

2026

Emergency Procedure Guide

STAY SAFE STAY INFORMED
REV. 02/03/2026

Contents

.....	1
About the Guide.....	1
Contact Information.....	1
Owners	1
Police	1
Fire	1
Ambulance	1
Hazardous Spills	1
Notification System.....	2
Initiating Emergency Protocol.....	2
Fire	2
Prepare Before a Fire	2
If You Discover a Fire or See Smoke.....	2
If Building Fire Alarm is Activated or Someone Informs You of a Fire	3
If Caught in Smoke	3
If Trapped in a Room.....	3
If Clothing on Fire (Stop, Drop and Roll)	3
Flooding.....	3
Major flooding.....	3
Minor Flooding	4
Natural Disaster	4
Earthquake	4
Indoors	4
Outdoors.....	4
When aftershocks stop:.....	4
Severe Thunderstorm or Tornado.....	5
Hurricane.....	5
Winter Storm and Extreme Cold	6
Utility Failures	6

Power Outage	6
Major Campus-wide Power Outage	6
Water or Sewer Failure	6
Gas Leak	7
Hazardous Spills	7
Emergency Response Procedures: Chemical, Biohazardous Spills	7
Injury or Illness	7
Chemical Exposure to Skin:	7
Chemical Exposure to Skin – Serious:.....	8
Chemicals in Eyes:	8
Smoke and Fumes:	8
Chemical Spills.....	8
Minor Spill:	8
Minor Spill Clean Up:.....	8
Major Spill:	9
For a Major Spill or Leak:.....	9
Document spill and response procedures.	9
Motor Vehicle Crash	9
If you witness a motor vehicle crash:.....	9
If you are involved in a motor vehicle crash:	10
Medical Emergency.....	10
Calling for Help.....	10
Body Substance Isolation	10
Breathing Difficulties	10
Allergic Reaction (Anaphylaxis)	11
Seizures (Convulsions).....	11
Heart Attack	11
Stroke	12
Injuries.....	12
Bleeding.....	12
Cuts and Scrapes	13
Burns.....	13

Sprains, Strains, Bruises and Broken Bones	13
Dental Injuries	14
Suspicious Package	15
Evacuate	15
Letter and Parcel Bomb Recognition Checklist, What to Look For	15
Handling Suspicious Packages	15
Bomb Threat	16
Evacuate	16
If Received by Telephone	16
Ask:	16
If Known:	16
Location:	16
Hostile Intruder	17
Evacuate	17
Secure Immediate Area:	17
Un-securing an Area:	17
Contacting Authorities:	17
Active Shooter	18
Evacuate	18
Secure Immediate Area:	18
Un-securing an Area:	18
Contacting Authorities:	18
What to Report:	18
Evacuation and Shelter in Place	19
Evacuation	19
Evacuation from a Building	19
On-Campus Area of Gathering	19
Shelter in Place	19
Fire or Smoke and You Cannot Evacuate:	20
Violent Criminal Action:	20
Severe Weather Incident:	20
Evacuation Diagrams	21

About the Guide

This **Emergency Response Guide** contains instructions to assist members of the International Institute of Cosmetology's Community in responding to a variety of emergencies that may affect a campus. The most important information you can use in an emergency is 911 to contact police, fire or ambulance. Non-emergency contact numbers are listed below.

Contact Information

From any International Institute of Cosmetology telephone, in an emergency, **dial 9 then 911**. If you're calling from **off-campus** or using a **cellular telephone**, please use the following telephone numbers.

Owners

Martin Gugliotti (860) 794-5556	Carmelo Gugliotti (860) 794-8216	Leonardo Gugliotti (860) 502-4431
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Police

911

Wethersfield Police Department (860) 721-2900

Plainville Police Department (860) 747-1616

Fire

911

Wethersfield Fire Department (860) 721-2900

Plainville Fire Department (860) 747-4660

Ambulance

911

Hazardous Spills

Mark Anderson
(860) 571-0330 ext 120

You can dial 9-1-1 for an emergency anywhere in Connecticut. Prepare for an emergency before it happens: program the emergency numbers into your off-campus or cellular telephone.

