice."
4. Students and staff should move away from all windows and doors.
5. Notify all students outside their classrooms (including those outside the school building) to report to the nearest safe classroom or office. All students should be brought into a locked area.
6. Teachers should take roll and note absent students.
7. If the hostage taker or armed person can be contained in one section of the building, police will direct the evacuation of other parts.
8. Students and staff will not re-enter the building until it has been determined safe by the police department.
9. Do not attempt to negotiate with the hostage taker, leave this to the professionals.

### **Death of Student or Employee (Outside the School)**

1. The President or his/ her designee should initiate a chain phone calling system to inform all faculty and staff members of the tragedy and schedule an early morning meeting (faculty and staff). The phone call and the morning meeting will reduce the risk of faculty arriving at school uninformed. The meeting should cover; (a) the facts surrounding the incident, (b) plan student support, and (c) announce any special scheduling and/or events for the day. The personal belongings of the deceased should be removed and protected for the family.
2. Although distraught, faculty and staff members should remain as calm as possible and serve as a "source of strength" for students. Teachers dealing with their own grief may not know what responses to offer or may try to do too much. Students rarely expect perfect answers or controlled indifference, but find teachers most helpful as emphatic listeners. Do not attempt to explain why a person dies (or has committed suicide).
3. In the case of a suicide simply say, "Sometimes, a person becomes distraught and depressed. When this occurs, he/she oftentimes can't see a resolution to a problem (or situation) other than taking his or her own life. There is an overwhelming feeling of hopelessness. This is tragic. If you are ever in a similar situation, discuss your problem(s) with someone you trust, preferably an adult with counseling training. No problem is so great that you

should consider committing suicide.”

4. Refer all rumors to the Administrator in Charge so that they can be addressed in the debriefing session.
5. Not all students will respond to death/suicide in the same manner. Some will want to relieve the hurt by discussion, others by avoiding the issue. Each person will experience a grieving process that is “normal” for him or her. These reactions are typical and should be affirmed by teachers/counselors. Time should be allowed to express their grief reactions in the classrooms and discussions. Students should be allowed to express their grief and discuss openly their feelings, fears, and concerns that surround the event.
6. Teachers should refer to the crisis counseling team any student who appears to have difficulty coping.
7. Funeral arrangements should be explained and students should be informed that they will be allowed to attend. The administration might consider having a memorial program. (Some authorities do not support having a memorial ceremony when death results from suicide. If a program is conducted, emphasis should focus on how to develop appropriate coping strategies. The act of suicide should not be glorified).
8. The school should return to its regular schedule as soon as possible. It is necessary for students and counselors to be alert for months following a suicide. Students who show signs of depression should be referred to the counseling team.

### **Weapon/Armed Offender**

A weapon is any instrument which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosive device, fireworks, throwing instrument, firearm silencer, ammunition, blackjack, night stick, screwdriver, or any other device classified as an unlawful weapon, or which may produce bodily harm or death, or any instrument possessed with the intent to use for the above purpose.

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. When faced with a weapon carrier;

1. Immediately report the situation to the Administrator in Charge who will investigate. If the carrier is a cooperative student, remove them to a safe location, and confiscate the weapon. Carrying a weapon may be grounds for immediate expulsion. However, safety of students and staff is always first. Apprehension of violators and weapon retrieval is secondary. All actions should be planned with this in mind. Do not put anyone in harms way. Inform the person that weapons are not allowed on the premises. Do not try to stop the person from leaving the building. Avoid confrontation.
2. If the carrier is not cooperative, call 911. Make sure the operator understands that there is an armed person inside the school; give his or her last known location; give description and any other information you may have. Stay on the line until you are instructed to disconnect by the emergency operator.
3. Do not try to disarm any individual with a weapon.
4. Do not panic. Establish a psychological advantage by remaining calm.
5. Do not make threats, challenges, or in any way antagonize the person in possession of the weapon.
6. Pass the emergency signal for lock down by announcing, “Please keep all students inside your classroom until further notice.” All classroom doors should be locked with this signal.
7. Move away from doors and windows.
8. Notify all students outside their classroom to move to the nearest safe classroom. All students should be brought into a locked area.
9. In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions, for example, if other individuals are present, request that they be allowed to leave the area.
10. Observe the weapon and the individual carefully so that a description can be given to law enforcement officers.
11. Move slowly and with confidence. Comply with the individual’s demands as long as they are reasonable.
12. Attempt to isolate the individual if possible.
13. The police will direct apprehension and building evacuation.



## **Bomb Threat**

A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, or just a student trying to get out of a test. However, a threat must be taken seriously at all times. Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone.

1. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below;
  - a. When is the bomb going to explode?
  - b. Where is the bomb located?
  - 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, record the following;
  - a. Time of the call.
  - b. Age and sex of the caller.
  - c. Speech pattern, accent, possible nationality, etc.
  - d. Emotional state of the caller.
  - e. Background noise.
3. Immediately notify the police to report the incident-Dial 911.
4. If you observe a suspicious object or potential bomb on campus do not handle the object!! Clear the area and immediately call 911.
5. If the bomb location is known, do not touch the object!! Do not open drawers, cabinets, or turn lights on or off.
6. Do not use cell phones or building fire alarm systems.
7. Activate an evacuation signal without using the fire alarm.
8. When the evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
9. Assist any persons unable to evacuate independently in exiting the building. Do not panic.
10. Once outside, move to a clear area at least 500 feet away from the affected building. Keep parking lots, fire lanes, fire hydrants, and walkways clear for emergency vehicles and crews.
11. If requested, assist emergency crews as necessary.
12. Do not return to an evacuated building unless told to do so by a school official.