



Health and Safety Plan

Mission Statement:

The mission of Immokalee Technical College is to provide rigorous and relevant real-world educational experiences using both traditional and distance learning models in order to qualify students for employment and career advancement.

Vision Statement:

The vision of Immokalee Technical College is to be the leading Technical Training College for 21st century workforce education in Southwest Florida- ever changing and continually seeking to meet the dreams and expectations of our entire school and business community.

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Overview

Immokalee Technical College (iTECH) is part of Collier County Public Schools (CCPS), located in Immokalee, Florida. Our administrators, instructors, and support staff members are dedicated to providing a safe learning environment for all of our students. iTECH maintains a learning environment which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms and laboratories. Safety Policies and Compliancy can be accessed via the internet at the iTECH website, itc.edu.

CCPS and iTECH have developed and promote a comprehensive program to ensure the safety of its employees, students, and visitors at all campuses. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to employees, coworkers, students, as well as patrons and visitors are developed, and maintained to protect everyone.

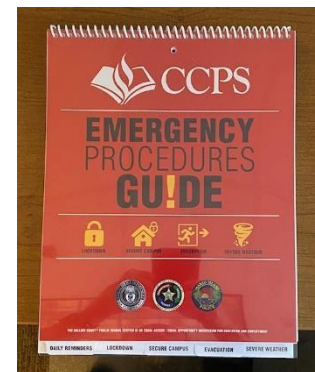
Campus Safety and Security

Campus maps with clearly marked emergency exits as are posted in each program area and administrative department. In the event of an accident or other medical emergency, an administrator or the receptionist should be notified to call 911. An evacuation plan is posted in each classroom/lab and drills are held on a regular basis.

Drills

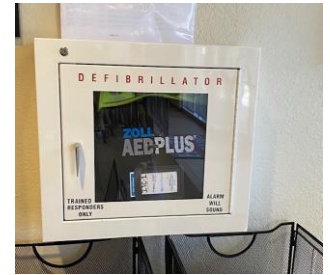
Fire Drills and Lock Down Drills are conducted on a monthly basis at predetermined dates and times and the CCPS district and Collier County Sherriff Office is notified in advance of these drills. Severe Weather Drills are conducted once each year at a predetermined date and time.

Students and staff should follow the procedures in the CCPS Emergency Procedures Guide located in every classroom either close to the door or at the instructor station. Instructors will review these with every new student.



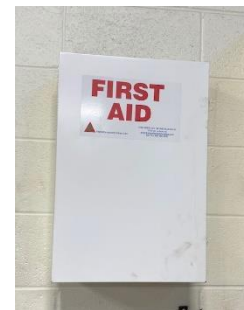
Automated External Defibrillator (AED) units are available on the iTECH campus:

- iTECH, building 1, 1st floor, main lobby
- iTECH, building 2 Conference Center hallway



Students who witness or are hurt in an accident must immediately notify their instructor who will notify the school authorities/administration.

Each program area contains an emergency first aid kit as well as MSD Sheets and where applicable eyewash/ wash-down stations. Instructional units on safety practices are incorporated into the course of study for all technical programs. Students are expected to demonstrate safe practices as part of the learning process.



We are vitally concerned about the safety and well-being of our students, prospective students, staff, and visitors. ITECH constantly reviews and revises its safety and security policies and procedures to maintain a crime free environment that we enjoy.

A campus safety and security report that describes these policies is distributed to students and staff and is available to prospective students and visitors. It may also be viewed online at www.itech.edu. Statistics for the past five years can be viewed at the Office of Postsecondary Education Campus Security Statistics website address: <http://ope.ed.gov/security>.

Security cameras have been installed in specific areas of the campus.

Employees

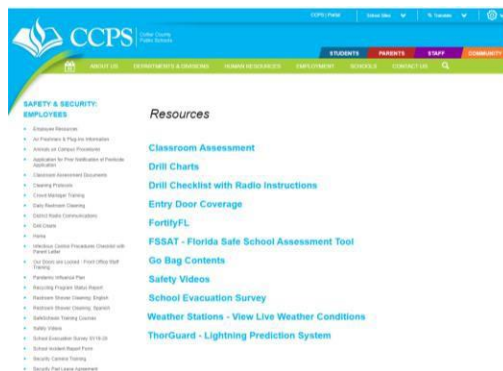
All employees must comply with the following requirements:

- Observe all safety rules
- Familiarize yourself with School District critical incident plans/procedures and emergency preparedness protocols
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor or their designee
- Operate only equipment or machines they have been trained and authorized on

- All employees must wear their employee ID card while on school district property per rules of the School District of Manatee County.
- All employees are required to take recommended courses from the safeSCHOOLS training via the districts Professional Development website.
- Provide instruction to all students on Worksite Safety and OSHA regulations.

