



Tri-County Career Center Health and Safety Plan

Health and Safety Plan

Tri-County Career Center's Board of Education is concerned with the safety of all students, employees and members of the school community present on center's property and at all center sponsored events on site. The center has an in-depth safety plan that covers all aspects of security and safety for the district. This plan is reviewed annually and sent to the state for approval at least every five years.

The practice of safety is also a part of the instructional process. The staff is required to attend or participate in safety training throughout the year. The lab instructors also have OSHA training and other specific safety training for each program. The training also includes traffic and pedestrian safety, fire prevention, in service training and emergency procedures appropriately geared to students at all levels.

The center has a camera surveillance system in both buildings and on the grounds and in some labs. The camera has capacity to hold over a month of recordings. Each staff member and student are given a badge to wear to distinguish what program and who they are. The doors have a locking system that staff can use their name badge to enter the building. All visitors must enter through the front doors at both buildings or buzz through the gate for access to the back of the school.

The center has a safety committee that meets at least annually. The committee is comprised of various staff at the center along with parents and students. Law enforcement review our safety plan annually. The school also has a School Wellness Program that is board approved.

Student Safety

Because of their proximity to students, staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.



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It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

1. Each staff member maintains a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities.
2. A staff member provides proper instruction in the safety matters presented in assigned courses.
 1. Establish appropriate safety rules.
 2. Teach how to practice safety and prevent accidents.
 3. Teach safe use and proper care for tools and equipment.
 4. Develop habits of good housekeeping, proper storage and handling of materials and sanitation.
 5. Be familiar with personal protection devices and safe clothing.
 6. Teach cooperation with others in the promotion and operation of a safety program in the schools, on school grounds and in school vehicles.
3. Staff members shall immediately report to the principal/director any accident or safety hazard he/she detects. – Using form to report when an injury is involved.
4. Each staff member immediately reports knowledge of threats of violence by students to the Director or Superintendent.
5. A staff member shall not send students on any errands (school or personal) that would require students to leave school.
6. A staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol or drugs.
7. A staff member shall not transport students in a private vehicle without the approval of the Director or Superintendent.
8. Students are to be instructed to tell staff members, parents or law enforcement officials of any suspicious strangers in or around school property.



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9. Shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background
10. Make provision for labs to be inspected annually to detect and remedy health and safety standards.
11. Offer professional development on topics needed for school safety in or via Safe Schools.

Procedures and Specific Guidelines

Sickness: In case of sickness, students, staff, and guests are to report to the Adult office. Office staff and/or Director will take appropriate action to whatever symptoms the individual is having and administer proper care or contact the School Nurse or Emergency personnel.

Accidents: In case of an accident, the school employee is to take the individual to the school office or contact the office to come to the student if the student cannot be moved. If the accident is life threatening, immediately call 911 before contacting the office. During regular school days a nurse is available in the Porter Building. The office will call emergency contact information of the individual. The school employees involved and any witnesses to the accident will complete an Accident Report form and return it to the school office. Follow up of the accident will be completed by the Administrative office.

- **Emergencies:** In the case of a medical emergency, the District Emergency Safety Plan should be followed, specifically the Medical Emergency section, as follows:
 - Call 911 immediately if the situation is life threatening.
 - Call the main office by phone.
 - Contact the building administrator(s).
 - The building administrator(s) and School Nurse will respond to the scene and assess the medical response needed.
 - Administrators, School Nurse, and School Resource Officers (SROs) will assist at the scene.



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- SROs will coordinate emergency services response, if possible.
- ALWAYS call the Main Office, even if 911 has been called in order to notify the building administrator of the situation.
- If 911 has been called, SROs and Administration will meet the ambulance and other emergency responders in the parking lot and bring them in the building by the shortest route.
- Drills for tornado, and intruders are held numerous times each school year. Fire drills are conducted on a monthly basis at random times throughout the school day. All emergency plans for evacuations are posted in each classroom.
- Each program is equipped with the appropriate first aid and/or safety devices in classrooms and shop areas. The center also has an emergency defibrillator and Epi-pens available.
- Students in some programs go through CPR training every year to earn their CPR certification.
- Several staff members in the building are CPR certified.

Board Policies: EB, JHF,

COE Objectives 6.11-14