Notification System

Upon confirmation on a significant emergency or threat the institution will notify the campus community (students & staff) via our “ONE CALL NOW” system which sends text messages, phone calls, and/or emails. IIC will promptly determine the content of the notification and initiate the notification system, unless issuing notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Email and/or text notification will issue the threat, and/or evacuation that is needed. Email and/or text notification will be sent to all current students and staff at both campuses. The email and/or text will specify at which campus the threat is. Email and Text notification system is tested annually by sending a test message to all recipients, both students and staff. Responsible staff to administer notification are: Damian Gugliotti (CFO), Martin Gugliotti (Dean of Students), Marie Bobair (Director of Education), Angela Urciuoli (Assistant Director of Education-Plainville, Mark Anderson (School Dean)

Initiating Emergency Protocol

In an emergency situation, initiating the Emergency Protocol will help save lives and assure proper notification and warning takes place. A supervisor is able to initiate the Emergency Protocol.

1. Call 911
2. Get yourself and if possible, others to safety “Evacuation/Shelter in Place” instructions
3. Notify community via “One Call Now” system

Fire

In the event of a Fire, **Initiate Emergency Protocol**. Report ALL fires, no matter how small, to the supervisor, regardless of property damage.

Prepare Before a Fire

ALWAYS familiarize yourself to “where you are” and be sure to know how to reach the TWO nearest EXITS.

Remember that in a fire situation, smoke is blinding and will bank down in the rooms and hallways. This condition may force you to crouch or crawl to escape to safety. By ALWAYS being aware of your surroundings, your knowledge of the nearest EXITS and having a PLAN will greatly increase your ability to deal with sudden emergencies.

If You Discover a Fire or See Smoke

If building fire alarm is not sounding, manually activate the alarm by pulling a fire alarm pull station located near an exit. Initiate Emergency Protocol.

Immediately exit the building.

Call the Fire Department at 911 and let faculty in charge know.

The first step after discovering a fire is to evacuate the area, closing all doors behind you. Locate the nearest manual fire alarm pull station and activate it, then contact the Fire Department.

If Building Fire Alarm is Activated or Someone Informs You of a Fire

Walk to the nearest exit. If able, assist people with special needs.

Notify emergency personnel if you know or suspect someone is trapped or still inside the building.

Assemble outside at the Area of Gathering away from the building and do not attempt to re-enter the building until authorized to do so by the emergency responders.

If Caught in Smoke

Drop to hands and knees and crawl towards the nearest exit.

Stay low, smoke will rise to ceiling level first.

Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt, towel or handkerchief.

If Trapped in a Room

Close as many doors as possible between you and the fire.

Wet and place cloth material around or under the door to help prevent smoke from entering the room.

If the room has an outside window, be prepared to signal to someone outside.

If Clothing on Fire (Stop, Drop and Roll)

Direct or assist a person to roll around on the floor to smother the flames.

Obtain medical attention. Call 911.

Report incident to supervisor.

Flooding

Major flooding

In the event of Major Flooding, **Initiate Emergency Protocol**. Major flooding on the campus would be the result of torrential rains or a water main failure or freeze ups.

Evacuate from affected buildings and areas immediately. See the “EVACUATION” section of this guide.

Follow instructions from the faculty for immediate action.

Use extreme caution around appliances or electrical receptacles near the leak and/or water.

Do not return to your building unless you have been instructed to do so by the Emergency Responders

Minor Flooding

Minor or area flooding of the campus is a more likely scenario. This could be the result of major, multiple rainstorms or a water line break. In the case of minor, weather related flooding, the International Institute of Cosmetology will monitor the National Weather Service to determine necessary action, such as evacuation of areas and cancellation of classes. Notify a supervisor.

Secure vital equipment, records and chemicals (move to higher, safer ground). Shut off all electrical equipment (if safe to do so).

Wait for instructions from the supervisor for immediate action.

Natural Disaster

Earthquake

In the event of an Earthquake, **Initiate Emergency Protocol.**

Indoors

DROP to the ground (before the earthquake drops you!)

TAKE COVER by getting under a sturdy desk or table, and

HOLD ON to it until the shaking stops.

In modern buildings, falling down, or being struck by falling objects causes most earthquake-related injuries. DROP, COVER and HOLD ON immediately.

STAY INDOORS, do not exit building.

STAY AWAY from all windows and large glass objects.

AVOID being underneath heavier objects such as lights, wall hangings and other items which may fall.

HELP DIRECT people with special needs to a safe place, if necessary and safe to do so.

