



AUSTIN
CAREER
INSTITUTE

SAFETY
PLAN

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Introduction

Austin Career Institute (ACI) is dedicated to a safe and orderly learning environment. This Safety Plan is intended to be a guideline for faculty and staff to possibly prevent and resolve unexpected or unplanned events that physically or emotionally threaten staff and/or students. The best preparation for an actual emergency is awareness in advance and proper preventive measures. All staff members are expected to review and know the information presented in this plan, which is provided to all new employees and reviewed annually.

Familiarization and practical exercises are the keys to preparedness in an emergency. Every staff member of ACI should share appropriate drill and safety information with all students with whom they work. There are emergency situation recommendations available on the ACI learning management system and available in hard copy at the reception desk. The funding and management of this plan supports the institutional goals, objectives, and future growth of ACI by ensuring that growth is sustainable, and contingencies are in place.

The Safety Plan is evaluated and reviewed and revised at least annually with input from employees. Faculty, students, and advisory boards are encouraged to provide recommendations related to this plan.

Responsible Parties

The Campus Director is instructed and required to notify a member of the school's administration whenever an unusual event, emergency or crisis arises. During daytime operations, several administrators will be available; during evening hours, staff or faculty should contact the Director at the following emergency contact number:

After hour contact phone number: 512-371-0100

Reporting and Investigation Requirements

In the case that an emergency, accident, illness, or other safety issue arises, handle the situation and then complete the Incident Report Form included at the end of this Safety Plan. Remain alert and observant of the time, surroundings, and people involved in the incident so you can include those details with your report. *Be as specific as possible.* Once the report is completed, give it to the Campus Director as soon as possible, but never longer than 24 hours after the incident.

Incidents are investigated by the administration as deemed necessary. The Incident Report Form is used as the basis for the investigation. People that are involved in the incident will be interviewed as well. A report of the investigation will be completed by the Director. Policy and/or procedure changes resulting from the investigation of this incident are shared with staff and students as necessary.

Emergency Action Plan

ACI requires all employees to perform their job functions as safely as possible. This part of the plan is designed to assist with this requirement. Priorities of the Plan are to:

- Ensure the safety of all personnel
- Minimize interruptions to normal business operations
- Mitigate damage to the physical property

- Establish alternative means of operation in advance provide for smooth restoration of the headquarters facility

Based on the nature of the emergency, the Director will be responsible for accounting for people, notifying families, etc. When an accident occurs that involves physical injury, such must be reported immediately. Follow the steps below to ensure proper handling of an injury:

1. In a medical emergency, call 911 immediately and begin providing aid.
2. All accidents resulting in physical injury are to be reported to the Director.
3. Ensure that faculty/staff, students, and guests are moved away from any dangers posed at an accident scene.
4. Do not approach an accident scene unless it is safe to do so. If the scene is unsafe, keep everyone away and wait for the Director to arrive.
5. Texas law prohibits dispensing medication or the treatment of injuries by anyone except a licensed or certified medical person. Faculty and staff members may administer basic First Aid, if trained to do so, when obviously needed.
6. The decision to call Paramedics and/or the students' parents will be made by the Director or by an administrator.

Functions and Communication Chain

In the event of an emergency, the functions of the administrators are to:

- Provide emergency notification as quickly as possible
- Provide initial identification and counts of employees
- Assign employees to specific emergency tasks
- Provide continuous information to emergency personnel communicate with the employees and families

In the event of an emergency, the Director and the campus administrators will attempt to contact and notify all those that might be immediately impacted by the situation. Instructions/suggestions will be provided as clearly and expediently as possible, given the uniqueness of each individual situation. Communication modes may include:

- Telephone calls and text messages to individual classrooms and offices
- Word of mouth by staff members going room to room to pass along information
- Emergency message on the e-mail and LMS systems
- Any other means of communication deemed appropriate and feasible given the uniqueness of each situation.

Activation of the Emergency Plan are based on the level of the emergency, as described below.

