

# JENNY LEA ACADEMY OF COSMETOLOGY

Teaching All Phases of Beauty Culture  
A Cosmetology School Operating  
For Teaching Purposes

## Safety & Crime Handbook



JENNY LEA  
Academy of Cosmetology

Short Training Period  
Lifetime Career

222 East Unaka Avenue  
Johnson City TN 37601

74 Parky Plaza Loop  
Whitesburg KY 41858

# **SAFETY AND CRIME HANDBOOK**

## **INTRODUCTION:**

Our intent is to inform all students and employees of Jenny Lea Academy of Cosmetology Inc. of its safety, security procedures and policies. Our local police department as well as the staff has compiled the statistics used in this report. Our information explains our policy regarding crime, accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Please feel free to ask and questions. The safety of our students and employees is important to us. Please be advised that this is an annual disclosure that has been compiled each year.

Each student and employee is informed of our security report, procedure and safety practices. We explain the importance of student and employee knowledge of how to protect themselves against crime.

## **ACCIDENT & CRIME PREVENTION:**

Jenny Lea Academy of Cosmetology Inc. does not assume liability for stolen property. Each student or employee should always keep their personal property locked in their lockers. We encourage you not to bring large amounts of money or valuable jewelry, this will reduce the opportunity of theft.

Jenny Lea Academy of Cosmetology Inc. reserve the right to prosecute anyone, case by case basis, to the full extent of state of Tennessee As well as the United States federal law for violation. The following criminal violation may include but is not limited to::

- Burglary
- Dating Violence
- Domestic Violence
- Forcible and Non-forcible sex offences
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism
- Larceny
- Murder
- Rape
- Robbery/theft
- Simple or aggravated assault
- Stalking
- Unlawful consumption or possession of alcohol or other controlled or illegal substance

## **PREVENTATIVE MEASURES INCLUDE:**

1. During school hours at Jenny Lea Academy of Cosmetology Inc. students or employees shall NOT be permitted to have any illegal or dangerous weapons in their possession on school property. Any violation will result in confiscation of the weapon, possible prosecution as well as possible termination from enrollment or employment.
2. Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. This will result in confiscation of said weapon, possible prosecution and probable termination from enrollment or employment.
3. Students and/or employees must keep their property securely locked in their lockers to prevent theft.
4. Students and/or employees must park in their designated areas and should keep cars securely locked.
5. Employees and/or students must never remain alone in the facility after closing without approval from the administration. If approval is given, the outside doors must remain LOCKED at ALL times. Student/employee must not allow any unauthorized person entrance.
6. All employees should make certain all offices remain locked at all times. When leaving the office, employees should always check to ensure the door is locked.
7. Employees should never lock the facility alone. Two people must always be present during locking procedures. The individuals should check to ensure that both parties have entered their vehicles safely upon leaving the school property.
8. Students and/or employees must report hazardous conditions; i.e., faulty or broken equipment, exposed electrical wires, chemical spills or water leaks to the School Director immediately.
9. The School Director shall handle such hazards with caution and expedience. Proper procedures may require the School Director to notify the proper agencies; i.e. the power company, poison control center, the fire department, etc.
10. Students and/or employees should not attempt to repair damaged electrical equipment or exposed wires. Such problems should be reported to the School Director immediately.

11. Damaged or dangerous structural conditions should be reported immediately to the School Director.

12. Students and/or employees should handle all equipment according to manufacturer's directions. The school will Not be responsible for accidents caused by the inappropriate handling or misuse of equipment.

13. Students and/or employees will not be permitted to use unauthorized equipment. The school will not be responsible for accidents involving unapproved equipment.

14. Students and/or employees with serious or unusual health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such information will remain confidential among school management.

15. Employees are required to attend a workshop on first-aid care. The workshop will be organized by the administration by the administration and will involve accepted professional organizations. The school does not have individual security. All crimes are reported to the local police department for further investigation and action. We encourage all students and employees to report all crimes in a timely manner to the School Director, who will promptly contact the local authorities. Victims and witnesses are encouraged to report any crimes, but it is solely on a voluntary basis.