Wheelchair-bound individuals should lock brakes.

Outdoors

Move to an area AWAY FROM trees, power lines, buildings and walls.

DROP TO KNEES and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.

REMAIN in position until shaking has stopped.

When aftershocks stop:

Call 911 to report serious injuries.

ASSIST in the building evacuation of people with special needs, if safe to do so.

TUNE radios to an emergency broadcast or local radio stations for news updates and instructions.

BE PREPARED to evacuate if instructed to do so. (The decision to evacuate from campus will be based upon the severity of the earthquake and damage to buildings).

The school will provide instructions for immediate actions by available means.

IF INSTRUCTED to evacuate, see “EVACUATION” section of this guide.

DO NOT ENTER any building that is deemed or looks UNSAFE.

Severe Thunderstorm or Tornado

All lightning can be deadly. When you hear thunder or see lightning, GO INDOORS. In addition to potentially deadly lightning, a SEVERE THUNDERSTORM also has wind greater than 58 mph (50 knots), hail 1" or larger, and/or a tornado.

Call 911 to report any serious injuries.

A WATCH means that conditions are favorable for the development of severe weather in the watch area. Pay attention to broadcasts, and prepare to take action.

A WARNING is an URGENT announcement that hazardous weather is happening, or is imminent. Take immediate action to protect life and property!

Hurricane

Unlike other natural disasters, a hurricane is usually preceded by hours or days of fore notice and warning, allowing you to prepare. In case of foreseeable Hurricane, the school will notify community of any school closures or delays.

Stay informed. Pay attention to announcements from university administrators, and visit www.hurricanes.gov for hurricane information.

Bring in all outdoor furniture, decorations, garbage cans and anything else that is not tied down.

Shut down and unplug computers and sensitive equipment.

In flood prone areas (basements), move valuable items and documents to table tops, away from windows, to prevent damage in the event of local flooding.

Refresh your emergency kit with fresh batteries, flashlight, important medications, drinking water, and snacks.

BE PREPARED to evacuate if instructed to do so. (The decision to evacuate from campus will be based upon the severity of the hurricane).

IF INSTRUCTED to evacuate, see “EVACUATION” section of this guide.

Winter Storm and Extreme Cold

In case of winter storm or extreme cold, the International Institute of Cosmetology will notify its community of any school closures or delays.

WALK CAREFULLY on snowy, icy walkways.

KEEP DRY. Change wet clothing frequently to prevent a loss of body heat.

If outdoors, PREVENT medical cold emergencies by wearing warm, loose-fitting, lightweight clothing in several layers.

MINIMIZE TRAVEL. Drive only if it is absolutely necessary. Travel in the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts. Let someone know travel destination, travel route, and expected time of arrival at travel destination.

Utility Failures

Power Outage

In the event of a campus-wide outage, International Institute of Cosmetology has emergency lighting that will immediately provide lighting to limited areas on campus. To report a minor, localized power outage, call Facilities Services:

Eversource 800-286-2000

Keep flashlights and batteries at easily accessible locations throughout your work areas and/or residence.

Major Campus-wide Power Outage

Remain calm.

Follow directions from the supervisor for immediate action.

If evacuation of a building is required, see the “EVACUATION” section of this guide.

Do not use candles or other type of flame for lighting.

Unplug all electrical equipment (including computers) and turn off light switches.

Water or Sewer Failure

School administrators will notify the International Institute of Cosmetology's Community in case of water or sewer failure. Determination of class cancelations and school closings will be made after assessing the failure.

Gas Leak

If you smell the “rotten egg” smell of gas OR hear blowing or hissing noise: Initiate Emergency Protocol

LEAVE the building immediately, spreading the word on the way out.

DO NOT use any phone inside the building.

DO NOT turn on or off any electric lights or appliances.

DO NOT open or close the windows.

DO NOT try to shut off the gas.

DO NOT light candles or other type of flame for lighting.

Notify the Fire Department at 911 AFTER leaving the building.

DO NOT re-enter the building until authorized to do so by the Emergency responders.

An individual exposed to natural gas for a prolonged period of time might experience the following symptoms: dizziness, fatigue, nausea, headache, and irregular breathing. Exposure to extremely high levels of natural gas can cause loss of consciousness or even death.

Take the victim outside immediately.

Call an ambulance at 911.

