



Body Wisdom, Inc.
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Campus Safety Policy

Body Wisdom Massage Therapy School strives to protect its staff, students, clients, and the public from accidents or harm. To provide an accident-free environment all administrative employees and teaching staff members are responsible to follow below procedures, work safely, and improve safety measures as applicable. Printed copies of this document are placed in each office, class room, at the front desk, and in the waiting area.

Entrances / Exits

Students generally enter through the back = student entrance (north doors), while staff and clients use the main = front doors.

Crucial safety measures require both entrances to be locked if the front desk and administrative offices are closed: This means both front door sets plus the outside door set of the student entrance.

Further, the outside door set of the student entrance must be locked at dark, regardless of front desk operations. Instructors must assure that students don't accidentally get locked in or out.

If the front desk is closed, the course instructor on site is responsible to check and operate both main and student entrance.

In case the front desk is closed and at dark, the outside student entrance doors can only be unlocked:

- prior to class start,
- during breaks, and
- at the end of class.

At NO times can doors be blocked or wedged to stay open (not only does it cause damage, but it is UNSAFE).

Hallways, Clinic Rooms & Class Rooms

For security keep hallways clear of personal belongings, waste items, or equipment. Keep clinic and class rooms in proper shape as requested with the clinic manual and Student Handbook.

Power Outage:

If a power outage occurs, first check your fuses or circuit breakers to rule out a blown fuse or tripped breaker (breaker panel is located in rear hallway behind curtains and door. If it is not a problem, inside, call MidAmerican Energy at 800-799-4443 or report outage online. Monitor the outage restoration process by listening to radio reports, viewing our outage map or following updates on our social media pages.

- Use a flashlight, and/or glow stick/s located: in classrooms, rear hallway drawer under microwave by sink, behind Front Desk, in G's office (spare set of batteries behind front desk).
- Unplug computers, TVs, electronics and other sensitive appliances to avoid possible damage when electricity is restored.
- Turn off all but one of the lights that were on, so you will notice when electricity is restored.
- Turn off heat-producing appliances like electric irons and heaters to prevent a fire in case no one is home when power is restored.
- When power resumes, plug in only essential items. Wait 10 min's before connecting rest to let electrical system stabilize.
- Never use a grill, space heater or portable generator intended for outside use. All can emit deadly carbon monoxide.
- If available, increase natural lighting by opening window shades.
- Secure personal belongings.
- Use special care while moving about in under-lighted areas to avoid injury resulting from low slips, trips, or falls.
- Do NOT use open flame devices for supplementary lighting.

Tornados & Storms:

- The closest public shelters spaces in case of an imminent tornado are Wells Fargo Bank (East), Urbandale Library, Police Department or HyVee (West)
- Otherwise stay or get inside the building. The bathrooms are the safest space inside the school facility in case of tornado.
- Take additional cover by shielding head and neck with your arms and putting materials like furniture/blankets around you.
- Listen to EAS, NOAA Weather Radio, or local alerting systems for current emergency info and instructions.

Flooding

Water sources are in bathrooms and the rear hallway. Turn off plumbing lines and soak up water with towels and paper towels. Inform the owner 515-868-6660 or association: Mike Jones 515-771-6294.

Medical Emergency:

If in Doubt Call 911 - Stay Calm. Do not put yourself or anyone else in jeopardy. Only help if you are sure what's right to do. In case **CPR** is needed, do so. A 911 dispatcher can likely teach you over the phone how to do CPR.

First Aid Kits are located in the rear hallway, in the drawer under the microwave/near sink, and behind the Front Desk area.

- **Seizure** - symptoms vary: The person may fall down and/or make erratic movements, or their head might jerk and eyes flutter. Cause may be epilepsy or stroke. Any seizure warrants medical attention: **Call 911**. While waiting for paramedics, make sure the person does not hurt themselves. If they fall down, remove objects they can injure themselves on and get persons who can get hurt away from them. Keep your distance. Do not try putting something in the person's mouth; it's too dangerous. **Watch the clock** how long the seizure lasts.
- **Chest Pain:** If someone grabs their chest or says their chest hurts, assume it's a **heart attack** and **call 911**. Then check the person's **airway, breathing, and circulation (ABC)**. Are they breathing? Do they have a pulse? If not, start CPR.
- **Choking** occurs when a foreign object lodges in the throat or windpipe, blocking the flow of air. A piece of food often is the culprit. Because choking cuts off oxygen to the brain, **call 911** and give first aid as quickly as possible. The universal sign for choking is hands clutched to the throat. If the person doesn't give the signal, look for these indications:
 - Inability to talk
 - Difficulty breathing or noisy breathing
 - Squeaky sounds when trying to breathe
 - Cough, which may either be weak or forceful
 - Skin, lips and nails turning blue or dusky
 - Skin that is flushed, then turns pale or bluish in color
 - Loss of consciousness

If the person is able to cough forcefully, the person should keep coughing. If the person is choking and can't talk, cry or laugh forcefully, the American Red Cross recommends a "five-and-five" approach to delivering first aid:

- Stand behind the person. Place one foot slightly in front of the other for balance. Wrap your arms around the waist. Tip the person forward slightly. If a child is choking, kneel down behind the child.
 - Make a fist with one hand. Position it slightly above the person's navel.
 - Grasp the fist with the other hand. Press hard into the abdomen with a quick, upward thrust — as if trying to lift the person up.
 - Perform between six and 10 abdominal thrusts until the blockage is dislodged.
- **Fainting.** Position the person on their back.
 - If there are no injuries and the person is breathing, raise their legs above heart level: about 12 inches. Loosen belts, collars or other constrictive clothing. If they don't regain consciousness within a minute **call 911**.
 - If the person is not breathing, call 911 and begin CPR until help arrives or the person begins to breathe.
 - If the person was injured in a fall associated with a faint, treat bumps, bruises or cuts appropriately. Control bleeding with direct pressure.
 - To reduce the chance of fainting again, don't get the person up too quickly.
 - **Bleeding.** The parts of the body that bleed a lot are scalp, fingers, and toes. A nosebleed can bleed a lot. But they won't bleed to death.

National Suicide Prevention Lifeline:

Call 1-800-273-8255 - Available 24 hours everyday

Fire

- Call 911 and make sure to alert everyone in the building. Help each other to Exits. **Fire extinguishers are located in the front and rear hallways, in marked glass cabinets.**

Active Shooter:

PROFILE OF AN ACTIVE SHOOTER: An Active Shooter is an individual actively engaged in shooting/killing or attempting to shoot/kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

BE PREPARED: Identify locations of panic buttons in the building (see below). Be aware of your environment and any possible dangers. Take note of exits. Be aware of rooms you can access and potentially lock. Consider all escape options and only confront a shooter as a last resort in the attempt to incapacitate him. CALL 911 WHEN IT IS SAFE TO DO SO if necessary hold the line open for the dispatcher to listen.

- **Call 911 and/or press any Panic Button** – located under the work desks of the Front Desk, and the Center and Student Counselor's offices to alarm and call police on site.
 - Quickly determine the most reasonable way to protect your own life. Remember that staff, students and clients are likely to follow the lead of managers or instructors during an active shooter situation.
1. **RUN** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
 2. **HIDE** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you:
 - Get out of the active shooter's view
 - Use spaces that provide protection if shots are fired in your direction (i.e., room with closed and locked door)
 - Do not trap you or restrict your options for movement.
 - Lock the door
 - Blockade the door with heavy furniture
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet If evacuation and hiding out are not possible
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location - if you cannot speak, leave the line open and allow the dispatcher to listen
 3. **FIGHT** As a last resort, only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling