



Health and Safety Plan for Students, Guests, Staff, and Faculty

Purpose of the Plan:

The purpose of the Athena Career Academy Health and Safety Plan is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of Athena Career Academy and its employees. This plan has been customized to meet the specific and unique needs, capabilities, and circumstances found at Athena Career Academy.

This plan provides faculty, staff, students, and guests with assurances that Athena Career Academy has established guidelines and procedures to respond to incidents/hazards effectively.

Goals and Objectives:

Athena Career Academy administration, faculty, and staff work together as a team to ensure the health and safety of students, employees, and guests are considered at all times. Preventative maintenance, awareness, training, and accountability are objectives conducted in efforts to assure the health and safety of all.

Activities to Achieve Objective:

The Annual Crime and Incident data is gathered and reported on the school website as well as to the U.S. Department of Education. The information contained gives disclosure of incidents that have happened on and around the campus. The Campus Policies and Procedures Manual is distributed to all staff/faculty as well as students and discloses the needed policies and procedures. The students are given an electronic copy of this manual at orientation where it is also reviewed and further explained. The manual is also available on the school's website.

Personnel Responsible for Overseeing the Plan:

The Athena Career Academy personnel responsible for overseeing the plan is the President. The President receives support from the administrative staff for policy and procedure implementation.

Review/Evaluation /Revision:

The Health and Safety Plan, the Crime and Safety Report, and the Campus Policies and Procedures Manual are evaluated annually by the administration. All revisions are completed by the President or his designee under his direction.

Facilities/Contact Information

All Programs are held on the Athena Career Academy campus located at:
5203 Airport HWY.
Toledo, OH 43615

Contact Information

Phone: 419-472-1150

Fax: 419-932-6911

Website: www.athenacareers.edu



EMERGENCY INFORMATION GUIDE

The following protocols have been developed to assist the Athena Career Academy community in handling emergencies. They should be used as a guide when making appropriate notifications to the institution's officials or coordinating a response to a pending emergency.

Advice and information in this guide are presented for general educational purposes and to increase overall safety awareness. It is not intended to offer legal, medical, or other expert advice or services, and should not be used in place of consultation with appropriate professionals. The information provided is intended to be accurate and helpful, but it should not be considered exhaustive.

Although an effort has been made to address a vast array of possible emergencies, this list should not be considered all-inclusive. Any questions should be addressed to the Compliance Office, ext. 7231. Athena Career Academy, and its officers and employees, specifically disclaim all responsibility for any liability, loss, injury, or risk which is incurred as a direct or indirect result of the use of any of the material or services in this guide. The school's Health and Safety for Students Plan is available for review in the Compliance Office, please email: compliance@athenacareers.edu if you wish to review.

Emergency Numbers

In the event of an emergency...

- **Remain Calm**
- **Listen for Instructions**
- **Fire or Medical Emergency – 911**

Incident/Accident Reporting

All incidents of serious illness or injury shall be reported immediately to an Athena staff and/or faculty member. Staff and/or faculty members are to complete an Incident Report and submit the completed form to the student's enrolled program director before leaving work for the day. Injury and illness reports are kept on file in the Compliance office.

Reports of injury and/or serious illness are reviewed by the respective program director. Should the incident warrant, the Program Director along with the assistance of the Compliance Manager will investigate the incident to determine cause, accountability, and the possible need for updating health and safety procedures.

Incidents/Accident Reporting Involving Guests:

If a visitor has an accident whether on-campus, the staff member in charge or witnessing the incident must provide a detailed written statement of the incident, including guests name, contact information, purpose of visit, location and date/time of the incident, and a detailed description of the incident and any and all involved parties including additional witnesses. The written statement should be provided to the President and the Compliance Manager within 12 hours of the incident.

Liability and Campus Security

Athena Career Academy is not responsible for theft of personal property occurring on campus and/or public properties surrounding the campus. Students are responsible for all monetary losses resulting from theft and should have their own personal insurance policies. In case of an emergency, Emergency Service, 911, will be called and will take charge of the emergency upon their arrival.

Automatic External Defibrillators (AED)

Two (2) AEDs on the Athena Campus are located in the hallways of the student instructional areas and located by signage throughout the instructional area hallways.



First Aid Kits

First Aid kits are available in all of the skill labs and administrative offices. If you need first aid supplies or assistance please alert a staff member, your instructor, or Program Director/Manager right away.

Severe Weather Conditions

In compliance with Federal, state, and City laws, this building is constructed to withstand high winds and moderate earthquakes. Nonetheless, appropriate action to safeguard ourselves is called for from time to time. In case of high winds, avoid standing near large windows. For severe storm warnings, senior administration will decide whether staff and students should remain in the building or evacuate. The safety of all staff, faculty, and students is of utmost concern. Those sent home should take the most direct route possible. Those staying in the building should stay away from windows and doors to the outside. If conditions are so severe that leaving the building is impossible then senior administration may decide to move students and staff to rooms without windows or doors to the outside.

Campus Lockdown

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering an occupied area. During lockdown, students and staff are to remain in their classrooms or designated locations at all times. **No one is to leave their rooms until the all-clear has been given.** This will be done by a door-to-door sweep by local law enforcement or Administrative Staff members.

If a lockdown is ordered:

- Instructors are to lock classroom doors, keep all students inside, and try to remain calm.
- No one will be allowed access into the building during the lockdown except for law enforcement.
- Doors are only to be unlocked when the all-clear has been given by local law enforcement agencies or an Administrative staff member will come door-to-door to relay the all-clear.
- Instructors may direct the students to lie on the floor and lock the doors, if necessary.
- Remain as calm as possible.

Flooding

Flooding may be the result of a burst water pipe, a water main break, or heavy rain. If you see excessive water leakage or flooding and do not deal with this situation on your own, please notify your Instructor, Program Director/Manager right away. Remain calm and listen for instructions. Remember that water is a conduit of electricity and generates shock so do not step into the water.

Depending on the severity of the flooding there may be a loss of electric power. A decision will be made by the President as to whether or not evacuation is necessary.



Hazardous Substances

Athena Career Academy staff has taken all the steps necessary to ensure that potentially hazardous substances are properly stored in safe containers that meet National Fire Protection Association (NFPA) and local codes and are handled only by trained staff. By law, material safety data sheets (MSDS) are to be kept onsite for those substances used within each department and throughout the building. Faculty and staff can read the MSDS sheets to familiarize himself/herself with various substances, possible hazards, and treatments. All MSDS sheets are available for viewing upon request.

Fumes, Odors, Gas

Sometimes unusual odors infiltrate the building from the outside. Car exhaust fumes and smoke from a fire are two possible causes. Inside the building, an odor may come from a defective lighting ballast, clogged drains, paint, or food. If you smell an unidentifiable noxious odor, notify your Instructor, Program Director/Manager right away. **Protect yourself and do not take chances.**

Explosions

There is little possibility of an explosion from the equipment in the building because of the safety devices and procedures governing their use. Nonetheless, accidents happen, and a device may be brought in from the outside. If you see any suspicious boxes, packages, or containers of any kind or smell gas, report it to your Instructor, Program Director/Manager right away.

If there is an explosion, treat it like a fire emergency and follow the procedures for fire evacuation. Stay calm.

Toxic Spills

Any unknown substance whether spilled or in a container should be treated as if it were hazardous. If you come across a spill, do not touch it or try to clean it up. Notify your Instructor, Program Director/Manager right away, so that proper protocol and agencies can be notified.

Bomb Threats

Bomb threats will be handled seriously. In most cases, threats over the telephone or by mail will have little or no validity beyond the expression of anger. However, for your safety and that of others, treat each threat seriously by notifying your Instructor, Program Director/Manager right away. Remain calm. Do not start rumors.

Anthrax

In the event you see or receive a suspicious package or letter please exercise caution and report it immediately to your Instructor, Program Director/Manager right away.

This applies to campus and postal mail, letters and packages from Federal Express, UPS, other shipping companies, and messenger services, which deliver to academic and administrative departments directly.

Smoke or Fire Emergencies

The campus building is equipped with state-of-the-art fire safety systems that include both smoke and heat detection. The entire building is equipped with sprinkler systems. In addition, all hallways and classrooms are installed with emergency lighting and exit signs.

All staff, faculty, and students at Athena Career Academy should be familiar with the location of all exits and fire extinguishers.



If you smell smoke or see a fire, pull the nearest fire alarm box (they are RED).

- Exit the building
- Try to remain calm.
- *Activation of the Fire Alarm System*

All the buildings at the Athena Career Academy Toledo Campus are equipped with RED pull boxes that are mounted on the walls.

To activate this device, pull down the white lever. This action will trigger the fire alarm system throughout the facility.

Once activated, proceed with caution toward the designated exit and evacuate the building.

NOTE: The fire alarm will automatically signal Kastle Security Systems who will dispatch the Toledo Fire Department.

Fire Extinguishers and Their Use

The fire extinguishers throughout the Athena Career Academy Toledo Campus are checked and tagged annually. There is a glass gauge located near the scissor handle of the device. The indicator should be in the green area, not in the red. If the arrow is in the red, the extinguisher requires service notify your Instructor, Program Director/Manager right away.

Fire extinguishers are located in the hallways and are labeled according to fire classification.

