



## **Health and Safety Plan**

### **Scope of Services:**

A major goal of the North Florida Technical College is to provide safe and efficient services to its students. Each employee must help to accomplish this purpose through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility to provide a safe and healthy work environment. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions in our school.

The School Board of Bradford County and the North Florida Technical College recognizes that achieving and maintaining high standards of safety requires that the school's administrators, staff, students, and visitors are aware of and discharge their respective responsibilities. The health and safety of all students, employees and all other persons who use the School premises are of the highest priority. Each individual is responsible for achieving goals of prevention of personal injury, loss of property, and accidents. Each administrator and instructor will be held accountable for safety in areas under their supervision. Each is responsible for ensuring that all safety rules, policies, and procedures are followed.

The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety. Other persons include staff, students, and visitors to the School. NFTC's Health and Safety Policy is intended to complement that. The BCSD/NFTC retains overall responsibility for the health and safety of its employees and students.

### **Assignment for Safety Responsibility, the NFTC will:**

- Make sure that all staff are made aware of this policy and have easy access to it.
- Promote a positive culture based around the principles of health and safety.

- Inform staff of any new health and safety issues or concerns and of any consequential interim actions or considerations.
- Provide an attractive, safe and healthy working/ teaching/learning environment in compliance with or improving upon statutory requirements;
- Maintain the cleanliness and state of repair of the building.

The Reports Coordinator completes FLDOE Florida Safe Schools Assessment Tool (FSSAT Report annually).

The FSSAT requires:

- All drills entered and reported
- All threat/safety concerns reported
- Additional safety measures recorded and requested

The Director will ensure all faculty, staff and students are:

- Aware of all safety protocols
- Know if they see something they should say something
- Know how to report incidents (call 911, Fortify Florida, school handheld radios)

As required by the district and FLDOE, NFTC will have a Safety/Threat Assessment Team that meets monthly to discuss and/or report any safety and/or threat concerns. The team will be made up of the Director, at least one instructor, school counselor, District representation, and NFTC's SRO.

At least two members of the team will have Threat Assessment Training and De-escalation training.

**Budgetary Resources:** Upon completion of annual reviews, the NFTC Director will identify and report any health and safety needs, equipment repairs, replacements and/or upgrades following school protocol. Funding for such upgrades and improvements will be requested from the budget. If the amount exceeds the budgeted amount, the NFTC Director will identify alternative sources of funding to ensure on-going compliance with the Health and Safety Plan.

## **Major Activities:**

- All accidents or injuries to students, faculty or staff should be assessed, treated and recorded in the school's First Aid book by an identified staff member. Every effort will be made to sensitively and promptly inform any guardian/parents and caregiver of the situation regarding their child. Until the parents or caregivers of an injured or sick student are able to attend, the school will act in loco parentis and in the best interests of the child.
- First aid kits are routinely monitored and restocked by the First Aid trained staff.
- Illness: In the case of students, parents are asked to provide an emergency telephone number, and to alert the school of any known health problems, e.g. diabetes, asthma. This record will be kept centrally on the School's SIS. In the event of a serious illness an ambulance will be called, parents contacted and asked to either come to the school or to meet their child at the hospital.

## **Accident Reporting Procedures**

- An accident report shall be completed on each injury. Accidents should be reported to your immediate supervisor as soon as the situation allows.
- Home contact details will be held on the school SIS system and parents will be contacted if it is felt that the child needs further medical attention, or is too unwell to stay at school.
- First Aid -When a student becomes ill or is injured while at school or at a school activity, reasonable first aid should be administered and the administration office notified immediately. If the illness is believed to be of a contagious nature, the student should be isolated without delay.

## **Emergency Evacuation and Fire Drills**

Fire drills will be held each month. Instructors are to be familiar with the evacuation routes and procedures and go over them with your class as soon as possible.

