

CAMPUS SAFETY POLICIES

Compass Career College is dedicated to providing a safe environment for students, faculty, and visitors. The college is ready to execute a plan of action in response to an accident and/or medical emergency.

CAMPUS CRIME REPORT

I. Policy:

An Annual Crime Report will be produced by October 1 of each year. The report will be made available to all staff and students of Compass Career College. The procedure will outline information on security of and access to campus facilities, sex offenses and offender registration.

II. Procedure:

- A. Timely warnings of situations which arise, in the judgment of the Director of the College, that constitute an ongoing threat to the students of Compass Career College will be issued to the students.
- B. Crime Statistics will be prepared and reported by the Compass Career College Safety Officer. All crime incident reports will be researched and reported. The information reported by the state authorities (Tangipahoa Sheriff's Department) for the Annual Report submitted to the federal government will be included in the Campus Crime Report.
- C. Confidential reporting is allowed to the Director or Director of Education of the college. If the victim of a crime does not want to pursue action through the local authorities' criminal justice system (Tangipahoa Sheriff's Department) the student may want to consider making a confidential report. With the permission of the student the school will notify the authorities of the details of the crime without revealing the students identity (if the State of Louisiana allows this). Compass Career College encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Confidential reports will be included in the annual crime report statistics.
- D. Access to Compass Career College is by key holders only outside of business hours (day or night classes). Normal business hours are Mon. thru Thur. 0800 until 1700 – Fri. 0800 until 1500 for day time operations and from 1800 until 2200 hours for night class operations. Night class operations vary but will occur from Mon. thru Thur. All doors are kept locked during night classes with the students being responsible for locking doors after breaks when returning inside.
- E. Administrative and instructor personnel have the authority to request identification inquire from a person that is known not to be a student. If anyone refuses to identify themselves to the staff's satisfaction immediately call the Tangipahoa Sheriff's Department.
- F. In Student Orientation students are made aware of safety issues on campus and to call 911 in an emergency. Students are informed to keep their belongings either under the vehicle seats or locked in the trunk. Students are informed regarding known criminal activity on campus and the surrounding area. Above all students

- are informed they are ultimately responsible for their own safety and the safety of each other and to remain resolute in watching out for possible unsafe situations.
- G. Crime Prevention Programs on personal safety are sponsored by the Tangipahoa Sheriff's Department. To learn more about the programs contact Detective Jeannie Alexander at 985-748-3334 or visit their website at www.tpsso.org. These programs are discussed during student orientation.
 - H. Alcoholic beverages and illegal drugs are not allowed in Compass Career College nor on the surrounding area adjacent to the building.
 - I. Should any member of Compass Career College faculty or student body require Substance Abuse Counseling, a confidential reference to a local center will be made by a designated instructor.
 - J. Criminal Activity occurring off campus is covered by the report issued by the Tangipahoa Sheriff's Department requested for inclusion in the annual report submitted to the federal government.
 - K. In the case of sexual assault, confidential reporting is allowed to the Director and/or Director of Education of the college. If the victim of a crime does not want to pursue action through the local authorities' criminal justice system (Tangipahoa Sheriff's Department) the student may want to consider making a confidential report. With the permission of the student the school will notify the authorities of the details of the crime without revealing the students identity (if the State of Louisiana allows this). Compass Career College encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Confidential reports will be included in the annual crime report statistics.
 - L. The Campus Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. To view a list of registered sex offenders in Tangipahoa Parish, students and faculty can view the Tangipahoa Parish Sheriff's website at www.tpsso.org, and search under "Sex Offenders". This information will also be posted at the school for students and faculty to see.

INFECTION CONTROL

I. Policy:

Infection control procedures will be followed by students and staff while participating in lab training and at the clinical site, where contact with body fluids (ie: blood) is a possibility.

II. Procedure:

- A. Instructors provide information to the student regarding the proper PPE (Personal Protective Equipment) to be used prior to the start of procedure.
- B. The instructor supervises and ensures proper PPE is adorned and appropriate procedure is followed.
- C. A list of appropriate PPE used is included in the lesson plan for the class being instructed. Any pre or post cleaning of equipment is determined by the Lesson Plan
- D. Each student is issued their own disposable mask for training to utilize while performing mouth to mouth resuscitation.
- E. If a student or staff member has an exposure incident, an incident report is completed. (Incident reports are kept by the Compliance Officer.) This is to

include information regarding the name of the source if known. If occurring on campus, the Director/Compliance Officer are to be immediately notified and the director and the students involved are to report to an area medical facility for needle stick protocol. If occurring at a clinical site, the student is to follow the facility procedures regarding exposure and notify the Director/Compliance Officer as soon as possible (the institution will need a copy of the clinical site's incident report).

- F. Needle stick protocol: If you are stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report this immediately to your supervisor/instructor and seek immediate medical attention. For exposure cases that occur on campus (or at clinical site whose policy states to defer to policy of student's institution):
1. Document exposure through incident report and entry into Sharps Injury Log.
 2. If source can be identified, test as soon as possible to determine HBV/HIV infectivity. If infection with HBV/HIV is already known, retesting is not required (Institution must document if consent for testing cannot be obtained) Results of testing will be shared with exposed individual
 3. Exposed individual's blood shall be collected and tested as soon as possible and tested for infectivity.
 4. Post-exposure prophylaxis will be administered when medically indicated by the evaluating health care professional.
 5. The institution will provide the exposed individual with a copy of the written opinion of the post-exposure evaluation (if the written opinion is given directly to the student, the student must supply the institution with a copy).

HEALTH AND SAFETY

I. Policy:

The Health and Safety Medical Emergency Plan is to be followed.

II. Procedure:

The following parameters must be implemented and followed.

1. The Emergency Response Quick Reference Guide is readily available to staff and students.
2. The accident report written procedure is readily available to staff and students.
3. Encourage all staff and students to think safety first. It is everyone's responsibility to be conscious of health and safety at the school.
4. Entrance, exit and bathroom doors meet state and federal dimensions.
5. The bathroom is fitted with handles for use by the handicapped
6. The facility is cleaned daily. A cleaning service is called in on an as needed basis
7. All safety equipment (fire extinguishers, smoke alarms, security alarm, emergency lighting) testing is scheduled periodically to ensure effective operation.
8. Monthly staff meeting agenda includes health and safety

9. Floors are properly maintained and are safe for staff, students and patrons.
10. Students are accurately instructed on the proper use of medical apparatus or equipment.
11. Bathrooms/classrooms (classrooms with sinks) have supply of soap and hand towels
12. OSHA guidelines are followed for medical waste and disposed with a medical waste management company.
13. All medical supplies are kept under lock and key.
14. Waste receptacles are emptied daily
15. Student evaluation forms regarding school environment are issued twice a year.
16. Monthly staff meeting agenda includes health and safety concerns.
17. Student evaluation forms are issued twice a year and reviewed by the Director of the College. Criticism is investigated by the Director of the College or by his/her designee. The monthly staff meeting agenda includes health and safety. If the meeting minutes reflect staff concerns an action item is listed in the minutes. The Director of the College or his/her designee investigates these.
18. An annual review of accidents will be discussed at an administration meeting.

III. Emergency Medical Procedure

ACCIDENTS ARE CAUSED THEY DO NOT JUST HAPPEN.

ENCOURAGE ALL STUDENTS TO THINK **SAFETY FIRST**.

It is everyone's responsibility to be conscious of health and safety at the school. Care should always be taken to make certain students are accurately instructed concerning the proper use of all medical apparatus and or equipment at the school. The floors shall be properly maintained to ensure that they are not slick and are safe for our students and patrons.

