

The **Professional** Cosmetology Academy

Emergency Action Plans (EAP)

The responsible members of the Emergency Decision Team (EDT) consist of:

- 1) Chief Executive & Financial Officer– **Noe Rodriguez**
- 2) School Director– **Adam Chavana**
- 3) Director of Education— **Maria A. Andrews**
- 4) Staff Members

Emergency Notification

Immediate notification of an unforeseen combination of circumstances that calls for immediate action. In accordance with TPCA's Annual Safety and Security Report, TPCA will issue a timely warning if determined that there is an ongoing or continuing threat to students and staff. Depending on the circumstances, Emergency Notification will be in written form via one or more of the following means of communication: posted on the front and back door of TPCA, TPCA's website, social media, text or email message.

The verbal/written communication will include:

- 1) Type of emergency
- 2) Steps to be taken for the emergency situation

Emergency Response Procedures

TPCA reviews the Emergency Response Procedures with new students and employees (faculty and staff) during orientation and employee and committee members during planned or ad-hoc employee or committee meetings conducted throughout the year.

At the time of an urgent unanticipated event, staff members will assess the situation to determine the significance of an emergency. In the event of an emergency, staff, and students will be notified by either verbal communication (for students currently in the building), or written communication/SMS (for students not in attendance) to notify them of the particular situation. A count for all staff, students, and guests will be taken as soon as reasonably possible to ensure all are accounted for at the time of the emergency. Without delay, all students will receive an Emergency Notification from the **Emergency Decision Team (EDT)** in written form via one or more of the following means of communication: posted on the front and back door of TPCA, TPCA's website, social media, text or email message.

The EDT will conduct announced or unannounced emergency procedure testing at least annually. Officers and staff will evaluate the testing results and implement improvements needed to secure the safety of all concerned.

Emergency Procedures Due to Criminal or Terrorist Threats:

Upon receipt of information pertaining to a threat during business hours, the person receiving the information should notify the School Director, Director of Education, or other available staff member of the impending or occurring emergency. The staff member will respond to the immediate situation when necessary and will contact civil authorities to determine appropriate action, which may include evacuation of the entire campus for a length of time to be determined based on the situation at hand. If necessary, TPCA will post on outside doors the time class will resume. In the event that staff, students, and guests would be safer inside the building, the EDT will direct everyone to an internal room on premises that is in close proximity to an uncompromised exit.

Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active Shooter situations are unpredictable and can evolve quickly. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. Typically, the immediate deployment of a 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.

Before reviewing the active shooter guidelines, it is important to keep in mind the following good practices when coping with an active shooter situation:

Good Practices in an Active-Shooter Situation

1. Be aware of the surroundings and any possible dangers
2. Take note of the nearest exit(s) upon entering the building
3. If in an office or classroom, stay there and secure the door
4. If in a hallway, get into a room and secure the door
5. As a last resort, attempt to take the active shooter down. When the shooter is at close range and fleeing is not an option, the chance of survival is much greater if the shooter is incapacitated
6. CALL 911 WHEN IT IS SAFE TO DO SO!

How to Respond in an Active-Shooter Situation

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

1. RUN

If There is an Accessible Escape Path, Attempt to Evacuate the Premises. Be Sure to:

- Have an escape route and plan in mind (i.e., through a window or exit)
- Evacuate regardless of whether others agree to follow
- Leave belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep hands visible
- Follow the instructions of any police officer
- Do not attempt to move wounded people
- Call 911 when safe

2. HIDE

If Evacuation is not Possible, find a Place to Hide Where the Active Shooter is Less Likely to Find you. A Hiding Place Should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office or classroom with a closed and locked door)
- Not trap or restrict options for movement

To Prevent an Active Shooter from Entering the Hiding Place:

- Lock the door
- Blockade door with heavy furniture

If Active Shooter is Nearby:

- Lock the door
- Silence cellphone and/or pager
- Turn off any source of noise (e.g., radios, televisions, etc.)
- Hide behind large items (e.g., cabinets, desks, etc.)
- Remain quiet

If Evacuation and Hiding out are not Possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If unable to speak, leave the line open and allow dispatcher to listen

3. FIGHT

As a Last Resort, and Only When Your Life is in Imminent Danger, Attempt to Disrupt and/or Incapacitate the Active Shooter by:

- Acting as aggressively as possible against the active shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to Respond When Law Enforcement Arrives

Law Enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, and handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to React When Law Enforcement Arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (e.g., bags, jackets, etc.)
- Immediately raise hands and spread fingers
- Always keep hands visible
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises

Information to Provide to Law Enforcement or 911 Operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Severe Weather

Stay informed about severe weather by tuning into your local radio or cable weather station. You should know the difference between a severe weather watch and warning. Whenever severe weather is forecast, move to a safe indoor location.

Tornado Watch

- In the event of a **Tornado warning**, students will be advised to remain in the clinic area. Administrator will then call the local Sheriff department while the front desk staff prints out a current list of clients in the building. Admissions will then get the student roster so an accurate count of students can be taken. If advised by the Sheriff's department to take cover, Administrator will notify Noe Rodriguez (owner). Noe will then announce via intercom system, or direct staff to provide announcement on his behalf, that all guests, students, and staff are to report to the conference room (or other designated area).
- If a student has a client, the student should assist the guest to the designated area.

- Students not in class will be notified via TPCA's website, social media, text or email message of the severe weather, and cancellation of class until further notice.
- The EDT will then assist in moving all of those present in the clinic. If the Conference Room (or other designated area) fills the EDT will move the overflow to a classroom.
- A count will be taken, and all will be advised to take cover until given the all-clear by the Sheriff's department or National Weather Service.

Tornado Warning

When a tornado warning is issued:

- A tornado has actually been sighted
- Or has been indicated by radar
- Public warning will come over the radio.

Tornado Warning Procedure

- DO NOT leave the building
- Move away from the perimeter and exterior of the building
- Report to the **Conference Room (or other designated area)** marked by the **Tornado Safety Area** sign. If this room is full, members of the EDT will direct those in need of shelter to a **Classroom**.
 - Take shelter under tables, if possible.
 - Go to the center of the room.
 - Sit down and cover your head.
 - Make every effort to remain calm and encourage those around you to do likewise.
 - Remain in the shelter location until instructed to return to your previous activities.
 - A tornado safety map may be found in the student lounge and near the front desk.

Lightning, Hail and Heavy Rains

While lightning, hail and heavy rain may not seem as dangerous as a tornado, they should not be underestimated. Each, in their own way, presents a danger. Hail can cause damage to property or injury to people; lightning can start fires or kill people when it strikes; and heavy rain can obscure visibility and even cause flooding. In the event of such extreme weather, take the following precautions:

General Tips:

- Monitor local weather via radio, internet or TV. It is important to stay informed.
- Always dress appropriately for the weather.
- If you need to drive, use extreme caution.

In the event of hail:

- Take cover.
- Stay away from windows.
- If you are driving, pull over somewhere safe (under a bridge, for example).

In the event of lightning:

- Take shelter inside.
- Avoid using corded electrical equipment.
- Avoid sinks, baths, showers and other plumbing.

In the event of heavy rain:

- If possible, do not drive.
- If you don't have to drive, slow down and keep your lights on.
- Do not drive through floodwaters or deep puddles, which can cause your car to stall or you to lose control.

Floods

Floods can result from a number of weather events, including but not limited to heavy snowfall that subsequently melts, heavy rainfall and storm surge. Flood waters can be still or fast-moving. They can be shallow or deep. But they are always dangerous. To protect yourself, take the following precautions:

- Monitor a local weather station via radio, internet or TV. It is important to stay informed.
- Maintain an emergency supplies kit, which includes items such as:
 - First aid supplies

- Snacks
- Flashlight
- Batteries
- Clean, drinkable water
- Necessary medications
- Do not walk or drive through flood waters.
- In the event of a flash flood, move to higher ground.
- Do not touch or use any electrical equipment if you are wet or standing in water.

