



MYSTROS Barber Academy

CAMPUS HEALTH, SAFETY, AND SECURITY PLAN

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by Mystros Barber Academy, which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2022 through 12/31/2024

1. Mystros Barber Academy main campus is in a retail shopping center. The parking lot of the institution is shared by several businesses. Mystros Barber Academy Missouri City is a stand alone building with its own spacious parking lot.
2. Statistics must be disclosed separately for each of the four general categories; this means that when an incident meets definitions in more than one of these four categories, it must be reported in each appropriate category.
3. The school reports by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.
4. The Institution distributes the Disclosure report to all International Skills Board and Advisory Committee members, all currently enrolled students (including those attending part-time and those not enrolled in the Crossover course and the high school course at MC) and all employees by October 31 each year.

Crimes Reported		2022	2023	2024
	Location codes which should proceed the incident number(s) OC=On Campus P=Public Area			
	Criminal Offenses #1 Also referred to as Primary Crimes #2 also referred to as Sex Offenses			
	Criminal Homicide #1			
	• murder	0	0	0
	• non - negligent manslaughter	0	0	0
	• Manslaughter by Negligence	0	0	0
	Sexual Assault #2			
	Rape	0	0	0
	• Foundling	0	0	0
	• Incest	0	0	0



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• Statutory Rape		0	0	0
• Robbery		0	0	0
Aggravated Assaults		0	0	0
Burglaries		0	0	0
Motor Vehicle Thefts		0	0	0
Arson		0	0	0
Hate Crimes Reporting Notes: Any of the above–mentioned offenses & any of the following incidents: a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability				
		2022	2023	2024
Larceny-theft		0	0	0
Simple Assault		0	0	0
Intimidation		0	0	0
Destruction, Damage or Vandalism of Property		0	0	0
Gender Identity		0	0	0
Violence Against Women Act				
Dating Violence		0	0	0
Stalking (including cyber-stalking)		0	0	0
Rape & Forcible Foundling		0	0	0
Sex offenses - forcible		0	0	0
Sex offenses - non-forcible		0	0	0
Arrests and Disciplinary Referrals Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.				
Arrest:				
• Weapons- Carrying		0	0	0
• Weapons Possession		0	0	0
Disciplinary Referrals:				
• Weapons - Carrying		0	0	0
• Weapons Possession		0	0	0
Arrest:				
• Drug Abuse Violations		0	0	0



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Disciplinary Referrals:				
• Drug Abuse Violations		0	0	0
Arrest:				
• Liquor Law Violations		0	0	0
Disciplinary Referrals:				
• Liquor Laws Violations		0	0	0

Contact Information:

The President, Eros Shaw, is responsible for providing a copy of the Campus Security Disclosure information to the Students, Board, committee members and staff.

Students are encouraged to contact any member of the faculty or staff to report crimes, suspicious activities, or other security problems. Staff and Faculty must report any information to the Registrar, or President immediately.

Definition: Violence Against Women

The Violence Against Women Reauthorization Act of 2013 and the HEA defines new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994. The definitions are:

1. "Domestic violence" means a "felony or misdemeanor crime of violence committed by—
 - A current or former spouse or intimate partner of the victim,
 - A person with whom the victim shares a child in common,
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
 - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"
2. "Dating violence" means "violence" committed by a person –
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of the relationship; and
 - The frequency of interactions between the person involved in the relationship."
3. "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress."

If you believe you are a victim of any of these situations you should report any incidents to the President or an Instructor and if this occurred off campus, report the incident to Houston Police Dept. at 979-277-6251 or the Missouri City Police Dept at 281-403-8700



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Definition: Sexual Harassment

Sexual Harassment - (From the Equal Employment Opportunity Commission)

Sexual harassment is a form of sex discrimination which is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or schooling, or
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual.

Also, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes "hostile environment" sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or schooling environment.

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee or student did not solicit or incite it, and in the sense that the employee or student regarded the conduct as undesirable or offensive.

Reporting crimes, suspicious activities, sexual offenses

I. The following procedures will be followed to report crimes, suspicious activities, sexual offenses or other security problems or complaints:

- A. The President is to be notified immediately.
- B. A written report will be made listing the following information:
 1. Date of Report
 2. Time of Report
 3. Name of complainant (voluntary)
 4. Nature of complaint
 5. Action taken by the President
 6. Recommendations to higher authorities

This report will be signed and submitted to the President for any further action and then filed by the President. If outside assistance (such as local Police, Sheriff's Department, Federal Officers, etc.) should be needed, the President will cooperate with the agencies and investigations to the best of their ability and within the scope of company policies.

