



## Health and Safety of Employees, Students, and Guests Plan

**2021, 2022, and 2023**

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# **Health and Safety of Employees, Students, and Guests Plan**

The College recognizes that having a comprehensive health and safety plan in place allows students, faculty, staff, and guests to respond quicker and more effectively to incidents that may occur. This plan reflects our commitment to building upon our vision, our mission, and our beliefs for fostering student achievement and a supportive learning environment. With this in mind, we have written the following plan:

## **Reporting and investigating of health and safety incidents**

1. All incidents should be reported promptly to the Campus President or designee.
  - a. All incidents should be documented on an Incident report form and a copy should be kept by the Campus President.
2. Upon the report of an incident the Campus President or designee:
  - a. First implements the appropriate health/safety plan (as outlined below)
  - b. Second, begins an investigation into the cause of the incident, talking to all relevant participants and witnesses.
  - c. Once the investigation has been concluded and cause has been determined, the Campus President assess what, if any, disciplinary action or change to policy or practices needs occur and implements the determined course of action.
  - d. The results of the investigation and any follow up actions taken are detailed on the Campus copy of the Incident report.

## **Health Emergency**

1. Students, faculty, staff, and guests should not come to the campus if they know they have a contagious illness as they are a hazard to others.
2. Should students, faculty members, staff or guests become ill during class, they should notify the instructor (for students), supervisor (for staff and faculty), or administrative contact (for guests) and leave the campus.
3. First aid kits are available throughout the campus for minor cuts or burns.
4. Peloton does not dispense medications of any kind.
5. If a medical emergency occurs, send a messenger to the Campus President's office or to the office of the designee in charge.
6. Do not leave the injured or the sick person until the designee in charge arrives.
7. The designee in charge will determine if medical emergency personnel (911) need to be summoned.
8. Provide emergency response information to all staff, faculty, and students so they are informed about how to handle medical emergencies.

## **Fire or Emergencies Requiring an Evacuation of the Building Plan**

1. Drills should be conducted at each campus (recommend one in Spring and one in the Fall). They should involve all occupants including guests, and everyone should leave the building when the fire alarm sounds.
2. Emphasis should be placed on a safe, orderly evacuation rather than speed.
3. Occupants should close doors (NOT LOCK THEM) as they leave their classroom/office, and faculty should direct students to the appropriate exit.
4. All building occupants should congregate in the parking lot at least 200 feet from the building.

5. Floor proctors should check to make sure that everyone has evacuated the building and conduct a “head count” at the congregation area to assure that everyone has left the building.
6. Reentry into the building is contingent upon permission by a representative of the college administration or the Fire Department.
7. Provide evacuation information to all staff, faculty, and students so all are aware of procedures outlined in the Fire or Emergencies Requiring an Evacuation of the Building Plan.

### **Bomb Threats**

1. Any person receiving a bomb threat call should engage the caller in a conversation to get as much information as possible by:
  - a) Asking what time the bomb is set to go off.
  - b) Asking questions regarding the specific location of the bomb; for example, the building, the room, the closet, the locker, the hallway, etc.
  - c) Asking about the appearance of the bomb package.
  - d) Listening for background noise, e.g., television, radio, other people, traffic sounds, etc.
  - e) Noting whether the caller was calm or hysterical.
  - f) Noting whether the caller’s voice was young or old.
2. Notify the Campus President or the designee in charge.
3. The Campus President or the designee in charge will call the police and declare an emergency and may initiate the Evacuation of the Building Procedure.
4. College personnel are to remain outside of the building while police conduct the bomb search.
5. Any individual who believes a box or another type of container is suspicious should not touch the item and should immediately report his/her suspicions to the Campus President or the designee in charge.
6. The area where the suspect device is located should be cleared by at least 200 feet.
7. Everyone is expected to keep away from the suspect device and allow the police to deal with it.
8. Provide this Bomb Threat response information to all staff, faculty, and students so all are aware of procedures to be followed in the event of a bomb threat.

### **Tornado Safety**

1. Evacuate classrooms and offices to an adjacent hallway, if possible. If not possible, move individuals away from doors and windows.
2. Initiate the “duck, cover, and hold” procedure after evacuating the classroom.
3. Students will be trained in the “duck and cover” procedure during orientation as follows:
  - a) If indoors...
    - i. DUCK – drop to the floor.
    - ii. COVER – in a bent, crouched-over position, bury the face in the crook of the elbow, and place the other hand over the back of the neck.
  - b) If outdoors...
    - i. Get away from buildings. Stay clear of walls, power poles, trees, loose wires, and metal fences.
    - ii. Lie flat on the ground and bury the face in the crook of the elbow while placing the other hand over the back of the neck.

4. Practice the “duck, cover, and hold” drill under tables and desks no less than once a quarter.
5. Provide tornado safety information to the staff and faculty members so they are also aware of procedures outlined in the Tornado Safety Plan.