Extreme Heat

During the summer, you may experience extreme heat, high humidity or drought. Exposure to such weather can result in heat cramps, heat exhaustion or even heat stroke, which is a potentially life-threatening condition. Most of these heat disorders result when you are overexposed to hot weather or you have exercised more than your age and physical condition allow. To mitigate these risks:

- During a period of extreme heat, stay indoors and limit exposure to the sun.
- If you do go outside, wear sunscreen.
- Drink plenty of water.
- Protect your face and head by wearing a wide-brimmed hat.
- Never leave children or pets alone in closed vehicles.
- Eat well-balanced, light and regular meals. Eat less salt and avoid hot foods.
- Know the symptoms of heat stroke and dial 911 if you experience them:
 - High body temperature (105+)
 - Hot, red, dry skin
 - Rapid, weak pulse
 - Rapid, shallow breathing
 - Probably not sweating
 - Possible unconsciousness

Earthquake

Should an earthquake strike while inside the school, do the following:

- Duck or drop down on the floor.
- Take cover under a sturdy table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- If you take cover under sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.
- If you are in a hallway, drop to the floor against an interior wall. Protect your head and neck with your arms.
- Do not enter or exit the building during shaking—there is danger from falling debris.
- If you are outdoors, find a spot away from buildings, tree, streetlights and power lines. Drop to the ground and stay there until the shaking stops. Do not return to the building until authorized.
- If you are in your vehicle, stop in the safest place away from underpasses/overpasses, bridges, etc. Stay in the vehicle until the shaking stops.
- Be prepared for aftershocks!

Fire Procedure

- In the event a staff member is alerted to a fire, the information will be taken to Noe Rodriguez (owner).
- Noe will then announce via intercom, or direct staff to provide announcement on his behalf via a handheld device, that all are to exit the building in an orderly fashion. If students have a client, they are responsible for that client and will be reminded during the announcement.
- Upon hearing the announcement, front desk staff is to print out a current list of present clients. Admissions will get the student roster on their way out of the building.
- If exiting out the front doors, all are to report to the student-designated parking lot next to the warehouse and wait for a count to be taken.
- If exiting out the rear doors, all are to report to the student-designated parking lot, joining the others who exited the front doors.
- An educator will then take count. After going through the client roll call twice, clients may leave if necessary.
- Students are not to leave the parking lot unless given the okay by a member of the EDT.

Fire Drills

Fire drills will be practiced **Annually**, which requires your most serious cooperation and consideration. All exits must be in working condition and unobstructed.

In A Fire Emergency

- If you smell smoke or see fire, report it immediately to the School Director, Director of Education, or other available staff member. A warning will then be announced. Do not panic. Proceed as follows:
 - Students in the Cosmetology and Barber clinic area must exit in single file out the front exit. **If you have a guest at the time, aid your guest to the designated area.**
 - If exiting out the front doors of the building, please report to the student-designated parking lot next to the warehouse and **remain there until a member of the EDT can take an accurate count of staff, students, and guests.**
 - Students in the Esthetician clinic area must exit in single file out the side exit. **If you have a guest at the time, aid your guest to the designated area.**
 - If exiting out the side doors of the building, please report to the student-designated parking lot. **If possible, join the others on at the student-designated parking lot, and remain there until a member of the EDT is able to take an accurate count of staff, students, and guests.**
 - If in a cosmetology classroom, exit out the front of the building and walk to the student-designated parking lot.
 - If in a barber or esthetician classroom, exit the side doors, and report to the student-designated parking lot, joining the others, and remain there until a member of the EDT is able to take an accurate count of staff, students, and guests.

An evacuation map may be found in the student lounge and near the front desk.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO TEXAS STATE LAWS.