If during the normal scheduled school week (Monday thru Thursday) a student, visitor, or employee, becomes sick, has a health emergency, or an accident occurs requiring more than minor first aid the RN on staff shall take charge. A call to 911 shall be made immediately by the person in charge. He/she shall make sure the injured individual is comfortable lying on the floor. Standard precautions must be maintained during treatment. The injured party's vital signs should be taken. The injured party shall be covered and if there is bleeding the wound shall be covered and direct pressure may be applied to control the loss of blood. Every effort shall be made to keep the injured party calm without attempting any significant medical procedures. If an emergency occurs on a Friday, which is an administration only day, the staff will call 911 and keep injured party as comfortable as possible.

Wait for the paramedics to arrive!

Notify the Owner, the Director, the Director of Education or the Financial Aid Officer, (in that order) immediately. They will assume the responsibility to inform the Institution's insurance carrier. The Institution shall immediately investigate the cause of the accident, interview witnesses if any (witness may need to sign a statement), and write a report outlining the results of such investigation. These reports shall be maintained by the Director and will serve as

a basis for annual reviews of ways to prevent such accidents from happening in the future.

Any accidents due to the mishandling or misuse of medical apparatus or equipment) medical or otherwise) by students are not the responsibility of the Institution.

EMERGENCY RESPONSE QUICK REFERENCE GUIDE

I. COMMUNICATION CODES

Compass Career College has adopted the following codes to communicate emergency situations to other faculty and staff members:

Code Green: Serious Injury/Accident/Death; Stabbing/Shooting; Violent Situation/Threat; Violent Crime in Progress; Menacing Behavior/Assaults/Fights/Rape; Intruder/Hostage Situation; Weapons; Kidnapping

Code Red: Lock-Down/Sheltering Procedure

Code Yellow: Utilities; Hazardous Materials; Fire/Explosions; Bomb Threat/Suspicious Mail; Evacuation Procedures

Code Blue: Medical Emergencies/Medical Epidemics

Code Grey: Weather Emergency

When using one of the color codes to report a situation, faculty and staff members should say “My favorite color is _____.” to avoid causing additional panic or inciting an offender.

CODE GREEN

SERIOUS INJURY/DEATH/ACCIDENTS

If incident occurred on campus:

- Assess the situation.
- Call Tangipahoa Parish Sheriff’s Office directly at (985) 345-6150 or (985) 902-2078 to summon immediate assistance. ****DO NOT CALL 911****
- If possible, isolate affected student/staff member.
- Gather information: extent of injury (Ex: unconscious), exact location of the victim, your name and address/location.
- Do not hang up until advised that it is all right to do so.

STABBING/SHOOTING

Notification of Incident- Shooting/Stabbing

- Take cover, if necessary. USE CAUTION.
- Assess the situation. Provide for your own safety.
- If there are witnesses or others present, direct one of those individuals to call Tangipahoa Parish Sheriff’s Office at (985) 345-6150 or (985) 902-2078 to summon immediate assistance.
- If no one is available, call Tangipahoa Parish Sheriff’s Office immediately, request medical assistance if necessary. ****DO NOT CALL 911****

- If vehicle is involved, attempt to identify CYMBAL:
C - color of vehicle
Y - year
M - make
B - body (2-door, type of vehicle)
A - anything else of importance (direction of travel, etc.)
L - license number
- Attempt to identify the individuals in vehicle and/or the area.
- Indicate the location of incident.
- Do not disturb the crime scene

VIOLENT CRIME IN PROGRESS

If exiting the building IS possible:

- Exit the building immediately.
- Notify others as you exit the building.
- Be aware of your surroundings.
- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078 immediately upon reaching a safe location. ****DO NOT CALL 911****

If exiting the building IS NOT possible:

- Go to the nearest room or office.
- Close and lock the door.
- Cover the door and windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****

VIOLENT SITUATION/THREAT/MENACING BEHAVIOR

- Stay calm and unhurried in your response to the person.
- Be empathetic and show your concern.
- Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.
- Be helpful. Schedule an appointment for a later time, take notes.
- Provide positive feedback such as "We can get this straightened out" or "I'm glad you are telling me how you feel about this."
- Stay out of arms' reach. Limit eye contact. Do not argue, yell or joke.
- Do not touch the person.

