

Ohio State College of Barber Styling

Emergency Action Plan Revised July 1, 2020

THE EMERGENCY ACTION PLAN MUST BE SIMULATED (AT A MINIMUM) ONCE PER YEAR. EMPLOYEE RESPONSIBILITIES MUST BE COVERED AT THAT TIME.

THE EMERGENCY ACTION PLAN MUST BE REVIEWED WITH STUDENTS AT ORIENTATION AND STUDENTS MUST REVIEW THE PLAN IN OCTOBER OF EACH YEAR.

The purpose of an Emergency Action Plan (EAP) is to facilitate and organize employee, student and patron actions during an emergency. The elements of the plan should include, but are not limited to:

- 1. Emergency scenario identification and concordant action plans**
Developing a Preparedness Plan and Conducting Emergency Evacuation Drills
 - What Constitutes a Fire Emergency
 - Reporting a Fire
 - Severe Weather / Tornado
 - What to do if you are under a Tornado

- 2. Evacuation and lockdown procedures, and emergency escape route assignments**
 - Evacuation Procedures
 - Evacuation during an Active Shooter or other Dangerous Intruder Situation
 - Attempt to evacuate the premises
 - Required Evacuation / Employee Notice
 - Students
 - Visitors
 - Routes and Exits / Refer to Posters throughout the facility

- 3. Communication protocols for sharing information with appropriate parties during and following an incident**
 - Employee Responsibilities
 - What Actions should employees know before an emergency occurs?
 - What should employees do in an emergency
 - Accounting for Students and Employees after an Evacuation

- 4. Orientation for students; and**
- 5. Regular training for staff and faculty**

1. Emergency Scenario Identification and Concordant Action Plans

Typical scenarios include, weather-based events; fire and incendiary-based events; water-based events; events that pose a danger to students on or near campus; visitor protocol and campus intrusion; medical emergencies; physical and cyber threats; and acts of violence.

Common sources of emergencies identified in emergency action plans include - fires, explosions, floods, tornadoes, civil disturbances and workplace violence.

Developing a Preparedness Plan and Conducting Emergency Evacuation Drills

- **What Constitutes a Fire Emergency?**

- A building fire evacuation alarm is sounding
- An uncontrolled fire or imminent fire hazard occurs in any building or area of the school
- There is the presence of smoke, or the odor of smoke or electrical fire
- There is spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or a flammable liquid spill

- **Reporting a fire**

- Activate the building fire alarm in buildings equipped with a manual fire alarm system
- Call 911
- Building shall be immediately and totally evacuated whenever the Administrative office announces an emergency
- If safe to do so, shut off all machinery and equipment in the area
- Meet emergency personnel at the front of the building

- **Severe Weather/Tornado**

Before inclement weather, plan ahead:

Thinking and planning ahead can significantly reduce dangers of a tornado. It is important that those in your department discuss and develop a tornado emergency plan for your area.

- Take notice of the environment, building, and rooms where you spend much of your time
- Identify the best areas to take protective cover during a tornado as well as the possible exits from the building
- Have a flashlight, a battery powered radio and spare batteries in case the power is off
- Have a first aid kit available. Know who in your department is certified in First Aid and CPR

Tornado Watch (Definition)

Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.

Tornado Warning (Definition)

A tornado has been sighted or indicated by weather radar. Take shelter immediately. Be alert to changing weather conditions. Listen to local radio or to commercial radio or television newscasts for the latest information.

Danger Signs

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying (particularly if rotating)
- Loud roar, similar to a freight train

If you are under a tornado WARNING, Know what to do

- **Shelter**
 - Go to a pre-designated shelter safe zone area,
 - Stay away from corners, windows, doors, and outside walls
 - Put as many walls as possible between you and the outside
 - Use your arms to protect your head and neck

2. Evacuation and Lockdown Procedures

Developing a Preparedness Plan and Conducting Emergency Evacuation Drills

- **Evacuation Procedures**
 - It is the responsibility of every person to immediately exit the building whenever the fire alarm is activated or a fire emergency exists. Emergency exits are clearly indicated
 - All students, faculty, and staff are required to leave the building and remain outside until the emergency is over, and shall not restrict or impede the evacuation
 - Department heads are expected to review annually fire prevention and fire survival information with faculty and staff, or to schedule such a presentation with the Whitehall Fire Department or other certified fire preparedness organization

- **Evacuations during an Active Shooter or other Dangerous Intruder Situation**

Active shooter and other dangerous intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Evacuation may be one option during an active shooter situation. Sheltering in place during an active shooter situation may also be an option.