CALL criminal complaints or complaints of any sexual offenses will be reported to the local authorities for further action.

Sexual assaults (criminal offenses) on campus will be reported immediately to the President or Instructor, who will report it to (911) emergency and police units. In the case of experiencing any type of assault, students and staff are cautioned to immediately leave the area of danger. They are to get an administrator or school official and call 911. If there is a need to lock oneself up in a room, please call the administrator at the school office number 832-286-4248 after you have called 911.

1. In the event a sex offense should occur on campus, the victim should take the following steps:
 - Report the offense to the school administration.
 - Preserve any evidence as may be necessary to the proof of the criminal offense.
 - Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.



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- The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. Mystros Barber Academy has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
- 2. Disciplinary action in cases of alleged sexual assault occurring on campus will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances. These records are available upon request through the administrative offices.

II. Mystros Barber Academy does not employ security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest Instructor or the President, and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

III. All students and employees are required to report any crime or emergency to their Instructor or the President promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the President will be prepared to record and report the crime, but not the name of the informant. The student or employee may, to maintain confidentiality, submit the information in writing without a signature. The President and staff will thoroughly investigate any crime or emergency that is reported to them, orally or in writing.

IV. Penalties and actions for student or staff involvement in any of these complaints are listed in the student handbook or personnel guidelines. Every attempt will be made to preserve evidence for the proof of a criminal offense.

V. A student or employee has the option to notify the appropriate law enforcement authorities, including local police. Mystros Barber Academy personnel will assist the individual in notifying these authorities if they request such the assistance.

VI. In the case of disciplinary actions taken by Mystros Barber Academy due to on campus violations, the school will provide simultaneous notification, in writing, to both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arise from an allegation of dating violence, domestic violence, sexual assault, or stalking.
- The school's procedures for the accused and victim to appeal the result of the institutional disciplinary proceeding.
- Any changes to the result and when such results become final.

VII. Mystros publishes the following link/information regarding registered sex offenders. in its Annual Campus security Report, in the New Student Rules and Regulations as well as making it available to the community. Link: <http://www.city-data.com/soz/soz-78613.html> or www.familywatchdog.us

VIII. Students and employees should refer to their Instructor when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's President but rather contact the appropriate agency by calling 911.



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Crime logs

Mystros Barber Academy maintains a written crime log that records any crime that was reported, or has occurred on campus. This log includes the same information as the written reports listed above.

General Security Information

1. Both the main campus and branch campus of Mystros Barber Academy of Beauty are private non-profit schools. Only students, employees, clinic floor customers, and other parties having business with the Academy should be on school property. Staff, faculty, and students must always have and display a security identification badge. Prospective students and customers entering the premises must sign in at the entrance and identify their purpose of visit and register with the President or an Instructor.
2. The rear access doors at both campuses are closed and locked at 5:00pm. When the school closes for the night, the President or Instructor inspects each room to see that it is empty and then sets the alarms and locks down the campus.
3. Mystros Barber Academy does annual crime awareness or prevention programs through the Houston Police department, or the Missouri City Police Department, and students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others.
4. The following tips are designed to inform students and employees about the prevention of crimes on campus.
 - a. Do not leave personal property in classrooms
 - b. Report any suspicious persons to your Instructor or the President.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people
 - e. Employees (staff and faculty) will close and lock all doors and turn off lights when leaving a room.

DRUG FREE WORK PLACE

Mystros Barber Academy at both locations is a drug free work place. Our drug abuse prevention program provides information concerning the risk involved with drug abuse, the school's policy on drug abuse, and the locations where students can get counseling and treatment for drug abuse.

1. A copy of our drug abuse prevention program is distributed at orientation and annually to every student and employee. In keeping with all local, state and federal laws, our school prohibits the sale, possession, use or distribution of drugs by students or employees while on school property or when involved in any school sponsored activity
2. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
3. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

COUNSELING FOR DRUG AND ALCOHOL ABUSE

1. The main sources for currently active counseling centers are on the Internet listings and the Drug Abuse Hotline at 877-591-7905.
2. A student or employee may contact them directly or contact the President in person or by telephone. The President will furnish that individual with several names and telephone numbers where counseling and



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treatment may be obtained on a confidential basis.