If the individual's level of agitation increases, attempt the following:

- Leave the scene.
- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****
- Alert coworkers using an agreed-upon code word to indicate trouble.
- Do not allow menacing behavior to go unreported. Alert Tangipahoa Parish Sheriff's Office and coworkers immediately after the person leaves.

ASSAULT/FIGHTS/RAPE

Ensure the safety of students and staff first.

- Call Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****
- Seal off the area where the assault took place.
- Diffuse the situation if possible by identifying the individual's concerns, isolating the individual in a neutral area and conferring with the individual.
- Inform Tangipahoa Parish Sheriff's Office if a weapon was used, a victim has a physical injury or impairment of physical condition, or if assault involved sexual content (intentional touching of anus, breasts, buttocks, or genitalia of another person in a sexual manner without consent. This contact includes those areas covered by clothing.)
- Assess counseling needs of victim or witness.
- For rape or sexual assault, with the victim's consent, call Tangipahoa Parish Sheriff's Office and report the assault. If victim refuses, call Rape Crisis Center, Victim's Assistance (24 hours) 1-877-748-6882.

INTRUDER/HOSTAGE SITUATION

Intruder: an unauthorized person who enters the classroom/office.

- Ask another staff member to accompany you before approaching intruder.
- Politely greet intruder, identify yourself, and ask intruder the purpose of his/her visit.
- Inform the intruder that all visitors must register with administration in the Student Services area.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****
- Warn intruder of consequences for staying. Inform him/her that you have called the police.
- Notify Tangipahoa Parish Sheriff's Office if intruder still refuses to leave. Give police a full description of the intruder.
- Walk away from intruder if he/she indicates a potential for violence.
- Be aware of intruder's actions at this time (where he/she is located, whether he/she is carrying a weapon or package, etc.)
- Initiate Lockdown procedure to prevent intruder from interacting with students.
- Tangipahoa Parish Sheriff's Office will issue an "all clear" when incident is under control.

HOSTAGE:

- If hostage taker is unaware of your presence, do not intervene.
- Call Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078 immediately. Give dispatcher details of situation. ****DO NOT CALL 911****
- Seal off area near hostage scene.
- Be prepared to provide Tangipahoa Parish Sheriff's Office with:
 1. Number of hostage taker(s)
 2. Description of hostage taker(s)
 3. Type of weapon(s) hostage taker(s) has
 4. Number and name(s) of hostage(s)
 5. Demands and instructions hostage taker has given

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.

WEAPONS**If faculty/staff member or student is aware of a weapon brought to campus:****Student**

- Send reporting student to Tangipahoa Parish Sheriff's Office.
- If the reporting student is unable/unwilling to report, follow steps below. The student may remain anonymous.
- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****

Faculty/Staff

- Send message with trusted individual that includes:
 1. Your name and location
 2. The name/description of the suspect
 3. Whether the suspect has threatened anyone
 4. Any information regarding the weapon's location/type
- Discretely call Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078 if the suspect is not present. ****DO NOT CALL 911****
- Seek assistance from the Program Coordinator/Director in reporting the incident.
- If instructor suspects that weapon is in classroom, he/she should confidentially notify a neighboring faculty by sending a trusted student.
- Faculty should not leave classroom; he/she should wait for administrative response.

IN ALL CASES, DO NOT CONFRONT SUSPECT. STAY CALM.

IF A SUSPECT THREATENS YOU WITH A WEAPON, FOLLOW SUSPECTS' DIRECTION.

Reporting Instructions

- Alert Tangipahoa Parish Sheriff's Office if a weapon is suspected, as reported by staff or student (reasonable).
- If a student reported the weapon, isolate him/her.
- Tangipahoa Parish Sheriff's Office will proceed to the area under suspicion.
- Keep detailed notes of all events and the reasons the search was conducted.
- If suspect threatens you with a weapon, do not try to disarm him/her. Back away and remain calm.