Hazardous Spills

Emergency Response Procedures: Chemical, Biohazardous Spills

In case of emergency, call 911. Hazardous materials spills, medical emergencies, and thefts are examples of incidents that must be reported to the school administrator after the emergency services are contacted.

The following identify procedures for handling various hazardous spill emergencies in the workplace. Chemical spills include liquid and solid spills. Fuel spills include diesel and gasoline spills.

Injury or Illness

Employees must notify their immediate supervisor of an illness or injury related to exposure to hazardous materials. All injuries that may be work related must be reported. Supervisors are responsible for reporting any injuries or occupational illnesses to School administrators by completing the Injury Report form.

Chemical Exposure to Skin:

Immediately flush with cool water for at least 15 minutes.

If there are no visible burns, remove all jewelry and soap area.

Seek medical attention if a reaction occurs or if there is any doubt about possible problems.

Chemical Exposure to Skin – Serious:

Remove all contaminated clothing.

Locate the nearest emergency shower and soak for at least 15 minutes.

Have someone contact an Ambulance at 911.

Seek immediate medical attention.

Chemicals in Eyes:

Irrigate eyes for at least 15 minutes.

Remove contact lenses if possible.

If Serious call an Ambulance at 911.

Seek immediate medical attention.

Smoke and Fumes:

Anyone overcome by smoke or fumes should be removed to fresh air. Never attempt to enter a location where potentially dangerous fumes might place you at risk. If someone is down, contact emergency personnel and let them enter. Seek medical attention for exposure as soon as possible.

Chemical Spills

The safe clean up of a chemical spill requires some knowledge of the properties and hazards posed by the chemical, and any added dangers posed by the location of the spill. **If you believe a spill is beyond your capacity to clean up, do not attempt to do so on your own, STOP and contact the Supervisor.** Spill kits with instructions, absorbents, neutralizing agents if applicable, protective equipment, and sealable waste buckets should be present in each campus. Refer to MSDS.

Minor Spill:

A minor spill is characterized by all of the following criteria:

Is inside a laboratory and hasn't spread outside the laboratory;

Did not result in a fire or explosion, nor presents a risk for a fire or explosion; and

Did not result in personnel requiring medical attention.

Minor Spill Clean Up:

Alert Supervisor and people in the immediate area of the spill.

Put on appropriate Personnel Protective Equipment (PPE), (gloves, protective eyewear, lab coat).

Contain the spill with spill pillows or absorbent material.

Place the absorbed spill material in secondary containment, such as the spill bucket. Label the container and notify Environmental Health & Safety to pick up container.

Completely clean area where spill occurred.

Dispose of contaminated PPE properly.

Major Spill:

A major spill is characterized by all of the following criteria:

Results in a fire or explosion, or presents a risk for a fire or explosion;

Results in personnel requiring medical attention;

Is characterized as a major spill by the Supervisor.

For a Major Spill or Leak:

Alert Supervisor.

Remove any injured or contaminated persons if you can do so safely.

Contact the Fire Department at 911 and stand by in a safe location.

Remove all contaminated clothing, shoes etc. Seek medical attention if you have been exposed. Do not attempt to clean up a major spill on your own. Leave it to the experts!

Document spill and response procedures.

If exposure occurred, a report to the supervisor should be completed and medical follow up should be done immediately. School Administrators should also be notified.

Motor Vehicle Crash

If you witness a motor vehicle crash:

Call 911. Notify the dispatcher of the crash location, the number and type of vehicles involved, and if any pedestrians or bicyclists are involved.

Advise the dispatcher of the number of injured and type of the injuries, if known.

Look for hazards that could affect you or the responding emergency personnel (fuel, chemicals, electrical wires, etc.) and report them to the dispatcher.

DO NOT attempt to move the injured unless it is more dangerous to leave them where they are, i.e., in the event of a car fire.

Attempt to keep the victims calm and reassure them that assistance is on the way.

Upon arrival of emergency personnel, notify them of the number of injured and their locations. Remain on scene until released by police.

If you are involved in a motor vehicle crash:

Take a breath and remain calm.

Check yourself and others for injuries. Call 9-1-1 for an ambulance if in doubt.

If able, move vehicles out of traffic, to a safe place, and activate hazard lights.

Call the local police to report the accident.

