

BUILDING CLOSURE-LOCK

Brief walk-through facility to ensure back warehouse doors are shut, manual lights are off, and both front doors and gates are locked on the way out.

EMERGENCIES

Primary Operations Personnel (Campus Director, Registrar, Administrative Assistant) are primarily responsible for initiating applicable Emergency Action Plans or being notified of any Action Plan that has been implemented. For all implemented Action Plans, Incident Reports will be written by applicable personnel and/or Primary Operations Personnel and submitted to OBC Headquarters.

ACTION PLANS

FIRE

- Fire extinguisher located in lobby near kitchenette.
- Evacuate all people in building to nearest exit away from fire (e.g., front doors, warehouse out towards back), and disallow anyone to enter.
- Call 911.
- All students and staff should remain in parking lot safely away from building until directed otherwise by official personnel.

TORNADO

- Notify yard instructors to immediately bring students into Safe Zones (restrooms, classroom).
- All people within building move to nearest Safe Zone, whichever is nearest to them or safe to get to based on weather conditions.
- Stay put until announced that it is safe to come out.

HEALTH

- First Aid kits are located in top-left drawer of Reception Desk.
- Use First Aid kits as applicable, call 911 if medical emergency.

DISTURBANCES

- Conduct deemed unlawful, threatening, endangering or otherwise unwanted and unbecoming will not be tolerated and will be reported immediately to OBC and local authorities.
- If safe to do so without causing escalation/retaliation, carefully request the person(s) causing disturbance to leave the premises.
- Call 911 as applicable/needed.
- If disturbance includes weapon(s), 911 will be called and all people within building will be notified as safely and quickly as possible and to barricade themselves within offices, classroom and restroom, or to evacuate the premises ASAP if safe to do so. Where not possible to barricade or escape, people will be instructed to hide behind furniture/objects as discreetly as possible. Yard instructors will be notified ASAP and asked to get/keep their students away as quickly as possible and to assist in calling 911.