3. Information concerning drug and alcohol abuse education and any agencies that provide counseling and help on drug and alcohol abuse is distributed annually to students and staff and always available from the President, upon request.

Right to Know

Mystros Barber Academy keeps crime statistic information so that this can be made available to all students. Crime Statistics are gathered each year by contacting the Houston Police Department Officials and the Missouri City Police Dept. The information is requested in writing for each area. The information is then sent to the school, and is discussed in all presentations to prospective students, reported in the School Catalog and also reported to the Federal authorities annually.

- a) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
- b) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

Review and Updating of Policies

Annually, usually October, the International Skills Board of Directors (including Lead Faculty and the President) meet to review and update all safety and security policies, the drug and alcohol prevention program, and procedures pertaining to the effectiveness of these. The Board evaluates changes needed based on situations and occurrences within the campus.

Emergency Procedures

Student Illness

During orientation, students are asked to complete an Authorization to Render Emergency Medical Care form, and a Student Emergency Information form which are placed in their permanent records.

In the event of a student medical emergency:

- a. The student's medical history form is pulled from the student's records.
- b. The student's instructor will administer first aid within their scope of practice.
- ⌘ a decision will then be made by the President (or Manager on Duty) whether to return the student to class, send the student home, send the student to the doctor or hospital, or call an ambulance.
 - *If an ambulance is called, the President will remain with the student until medical help arrives.
 - Any pertinent medical information will be relayed to the medical technicians by the school representative.
- d. Staff will contact the individual noted as the emergency contact named on the Student Emergency Information.



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- e. If the individual listed on the "Student Information Form" is not available, then staff will call the personal references listed in the student's record.
- f. If a student is severely ill or found to be contagious, he/she will not be permitted to return to school without a verifiable doctor's release.

Emergency Evacuations

Evacuation maps are posted in several locations throughout the school. This plan is discussed at orientation and annually with all students and staff. Should the building need to be evacuated;

- a. The President (or a designated staff person) will alert all school personnel.
- b. All guests, employees, and all classes will be notified immediately by the President and any other school officials, instructed to proceed to the nearest exit, moving to the parking lot or alley adjacent to the building.
- c. Instructors must clear out classrooms and all public areas of the school, such as all rest rooms, ensuring that all areas are cleared and all doors are closed.
- d. Once outside, students exiting from the rear will proceed to the front parking lot to join the others. Instructors will check the roll to account for all students and customers and await the "all clear" indication from the President.

Fire

In the event of a fire emergency, fire extinguishers are conveniently located in many areas of each location. They are clearly marked. If the fire is not controllable with fire extinguishers, the evacuation plan is implemented and the President or assigned Staff member calls 911.

In case of fire:

- a. All guests, employees, and all classes will be notified immediately by the President and any other school officials, instructed to proceed to the nearest exit, moving to the parking lot or alley adjacent to that building.
- b. Instructors must clear out classrooms and all public areas of the school, such as all rest rooms, ensuring that all areas are cleared and all doors are closed.
- c. The President or school official in charge will call 911 or the fire department.
- d. Once outside, Instructors will check the roll to account for all students and customers and await the "all clear" indication from the President.
- e. Fire extinguishers are available throughout the school in well-marked locations, to assist school personnel with control of any small fires.
- f. Random fire drills are conducted at least once per year so as to ensure that all students and staff are familiar with the fire exits as posted on the maps located by the doorway of each classroom and public area.

Flood Emergency

In the event of a flood emergency, the evacuation plan will be implemented and the President or Lead Instructor on duty will call 911.

Gas Leak Emergency

In the event of a gas leak emergency, the evacuation plan will be implemented and the President or Lead Instructor on duty will call 911.

Inclement Weather

- a. If weather conditions are severe enough to warrant the closure of either or both locations of Mystros



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Barber Academy, the President will place a message regarding the status of classes with the schools' telephone answering machine.

- b. If classes are in session, when aware of approaching inclement weather, such as tornadoes or hurricanes, the President will notify all faculty to instruct students on moving away from heavy glass, taking cover under tables or desks, or inside a closet or interior room such as the Student classrooms or the breakrooms. Depending on the situation, the President will make the decision to send the students and staff home.
- c. When management announces closure of the school due to inclement weather, staff and students are to prepare the building by taking the following steps:
 - All loose and/or important papers are cleared from desktops and put away in a file cabinet or desk, preferably in an interior office away from exterior windows.
 - All doors to exterior offices are to be closed.
 - All perishable items should be removed from refrigerator and taken out of the building.
 - If flooding is a threat on the floor or through broken windows, etc., action must be taken to protect all student records, as well as to protect computers and other electronic equipment near windows. All computers are turned off and unplugged. If electricity is lost, use personal cellular phones.

Unwelcome Intruder

In the case of an unwelcome intruder, employees and students are instructed not to confront or challenge the person. Call 911 at the earliest possible time.

Robbery

In all cases of robbery, the police are called (as a non-emergency), and the theft is reported. Additionally, the Administration makes a written report listing:

- a. Date of Report
- b. Time of Report
- c. Name of Complainant (voluntary)
- d. Nature of Report
- e. Action Taken by Administration
- f. Recommendations to Higher Authorities

Physical Violence

In all cases of physical violence on campus all participants are suspended from school immediately. In some cases, the police are called. Students and staff are to immediately leave the area, get an instructor or President, and call 911, if necessary.

Weapons Policy

If a student enters the school with any form of firearm or any instrument that may be construed as a weapon, the student will be asked to leave the premises immediately and will be suspended or terminated.

Lockdown Procedures

The lockdown process will only be initiated with the approval of the President. Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization. Lockdown Basics:

- REMAIN CALM
- If safe, check halls and clear them of students and staff.



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- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you, if possible. Faculty/Staff will be updated through their cell phones.

Accident or Injury Protocol

Minor Injuries

The school has made provision to assist students in case of an emergency and/or accident or injury that occurs on campus. A first-aid kit is on site at each front desk at all times. First-Aid and the Heimlich maneuver posters are posted in the breakrooms. Information is available and often discussed regarding health-related issues like to ergonomics and carpal tunnel syndrome and/or related problems.

An accident or injury report must be prepared with the school's liability insurance carrier for the systematic reporting of accidents or injuries. The faculty and/or staff member most closely associated with the accident or injury will complete the report. This form will be filed with the President and copies will be given to the school's insurance carrier.

Written Procedure for Handling Minor Emergencies

The school's written procedure for handling minor emergencies is to assist in treatment for minor cuts, bruises, or bumps that occur on campus. The first aid kit is available at each front desk for items such as bandages or burn cream. If further medical attention appears warranted, or is requested, or if in the discretion of the faculty and/or staff member and the student, medical attention will be deemed advisable, the student will be advised to seek attention from their regular physician.

In the event there is a minor accident or injury that cannot be handled on campus but which does require medical attention, the student will be advised to seek attention from their regular physician at the student's expense. If the accident or injury is deemed medically necessary, the faculty and/or staff member will call 911.

A faculty and/or staff member must complete an accident or injury report with the student involved after treatment has been rendered. The report will be filed with the President and copies will be provided to the school's insurance carrier.

Major Injuries

In the event of a major emergency or injury which could involve hospitalization or the need for medical attention by medical personnel, the faculty and/or staff member will call 911 for transportation to the nearest medical facility for treatment. Any expenses incurred will be at the student's expense.

A faculty and/or staff member must complete an accident or injury report with the student involved after treatment has been rendered. The report will be filed with the President and copies will be provided to the school's insurance carrier.

National and Local Community Number for Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	800-222-1222
Suicide Hotline	800-273-8255



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ACCIDENT /INJURY /INCIDENT REPORT

NAME OF INJURED			SOCIAL SECURITY NUMBER	
LAST	FIRST	M.I.		
WAS MEDICAL ATTENTION RECEIVED? WHERE?		HOSPITALIZED?		WENT TO THE EMERGENCY ROOM?
YES ☐ NO ☐		YES ☐ NO ☐		YES ☐ NO ☐
____EMPLOYEE ____STUDENT ____CUSTOMER		If Employee, list position		Sex ____M ____F
		Date of Hire		Date of Birth _____
ADDRESS (WORK / LOCAL)		PHONE NUMBER (WORK / LOCAL)		
DATE OF ACCIDENT	TIME OF ACCIDENT	LOCATION OFF ACCIDENT		TIME STARTED WORK
CAUSE OF ACCIDENT		ACTUAL ACTIVITY	ACCIDENT TYPE	
PART OF BODY INJURED?		INJURY AGENT / CONTRIBUTING FACTOR		
LEFT				
RIGHT				
BRIEFLY DESCRIBE THE ACCIDENT What was injured party doing right before the accident and then what happened?				
ACTION TAKEN TO PREVENT ACCIDENT/INJURY REOCCURRENCE				
WITNESS NAME		WITNESS ADDRESS AND PHONE NUMBER		
The employee's signature is required, but does not imply agreement/disagreement with the facts as presented. The supervisor attests only that the facts are accurate to the best of his/her knowledge or as reported to him/her.				
SIGNATURE OF INJURED PARTY DATE		SIGNATURE OF SUPERVISOR DATE		SUPERVISOR E-MAIL AND PHONE NUMBER



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Accident / Injury / Incident Report Form Instructions

NAME OF INJURED

Print the injured party's complete name.

SOCIAL SECURITY NUMBER

Fill in Social Security number only if employee, or student. Visitors need not give this information.

MEDICAL ATTENTION RECEIVED

Circle Yes or No and print the name where medical treatment was received.

HOSPITALIZED Circle Yes or No **WENT TO THE EMERGENCY ROOM** Circle Yes or No

EMPLOYEE STUDENT EMPLOYEE STUDENT VISITOR Circle whether employee, student employee, student or visitor.

IF EMPLOYEE LIST POSITION DEPARTMENT Print complete department name and job position if employee or student employee. Example: Position: Cook Department: Dining Services

SEX Circle whether male or female. **DATE OF BIRTH** Fill in with injured party's birth date.

DATE OF HIRE Fill in with injured party's date of hire.(if the are an employee)

ADDRESS Fill in with injured party's address.

PHONE NUMBER Fill in with injured party's work and local phone number.

DATE OF ACCIDENT Fill in with injured party's date of accident.

TIME OF ACCIDENT Fill in with injured party's time of accident.

LOCATION OF ACCIDENT BUILDING ROOM/FLOOR

Print building and room where injury occurred, if outside note that the injury occurred on the grounds of the nearest building.

TIME STARTED WORK Fill in with injured party's time he/she started work the day of



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Safety Training

The following Safety information is reviewed with all new students during orientation, and students are tested on the information. Throughout their training, students review and practice safety precautions and procedures.

DEFINITION

SAFETY: THE RIGHT WAY OF DOING SOMETHING IN ORDER TO PREVENT AN ACCIDENT

ACCIDENT: AN UNPLANNED AND UNTIMELY INCIDENT THAT OCCURS AT HOME, PLAY, OR WORK THAT CAUSES PERSONAL INJURY OR DAMAGED EQUIPMENT

INTRODUCTORY INFORMATION

Most accidents in the Clinic floor area are preventable. They are caused either by ignorance, carelessness, or neglect on the part of one or more persons. The remedy lies in the continual use of caution and common sense to prevent disease or accidents.

SAFETY EDUCATION FOR BARBERS AND COSMETOLOGISTS WILL ALSO HELP TO ELIMINATE ACCIDENT HAZARDS AND ESTABLISH SAFE WORKING HABITS

A. ELECTRICAL EQUIPMENT

1. Check all electrical appliances for proper grounding. If an appliance has a metal casing, it must have a three (3) prong plug. Blow dryers, made of all plastic, do not require grounding because plastic is a non-conducting material. Any faulty appliances should be taken back to the dealer. (Check connecting screws on Blow dryers).

2. Check appliances for "U.L." approved. The "U.L." (Underwriters Laboratories) approval seal means the appliance has been tested and judged "Safe". It should not overheat or cause accidental electrical shocks.

3. Never clean a clogged electrical outlet nor clean or oil any appliance when it is connected to an electrical power supply. It will cause an electrical shock.

4. To disconnect electrical equipment when not in use, grasp the plug and pull it gently.

5. Wires of electrical devices must not be left trailing when not in use. Wind cords up and store away until the next use.

6. When moving heavy portable machines such as hair dryers, hold them at the top and bottom to prevent them from falling.

7. Barber chairs must not be tipped on their side when moving. The chair contains hydraulic fluid that can leak out if improperly moved.

