

Plan for Health and Safety of Employees, Students and Guests



PLAN FOR HEALTH AND SAFETY OF EMPLOYEES, STUDENTS, AND GUESTS

Purpose

The vision of the administration of George Stone Technical College (GSTC) is to ensure that all students, faculty and staff have a safe, clean, and comfortable environment. The purpose of this plan is to ensure the health and safety of all personnel and visitors on the grounds of GSTC.

Reporting and Investigating Accidents

All accidents must be treated with importance in a timely manner. Accidents are reported to the school administration immediately after they occur, whether on campus or at an off-campus school activity. Student contact information is found in the Focus Student Information System (SIS) and can be accessed by the administration and student services personnel. This system provides personal information, emergency contacts and applicable permissions for all students. The administration is to be notified immediately if a serious accident occurs.

Student Accidents

Student accidents, either on campus or at an off-campus school activity, are to be reported by a faculty member through the use of the Student Accident Report which is accessed in the Focus SIS. The report is then forwarded to the GSTC Principal for review and approval. After approval, the report is sent to the Escambia County School District (ECSD) Risk Management Department for review. For very serious accidents, faculty or staff members should call the administration or 911 if necessary.

Visitor Accidents

Visitor accidents on campus are to be reported by a staff member through the use of the Visitor Accident Report which is accessed on the ECSD website. The report is then forwarded to the GSTC Principal for review and approval. After approval, the report is sent to the ECSD Risk Management Department for review. For very serious accidents, staff members should call the administration or 911 if necessary.

Staff Accidents

If a GSTC staff member has an accident on campus or at an off-campus school activity, the injured staff member should report the accident to the GSTC administration and complete the Employee Accident Report, found in the Risk Management and Benefits Department on the ECSD website. The report is then forwarded to the GSTC Principal for

review and approval. After approval, the report is sent to the ECSD Risk Management Department for review and any other appropriate departments are notified. For very serious accidents, staff members should call the administration or 911 if necessary.

Personnel Responsible for Identifying Safety issues

All faculty and staff members are responsible for reporting to the school administration any safety issues that are found on the GSTC campus. GSTC maintains a Safety Committee that meets throughout the year to discuss safety-related issues on the campus. The Campus Security Team is comprised of school administrators along with faculty and staff members from all three schools on the campus. This team meets monthly and discusses security and safety issues on the campus. The team sends meeting information to the ECSD Protection Services Department each month. Student input is achieved through the School Advisory Council, which meets monthly to discuss all student issues or concerns.

Incident Response Guide

The Incident Response Guide is developed by the ECSD and distributed to all schools in the district. GSTC distributes these guides to all faculty members to be secured in their classroom areas. This guide provides procedures to be followed in emergency situations to ensure the safety and health of all employees, students, and visitors on the GSTC campus. These situations include campus intruder, bomb threat, hazardous material, and threats of violence incidents. Contact information for various ECSD departments is also included in the guide. The district offers training opportunities for CPR and the use of Automatic External Defibrillators (AED's), which are located in specific areas on the GSTC campus. The ECSD Protection Services Department provides guidance to GSTC for maintaining school security and responding to emergencies.

Distributed to Employees and Made Available to Students

Safety procedures are reviewed each year with faculty and staff. The employee handbooks are distributed to faculty and staff yearly and include Federal Compliance Packet information. The handbooks are also provided to employees as a resource in the Focus SIS. Faculty and staff members also complete safety information training modules through SafeSchools videos provided by the ECSD Protection Services Department. Emergency evacuation routes are displayed in all classrooms and fire, severe weather, and school lockdown drills are conducted periodically. Students are provided with safety information in the school catalogs and this information is also available on the GSTC website. Additional information is given to students annually through the distribution of the Campus Security Report, The Campus Save Act information, and the Drug and Alcohol Prevention Plan. A Student Rights & Responsibilities Handbook is made available to students on the ECSD website.

Evaluation of the Plan

The GSTC administration annually reviews health and safety information and this plan is updated after receiving input from the Safety Committee, Campus Security Team, and Student Advisory Council. Also considered are student surveys conducted annually through the GSTC website. The health and safety plan is distributed annually to all faculty and staff by the administration. The plan is made available to students and the public on the GSTC website.