

Mitchell's Academy

Health & Safety
Emergency Preparedness Plan

Purpose and Evaluation of the Plan

The purpose of this plan is to establish protocol and procedures to ensure the health and safety of all students, associates, and visitors. Health and safety of all associates, students and guests are top priorities of Mitchell's Academy. To ensure that its procedures are current, the Health and Safety Plan is reviewed by the institutional and occupational committees at least annually. Management as well as faculty and other school associates review the plan at least annually. Updates are made as necessary. Should situations arise throughout the year that necessitate updates to the plan they are made accordingly. The plan is distributed to all associates and is available upon request.

Associate Expectations

To prevent or minimize injuries to associates, students, and guests, everyone must comply with the following requirements:

- Observe all safety rules.
- Familiarize yourself with the contents of the Health and Safety Plan.
- Report all accidents, sicknesses, and emergency healthcare needs immediately to your supervisor.
- Report any suspicious activity.
- Guests must be accompanied by a school associate at all times.
- Report any person(s) who is unknown to you. DO NOT assume he/she belongs in the building just because they are present.
- Operate all classroom equipment properly. Follow all safety rules and make sure students are trained on the proper use of all classroom equipment.

General Procedures – Associates, Students, Guests

All associates must report to their supervisor upon discovering any emergency situation.

In the event of an emergency requiring exiting the building, a designated associate should take the current roster as they exit. Once safely outside and away from any danger roll call should be done in order to ensure all students are present. If any student/associate is not accounted for, this should be reported immediately to their supervisor or other authority.

The safety of all associates, students and guest is of utmost importance. All associates and students are expected to follow the direction of any member of management, or other associate in the absence of a management team member.

Since all guests must be in the company of a school associate, these associates are responsible for ensuring guests follow established emergency procedures should a situation arise. Should an emergency situation arise during the time guests are visiting the school, all associates are responsible for ensuring these individuals follow the established emergency procedures.

Campus Daily Operations

Daily Opening Procedures

1. The facility will be opened by the School Director or other associate designated by the Director.
2. The School Director will:
 - a. Disarm the security alarm system upon entry.
 - b. Ensure that all thermostats are operating and temperature is set properly.
 - c. Ensure all lights are functioning properly.
 - d. Maintain keys to all doors.

Daily Closing Procedures

1. The designated faculty member will close the facility at the predetermined time.
2. Prior to locking the facility for the day:
 - a. Verify all associates, students and guests have exited the building.
 - b. Turn off all lighting that is not to be left on at night.
 - c. Arm security alarm system just prior to exiting the building.
 - d. Ensure all exterior entrances are locked upon final exit.

Health, Safety, & Emergency Preparedness

Campus Intruders

All visitors must check in at the front desk. Visitors must identify and state the purpose for their visit.

Intruder Procedures

Is someone is deemed an intruder:

1. Notify a management team member or other designated associate. Include as much detail as possible including a physical description.
2. The management team member will decide if authorities should be notified. However, if a threat is perceived as being imminent, call 911 immediately.
3. All personnel should remain in the respective locations unless otherwise instructed by a management team member.
4. Contact the Director of Facilities to review the situation.

Under no circumstances should you attempt to disarm anyone or attempt to intervene in the situation.

Threats of Violence Procedures

1. **All threats (including verbal and written)** are to be taken seriously.
2. If danger appears to be imminent, call 911 immediately or have someone call if unable. Do not leave the scene unless your personal safety is in jeopardy.
3. If a threat is carried out, care for the injured, and protect the scene.
4. If a threat has not been acted upon, contact the authorities.
5. Contact the Director of Facilities to review the situation.

Weapons on Campus/Terrorist Activity

In the unlikely event of a terrorist activity, faculty and students will be notified.

1. This notification will be communicated either verbally on-campus, through the school's One Call Now emergency texting system, or both.
2. Turn off all lights if possible.
3. All associates and students shall remain in place and quiet.
4. Appropriate emergency personnel will notify all associates and students once the emergency has passed.
5. Otherwise, you will receive an "all clear" text message through One Call Now.
6. Upon reaching safety all personnel should report to their supervisor.

Possession of a weapon on-campus is not permitted. Weapons include explosive devices, firearms, projectile or sharp objects not specifically related to an instrument normally used in the school.

1. Notify a management team member that a weapon has been sighted on campus.
2. Include as much detail as possible, including physical descriptions and location.
3. The management team member will notify the authorities and the Director of Facilities.

Under no circumstances should you confront suspected weapon carriers or attempt to disarm the weapon. Do not touch or handle the weapon. If the weapon is found on the floor, cover it with something until the authorities arrive.

Bomb Threat

All bomb threats are to be taken seriously and must receive immediate action. CALL 911!!!

Telephone

1. If you are notified by phone that a bomb threat is imminent, obtain as much information from the caller as possible. Listen carefully, take notes and record the phone number/name if the caller's name/number are present. Attempt to keep the caller talking as long as possible while signaling another associate for assistance. That associate should contact a member of the management team.
2. Notify the Director of Facilities or other designee immediately.

Email notification

1. Notify a member of the management team.
2. Preserve the email and print a hard copy as soon as possible.
3. Notify the Director of Facilities.

Suspicious Packages

1. Notify a member of the management team.
2. Using caution, immediately clear the surrounding area where the suspicious package is located and wait for authorities to arrive.
3. Notify the Director of Facilities.

Campus Evacuations

1. Unless immediate danger is present, a member of the management team should communicate with the Director of Facilities before calling for an evacuation.
2. If an evacuation is warranted, evacuate to the emergency locations in the evacuation plan.
3. Use a RUNNER to prepare the building for evacuation,
 - a. Assuming there is no further threat to safety, do not leave the scene; assign a runner to relay information.
 - b. A member of the management team should contact authorities immediately; CALL 911.
4. All student and staff should be asked to remain in the building until authorities approve of dismissing students.
5. After the situation is fully under control a member of the management team will meet with students, staff and faculty to present the facts.

Medical Emergency and Infectious Disease Outbreak

Accident/Medical Emergencies Procedures

1. All personnel must remain calm.
2. Call 911, if necessary.
3. In the interest of the privacy and safety of the parties involved, advise others to remain out of the immediate area. All parties not officially involved in assisting the victim should continue with their regular schedules. Doing so will allow the area to be accessed by emergency personnel.
4. A member of the management team will determine if an ambulance should be dispatched and if the injured party can be moved without causing further harm. If in doubt, use caution.
5. Notification of the emergency to family members can be done by checking with the associate/student to see if there is someone who should be contacted regarding their condition.
 - If the individual is unable to respond or provide a name of an emergency contact, the individual's file should be accessed to obtain and verify this information.
 - Never leave a message.
 - Use tact when describing the problem.
 - Known details should ONLY be given to the appropriate person(s) name in the emergency contact information.
6. Complete an incident form.

Infectious Disease Outbreak Procedures

1. Notify a member of the management team as soon as presence of an infectious disease is suspected.
2. The member of the management team contacts the corporate office or designee.
3. A member of the corporate office or other designee should contact and follow directives of local/state health officials.
4. Do not confirm any illness or speak to media. Continue to monitor and report student health and absenteeism, providing information to the corporate office.

Fire Procedures

1. In the event of a fire, an evacuation will be called for.
2. If a fire occurs and the fire/smoke detectors do not sound, notify a member of the staff or faculty immediately. They will call 911.
3. All personnel must evacuate the building as quickly as possible, always being aware of others around them.
4. The last person to evacuate should be a member of the management team or other designated faculty member. They will turn off lights and ensure the door is shut.
5. Students will report to a faculty member upon finding a safe location.
6. The Director of Facilities will assess the building for location and type of fire.
7. The Director of Facilities will receive status reports from fire and emergency personnel.
8. The Director of Facilities or other member of the corporate office will communicate an “all clear” signal with it is safe to reenter the building.

Gas Leak/Hazardous Material Accident Procedures

Gas Leaks

Gas leaks are identified by an odor similar to rotten eggs – if a gas leak is suspected:

1. Do not operate any light switches, electrical outlets or cell phones.
2. Notify a member of the management team and they will contact the Director of Facilities.
3. If necessary, call 911. If unsure, call 911.
4. Evacuation of the building should be done immediately, before arrival of the gas company, fire and police departments.
5. The Director of Facilities will confer and receive advice from the authorities to determine if it will be safe to reenter the building or dismiss students, staff and faculty for the day.

Hazardous Materials Accidents

If outside, avoid any direct contact with the spilled substance.

1. Immediately move upwind, away from the spilled substance.
2. Contact a staff or faculty member and they will contact the proper authorities.
3. Appropriate instructions will be given from the agency or agencies in charge after they are contacted.