8. Inspect your appliances for worn cords before using. If cord is cracked or you can see bare wire, it needs to be replaced.

9. If an electrical appliance produces an odor of burning, or you see or smell smoke, pull the plug out immediately. 1434 Cypress Creek Parkway Ste B Houston, Texas 77090 P: 832-286-4248 F: 832-550-2677



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10. If an electrical appliance stops or stalls while in operation, pull out plug immediately.
11. Do not direct heat lights on heat lamp except by moving flexible arm. Never adjust lamp by moving heat bulb shield.
12. Never direct lamp bulbs closer than 20 inches from patron's head. (You could burn them). When finished with lamp, place back against wall, out of the way.

B. ELECTRICAL SHOCK:

1. Use dry hands in connecting and disconnecting electrical equipment.
2. Avoid wetting electrical appliance or cords. (Always keep dry).
3. Wipe up any water immediately; it could cause shocks or falls.

C. FIRE:

1. If a fire should start on the clinic floor, fire extinguishers are available for instructors to use only. All students will be asked to file out of the building in the same manner as for a school fire drill. Use the nearest of the exits in orderly manner.
2. Keep all flammable materials such as alcoholic solutions, cosmetics and hair spray, capped and safely stored away from heat.
3. Shake soiled towels before cleaning to avoid foreign objects from clogging the lint filter or hose of the washing machine.
4. The lint filter in the clothes dryer must be cleaned after each load of towels.

D. BURNS AND ABRASIONS:

1. Do not test curling or flat irons for temperatures with your fingers. Use a perm paper or end paper.
2. If you are accidentally burned, ask an instructor to get ice, aloe Vera plant cutting, or another compress immediately.

E. CLEANLINESS AND INFECTIONS:

1. Hands must be washed after returning from lavatory, before and after giving any barber or beauty services
2. Students must be attired in clean uniforms. If any accident occurs, the uniform may be cleaned in the lab's facilities.
3. All chemical service must be applied in the shampoo area to avoid spilling liquids on furniture.
4. Soiled linens must be kept in closed containers. These containers are located in the labs.
5. Students having colds or infectious diseases will not be permitted to stay in school. Inform your instructor if this occurs.
6. All jars and bottles must be properly labeled, covered and kept in a cool place. Note: All containers must be labeled with its contents. Always double check what is being applied.
7. Food or drinks are not allowed in the lab or classrooms. Do not leave food in the break rooms. Periodically ants, roaches, and crickets have been sighted. If any are seen, tell an instructor so he/she can contact maintenance for extermination.

8. Any electrical/manual, applicator, tool, or equipment, coming into contact with patrons



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must be cleaned and sanitized after each use with hospital (grade) EPA Tuberculocidal disinfectant solution.

9. Place capes over back of chair when applying color or other chemicals. Some chemicals can remove fabric color temporarily, so always instruct patron to wash any fabric that has been affected.

SKIN INJURIES AND ERUPTIONS:

1. First aid treatment can be given for cuts and abrasions: use sea breeze or antiseptic, if appropriate or solutions found in the first aid kit.
2. Liquid or powder astringents may be employed to arrest minor bleeding and such liquid or powder astringent shall be applied by means of sanitized pieces of gauze or cotton. Lump alum and styptic pencil or prohibited. (Band-aids are kept at the front counter).
3. All sharp instruments must be used carefully. When not in use, sharp points are to be protected or kept in a closed area.
4. Do not use contents of, or pick up, a broken jar or bottle: it cuts.
5. Avoid scratching skin or scalp with sharp nails, teeth of combs, bristles of brushes, scissors, edgers or a razor.
6. Use rubber gloves when working with all strong chemical solutions. Frequent rinsing of hands will prevent irritation resulting from the use of chemical solutions.
7. Locate emergency phone numbers in the reception and front desk areas. (Hospital, Police, Fire, ETC.) (Call 911)
8. Avoid placing your hands on the walls or doors and knobs while using chemicals.
9. Even though you are a student and you are in a learning situation, this is a place of business and shall be conducted as one. Any misconduct can mean probation or even expulsion.

National and Local Community Number for Emergency Services

All Emergencies (Fire, Police, Sheriff, Ambulance)	911
Poison Control Center	800-222-1222
Suicide Hotline	800-273-8255