

# **Health, Safety and Security Plan**

**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

**Contents**

Introduction .....	3
Location Information .....	3
Roles and Responsibilities.....	3
Health and Safety.....	4
Security .....	4
Physical Security .....	4
Crime Reporting.....	5
Incident Reporting and Investigating.....	5
Plan Review and Distribution.....	5
Health, Safety and Security Plan Appendices .....	7
INCIDENT REPORT FORM .....	7
Campus Security Authority: Crime Reporting Form .....	8
Emergency Exit Map – 109-A Denson, Austin, TX.....	10
Emergency Exit Map – 6020 Dillard, Austin, TX Kitchen Building.....	11
Emergency Exit Map – 6020 Dillard, Austin, TX Classroom Building .....	12
Abbreviated Emergency Plan.....	13
Health, Safety and Security Plan .....	14
Crime and Safety Related Policies .....	21
Campus Emergency Notifications Instructions for Designated Employee .....	24
Business Continuity Plan (BCP) .....	31
Maintenance and Outside Service Providers.....	35
Maintenance Services Contacts.....	35
Applicable Federal/State/City Codes .....	37

# Health, Safety and Security Plan

## Introduction

This document contains important safety and security information for Auguste Escoffier School of Culinary Arts (“AESCA”) students and employees. It presents multiple, related policies, plans, forms, and ancillary information to ensure a cohesive, thoughtful approach to the safety of AESCA students, employees, and visitors. As such, this document addresses a wide scope of information and actions, some of which are student-facing, and other parts which serve as directives for AESCA staff and are not intended to be student-facing.

## Location Information

AESCA occupies the following physical premises, in which instruction and/or administration occurs. Emergency exit maps are posted throughout all AESCA locations.

Use	Address	Point of Contact
Classrooms and Kitchens	<a href="#">6020 Dillard Circle Austin, Texas 78752</a>	Executive Chef
Administrative Building	<a href="#">109-A &amp; D Denson Austin, TX 78752</a>	Campus President Executive Chef

## Roles and Responsibilities

For the purposes of this Safety and Security Plan, the following roles and responsibilities apply. Note that throughout this Plan, the Decision Maker is the person or persons who have the authority to determine that an emergency situation exists and launch emergency action plans. Unless otherwise indicated in this Plan, the Decision Maker remains the point of authority and directs Instructors, Staff, and Students, as well as interfaces with external authorities.

Role	Responsibility	Name	Cell Phone
<b>Decision Maker</b>	Has the authority to decide if an emergency exists and whether to launch Response Plans	Campus President, Marcus McMellon (primary for administrative building), Executive Chef, Robyn McArthur (primary for classroom building)	214-663-6708  512-573-9139
<b>Campus Security Authority Coordinator</b>	Communications internally and externally in an emergency; external crime statistics reporting	Jamil Hooper Shannon Jacobs	512-381-7260 512-645-8610
<b>Emergency Operations Team</b>	Provide support and leadership during an	Campus Security Authority Coordinators, Jamil Hooper	

	emergency at the direction of Decision Maker(s)	Shannon Jacobs Mary Reardon Stephen Rafferty, John Hummel Tammie Barnhill Clif Dickerson	512-381-7260 512-645-8610
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## Health and Safety

While each person is responsible for making good choices relative to their safety and well-being, AESCA is committed to providing an environment that is safe and healthy for staff, students and guest. In the event that emergencies arise, a Health, Safety and Security Plan has been developed to guide students and employees through the immediate stages of an emergency. Despite robust planning, no safety plan can address all possible emergency situations and as such, students and employees must employ common sense and a calm, aware approach to situations which may present themselves. Leadership on campus is available to assist and guide, where possible. Each student and employee should familiarize themselves with the full Health, Safety and Security Plan, and refer to the [abbreviated version](#) of this plan often to serve as a reinforcement of knowledge. The abbreviated plan is posted in classrooms and offices throughout campus.

In addition to personal safety measures described in the plan, students at AESCA learn through curriculum early in the program the importance of food safety and proper handling of food to prevent food-borne illness, a dangerous and potentially fatal circumstance. Respect for and an understanding of the equipment used in industrial kitchens is instilled in students through hands-on learning at the guidance of Chef Instructors. Safety in the kitchen also addresses the proper use of chemicals which are common cleaning and sanitizing products, including using material safety data sheets (MSDS) for reference. The programs at AESCA thoughtfully incorporate safety practices that students will use throughout their careers.

Despite care and preventative practices, occasionally an accident may occur on campus. If this occurs, there is a process for dealing with such [incidents](#).

## Security

AESCA is committed to maintaining secure facilities, as well as securing student and employee personal information. The following security measures are employed.

### Physical Security

Physical security involves the condition of and access to AESCA locations.

- i. **Safety Walks.** Chef Instructors perform safety walks through the kitchens and classrooms on a daily basis as part of their preparedness for instruction. Any spills, trip hazards, damaged equipment, or other unsafe conditions are either immediately addressed by the observing Chef Instructor or reported immediately to the Lead Instructor or Executive Chef. Managers, likewise, are

aware of their work areas in the administrative building and are responsible for either immediately remedying an unsafe situation or reporting it to the Director of Business Operations.

- ii. **Kitchen Inspections.** Chef Instructors perform daily inspections of the kitchen prior to their class and immediately report any missing or damaged equipment, as outlined in the [Facilities and Equipment Plan](#). Additionally, preventative maintenance is performed on hoods, fire suppressant systems, and other heavy equipment to ensure a safe kitchen environment.
- iii. **Fire Extinguishers.** Fire extinguishers are located throughout AESCA in case of a small fire. They are inspected and certified on an annual basis. In the unlikely event an extinguisher is discharged, intentionally or unintentionally, it will be immediately re-inspected, filled, and re-certified. Notify a Chef Instructor or the Executive Chef if this occurs.
- iv. **Access.** Access to AESCA locations is currently gained via physical keys. Distribution of keys is limited to certain AESCA employees and is recorded by the Director of Business Operations. During non-business hours, locations are protected by a security alarm, which is provided by an external professional alarm company.

## **Crime Reporting**

AESCA is required to annually prepare, publish, and distribute a security report containing all campus security policies and crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). In accordance with the Violence Against Women Reauthorization Act (VAWA), the crime statistics are reported on criminal offenses of domestic violence, dating violence, and stalking in addition to criminal offenses mandated under the Clery Act. Any violation of campus security should be reported to the proper authorities. Any employee or student observing or hearing of a crime occurring within campus security boundaries should report the crime to a Chef Instructor or Manager (either is considered a Campus Security Authority (CSA)). Any crime reported to a CSA will be recorded on the [CSA Crime Reporting Form](#), submitted to the CSA Coordinator, and reported to the local police.

## **Incident Reporting and Investigating**

- Report the accident using the Incident Report Form.
- Investigate the accident as soon as possible after it occurs to identify the causes of the accident.
- Develop a plan for corrective action to prevent the accident from occurring again.
- Implement your corrective action plan.
- Make adjustments as needed to continue to improve.

## **Plan Review and Distribution**

**Review:** The plan will be reviewed annually by the campus Senior Leadership Team by the end of December each year and updated as necessary.

**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

**Distribution:** The plan will be made available to staff and students via the school website and through email distribution.

The school also distributes the Annual Security Report and Drug and Alcohol Policy annually to all employees and students. These are also available on the school website at <https://www.escoffier.edu/consumer-information/>.

## Health, Safety and Security Plan Appendices

### INCIDENT REPORT FORM

<b>Person Involved</b> in Incident:		
<b>Date &amp; Time</b> of Incident:		
<b>Type</b> of Incident: <i>(circle one of the following)</i> Accident                      Disturbance		
<b>Complete the following for Accident</b>		<b>Complete the following for Disturbance</b>
Type of Accident: <i>(circle one)</i> Knife Cut Slip / Fall Burn Foreign Object Other (explain below)		Officer Called:    Yes    No  Officer Name:  Case Number:
		Estimated Damages:
<b>Complete the following for all incidents (accidents and disturbances):</b>		
<b>Instructor / Manager:</b>		
Was medical assistance needed?		Yes                      No
If yes, was it offered immediately?		Yes                      No
Location of Incident:		
Describe the Incident:		
Witnesses or Other Parties Involved in the Incident (Name / Phone Number):		
Action Taken:		
Preventive measures for the future:		
<b>Signatures:</b>		
Person Involved:		
Instructor / Manager:		
Witness:		
Witness:		

**Auguste Escoffier School of Culinary Arts**  
**Campus Security Authority: Crime Reporting Form**

Please forward this completed form to:  
Compliance- [compliance@escoffier.edu](mailto:compliance@escoffier.edu)

As a Campus Security Authority, you must track Clery reportable crimes. Reportable crimes should be reported to the police department when you initially receive the information and then complete the attached form.

The institution has a responsibility to notify the campus community about any crimes which pose an ongoing or continuing threat to the community, and as such Campus Security Authorities are obligated by the Jeanne Clery Act to report crimes immediately to the police. Failure to do so can subject Auguste Escoffier School of Culinary Arts to large fines and penalties up to and including loss of financial aid funding.

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SECTION I: CLERY REPORTABLE CRIME REPORT**

*Complete this section if a Clery reportable crime was reported to you, if more than one Clery reportable crime was reported to you, fill out one of these forms for each crime reported.*

Reporting Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Victim: ☐ Yes ☐ No

Crime (see definitions below): \_\_\_\_\_ Date Crime Occurred: \_\_\_\_\_

Location of Incident (building name or address): \_\_\_\_\_

Brief description of the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Did the crime occur on an AESCA owned, controlled, or leased property? Yes No

Did the crime occur outside on a street or sidewalk? Yes No

Did the crime occur at an AESCA-sponsored activity or event? Yes No

**HATE CRIMES:**

*Auguste Escoffier School of Culinary Arts is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions below) and larceny, vandalism, intimidation, and simple assault (see definitions below).*

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

If a hate (bias) related crime was reported to you, please fill out the crime report information above and then complete the following information about the type of bias involved in the crime.

Type of Bias: Race Religion Ethnicity Gender Sexual Orientation Disability

**SECTION II: ANNUAL CLERY REPORT DECLARATION**

*This section is to be used for annual reporting only when the campus security authority has no Clery Reportable Crimes to report. All designated Campus Security Authorities are required to submit this form if no crime is reported by December 31 of the reporting year.*



**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

If no crimes were reported to you during the reporting year (ending December 31), please check the box below, indicate the applicable year, print your name and initial. This form is being used to document that you have received this reporting form and that no crimes were reported to you for the previous reporting cycle.

