

## Safety Policies and Procedures

### On site accident or injury/Medical emergency:

1. Students are to report to instructor immediately.
2. Instructor is to quickly assess the injury to determine if basic first aid is needed, if the student needs to be taken to the emergency room, or if necessary, call 911.
3. All activity will be stopped and all students will need to vacate the immediate area until the situation is resolved.
4. After the injury has been assessed and what action to be taken is determined, the instructor will notify the student's emergency contact on file.

### Evacuation:

Any of the following events will require evacuation; fire, smoke, gas leak, explosion, structural damage/collapse, hazardous material spills, odors or fumes.

1. Notify instructor immediately.
2. Calmly move to the nearest/safest exit and proceed out of the parking lot towards the front of the building, muster point will be on the NW side of the building on the city sidewalk (nearest the large green utility boxes)
3. The instructor will ensure that all students have evacuated and will call appropriate emergency personnel.
4. Students and staff should remain together until told they can re-enter the building.

### Fire/Explosion:

All fires should be reported to the Andover Fire Department immediately by dialing **911** at the time of the event, even those that can be extinguished.

1. Evacuate the facility immediately utilizing the evacuation procedure posed at the exits and proceeding to the muster point through the safest and quickest means of egress.
2. The lead instructor will sweep the area for any personnel or students left in the building and confine the fire by closing all doors accessible.
3. If it is safely achievable the lead instructor will attempt to extinguish the fire with the nearest fire extinguisher prior to exiting the building.

### Threats of violence/Bomb threats/Suspicious packages:

Whoever intercepts the threat should make every effort to collect as much information as possible. This includes taking notes if threat is received via phone, screenshots if received via social media or email.

1. If the threat is a suspicious package do not touch or move it.
2. If any threats of violence or suspicious packages are received HWA staff will notify law enforcement immediately.
3. All staff and students will evacuate the HWA premises quickly and calmly if necessary.
4. Proceed to evacuation point located on the NW side of the building on the city sidewalk (nearest the large green utility boxes).

**Neighborhood disturbances/Civil unrest:**

If an incident of civil unrest/civil disturbance/rioting is occurring in the immediate area near HWA, faculty will communicate with law enforcement.

1. Students will be instructed to avoid the area of disturbance and to avoid provoking the demonstrators.
2. Everyone will remain inside and all entrances to the facility will be locked.
3. If notified by law enforcement that it is safe, students and staff will leave the HWA premises through the safest route possible.

**Severe Weather:**

Winter weather - HWA will make decisions on closures in a timely manner to ensure the safety of all faculty and students.

Thunderstorms - Kansas is prone to severe thunderstorms

- Staff and instructors will monitor weather alerts and warnings.
- If severe weather is expected HWA will cancel or dismiss class if it can be determined that traveling is not safe for staff and students.
- If thunder and lightning are occurring near the facility students will be instructed to remain inside.
- Tornadoes
- If a tornado watch is issued for Butler County or East Sedgwick County instructor will halt all activity and notify students that a watch is in effect.
- If the focused area of the risk is within a 20 mile radius of HWA, students will halt weld related activities and gather in the classroom area until weather threat has subsided.
- If a tornado warning is issued for Butler County, and Andover specifically, is expected to be impacted, students and staff will seek immediate shelter in the central most part of the building which is the Student Break Room.

**Student under the influence of drugs/Alcohol:**

HWA has a zero-tolerance policy for the violation of the Drug and Alcohol Policy. If at any time a student is in violation of this policy, they will be dismissed.

- The consumption of alcoholic beverages or use of any intoxicating substance prior to class or during class will be prohibited regardless of age.
- If at any time you are suspected to be under the influence, HWA Personnel has the right to remove you from the premises. Student may be subject to termination.
- The possession of drugs, alcohol, or paraphernalia is not allowed on HWA property, including and not limited to personal vehicles. Termination is eminent.
- The purchase, sell, or transmission of illegal or controlled substances is prohibited and punishable by law.
- Any student has the right to inform HWA personnel if aware of any intoxication or substance abuse For-Cause.
- HWA has the right to conduct random drug testing.

**Active Shooter/Sudden Violence Situations:**

Defined as a person/persons who are actively engaged in or seeking to kill and/or injure people. Possible weapons can include firearms, knives, vehicles, etc.

*These situations are dynamic and evolve rapidly.*

*Everyone must be prepared to react quickly.*

The best option is to RUN.

- Know escape routes in advance, warn others as you are fleeing and do not waste time gathering your belongings.
- If you encounter police officers while fleeing keep your hands visible, follow their instructions, and move in their direction unless instructed to do otherwise.
  
- Evacuate to a safe area and take cover until emergency responders arrive.
- If you are unable to escape HIDE.
- Close and lock all doors if possible, turn off lights, silence cell phones, and any other devices that might make noise. Stay out of sight.
- Designate ONE person in the room to quietly call 911.
- Relay the following information to the 911 dispatcher; your name and location, number of people with you, any known injuries, known location of the suspect, physical description of suspect, and types of weapons suspect has.
- Remain in place until police arrive.
- Do not open the door unless you are certain it is the police.
- If confronted by the suspect your only option is to FIGHT FOR YOUR LIFE.
- This means to act aggressively, using physical force to render the suspect unable to continue.
- If possible, work together with others.

**Visitor**

- All visitors will follow posted signage and wear the appropriate personal protective equipment in marked areas. Visitors will stay inside marked pathways, unless escorted by a school employee.
- If in the case of an emergency or evacuation, all visitors will follow a school employee's direction accordingly.

**Procedure for reporting and Investigating health and safety incidents**

- A Health and Safety Incident Report Form should be filled out by an HWA staff member as soon as possible.
  - This form includes date, time, location of incident, type of incident, incident summary, response summary, and recommended corrective/preventative action.
  
  - This form is submitted to the Managing Director, who will determine if the incident requires further action or if the incident is considered resolved
  - The form will be permanently filed