To operate a fire extinguisher, follow the steps below:

- Locate the fire extinguisher
- Remove it from the bracket
- Break the plastic seal around the safety pin.
- Remove the safety pin located on the scissor-hand lever.
- Hold the unit upright against your body by the bottom lever.
- Remove the black rubber nozzle from its retaining clip.
- Stand six to eight feet from the fire and aim the nozzle at the base of the fire.
- Squeeze the two levers together. This will release a discharge from the fire extinguisher. Sweep the nozzle side-to-side across the base of the fire.
- Always, position yourself so you are facing the fire with your back to an exit.
- If the fire extinguisher is depleted and the 15 seconds have elapsed, decide quickly if another fire extinguisher will complete the job or if it should be handled by the Fire Department.
- On your way out of the building, pull the fire alarm box.

Fire Extinguisher Locations

Know where the fire extinguishers are, fire extinguishers are located throughout the entire campus facilities. Please familiarize yourself with the locations of your offices, classrooms, and labs.

Building Evacuation

In the event of an emergency, the fire alarm will sound, and strobes will flash. It is important to remain calm and listen for instructions that may be announced.



The building has several emergency exits. All exits are clearly marked in red illuminated lettering. Find the nearest exit during an emergency and evacuate the campus building.

If the evacuation is due to fire, attempt to shut (BUT DO NOT LOCK) all doors. It is important to remember doors help to keep fire from spreading. After exiting your room or workspace, proceed towards the nearest available exit. If there is smoke around the exit nearest to you, try the next exit. If for any reason, there is smoke or fire in the line of escape stay in your room.

Call 9-1-1 and give them your name, location, and room number so that rescue personnel can provide assistance or so instructions can be issued.

In the event of a building evacuation, staff members will conduct sweeps of the floors, classrooms, and offices, providing it is safe to do so to ensure proper evacuation procedures.

Power Failure

Loss of electrical power at the Athena Career Academy could result from a fire, flooding, severe weather, or a blackout. The building is equipped with battery backup for the fire systems. The batteries are tested monthly and will automatically start in case of a power failure. It will supply emergency power to lighting the hallways and classrooms.

Computers will go offline during a power failure, so it is always important to save work on a backup mechanism. Depending on the situation and the length of time it lasts, an evacuation may not be necessary.

If the decision is made to suspend operations, all staff, faculty, and students should leave the building carefully.

Plan Regarding Investigation of Violent Felony Offenses

Violent felony offenses are defined by Law to include, but not limited to, degrees/classes of murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, assault, burglary, robbery, arson, criminal possession of a dangerous weapon, etc. All staff, faculty, and students of Athena Career Academy are expected to report all suspected offenses to your Program Director/Supervisor. In the event an offense has been committed, please contact 9-1-1 for your safety and that of those around you.

Procedure

- In the event a violent felony offense, as defined above, is suspected or has been committed the City of Toledo Police Department will be notified immediately.
- When the City of Toledo Police Department arrives on campus all members (staff, faculty, and students) at Athena Career Academy are expected to cooperate fully with the investigation, including identifying parties needed for questioning.

Catastrophic Emergencies

A catastrophic emergency is defined as a crisis that involves and affects everyone within the institution. It will be an emergency, by its nature, directly involving large numbers of people and requiring large-scale efforts to manage.

The effects of a catastrophic emergency differ from those of other crises in that the impact is overwhelming, the campus response involves virtually everyone, the media involvement is sudden, intense, and persistent, and administrators are quickly thrust into high profile by the media attention.



Media involvement may be immediate and constant. The desire for public information may be felt as intrusive and insensitive; however, the public that will be eager for information can include family members and colleagues of Athena Career Academy's staff, faculty, and student body.

Staff and faculty are never allowed to share information with anyone in the media, about the school or students. If you receive a request for information pass the request to the President right away. Keeping the entire campus community, the families of students and employees, and the adjacent local community fully informed is of utmost importance. Frequent, accurate information and consistent sources of communication are imperative. Rumor control, prevention of panic, and organization of emergency responses are dependent on these communications. However, Athena Career Academy asks that no one speak to any members of the media except the President or their designee.

Contacts with Families of Victims:

The President in collaboration with Administrative Staff (Directors/Managers) will direct plans for contacting family members of staff, faculty, and student victims of a catastrophic emergency.

Department of Education Campus Crime and Safety Reports:

All crime and safety are reported to the Department of Education per their guidelines and regulations. Please see the link below for access to their website as well as Campus Crime and Safety Reports.
<http://ope.ed.gov/campussafety/#/>

Plan Evaluation:

The President, administrative team, staff, and faculty evaluate the plan annually and changes are made as necessary under the direction of the President.

Plan Availability:

The plan is available for review in the Compliance office upon request, as well as available for staff in a shared folder on Google Drive.