KIDNAPPING/CHILD ABDUCTION**If any student/staff member is kidnapped:**

- Call Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****
- Lock all doors/windows.
- Be prepared to provide a description of the kidnapper and person kidnapped.
- If a vehicle is involved, attempt to identify CYMBAL

C - color of vehicle

Y - year

M - make
B - body (2-door, type of vehicle)
A - anything else of importance (direction of travel, etc.)
L - license number

KIDNAPPER:

- If kidnapper is unaware of your presence, do not intervene.
- Call Tangipahoa Parish Sheriff's Office immediately at (985) 345-6150 or (985) 902-2078. Give dispatcher details of situation. ****DO NOT CALL 911****
- Seal off area near kidnapping scene.
- Be prepared to provide Tangipahoa Parish Sheriff's Office with:
 - Number of kidnappers
 - Description of kidnapper(s)
 - Type of weapon kidnapper has
 - Number and name(s) of person(s) kidnapped
 - Demands and instructions kidnapper(s) has given

If kidnapped:

- Follow instructions of kidnapper.
- Try not to panic. Calm students if they are present.
- Treat the kidnapper as normally as possible.
- Be respectful to kidnapper(s).
- Ask permission to speak and do not argue or make suggestions.

CODE RED

LOCK-DOWN/SHELTERING PROCEDURE

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside campus buildings.

- Issue lock-down procedures by sounding emergency alarms, text messages and/or e-mail.
- Announcement should be a basic alert.
- Direct all students, staff and visitors into classrooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Allow no one outside of classroom until "all clear" signal is given or until law enforcement, fire officials or emergency preparedness officials evacuate the room.
- Instructors are to take class roster to holding area in room.

Sheltering provides refuge for students, faculty, staff, and public on campus during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify evacuation sites.
- Instructors assemble class team to cover windows and air leaks around doors and vents.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Director of College will issue lock-down procedures by sounding emergency alarms, utilizing paging system, text messages, and/or e-mails.

- Instructors take class roster to the safe area.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Instructors should account for all students after arriving at the evacuation site.
- All persons must remain in safe areas until notified that Tangipahoa Parish Sheriff's Office has issued an "all clear" code.

CODE YELLOW

UTILITIES

In the event of a major utility failure during regular business hours, go to a safe location and notify administration. Contact the Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078 to summon immediate assistance.

ELECTRICAL OUTAGE

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- Fume hoods do not operate during a power outage and chemical procedures should not be used until the ventilation is properly restored.

GAS LEAK/UNUSUAL ODORS

- Cease all operations immediately.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible if odor is very strong.
- Do not light matches, smoke or create any other source of combustion.

Note: Natural gas is odorless in its natural state; therefore, an odorant is usually added to give it a distinctive odor of rotten eggs.

FLOODING/PLUMBING FAILURE

- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

HAZARDOUS MATERIALS/LABORATORY EMERGENCIES

MSDS sheets are posted in the teacher's lounge. If skin or eye contact occurs, flush the affected area(s) with extensive amounts of water for at least 15 minutes. Do not remove contact lenses if eye is affected.

CHEMICAL SPILLS

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill:

- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****

- Do not touch the material.
- Isolate the area by cordoning it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- If there are vapors or noxious fumes, evacuate the affected area or building and do not re-enter the area until authorized emergency personnel give the “all clear” signal.
- Contact Safety and Hazardous Materials Management at (985) 549-2157.

FIRE AND/OR EXPLOSIONS

- Alert people in the immediate area of the fire/explosion and evacuate the building.
- Notify the Tangipahoa Sheriff’s Office at (985) 345-6150 or (985) 902-2078 to summon immediate assistance.
- Always call from a safe location. ****DO NOT CALL 911****
- Activate a fire alarm by pulling on an alarm box.
- Contact Student Services to use paging system to notify campus administration.
- Confine the fire/explosion by closing doors as you leave.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- If smoke, heat or flames block your exit routes, stay in the room with the door closed.
- Signal for help using a brightly-colored cloth at the window.
- If there is a telephone in the room, call Tangipahoa Parish Sheriff’s Office to alert authorities of your situation (985) 345-6150 or (985) 902-2078.
- Be prepared to tell Tangipahoa Parish Sheriff’s Office the location of incident, any injuries, the current situation and your name.
- Remain in vicinity to assist response personnel.