Reporting Year: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Reporting Person (print name): \_\_\_\_\_ Department: \_\_\_\_\_

***I affirm that no Clery Reportable Crimes, as described below, were reported to me during the requested calendar year.***

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**CRIME DEFINITIONS**

***Murder/Non-Negligent Manslaughter:*** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

***Robbery:*** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

***Negligent Manslaughter:*** the killing of another person through gross negligence.

***Aggravated Assault:*** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

***Burglary:*** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

***Motor Vehicle Theft:*** The taking of a motor vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle. (Includes attempts)

***Arson:*** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

***Weapon Law Violations:*** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

***Drug Abuse Violations:*** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

***Liquor Law Violations:*** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crime Definitions**

***Larceny:*** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

***Vandalism:*** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

***Intimidation:*** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

***Simple Assault:*** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Sex Offenses— Forcible**

***Forcible Rape:*** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

***Forcible Sodomy:*** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

***Sexual Assault With An Object:*** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

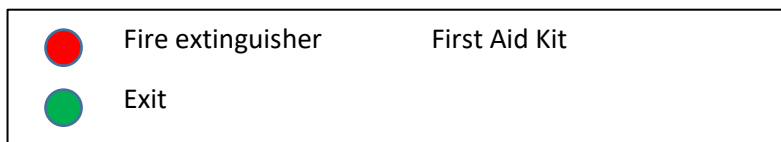
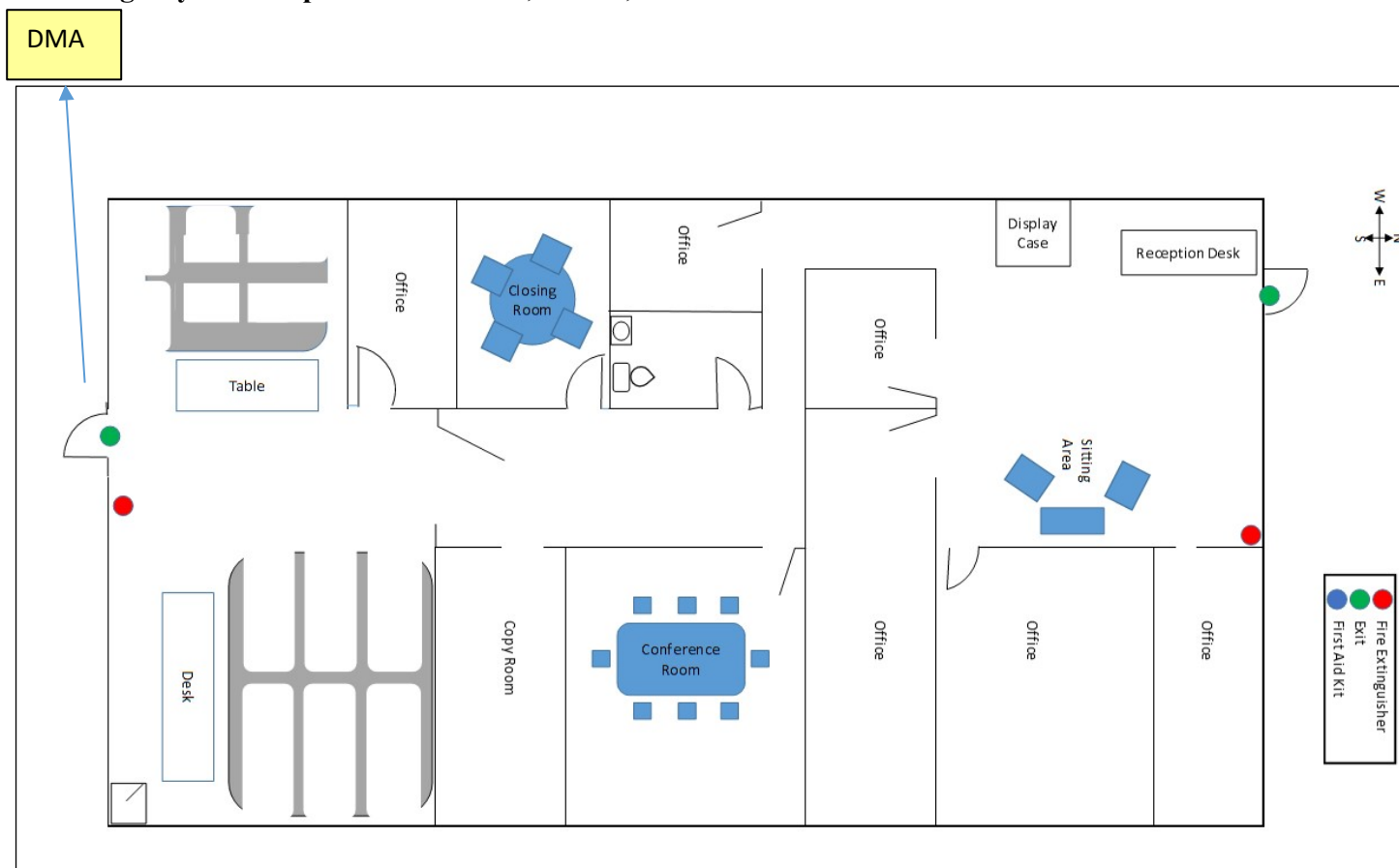
***Forcible Fondling:*** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses- Non-forcible**

***Incest:*** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

***Statutory Rape:*** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

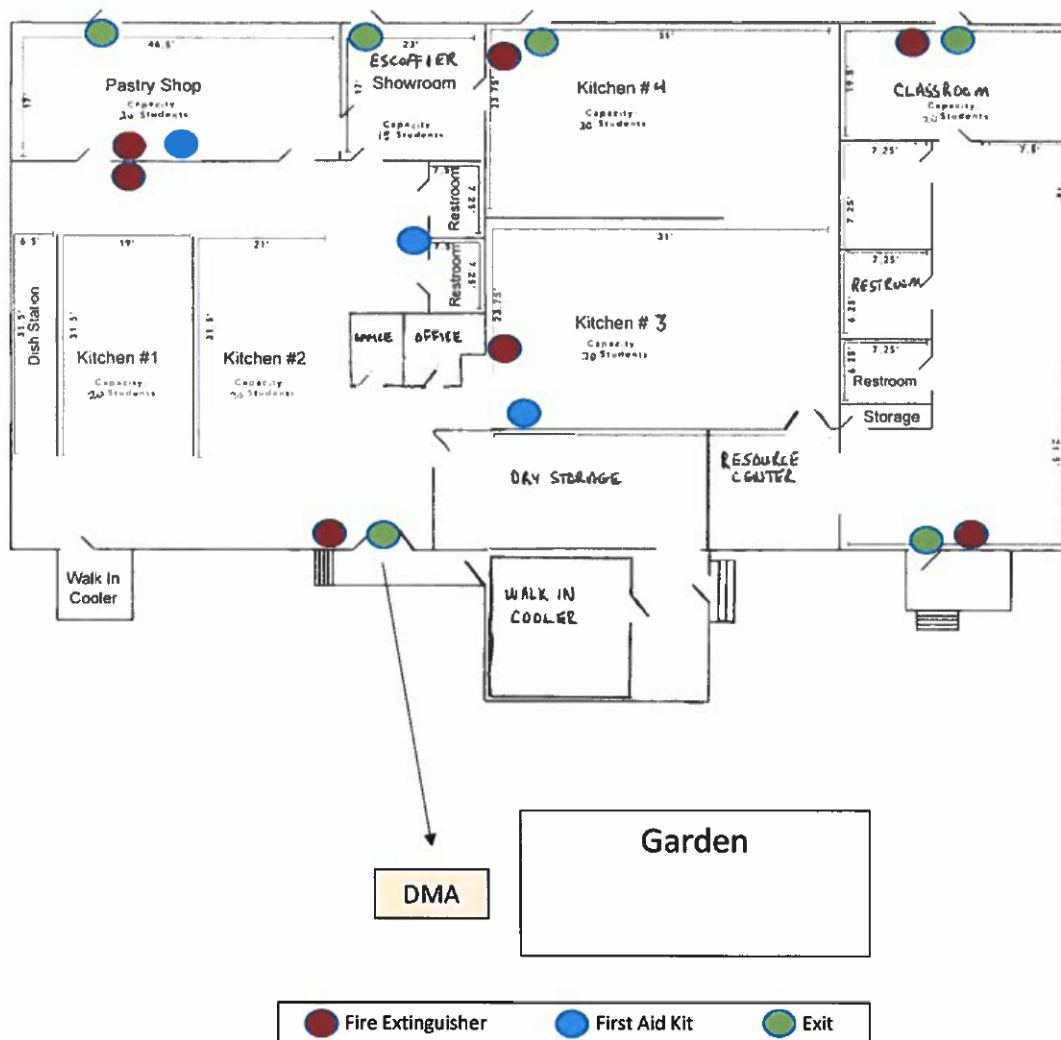
## Emergency Exit Map – 109-A Denson, Austin, TX



All employees and students are to immediately proceed to the Designated Meeting Area (DMA) northwest of the garden, on the grass. Students must find and check in with their Chef Instructor. Employees are to find and check in with their Manager. Chef Instructors and Managers must check in with the Campus Safety Authority Coordinator with an accounting of all students and employees to ensure that all individuals are present. All individuals are to remain in the DMA and stay clear of the buildings until a Decision Maker or Campus Security Authority Coordinator has either released individuals to leave campus OR to return to the building(s).

Emergency Exit Map – 6020 Dillard, Austin, TX Kitchen Building

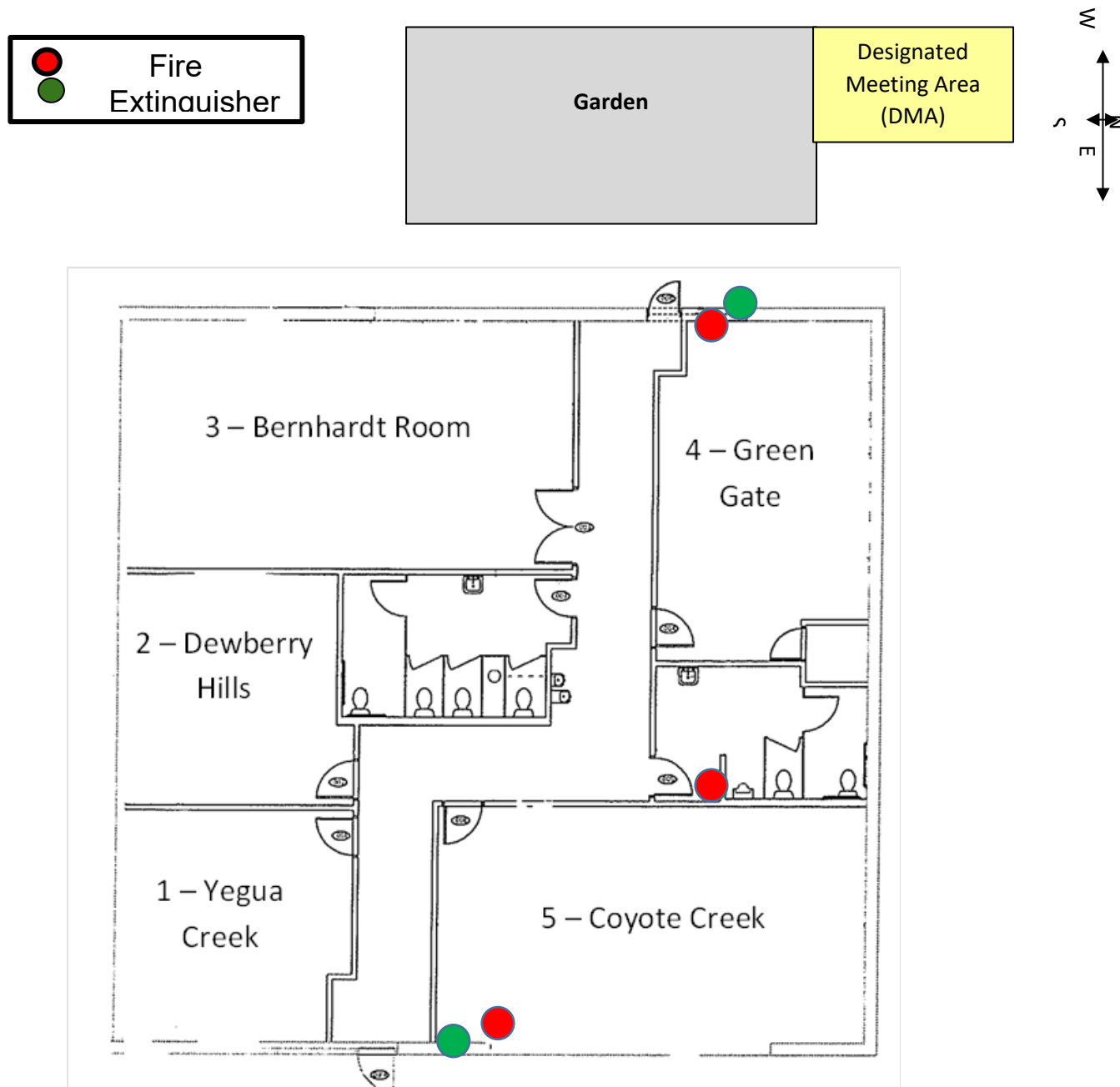
Emergency Exit Map – 6020B Dillard Circle, Austin, TX



In case of fire, all employees and students are to immediately proceed to the Designated Meeting Area (DMA) northeast of the garden, on the grass. Students must find and check in with their instructor. Employees are to find and check in with their Manager. Instructors and Managers must check in with the Campus Safety Authority Coordinator with an accounting of all students and employees to ensure that all individuals are present. All individuals are to remain in the DMA and stay clear of the buildings until a Decision Maker or Campus Security Authority Coordinator has either released individuals to leave campus OR to return to the building(s).