Instructional units on safety practices are incorporated into the course of study for all vocational programs, and students are expected to demonstrate safe practices as part of the learning process. Emergency first aid supplies are available if needed, and there are two Automated External Defibrillator (AED) units on campus: one is in the main lobby, and another is in the entrance to the conference center. Students are responsible for medical costs associated with treatment from an accident incurred from classroom, lab, clinical setting, or off-campus school-related activities.

All employees have access to the CCPS Safety and Security Resources on the district website at <https://www.collierschools.com/site/default.aspx?DomainID=222>



Accident Reporting

In the case of injury or accident, each program has a first aid kit, which is to be readily available, prominently displayed for easy access and use.

All accidents must be reported to administration to ensure that the incident is recorded in the MIR form section of Focus. These reports should be entered on the day of the incident by an Office Staff for students who receive first aid for an injury or accident and then reviewed by Administration to be submitted to the district.

In the event of a serious injury, 911 should be called immediately.



The Director or Administration should be notified immediately in the event of any serious injury or sickness. The ITECH Health Science Department should not be contacted to administer care. The Director or designee will notify the designated emergency contact when conditions warrant.

All accidents involving school personnel (students, instructors and non-instructional) must be reported to the Director, or Director Designee, as soon as possible.

MIR

A [Management Information Report \(MIR\)](#) must be completed for students who receive first aid. **THIS FORM IS FOR SCHOOL RECORDS ONLY AND IS NOT AN INSURANCE CLAIM.** This form is submitted on-line by the Administrator's secretary or Office Manager. These reports must be submitted on-line immediately following the accident.

In the event of serious injury to any school personnel, Worker's Compensation Claim Forms must be obtained from the Office Manager. This form is to be filled out the day of the accident.

Incident Reporting

Incident reports are required whenever a student/adult is Baker Acted, arrested/issued NTA, transported off campus, and incidents involving weapons, threats towards others (TATER), Suicide Risk Assessments, Administrative Hearings, and/or items that could generate substantial community and/or press attention. Only Administrators can submit Incident Reports.

School Administrator – Creates and submits the Incident Report to the District.

The District – Reviews the Incident Report and determines if additional action or follow-up is needed.

Crisis Management

In the rare event that there is a Critical incident or disaster the CCPS district has developed a Crisis Intervention Procedure that can be found on the CCPS district website. The purpose of this procedure or manual is to provide strategies for addressing crisis intervention within Collier County Public Schools and its worksites. The primary purpose of "crisis response" is to help students and staff cope with painful emotions and feelings resulting from a community or school related crisis. The second purpose is to assist schools to return to normal routines as quickly and calmly as possible following a major disruption of the educational process.

Critical incidents and disasters have the potential to create widespread impact on students, families and staff. Following a crisis, students and staff require recognition of, and help with their emotional needs. Emotional reactions range from shock and disbelief, fear, anger, anxiety, to

resounding sadness. A student's ability to learn and behave appropriately may also be compromised based on exposure to these events. If emotional responses are not supported appropriately during the initial stages of a crisis, feelings may be internalized resulting in an inability to concentrate, engage in aggressive or reckless behaviors, or experience physical symptoms. A school or work site may attempt to do "business as usual" following a crisis; however, without addressing the crisis directly, students and staff will find it difficult to focus on the process of teaching, learning and functioning.

Safety Data Sheets

All school site Safety Data Sheets (SDS) are maintained and available in each laboratory in a visible "MSDS" station, as well as the main office, and all areas where chemical storage is located. The SDS sheets contain information on the composition of chemical substances and provide guidance on the use, storage, spill clean-up and first aid requirements, as well as the proper disposal of substances.



Photo Identification-Badges

To properly identify those persons who are authorized to be on campus, iTECH uses a system of color-coded photo identification badges that are issued to secondary and postsecondary students in technical programs. Students will receive one ID badge upon enrollment, which will be valid for the length of the program in which the student is enrolled. The cost of a replacement badge is \$5.00. The ID badge must be worn above the waist and be visible at all times. Badges may not be lent to others and should be reported immediately when lost. All visitors must check in at the front desk upon entry to the campus and will receive a visitor's identification name tag. Employee badges also provide access into the campus at most doors.



Campus Parking

The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege.

Law enforcement officers and school officials working with canine units periodically conduct unannounced checks of vehicles on school property. By entering the campus, the person in charge of any vehicle consents to search of the vehicle, with or without cause by school official or police officers. Search may include passenger compartment, trunk and all containers, locked or unlocked, in or on vehicle.

