

Campus Crime Reporting, Policies, and Procedures

Annual Crime Statistics Reporting

Each year, Kenneth Shuler's School of Cosmetology, Inc. (Kenneth Shuler Schools) prepares a crime statistics report to comply with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full report is located at <http://www.kennethshuler.com/disclaimers.html> . This report is prepared by Kenneth Shuler Schools' Administrative staff, in cooperation with local and state law enforcement agencies, for each of the campuses. Kenneth Shuler Schools informs each student and employee how to access their campuses' crime statistics report annually by email, mail system, or by paycheck (if applicable). Prospective employees may obtain printed copies of the report during their interview process. Prospective students may obtain printed copies of the report by requesting it from the School Director.

Reporting Crimes

Kenneth Shuler's School of Cosmetology, Inc. encourages its staff, students, and salon guests to report crimes or potential crimes which occur on or near our campuses. In case of an emergency, the person witnessing the crime should dial 9-1-1 immediately and then inform the School Director. In the case of a non-emergency, staff, students, and salon guests should notify the School Director of the crime immediately. The School Director will then report it to Kenneth Shuler Schools' corporate office via an Incident Report.

The following is a list of crimes to be reported:

Offenses

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Domestic Violence
- Dating Violence
- Stalking

Arrests

- Weapons possession
- Drug law
- Liquor law

Referrals

- Weapons possession
- Drug law
- Liquor law

Kenneth Shuler Schools does not maintain a procedure for allowing victims or witnesses of a crime to report the crime on a voluntary, confidential basis. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and the city police are deployed to solve and prosecute for these serious felony crimes.

Kenneth Shuler Schools does not employ pastoral or professional counselors for victims or witnesses of crimes to report the crime on a voluntary, confidential basis. Violations of the law will be referred to law enforcement agencies.

Timely Warnings Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through e-mails, in-class announcements, and flyers. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the School Director may also request to have a notice posted on the school’s home page at:

<http://www.kennethshuler.com>, providing the community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the School Director. The Timely Warning Notices will include the campus, location of incident, day of incident, date of incident, time of incident, details of incident, suspect description, and disposition of incident.

Monitoring of Off-Campus Activities

It is our policy to monitor and record, through local police agencies, of criminal activity engaged in by our students while participating in school-recognized, off-campus activities. These activities include hair shows, photo shoots, and competitions. Local community law enforcement agencies are encouraged to monitor and respond to criminal activities engaged in by off-campus students. If a student is apprehended for a violation of a law, it is the school's position not to request or agree to special consideration based on the student’s status. Students who violate a local ordinance or any law risk the legal penalties prescribed by civil authorities.

Access to Campus Facilities

Kenneth Shuler Schools are accessible to staff, students, and salon guests during the approximate hours of 8:30 AM to 9:30 PM Monday through Friday and 8:15 AM to 4:45 PM on Saturdays (Rock Hill and St. Andrews Rd Campuses only). During all other times, the school doors are kept locked and are only admissible to specific staff members who possess a key. Most campus maintenance issues are addressed by our maintenance crew during normal hours of operation.

Kenneth Shuler Schools does not maintain on or off campus housing.

Background Checks

All prospective employees of Kenneth Shuler Schools must undergo a criminal background check as well as a DMV check. Background checks are used to determine employment eligibility. No prospective employees will be hired who have been convicted of any of the Clery Act crimes as listed above.

Campus Security

Kenneth Shuler Schools do not employ campus security of any nature.

Missing Persons Reporting and Procedures

Kenneth Shuler Schools do not maintain on-campus student housing and are not required to maintain missing persons reporting and procedures.

Criminal Activity Related to Off-Campus Facilities/Organizations

Kenneth Shuler Schools does not maintain off-campus facilities or organizations. Therefore, we do not retain criminal activity data for locations away from the campus.

Security Awareness and Crime Prevention

Kenneth Shuler Schools does not provide security. Students are apprised of campus crime prevention, security, and the campus crime reports through the new student orientation. New employees are informed during the new hire orientation. The schools encourage students to become actively safety conscious. To help students and employees protect themselves and their property, we are providing the following tips:

General Safety Tips

- Be aware of your surroundings.
- Travel in groups at night whenever possible, especially when walking.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
- Do not wear dangling jewelry when traveling. Keep purses and backpacks close to the body, and do not leave them unattended.
- Do not struggle if someone attempts to take your property.