## Emergency Exit Map – 6020 Dillard, Austin, TX

### Classroom Building



In case of fire, all employees and students are to immediately proceed to the Designated Meeting Area (DMA) northwest of the garden, on the grass. Students must find and check in with their Instructor. Employees are to find and check in with their Manager. Instructors and Managers must check in with the Campus Safety Authority Coordinator with an accounting of all students and employees to ensure that all individuals are present. All individuals are to remain in the DMA and stay clear of the buildings until a Decision Maker or Campus Security Authority Coordinator has either released individuals to leave campus OR to return to the building(s).

Abbreviated Emergency Plan (posted throughout campus)

			
EMERGENCY RESPONSE PLAN (Abbreviated)			
Agency: Auguste Escoffier School of Culinary Arts	<b>Addresses:</b> Classrooms/Labs: 6020-B Dillard Circle, Austin TX 78752 Denson Classrooms/Resource Center: 109-D Denson Drive, Austin TX 78752 Administration: 109-A Denson Drive, Austin TX 78752		
NAMES AND TELEPHONE NUMBERS OF EMERGENCY CONTACTS			
NAME	OFFICE PHONE	OTHER PHONE	
Fire Department	911 (dial 9 first from land line)	512-854-4621 or 311 for non-emergency	
Police Department	911 (dial 9 first from land line)	311 for non-emergency	
Medical Assistance	911 (dial 9 first from land line)	Seton Hospital 512-324-3320	
Building Mgr/Lessor	Joey Graham 512-633-2825		
Official in Charge	Marcus McMellon 512-451-5743	214-663-6708 (mobile)	
Bomb Squad	911 (dial 9 first from land line)		
Texas Gas Service	800-925-0705 - emergency calls		
City of Austin Water Dept	512-972-1000 - emergency calls		
EMERGENCY ORGANIZATION INFORMATION			
NAME	ROLE	PHONE	OTHER PHONE
Marcus McMellon	Campus President/Decision Maker	512-451-5743	214-663-6708
Robyn McArthur	Executive Chef/Decision Maker/CSA	512-451-5743	512-573-9139
Shannon Jacobs	Student Services Coordinator/CSA	512-451-5743	512-645-8610
EMERGENCY PLAN GUIDANCE			
Designated Meeting Area (DMA) after evacuations is northwest of garden.			
FIRE AND/OR SMOKE		BOMB THREAT	
Evacuate area IMMEDIATELY Campus Officials assess situation/call 911 Evacuate entire building if called for Instructors/Managers close windows/doors All evacuees meet at DMA All students, staff, & visitors accounted for at DMA Wait for directions to re-enter building or leave		Record detailed information from source. Notify official in charge. Search areas of interest for suspicious package. Campus Officials determine whether to evacuate. Campus Officials notify Police. Wait for directions to re-enter building or leave. If suspicious package or bomb is found: CALL 911	
HAZARDOUS MATERIAL		SEVERE WEATHER	
Do not handle or clean the substance Isolate students/employees Keep students/employees calm Campus Officials notify First Responders Campus Officials shut off HVAC		Do not touch it! Evacuate the area. Notify official in charge.	
CIVIL DISTURBANCES		Secure objects outside the building Stay away from large windows. For tornado, seek shelter in interior room. Know location of utility shutoff valves & switches. Stay tuned to weather reports. Standby for further instructions.	
If outside, secure all doors. If inside, isolate students/employees Campus Officials call Police.		EARTHQUAKE	
<b>ACTIVE SHOOTER</b> LISTEN and RUN in opposite direction of threat HIDE in a safe place. BE QUIET. Silence cell phones Call 911 when safe to do so. Only when your life is in imminent danger, FIGHT.		Take cover under a table, desk, or in a doorway. Do not run outdoors. Notify Instructors/Managers of injuries.	

Updated 8/20/19



## Health, Safety and Security Plan

### I. Health, Safety and Security Plan - General:

#### A. Health and Safety Statement

Auguste Escoffier School of Culinary Arts ensures the safety of its employees and students through a variety of standard protocols. This plan is meant to help create a safe, secure, and healthy learning environment. The protocols listed in this plan will outline all standard procedures for managing a variety of emergencies (please refer to the Emergency Response Plan that is included with this plan) as well as the health and safety procedures for all employees and students.

#### B. Visitors

The term “visitor” refers to any non-AESCA employee or student who is present at any AESCA facility. This includes prospective employees, prospective students, relatives or friends of employees or students, vendors, contractors, or those who have a “business appointment” with any full-time employee. Visitors must sign in at the front desk before being granted access to AESCA facilities. Visitors are always accompanied by an authorized AESCA employee.

#### C. Incidents

An incident is defined as either an accident in which a student, staff, or instructor has been injured, no matter how minor the injury might be, or a disturbance.

If an incident occurs during a class, the Chef Instructor is responsible for taking action and completing an Incident Report. If an incident occurs at a time and place that is not during class, the Manager or Chef Instructor who is in the closest proximity of the incident shall take action and be responsible for completing an Incident Report.

The [Incident Report](#), which can be found on the Portal and is included as an appendix to this document, is to be submitted to the Business Office Manager **within 48 hours** of the incident. All Instructors and Managers have access to this form.

The Incident Report includes the following information: person involved, date and time of incident, type, location, Instructor or Manager overseeing the situation, whether medical assistance was needed and offered immediately (in the case of an accident), whether an officer was summoned and the case number assigned (in the case of a disturbance), action taken, recommended preventative measures for the future, and signatures of person involved, witness, and Instructor/Manager.

In addition to completing the campus Incident Report, any incidents of a criminal nature will be recorded using the [Campus Security Authority Crime Report Form](#) and submitted to the Campus Security Authority Coordinator. Collection of crime data is required under the Clery Act. AESCA maintains a log of any criminal or sex offense incidents, from which the Annual Campus Security Report is produced and submitted by each October 1.

#### D. Chef Instructor and Student Responsibility

Chef Instructors are responsible for teaching and maintaining safety in the labs and classrooms. During the first week of classes, the Chef Instructor teaches a ServSafe course that teaches the students safety and sanitation in the kitchen. Also during the first week of courses, the Chef Instructors are responsible for teaching the proper use of equipment in the kitchens. Students sign off on a safety equipment checklist to ensure they understand how everything operates. These processes and procedures help ensure that the students understand how to safely operate the equipment in the kitchens and the food handling instructions allow students to be mindful of health and safety with the products they are using. Material Safety Data Sheets (MSDS) are available in all kitchen labs. If students do not understand how to operate a piece of equipment, they are required to have the Chef Instructor show them the correct way.

#### E. Safety Supplies

Safety supplies are available in the kitchen for all students and staff. First aid kits are available in Kitchens 2 and 5. A medical supply company inventories and restocks all necessary items on a regular basis. The first aid kit is specific to culinary and baking needs, such as burn cream, fingertip bandages, finger cots, etc.

Evacuation routes are posted throughout the building as well as an [Abbreviated Emergency Plan](#) for all to see. Fire extinguishers are stationed throughout the facilities.

### II. Health, Safety and Security Plan - Emergency Situations

While it is hoped that AESCA will not experience any emergencies, this section describes plans should there be a need to take action in an emergency situation. The [Roles and Responsibilities](#), as defined earlier in this Plan, are a critical component of any emergency action plan.

- A. **Communication.** In the event of a Level 2 or Level 3 emergency (i.e., one more severe than something requiring only an Incident Report), the communication of the incident consists of several categories.
  - i. **Initial notification of emergency to appropriate response agencies.**
    - a. Life-threatening emergency: Chef Instructor or Manager or other AESCA employee will dial 911 in the event of a life-threatening emergency, subsequently, immediately notifying Decision Maker(s). Decision Maker(s) will further assess the situation and directly communicate the emergency to other appropriate emergency personnel as needed. Immediately following, Decision Maker(s) will notify the Campus Security Authority Coordinator.
    - b. Non-life-threatening emergency: Chef Instructor or Manager other AESCA employee will notify Decision Maker(s). Decision Maker(s) will assess the situation and directly communicate the emergency to appropriate emergency personnel as needed. Immediately following, Decision Maker(s) will notify the Campus Security Authority Coordinator.
  - ii. **Communication to the Emergency Operations Team.** Campus Security Authority Coordinator will communicate the situation to the Emergency

Operations team. This team will be on standby for further direction from the Decision Maker(s).

- iii. **Communication with the students, faculty, and staff.** While the Decision Makers are managing the details of the emergency, the Campus Security Authority Coordinator is communicating status of the emergency and instructions to all students, faculty, and staff. This is done in the following ways:
  - a. Message Media: AESCA uses a website SMS service which allows the school to send out mass text messages to all students. Student mobile phone numbers are easily uploaded from the school's student management software, CampusVue, to the SMS service and then an emergency text with instructions are immediately sent.
  - b. Email: The school's online portal allows the ability to send out mass emails to all of the school's staff, faculty, and students. In addition to the mass text message to the students, the Campus Security Authority Coordinator will send out a mass email notifying all of the emergency and instructions.
  - c. Portal: A quick posting to the school's portal main page will notify all that an emergency is occurring and the current instructions for all who are not on campus yet.
  - d. Direct Staff Notification: The Campus Security Authority Coordinator will notify all members of the school's Senior Leadership Team (Director of Admissions, Director of Career Services, Director of Student Finance, Business Office Manager, and Registrar and Compliance Manager), who in turn, are to notify their staff regarding the emergency and the plan of action. Since the Decision Makers will be managing the emergency, the responsibility of communicating to the faculty will fall to the Lead Instructors.

## B. Responses to Emergencies

The **Designated Meeting Area (DMA)** is a critical aspect of the emergency plans. Upon evacuation, all students, faculty, and staff should move quickly and directly to the DMA and remain there unless and until dismissed by the Campus Security Authority Coordinator. AESCA will use the following locations as DMAs:

Use	Address	Designated Meeting Area (DMA)
Classrooms and Kitchens	<b>6020 Dillard Circle Austin, Texas 78752</b>	Northwest of the garden, on the grass
Additional Classrooms, Student Center, Administrative Building	<b>109-A&amp; D Denson Austin, TX 78752</b>	Northwest of the garden, on the grass

The following is a short list of the likeliest types of emergencies and the immediate actions to be taken by students and staff. A condensed "quick-sheet" version of this list will appear in every classroom, office, and general area of AESCA locations. [Emergency exit maps](#) are also posted throughout all AESCA locations.



- i. **Fire.** In case of fire or smoke:
  1. Evacuate area immediately, using the nearest safe exit. All evacuated individuals should gather in the Designated Meeting Area (DMA).
  2. Sound building alarm. The Decision Makers are responsible for determining if this is necessary.
  3. Once the alarm is sounded:
    - a. Chef Instructors are responsible for closing all windows and doors on their way out of their classroom.
    - b. Managers are responsible for closing all office doors and windows as they evacuate.
    - c. Receptionist (primary) or Director of Business Operations (secondary) will bring the Visitor sign-in log with them as they evacuate.
    - d. All students, faculty, staff, and visitors in the building should immediately proceed to the nearest exit, as indicated on the emergency exit map.
    - e. All evacuated individuals should gather in the DMA.
  4. Call fire department – The Decision Maker who determined that the fire alarm should be activated shall call 911 immediately.
  5. Account for everyone - The Campus Security Authority Coordinator is responsible for all communications of emergency. In the absence of Campus Security Authority Coordinator, the Campus President or Executive Chef shall take responsibility for all communications. Once gathered at the DMA, Chef Instructors will confirm that all students who were present in class have reported to the DMA. Similarly, Managers shall take an accounting of employees to ensure everyone is accounted for. Both Chef Instructors and Managers are to report this information to the Campus Security Authority Coordinator, who is then responsible for notifying first responders if there are any unaccounted individuals.
  6. Assist fire department – Decision Makers will direct any assistance needed after discussion with the fire department. Unless directed otherwise by Decision Makers, all students, faculty and staff are to remain in the DMA unless and until dismissed by the Campus Security Authority Coordinator.
  7. Notify building manager/lessor - Campus Security Authority Coordinator is responsible for all communications of emergency.
- ii. **Severe Weather**
  1. Secure objects outside building – The Campus President and Executive Chef will make sure that all doors to large containers outside are secure.
  2. Stay away from windows – The Chef Instructors are responsible for ensuring that all students are away from the large windows. Individuals should move to a safe area, typically interior hallways or rooms with no windows in the interior of a building.