Level 1 – *Minor incident* that is quickly resolved with internal resources or limited help. The Emergency Plan is not activated.

Level 2 – *Major emergency* that impacts sizable portions of the institution’s facilities that may affect life safety. Emergency Plan is activated.

Level 3 – *Disaster* that involves the entire facility and surrounding community. Emergency Plan is activated.

In Level 2 and 3, personnel are notified via alarms, phone paging system, text messages, etc. Everyone should exit the building in an orderly fashion.

Illness or Accidents

If a student is ill, they should notify their faculty members and leave the campus. It is recommended that all students, staff, and faculty adhere to the following basic hygiene practices recommended by the CDC to avoid spreading germs and minimize illness.

- **Avoid close contact.**
Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- **Stay home when you are sick.**
If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.
- **Cover your mouth and nose.**
Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick. (Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk.)
- **Clean your hands.**
Washing your hands often will help protect you from germs.
- **Avoid touching your eyes, nose or mouth.**
Germs are often spread when a person touches a surface or object that is contaminated with germs and then touches his or her eyes, nose, or mouth.

If a minor accident occurs on campus, direct the student to the First Aid Kit or assist them in retrieving the necessary bandages. First Aid Kits are located on campus in the following locations:

****Common Area (next to the water fountain)**

For major injuries or accidents, dial 911 and keep the injured person calm and still until help arrives.

Fire

If you suspect a fire, call 911 and pull the fire alarm.

Each room is equipped with an evaluation plan by the door. At the sound of a fire alarm, each person should exit the building in an orderly manner. The Director or other assigned staff member will ensure that all staff, students, and visitors are safely out of the building.

Fire extinguishers are in the following places on campus:

**Common Area (next to the bathroom)

The campus holds at least one fire drill annually. The date of the last fire drill was April 2017

Workplace Violence

Try to stay calm. Do not attempt to argue. Seek help as soon as possible and take cover. Never attempt to disarm or accept a weapon from the person in question. Report all incidents to your supervisor or the Director. In the event someone is known to have a firearm or other deadly weapon, an administrator should be notified immediately. Do not confront the individual yourself. If a firearm or other deadly weapon is pulled, remain calm. Without endangering yourself, do what you can to notify the Director, a faculty member, an administrator, or other employee. Talk in a controlled manner with the individual.

In the event of an active shooter situation, all individuals should evacuate the building/area immediately to an area of safety and immediately call 911. Notify the Director and the administration. There are five additional suggestions offered in the event of an active shooter:

1. If you are in a room without a safe exit, shut the door, lock it and barricade it if possible. Once the door is secure, move away from it and lie on the floor. If the gunman begins shooting through the door, lying on the floor will minimize your chances of being struck by a projectile.
2. If you cannot get to a room with a lockable door, find concealment - that is, hide and lie as flat on the floor as possible to avoid being struck by random bullets that may be sprayed by a shooter.
3. If you cannot find a lockable room and/or concealment and the shooter is immediately present, play dead.
4. If all else fails, give in to whatever demands are made by the shooter.
5. Also know that the school affirms your right to defend yourself against imminent danger. While such is not generally recommended in an armed encounter, if you are certain, you will be harmed, fighting an attacker may be required and the right to self-defense is affirmed.

Hostage Situations

In the event of a hostage situation, if you are not involved, quietly remove yourself from the area and call 911. Notify the Director immediately. Employees should stay away from the scene but attempt to establish a wide perimeter to prevent others from wandering into the situation. If you are part of the situation, remain calm, avoid quick movements, and cooperate with the hostage-taker. If you wish to talk with the hostage-taker, *ask permission* to avoid further agitation of the individual. Stay alert and follow the instructions of the police and/or the hostage negotiator.

If a hostage situation occurs in your classroom or area of supervision:

1. Remain calm and controlled. Help your students stay calm. Avoid quick movements. Don't panic.
2. Follow the directions of the hostage-taker. Tell your students to do the same. Do not try to attack or disarm the hostage-taker.