Safety When Coming and Going

- Park your vehicle in a well-lit and populated area. If this is impossible, scan the area before getting into or out of your vehicle. Know your surroundings!
- Get into your vehicle briskly, quickly, and confidently.
- Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock, occupying yourself with bags, books, or keys; staying alert can help prevent your becoming a target for crime.
- Keep keys in hand to avoid unnecessary delay upon reaching your car.
- Plan ahead, always, even if you are late or in a rush.

Report Suspicious Activity or Persons

Report any suspicious incidents, activities, or persons to School Staff as quickly as possible. Instant crime reporting or reporting suspicious behavior as soon as possible is essential in reducing campus crime and promoting campus safety.

Alcohol and Drugs

The possession, sale, manufacturing, or the furnishing of alcohol or drugs, on any Kenneth Shuler School campus, is grounds for immediate termination whether a student or employee. Kenneth Shuler Schools' campuses have been designated as "Drug free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to institutional sanctions, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. More information is available in our "Drug Free Policy and Prevention" consumer information document.

A variety of counseling services and treatment centers is available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail themselves of the following referral sources to identify the services or programs which most closely meet their specific needs. All campuses maintain fact sheets on alcohol and drugs. These fact sheets are available to students from the Admissions

Office. The school also disseminates information to students annually on where to receive counseling. Information is also posted in student common areas for viewing. Guest speakers from local health agencies are also available to speak with our students.

The following are phone numbers and/or websites for various counseling needs:

South Carolina Department of Alcohol and Other Drug Abuse Services

Choose your county under “Treatment Providers.”

<http://www.daodas.state.sc.us/>

Drug and Alcohol Rehab Centers in South Carolina

1-877-421-9659

<http://www.drug-alcohol-rehabs.org/south-carolina-rehab-centers.html>

Alcoholics Anonymous of the Carolinas

Choose your county for specific locations and contact information

<http://www.aa-carolina.org/>

Sexual Offense Policy, Domestic Violence, Dating Violence, and Stalking

Kenneth Shuler Schools are committed to providing and maintaining a healthy learning and working environment for all students and staff. The school condemns any form of sexual misconduct, violence, and stalking. Educational programs are held at least annually.

Domestic Violence - a “felony or misdemeanor crime of violence committed by –

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

Dating Violence – “violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.”

Stalking – “engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.”

Sexual misconduct defined: Sexual misconduct is defined as any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely give consent. Acts of a sexual nature include, but are not limited to, touching or attempted touching of an unwilling person’s breasts, buttocks, inner thighs, groin, or

genitalia, either directly or indirectly; and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual misconduct also includes sexual exploitation, defined as taking nonconsensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs.

If a Sexual Assault Occurs, the victim is encouraged to:

1. Find a safe place.
2. Seek medical treatment for possible physical injuries, transmission of STDs, and pregnancy.
3. To preserve evidence of the assault:
 - a. Avoid showering, bathing, changing clothes, washing hands, going to the toilet, or brushing teeth
 - b. If you do decide to change clothes, save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate plastic bag.
 - c. Avoid disturbing anything in the area where the assault occurred.
4. File a report with the local law enforcement.
5. Seek support and counseling.

Reporting Misconduct for School Discipline

If you are a person who has experienced or thinks you have experienced a sexual offense, domestic violence, dating violence, or stalking, Kenneth Shuler Schools encourages you to file a report with local law enforcement. It should be noted that Kenneth Shuler Schools is also compelled to comply with laws that require the reporting of certain sexual offenses occurring on or near campus to local law enforcement. You have the choice of whether or not to file a report with local law enforcement and/or to proceed with legal action. The staff of Kenneth Shuler Schools will assist you in notifying the authorities if you so request. Upon your request, the School Director may accommodate changing classes and arranging for escorts.

To file a complaint against another individual within the school, you must send your written complaint to our corporate office. Your written complaint must contain detailed information on the date, time, incident, persons involved, witnesses, and any other information you feel would be pertinent for an internal discipline hearing. Once the complaint is received, it will be investigated by a member of the Executive Board. The Executive Board Member may meet with the complainant to hear or clarify his/her account of the incident and review the disciplinary process. A formal investigation may be launched, which includes an initial meeting with the accused and an opportunity for the accused to also submit a written statement (generally within five business days and detailing the same information as requested by the complainant) in response to the allegations. After written statements are received, the Executive Board Member may ask further clarifying questions of the complainant, accused, or witnesses. A determination will be made on whether to proceed with an internal disciplinary proceeding based on sufficient information that the allegations may have occurred. The allegations shall be reviewed by applying a preponderance of the evidence standard. This means that the complainant has the burden of proving the facts and claims asserted in the complaint.