3. Know location of utility shutoff valves & switches – The Campus President and the Executive Chef will be responsible for shutting off all systems if the situation calls for it and it can be done safely.
4. Stay tuned to weather reports – The Campus Security Authority Coordinator is responsible for monitoring the weather reports and communicating it to all employees and students.
5. Stand-by for further instructions – All employees and students are to stay in their safe area until they get an all clear from the Campus President or Campus Security Authority Coordinator.
6. Notify building manager/lessor – After the weather has passed, the Campus Security Authority Coordinator will notify the building manager of any sustained damage.

**iii. Bomb Threat.**

1. If a threat is received...
  - a. Via phone – Person taking the call should record as much detailed information as possible, noting the time, background sounds on the call, exact words the caller used, and the sound of caller's voice.
  - b. As a written threat - save all materials, including any envelope or container. Avoid unnecessary handling of the message to retain evidence,
2. Notify official in charge – The person who received the threat is to notify a Decision Maker immediately.
3. Decision Maker(s) will search the area of interest and public areas for any suspicious packages or objects. If:
  - a. A bomb or suspicious package is found, do not touch it. Evacuate area, using nearest safe exit. Evacuees should gather in the DMA.
  - b. No bomb or package is found, proceed to notify police).
4. Notify Police – Decision Maker immediately calls 911. Campus Security Authority Coordinator shall be notified of the situation for communication purposes.
5. Decision Maker will notify Police and Bomb squad of the bomb or package location (if one was found) immediately upon arrival.
6. Notify building manager/lessor - Campus Security Authority Coordinator is responsible for all external communications of emergency, including landlord and media.

**iv. Active Shooter.** If an active shooter is on campus but has not yet gained entry into the building, refer to the lockdown procedures found under the Civil Disturbance section. Call 911 when it is safe to do so.

1. If an active shooter is inside the building, **LISTEN** to identify the direction that the shooting is coming from and **RUN in the opposite direction**. Continue to run to a safe location away from the situation. Do not go to the DMA. Do not return to campus until contacted by campus officials or the police that it is safe to do so. When you emerge, if police are on site, hold your hands up and do not hold

anything in your hands. Move quickly as directed by officials. Do not make any sudden or erratic movements.

2. If you cannot safely run from the shooter, **HIDE**.
  - a. Find a hiding place where you are not likely to be found by the shooter. Choose somewhere where you won't be trapped. Inside an office or a room that you can lock are options to consider.
  - b. Barricade the door with heavy furniture which will help to block entry and insulate. Move to the most protected place in the room.
  - c. **BE QUIET**. Turn off the ringer on your cell phone.
  - d. Call 911. Let the operator listen to the situation if you cannot safely talk.
  - e. Stay here until police notify you to come out. When you emerge, hold your hands up and do not hold anything in your hands. Move quickly as directed by officials. Do not make any sudden or erratic movements.
3. If you find that you cannot evacuate or hide, and only when your life is in imminent danger, **FIGHT**. Attempt to disrupt and/or incapacitate the active shooter by:
  - a. Acting as aggressively as possible against him/her
  - b. Throwing items and improvising weapons
  - c. Yelling
  - d. Committing to your actions
4. Notify building manager/lessor - Campus Security Authority Coordinator is responsible for all external communications of emergency, including landlord and media.

**v. Hazardous Materials:**

1. Do not handle the substance – Immediately notify the Decision Maker(s). Do not clean the substance – Decision Maker(s) will confirm the hazardous material make a risk determination. The Campus Security Authority Coordinator will be notified.
2. Isolate students and employees – The Campus Security Authority Coordinator will provide evacuation instructions to Chef Instructors and/or Managers. All will evacuate the building, following the emergency exit map and shall meet in the Designated Meeting Area.
3. Keep students and employees calm – Chef Instructors must account for their students and Managers must account for employees who report to them. Both Chef Instructors and Managers must report to the Campus Security Authority Coordinator that all students and employees are present at the DMA.
4. Notify fire department – The Campus Security Authority Coordinator will notify the fire department.
5. Shut off HVAC system – The Campus President and the Executive Chef are responsible for shutting off the HVAC system as well as all hoods in the kitchen.

**vi. Civil Disturbances:**

1. Outside of campus: Secure all doors. All Chef Instructors and Managers who are on campus must lock all doors and windows to prevent the disturbance from coming inside the campus.
2. Inside of Campus: If the disturbance is happening indoors, Chef Instructors and Managers should direct students and employees away from the situation, to a safe area.
3. Notify Decision Maker – The AESCA Instructor Chef or Manager who witnesses the disturbance must contact the Decision Maker(s).
4. Notify Police – If the incident escalates, the Decision Maker will call 911 to ask for immediate help.
5. Notify building manager/lessor - Campus Security Authority Coordinator is responsible for all external communications of emergency, including landlord and media.

**vii. Earthquake:**

1. Take cover under a table, desk, or in a doorway – All students must stop what they are doing, and move away from the dangerous areas in the kitchen. The safest places for cover are under a table, desk, or in a doorway.
2. Do not run outdoors – It is safer inside.
3. Notify Decision Makers(s) – Lead Chef Instructors and Managers shall notify Decision Makers of any injuries to themselves, injuries to others, or damage to the building. Seek medical as needed based on injuries sustained.
4. Notify building manager/lessor – After the situation has stabilized, the Campus Security Authority Coordinator will notify the building manager.

## Crime and Safety Related Policies

### Policy Overview:

Auguste Escoffier School of Culinary Arts is required to annually prepare, publish, and distribute a security report containing all campus security policies and crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). In accordance with the Violence Against Women Reauthorization Act (VAWA), the crime statistics are reported on criminal offenses of domestic violence, dating violence, and stalking in addition to criminal offenses mandated under the Clery Act. All new students and new employees will receive education on sexual violence and policies will reflect disciplinary actions for any criminal offense. Campus leadership will be trained on victim sensitivity and how to investigate and conduct disciplinary hearings. The Clery Act language is appended to this document. The VAWA language can be found at: <https://federalregister.gov/a/2014-24284>

The campus is also required to annually notify students of alcohol and other drug (AOD) policies, sanctions, prevention programs and other resources in compliance with the Drug-Free Schools and Communities Act (DFSCA). In addition, the campus must review their AOD policy and processes in a biennial report on even-numbered years. The DFSCA regulatory language is appended to this document.

### Processes:

#### Campus Security Reporting:

- Any violation of campus security should be reported to the proper authorities. Any employee or student observing or hearing of a crime occurring within campus security boundaries should report the crime to a Campus Security Authority (CSA).
- Any crime reported to a CSA will be recorded on the CSA Crime Reporting Form and reported to the local police.
- Any CSA is required to attest and sign the appropriate area of the Crime Reporting Form if no crimes are reported in the calendar year.

#### Annual Campus Security and Crime Statistics Notification:

- AESCA will make available the crime statistics for the past 3 years to all staff and students by October 1 of each year.
- Criminal offenses mandated by the Clery Act include:
  - Criminal Homicide
    - Murder & Nonnegligent Manslaughter
    - Negligent Manslaughter
  - Sex Offenses
    - Forcible
    - Non-Forcible
  - Robbery
  - Aggravated Assault
  - Burglary – where
    - There is evidence of unlawful entry (trespass), which may be either forcible or not involve force
    - Unlawful entry must be of a structure – having four walls, a roof, and a door

- There is evidence that the entry was made in order to commit a felony or theft
- Motor Vehicle Theft
- Arson
- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession
- Hate Crimes – must be categorized by race, gender, gender identity (VAWA), religion, sexual orientation, ethnicity, national origin (VAWA) and disability
  - Larceny/Theft
  - Simple Assault
  - Intimidation
  - Destruction/Damage/Vandalism of Property
- Additional criminal offenses reported per VAWA Amendments include:
  - Domestic Violence
  - Dating Violence
  - Stalking
- In compiling the annual report, the campus Registrar/Compliance Manager will contact the local police department to obtain the prior year crime statistics for the identified campus Clery geography.
- Statistics will be compiled and reported in the Annual Security Report for the calendar year. This report will be uploaded to the campus portal and will be available to employees and students.
- The Registrar/Compliance Manager will send a notification via email to all active students and employees notifying them that the latest report is available on the portal
- New employees will receive information about the report during their new employee orientation
- New students will receive notification via email when they matriculate to Active status
- Sample language for these notifications will be available from the Clery folder in the shared drive.

### **Annual Drug and Alcohol Prevention Notification:**

- AESCA will annually notify students and employees on the campus alcohol and other drug (AOD) program.
- The Registrar/Compliance Manager will compile the following information for annual notification:
  - Campus policy on alcohol, drug, and tobacco use
  - Federal, state and local sanctions for possession and/or trafficking
  - Health risks associated with drug and alcohol use
  - Resources and programs available for help or treatment
  - Campus sanctions for violation of institutional policy
- The annual notification will be uploaded to the campus portal as part of the Annual Security Report.
- Students and Employees will be notified that the Annual Security Report is available in one or more of the following manners:

**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

- Once a year, students will be emailed a copy of the annual notification to their Escoffier student email address
- Once a year, employees will be emailed a copy of the annual notification to their Escoffier email address
- Students who go from an Enrollment status to an Active status will also receive a copy of the annual notification
- New employees will receive a copy of the annual notification in their new hire packet

**VAWA Training and New Student/Employee Information**

In accordance with VAWA amendments to the Clery Act finalized on July 15, 2015, AESCA will use the following processes to ensure VAWA compliance:

- CSAs will collect and report on Domestic Violence, Dating Violence, and Stalking in addition to inquiring on hate crime criteria of gender identity and national origin
- Information posted on the campus portal will contain specific educational information and resources for sexual violence and sex offenses.
- Adherence to confidentiality and reporting options will be offered to students reporting a crime related to sexual violence.
- Annually, campus leadership will receive sensitivity and awareness training on how to conduct investigations and disciplinary hearings on sexual violence and related crimes.

**Alcohol and Other Drug Biennial Review:**

- AESCA will prepare a Biennial Review on even years by October 1 in accordance with the Drug Free Schools and Community Act. The reporting period will cover July 1 – June 30 as a reporting period – covering 2 years per report.
- The Registrar/Compliance Manager will survey students annually regarding drug and alcohol use annually.
- Survey results will be compiled along with information to answer the following questions:
  - What are the current alcohol and other drug programs (policy, enforcement measures, prevention and intervention activities) in place and are the effective in preventing and reducing the illegal use of alcohol and other drugs on campus?
  - Are the current disciplinary sanctions in place for conduct violations with regard to alcohol and other drug use consistently enforced?
  - Looking to the future, what new ideas, strategies and/or partnerships could the campus pursue in order to more effectively address the illegal use of alcohol and other drugs?
- Campus leadership will meet annually during the summer to review the annual notification information and evaluate the AOD policies. Every other year, the meeting will include discussion surrounding answers to the questions needed to complete the Biennial Review.
- The Biennial Review will be prepared using the template in the shared drive. A copy of this template is available in the Clery folder of the shared drive.
- The completed Biennial Review will be kept in the Registrar's Office for review.

**Campus Emergency Notifications Instructions for [Designated Employee](#)**

In the event of a campus emergency that requires all students, staff and faculty to be notified, Auguste Escoffier School of Culinary Arts uses WebSMS text messaging services.

[www.message-media.com](http://www.message-media.com)

The following pages contain work instructions of how to issue a campus-wide text message in the event of an emergency.

The file of students/staff/faculty is updated after each start and is located on the shared drive under **Student Masters/Text List for Emergency Plan.xls**

In the event of an emergency, the Communications Team member with the WebSMS account will follow the steps in the screen shots below to issue a text message.