Evacuation

For the protection of all staff and students, it is important to understand what to do in the event of an emergency that requires evacuation. Most evacuations will take you outside and away from the building or structure that poses an actual or perceived safety threat. However, some evacuations may be to a safer location inside the same building.

Evacuation Procedure

All building occupants should immediately make their way toward the nearest exit and adhere to the following procedures:

- Call 911 (once you are safely outside).
- Remain calm.
- Move quickly and calmly to the nearest emergency exit.
- Close doors and leave them unlocked, if possible.
- Do not use Elevators.
- Do not run, push or shove when descending the emergency exit stairwell. Descend stairs two abreast with arms linked. Be sure to grasp the handrail with your free hand.
- Use a minimum of conversation to allow authorities and emergency first responders to communicate over you.
- Use an established evacuation route and meet at the designated area(s). Do not congregate on the building entrance.
- Assign a staff member whose responsibility will be to account for all persons in their designated area.
- Do not return to the building until an official all clear is given.

Evacuation for persons with disabilities

People with disabilities may not be able to evacuate unassisted. As such, they should inform another person that assistance may be necessary during an evacuation.

Evacuation alternatives may include:

The Buddy System:

In the event of an evacuation, the buddy (or identified assistant) will determine the location of the person with a disability, then go outside and inform emergency personnel, who will enter the building and evacuate the person.

Horizontal Evacuation:

Move away from the area of imminent danger to another area on the same floor, if it is safe to do so.

Vertical Evacuation:

Stairways can be used by those who are able to evacuate with or without assistance. People with sight disability may require the assistance of a sighted person. Persons who must use crutches or other walking aids will need to use their own discretion, especially where several flights of stairs are concerned.

Shelter in Place:

If danger is imminent (detectable smoke, fire or unusual odor), remain in a room with an exterior window and a telephone. If possible, close the door. Then call 911. Provide your name, location and the reason you are calling.

In case of serious accident or illness:

- Call 9-1-1
- Do not move sick or injured person(s).
- Be careful to avoid personal contact with anybody fluids such as blood, vomit, or saliva.
- Stay with the victim and reassure her/him that help is on the way.

Power Failure:

- Remain calm
- Do not move
- Await instructions from staff personnel.
- If instructed to evacuate, use designated emergency exits ONLY.

Student Responsibilities

Student responsibilities in emergency preparedness include:

- Listen carefully when staff and Emergency personnel tell you what to do.
- Take drills seriously and encourage others around you to do the same.
- Know the location and content of the building evacuation maps.
- Learn what to do in an emergency beforehand: learn TPCA's emergency procedures such as Active Shooter, Fire Drills, Natural Disaster, etc.
- To report an emergency, dial 911 from a school telephone or from your cellular phone.

Emergency Numbers or Hotlines:

- Immediate Help (Fire, Police, Rescue Squad): *9.1.1*
- Laredo Fire Department: *956.718.6000*
- Texas Highway Patrol: *956.728.2200*
- Webb County Sheriff's Office: *956.523.4500*
- Webb County Constable's Office: *956.523.5100*
- City of Laredo Police Department Non-Emergency: *956.795.2800*
- Poison Information (South Texas Poison Center): *1.800.222.1222* or *210.450.5100*
- Family & Protective Services: *1.800.252.5400*
- FBI: *956.723.4021*
- National Domestic Abuse Violence Hotline: *1.800.799.SAFE (7233)*
- National Response Center (Hazardous Spills): *1.800.424.8802*
- National Runaway Switchboard: *1.800.RUNAWAY (7862929)*
- National Sexual Assault Hotline: *1.800.656.HOPE (4673)*
- National Suicide Prevention Hotline: *1.800.273.TALK (8255)*
- National Teen Dating Abuse Helpline: *1.866.331.9474*
- US Marshals: *1.800.336.0102*
- US Secret Service: *1.956.994.0151*