In order to facilitate an orderly and safe campus, the following regulations relating to parking and driving will be enforced:

- All vehicles, including motorcycles, must be registered with iTECH and must display an official iTECH parking permit.
- Students may park in sections that have a yellow sign visible nearby. Students should not park in any other section.
- Vehicles parked in handicapped spaces are subject to civil fines as well as iTECH consequences.
- The use of the parking lot is restricted to arrivals and departures.
- Pedestrians shall have the right of way on campus.
- Vehicles shall not be driven in a careless manner; vehicles will not exceed 15 M.P.H. on campus.
- Loud music is prohibited.
- Health Science students at off-campus clinical sites are to park ONLY in areas designated for student parking
- Dual enrollment students from Immokalee High School must park in the IHS lot and walk to iTECH.
- The following violations can result in a tow-away at owner's expense or iTECH fine:
 - Failure to display an iTECH parking permit.
 - Vehicle parking in a designated reserved, visitor or handicapped space not displaying an authorized decal/permit.
- Parking in roadways, fire lanes, and no parking zones.

The School Board of Collier County is not responsible for damage to or loss from automobiles or other vehicles parked or operated on school property.

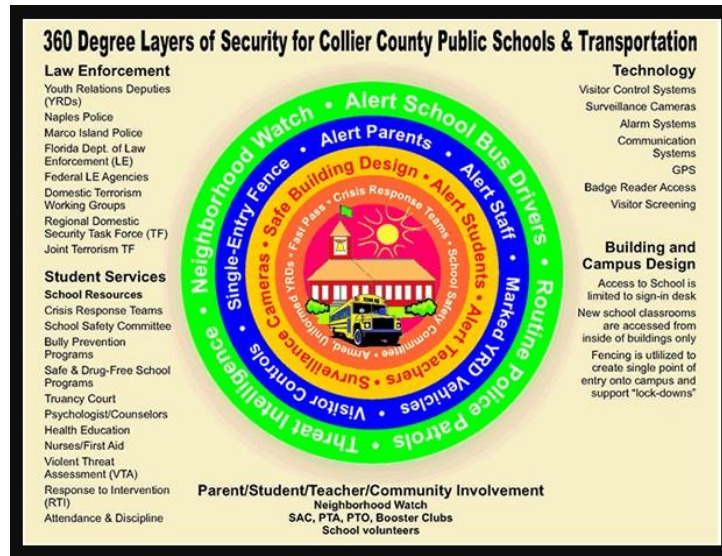
Jessica Lunsford Act

On June 20, 2007, Governor Charlie Crist signed into law Senate Bill 988, Relating to High Risk Offenders. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts. All persons who will have direct contact with students must have completed level 2 screening requirements as described in Florida Statute 1012.32.

Guests to the campus must report to the front desk upon arrival and present a valid driver's license to be registered and are issued a temporary visitor's badge after being checked through RAPTOR, a rapid check system that identifies sex offenders listed in the State of Florida database.

Youth Relations Bureau Officer (YRB) and Campus Safety

CCPS and iTECH work closely with the Collier County Sheriff's Office (CCSO) who supplies a Youth Relations Bureau Deputy or a Deputy on Special Assignment to provide security and safety to our campus. These CCSO deputies are clearly visible on our campus and provide support for various drills that are conducted. In the event of a real event CCSO would take command of the situation with input from the school administration.



The YRB has contact via radio, cell phone and land line to administrators at all times.

YRBs are fully certified law enforcement officers. YRB's wear uniforms in order to be visible to staff, students, parents, and the community.

The campus is monitored 24 hours a day, 7 days a week by CCSD personal for any alarms that may occur during times when the campus is closed. Any after-hours alarms that occur a call is made to the CCSO who then conducts a search of the campus.

School Board Policies

PL 7440

PL 8405

Annual Review

The Immokalee Technical College, iTECH Glades, and iTECH Center for Manufacturing Excellence Placement and Follow-up Plan shall be reviewed and updated annually as necessary by iTECH administration and faculty at the start of each new school year. During the review of this plan, all data information will be shared with iTECH faculty in order to plan and make adjustments for the new school year.

- **Reviewed and Approved- 8/3/2021**
- **Reviewed and Approved- 8/17/2020**
- **Reviewed and Approved- 8/6/2019**
- **Reviewed and Approved- 8/8/2018**
- **Reviewed and Approved- 8/9/2017**
- **Reviewed and Approved- 8/8/2016**
- **Reviewed and Approved- 8/10/2015**