Step 1: Select Tools

Step 2: Import Contacts

Step 3: Copy and paste xls list of numbers and names (separated by a tab) BE SURE TO COPY and PASTE the STUDENT AND STAFF TABS

Step 4: Click IMPORT

Step 5: Select IMPORT by clicking OK or IMPORT

Step 6: Select COMPOSE

Step 7: Select Broadcast Mode at the top of the screen

Step 8: Select My Groups (Choose ALL)

Step 9: Verify the number of recipients selected (should match XLS)

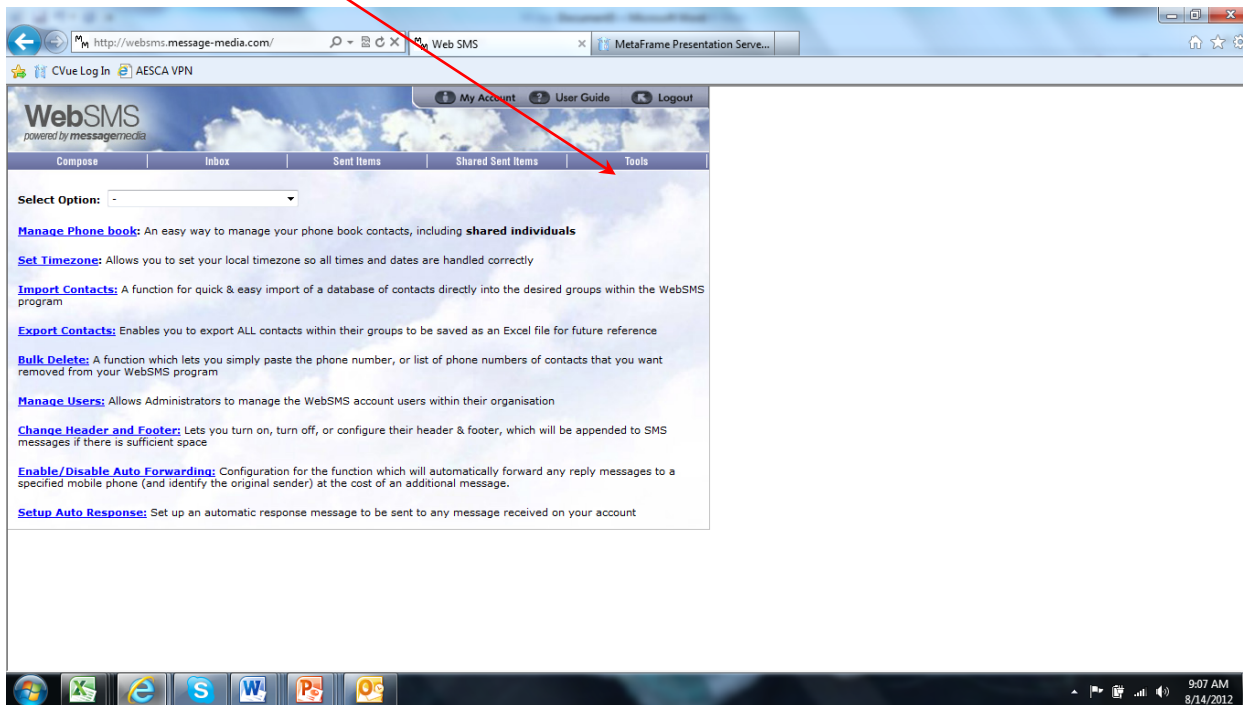
Step 10: Compose the message (brief but informative with and include any action steps)

Corresponding screen shots follow.