3. Do not bargain or negotiate with the hostage-taker. If you wish to talk to the hostage-taker, ask for permission to speak. Face the hostage-taker when speaking and do not crowd their space. Be respectful, never critical. You may tell a hostage-taker about your parents, spouse, or children. Do not argue.
4. Make a mental list of students from your class that day. Try to make a mental list of what happens during the incident.
5. Trust the police negotiators. Follow their instructions exactly.
6. Stay alert. Evacuate students first.

Odd/Suspicious/Concerning Behavior

You may occasionally encounter a student or colleague who displays behavior that may be considered odd, suspicious, or frightening. Such behavior may include a sudden change in appearance and/or hygiene, threatening or inappropriate comments, disturbing or frightening ideas or thoughts expressed in writings and class assignments and rumors or gossip about a particular student or group of students. If you feel the student may be a danger to themselves or others, you should report the information to the Director and/or to an executive level administrator. Any supporting information and/or documentation should be provided at the time of the report to help in the evaluation of the situation.

The Director will evaluate the situation, perhaps seek input from others, and decide as to how to proceed. While there are no sure and certain predictors of violence, there may be certain indicators that are observed to help guide the administrator in their decision-making process.

Warning signs of impending violence may include but are not limited to:

1. A known history of violent behavior
2. Displays of violence in writing or art. Sometimes violent or bizarre depictions can be products of a psychotic mind
3. Loneliness and social isolation
4. Stalking and other antisocial or extreme behavior
5. Whispering to oneself, taking an inordinately long time to answer a question, expressed suspicion that one is being followed, their conversations recorded or that people are watching them

Certainly, not all individuals that exhibit odd behavior are psychotic or violent. However, employees should "trust their gut" and report behavior and situations that do not seem "right".

Administrative and other professionals must carefully deal with situations involving behavior as described above. Often, disabilities that manifest themselves in the form of odd behavior may simply be a byproduct of a disability and such may need to be accepted and accommodated in the normal course of the educational process. Administrators and staff must also understand the unique position in which they are in and the protections afforded disabled persons. Disabilities cannot usually be disclosed to members of the ACI community even to satisfy concerns over odd behavior. These situations require delicate and sensitive handling and due regard for not only the safety of

the community, but for the privacy and well-being of the student who is the subject of the report. For these reasons as well as others, executive and administrative staff should take every report seriously and consider how best to deal with each situation. When dealing with a report of odd behavior, overreactions and under-reactions must be guarded against.

For faculty and staff who report concerning behavior to members of the administration, information cannot always be returned or provided to the reporting individual about a student's known situation because privacy laws usually shield students' mental illness from disclosure to most individuals. Even if a student is believed, by institutional officials, to be a threat to himself or others and is required to undergo a psychological evaluation, the written opinion of a licensed physician/psychiatrist is usually the deciding factor as to whether a student is committed for medical treatment and/or whether or not they will be allowed to continue in school.

Hazardous Chemical/Biological Warfare Exposure

All members of the school community are reminded to always be aware of the potential for exposure to hazardous chemicals and/or biological agents. Individuals who have responsibility for handling hazardous chemicals should insist upon proper training prior to working with hazardous chemicals.

Individuals should also be aware of the potential for exposure to chemical warfare that may include biological agents should the area be targeted for a chemical or biological attack. Individuals should follow the steps listed below to help minimize exposure and release of chemical or biological agents.

1. Do not open any container, envelope, or package with unknown, suspicious or non-return address. Do not attempt to investigate containers or packages that are leaking oil or powder residues.
2. If in doubt about an envelope or package, contact the Director. Leave the package untouched and undisturbed. Shut off all fans and/or ventilation that may be in the area.
3. If such an item is opened and it is reasonably believed to be biologically or chemically contaminated, shut off all fans and/or ventilation that may be in the area and contact the Director, who will notify municipal authorities. A building evacuation may be instituted using the same instructions as written in the fire alarm policy.
4. Secure the hazardous area and wait for further instructions from municipal authorities.
5. Students and other staff in the building need to remain in the parking lot away from the building until released by medical personnel.
6. Remain calm and follow all instructions.

