

Ohio Trades Academy
5450 Salem Ave, Dayton, OH 45426
Safety Procedures

Daily Lock-Up Procedures

A building security check must be completed at the end of each business day to ensure the safety and security of the campus. The Campus Director, Instructor, or last remaining staff member of the day is responsible for completing the following:

- Ensure all entrances and garage doors are locked.
- Ensure department doors, offices, and restricted areas are secured.
- Turn off lights when appropriate.
- Ensure coffee machines and other equipment are turned off.
- Verify classrooms, labs, and common areas are clear.
- Activate the security alarm system before leaving the building.

Emergency Response Responsibilities

The Campus Director or designated staff member will coordinate emergency response procedures. Any employee or student who becomes aware of an emergency should immediately contact emergency services and notify campus leadership when it is safe to do so. Individuals responsible for initiating emergency action procedures include:

- Campus Director – Lisa Perdomo
- Lead Instructor – David Fox
- Classroom Instructors

Emergency situations may include, but are not limited to:

- Fire
- Medical emergencies
- Tornado or severe weather
- Security threats
- Disturbances
- Active threats
- Other situations that may impact the safety of students, employees, or visitors

Emergency Notification Procedures

In the event of an emergency:

- Call 911 immediately when emergency assistance is needed.
- Notify the Campus Director or designated staff member as soon as it is safe to do so.
- Campus leadership will communicate instructions through available methods, including verbal announcements, phone calls, text messages, or other communication systems.
- Staff and students must follow all instructions provided by campus leadership and emergency personnel.
- All emergencies must be documented following the incident.

Health Emergency Procedures

In the event of a medical emergency:

- Call 911 immediately if an individual is experiencing a serious medical emergency.

- First Aid kits are located in the lounge and hallways throughout the building.
- An AED is located in the long hallway.
- Staff should provide assistance within the limits of their training until emergency responders arrive.
- Do not move an injured individual unless there is an immediate danger requiring relocation.
- Staff should provide emergency personnel with any known information regarding the individual and circumstances of the emergency.

Fire Emergency Procedures

In the event of a fire:

- Activate the fire alarm if available.
- Call 911.
- Begin evacuation immediately upon notification of a fire.
- Staff and students should exit the building using the nearest safe exit.
- Do not attempt to retrieve personal belongings.
- Staff and students must meet at the designated evacuation location at the far end of the front parking lot.
- Instructors are responsible for accounting for students assigned to their class.
- Attendance rosters should be taken outside whenever safely possible.
- Any missing individuals must immediately be reported to emergency personnel.
- No person may re-enter the building until authorized by emergency responders or campus leadership.

Tornado and Severe Weather Procedures

In the event of a tornado warning or severe weather emergency:

- Everyone must immediately move to the designated shelter area in the breakroom.
- Individuals should stay away from windows, doors, entrances, and exterior walls.
- Remain in the designated shelter area until an announcement is made that it is safe to return.
- Staff will monitor weather conditions and provide additional instructions as needed.

Active Threat Procedures

In the event of an active threat situation, individuals should follow the Run, Hide, Fight response:

Run

- Evacuate the area if a safe escape route is available.
- Move away from the threat and assist others when possible.

Hide

- Move to a secure location.
- Lock or barricade doors when possible.
- Silence cell phones and remain quiet.
- Stay out of sight.

Fight

- As a last resort, take action to protect yourself and others if directly confronted by a threat.

Additional procedures:

- Call 911 when it is safe to do so.
- Follow all instructions from law enforcement and emergency responders.
- Do not return to the building until authorized.

Security Procedures and Disturbances

Ohio Business College does not tolerate unlawful conduct or behavior that threatens the safety and security of employees, students, or visitors.

Examples include:

- Threats of violence
- Fighting
- Intimidation
- Harassment
- Possession of unauthorized weapons
- Any behavior that creates an unsafe environment

Procedures:

- Call 911 when immediate assistance is needed.
- Notify the Campus Director or Campus Security Agent.
- Campus Security Agent Shawn Frost or the Campus Director will complete a detailed incident report.
- Incident reports will be submitted to the President / Human Resources.

Training Lab and Equipment Safety Procedures

Because Ohio Business College provides hands-on career training, all students and employees must follow proper safety procedures while working in classrooms, laboratories, and training areas.

Requirements include:

- Follow all instructor safety instructions.
- Wear required Personal Protective Equipment (PPE).
- Maintain clean and organized work areas.
- Inspect tools and equipment before use.
- Immediately report damaged, defective, or unsafe equipment.
- Horseplay, unsafe behavior, and misuse of tools or equipment are prohibited.
- Only authorized individuals may operate specialized equipment.
- Students must receive proper instruction before using equipment.

Electrical Safety Procedures

Students participating in electrical training must follow all electrical safety requirements.

- Electrical hazards must be reported immediately.
- Students must follow instructor direction during all electrical activities.
- Proper PPE must be worn when required.

- Students may not work on energized equipment unless specifically authorized and supervised as part of approved training.
- Lockout/Tagout procedures must be followed when applicable.
- Unsafe electrical conditions must be corrected or reported immediately.

HVAC and Mechanical Safety Procedures

Students participating in HVAC training must follow all safety procedures related to tools, equipment, refrigerants, and mechanical systems.

- Proper PPE must be worn when required.
- Students must follow all instructor directions.
- Equipment must be inspected before operation.
- Refrigerants, chemicals, and equipment must be handled according to manufacturer instructions.
- Unsafe equipment or conditions must be reported immediately.

Hazard Communication and Chemical Safety

Ohio Business College maintains Safety Data Sheets (SDS) for applicable chemicals used during training.

Employees and students must:

- Review and follow chemical safety instructions.
- Properly label and store chemicals.
- Use required PPE when handling chemicals.
- Follow manufacturer safety recommendations.
- Immediately report spills, exposures, or unsafe conditions.

Visitor Procedures

For the safety and security of students and employees:

- All visitors must check in at the front office upon arrival.
- Visitors must be approved by authorized staff.
- Visitors may be required to remain with an authorized employee while on campus.
- Unauthorized individuals should immediately be reported to campus leadership.

Campus Closure Procedures

Campus closure decisions due to severe weather, emergencies, safety concerns, or other circumstances will be made by campus leadership.

Students and employees will be notified through available communication methods.

Safety Expectations and Compliance

All Ohio Business College employees and students are expected to follow established safety procedures and contribute to a safe learning environment.

Failure to follow safety policies, instructions, or emergency procedures may result in disciplinary action.