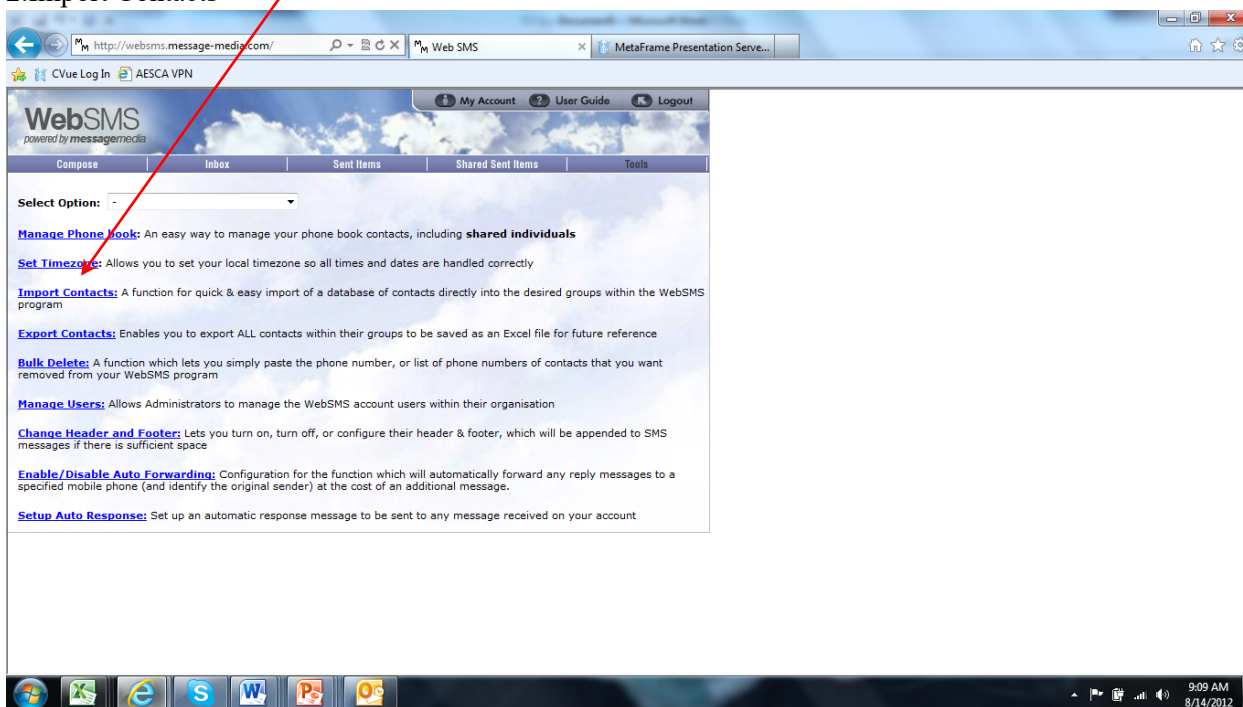


## Web Texting tool instructions

### 1. Select tools

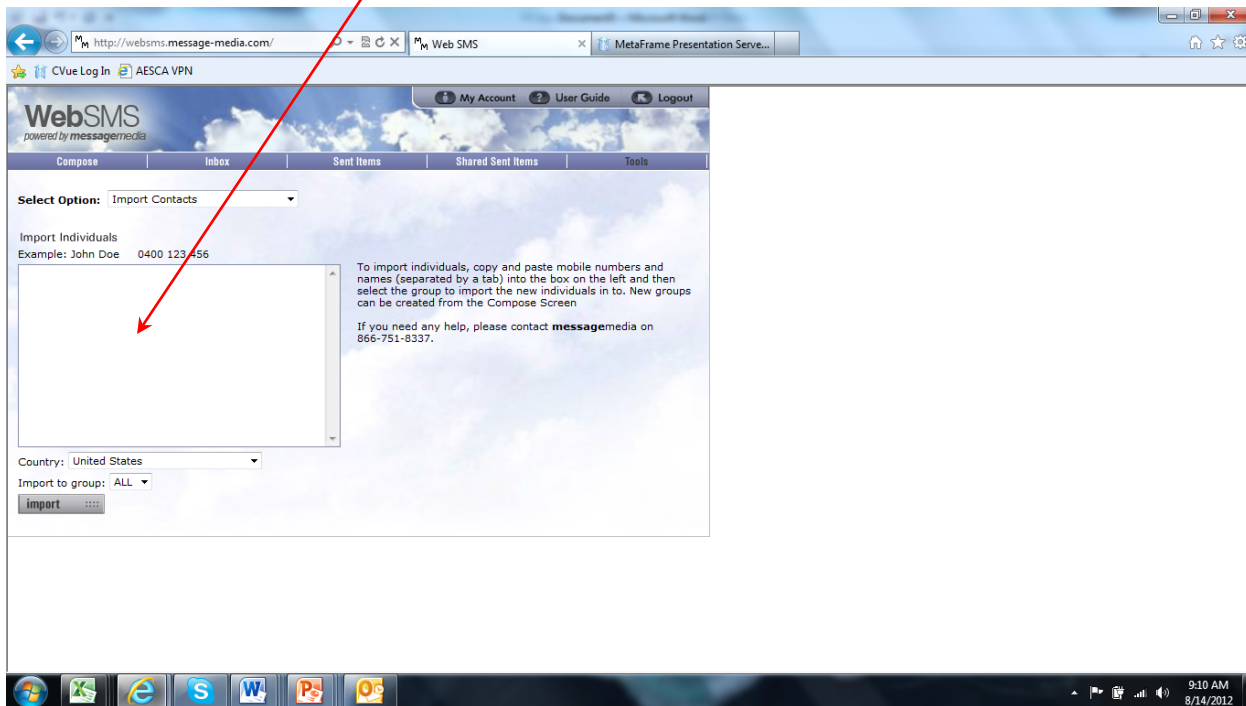


### 2.Import Contacts

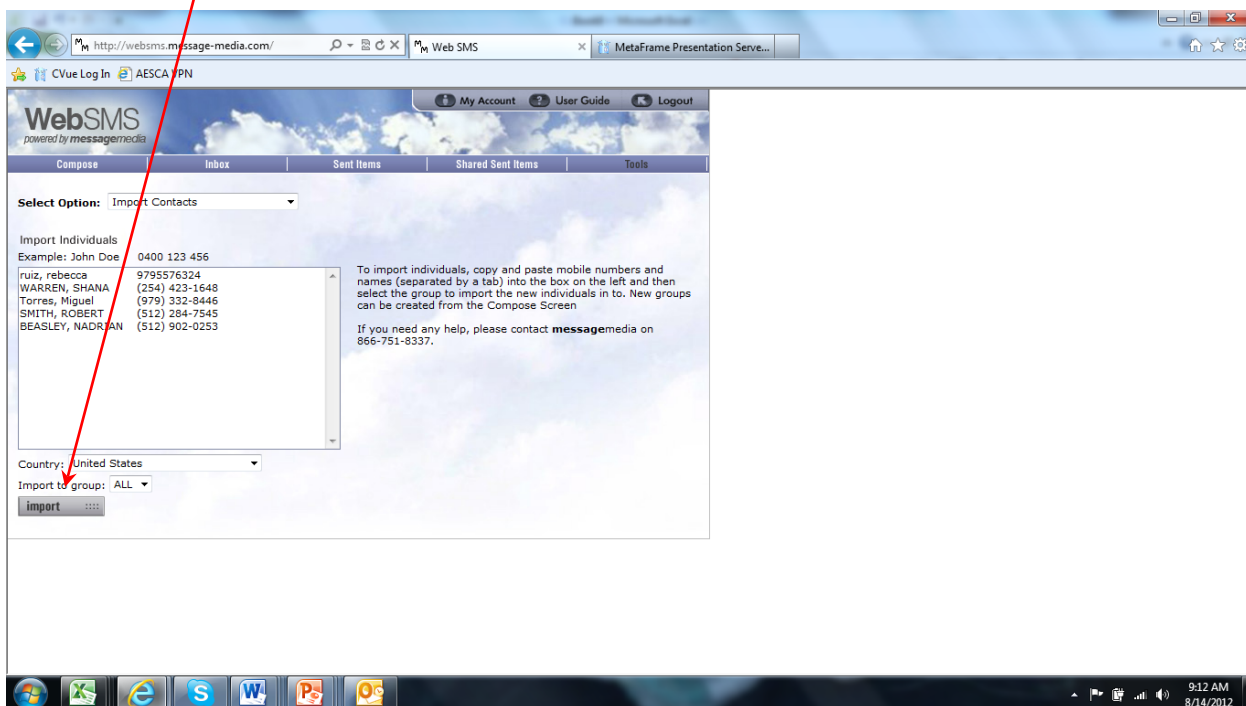


## Health, Safety and Security Plan Auguste Escoffier School of Culinary Arts - Austin

### 3. Paste contact list into field

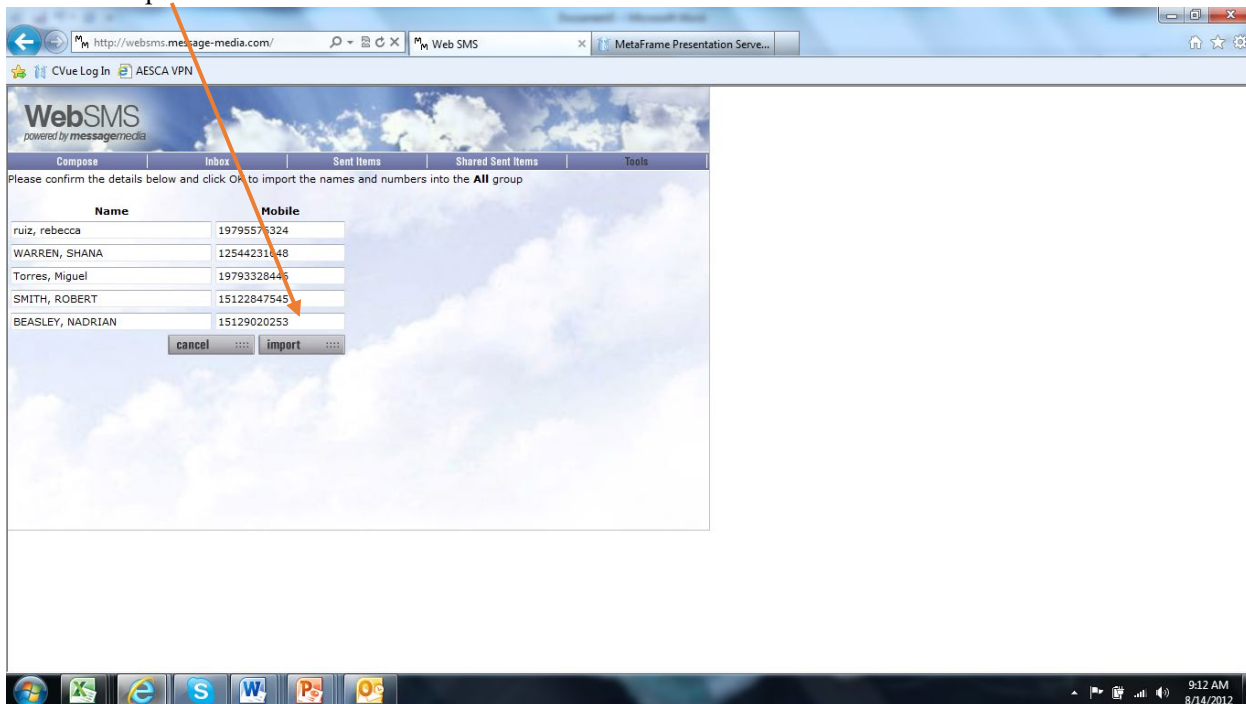


### 4. Click import

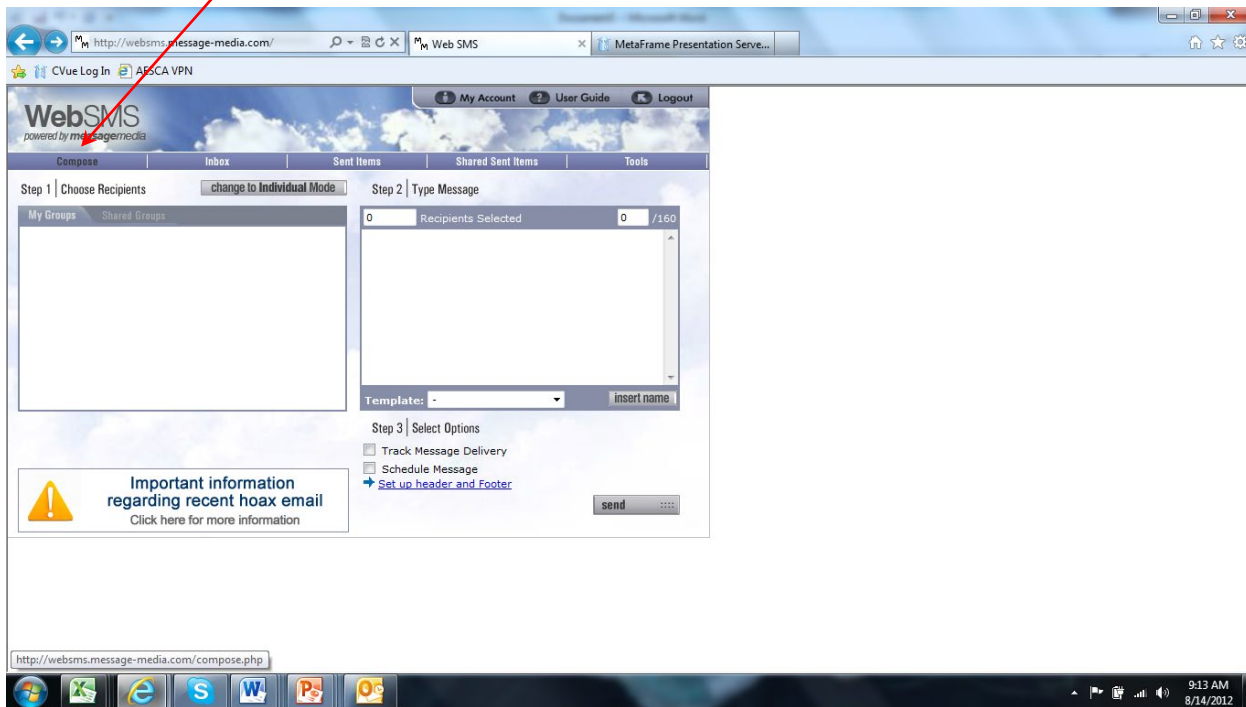


**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

**5. Select import**

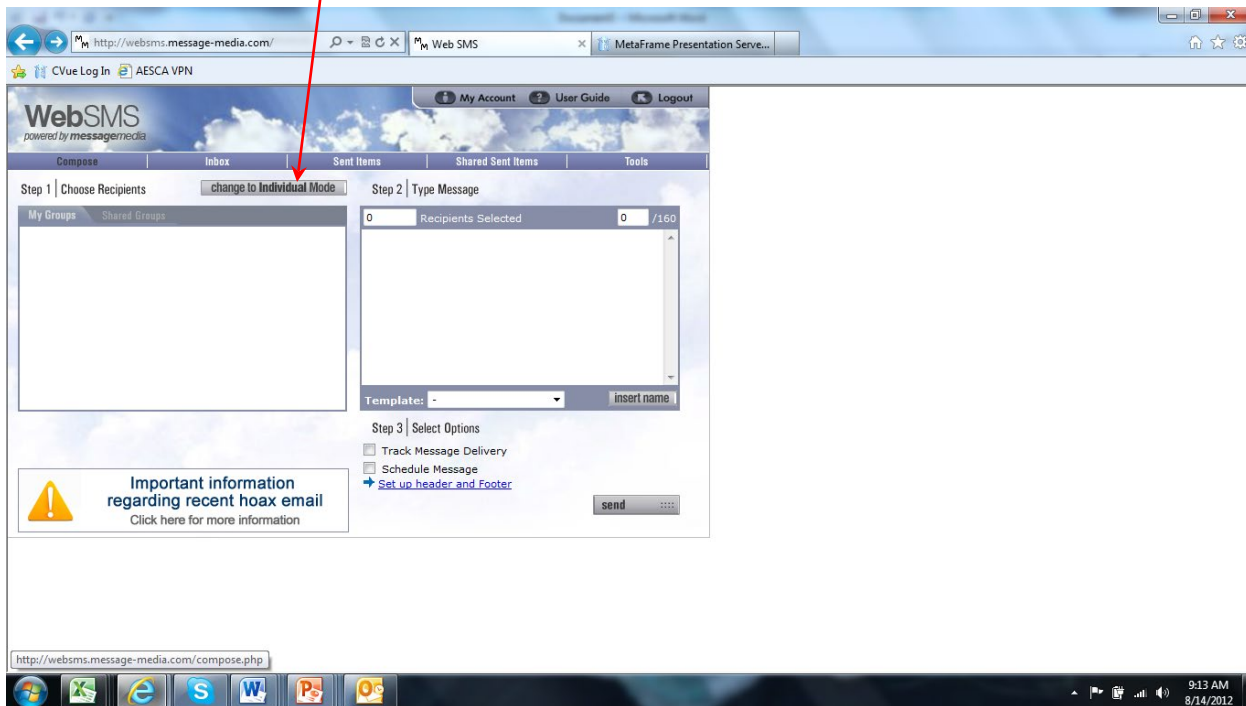


**6. Select compose**

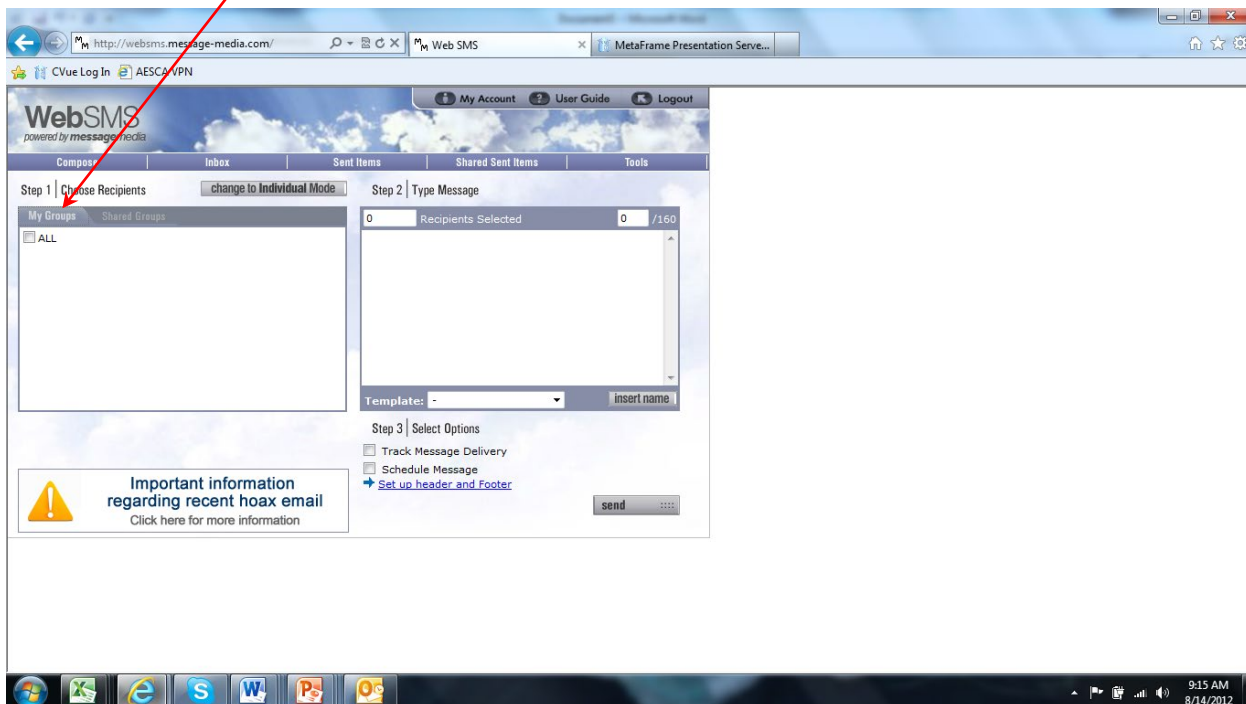


**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

**7. Select broadcast mode**

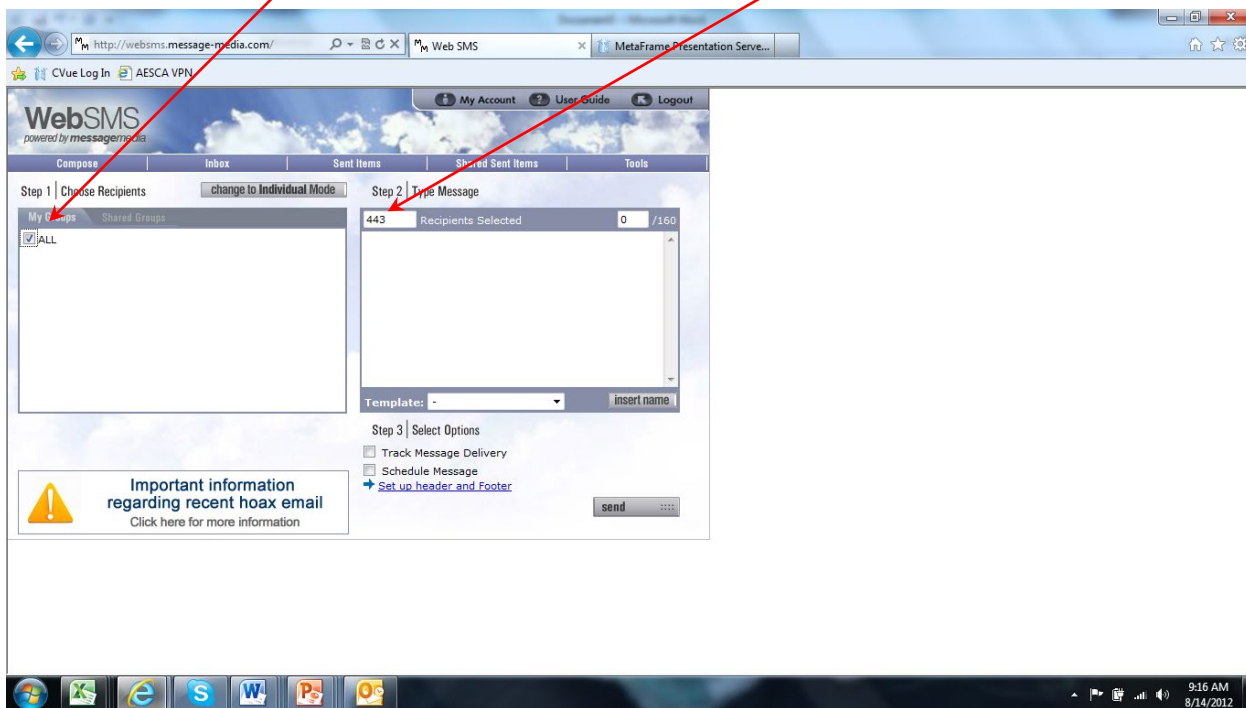


**8. Select my groups**

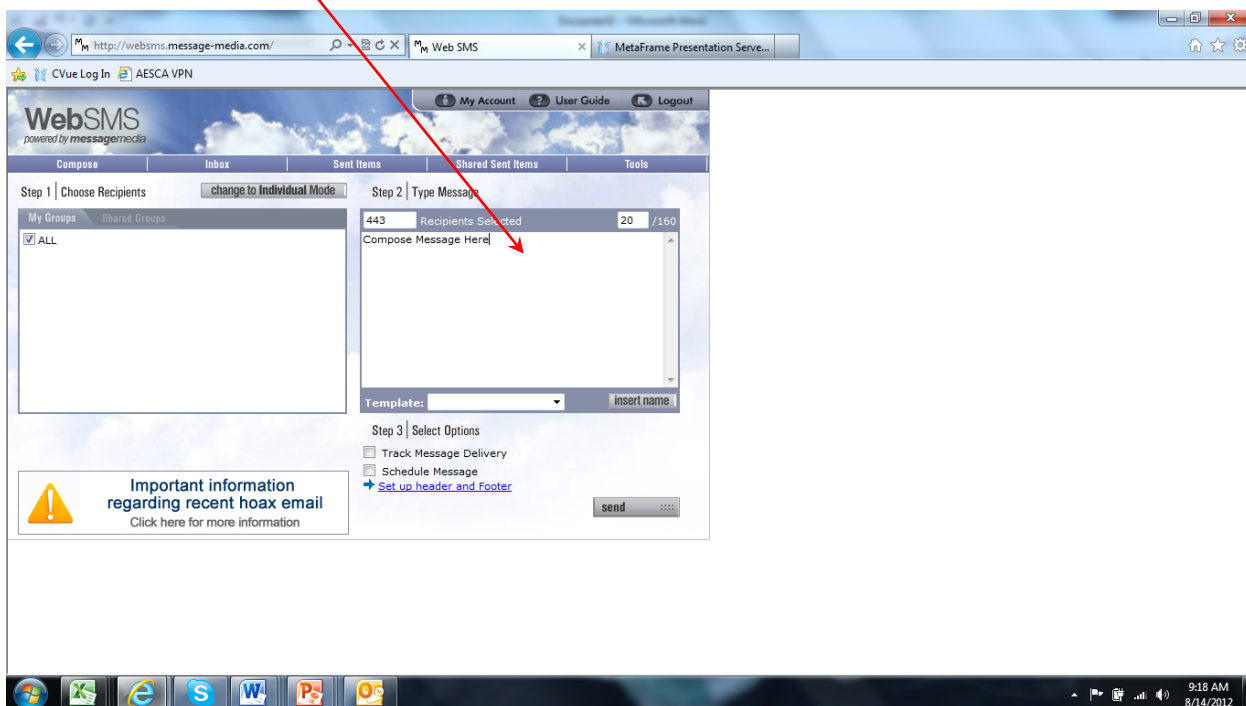


**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

9. Check the box for ALL . Verify the number of recipients selected



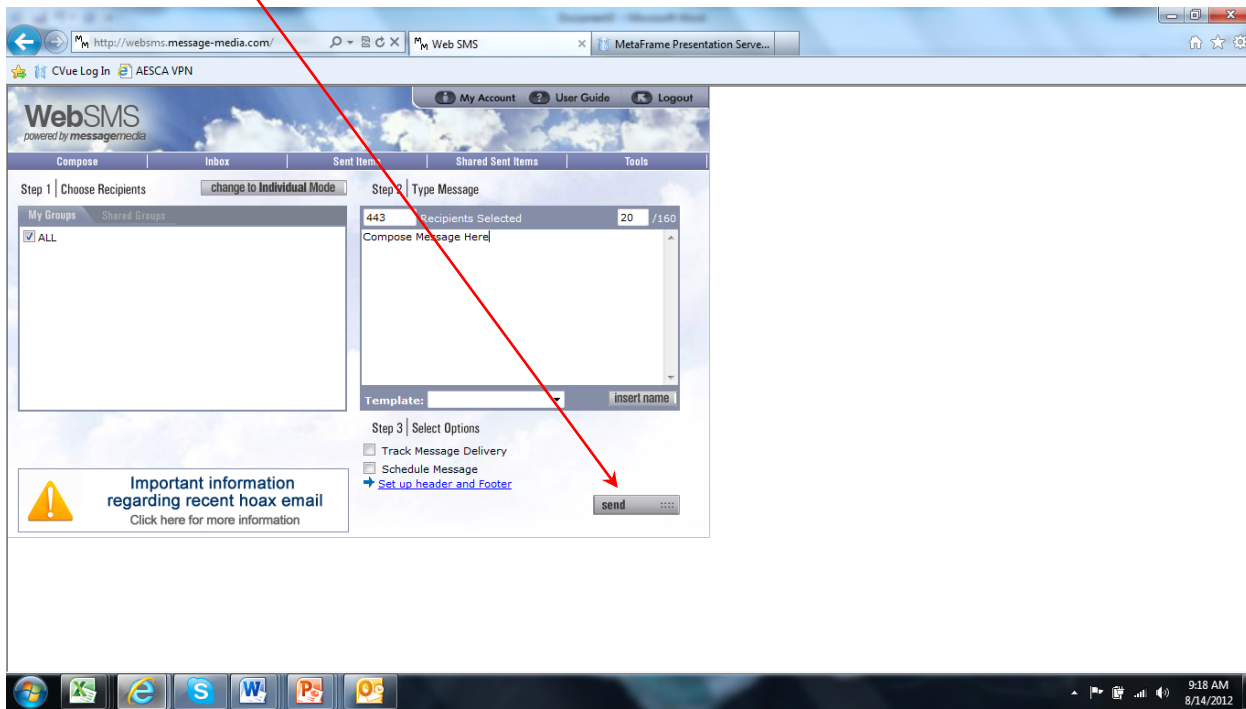
10. Compose message





**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

**11. Send message**



*End of SMS instructions*

**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

**Business Continuity Plan (BCP)**

**Overview**

<b>Location:</b>	Auguste Escoffier School of Culinary Arts, 6020-B Dillard Circle, Austin, TX 78752 and 109-A Denson, Austin TX 78752
<b>BCP Leaders:</b>	PRIMARY: Marcus McMellon (Cell: 214-663-6708) ALTERNATE: Robyn McArthur (Cell: 512-573-9139)
<b>Critical Function(s):</b>	Providing hands-on instruction in the culinary and pastry arts
<b>Critical Timing:</b>	Classes are scheduled in 6 week blocks, with starts occurring 8 times per year
<b>RTO:</b> (Recovery Time Objective, assuming worst case scenario)	<p><b>&lt;24hrs: Assess situation and launch BCP</b></p> <p><b>&lt;48hrs: Administrative functions to resume</b></p> <p><b>&lt;72hrs: Ability to teach classes at alternate location until AESCA kitchens are in working order (Community center, non-profit organizations with kitchens)</b></p> <p><b>&lt;1 week: Kitchens inspected to identify if any equipment or structural repairs needed; also ability for those students on externship to report hours</b></p> <p><b>&lt;1 month: Ability for active students to return to classes</b></p>
<b>Risk Mitigation:</b> (What is the department specifically doing to minimize the risk?)	<p>All SLT members have cell phones for communication</p> <p>Critical files stored on network / CVue</p> <p>Laptops are assigned or available for remote working</p>
<b>Conference Call Number:</b>	Conference calls can be conducted via Zoom.

**Procedure Location**

<b>Location:</b>	Key physical locations are in Austin, TX, with corporate finance and leadership located in Hoffman Estates, IL
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**Business Continuity Procedure**

<b>Assumptions:</b>	Kitchens and Administrative Buildings Inaccessible, Systems Available			
<b>Alternate Location</b>	BCP Leaders and Senior Leadership Team (SLT) members to work from home until alternate location is identified			