Threats/Threatening Phone Calls

In the event of a threatening phone call, **DO NOT HANG UP ON THE CALLER**. Try to get as much information as possible. Be certain to write down the following:

1. Time
2. Phone number received from if known
3. Name of caller if provided or known

4. What type of threat (bomb threat, death threat, biological attack, etc.)
5. If a bomb or gun threat, where is the bomb or gun located?
6. If it is a bomb, when will the timer start or when will it explode?
7. Listen to surrounding noise (music, traffic, background noise) to see if anything sounds familiar to help narrow down where the caller is calling from.

Ask why they are doing this. Carefully document the answer.

- If the threat is made in writing, do not handle the document more than necessary and do not allow multiple people to touch the note. The Director or a school administrator will determine if a building or the campus is to be evacuated. The Director or their designee will make all decisions regarding the cancellation of classes.
- No one other than the Director should be notified about the threat until an initial evaluation of the situation is complete and local authorities and emergency responders notified. If evacuation of a building and/or the campus is deemed necessary, various methods may be used to avoid panic and to minimize danger to the ACI community.

Robbery

In the event a cashier or other employee who is in control of institutional funds or assets is held up, that is, someone demands the surrender of cash or other valuable goods with the use of or threat of physical violence, the cash and/or goods being demanded should be surrendered immediately, particularly when the perpetrator is armed with a gun, knife or other deadly weapon. After a robbery has taken place, the victim and/or any other employee involved in or witness to the robbery should immediately contact the Director, who will immediately contact local police authorities. If possible, take note of the individual's height, approximate weight, hair color and length, eye color, facial hair, approximate age, any tattoos, scars or marks and any distinguishing speech pattern such as a lisp, stutter or repeated use of a word or phrase. Also make a mental note of the individual's clothing, the color and general condition of any clothes and shoes being worn.

Death of a Student

If a student passes away on campus or during a School sponsored and/or controlled event, the Director will make the determination, at that time, as to who will contact the student's next of kin. Faculty and staff members are prohibited from releasing information of a student's death, when known, until proper notification is made to the next of kin. If a student death occurs, the scope of the response will depend on the situation and the circumstances surrounding the death. Each situation will be different, and the institutional response will be in a manner subjectively deemed appropriate by relevant members of the administration. Efforts will be made to provide wellness sessions and, possibly, counseling sessions with licensed therapists if such need is apparent. Faculty and staff members are reminded that FERPA, HIPAA and other privacy laws continue to protect a student's privacy, even after their death, and, therefore, disclosure of information about a student's grades, attendance, health, etc., remain protected by relevant legislation. The release of personal data and/or information following the death of a student may violate applicable privacy laws and ACI employees are cautioned to continue to follow institutional policies and privacy laws from the local, state and federal levels.

Power Outage

In the event of a power failure that is not related to any other type of emergency/crisis, instructors should, during the day and if their classroom is equipped with windows, open the blinds, and continue with their lecture/class discussion with as little interruption as possible. The learning process is normally not warranted for a non-weather-related power outage.

The decision regarding whether classes will be canceled will be made by the highest-ranking administrator. Once power is restored, all operations should return to normal as quickly as possible, report any problems, concerns or issues that arise during a power outage to the Director or the administrative office.

Severe Weather Emergency Procedures

Earthquake: Although Texas is not prone to earthquakes, they are a possibility. In the event of an earthquake, seek shelter under a hard surface such as a sturdy desk, counter, table or stand in a doorway or corner of a room. If you are outside, move to an open area away from buildings, trees, light poles, and power lines. After a quake, gather your valuables and leave the building quickly. If necessary, assist those with mobility impairments or disabilities. Assist those with injuries but do not move seriously injured people unless remaining in the building poses a greater risk than their apparent injuries. Following a quake, aftershocks will likely follow and while aftershocks are usually less powerful than the original quake, they may still be strong enough to bring down weakened structures. For this reason, evacuation to a safe zone away from buildings, power lines, trees, etc., is indicated.

