



Health, Safety, and Security Plan

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Health, Safety, and Security Plan

Introduction

Auguste Escoffier School of Culinary Arts (AESCA) 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.

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	6020 Dillard Circle Austin, Texas 78752	Executive Chef
Administrative Building	109-A & D Denson Austin, TX 78752	Campus President Executive Chef

Roles and Responsibilities

For the purposes of this Health, 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 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
Decision Maker	Has the authority to decide if an emergency exists and whether to launch Response Plans	Campus President, Marcus McMellon (primary for administrative building)	214-663-6708
		Executive Chef, Robyn McArthur (primary for classroom building)	512-573-9139
Campus Security Authority Coordinator	Communications internally and externally in an emergency	Executive Chef, Robyn McArthur Shannon Jacobs	512-573-9139 512-645-8610
Emergency Operations Team	Provide support and leadership during an emergency at the direction of Decision Maker(s)	Campus Security Authority Coordinators: Shannon Jacobs, Mary Reardon, Stephen Rafferty, Tammie Barnhill, Clif Dickerson	512-645-8610

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 guests. 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.

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

Safety Walks. Instructors perform safety walks through the kitchens and daily as part of their preparedness for instruction. Any spills, trip hazards, damaged equipment, or other unsafe conditions are either immediately addressed by the observing 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.

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 Operations and Maintenance Plan. Additionally, preventative maintenance is performed on hoods, fire suppressant systems, and other heavy equipment to ensure a safe kitchen environment.

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 an Instructor or the Executive Chef if this occurs.

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.

Incident Reporting

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 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 Instructor who is in the closest proximity of the incident shall act and be responsible for completing an Incident Report.

The [Incident Report](#), which can be found on the Google drive and is included as an appendix to this document, is to be submitted to the Director of Business Operations **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.

Instructor and Student Responsibility

Instructors are responsible for teaching and maintaining safety in the labs and classrooms. During the first week of classes, the Chef Instructors teach a State Food Safety 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.

Safety Supplies

Safety supplies are available in the kitchen for all students and staff. First aid kits are available in Kitchens 2, 3, 5, and 6. 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.

Crime Reporting

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.

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.

Students and Employees will be notified that the Annual Security Report is available in one or more of the following manners:

- 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.

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.

Distribution: The plan will be made available to staff and students via the school website. 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/>.

INCIDENT REPORT FORM

Person(s) Involved in Incident:		
Date and Time of Incident: <i>(Important!)</i>	Type of Incident – circle one Accident Disturbance	
Complete the following for an ACCIDENT	Complete the following for a DISTURBANCE	
Type of Accident (circle all that apply) <ul style="list-style-type: none">● Cut from knife or another object● Slip/Fall● Burn● Other (explain below)	Officer called? Yes No Officer's Name: Case Number:	
	Estimated Damages:	
COMPLETE THE FOLLOWING FOR ALL INCIDENTS (Accidents or Disturbances)		
Instructor's/Managers Name:		
Was medical assistance needed?	Yes	No
If yes, was it offered immediately?	Yes	No
Where did the incident take place?		
Describe the incident/injury:		
Witnesses or Other Parties Involved in the Incident: Name/Contact information		
Action Taken:		
Preventative Measures for the Future:		
Signature of Person Involved:		
Signature of Instructor/Manager:		
Signature of Witness:		
Signature of Witness:		

Campus Security Authority: Crime Reporting Form

Please forward this completed form to: Compliance- 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?
sidewalk?

Yes No Did the crime occur outside on a street or
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.

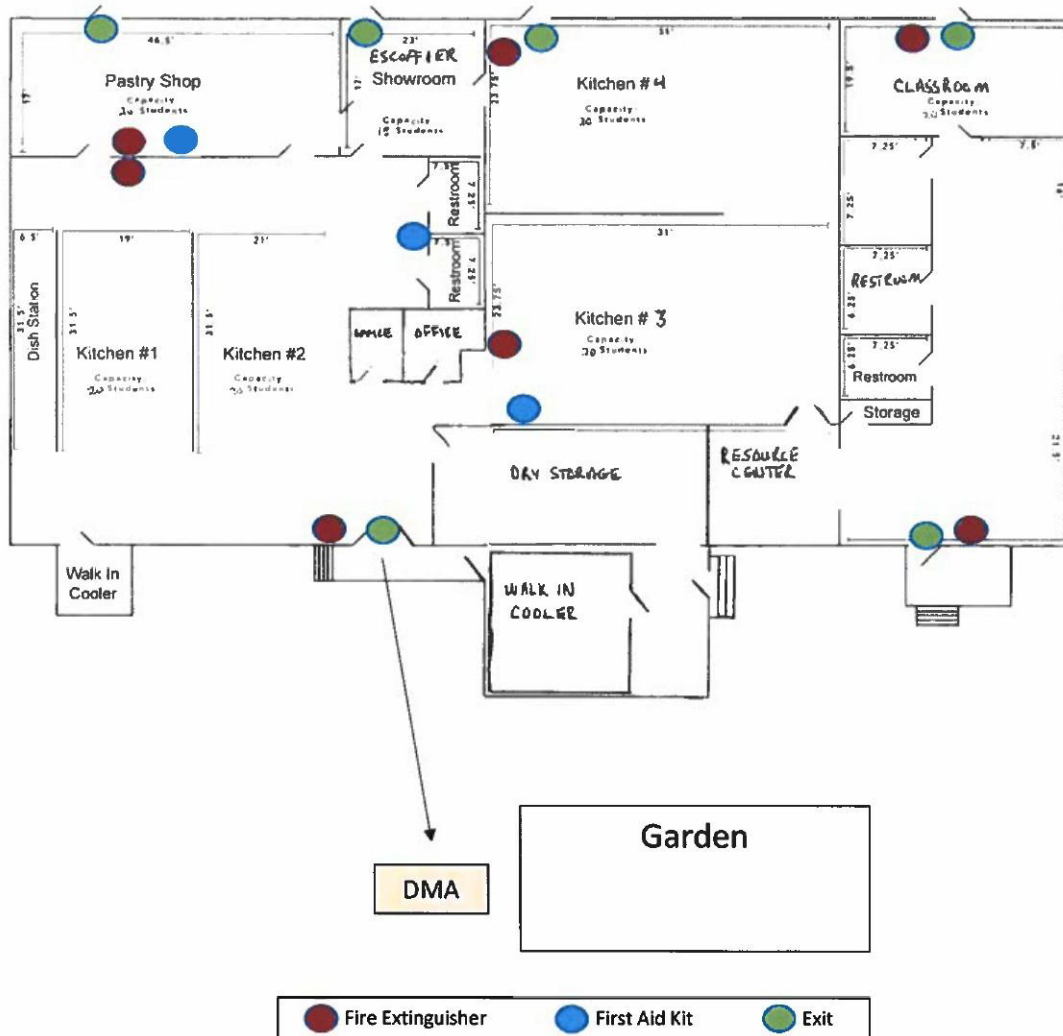
Emergency Exit Maps

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 – 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



Abbreviated Emergency Plan (posted throughout campus)

			
EMERGENCY RESPONSE PLAN (Abbreviated)			
Agency: Auguste Escoffier School of Culinary Arts	Addresses: 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 Do not touch it! Evacuate the area. Notify official in charge.	
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		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.	
CIVIL DISTURBANCES		EARTHQUAKE	
If outside, secure all doors. If inside, isolate students/employees Campus Officials call Police.		Take cover under a table, desk, or in a doorway. Do not run outdoors. Notify Instructors/Managers of injuries.	
ACTIVE SHOOTER			
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.			

Updated 8/20/19

Emergency Situations

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

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.

Initial notification of emergency to appropriate response agencies.

1. 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.
2. 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.

Communication to the Emergency Operations Team

The 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).

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 the status of the emergency and instructions to all students, faculty, and staff. This is done in the following ways:

- **Messaging:** AESCA uses Salesforce and RingDNA which allows the school to send out mass text messages to all students.
- **Email:** The school's online portal allows the ability to send out mass emails to 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 notification of the emergency and instructions.
- **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.
- **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, Director of Business Operations, and the

Registrar), 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.

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	6020 Dillard Circle Austin, Texas 78752	Northwest of the garden, on the grass
Additional Classrooms, Student Center, Administrative Building	109-A& D Denson Austin, TX 78752	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.