Do not leave the scene until you have exchanged information with other motorists, or the police release you from the scene.

This guidance is about your safety. Contact your insurer for guidance on how to submit a claim.

Medical Emergency

First aid includes assessments and treatments that can be performed by a layperson (the patient or a bystander) with minimal or no medical equipment. First aid should never delay the contacting of Emergency responders.

Calling for Help

In a medical emergency, call an Ambulance at 911

Body Substance Isolation

It is recognized that some infections may be carried and transmitted in a person's body substances, including blood, saliva, urine, feces and tears. While intact skin is a generally effective barrier against outside contagions, it is recommended that any provider, lay or professional, avoid direct contact with the body substances of another person. Keep in mind that you can be exposed by touching, splashing, spraying (i.e. a sneeze or cough), and that exposure may occur by skin contact or contamination in the eyes, mouth or nose. Body Substance Isolation refers to the practice of wearing or using barriers such as medical gloves and protective eye wear.

Breathing Difficulties

Difficulty breathing may be caused by a number of medical problems, including asthma or allergic reaction. This is a serious emergency call an Ambulance at 911.

You may be able to assist the victim under the following conditions:

The victim states he/she is having an asthma attack and has medication or an inhaler.

The medication is prescribed to the victim.

The victim identifies his/her medication but is unable to administer it without assistance.

Allow the victim to sit upright, or in the position that is most comfortable.

Allergic Reaction (Anaphylaxis)

A victim of an allergic reaction may experience swelling (especially of the face), breathing difficulty, an itching rash, shock and even death. The victim may have a history of allergic reactions and may carry an epinephrine auto-injector (also known as an EpiPen™) or the allergic reaction could be the victim's first.

Call an Ambulance at 911.

You may be able to assist a victim who has an epinephrine auto-injector under the following conditions:

The medication is prescribed to the victim.

The victim identifies his/her medication but is unable to administer it without assistance.

Allow the victim to sit upright, or in the position that is most comfortable.

Seizures (Convulsions)

The objectives during a seizure are to prevent further injury and to help maintain an open airway. Most seizures will stop on their own after a few seconds.

Call an Ambulance at 911.

Do not restrain the victim during the seizure. Move furniture away to protect the head.

Do not place anything in the victim's mouth. Tongue biting, which may be typical of a seizure, occurs at the beginning. Placing something in the victim's mouth is futile to prevent tongue injury, and may cause the victim to choke.

After a seizure the victim may be unconscious, confused or lethargic. Place the victim on their side to allow oral secretions to drain out, and reassure the victim.

Heart Attack

A heart attack is normally characterized as severe chest pain, but may be indicated by a number of other, more subtle signs. Heart attacks affect men and women. Learn to recognize the signs, and call an Ambulance immediately if you suspect someone may be suffering from a heart attack.

Chest discomfort. Most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.

Discomfort in other areas of the upper body. Symptoms can include pain or discomfort in one or both arms, the back, neck, jaw or stomach.

Shortness of breath with or without chest discomfort.

Other signs may include breaking out in a cold sweat, nausea, vomiting or lightheadedness.

As with men, women's most common heart attack symptom is chest pain or discomfort. But women are somewhat more likely than men to experience some of the other common symptoms, particularly shortness of breath, nausea/vomiting, and back or jaw pain.

Take action:

Call an Ambulance at 911.

Allow the victim to sit up, or in the position that is most comfortable.

Reassure the victim that help is on the way.

Stroke

A stroke is a blood clot or bleeding in the brain and is a serious medical emergency. Learn to recognize the signs of a stroke, and call an Ambulance immediately if you believe someone may be suffering from a stroke. Remember FAST:

Facial weakness – can the person smile? Is there drooping of the mouth or one or both eyes?

Arm weakness – can the person raise both arms?

Speech problems – can the person speak clearly and understand what you say?

Time is critical – call an Ambulance at 911.

Injuries

Injuries sustained at the workplace may require the victim's supervisor to file certain reports.

Bleeding

Control of bleeding is one of the few first aid actions by which you can have a major positive effect on outcome.

If serious, call an Ambulance at 911.

Control bleeding by applying direct pressure over the bleeding area until bleeding stops or emergency rescuers arrive.

Avoid contact with another person's blood by using medical gloves.

Apply pressure firmly and for a long time.

