



InFocus Film School

Health and Safety Policies and Procedures

In Case of Illness or Injury

Please immediately report any injuries received while on campus to program administrators, even if minor.

InFocus will maintain a first aid kit easily accessible in the school office. At least one staff member trained in first aid response will be designated as the first aid attendant and should be available during all office hours.

Minor Injury or Illness Procedure

1. Immediately notify program administrators of location and nature of injury. Ensure one person remains with injured party. Do not leave the injured party unattended at any time.
2. The first aid attendant will treat the injured party and arrange transport to medical services if necessary.

Serious Injury or Illness Procedure

1. Immediately notify program administrators of location and nature of injury. Ensure one person remains with injured party. Do not leave the injured party unattended at any time.
2. The first aid attendant will assess the injured party and determine if emergency response procedures should be activated.
3. If emergency response procedures are activated, a school employee or bystander designated by the first aid attendant will take the following steps:
 - a. Dial 911 and ask for an ambulance to be dispatched. Provide any information asked for by 911 operators.
 - b. Remain on the phone with the 911 operator and act as liaison between operator and first aid attendant.
4. The first aid attendant will treat the injured party until emergency officials arrive.

In Case of Fire

Program administrators will ensure that adequate fire suppression equipment is available as needed throughout the campus and that it is inspected annually or as required by a qualified inspector.

In the event of a fire emergency, the office administrator will activate the fire alarm and dial 911, advising the fire department of location and nature of emergency, as well as the location of the school.



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Fire Evacuation Procedure

1. If a fire alarm sounds, all employees, students and instructors must immediately evacuate the building and gather in the Woodward's Atrium. All doors should be closed upon exiting.
2. Instructors will escort their students to the Woodward's Atrium, ensuring they take the class list with them.
3. Once safely inside the atrium, the instructor will check the students present against the list of students in attendance that day.
4. If any student is missing, the instructor will immediately notify the office administrator.
5. The office administrator will act as liaison between fire officials and students/employees.
6. No student, employee, or instructor will re-enter the building until authorized by fire officials.

In Case of Earthquake

If an earthquake occurs, immediately stop what you are doing and take the following steps:

- Protect yourself by taking cover under the nearest table or desk. Hold onto a leg of that table until shaking stops. Face away from windows and glass.
- If no table is nearby, take refuge in a doorway, or squat with back against an interior wall with head down and hands covering back of neck.
- DO NOT take refuge near windows or under hanging appliances or light fixtures.
- DO NOT leave cover until shaking has completely stopped.

Earthquake Evacuation Procedure

1. DO NOT attempt to leave the building or evacuate until advised safe to do so. It may be much more dangerous outside than inside.
2. If evacuation is required due to fire or other dangerous situation, follow instructions of InFocus employees. All employees, students, and instructors should gather in the Impark parking lot to the south of InFocus, well away from buildings and other structures.
3. Instructors will escort their students to the Impark parking lot, ensuring they take the class list with them.
4. When evacuating keep calm. Watch for electrical wires and falling debris. Do not run.



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5. Once safely gathered in the parking lot, the instructor will check the students present against the list of students in attendance that day.
6. If any student is missing, the instructor will immediately notify the office administrator.
7. The office administrator will act as liaison between rescue officials and students/employees.
8. No student, employee, or instructor will re-enter the building until deemed safe to do so by the program director.