Severe Thunderstorms: Do not use the telephone, stay away from windows and doors, keep the use of electrical devices to a minimum. Stay alert for possible flooding.

Tornadoes: Tornado Watches do not require taking shelter. If a warning is issued, shut off electrical equipment and take shelter immediately, do not go outside, move away from doors and windows, get as close to the floor or under a table or desk.

Flooding: A flood warning means flooding is imminent. If evacuation is not possible, go to the highest location in the building. If you choose to evacuate, do not walk or drive through running water.

Evacuation

A building evacuation is mandatory whenever a fire alarm sounds or when instructed to do so by the Director or other official. Emergency exits should be marked and prominently displayed throughout the building. The Director will ensure that everyone has left the facilities.

Summary and Review of Plan

ACI strives to operate the safest institution possible by planning for and taking preventative measures against emergency/crisis situations. To plan for each emergency or crisis would be practically impossible and the scope of this Plan is not intended to address every possibility. This Plan does seek, however, to provide faculty and staff members a framework of actions and responses that may help mitigate the damage and trauma that may be associated with a given event.

This plan is reviewed and revised on an annual basis. If you, as a valued employee, have any suggestions or ideas for improvement to the plan, please contact the Director.

Incident Report Form Template

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name/s of person/s involved in the incident:
Description of incident:

Witnesses (include contact details):

Reporting of the incident:








Incident Reported to:	Date:
How (this form, in person, email, phone):	

Follow Up Action

Description of actions to be taken:
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Emergency Procedures

When emergencies arise, please call 911

<p>MEDICAL</p> 	<p>If someone experiences a medical emergency:</p> <ul style="list-style-type: none"> • Remain calm • Call 9-1-1 immediately • Do NOT move victim • Notify Crisis Team Member and Manager • Send 2 employees outside for EMS and Fire Department
<p>SEVERE WEATHER</p> 	<p>When the decision is made to take shelter in place:</p> <ul style="list-style-type: none"> • Listen for instructions • Secure all doors and move away from all windows (glass) • Proceed to the most inner part of the building i.e., bathrooms and take shelter in designated area • Wait until weather improves and Do NOT go outside
<p>FIRE</p> 	<p>If you detect smoke or fire:</p> <ul style="list-style-type: none"> • If trained in proper use of portable fire extinguisher and are not in immediate danger, you may attempt to extinguish or contain a small fire. (PASS method – Pull, Aim, Squeeze, Sweep) • Ask Crisis Team to activate alarm • Call 9-1-1 immediately • Evacuate area safely and use nearest EXIT • Proceed to your designated rally point
<p>EVACUATION</p> 	<p>If you have been notified to evacuate</p> <ul style="list-style-type: none"> • Leave through nearest exit; do NOT run • Report to assigned rally point-you <u>must</u> be accounted for • Wait for administrator-in-charge to give OK to reenter
<p>GUNMAN IN BUILDING</p> 	<ul style="list-style-type: none"> • Call 9-1-1 when it is safe to do so • Evacuate - If possible, flee area safely and avoid danger • Hideout and block entry to your hiding space, lock doors • Silence your cell phones • Wait for "all clear" from police or authorized known voice
<p>PHONE & BOMB THREAT</p> 	<ul style="list-style-type: none"> • Call 9-1-1 • Write down the caller's phone number • Note time of call • Get as much information as possible about the caller Contact your supervisor and report incident immediately • Supervisor will report to authorities • Prepare for possible evacuation • Do NOT use your cell phone or two-way radios
<p>POWER OUTAGE</p> 	<ul style="list-style-type: none"> • Notify facilities, facilities will notify electric company • Turn off all equipment to prevent damage from a power surge • All occupants should remain calm and begin flashlight use • Contact supervisor, prepare for evacuation if outage is lengthy