

**PLAN FOR HEALTH AND SAFETY OF  
THE INSTITUTION'S EMPLOYEES,  
STUDENTS, AND GUESTS**



**Upper Kutz Barber & Style College**

813 Highway 1 South, Greenville, MS 38701

[www.upperkutzbarbercollege.com](http://www.upperkutzbarbercollege.com)

Effective: January 2019



## **PLAN FOR HEALTH AND SAFETY OF THE INSTITUTION'S EMPLOYEES, STUDENTS, AND GUESTS**

### **Purpose:**

This plan is to ensure the health and safety of the institution's employees, students and guests. The safety plan will include guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. The President is responsible for this Plan.

### **Objective:**

1. To assure preventative health and safety measures are in place for all Upper Kutz Barber & Style College constituents.
2. To maintain readiness in cases of sickness, accidents, or emergency healthcare needs on campus.
3. To familiarize yourself with the institution's critical incident plans/procedures and emergency preparedness protocols.
4. To operate only equipment or machines for which they have training and authorization.

### **Procedure:**

All employees are oriented and updated regarding policies, procedures and plans of Upper Kutz Barber & Style College which include the Health and Safety Policies and Procedures relating to the health and safety of employees, students and guests. Orientation includes review and familiarity of policies, procedures and plans including incident investigation and reporting protocols. All employees have access to a copy of the incident report form for use when needed and the established protocols are followed and reviewed.

In staff orientation, employees are given the rules and regulations as it relates to appropriate communication with students and the consequences for having any illegal interactions with the students (illegal drugs, weapons etc...)

There is a Health and Safety section included in the school catalogue for student use and information to guide daily safe practices as well as additional policies in the Handbook.

Evacuation/Safety/Security Procedures are reviewed with all classes during orientation. Random drills are held throughout the year and are evaluated. A safety committee of students, staff and faculty will be formed if and when a trend or pattern emerges.

Sanitation is discussed in orientation and within the program curriculum which stresses the importance of good housekeeping at all times throughout the facility.

**Evaluation:**

Guest, student, and staff input is considered and evaluated when annual reviews of policy and procedures are undertaken by the Advisory Committee of Upper Kutz Barber & Style College. The President reviews incident report situations as they happen for corrective measures, and annually reviews for trends and patterns that necessitate corrective action. The President evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff at an annual staff meeting.

**Distribution:**

Upper Kutz Barber & Style College appreciates and utilizes input from both students and employees. The Management Team reviews summaries of evaluations and reviews/revises plans, policies and procedures as warranted. Employee policies and procedures are continually updated as they are considered a work in progress.

## **SAFE SCHOOL EMERGENCY PLANNING COMMITTEE**

President	James Preston	Phone No. 601-831-0751
Vice President	LaBella Preston	Phone No. 662-807-8707
Instructor	Madge Jones	Phone No. 662-931-1322

### **SCHEDULE OF EMERGENCY DRILLS**

Fire/Evacuation Drill Dates:	Held once every other month.
Fire Inside Front of Building	Exit through the rear of the facility (Rear Driveway)
Fire Inside Back of Building	Exit through the front of the facility (Parking Lot)
Tornado Drill(s):	The Statewide Drill held in February of Each Year
Intruder (Lockdown) Drills:	Twice Yearly April & November

### **STAFF EMERGENCY ASSIGNMENTS**

#### **Maintain the Emergency Kit(s):**

James Preston  
LaBella Preston

#### **Staff member to accompany injured to hospital:**

Madge Jones

#### **Staff member to communicate w/ first responders:**

James Preston

#### **Staff Trained in CPR & First Aid:**

James Preston  
Labella Preston

#### **Designated staff to handle telephone calls:**

LaBella Preston

#### **Designated staff to show emergency personnel utility and ventilation**

James Preston

#### **Designated staff to assist with pedestrian traffic:**

James Preston

#### **Name(s) of person(s) to contact after hours:**

James Preston  
LaBella Preston  
Madge Jones

**Emergency Kit Items:**

Current list of all staff members including phone numbers

Writing tablets and pens/pencils

First Aid Kit

10 Sharpie Markers, Small Posters & Tape

List of Students On/Off

Sets of Safety Gloves

Floor Plan of Building

Bullhorn

Cell Phone / Walkie- Talkies

Accident and Incident Forms

Information regarding any student with medical problems that may be impacted by the evacuation or emergency.

## **SAFETY AND SECURITY CHECKLIST**

All windows are in good repair with no broken or missing windows.	Yes
Surveillance cameras and monitors are in good working order.	Yes
All cameras are operable and the monitors are placed where staff can see them.	Yes
Glass in entrance doors is safety glass.	Yes
Door-locking hardware is in proper working order.	Yes
Door panic bars are operable and in good working condition.	Yes
Handrails and non-slip steps are provided in stairways.	Yes
Access to electrical panels in all areas is restricted.	Yes
All portals/hatches are secured with hasps and padlocks.	Yes
Keys and duplicates are kept in a locked key cabinet.	Yes
Master keys are kept to a minimum and the control access system is monitored.	Yes
Keys and employee IDs are collected from employees who no longer work at the school.	Yes
All visitors are required to sign in at the front desk.	Yes
All visitors check out upon leaving the building.	Yes
All employees wear name badges at all times during work/school hours and on field trips.	Yes
All windows are in good repair with no broken or missing windows	Yes
School funds and daily receipts are transported with an escort to the office/vault area.	Yes
Furniture is arranged so tables and chairs do not block access to doors.	Yes
Fire extinguisher and First Aid Kit are available on campus	Yes
School staff is aware of proper response to blood and other body fluid spills.	Yes
Fire extinguishers are located throughout the building and are routinely inspected.	Yes
The locations of fire extinguishers are clearly marked and fire extinguishers are accessible.	Yes
Staff members have been trained on proper use of fire extinguishers.	Yes
Mechanical rooms and other hazardous material storage areas are locked.	Yes

Area at and near the dumpster is clean and free of flammables.	Yes
All vehicles are kept out of all fire lanes at all times.	Yes
Restrooms are clean and are inspected on a regularly basis throughout the day.	Yes
Procedures are in place to evacuate disabled students and staff.	Yes
Copies of the School Safety Plan are distributed to all staff members.	Yes
New and temporary staff members are informed of emergency and safety procedures.	Yes
The staff is trained in Intruder Alert Procedures, including the alert and clear signals.	Yes
Staff members are designated to secure the building after school hours.	Yes
The school has implemented an anti-bullying and anti-harassment program/strategy	Yes
A procedure has been established to track reports made by students and staff of bullying & harassment incidents.	Yes
A procedure has been established to investigate reports made by victims of bullying or reports made by their parents.	Yes
The school has a committee charged with developing a plan for the analysis of discipline, attendance, other student surveys/data and staff surveys in order to develop prevention activities and strategies.	Yes

### **Accident / Incident**

#### **Steps to take in the event an injury or accident that occurs:**

1. Report all injuries or illnesses immediately to your instructor.
2. Complete an Incident/Injury Report form.  
The form can be obtained from the staff handbook, front desk, or website.

Supervisors must notify the President / Director within 24 hours. You may leave the information on voice mail and someone will return your call that day, or on the next business day. Please have complete details when reporting the claim, including witness statements.