

## SAFETY REQUIREMENTS

Anyone involved in this profession should take precautions to prevent adverse reactions to allergens caused by chemicals used in the profession that are inhaled or come in contact with the skin. Also, exposure to germs from the general public is common.

## FIRE SAFETY REPORT

On August 14, 2008, the Higher Education Opportunity Act was signed into law requiring colleges to provide fire safety information about fire drills, fire safety policies, education and training programs, fire safety equipment and plans for future improvement.

All United Beauty College facilities have smoke and heat detectors. Our fire alarm networked system can be activated by any of the following:

- Smoke
- Heat
- Activation of fire-suppression sprinklers

Our fire alarm system, fire extinguishers and our sprinkler system are tested and inspected annually through our contractor.

When a networked fire alarm is activated, on such an alarm to determine cause and whether the fire department should be notified. United Beauty College Instructors and/or Officers can and may supervise such occurrence.

## SUPERVISED FIRE DRILLS

Mandatory, supervised, announced and unannounced fire drills are conducted for each fall and spring semesters by Instructors. A fire can happen at any time, our drills are conducted at various times, night and day.

## EVACUATION POLICY AND PROCEDURES

United Beauty College emergency response plan is available at the Bulletin. They provide the following instruction in the case of an evacuation emergency:

- Know the location of the nearest exits
- Get out when the fire alarm sounds.
- Know what to do if you are trapped. If the exits are blocked by heavy smoke or fire, retreat as far as you can, closing (but not locking) as many doors as you can between you and the fire. If possible, call the fire department (911 from a campus phone) and give them your exact location. If smoke starts coming in, try to seal the door as best as you can. Try to signal the fire department and be ready if smoke is drawn into your refuge.
- Get down for life. If there is smoke, stay low; it will be easier to breathe.
- Do not create a trap. Keep your office safe. Do not increase your risk by clogging your office with papers or other items. Simple good housekeeping is an important part of fire safety.
- Practice. Stage mandatory fire drills. Fire drills and fire safety training are good team-building exercises.

Students are not expected to fight fires and are encouraged not to use fire extinguishers unless designated and trained. Individuals designated and trained by United Beauty College in the proper use of extinguishers may use a portable fire extinguisher to fight a small fire where there is little risk of harm from smoke, heat or flames.

## EVACUATION PROCEDURE FOR DISABLED PERSONS

Persons whose mobility is impaired are individually responsible for informing their supervisors, residence life staff of their name, location and the nature of their disability. This information will be given to emergency responders during an emergency situation. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger. Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the

person. Someone should stay with the disabled person if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. Visually impaired persons should have a sighted individual guide them to safety. Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

#### FIRE SAFETY VIOLATIONS AND PROHIBITIONS

Covering or tampering with smoke detectors and/or sprinkler heads are life safety hazards and strictly prohibited. No flammable liquids such as lighter fluid, kerosene, gasoline, etc., may be stored in rooms.

Flammable items such as sheets, cloth, fish net, etc., may not be hung or draped from the walls or ceiling. Light fixtures may not be covered with flammable items such as cloth, paper or cellophane.

#### SMOKING

Smoking is allowed in assigned areas only OUTSIDE of the building.

Smokers who choose to smoke outside United Beauty College must use the proper containers (ashtrays and metal trashcans) for disposing of cigarettes and ashes.

#### INCIDENT REPORT

There are no fire incidents of note, personal injuries or casualties to report involving fire activity on United Beauty College campus. Nonetheless, all fire alarms, fire drills and related incidents are documented on Incident Reports. Copies are maintained in our fire safety log book for easy public access and inspection.

#### FUTURE IMPROVEMENT

United Beauty College continues to upgrade and improve its fire safety systems on an as-needed basis. Planned improvements coincide with scheduled renovation, summer projects and/or new construction.

