



## WRITTEN PLAN FOR HEALTH AND SAFETY

Genesis takes pride in providing a safe and healthy atmosphere for students to learn. While Genesis will notify students, staff and faculty annually about campus security procedures, students are encouraged to be responsible for their own security and the security of others. The following procedures should be followed:

**FIRE EMERGENCY AND EVACUATION PROCEDURES:** If fire is detected, alert all students and staff members. Immediately vacate the building using the route indicated on the “Emergency Evacuation Plan” located in each area of the campus. After leaving the building, call 911 at a neighboring establishment or using a mobile phone. The local area fire department assists in an annual emergency response evacuation drill.

**EMERGENCY RESPONSE PROCEDURE:** Genesis has multiple media outlets to timely notify the campus community of threatening or emergency situations. Once the situation has been confirmed by the President, The Director of Technology will immediately send a notification via mass texts, email, social media, and local media outlets in television / radio to reach not only students and employees, but the larger community as well. The information to be included in the notification will be:

- The nature of the potential or existing threat
- The area of campus the threat is occurring
- Whether or not the campus is safe to return
- Information on the cancellation of classes, if necessary
- Who to contact regarding more information

**NOTIFICATION OF THREATENING EMERGENCY ON CAMPUS:** Should a threatening situation arise on campus alert the nearest staff or faculty member. The staff or faculty member will immediately notify the local police department, the Director of Technology and the President by email or phone. The Director of Technology will immediately post safety notification alerts via mass email, social media, and local news media notifying students, patrons, and employees of the threatening emergency IF the notification will not compromise efforts to contain the emergency. The President will confirm with local law enforcement and, if possible, a local campus employee of the threatening or dangerous situation. If it's safe to do so, immediately vacate the building using the route indicated on the “Emergency Evacuation Plan” located in each area of the campus. The local area fire department assists in an annual emergency response evacuation drill.

**REPORTING CRIMINAL ACTIVITY ON CAMPUS:** Should any student, staff, or faculty member become victim or witness criminal activity on campus he/she has the option to either notify the local police or notify the Campus Coordinator immediately. The notification should include the nature of the crime, who was involved, and where the crime occurred. Notification is voluntary and will be held confidential. School personnel will assist the student if he/she requests to notify the police directly. The Campus Coordinator will report the criminal activity to the Chief Executive Officer who will immediately notify the police department.

**TIMELY WARNING AND EMERGENCY NOTIFICATION:** Genesis will report in a timely manner to the campus community on crimes that:

- Are included in the campus crime statistics report (see the consumer information report)
- Are reported to local police agencies
- Considered by Genesis to represent a threat to students and employees

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- Who to contact regarding more information Emergency procedures are tested on an annual basis.

**FACILITY SECURITY:** Genesis facilities are maintained regularly by the Director of Facility Maintenance to ensure safety and security for students, staff, and faculty while on campus. Only Genesis employees will have access to keys and students are not allowed on campus unless Genesis personnel are present.

**ACCIDENT:** If an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted.

**BODILY INJURY / SERIOUS ILLNESS:** If a student, staff member, or patron is injured on school premises immediately contact the nearest administrative staff member. A first aid kit is available near the cash register for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

**BREAK-IN:** If you see that the campus has been broken into, call the police department immediately. Keep all students and patrons away from the area and do everything in your power to keep the crime scene exactly as you found it. Call the Director of Academics after the police have been notified.

**WEAPONS OR FIREARMS:** Possession of weapons or firearms of any kind are prohibited on campus by anyone other than authorized security personnel. Students, unauthorized staff, or faculty found in possession of weapons or firearms on campus will be subject to disciplinary action up to immediate termination.

A full investigation by the Director of Academics will be conducted after the emergency or accident is over. The investigation will include a review of the accident site and discussions with all parties involved including the local authorities or medical personnel (if applicable). The Director of Academics will report the incident to the CEO if necessary. The CEO will review the report with the Advisory Board to determine whether changes are needed for the Health and Safety Plan.

The plan can be accessed online at [www.genescareer.edu/writtenplans](http://www.genescareer.edu/writtenplans) Students, staff and faculty will be notified to review this plan at least annually and can submit feedback and comments using a web based comment form that will be distributed to the Chief Operating Officer upon execution.