The internal disciplinary proceeding is a hearing. A three-person hearing panel will preside over the case. This panel will consist of two Executive Board Members and one school staff member. A finding of guilty must be based on a unanimous vote. The accused and the complainant will each be allowed to choose one person, who has had no formal legal training, to accompany them throughout the hearing. These persons may only confer quietly or through notes with the complainant and accused and may not address the panel. Participants are reminded that any information shared during a hearing is confidential. The hearing panel will decide what testimony, witnesses, or other information is relevant, and may exclude information or a witness that is deemed duplicative or immaterial. The complainant or accused should inform an Executive Board Member, prior to the

hearing, of the names of any witnesses he/she wishes to testify and to what they will attest. Witnesses should avoid hearsay.

The complainant and accused will receive verbal notification of the outcome of the hearing no sooner than two business days and no later than five business days after the hearing. Notification will be individually given to the accused and complainant at approximately the same time. Sanctions against the accused for a finding of guilty include, but are not limited to, termination, suspension, disciplinary probation, and/or other sanctions deemed appropriate by the hearing body. Students who are found guilty for a violation will have a right to appeal the sanctions set forth by the hearing panel.

Information, Support and Counseling

Counseling is not available on campus for victims. Kenneth Shuler Schools recommends that any victim seek counseling services.

Sexual violence, domestic violence, dating violence, and stalking can affect all areas of a victim's life and counseling can provide support to help navigate through issues that may arise.

RAINN – Rape, Abuse, & Incest National Network
1-800-656-HOPE (4673)
<http://www.rainn.org/>

South Carolina Coalition Against Domestic Violence & Sexual Assault
Choose your county at the bottom for specific location
<http://www.sccadvasa.org/default.aspx>

South Carolina State Office of Victim Assistance
Victim's Line: 1-800-220-5370
www.sova.sc.gov

Sex Offender Registry

Kenneth Shuler Schools is providing the link below concerning registered sex offenders in our state. The South Carolina Law Enforcement Division (SLED) is responsible for maintaining this registry. Follow the link below to access the registry:

<http://services.sled.sc.gov/sor/>

While all attempts are made to provide complete and accurate information, the South Carolina Law Enforcement Division does not guarantee the accuracy of the information made available to the public via the South Carolina Sex Offender Registry Website. The information released through the site is as complete as has been currently verified and processed by registry personnel. It should be noted and understood that the information released via this site may be in the process of being verified and/or changed OR the listed offender may have changed information without notifying the registry personnel. If you feel the information is incorrect, please contact the Sheriff's Department in the county in which the sex offender is registered or SLED Sex Offender Registry at (803) 896-2601.

Emergency and Response Evacuation

Kenneth Shuler Schools maintains an Emergency and Response Evacuation plan. The response plan is based on the specific type of emergency.

EMERGENCY TYPE

Minor Emergency – Minor incidents typically occur in localized areas. They affect a small segment of the school; they can be quickly contained or resolved with existing school resources. These incidents do not

require the implementation of an Emergency and Response Evacuation Plan. Examples include: localized fires, plumbing failure in buildings, sewer stoppages, etc.

In a Minor Emergency, the School Director will determine what actions need to be taken to ensure the safety of the school, staff, guests, and students.

Intermediate Emergency – Intermediate incidents can affect sizable segments of the school community and/or its surrounding areas. These situations require a coordinated response. The Emergency and Response Evacuation Plan may or may not be activated based upon an assessment by the School Director as to whether or not there is immediate threat to the health and safety of students, staff, and the public. Only the President of Kenneth Shuler Schools, or the President’s designee, upon information provided by the School Director, may declare an Intermediate Emergency. Examples include: Major structural damage, severe flooding, extensive utility outages, major fires, etc.

In a Major Emergency, the President of Kenneth Shuler Schools and the School Director will determine what actions need to be taken to ensure the safety of the school, staff, guests, and students.