Report all fires/explosions, even those which have been extinguished to Tangipahoa Parish Sheriff’s Office (985) 345-6150 or (985) 902-2078.

BOMB THREAT

All bomb threats are to be taken seriously. Notify Tangipahoa Parish Sheriff’s Office at (985) 345-6150 or (985) 902-2078 immediately. ****DO NOT CALL 911**** Tangipahoa Parish Sheriff’s Office will notify Health Services and call medical personnel to the scene if necessary. If you receive a bomb threat by telephone, remain calm, write down the caller’s exact words and note the time of the call. Check for caller ID information. If you are told to evacuate the area by authorized emergency personnel, take your notes about the call.

Ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. What is your name and address?

If you receive a bomb threat in written form:

- Notify Tangipahoa Parish Sheriff’s Office at (985) 345-6150 or (985) 902-2078 immediately. ****DO NOT CALL 911****
- Do a quick visual inspection of your area.
- Do not touch or move any suspicious objects.

- Do not use radios, pagers, or cell phones as they may trigger an explosive device.
- When calling the Tangipahoa Parish Sheriff's Office, do not hang up the phone until told to do so. Further instructions may be given by the Tangipahoa Parish Sheriff's Office.

Be prepared to tell Tangipahoa Parish Sheriff's Office the nature of the information contained in the threat.

- Location of bomb
- When the bomb is due to explode
- Do not hang up. Further instructions may be given by Tangipahoa Parish Sheriff's Office

Suspicious Mail/Packages

- Do not use a cell phone as it can trigger an explosive device.
- Do not move, open, cover or interfere with the package.
- Move away from suspicious items.
- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078 from a safe location.
- Follow police instructions.

EVACUATION

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

- Notify others on your way out.
- Turn off equipment.
- Secure hazardous operations if possible.
- Take important personal items.
- Close doors behind the last person out.
- Walk quickly to the nearest safe exit.
- Do not use elevators unless authorized emergency personnel tell you to do so.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- Report any missing or trapped persons to authorized emergency personnel.
- Move away from the building.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury or obstruction):

- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078. ****DO NOT CALL 911****
- Signal out the window to emergency responders if possible.
- Go to the nearest area where there are no hazards.
- Remain calm. Responders will arrive.

Evacuating Persons with Disabilities

Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired:

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.

Assisting Deaf/Hearing Impaired:

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-Impaired/Wheelchair Users:

- Elevators should not be used to move persons with disabilities.

- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairways or designated areas for rescue assistance.
- One individual should remain with the person.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

CODE BLUE

MEDICAL EMERGENCY

- Notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078 ****DO NOT CALL 911****
- Do not attempt to move the victim unless he/she is in danger of further injury.
- Properly trained individuals should begin CPR for an unresponsive victim who is not breathing normally.
- Properly trained individuals should commence first aid while awaiting an ambulance, particularly to stop heavy bleeding.
- If alcohol poisoning is suspected, keep the person awake.

MEDICAL EPIDEMICS

- Notify the Tangipahoa Parish Health Unit (985) 543-4165.
- Report only the facts of the situation.
- The Director of the College will advise administration of measures to be taken to contain the problem.
- If the situation is urgent, call Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078 ****DO NOT CALL 911****

MENTAL HEALTH EMERGENCY

In the event of overtly threatening behavior constituting an immediate threat to self or others, notify Tangipahoa Parish Sheriff's Office at (985) 345-6150 or (985) 902-2078.