## Procedures:

- The signal for an evacuation is the fire alarm horns. These horns are located in all buildings.
- In the process of drills or a real fire, emphasis will be placed upon orderly evacuation under proper discipline, rather than upon speed. Instructors should have complete control of their group.
- Proceed to a predetermined point, allowing room for emergency vehicles to maneuver. Be certain that all students are accounted for. A roll call will be taken once students are in place.
- Alternate routes will always be out the other door nearest you. Alternate routes are to be used only when a specified route is closed by fire or other hazard. All alternate routes shall be checked by the instructor after each drill to check for obstacles or other problems.
- Students already outside (such as horticulture) are to remain outside under the supervision of the teacher with them (when the alarms sound).
- Teachers will check restrooms nearest their classrooms.
- Responsibilities of other personnel are as follows:
  - (1) The school secretary will check the office, including the restrooms.
  - (2) The school bookkeeper will make sure the vault is secured after placing money boxes in the proper receptacles.
  - (3) The custodians will help check restrooms and stay outside the school buildings and assist in the maintenance of order.
  - (4) The student services secretary will make sure the current registration cards and the classroom registrations are taken out of the building.

### **Alternate Plan for Evacuation for Fire:**

Purpose: This alternative plan for a fire evacuation is in place to ensure safety for our students and staff in case of a fire when our primary fire alarm system is not operational.

## **Reporting Procedures**

When a fire is detected, a staff member should notify the front office via intercom or phone of the location of the fire (i.e. building and room number).

The front office will attempt to contact each staff person located in the specific area via our intercom system. A runner (staff person) will also be detached to hastily carry the message to all affected personnel.

Administration or designee will make a call to 911 reporting the fire.

Upon learning of the situation, each staff member will carry out his/her responsibility according to the following:

## **Evacuation Procedures**

- Remember, emphasis is on an orderly evacuation under proper discipline. Teachers shall maintain complete control over their group.
- Students will line up and wait for instructions from their teacher.
- The teacher will inspect exits and select the safest passageway and lead the group to a predetermined location which is far enough from the burning building so as to allow emergency vehicles access.
- An attempt should be made to close each door. If closing a door presents an unsafe condition, disregard.
- As Building 1 (Administration Building) is being evacuated, the bookkeeper will ensure that all monies and receipts are secured in the vault and the Director's secretary will check all rooms, including restrooms and the clinic, to ensure total evacuation.
- As Building 9 (Student Services) is being evacuated, the student services will make sure all student registration and classroom records are secured in the vault.
- Students and staff must remain outside until the area has been cleared and the "all clear" signal has been given.

A school fire drill will be held periodically throughout the school year. Teachers and staff will be notified of the dates.

### **Bomb Threat**

In case of a bomb threat, the statement "Teachers & Staff please inventory your classroom or work area" will be presented over the P.A. system.

Please use and follow the guidelines listed below:

- All personnel will evacuate the building(s) immediately in accordance with the fire evacuation plan and proceed to predetermined areas.
- Building 1, 3, and 4 and 12 should walk toward BMS and convene in the shaded area at the SE corner of the NFTC campus. Building 7, 9, and 10 should walk to the softball field on the BMS campus.
- Teachers should take their roll books with them so they can account for all of their students.
- Teachers should report to administration the names of students who are missing and those "extra" that joined their class during evacuation.
- To minimize damage, staff members should leave all doors open.
- No one is to return to the buildings until the buildings have been declared clear by a law enforcement official or personnel.
- The "all clear" will be one long bell repeated three times.

### **Unsafe Conditions (Outside)**

There could be a situation where it would not be safe for personnel to be outside. If this situation arises, there will be an announcement over the P.A. system stating "we are in a code blue situation, please remain inside the classroom".

Teachers should attempt to get all students inside the classroom and lock all external doors. Report to the office any students who are missing.

When the situation is under control, it will be announced that "we are no longer code blue".

### **Emergency Tornado Plan**

If our area is under a "tornado watch", all staff will be notified via the intercom by a statement similar to "teachers, please keep students inside the building because of severe weather". Classes that are outside will be notified by staff "runners".