- **If there is an accessible escape path, attempt to evacuate the premises. Be sure to:**
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible

- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

- **Required Evacuation Safety / Employee Notice**
 - All employees are required to follow the Emergency Action Plan (EAP) to provide the safest possible response to any emergency
 - Staff and Faculty members are required to instruct students and customers on the appropriate evacuation routes assigned to the room in which their class is held
 - Staff and Faculty are required to respond to emergencies based upon the Emergency Action Plan (EAP)
 - NO ONE will be asked or required to place himself or herself in harm's way
 - If it is dangerous to you — leave!
 - Provisions must be made to assist challenged individuals

- **Students**
 - Students are expected to comply with all directions given by Faculty and Staff members in order to effect a safe and orderly evacuation
 - Students will be given instruction as to what is expected of them in each class should an emergency occur

- **Visitors**
 - Visitors are expected to comply with the direction given by OSBC personnel in order to effect a safe and orderly evacuation

- **Routes and Exits / Refer to Posters throughout the facility**

The posters include locations of exits, assembly points, and equipment (fire extinguishers and first aid kits that may be needed in an emergency). Exit routes should be:

- Clearly marked and well lit
- Wide enough to accommodate the number of evacuating personnel
- Unobstructed and clear of debris at all times
- Unlikely to expose evacuating personnel to additional hazards

3. Communication protocols for sharing information during and following an incident:

- **Employee Responsibilities and Communication Protocols for sharing information**
 - The Executive Administrative Director is first in the chain of command during an emergency.
 - The Director of Education and the Assistant Director of Education are responsible for helping move employees and the public from danger to safe areas during an emergency. They are responsible for checking offices and bathrooms before being the last person to exit an area as well as ensuring that fire doors are closed when exiting.
 - Employees designated to assist in emergencies are aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.

- **What actions should employees know before an emergency occurs?**
 - Be familiar with the work site's emergency evacuation plan
 - Keep noise to a minimum so you can hear emergency instructions
 - Know the pathway to at least two alternative exits from every room/area at the workplace
 - Recognize the sound/ announcement signaling method of the fire/ evacuation alarms
 - Know who to contact in an emergency and how to contact them
 - Know how many desks or cubicles are between your workstation and two of the nearest exits so you can escape in the dark if necessary
 - Know where the fire/evacuation alarms are located and how to use them
 - Report damaged or malfunction safety systems and back-up systems

- **What should employees do in an emergency?**
 - Leave the area quickly but in an orderly manner, following the work site's emergency evacuation plan and postings; go directly to the nearest fire-free and smoke-free exit recognizing that in some circumstances the only available exit route may contain limited amounts of smoke or fire
 - If possible, assist small children that may be separated from their guardian
 - Listen carefully for instructions over the building's public address system
 - Crawl low, under the smoke to breathe cleaner air if there is a fire; test doors for heat before opening them by placing the back of your hand against the door so you do not burn your palm and fingers; do not open a hot door, but find another exit route; keep "fire doors" closed to slow the spread of smoke and fire
 - Report to the designated meeting place
 - Do not re-enter the building until directed by authorities

- **Accounting for Students and Employees after an Evacuation**

The Director of Education will account for Students after an evacuation, the Assistant Director of Education will account for Employees. The Barber Instructors and Teachers will account for OSBC patrons and the public after an Evacuation.

To ensure the fastest, most accurate accountability of our employees, students and patrons

- Designate assembly areas where employees should gather after evacuating.
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge.
- Establish a method for accounting for non-employees such as suppliers and OSBC patrons.
- Establish procedures for further evacuation in case the incident expands. This may consist of sending students and employees home for their personal safety.

5. Orientation for students

- Emergency Action Plan is reviewed with students during Orientation and distributed to students annually thereafter. A copy is kept in the student's academic files.

6. Regular training for staff and faculty

Training is offered to employees annually and when new employees are hired. Individual roles and responsibilities.

- Threats, hazards, and protective actions.
- Notification, warning, and communications procedures.
- Emergency response procedures.
- Evacuation, shelter, and accountability procedures.
- Location and use of common emergency equipment.
- Emergency shutdown procedures.