It is best to apply manual pressure on a gauze bandage or other piece of cloth placed over the bleeding source. If bleeding continues, do not remove the gauze; add more gauze on top and continue to apply pressure.

Cuts and Scrapes

Clean the wound with clean, running tap water with or without soap for at least 5 minutes. Application of an antibiotic ointment and a dressing after cleaning has been shown to help wounds heal better. However, do not apply an antibiotic ointment if the victim has known allergies to the antibiotic. Seek medical attention if necessary.

Burns

Burns Caused by Heat

Immediately cool the burn in cold, running water and continue at least until pain is relieved. Do not use ice, as this may freeze skin and cause more damage. Do not pop burn blisters, do loosely cover them with a sterile dressing. Seek medical attention if necessary. Always call an Ambulance at 911 for burns of a large area, or for burns affecting the face, hands or genitals.

Burns Caused by Electricity

Electrical burns are usually internal, and only a small outside burn may mask a large area of damage inside the victim.

Call an Ambulance at 911.

Consider your own safety first! Do not approach or touch the victim until the power has been turned off.

Burns Caused by Chemicals

Call an Ambulance at 911.

Remove contaminated clothing, being careful not to contaminate yourself in the process.

In the case of acid or alkali exposure (low pH or high pH) to the skin or eye, immediately irrigate with water, and continue to irrigate until emergency responders arrive.

It is also helpful to provide emergency responders with a copy of the Material Safety Data Sheet (MSDS) for the chemical involved.

Sprains, Strains, Bruises and Broken Bones

Call an Ambulance at 911.

Do not attempt to move or reposition a victim with a serious muscular, bone or joint injury.

Apply a mixture of ice and water to the injured area, being sure to place a thin towel or other cloth between the mixture and the skin to prevent freezing of skin. Apply ice for 10-20 minutes at a time, to prevent skin from becoming too cold.

If the injury includes open skin, cover the wound with a dressing. Do not attempt to push protruding bones or tissue back into the skin.

Dental Injuries

Dental injuries include chipped teeth or a tooth that is knocked out.

Seek medical attention at a dentist or emergency room if needed.

Poison Emergency

Poisons may be ingested, inhaled or absorbed through the skin, eyes or mucus membranes. Treatment for different types of poisons varies, and there is no general recommendation that can be made other than call an Ambulance and contacting the Poison Help hotline of the American Association of Poison Control Centers.

Call an Ambulance at 911.

Contact the Poison Help hotline at 800.222.1222.

Do not give the victim anything to drink or eat unless directed to do so by the Poison Help hotline.

Do not cause the victim to vomit unless directed to do so by the Poison Help hotline.

Public Health Emergency

A public health emergency exists when campus air, drinking water, or food is contaminated with one or more hazardous agents such as chemicals or pathogens that could or will result in disease or injury impacting large numbers of people. Likewise, other campus wide incidents such as pest infestations or failure of the sewage system also have the potential to result in disease or injury that would be significant to communities.

Actions will be taken to notify the International Institute of Cosmetology's community of these conditions as soon as International Institute of Cosmetology becomes aware of an outbreak of such an emergency.

The following types of outbreaks or epidemics represent public health emergencies:

Communicable disease: widespread disease for which vaccination is not available;

Foodborne disease: gastrointestinal illness;

Waterborne disease: microbiological or chemical agents;

Injuries resulting from infestation with insects, rodents or other pests (e.g. bedbugs);

Infectious disease resulting from contact with sewage or other human wastes.

International Institute of Cosmetology will work closely with local and state agencies such as the Connecticut Department of Public Health to respond quickly and effectively to public health emergencies that occur at one of its campuses.

Suspicious Package

In the event of a Suspicious Package, **Initiate Emergency Protocol**

Evacuate

If evacuation is possible proceed to closest safe exit, warning others if possible. Once in a safe place, call Police at 911 and inform supervisor as promptly as possible.

Letter and Parcel Bomb Recognition Checklist, What to Look For

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “CONFIDENTIAL” or “PERSONAL”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discoloration on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Excessive tape or string.
- Visual distractions.
- No return address.

Handling Suspicious Packages

DO NOT open or shake it.

DO NOT carry or show to others.

DO NOT bring to the Police Department.

DO NOT sniff, touch or taste.

DO alert others in the area.

Leave the area, close doors and prevent others from entering by using signs or guarding.

