



## **EMERGENCY RESPONSE & EVACUATION 2015**

The Mr. John's School of Cosmetology, Nails & Esthetics Emergency Response & Evacuation Plan is designed to respond to an emergency anywhere on the Mr. John's Campus and provide a process for evacuating all students, staff and clients from danger, protect assets and property, and restore operations to normal as quickly as possible. Our objective is to provide a safe and comfortable environment for faculty, staff, students and guests.

In the event of an emergency, the Mr. John's School's staff will be prepared, through proper training and safety drills, to safely execute a partial or full evacuation of building on either campus by following the guidelines and procedures set forth in this plan.

This outlines the procedures to follow should an emergency develop such as but not limited to, fire, gas leak, flooding or threat of violence. However, each emergency is unique and the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please feel free to contact administration with any questions that you may have about this or any of the Emergency Response and Evacuation Plans in place.

### **FIRE PROTECTION**

Fire extinguishers have been placed on both the upper and lower levels of the school. All fire extinguishers are inspected annually by a licensed contractor. Hydrostatic testing of fire extinguishers are performed at intervals prescribed by OSHA or if a cylinder is damaged or corroded. The testing interval depends upon the type of fire extinguisher. An inspection tag is attached to each extinguisher, which indicates the record of inspection or testing.

Mr. John's Upper level has 2, Combination Class A, B, C extinguishers.  
Mr. John's Lower level has 1, Combination Class B, C extinguisher.

Mr. John's School is equipped with automated smoke and carbon monoxide detectors on both upper and lower levels.

If a fire should occur and is small and can be controlled with portable fire extinguishers, a staff member or anyone who has been properly trained in the use of fire extinguishers can attempt to put out the fire.

Mr. John's allows the use of portable space heaters only as a last resort to heat areas that the central heating may not heat as well as other areas. All portable space heaters must be turned off when they are no longer needed and/or at the end of each day.

No open flames are allowed in the school unless under the direct supervision of a licensed instructor for class demo purposes only.

As per Illinois State Law smoking is not allowed inside the school building this includes all forms of electronic cigarettes. Smoking is allowed outside behind the building only. Smoking should only be done during breaks and lunch time.

Mr. John's will provide an annual Fire Protection Class to the students, faculty and staff. By providing such a class Mr. John's will stay current with any new fire regulations which in turn will provide a safer school environment.

## **LOCK DOWN**

Should a situation arise that may jeopardize the safety and well-being of Mr. John's students, clients and/or staff in regards to an outside breach of safety such as but not limited to, armed or unarm threat of violence. A staff member is to lock the entire school down. Once safety has been maintained, the school may be re-opened. You may wish to call the police and ask if the area is secure before re-opening the school.

## **EVACUATION of BUILDING**

In the event of a fire, carbon monoxide alarm, flooding, gas leak etc., Mr. John's employees will be responsible to see that all students and clients are safely evacuated from the building following the outlined evacuation floor plan. All evacuated persons will gather in the Mr. John's parking lot just behind the Auto Express building in Decatur, or in the front parking lot at the Jacksonville Campus. Instructors will be responsible to take roll call of both students and clients. The school attendance sheet should be brought out for this reason if at all possible. If someone is missing, and the Fire Department or Ameren has been called out, the Fire Department/Ameren must be notified immediately of the possibility that someone is still in the building and their likely whereabouts. Evacuated personnel shall remain in the designated waiting area until a decision is reached to re-occupy the building or send people home. No one will be allowed back into the building until cleared by the fire department, utility company, and/or any other designated emergency responders. It should be remembered that once emergency personnel are on the scene, they are in command and their instructions must be followed.

## **EMERGENCY EVACUATION DRILLS**

All Mr. John's School occupants will be required to participate in periodic emergency evacuation drills. The purpose of these drills is to ensure that all occupants become familiar with the plan, learn how to safely evacuate their areas, and become accustomed with emergency exits and their orderly use. These drills require that everyone respond to the given instructions, via the paging system or verbal announcement, and leave their areas immediately, either out of the building or to the designated floor in an orderly manner. Lighted 'exit' overhead signs are provide on both floor levels.

At the time of an emergency evacuation drill, building occupants will follow the procedures set forth in the Mr. John's School instructions. They will be asked to proceed via the emergency exit stairwells or exit doors to a designated floor or staging area and to remain there until the "all clear" announcement is given.

Disabled individuals should participate in the evacuation drills if their condition permits. Staff should brief them in advance on how the drill will be conducted and the method of evacuation. If they cannot participate, they should be briefed on how they would be assisted in an actual emergency evacuation.

Drills will be conducted annually at a minimum, including announced and/or unannounced drills. The time required for each drill will be about 6 minutes, followed by a short discussion on the outcome of the drill. The administration staff will be responsible for maintaining the schedule and record log for the evacuation drills.

## **INCLEMENT WEATHER**

Tornado – In the event the city tornado sirens go off, or a tornado is spotted from the school all staff, students and clients must immediately go to the lower level floor and will gather in the hallway until which time the sirens are turned off and/or safety has returned to normal. While we would encourage people to stay in the safety of the basement anyone wishing to leave the building may do so at their own risk after informing a staff member they will be leaving.

Snow and/or Ice – Mr. John's follows the Decatur District #61 and the Jacksonville District #117 school closings for winter weather in regards to snow and/or ice, however Mr. John's will not close for extreme temperatures even if the local districts close. Students are advised to watch WAND News (channel 17) and Mr. John's School of Cosmetology Facebook page for closings.

The School Director may choose to close the school down, and send staff and students home should inclement weather arise, such as but not limited to, bad weather coming in after the school district has closed for the day.

## **MEDICAL EMERGENCY**

Life-threatening medical emergencies can occur at any time. In the event of such an occurrence, immediately call 911 and advise the dispatcher of the nature of the

emergency. A staff member will stay with the person in need until help arrives, as well as a staff member who will wait for the ambulance at the front of the school to direct the paramedics to the person in medical need. All attempts should be made to contact this person's closest family member or emergency contact number on file.

Remember, during an emergency, **YOUR SAFETY DEPENDS ON YOU.**

The School Director and President must be immediately advised of ALL emergencies, as well as the nature of any illness/injury and the location of the injured/ ill individual.

### **EMERGENCY RESPONSE CONTACT LIST**

Emergency ..... 911  
Decatur Fire Dept.....217-424-2811  
South Jacksonville Fire Dept.....217-245-5105  
Decatur Police Dept.....217-424-2711  
South Jacksonville Police Dept.....217-245-9222  
Decatur Ambulance.....217-428-8641  
Jacksonville Ambulance.....217-245-7540  
Decatur Ameren ..... 217-424-8180 (Gas leak or down power lines)  
Jacksonville Ameren.....217-245-1367  
Shelly Mansfield, School President.....217-620-6367 (cell phone)  
Jeanette Suding, School Director.....217-254-8403 (cell phone)