<b>Definitions:</b>	<b>CMT</b> = Corporate Management Team	<b>CI</b> = Chef Instructors	<b>SLT</b> = Collectively, BCP Leaders + Communication and Operations Support Teams	
<b>Recovery Time Objective</b>	<b>Critical Business Function</b>	<b>Staff Required</b>	<b>Facilities Required</b>	<b>Files/Applications Required</b>
<b>Within 24 hours</b>	Assess situation, launch BCP	<ul style="list-style-type: none"> <li>● SLT</li> <li>● If event occurs during an active session, CIs to augment Communications Support as needed</li> </ul>	<ul style="list-style-type: none"> <li>● None – Will rely on personal internet and cell phone for communications; laptops for those with them</li> </ul>	<ul style="list-style-type: none"> <li>● Internet access</li> <li>● CVue</li> <li>● MS Office Suite</li> </ul>
	<b>Procedure:</b> <ul style="list-style-type: none"> <li>• Take Immediate Steps to protect health and safety of all personnel</li> <li>• Evacuate Building if necessary (take personal belongings, laptops, and cell phones, if possible and safe to do so)</li> <li>• Follow emergency procedures and/or instructions from emergency organization</li> <li>• BCP Leaders will evaluate Facility Conditions</li> <li>• Perform assessment, Notify SLT and CMT of Results <ul style="list-style-type: none"> <li>○ Employees</li> <li>○ Records and technology</li> <li>○ Work in progress</li> <li>○ Relocation strategy</li> <li>○ Future Deadlines</li> <li>○ Vendors</li> <li>○ Internal dependencies</li> </ul> </li> <li>• Develop action plan—based on the timeline of &lt; 8 hours, 24 hours, 48 hours, 72 hours, 1 week, &gt;1 week</li> <li>• Report assessment and action plan to CMT</li> <li>• Communications Support Team to execute Communications Plan: <ul style="list-style-type: none"> <li>○ Affected Employees</li> <li>○ Affected Students – CIs may be asked to support efforts to ensure students are alerted</li> <li>○ Affected Vendors</li> </ul> </li> <li>• Initiate BCP and invoke alternate operating location, if necessary <ul style="list-style-type: none"> <li>○ Notify Alternate Site of Need to Occupy, coordinate with Facilities Support Team</li> </ul> </li> <li>• Provide ongoing situation reports to CMT and report action taken and/or new developments or implement work at home strategy.</li> <li>• Provide situation and ongoing requirements to Operations Support Team and Communications Support Team</li> <li>• If the event occurs during a time when classes are NOT in session, functions in this section can be delayed until between 24 and 48 hours.</li> </ul>			
<b>Recovery Time Objective</b>	<b>Critical Business Function</b>	<b>Staff Required</b>	<b>Facilities Required</b>	<b>Files/Applications Required</b>
<b>24-48 Hours</b>	Administrative functions to resume	<ul style="list-style-type: none"> <li>● SLT</li> <li>● CIs</li> </ul>	<ul style="list-style-type: none"> <li>● 4 Computers w/ Internet/Network Access</li> <li>● 4 Desks</li> <li>● 4 Chairs</li> </ul>	<ul style="list-style-type: none"> <li>● Internet access</li> <li>● CVue</li> <li>● MS Office Suite</li> </ul>



