



Centureon Institute

Health and Safety Plan

PURPOSE

This plan has been put in place with the purpose of assuring the health and safety of the institution's employees, students, and guests, as well as for the school's personnel to maintain readiness for the proper handling of any health or safety situation.

RESPONSIBLE AUTHORITY

The responsibility for this policy has been vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to all personnel and students at the school.

APPLICABILITY

This policy applies to the health and safety of employees, students, and guests of the school.

EFFECTIVE DATE

July 1, 2021

PLAN

1. Health and Safety Concerns – Emergencies
2. Accidents Reporting and Investigating
3. Employee Orientation
4. Student Orientation
5. Instructor Responsibility
6. Student Responsibility
7. Employee Responsibility
8. Emergency Exits and Evacuation Routes
9. Medical Emergencies
10. Fire
11. Behavioral Disturbance
12. Active Shooter or Threatening Person
13. Weapons or Firearms
14. Bomb Threat
15. Tornado
16. Hurricane, Tropical Storm
17. Blood Spills
18. Other Hazardous Materials
19. Smoking
20. Training
21. Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes

22. COVID-19 Guidelines

1 - Health and Safety Concerns - Emergencies

Health and safety concerns, as well as any type of emergencies are to be dealt immediately. Must be reported to the person in charge of school operations at the time it occurs, or, if not available, to the employee closest to the incident, so proper action may be taken in an expedited manner as per school procedures listed below.

2 - Accidents Reporting and Investigating

Accidents are taken very seriously by our institution. Accidents are documented with the Incident and Accident Report Form by school staff present and reported to the School President, who is responsible for the follow-up until final resolution is found. Records of accidents and incidents, along with their resolution are permanently stored by the School President in an Accidents Folder. A report of accidents and incidents, along with their resolution is presented annually when the Health and Safety Plan is reviewed by all staff, the executive staff and advisory committee members. Accident Report information is available to students upon request.

3 - Employee Orientation

Employees receive an orientation on the Health and Safety Plan as part of their New Employee Orientation.

4 - Student Orientation

Students receive an orientation on the Health and Safety Plan as part of their New Student Orientation.

5 - Instructor responsibility

Instructors oversee the safety of students and enforcement of safety in the classroom, lab, and services areas. Instructors conduct a safety training the first day of class.

6 - Student Responsibility

Students are responsible to observe the school's safety regulations, as described in this plan. Students are responsible for personal safety and safety of others in their area of training and for immediate reporting any health, safety, or security concerns to their instructors.

7 - Employee Responsibility

All persons are required to understand the safety and health requirements of their specific areas of training and employment. It is the employee's responsibility to adhere to the school's policies and procedures relating to conduct and campus health and safety.

8 - Emergency Exits and Evacuation Routes

Emergency exits and evacuation routes are posted in each room at our school.

9 - Medical Emergencies

Report all minor medical emergencies to class instructor or supervisor. For all serious and life-threatening emergencies call 911.

10 - Fire

If you see a fire, immediately alert your direct supervisor so the fire department can be quickly notified. Evacuate the building immediately. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" from the fire department has been given or alarm has ceased.

11 - Behavioral Disturbance, Bomb Threats, or Violent Acts

A behavioral disturbance can be either verbal or physical. If you observe a behavioral disturbance, suspicious behavior or any other issue that requires urgent security assistance, report immediately to the school personnel in charge, so they can take the corresponding measures that could include calling the police department.

12 -Active Shooter or Threatening Person

If you observe someone appearing to be threatening with a weapon or dangerous device, hear a gunshot, or feel lives are in danger:

Start Lockdown procedure and Call 911. If there is a direct exit use it. Do not enter hallways. Do not pull fire alarm. If there are no direct exits, follow **Lockdown procedure**:

1. Move to a classroom or office
2. Lock the doors
3. Make sure the lights are turned off
4. Stay out of site, clear of doors and windows
5. Remain inside room and await further instructions.
6. If threatening person tries to enter room, or back you onto a corner, fight back
7. If police arrive, follow all instructions, and keep your hands visible

13 -Weapons or Firearms

Persons are not allowed in school campus if in possession of a firearm unless the person is an in-duty official. If you observe a person on campus with a firearm report immediately to the school personnel in charge. Stay away from that person until the situation is cleared.

14 -Bomb Threat

If you find a suspicious package: do not touch or use cell phone near package. Ask everyone to stay clear of the item; call 911 for directions and inform the school personnel/ director as soon as possible.

15 -Tornado

In case of tornado warning, find an interior room on the lowest floor of the building, as away from windows as possible. Do not go to large rooms. Stay low and cover your head and neck with your arms and hands. Wait until confirmation tornado has passed before getting out of the room/building.

16 -Hurricanes and Tropical Storms

The school follows the same protocol as the local county's public school system. We want our personnel and students to be safe at all times. The school will remain closed if public schools are closed. Follow the news locally to know if the school will be open for classes when under a Hurricane or Tropical Storm Watch.

17 - Blood Spills

If you see blood that has been spilled onto floors or other surfaces, notify the instructor or another school employee. Do not attempt to clean the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For skin exposure or blood exposure that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose, or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another school employee.

18 - Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks, or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean unidentified substances.

19 - Smoking

Our school is a smoke free school. Smoking tobacco or e-cigarettes is only allowed in the parking lot across from our facilities.

20 - Training

Training is conducted twice a year to employees and staff following the health and safety guidelines as included in the Employee and Faculty handbook.

21 - Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes

On an annual basis, the facility safety is evaluated by the county and city inspectors, and our permit updated on a non-finding basis.

22 – COVID-19 Guidelines

The school is following all instructions as received on an on-going basis by state and local authorities. A COVID-19 sheet including the guidelines to be followed at our school by personnel, students, and guests is available through the school's website Home Page. Personnel and students are informed on an on-going basis on changes to the school operations and procedures in order to keep everyone safe. Notices are also posted within the school.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Operations and Maintenance*". Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Active and Graduate Students
- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version. This policy is also available at the school's public website.

