

# **SAFETY PROCEDURES**

## **Ohio Business College Truck Driving Academy**

### **Dayton, Ohio**

#### **Lock-Up**

A building check to see if all entrances are locked, departments are secured, lights are off, coffee machine is turned off, and security alarm is set will be done by Kirk Mace or the Classroom Instructor.

#### **Emergencies & Evacuations:**

These individuals are responsible for initiating an emergency action plan such as fire, tornado, disturbances, or other significant emergency:

Kirk Mace

Melissa Warner

In the event of a Health Emergency:

- First Aid kits are located in the Ladies restroom cabinet and in the instructor breakroom.
- If the individual is experiencing a medical emergency, call 911.

In the event of a Fire Emergency

- Fire Extinguishers are located throughout the building and outside the building.
- Begin evacuation upon notification of a fire in the building. Staff and students should meet in the front parking lot.
- No one leaves the area until all have been accounted for.

In the event of a Tornado Threat

Everyone needs to immediately move to the breakroom area, keeping away from windows, entrances and exits. Stay until it is announced that it is safe to return to your work area.

Instructors will be notified of a threat and to bring in students outside in training inside.

#### **Security Procedures**

##### **Disturbances**

Conduct deemed unlawful and conduct that endangers or threatens the security of Ohio Business College Truck Driving Academy employees and/or students will not be tolerated and will immediately be reported to the local authorities.

- Call 911
- Supervisor will write a detailed report of the incident and submit to the VP, Human Resource.