Distance and separation are the safest precautions to take.

Wash hands with soap and water.

Call the Police at 911.

Create a list of persons in the room where the package was received.

US Postal Service website: <https://www.uspis.gov/tips-prevention/suspicious-mail>

Bomb Threat

In the event of a Bomb Threat, **Initiate Emergency Protocol**

Evacuate

If evacuation is possible proceed to closest safe exit, warning others if possible. Once in a safe place, call Police at 911 and inform supervisor as promptly as possible.

If Received by Telephone

If you receive a bomb threat:

DO NOT HANG UP! Remain calm.

Ask a lot of questions, using the checklist below as a guide.

Contact the Police at 911 immediately after the call.

Ask:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why did you place it?
- What is your address?
- What is your name?

If Known:

- Time
- Date
- Name of Caller
- Number from which call originated
- Male/female
- Race
- Approximate age
- Number at which call was received
- Length of call
- Exact wording of threats

Location:

- Can you tell if the call is:
- Local
- Long distance
- Cellular

- Pay phone

Hostile Intruder

In the event of a Hostile Intruder, **Initiate Emergency Protocol**

Evacuate

If evacuation is possible proceed to closest safe exit, warning others if possible. Once in a safe place, call Police at 911 and inform supervisor as promptly as possible.

Secure Immediate Area:

Lock and barricade doors.

Turn off lights.

Close blinds.

Block windows.

Turn off radios and computer monitors.

Keep occupants calm, quiet, and out of sight.

Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).

Silence cell phones.

Place signs in exterior windows to identify the location of injured persons.

Un-securing an Area:

Consider risks before un-securing rooms.

Remember, the shooter may not stop until engaged by police.

Efforts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

Consider the safety of masses vs. the safety of a few.

If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities:

Local Police Agency Emergency: 911.

Active Shooter

In the event of an Active Shooter, **Initiate Emergency Protocol**

Evacuate

If evacuation is possible proceed to closest safe exit, warning others if possible. Once in a safe place, call Police at 911.

Secure Immediate Area:

Lock and barricade doors.

Turn off lights.

Close blinds.

Block windows.

Turn off radios and computer monitors.

Keep occupants calm, quiet, and out of sight.

Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).

Silence cell phones.

Place signs in exterior windows to identify the location of injured persons.

Un-securing an Area:

Consider risks before un-securing rooms.

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Efforts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.

Consider the safety of masses vs. the safety of a few.

If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities:

Local Police Agency Emergency: 911.

What to Report:

Your specific location – building name and office/room number.

Number of people at your specific location.

Injuries – number injured, types of injuries.

Assailant(s) – location, number of assailant(s), race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, assailant(s)' identity, if known, number of explosions from gunfire, etc .

Evacuation and Shelter in Place

Evacuation

In advance of an emergency, determine the nearest exits to your location and the best route to follow.

If time permits during evacuation, secure your workplace and take personal items.

In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, flood or other MAJOR incident, it may be necessary to relocate personnel to a safer location.

Evacuation from a Building

Walk, do not run.

If safe to do, assist people with special needs as indicated by that person, or direct to the nearest stairwell. Contact the Police at 911 for assistance.

Expect that you may not be able to re-enter the building for hours or longer. If safe to do, collect essential items such as your car keys, wallet or purse, critical medication such as an inhaler, and outerwear appropriate for the weather and season.

Assemble outside at a designated Area of Gathering. Supervisor should consider conducting an accountability check to determine if all staff members and Students have exited the building.

If you cannot return to your building, wait for instructions from the University Police or another emergency agency in charge.

On-Campus Area of Gathering

Signs indicating the Area of Gathering are posted in the lobby of each building and residence hall. In the event of a building or area evacuation, go to the posted Area of Gathering or as directed by emergency response officials.

Shelter in Place

In some instances, it may be safer to “shelter in place” than it is to leave a building, e.g. , smoke or fire is immediately outside your room, live electrical wires obstruct access to the exit, individuals with mobility disabilities are above or below ground floors or if the hazard causes the elevators to become inoperative (fire alarms sounding). In some cases authorities may direct you to shelter in place instead of evacuate. Shelter in place procedures vary depending on the type of hazard.

Fire or Smoke and You Cannot Evacuate:

If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the emergency call taker.

See “**FIRE SAFETY**” section of this guide.

