



STEVENSON ACADEMY
OF HAIR DESIGN

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Employee/Student Handbook

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Purpose

Stevenson Academy of Hair Design is committed to the safety and security of students, staff, and visitors on its campus. In order to support that commitment, Stevenson Academy of Hair Design maintains a School Emergency and Crisis Response Plan. Stevenson Academy of Hair Design 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. Stevenson Academy of Hair Design Administration will make the determination of a significant emergency or dangerous situation and/or will consult with local authorities.

Emergency Notification

Students and staff will be notified of significant emergency situations which require the school to be closed for the day, evening, and/or extended periods of time. Notification is sent via text, e-mail and/or phone call.

In the event of a significant emergency situation involving an immediate threat to the health or safety of students or staff, Stevenson Academy of Hair Design will make every effort to notify all parties within 20 minutes of the determination. Notification of a significant emergency situation is sent via text and/or e-mail. Content of text message and/or e-mail will be [“There is an Emergency Situation at the School, do not report to classes until further notice; more information to follow.”](#) 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 the Administration.

Stevenson Academy of Hair Design conducts an unannounced test of the messaging feature once per year. Results are retained at the Academy.

Stevenson Academy of Hair Design does not make announcements to the general public regarding emergency situations. In the event of a significant emergency situation, Stevenson Academy of Hair Design will contact local authorities. Local authorities may make announcements to the general community as they deem necessary.

Safety and Crime Prevention

Stevenson Academy of Hair Design is equipped with fire safety equipment including but not limited to fire extinguishers.

In our effort to provide a safe and protective environment, Stevenson Academy of Hair Design 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 exit from your area
- 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 Stevenson Academy of Hair Design staff of any violations of company policies, academy rules and regulations, laws and/or to advise staff of any threat to the occupants of the academy. 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

Stevenson Academy of Hair Design has designated administrators as Safety Monitors

In the event of an emergency evacuation the Safety Monitors 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.

Parking Lot across from the Academy.

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

In the event that an evacuation has taken place and guest(s) in the student salon have a chemical service in progress, guest(s) will be directed to the designated "emergency" temporary wash area.

Beautiful Zion Baptist Church
1017 Elmira Avenue, New Orleans, LA 70114

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

Academy Administration facilitates one announced drill annually. Documentation of said annual drill is retained by the Academy.

Lockdown

When there is a threat of violence or serious incident that could jeopardize the safety of students, staff and/or guests, the Safety Monitors 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 Monitors and/or designee will contact the local authorities.

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

Fire and/or Fire Alarm

When there is a fire, an immediate evacuation of the Academy will occur. The Safety Monitors 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 Monitors and/or designee will contact 911 immediately.

The Safety Monitors 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 Monitors and/or designee will call 9- 1-1 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 Monitors and/or designee. The Safety Monitors and/or designee will contact the local utility company and will determine the anticipated duration of the outage.

Weather Related Closures

When there is a serious weather or other emergency that causes retail businesses, local schools and/or and government offices to close, we may temporarily close the Academy. Closures will be communicated via text message and or email.

Hurricane

When the National Weather Service has issued a warning of an imminent hurricane, the city will notify residents of federal/local closures, preparedness procedures and/or evacuations. Academy Closures will be communicated via text message and or email.

Tornado

When the National Weather Service has issued a tornado warning local news will notify city residents. If 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 Monitors and/or designee and local police immediately.

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 Monitors and/or designee. 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 Monitors 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 9-1-1. Notify Safety Committee Monitors and/or designee. The Safety Committee Monitors 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 Academy maintains MSDS (Material Safety Data Sheets) for chemical products. 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 Monitors 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 Monitors and/or designee will contact local authorities for further instruction.