### **Winter Storm**

1. The administration should monitor winter weather on a continual basis. In the event of threatening weather, the administration should monitor the Internet, and/or commercial radio and television for local weather updates and predictions.
2. During orientation, inform students when the college would close for inclement weather and where they can learn of a college closure due to a winter storm.
3. Utilize mass email, text, and/or phone calls to inform everyone of any campus closures due to inclement weather.

### **Flooding**

1. College Building: Follow the Evacuation Procedure in the event of a flood in the college building. An alternative site for conducting the college operation will be established as soon as practicable by the administration.
2. Highways and Roads: The administration will determine whether it is safe for the college to be open in the event of flooded highways and roads in the vicinity of the college. administration will inform students and staff through the protocol used for a winter storm.

### **Earthquakes**

1. Practice “duck, cover, and hold” earthquake drills under tables (recommend one practice session in the Spring and one in the Fall).
2. Identify and designate responsibilities for staff following an earthquake (including accounting for and evacuation of students, injury control, and damage assessment)
3. Provide earthquake response information to all staff, faculty, and students so all are informed about the earthquake safety plan including location and procedures to follow in the event of an earthquake.

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

Assaults: The person observing an assault should follow the following procedures:

1. Report the incident to the Campus President or the designee in charge in the most expeditious manner (messenger, cell phone, etc.)
2. Defuse the situation and seek to protect others but avoid risk of physical injury to anyone.
3. Deal with immediate medical emergencies by offering first aid or summoning police or EMT as appropriate.
4. Do not leave assailants or victims by themselves (So long as this presents no danger to you or others).
5. Determine if it is appropriate to maintain custody of participants.
6. Take the names of all parties, including bystanders or witnesses.
7. Report all assaults and batteries to the police.
8. Campus Presidents will log the incident on the Campus Crime Report
9. Provide this information to all staff, faculty, and students so all are informed about how to proceed in the event of an assault or threat thereof.

Trespassers – A trespasser is any person on the college premises who did not register as a visitor. All visitors should register at the reception desk (listing their names and the time they entered the building.)

1. Greet the trespasser in a polite and a non-threatening manner.
2. Identify yourself as a college official.
3. Inquire as to the purpose of his/her presence. If the person has a legitimate reason for being on campus, have them report to the reception desk and register as a visitor.
4. Inform the trespasser of the visiting policy.
5. If the trespasser gives no indication of voluntarily reporting to the office, notify law enforcement by calling 911 first, then notify other faculty of staff.
6. Observe the person's size, weight, clothing, age, and location and relay this information to the emergency operator.
7. **DO NOT GET INTO AN ARGUMENT OR ATTEMPT TO CHALLENGE THE TRESPASSER.**
8. Provide this information to all staff and faculty so all are informed about how to proceed in the event of encountering a trespasser at the campus.
9. Document the incident on the Campus Crime report log.

#### Safety and Emergency Equipment and Supplies

1. **Alarm System:** The facility owner is responsible for keeping all emergency equipment functioning including the alarm system.
2. **First Aid Supplies:** The location of first aid kits should be conspicuously identified so they can be easily located when needed. The Campus President's Office maintains an up-to-date inventory of the first-aid supplies and kits.
3. **Chemicals:** Only authorized chemicals should be used in any part of the facility. The Medical Assistant Lab has adequate procedures for disposing of needles and supplies that could be hazardous. The Medical Assistant Instructor is responsible for ensuring the safety and protection of the students while in the lab. Material Safety Data Sheets (MSDS) are stored in a conspicuous place in each lab for quick reference and guidance to individuals on the proper procedures to deal with incidents that involve hazardous chemicals.

#### **Bloodborne Pathogen Safety**

In courses where contact with blood or other bodily fluids is more likely to occur, students and employees must use the following precautions and cleaning procedures:

1. Use the appropriate personal protective equipment provided, such as gloves, goggles, and aprons.
2. Place all contaminated items in identified biohazard containers.
3. Inspect and/or dispose of all bins and pails that may have become contaminated.
4. Inspect and clean all surfaces where blood or fluids were found, using medical asepsis techniques.
5. Once the areas have been cleaned and disinfected, the employee should remove their gloves, aprons, and other personal protective equipment and place it in the biohazard container for proper disposal.
6. Broken glassware must not be picked up directly with the hands. Sweep or brush the debris into a dustpan.

**Evaluation and Distribution of Plan**

This Plan is reviewed, evaluated, and modified as needed but at least annually. A committee is convened that is appointed by the Campus President to review the past year's experiences to include input from students, staff, and faculty. Based on the results of the past year, the Plan is modified and/or revised to meet the challenges of providing a safe learning environment and then distributed to employees and students.

During the 2020 review, the Committee recommended that the Health and Safety Plan name be changed to Health and Safety of Employees, Students, and Guests Plan. It was further discussed that this health and safety awareness be discussed in all programs and appropriate training be conducted where mandated by certain fields such as Medical Assistant and Electronic Systems Technician. This revised version of the plan was approved for 2021 through 2023 and for distribution to employees and made available to students. The plan remains subject to change due to new regulations or during annual reviews.