If inside, avoid direct or indirect contact with the spilled substance.

1. Contact a staff or faculty member and they will contact the proper authorities.
2. Evacuation is determined by proper agency responding to the 911 call, along with a member of the management team.

Utility Failure

Electrical Failure Procedures

1. Instructors with classes should remain in class to keep hallways clear – await further instructions.
 - a. If it is not necessary to evacuate the building, relocate students to an area with maximum possible lighting.

- b. Faculty should not dismiss students for the day unless instructed to do so by member of the management team.
2. Turn off all electrical equipment at power switch to prevent damage.
3. A member of the management team will inform the utility company of the power outage. If available, attempt to receive an estimated timetable for power restoration from the utility company.

Water Main Break Procedures

1. Notify a member of the management team immediately.
2. A management team member will arrange to have the primary water valve shut off.
3. If necessary, evacuate the building; if it is not necessary to evacuate the building, relocate students from any areas where they would be affected.
4. Take action to relocate any items that could be damaged by water.
5. A management team member will contact the Director of Facilities.

Network/Computer Outage

1. A member of the management team should contact corporate office.
2. Faculty should proceed as normal or defer to a back-up lesson if necessary to complete lesson objectives. Students should never be dismissed due to failure of the school's network.
3. A member of the corporate office will contact appropriate IT individual(s).

Inclement Weather/Natural Disaster

The corporate office or designee will monitor severe weather via email notification from weather.com or local news sources.

Tornado

If a tornado is reported in the area, all personnel will be required to move immediately to an internal part of the building; stay away from external doors and windows.

- Close and secure all doors.
- After the tornado subsides, remain in place until a member of the management team instructs otherwise.
- Instructors are responsible for ensuring all students are present.
- Dismissal of students and staff will not take place until the warning has been lifted and the "all clear" is given.

If at any point an exit is blocked or becomes impassible, remain in place. Emergency personnel will be instructed as to the location of any class or associate not accounted for by their supervisor.

Flood

Flood warnings will be monitored by a member of the management team. A notification for this emergency will be communicated through the management team or the school's One Call Now emergency notification system.

If a flood should occur take the following precautions:

- All personnel will evacuate to the highest point possible. This could be outside of the actual school building.
- Once the flood has subsided, you should remain in place until a member of the management team instructs you to move.
- If at any point an exit is blocked or becomes impassible, remain in place. Emergency personnel will be instructed as to the location of any class or associate not accounted for by their supervisor.

Hurricane

Hurricanes are often predicted in advance. Should a notice of a hurricane occur and conditions begin to deteriorate rapidly, the precise procedure to follow will depend upon the severity and type of problem. **Listen for instructions from a member of the management team.**

Campus Lock-Down Procedures

In the unlikely event requiring a lock-down, instructors will be notified by the School Director. Upon receiving this notification, lights should be turned off and doors locked. Position yourself on the floor and either behind or underneath furniture if possible. Remain quiet and do not move. Once the emergency has passed you will receive notice from the authorities.

Communication Policy

- ❖ Ricky Mitchell is the school's spokesperson and no one should speak to the media without his pre-authorization.
- ❖ Don't release names of victims or persons involved or any other information to the media.
- ❖ If contacted by the media, inform them that you are not authorized to comment and direct them to Mr. Mitchell.
- ❖ Any press conferences that are deemed to be warranted will be held at the school.
- ❖ If contacted by the media by telephone, explain that their call will be returned by Mr. Mitchell.
 - Ask for their name, phone number, and company name.
 - Be aware that students may be approached by the media.
 - The media are to have no contact with students on school grounds unless prior approval has been given by Mr. Mitchell.

Class Cancellation

Occasionally a decision to close the school early or for the day, or open late will be made. When these decisions are made the safety of all personnel is considered. Depending on the situation an announcement will be made either in person, on the school's Facebook page, via the One Call Now network, or on local television stations. When the school makes the decision to reopen after an unscheduled closure, it is made considering the safety of students, staff and faculty.

Reporting and Investigating Accidents or Incidences

All accidents and incidences involving health and safety are to be promptly reported using the school's approved Incident Report. This form is to be completed on the day the accident or incident occurs. This system of reporting is understood by all associates and is continually monitored by the corporate office. Investigating accidents, incidents, and near misses with the intention of preventing their recurrence and improving the safety performance with the school are key to the proper implementation and improvement of its Health and Safety Plan.