Violent Criminal Action:

Lock and barricade doors.

Move away from outside doors and windows.

Close window shades and turn off lights.

If there are injured persons, or you have information about the assailant(s) call the Police 911.

See “**ACTIVE SHOOTER**” or “**HOSTILE INTRUDER**” section of this guide.

Severe Weather Incident:

Move away from outside windows and doors, as well as large glass objects.

Avoid being underneath heavier objects that may fall.

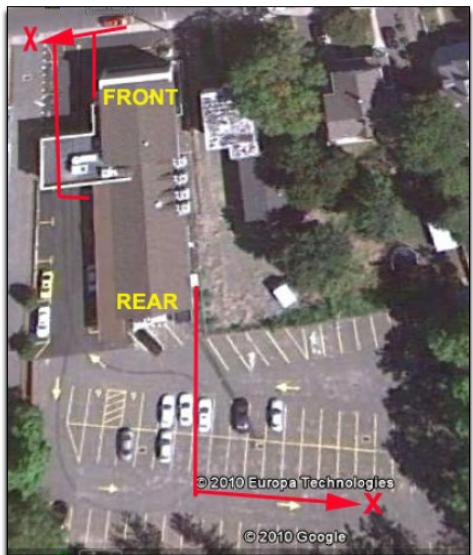
Help direct people with special needs to a safe place, if necessary.

See “**NATURAL DISASTERS**” section of this guide.

Evacuation Diagrams

International Institute of Cosmetology – Plainville

Evacuation/Emergency Plan



- In case of Fire or emergency evacuation first **evacuate building then call 911**.
- In the event of emergency; employees, students and patrons are alerted by verbal announcement.
FIRE – in case of fire
EVACUATION – in case of general evacuation
- The policy of the school in the event of fire or other emergency is for employees to aid and facilitate evacuation of students and patrons.
- In the event of an emergency employees, students and patrons shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided for employee use on minor fires only when safe to do so.
- No employee is authorized to delay evacuation.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations. **Call 911**.
- **After evacuation employees are to gather students and patrons at the location (showed on left) front of the building off to the side to allow emergency vehicles access to the lot and in the rear corner of the property.**

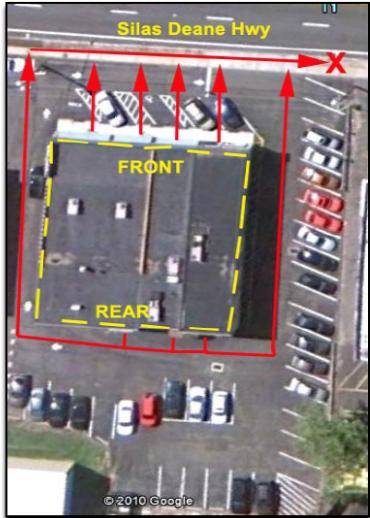
- Employee with highest authority is to take count of all employees, student and patron.
- After 911 has been contacted the following personnel must also be contacted:

Mark Anderson (860) 882-3085 Martin Gugliotti (860) 794-5556

International Institute of Cosmetology | 65 Whiting St, CT 06062 USA | Ph: (860) 571 0330 Fx: (860) 571 8517

International Institute of Cosmetology – Wethersfield

Evacuation/Emergency Plan



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- In the event of emergency; employees, students and patrons are alerted by verbal announcement.
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- The policy of the school in the event of fire or other emergency is for employees to aid and facilitate evacuation of students and patrons
- In the event of an emergency employees, students and patrons shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided for employee use on minor fires only when safe to do so.
- No employee is authorized to delay evacuation.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations. **Call 911.**
- **After evacuation employees are to gather students and patrons at the location (showed on left) front of the building off to the side to allow emergency vehicles access to the lot.**
- Employee with highest authority is to take count of all employees, student and patron.

- After 911 has been contacted the following personnel must also be contacted:

Mark Anderson (860) 882-3085 Martin Gugliotti (860) 794-5556

International Institute of Cosmetology | 632 Silas Deane Hwy Wethersfield, CT 06109 USA | Ph:(860) 571-0330 Fx:(860) 571-8517

International Institute of Cosmetology –

657 Silas Deane Hwy

Evacuation/Emergency Plan



- In case of Fire or emergency evacuation first **evacuate building then call 911.**
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