Staff members will be assigned the duty of serving as lookouts, particularly in the direction from which the tornado most likely will come.

During a tornado watch, classes will change and school will dismiss as usual.

If a tornado is spotted within 5 miles of the school, a tornado warning is in effect. Again, a statement via the intercom will be made similar to "severe weather is approaching from (direction); please have your students prepare".

Custodial personnel will turn off as many utilities as possible.

Clerical staff in student services and the administration offices will secure all records and close the vault (if time permits).

Students and staff should be prepared to assume a protective position so as to protect the face and head (recommended: everyone kneeling with their head against a "safe" wall and hands covering the back of their head).

Teachers should take roll and attempt to notify the front office of any missing students.

If someone is not accounted for, an attempt will be made to locate these individuals through a search plan.

Students and staff members must not leave their "sheltered" positions until they receive notification from administration that dangerous conditions have passed.

If an actual tornado is seemingly approaching the center, students and staff should assume the protective position and stay away from windows and external doors.

After notification from administration that the danger has passed, normal school routine may continue cautiously if the situation permits.

In case of personal injury or facility damage, reasonable first aid should be administered and the administration notified. Order and normal routine should be implemented as quickly and practically as possible. Outside movement should be kept to a minimum until safeness has been assessed

### **Evaluation/Assessment:**

- All accidents or injuries to students, faculty or staff should be assessed, treated and recorded by the designated staff member. Every effort will be made to sensitively and promptly inform any guardian/parents and caregiver of the situation regarding their child. Until the parents or caregivers of an injured or sick student are able to attend, the school will act in loco parentis and in the best interests of the child.
- First aid kits are routinely monitored and restocked by the designated staff.
- Illness: In the case of students, parents are asked to provide an emergency telephone number, and to alert the school of any known health problems, e.g. diabetes, asthma. This record will be kept centrally on the School's SIS. In the event of a serious illness an ambulance will be called, parents contacted and asked to either come to the school or to meet their child at the hospital.

### **Wellness Program**

The School Board of Bradford County believes that good health fosters student attendance and student achievement. The board also believes that a healthy staff is a more effective staff and that healthy staff members can serve as role models for healthy lifestyles. The district is committed to implementing a multifaceted wellness program with the involvement of students, staff, families, and the community.

### **Clothing and Safety Equipment**

Each student enrolled in a Career and Technical Education program is expected to dress appropriately for his/her respective program. This includes any special clothing or special safety requirements.

### **Eye Protection**

Eye protection shall be worn by students, staff, and visitors at all times in areas where activities involve flying debris or bright, intense light. Signs indicating "eye protection required" should be posted in these areas.

### **Distribution**

The Health and Safety plan is located at the school website, and provided to students through the Office of Student Services. The plan is also provided to employees during orientation.

### **Centigex Visit Management System**

The Centigex visitor management system eliminates uncertainty and helps our school know precisely who is on campus. Centigex kiosks empower schools to streamline and control the visitor sign-in process while maintaining a high level of security. Staff scan the ID's of all visitors at the front desk which is the only point of entrance for the campus. By scanning their ID, each visitor's information is screened against the sex offender registry and custom databases, including those with custody orders and banned visitor status. The system instantly alerts school officials if a visitor is flagged as a security risk. The visitor management system automatically captures and stores visitor data, enabling schools to create security-focused reports for analytical and investigative purposes.

Once a visitor completes the check-in process, badges are printed and presented to cleared visitors. Upon departure, the badges are collected by staff.

**Evaluations of the Plan:** The Health and Safety Plan is reviewed prior to each school year and approved by the BCSD and faculty and staff of NFTC. The Health & Safety Plan is also annually reviewed by the Institutional Advisory Committee.

**Stakeholders With Whom the Plan is Shared:** The Health & Safety Plan is distributed to NFTC staff and faculty and BCSD. This plan is reviewed annually by the Institutional Advisory Committee.