## **PROCEDURES FOR DEALING WITH CRIME**

1. In the event of a burglary or robbery:
  - a. Remain calm and agreeable with the culprit(s).
  - b. Do NOT attempt any heroic measures.
  - c. Report to the local police all burglaries or robberies.
  - d. How to report a burglary or robbery:
    1. Give name of Jenny Lea Academy of Cosmetology Inc.
    2. Give your name
    3. Give date and time of incident.
    4. Tell if any injuries if known.
    5. Tell the number of suspect involved.
    6. Give any descriptive information.
    7. Be clear about the facts of the problem as you see them.
    8. Ask individuals to describe their perception of the problem

For information on Federal Trafficking Penalties. Please follow the following link:  
<http://www.justice.gov/dea/agency/penalties.htm>

2. In the event of larceny:

- a. Always remain calm and agreeable with those involved.
- b. Never attempt to determine if any person is innocent or guilty.
- c. Report to local police for investigation:
  1. Give name of Jenny Lea Academy of Cosmetology Inc.
  2. Give address: 222 E. Unaka Ave
  3. Give date and time of incident
  4. Tell if any injuries if known
  5. Give name(s) of those involved or any witnesses
  6. Give descriptive information

3. If an accident occurs:

- a. Report to School Director or teacher on duty
- b. School Director or Manager on duty will do the following:
  1. Determine if help is needed, if so person in charge will call 911
  2. Complete accident report and include the cause, name or names, time, Circumstances and explanation.
  3. When necessary contact parents or family of victim(s)

4. When an emergency on the school premises, notify school administrator and remain calm. All school personnel are trained in emergency and evacuation procedures. School Director will determine if emergency actual exists by evaluating the situation and consulting with local police.

If an actual emergency exists in which student or staff are in danger, make an immediate announcements to School Director who will notify the student body and staff, and steps to follow. DO NOT exit the building unless you have been directed, sometimes it is safer to stay in the school in a lockdown mode. Listen and follow directions and remain calm. Staff will direct you of any changes as they are needed.

Safety is the main concern of Jenny Lea Academy of Cosmetology Inc. Once all is clear students and staff will be advised.

The school always reviews its evacuation procedures during orientation and then again yearly with entire student body. An announced emergency test will be conducted at least once a year in order for the students to clearly understand the procedures. All students and staff are expected to be present for each test. A documented record of the test will be recorded as to the date, time, and whether it was an unannounced test.

## **EMERGENCY PROCEDURES**

Emergency, evacuation of the school, all should proceed as fast and safely as possible.

### **FIRE**

1. Always evacuate the area of the fire
2. Pull fire alarm
3. Call 911
4. Evaluate the situation
5. When fire department arrives, School Director will be contacted
6. Call role and make sure all are accounted for in designated area that has been assigned.

### **ILLNESS OR INJURY**

#### **A. MINOR**

1. Use medical supplies on hand to treat
2. Evaluate to make sure no further medical treatment is needed

#### **B. MAJOR**

1. Use first aid techniques as trained if needed
2. Call 911
3. In the event an illness or injury require a doctor's care and emergency services are not needed, transportation arrangements can be made to the emergency room, clinic, or hospital

### **BOMB THREAT**

1. Treat all threats as if it was real until proven otherwise
2. Report unidentified or suspicious objects to the authorities
3. Evacuate the building as safely as possible to designated area
4. When law enforcement authorities arrive, the facility director, or person designated designated will assist authorities

### **UTILITIES AND MAINTENANCE EMERGENCIES**

#### **GAS Leak**

1. If anyone smell an unusual odor, act quickly
2. Open doors and windows
3. Call 911
4. DO NOT turn any electrical switches on or off.
5. Check gas taps and turn off
6. If necessary, turn off the gas main
7. If gas odor remains strong, evacuate immediately
8. No one is to remain in the building until the fire department announces it is safe.

