# Paul Mitchell The School Birmingham

## EMERGENCY PROCEDURES AND GUIDELINES

Paul Mitchell the School Birmingham is concerned about our students, staff, and guest safety. In order to ensure the safety of everyone, Paul Mitchell the School Birmingham has the following procedures.

#### GENERAL GUIDELINES IN THE CASE OF EMERGENCY

- Remain calm.
- Do not panic.
- Assist children and the elderly.
- Help staff, students, and clients remain calm.
- Check for injuries to yourself and others. Seek medical attention as needed.

**Evacuation Procedures —** Paul Mitchell the School will perform an evacuation drill on a quarterly basis to maintain the safety of all students and staff members. In case of a fire, fire hazard, bomb threat, gas leak, or other toxic leaks, staff members and students should remain calm, not panic, and leave all personal belongings behind as these items can be replaced. Unless otherwise ordered by emergency responders or governmental authorities, all students are to exit the building in an orderly fashion by exiting from the front or the back exit doors. The students will meet under the Centre at Riverchase sign which is located on highway 31 in front of the school building. Under no circumstance will any staff member or student be allowed to leave or return to the building until everyone is accounted for and/or the building is officially deemed safe for re-entry. Evacuation procedures should not be followed in the event of an earthquake or tornado.

**Tornado Procedures —** Paul Mitchell the School Birmingham will perform a tornado drill on a quarterly basis to maintain the safety of all students and staff members. In case of a tornado, the sirens will sound and everyone will go into the restrooms, learning leaders office, and theory classroom. It is the recommendation of the school's administration that no one leaves Paul Mitchell the School Birmingham until all potential damaging weather has passed.

**Earthquake Procedures —** Paul Mitchell the School Birmingham will perform an earthquake drill on a quarterly basis to maintain the safety of all students and staff members. In the event of an earthquake, crawl under the station cabinets on the clinic floor or under a table in one of the classrooms. Be prepared for aftershocks in an earthquake. Do not drive under any circumstances. It is the recommendation of the school's administration that no one leaves Paul Mitchell the School Birmingham until the earthquake is over and everyone is accounted for.