Fire. In case of fire or smoke:

- Evacuate the area immediately, using the nearest safe exit. All evacuated individuals should gather in the Designated Meeting Area (DMA).
- In the case of a fire alarm:
 - Chef Instructors are responsible for closing all windows and doors on their way out of their classroom.
 - Managers are responsible for closing all office doors and windows as they evacuate.
 - Receptionist (primary) or Director of Business Operations (secondary) will bring the Visitor sign-in log with them as they evacuate.
 - All students, faculty, staff, and visitors in the building should immediately proceed to the nearest exit, as indicated on the emergency exit map.
 - All evacuated individuals should gather in the DMA.
- Call fire department – The Decision Maker who determined that the fire alarm should be activated shall call 911 immediately.
- 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.

- 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.
- Notify building manager/lessor - Campus Security Authority Coordinator is responsible for all communications of emergency.

Severe Weather

- Secure objects outside the building – The Campus President and Executive Chef will make sure that all doors to large containers outside are secure.
- 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.
- 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.
- 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.
- 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.
- Notify building manager/lessor – After the weather has passed, the Campus Security Authority Coordinator will notify the building manager of any sustained damage.

Bomb Threat.

- If a threat is received...
 - 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 the caller's voice.
 - As a written threat - save all materials, including any envelope or container. Avoid unnecessary handling of the message to retain evidence,
- Notify official in charge – The person who received the threat is to notify a Decision Maker immediately.
- Decision Maker(s) will search the area of interest and public areas for any suspicious packages or objects. If:
- A bomb or suspicious package is found, do not touch it. Evacuate area, using nearest safe exit. Evacuees should gather in the DMA.

- No bomb or package is found, proceed to notify police .
- Notify Police – Decision Maker immediately calls 911. Campus Security Authority Coordinator shall be notified of the situation for communication purposes.
- Decision Maker will notify the Police and Bomb squad of the bomb or package location (if one was found) immediately upon arrival.
- Notify building manager/lessor - Campus Security Authority Coordinator is responsible for all external communications of emergency, including landlord and media.

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.

- 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.
- If you cannot safely run from the shooter, **HIDE**.
- 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.
- Barricade the door with heavy furniture which will help to block entry and insulate. Move to the most protected place in the room.
- **BE QUIET**. Turn off the ringer on your cell phone.
- Call 911. Let the operator listen to the situation if you cannot safely talk.
- 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.
- 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:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions
- Notify building manager/lessor - Campus Security Authority Coordinator is responsible for all external communications of emergency, including landlord and media.

Hazardous Materials:

- Do not handle the substance – Immediately notify the Decision Maker(s). Do not clean the substance – Decision Maker(s) will confirm the hazardous material and make a risk determination. The Campus Security Authority Coordinator will be notified.
- Isolate students and employees – The Campus Security Authority Coordinator will provide evacuation instructions to Instructors and/or Managers. All will evacuate the

building, following the emergency exit map and shall meet in the Designated Meeting Area.

- Keep students and employees calm – Instructors must account for their students and Managers must account for employees who report to them. Both Instructors and Managers must report to the Campus Security Authority Coordinator that all students and employees are present at the DMA.
- Notify fire department – The Campus Security Authority Coordinator will notify the fire department.
- 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.

Civil Disturbances:

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

Earthquake:

- 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.
- Do not run outdoors – It is safer inside.
- 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 care as needed based on injuries sustained.
- Notify building manager/lessor – After the situation has stabilized, the Campus Security Authority Coordinator will notify the building manager.

Annual Drug and Alcohol Prevention Notification:

AESCA will annually notify students and employees on the campus alcohol and other drug (AOD) program.

The Compliance Department 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 Drug and Alcohol Policy will be uploaded to the Escoffier Consumer Information website.

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 distributed as part of the Day 3 Paperwork (signed via DocuSign) 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.
- Campus leadership will meet annually during the summer to review the annual notification information and evaluate 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 Compliance Library for review.



Applicable Federal/State/City Codes

Codes

- The school allows either the state Fire Marshall or Austin Fire Department Chief to conduct an inspection of the facilities after either receives a complaint concerning the school facilities.
- The state of Texas requires the facility to 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 throughout the campus
- 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

Policy / Plan	Owner	Date Last Reviewed
Plan reviewed and approved	Campus Senior Leadership Team	Dec 2023
Plan reviewed and approved	Campus Senior Leadership Team	Dec 2022
Plan reviewed and approved	Campus Senior Leadership Team	Dec 2021
Plan reviewed and approved	Campus Senior Leadership Team	Dec 2020
Plan reviewed and approved	Campus Senior Leadership Team	Dec 2019
Plan reviewed and approved	Campus Senior Leadership Team	Dec 2018