**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

			<ul style="list-style-type: none"> <li>• 1 Telephone</li> <li>• 1 Printer</li> <li>• 1 Scanner</li> </ul>	
	<b>Procedure:</b> <ul style="list-style-type: none"> <li>• Evaluate status of alternate location for relocation of additional staff</li> <li>• Evaluate condition of facility; reoccupy space if possible</li> <li>• Continue implementation of communication plan; update employees on facility/department status</li> <li>• Proceed with operations as possible <ul style="list-style-type: none"> <li>○ Ensure daily orders continue to be pulled from CVue</li> <li>○ Proof and publish e-Books, apply DRM policies as needed</li> <li>○ Communicate with vendors to obtain required passcode information</li> <li>○ E-mail necessary passcode / subscription information to students for all virtuals</li> <li>○ Run e-Book start and end calls as required per schedule</li> <li>○ Communicate to campuses the availability of virtuals or any other operational updates as needed.</li> </ul> </li> <li>• Provide ongoing situation reports to CMT and Support Teams report action taken and/or new developments.</li> <li>• Notify various e-Book and Virtual Lab vendors of situation and alert them to alternative processes to obtain virtual lab codes as necessary.</li> <li>• If appropriate, redirect software orders and notify vendors if MBS Direct facility is also affected.</li> <li>• Notify printers 1) if there are shipments en route to MBS Direct and MBS is also affected by the situation and order needs to be redirected, and 2) if there are proofs which are en route to CSC which need to be rerouted to an alternate location</li> <li>• Reroute all inbound calls to cell phones</li> <li>• Contact food purveyors and culinary vendors to advise of plan</li> <li>• Dispatch team of CIs to inspect secondary location's equipment and facilities</li> <li>• CIs to reach out to all students to confirm they know where to go</li> </ul>			
Recovery Time Objective	Critical Business Function	Staff Required	Facilities Required	Files/Applications Required
48-72 Hours	Ability to teach classes at alternate location until AESCA kitchens are in working order (Community center, non-profit organizations with kitchens)			Ability to cut POs for food product
	<b>Procedure:</b> <ul style="list-style-type: none"> <li>• Confirm receipt of all rerouted purveyor deliveries</li> <li>• CIs set up alternate location kitchens</li> <li>• Notification of and relocation of additional personnel</li> <li>• Provide ongoing situation reports to CMT and Support Teams and report action taken and/or new developments.</li> <li>• Proceed with operations as possible</li> <li>• Continue evaluation of facility; reoccupy space if possible</li> <li>• Coordinate permanent alternate facility with Facilities Support Team</li> <li>• Customer Service/Tech Support input Student orders directly via MBS Website as needed.</li> <li>• Upload Office downloads via the Kivuto website, as needed.</li> </ul>			
Recovery Time Objective	Critical Business Function	Staff Required	Facilities Required	Files/Applications Required
72 Hours - 1 Week	Ability to have kitchens inspected to identify any equipment or structural repairs needed; also ability for those students on externship to report hours			

**Health, Safety and Security Plan**  
**Auguste Escoffier School of Culinary Arts - Austin**

	<b>Procedure:</b> <ul style="list-style-type: none"> <li>• Work with local vendors to inspect, repair, replace equipment</li> <li>• Notification of and relocation of additional personnel</li> <li>• Provide ongoing situation reports to CMT and Support Teams and report action taken and/or new developments.</li> <li>• Proceed with operations as possible</li> <li>• Continue evaluation of facility; reoccupy space if possible</li> <li>• Coordinate permanent alternate facility with Facilities Support Team</li> <li>• Customer Service/Tech Support input Student orders directly via MBS Website as needed.</li> <li>• Upload Office downloads via the Kivuto website, as needed.</li> <li>• Prepare invoices to campuses as needed</li> <li>• Perform Month-End Entries per month-end schedule</li> </ul>			
Recovery Time Objective	Critical Business Function	Staff Required	Facilities Required	Files/Applications Required
Between 1 week and 1 month	Ability for students to return to classes			
	<b>Procedure:</b> <ul style="list-style-type: none"> <li>• Depending on level of damage, it may be necessary to obtain city inspections</li> <li>• Provide ongoing situation reports to CMT and Support Teams and report action taken and/or new developments.</li> <li>• Proceed with operations as possible <ul style="list-style-type: none"> <li>○ Ensure month-end activities are completed on-time, which may require support from the entire WOW team</li> </ul> </li> <li>• Continue evaluation of facility; reoccupy space if possible</li> <li>• Coordinate permanent alternate facility with CMT and Facilities Support Team</li> </ul>			

**Alternate Procedures**

Please Verify Manual Procedures and Timeframes

<b>Assumptions:</b>	Building Accessible; Systems Unavailable; or Personnel Unavailable
<b>Unavailable</b>	<b>Alternate Procedures</b>
<b>Telephone</b>	<ul style="list-style-type: none"> <li>• Notify IT Support Team of issue</li> <li>• Communicate in person with department employees; Use Cell Phones if necessary for immediate communication needs; Use email or text for communication</li> </ul>
<b>Computer Equipment</b>	<ul style="list-style-type: none"> <li>• Notify IT Support Team of issue</li> <li>• Re-appropriate computer equipment based on critical needs; employ floater laptop if it is available</li> <li>• Shift short-term WIP to remaining personnel with operational computers</li> </ul>
<b>Internet</b>	<ul style="list-style-type: none"> <li>• Notify IT Support Team of issue</li> </ul>
<b>CVue</b>	<ul style="list-style-type: none"> <li>• Notify CVue Support of issue</li> <li>• If event occurs during a start, determine if a Class Roster report is available from within the past 24 hours and use that as short-term information relating to students/classes.</li> </ul>
<b>Utilities (Heat, Air, Electrical)</b>	<ul style="list-style-type: none"> <li>• Notify utility vendor (electric, gas, water, sewer) of the issue</li> <li>• If appropriate, contact contractor if equipment needs repair or must be reset once utility is restored</li> <li>• Evaluate estimated length of outage</li> <li>• Consider relocation to alternate site</li> </ul>
<b>Staff (Loss of 25%)</b>	<ul style="list-style-type: none"> <li>• Prioritization and redistribution of work to remaining personnel</li> <li>• Extend business hours as necessary</li> <li>• Notify dependencies of potential delays</li> </ul>
<b>Staff (Loss of 50%)</b>	<ul style="list-style-type: none"> <li>• Prioritization and redistribution of work to remaining personnel</li> <li>• Extend business hours as necessary</li> <li>• Notify dependencies of potential delays</li> </ul>

### **Maintenance and Outside Service Providers**

The campus engages with outside vendors to provide certain services to maintain the cleanliness and safety of the facilities and to ensure continuous operations. As examples, janitorial services, maintenance of dishwashing equipment, preventative maintenance on stoves and refrigerators, cleaning of grease traps and kitchen hoods, help desk services (IT), copier maintenance, and general maintenance services are outsourced to qualified vendors.

### **Maintenance Services Contacts**

**1. City Wide Cleaning – Patricia Naus-512.672.5600-c512.903.0667 pnaus@gocitywide.com**

**2. Matafications General Contracting – Bobby Mata – 512.484.0455**

**3. Alcon DTS (IT)-512.892.6900 helpdesk@alcondts.com**

**4. Telco Data (Phone System) – 512.977.0505**

**5. Chase A/C- Jose Turcios- 512.845.1604**

**6. Johnson Control & Tyco Integrated Security – 800.289.2647**

**7. Time Warner Cable (Network) – 866.519.1263**

**8. TPX Communication (Phone line) – 855.896.7662**

**9. Xerox(Copiers) – 512.836.2100**

**10. Latipac Property Management Inc. - 512.633.2825**

**11. CampusVue – 800.483.9106**

**12. Cintas – 800.364.8157**

**13. EcoLab (Pest ) – 800.325.1671**

**14. Wastewater Transport (Grease Trap) – 512.973.8484**

**15. Alliance Safety & Fire Protection – 512.966.4488**

**16. Ecology Action of Texas (Recycle) – 814.404.7164**

**17. City of Austin (Electric & Water Service) – 512.322.9100**

**18. Brothers Power Washing (Hood Cleaning) – 254.780.7488**

**19. Culligan (Water Filters) – 512.339.2378**

**20. Pureforce (Dish & Chemical) – 512.565.0415**

**21. Commercial Kitchen – 512.454.8544**

**22. Texas Gas Service – 800.959.53250**

**23. Iron Mountain – 800.934.3453**

**24. RotoRooter-512.448.9609**

**25. Production Services (hood Repair)-512.762.1331**

**26. Waste Management(Trash)- 800.800.5804**

**27. Balcones Recycling – 512.472.3355**

**28. Leading Edge Personnel – 512.231.1888**

**29. All Team Staffing (Dishwashers) – 210.504.4792**

**Critical Contact List**

TechPeople, Inc., Chris Schrader or Pete Golde (President), 512-970-0750, [cschrader@techpeopleinc.com](mailto:cschrader@techpeopleinc.com)



## **Applicable Federal/State/City Codes**

### Codes

- The school allows either the state Fire Marshall or Austin Fire Department Chief conduct an inspection of the facilities after either receives a complaint concerning the school facilities.
- The state of Texas requires the facility have an annual fire inspection.
- The city of Austin requires:
  - Facility inspections on sprinkler system, alarm, range hoods and fire extinguishers by a licensed company approved by the Texas State Fire Marshal's Office.
  - The school's emergency evacuation and relocation plans are posted in each room.
  - Emergency numbers for fire, police and ambulance are posted near the telephone in the office area. Appendix B is included with the contact numbers.
- The school publishes and distributes a Campus Safety Report in accordance with 34 CFR § 668.46.
- The school publishes and distributes a campus Drug and Alcohol Abuse Prevention Information in accordance with 34 CFR § 668.14.

## **CHANGE RECORD: Safety & Security Plan**

This document contains a variety of policies and plans, owned by different AESCA team members. Due to the related nature of their subject matter, they have all been included in this document with the intention of presenting a holistic, robust plan of addressing the safety and security of all AESCA students, staff, and visitors. From time to time, this document in its entirety should be reviewed, no less often than annually, to ensure all policies and plans are up to date. It is the responsibility of the owner of this document (shown below) to ensure this review occurs, enlisting the assistance of the owners of the other policies and plans included in this document.

**Owner of this Document: Campus Security Authority Coordinator**

<b>Policy / Plan</b>	<b>Owner</b>	<b>Version</b>	<b>Date Last Reviewed</b>
Plan reviewed and approved	Campus Senior Leadership Team	7	Dec 2019
Plan reviewed and approved	Campus Senior Leadership Team	6	Dec 2018
Plan reviewed and approved	Campus Senior Leadership Team	5	Dec 2017
Plan reviewed and approved	Campus Senior Leadership Team	4	Dec 2016
Plan reviewed and approved	Campus Senior Leadership Team	3	Dec 2015