

Immokalee Technical College (iTECH) Health and Safety Plan

Mission Statement

The mission of Immokalee Technical College is to empower students through innovative hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.

Vision Statement

To be the leader of technical training in Southwest Florida, that cultivates student excellence through accessible and achievable workforce education and prepares them to enter employment as a skilled, knowledgeable, and productive member of the Southwest Florida community.

Scope of Services

Health and safety services at Immokalee Technical College (iTECH) apply to all students, employees, contractors, visitors, and guests across all instructional programs, laboratories, classrooms, offices, common areas, parking facilities, and institutionally sponsored activities. As part of the Collier County Public Schools (CCPS) district, iTECH maintains compliance with district safety initiatives, School Board policies, and applicable state and federal regulations.

Governing Policies and Legal Authority

Health and safety operations are conducted in accordance with, but not limited to:

- School Board Policy PL 7440 – School Safety and Security
 - School Board Policy PL 8405 – Environmental Safety and Health
 - Florida Statutes applicable to educational institutions
 - OSHA workplace safety standards
 - The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
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Overview of Safety Services

iTECH maintains a learning environment that promotes safe, structured, positive, and orderly classrooms and laboratories. A comprehensive safety program is implemented to minimize accidents

and injuries and to protect employees, students, patrons, and visitors. Safety policies, procedures, and compliance resources are available through CCPS district resources and campus postings.

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>

Campus Safety and Security

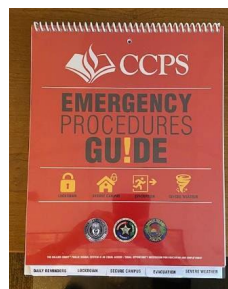
- Campus maps identifying emergency exits are posted in all program and administrative areas.
- Posted evacuation plans are located in each classroom and laboratory.
- Administrators or reception staff contact emergency services (911) in the event of an accident or medical emergency.

Campus Monitoring and Law Enforcement Support

- Security cameras are installed in designated areas of the campus.
- CCPS and iTECH collaborate with the Collier County Sheriff's Office (CCSO), including a Youth Relations Bureau (YRB) Deputy or Deputy on Special Assignment.
- CCSO deputies are visible on campus and assist with drills and real emergencies.
- YRB deputies maintain constant communication access to administrators.
- The campus is monitored 24/7 by CCPS personnel, and after-hours alarms are responded to by CCSO.

Emergency Preparedness and Drills

- Fire drills and lockdown drills are conducted quarterly at predetermined dates and times.
- CCPS district officials and the Collier County Sheriff's Office are notified in advance of scheduled drills.
- Severe weather drills are conducted once annually.
- Emergency procedures are reviewed with new students by instructors and are posted in every classroom.



Medical Emergency Preparedness

- Automated External Defibrillator (AED) units are located at:
- Emergency first aid kits and eyewash or wash-down stations are located in all program areas where applicable.



- Safety instruction is embedded into all instructional programs, and students are expected to demonstrate safe practices as part of their coursework.

Major Activity**Employee Safety Responsibilities**

All employees are required to:

- Observe all safety rules
- Familiarize themselves with CCPS critical incident plans and emergency preparedness procedures
- Maintain clean and orderly work areas
- Immediately report accidents to supervisors or designees
- Operate only equipment for which they are trained and authorized
- Wear employee identification badges at all times on district property
- Complete required safeSCHOOLS training and district professional development
- Provide instruction to students on worksite safety and OSHA regulations

Accident Reporting and Investigation

- All accidents must be reported immediately to administration.
 - Each program area maintains a readily accessible first aid kit.
 - Accidents involving first aid are documented in the Management Information Report (MIR) section of the FOCUS system by office personnel on the day of the incident.
 - In the event of serious injury or illness, 911 is called immediately, and the Director or designee is notified.
 - The Health Science Department is not contacted to administer care.
 - Emergency contacts are notified by administration when appropriate.
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Management Information Reports (MIR)

- MIRs are required for students receiving first aid.
 - MIR forms are for school records only and are not insurance claims.
 - Reports are submitted electronically by the Administrator's Secretary or Office Manager.
 - Worker's Compensation claim forms are completed for serious employee injuries on the day of the accident.
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Incident Reporting

Incident reports are required for:

- Baker Acts
- Arrests or issued Notices to Appear (NTA)
- Students or adults transported off campus
- Incidents involving weapons
- Threats toward others (TATER)
- Suicide Risk Assessments
- Administrative hearings
- Issues generating potential media or community attention

Only administrators may submit Incident Reports. District officials review reports and determine follow-up actions.

Crisis Management

- CCPS Crisis Intervention Procedures are followed during critical incidents or disasters.
 - Crisis response focuses on emotional support and restoring normal routines.
 - Emotional and psychological needs of students and staff are addressed following crises.
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Safety Data Sheets (SDS)

- SDS documents are maintained in visible stations in laboratories, the main office, and chemical storage areas.
- SDS provide chemical composition, storage guidance, spill response, first aid, and disposal procedures.



Photo Identification Badges

- Color-coded photo ID badges are issued to students upon enrollment and are valid for the duration of the program.
- Badges must be worn above the waist and visible at all times.
- Replacement badges cost \$5.00.
- Visitors must check in at the front desk, present valid identification, and wear a visitor badge.



Campus Parking

- All vehicles must be registered and display a valid iTECH parking permit.
- Parking areas are clearly designated; students may only park in approved areas.
- Traffic speed is limited to 15 MPH.
- Vehicles may be searched by school officials or law enforcement.
- Violations may result in towing or fines.

Jessica Lunsford Act Compliance

- All individuals with direct student contact must complete Level II background screening in accordance with Florida Statute 1012.32.
- Visitors are screened through the RAPTOR system upon entry and issued a temporary badge.

Budgetary Resources

Health and safety operations are supported through Collier County Public Schools operational and capital budgets, including funding for:

- Fire and life safety systems
- Emergency first aid supplies and AED equipment
- Security cameras, alarms, and access systems
- Safety signage, evacuation maps, and instructional postings
- Employee training and professional development

Distribution

- Distributed to all employees through onboarding, meetings, and training
 - Available to students during orientation and via posted campus resources
 - Provided to prospective students and visitors and accessible online
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Evaluation of the Plan and Stakeholders with Whom the Plan Is Shared

Annual Evaluation

- This Health and Safety Plan is reviewed annually by iTECH administration and faculty.
- Safety data, incidents, and drill results are reviewed and shared with faculty and staff for continuous improvement.
- Revisions are implemented prior to the start of each new school year.

Annual Review History

- Reviewed and Approved – 4/21/2021
- Reviewed and Approved – 8/3/2021
- Reviewed and Approved – 8/9/2022
- Reviewed and Approved – 8/8/2023
- Reviewed and Approved – 8/6/2024
- Reviewed and Approved – 8/4/2025

Stakeholders

Internal Stakeholders

- iTECH Administration
- Faculty and Staff
- Students

External Stakeholders

- Collier County Public Schools
- Collier County Sheriff's Office
- Emergency Responders
- Accrediting and regulatory agencies

Summary

The Health and Safety Plan is actively used to safeguard the health and safety of iTECH employees, students, and guests and is compliant with Clery Act requirements, district policies, and annual evaluation standards.