



Mansfield
Beauty
Schools

Emergency Response Policy

Emergency action plans and fire evacuation procedures are reviewed and practiced annually. **School officials will make an immediate announcement and/or notify all students in attendance if a significant emergency arises that threatens personal safety.** While each emergency situation would have its own procedures to best assure a safe environment there are some basic recommendations from law enforcement that are as follows:

1. Call 911
2. If possible, attempt to leave the threatened area, leave the building or retreat to a safe location.
3. If a weapon, such as a gun is involved, remain low to the ground.
4. Attempt to remain calm and wait for emergency services to arrive.

The report includes information on certain types of criminal offenses that occurred on campus and on public property around the campus; including hate crimes, arrests and disciplinary actions.

We encourage all students and staff to be aware of their surroundings when walking to and from their chosen form of transportation when arriving to and departing from school.

Visitor Policy

While our campuses welcome family and friends of enrolled students to come in for various cosmetology services, it is not permissible to have them visit the student inside the campus location for other reasons. This is strictly enforced to assure a safe environment for all students, employees and clients of our colleges. The student should inform all family and friends of this policy and make them aware that there is a high likelihood that they will not be allowed to visit the student at all if they "drop by" If an enrolled student would like to schedule a visitor to come to the college campus for anything other than to receive cosmetology service the following procedure must be followed:

1. The student must notify the Director, Guest Service Coordinator and clinic floor Educator the morning prior to the visit. Permission must be granted.
2. The student must provide the above mentioned staff with the visitors name, relation and nature of the visit.
3. When the visitor arrives at the college, they must enter through the main front door and check-in with the Guest Service Coordinator.
4. The Guest Service Coordinator will then notify the student the visitor has arrived.
5. If the student is not in class, doing a service or otherwise occupied they may meet their visitor in the Reception Area.
6. The visit cannot exceed more than 5 minutes and the visitor is not allowed in any other sections of the campus besides the Reception Area or outside of the building unless otherwise authorized by the campus Director.

If any non-student violates this policy they will be prohibited from entering the campus and the surrounding area of 50 yards from the campus for the entire enrollment period of the student.