## **TORNADO/SERVERE WEATHER WATCHES AND WARNING PROCEDURE**

1. Go to safe place that has been designated, ALL
2. Make sure flashlight are in designated area and keep voice contact at all times
3. Conduct a head count before moving and then after leaving and going to safe designated area
4. Notify School Director ASAP
5. Notify agencies if needed

## **STUDENTS RIGHT TO KNOW POLICY**

All criminal activity and accidents that occur on school property must be reported to the School Director. Circumstances surrounding the incident must be kept confidential. The School Director must make such information available, keeping information such as names confidential. The following information shall be made available:

1. All criminal and/or accidents will be available in the business office.
2. Statistics concerning the number of accidents or criminal activity during the calendar year is posted.
3. Statistics regarding all incidents of criminal activity or misconduct within the institution will be available in the business office.

## Community Resources

### **CRISIS INTERVENTION RESOURCES**

- Abortion Alternatives and Crisis Pregnancy Center - Located at 516 Holston Avenue, Suite 202, Bristol, TN (423) 968-4673
- Center of Hope Shelter (Salvation Army affiliated) - (423) 926-8901 then press 6
- Safe Haven - Located in Mountain City, TN. Hotline (423) 727-1914 Office (423) 727-0201
- Sexual Assault - Contact the ETSU Counseling Center at (423) 439-4841

### **CRISIS SHELTER RESOURCES - REGIONAL**

- Abuse Alternatives, Inc. - Located in Bristol, TN (423) 423-764-ABUSE (2287) or 1-800-987-6499. These numbers include linkage to language-line interpreting services for non-English speaking callers. TTY (423) 652-9750
- CHIPS (Change Is Possible) - Hotline (423) 388-8281 Office (423) 743-0022
- Helpmate Inc. - Located in Asheville, NC. Crisis Line (828) 254-0516 Office (828) 254-2968
- OASIS, Inc. - Located in Boone, NC Hotline 1-800-268-1488 Office (828) 264-1532
- REACH - Located in Sylva, NC Crisis Line (828) 586-8969 Office: (828) 631-4488
- Safe House, Inc. - Located in Kingsport, TN (423) 246-2273
- Safe Haven - Located in Mountain City, TN Hotline (423) 727-1914 Office (423) 727-0201
- Safe Passage - Located in Johnson City, TN Hotline (423) 926-7233
- Shepherd's Inn - Located in Elizabethton, TN (423) 542-0180

### **COUNTY HEALTH DEPARTMENTS**

- Sullivan County Health Department Blountville Clinic - 154 Blountville Bypass, Blountville, TN 37617 Ph (423) 279-2777 Clinic Hours: Mon - Thurs. 7:30 a.m. - 6:00 p.m. Friday 8:00 a.m. - 5:00 p.m.
- Kingsport Clinic - 1041 East Sullivan Street, Kingsport, TN 37660 Ph (423) 279-2777 Clinic Hours: Monday - Thursday 7:30 a.m. - 6:00 p.m. Friday 8:00 a.m. - 5:00 p.m. Children's Dental Clinic - 975 Emergency Drive, Blountville, TN 37617 Ph (423) 279-2777 Clinic Hours: Monday - Thursday 7:30 a.m. - 6:00 p.m. Friday, Closed
- Washington (TN) County Health Department 219 Princeton Road, Johnson City, TN 37601 Ph (423) 975-2200; (423) 975-2210 Clinic Hours: Monday - Friday 8:00 a.m. - 4:30 p.m. (apt. required) (Extended WIC hours 4:30 - 7:00 p.m. Thursdays)

### **OTHER HEALTH-RELATED RESOURCES**

- Alcohol and Drug Counseling and Prevention Center (Comprehensive Community Services) Located at 2514-1/2 Wesley Street, Suite 5, Johnson City, TN 37601 (423) 928-6581 Watauga Behavioral Health Services - Located at 109 West Watauga Avenue, Johnson City, TN 37604. Crisis Hotline & After-Hours: 1-877-928-9062, Office: (423) 232-2600. Mental Health Crisis services are available 24 hours a day, 7 days a week

Children's Advocacy Center	Blountville, TN	(423) 323-2044
CHIPS (Change Is Possible)	Erwin, TN	(423) 743-0022
Interfaith Hospitality House	Johnson City, TN	(423) 929-9967
Safe Passage	Johnson City, TN	(423) 232-8920 or (423) 926-7233
Sexual Assault Response Center	Johnson City, TN	(423) 788-3474 or 1-888-522-5244