



Maestro College

Formerly Peloton College



Maestro College

MAESTRO COLLEGE

Health and Safety of Employees, Students, and Guests to Maintain Readiness Plan

Academic Years 2026 • 2027 • 2028

Great Education. Better Life.

Main Campus
10830 N. Central Expressway, Suite 252
Dallas, Texas 75231

Branch Campus
1112 E. Copeland Road, Suite 230
Arlington, Texas 76011

Health and Safety of Employees, Students, and Guests to Maintain Readiness Plan

Effective Date: 1/16/2026

Last Reviewed: 1/16/2026

Next Review Cycle: Annually

Maestro College recognizes that maintaining a comprehensive health and safety plan is essential to ensuring institutional readiness and the well-being of employees, students, and guests. This Health and Safety of Employees, Students, and Guests to Maintain Readiness Plan establishes procedures for responding to real, threatened, or impending dangers and provides clear guidance for reporting, investigating, documenting, and resolving incidents that may impact health and safety.

This plan reflects Maestro College's commitment to fostering a safe, supportive learning and working environment and is designed to ensure preparedness, continuity of operations, and timely response to emergencies across all campuses.

Reporting and Investigating Health and Safety Incidents

1. All incidents must be reported promptly to the Campus President or designee.
 - a. All incidents must be documented using an Incident Report Form, and a copy must be retained by the Campus President.
2. Upon receipt of an incident report, the Campus President or designee shall:
 - a. Immediately implement the appropriate health and safety response procedures outlined in this plan.
 - b. Conduct an investigation into the incident, including interviews with relevant participants and witnesses.
 - c. Upon conclusion of the investigation, determine whether disciplinary action, policy changes, or procedural adjustments are warranted and implement the appropriate course of action.
 - d. Document the findings of the investigation and any follow-up actions on the Incident Report Form.

Health Emergency Procedures

1. Students, faculty, staff, and guests must not come to campus if they are aware they have a contagious illness.
2. If an individual becomes ill while on campus, they must notify the instructor (students), supervisor (staff or faculty), or administrative contact (guests) and leave campus promptly.
3. First aid kits are available throughout campus for minor injuries.
4. Maestro College does not dispense medications.

5. In the event of a medical emergency, a message should be sent to the Campus President's office or the designated administrator.
6. Do not leave the injured or ill individual until the designated administrator arrives.
7. The designated administrator will determine whether emergency medical services (911) should be contacted.
8. Emergency response procedures are provided to all students, staff, and faculty to ensure awareness and readiness.

Fire or Emergencies Requiring Building Evacuation

1. Evacuation drills should be conducted at each campus (recommended once in the spring and once in the fall).
2. Emphasis must be placed on orderly and safe evacuation rather than speed.
3. Occupants must close doors (do not lock) when exiting classrooms or offices. Faculty must direct students to appropriate exits.
4. All occupants must gather at least 200 feet away from the building in the designated area.
5. Floor proctors must verify evacuation and conduct a headcount at the assembly location.
6. Reentry is permitted only after authorization by college administration or emergency personnel.
7. Evacuation procedures are communicated to all students, staff, and faculty.

Bomb Threat Procedures

1. Any person receiving a bomb threat should attempt to gather information, including:
 - a. Time of detonation
 - b. Location of the device
 - c. Description of the device
 - d. Background noises
 - e. Caller demeanor and voice characteristics
2. Immediately notify the Campus President or designee.
3. The Campus President or designee will notify law enforcement and may initiate evacuation procedures.
4. No one is to reenter the building during a search.
5. Suspicious objects must not be touched and must be reported immediately.
6. Maintain a 200-foot clearance from the suspected device.

7. Bomb threat procedures are shared with all employees and students.

Tornado Safety Procedures

1. Evacuate to interior hallways when possible; avoid doors and windows.
2. Implement the “duck, cover, and hold” procedure.
3. Students receive training during orientation.
4. Tornado drills are conducted at least annually.
5. Safety procedures are communicated to all faculty and staff.

Winter Storm Procedures

1. Administration continuously monitors weather conditions.
2. Students are informed during orientation of closure procedures.
3. Campus closures are communicated via email, text, and phone notification systems.

Flooding Procedures

1. In-building flooding requires immediate evacuation and activation of emergency procedures.
2. Administration determines operational status when surrounding roads are impacted.

Earthquake Procedures

1. “Duck, cover, and hold” drills are conducted at least twice annually.
2. Staff responsibilities include student accountability, injury assessment, and damage reporting.
3. Procedures are communicated to all campus constituents.

Protection of Students, Staff, and Guests from Acts of Others

Assaults

1. Report immediately to the Campus President or designee.
2. De-escalate situations when safe to do so.
3. Address medical needs and contact emergency services as appropriate.
4. Do not leave victims or assailants unattended if it is safe.
5. Collect names of involved individuals and witnesses.
6. All assaults must be reported to law enforcement.

7. Incidents are logged in the Campus Crime Report.

Trespassers

1. Greet the individual politely and identify yourself as a college official.
2. Determine purpose and direct legitimate visitors to register.
3. Contact law enforcement if compliance is refused.
4. Do not engage in confrontation.
5. Document the incident in the Campus Crime Report.

Safety and Emergency Equipment and Supplies

1. Alarm systems are maintained by the facility owner.
2. First aid kits are readily available, clearly identified and inventoried by the Campus President's Office.
3. Hazardous materials are handled only by authorized personnel.
4. Medical Assistant labs maintain MSDS documentation and disposal procedures.

Bloodborne Pathogen Safety

1. Use appropriate personal protective equipment.
2. Dispose of contaminated materials in biohazard containers.
3. Clean and disinfect affected areas using medical asepsis techniques.
4. Handle broken glass using tools not hands.

Evaluation and Distribution of the Plan

This plan is reviewed, evaluated, and revised **at least annually** by a committee appointed by the Campus President. The review includes **input from employees, faculty, and students** and assesses the institution's readiness to respond to health and safety incidents.

Following each review:

- Updates are implemented as necessary
- The plan is distributed to employees
- Basic plan information is made available to students

The most recent review reaffirmed the plan's adequacy and emphasized continued health and safety awareness across all programs. This plan is approved for use through **2028** and remains subject to revision based on regulatory changes or annual evaluations.