

SAFETY PROCEDURES

Ohio Business College
Dayton, Ohio

Daily Lock-Up

A building check to ensure that all entrances and garage doors are locked, department doors are secured, lights are turned off, coffee machine is turned off, and to set the security alarm will be done by Campus Director, Instructor or last staff member remaining of the day.

Emergencies and Evacuations

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

- Campus Director Scott Skaroupka
- Assistance Campus Director Lisa Perdomo
- Training Manager Dennis Volz
- Classroom Instructors

In the event of a Health Emergency:

- First Aid kits are located in the lounge and hallways throughout the building
- AED is located in the long hallway.
- If the individual is experiencing a medical emergency, CALL 911.

In the event of a Fire Emergency:

- Fire extinguishers are located throughout the building.
- Begin evacuation upon notification of a fire in the building. Staff and students should meet in the far end of the front parking lot.
- All persons must be accounted for before anyone may leave the lot.

In the event of a Tornado Warning:

- Everyone needs to move immediately to the breakroom, keeping away from windows, entrances and exits.
- Stay until it is announced that it is safe to return to other areas of the building.
- Instructors will be notified of any threat and direct students training outdoors to come inside.

Security Procedures:

Disturbances

- Conduct deemed unlawful and conduct that endangers or threatens the security of Ohio Business College employees and students will not be tolerated and will immediately be reported to the local authorities.
- Call 911
- A Campus Security Agent, Brian Benson or Laurie Hayes, or director will write a detailed report of the incident and submit it the VP, Human Resources.