

# Delaware Learning Institute of Cosmetology

# Emergency Handbook



Employee/Student Handbook  
©2015 Delaware Learning Institute of Cosmetology Inc  
All rights reserved. Rev.11/2015

## Table of Contents

Purpose	3
Emergency Notification	3
Safety and Crime Prevention	3
Duty to Warn	4
Emergency Evacuation	4
Lockdown	4
Fire and/or Fire Alarm	4
Utility Loss or Failure	4
Weather-Related Closures	5
Tornado/Hurricanes	5
Earthquake	5
Bomb Threat	5
Medical Emergency	6
Chemical Contact	6
Structural Failure	6

## **Purpose**

Delaware Learning Institute of Cosmetology is committed to the safety and security of students, staff and visitors on its campus. In order to support that commitment, Delaware Learning Institute maintains a School Emergency and Crisis Response Plan. Delaware Learning Institute maintains this policy for the purpose of emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters. This procedure has been developed with the cooperation of federal, state and local authorities. We commit the school's resources to ongoing training, exercises and maintenance required to keep it current.

## **Emergency Notification**

Students and staff members are required to provide three types of communication for contact in the event of a significant emergency situation.

Students and staff will be notified of significant emergency situations that require the school to be closed for the day, evening, and/or extended periods of time.

In the event of a significant emergency situation involving an immediate threat to the health or safety of students or staff, The Institute will make every effort to notify all parties within 20 minutes of the determination. In an effort to ensure the timeliness of notification to students and staff of a significant emergency situation, personal contact information changes should be communicated to your School Director as soon as possible.

## **Safety and Crime Prevention**

All campuses and buildings used by Delaware Learning Institute of Cosmetology are equipped with fire safety equipment, including but not limited to fire extinguishers and fire alarms. In some cases smoke detectors, sprinklers and/or security alarm systems are also present. In our effort to provide a safe and protective environment, Delaware Learning Institute of Cosmetology students and staff are encouraged to educate themselves on basic safety and crime prevention practices.

### **Before an emergency occurs:**

- **KNOW** the established emergency procedures for your building and work area.
- **KNOW** the hazards of any materials or equipment in your building and work area and the precautions to take to avoid or minimize associated risk.
- **KNOW** two means of exits from your area.
- **KNOW** the locations of fire alarm pull stations.
- **KNOW** the locations of portable fire extinguishers and how to use them.
- **KNOW** the location of the nearest first-aid kit.

## **Duty to Warn**

The doors to our business will remain unlocked during regular business hours. In order to provide a safe environment, students have a duty to warn Delaware Learning Institutes of Cosmetology staff of any violations of company policies, school rules and regulations, laws and/or to advise staff of any threat to the occupants of the school and/or company-owned properties. Timely warnings in a case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

### **Emergency Evacuation**

Delaware Learning Institute of Cosmetology has Safety Committee members, which is typically the school director and lead educator. A Committee Head Back-up, and Safety Monitors and Searchers, comprised of designated educators and support staff members.

In the event of an emergency evacuation the Safety Committee Members will go to each room, announce the evacuation, direct all occupants to exit the building via the nearest exit and instruct all to meet at the designated area outside of the building.

Designated meeting areas:

\* Parking lot across from Kidz Akademy, closest to the green field.

Safety Committee members will exit the building after they have ensured the building has been successfully evacuated by all students, guests and staff.

Students and staff will be notified of emergency situations that require the school to be closed for the day, evening, and/or extended periods of time.

### **Lockdown**

When there is a threat of violence or serious incident that could jeopardize the safety of students, staff and/or guests, the Safety Committee Head and/or designee will initiate the lockdown procedure. Students, staff, and guests are directed to return to the nearest classroom or office and lock the doors. Alarms and bells for evacuation should be ignored unless otherwise advised.

The Safety Committee Head and/or designee will contact the local authorities and Proper higher up officials.

The Safety Committee Head and/or designee will provide further instruction based on counsel from the local authorities.

### **Fire and/or Fire Alarm**

When there is a fire or the fire alarm sounds, an immediate evacuation of the Academy will occur. The Safety Committee members will initiate evacuation procedures as indicated under Emergency Evacuation on page 4. All parties will be instructed to meet at the designated area outside the building.