Major Emergency – Major incidents that affect the entire school and the surrounding community. Such situations cannot be handled through the School’s normal resources. They require a school-wide response and extensive coordination with external entities. The School’s Emergency and Response Evacuation Plan is activated and linked to those of surrounding external entities such as Fire Stations and Police Departments. The Executive Board will coordinate the School’s activities with those of local, state, and/or federal authorities. Only the President of Kenneth Shuler Schools, or the President’s designee, upon advice of the Executive Board, can declare a Major Emergency. Examples include: Hurricanes with major damage to the school, major earthquakes, chemical spills, major fires, terrorist attacks, etc.

EMERGENCY NOTIFICATION

Minor Emergency - During a Minor Emergency, the School Director will contact the appropriate external entities, i.e., Fire Department, Plumber, Electrician etc., to notify them of the affected locations. This can be accomplished in person or by telephone, according to the circumstances. Periodic updates will be provided to affected areas as necessary and appropriate.

Intermediate and Major Emergency - During an Intermediate or Major Emergency, making timely announcements requires a broader approach involving many participants. Students, staff, guests, and individuals within the vicinity, should know what happened, where it happened, and what to do next.

The Public Relations Specialist, is responsible for coordinating all internal and external communications during an emergency. The Public Relations Specialist may use all available resources and personnel to accomplish this task. Other staff members will assist with communicating emergency information as necessary.

The Public Relations Specialist will contact the news media for dissemination of information as directed by the President; prepare announcements for the media concerning the emergency; arrange for public announcements through local radio and TV stations; and establish, if necessary, an appropriate communications center for media operations during the emergency.

Telephones and Cell Phones will be used to notify other affected staff members. All locations maintain emergency contact information for emergency notifications of employees and/or students. Periodic updates are made to the emergency contact information binder.

The School's web page, www.kennethshuler.com, will also be used to broadcast emergency information, status reports, and information about reporting to work or class.

EMERGENCY UPDATES, DRILLS AND TRAINING

The Executive Board has overall responsibility for coordinating and implementing the Emergency and Response Evacuation Plan. The Executive Board will meet annually to evaluate the emergency procedures outlined in the Plan and to consider revisions and updates.

The School Directors will ensure that the school's emergency evacuation procedures have been informed to the students and staff. The School Director will conduct fire and tornado drills annually which may be both announced and unannounced. Feedback from these drills will be used to determine the modifications necessary to the evacuation plans.

The School Director is responsible for training employees as appropriate and necessary. This training, which will include the School's Emergency and Response Evacuation Plan, will be made available to all school employees.

BOMB THREAT

Anyone who receives a bomb threat should follow these procedures in the order shown:

Important: Do not touch any suspicious object or potential bomb.

- If you receive a threat by telephone, remain calm and attempt to obtain as much information as possible from the caller.
- Record the conversation if at all possible.
- Call 911, give your name, location, and telephone number. Inform the police of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call.
- Do not evacuate the building, but wait for further instructions. Law Enforcement personnel will be responsible for evacuations of buildings if necessary.
- If you spot something out of the ordinary that appears suspicious, report it to the School Director. Under no circumstances should you touch, tamper with, or move suspicious objects or confront persons acting suspiciously.
- Immediately cease the use of all wireless transmission equipment (cellular phones, laptop computers, 2-way radios).
- If the building is evacuated, move as far from the building as possible. Keep the street, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to the building until told to do so by Law Enforcement personnel.
- In some cases, it will be necessary for Law Enforcement personnel to enlist personnel from the affected building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.
- Report bomb threats received by means other than the telephone to police by calling 911.

CRIMINAL BEHAVIOR

Help make the school safe by avoiding risks, being alert to suspicious situations, and promptly reporting them to the School Director/Instructor. Follow the procedure on REPORTING CRIMES that is printed above.

FIRE

In case of fire, direct someone to call 911 immediately to notify the fire department and inform the School Director and nearby staff persons.

Observe the following procedures:

- Know the location of fire exits in the building. Know the location of fire extinguishers and know how to use them.
- If a minor fire appears controllable, immediately contact the Fire Department. Then promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher.
- For large fires that do not appear controllable, evacuate all rooms by closing all doors to confine the fire and reduce oxygen. Do not lock the doors. Notify the Fire Department of the location of the fire.
- When notified to evacuate, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. In an evacuation, report to the designated. Stay there until an accurate headcount is taken. The Staff will take attendance and assist in accounting for all building occupants.
- Assist emergency crews as requested.
- Do not return to an evacuated building unless told to do so by the School Director.

EMERGENCY LOCKDOWN POLICY

If there is an ongoing public threat, the School Director may initiate an emergency lockdown or evacuation procedure. The notice will be issued to all students, faculty, staff, and clients in the utmost timely manner. In a lockdown, all students, faculty, staff, and clients must move quickly to a secure area and lock all doors immediately. Anyone with information about any community threat should report the circumstances by calling 911.

HOSTAGE TAKING

If taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor when possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

Earthquake

During an earthquake, remain calm and quickly follow these steps:

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures. **Caution:** Always avoid power or utility lines. Know your assembly location and proceed there as soon as it is safe to do so.
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services personnel at 911. Do not panic, but protect yourself at all times and be prepared for after-shocks.
- Report damaged facilities to available staff/School Director. **Note:** gas leaks and power failures create special hazards. Refer to the section on Utility Failures.
- Assist the disabled in exiting the building.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Assist emergency crews if requested.
- Do not return to an evacuated building unless told to do so by an authorized school official.

Hurricane

Dangers from hurricanes include high winds, flooding, and flying debris. Although hurricanes typically threaten coastal areas, their damage can be inflicted far inland as well. Hurricanes may also spawn tornadoes.

A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less. The hurricane season lasts from June through November. If a hurricane threatens the South Carolina coast and inland communities, go to the University's website for instructions and information about precautionary measures to be taken.

Tornado

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm, and sometimes a hurricane. Tornado season is generally March through August; however they can occur at any time of year. They tend to occur in the afternoons and evenings. If a tornado is approaching, seek shelter in an interior room on the lowest level of a building, preferably a basement. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas. Tornadoes are most destructive when they touch ground.

Tornado Watch

A tornado watch means that conditions are favorable for tornado formation. Remain alert and do the following:

- Review actions to take should the situation change to a Tornado Warning, or if a tornado funnel is sighted.
- Ensure no physical restrictions exist that would prevent free movement to your nearest safe area. Clear any blocked doors, aisles, etc.
- Continue normal activities, but be alert to the weather outside. Monitor a radio/television/computer or watch the sky for worsening weather conditions.

Tornado Warning

A tornado warning means a tornado has been sighted. Do the following:

- Take cover. Proceed to the nearest safe area or shelter. Stay away from windows and other glass.
- In multi-story buildings, move to the basement or ground level. Inner hallways are usually safe areas.

Winter Storms

In South Carolina, severe winter storms are most likely to bring ice, strong winds and freezing rain. These storms can cause downed trees, falling limbs, structural damage, and power outages.

A **winter storm watch** means severe winter weather is possible. A **winter storm warning** signals that severe winter weather is expected. A **blizzard warning** signals severe weather with sustained winds of at least 35 miles per hour, and a **traveler's advisory** means that conditions may make driving difficult or dangerous.

Occasions may occur when weather-related conditions necessitate that the School announce a delayed arrival time, an early dismissal time, or remain open for essential personnel only. In all cases, employees and commuting students must use their best judgment in determining their personal safety when traveling between home and the campus.

In some instances, School officials may opt to cancel classes although the School's administrative offices remain open. Unless the Governor issues a Declaration of Emergency, or unless School officials announce a delayed opening or an early closing, employees are expected to report for work.

When a Declaration of Emergency or a decision about a delayed opening or early closing occurs during regular working hours, the School Directors will be notified by e-mail or telephone of the official time of opening or closing so they can relay the information to their employees.

During off-duty hours delayed openings will be transmitted to the news media. Announcements will be made on the School's website as well. Local television stations make regular announcements of any work schedule changes due to weather or emergency conditions.

UTILITY FAILURE OR EMERGENCY

Notify the School Director in the event of a major utility failure or if there is potential danger to building occupants. Follow the standard evacuation procedures if a building emergency exists. Always observe the following procedures if utility emergencies arise:

Electrical/Light Failure

Buildings may not provide sufficient illumination in corridors and stairs for safe exiting. Have a flashlight available for emergencies.

Natural Gas Leak

Cease all operations. Do not switch on lights or any electrical equipment. Electrical arcing can trigger an explosion. Call 911 and evacuate the area.

Plumbing Failure/Flooding

Cease using all electrical equipment. Contact the Head of Maintenance. If necessary, vacate the area.