- Express your concerns directly to the individual.
- Make referral in the presence of the individual and offer to accompany them.
- **Watch for changes in behavior:**
 - Significant changes in academic or work performance
 - Changes in hygiene, speech, attentiveness or social interaction
 - Excessive drinking or drug use
 - Severe loss of emotional control
 - High levels of irritability
 - Impaired speech or garbled-disjointed thoughts
 - Excessively morbid, violent, or depressing themes in written assignments
 - Verbal expression of suicidal or violent thoughts
- **If suicide attempt occurs:**
 - Notify Tangipahoa Parish Sheriff's Office immediately (985) 345-6150 or (985) 902-2078.
 - Do not disturb the scene or remove evidence

- Calm the suicidal person
- Try to isolate suicidal person from other students
- Stay with person until counselor/suicide intervention arrives unless this places you in immediate danger or threat.

CODE GREY

WEATHER EMERGENCIES

Weather Closing Information

Information regarding weather closings on campus is available via:

- Compass Career College's website: www.compasscareercollege.com
- Tangipahoa Parish Sheriff's Office (985) 345-6150 or (985) 902-2078.
- In all cases, follow public advisories on local radio stations.

Hurricanes

- In advance, prepare a disaster kit that includes first aid supplies, enough food and water for a week, candles, a battery powered flashlight, a battery powered radio, personal hygiene items, a supply of any prescription medications, important documents and cash.
- Have an evacuation plan ready before hurricane season.
- Follow all evacuation orders from state and local officials.
- During a hurricane, stay indoors on the ground floor, away from windows and glass doors. Get on the opposite side of the building from the wind.
- If you observe water coming into the building, get to an upper floor immediately.
- Follow public advisories.

Flash Flood

- Take shelter inside the nearest major building until the flooding subsides.
- If stranded inside a vehicle, remain inside until the flooding subsides.
- Do not attempt to drive through high water.

Tornadoes

- Take shelter in the smallest, most-interior rooms and hallways on the lowest floor.
- Avoid glass enclosed places or areas with wide-span roofs such as auditoriums and gymnasiums.
- Crouch down and cover your head.
- Wait for the "all clear" signal from authorized emergency personnel.

Thunderstorms

- Stay away from windows.
- Draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.

Lightning

- When on campus grounds, get out of open areas and into an enclosed building as quickly as possible upon the approach of the storm.
- Stay indoors. Do not venture outside unless absolutely necessary.
- Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm passes.
- Keep cell phone use to a minimum.
- Do not handle flammable liquids in an open container.
- TV sets, computer equipment, and all equipment and appliances should be unplugged if possible.

Hard Freezes

- Remain inside, seeking areas of warmth.
- Do not drive during freezing rain, snow, and/or icing conditions.

Emergency Contacts

Tangipahoa Parish Sheriff’s Office Department.....	985-345-6150 985-902-2078
Tangipahoa Parish Health Unit.....	985-543-4165
North Oaks Walk-In Clinic	985-230-5726
North Oaks Medical Center Emergency Room.....	985-230-1300
Lallie Kemp Medical Center Emergency Room.....	985-878-9421 ext. 0
Rape Crisis Center, Victim’s Assistance (24 hours).....	1-877-748-6882

SHERIFF DEPARTMENT OFFICES:

Tangipahoa Parish.....	911 or 985-345-6150 or 985-902-2078
E. Baton Rouge Parish.....	911 or 225-389-5000
Jefferson Parish.....	911 or 504-363-5701
Livingston Parish.....	911 or 225-686-2241
St. Charles Parish.....	911 or 985-783-6237
St. Tammany Parish.....	911 or 985-809-8200

CITY POLICE DEPARTMENTS:

Hammond.....	911 or 985-542-3500
Abita Springs.....	911 or 985-892-2821
Amite.....	911 or 985-748-6169
Baton Rouge.....	911 or 225-389-2000
Bogalusa.....	911 or 985-732-3611
Covington.....	911 or 985-892-8500
Denham Spring.....	911 or 225-665-5106
Franklinton.....	911 or 985-839-4474
Mandeville.....	911 or 985-626-9711
Ponchatoula.....	911 or 985-386-6548
Slidell.....	911 or 985-646-3131
Walker.....	911 or 225-664-3125