The Safety Committee Head and/or designee will contact 911 immediately as well as the Proper higher up officials. The Safety Committee Head and/or designee will meet with the Fire Department, and wait for clearance to re-enter the building. Re-entry of the building will only occur when the Fire Department has granted permission to do so.

### **Utility Loss or Failure**

In the event of a gas leak the Safety Committee Head and/or designee will call 911 to inform local authorities of the leak and initiate Emergency Evacuation. See guidelines for Emergency Evacuation on page 4.

In the event of a power outage, students and staff are directed to remain in their designated areas until further instruction from the Safety Committee Head and/or designee. The Safety Committee Head and/or designee will contact the local utility company and will determine the anticipated duration of the outage.

### **Weather-Related Closures**

Delaware Learning Institute of Cosmetology does not typically close for weather-related conditions. However, when there is a serious weather or other emergency that causes retail businesses and schools to close, we may temporarily close an academy location or locations. Closures will be determined by 7:00 a.m. for day classes and 4:00 p.m. for evening classes. An announcement will be placed on the institute's website and social media accounts. Every attempt will be made to announce closings with WBOC.

### **Tornado/Hurricane**

When the National Weather Service has issued a tornado/Hurricane warning or a tornado has been sighted in the area, students and staff are directed to go to an interior hallway or classroom on a lower floor and away from windows.

### **Earthquake**

In the event of an earthquake, and when you first feel shaking, immediately take cover under something sturdy—a desk or table, for example. When the initial shock is over, students and staff should evacuate the building. See Emergency Evacuation guidelines on page 4.

### **Bomb Threat**

Take any bomb threat seriously. If you receive a written bomb threat, do not handle it more than necessary and place it in an envelope to preserve any fingerprints. Notify the Safety Committee Head and/or designee and local police immediately. The Safety Committee Head and/or designee will also contact the proper higher up officials. If you receive a telephoned threat, you should notify another person if possible by writing a note, indicating the call is a bomb threat. The other person can then inform local police and the Safety Committee Head. Note the exact time of the call and attempt to write down the exact words of the caller. Ask the caller to repeat information. Get as much information as possible by asking when the bomb is going to explode, what kind of bomb it is, where it is located, and what it looks like. Give all information to local police when they arrive. The Safety Committee Head and/or designee will provide further instruction based on counsel from local authorities. If an evacuation is determined, see Emergency Evacuation guidelines on page 4.

### **Medical Emergency**

In the event of a medical emergency, contact the local authorities immediately by dialing 911. Notify Safety Committee Head and/or designee. The Safety Committee Head will assess the situation, assign a staff member to remain with the injured or sick person, and assign a second staff member to meet emergency medical service responders and lead them to the injured or sick person.

### **Chemical Contact**

**In the ordinary, day-to-day activity of the beauty school environment, you will come in contact with various chemicals both by breathing and dermal intake.**

**Some of the chemicals include, but are not limited to: acetone, ethyl, acetate, ethyl methacrylate, alcohol, thioglycolic acid, methacrylic acid, aerosols and many others. You may come in contact with these chemicals via providing services to others or by receiving services yourself and in some cases, by simply watching technical demonstrations.**

**You should be advised that these chemicals could create allergic reactions in some people.**

**We recommend that you check with your physician if you have known allergies or health-related problems such as asthma, emphysema, pregnancy and other miscellaneous conditions that could be affected by exposure to and working with these chemicals.**

**The school maintains MSDS (Material Safety Data Sheets) for chemical products; MSDS binders are located in the dispensary area. Students and staff are directed to familiarize themselves with this information.**

### **Structural Failure**

In the event of a structural damage and/or failure, students, staff and guests are directed to vacate the affected area. In the event of a collapse, all persons in the affected area are directed to, DROP, COVER, and HOLD. The Safety Committee Head and/or designee will make a determination for evacuation based on the severity and scope of the failure. If an evacuation is determined follow the Emergency Evacuation guidelines on page 4. The Safety Committee Head and/or designee will contact local authorities and/or Proper higher up officials.