



## HEALTH AND SAFETY PLAN 2024

### Purpose

*Williams Technical College (WTC) knows how important it is to maintain a safe campus environment for students, employees, and visitors. This Health and Safety Plan outlines the procedures and responsibilities to maintain both personal and campus safety. This plan will cover areas of incident reporting, facility safety, and annual plan evaluation.*

### Incident Report Procedure

**PURPOSE:** *To properly document and evaluate incidents that may need medical attention.*

**SCOPE** *This policy is the primary duty of all employees during normal working hours.*

#### **RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY:**

- *Instructor or staff member should immediately contact the nurse or administrator on duty.*
- *Nurse or Administrator should evaluate the incident.*
  - Coherent
    - *If the person is injured but coherent, an incident report should be completed ensuring that the nurse or administrator asks if the injured person needs ambulatory services and/or if WTC should contact the emergency **contact** on file.*
  - Non-Coherent
    - *If the person is not coherent, then 911 must be called immediately as well as the emergency contact. The nurse or administrator must fill out the incident report and disclose the nature of the incident to emergency **contact**.*
- *All incident reports must be signed by the Nurse or Administrator and injured party. If the injured party is unable to sign, write “unable to sign” on the signature line and have the witness sign next to “unable to sign”.*
- *Original document must be turned in to Administration, a copy is placed in injured party’s file, and a copy is given to the injured party.*
- *Follow-up for requested ambulatory services or non-coherent persons will be completed by the Nurse or administrator within three days of the incident.*

**\*\* Please note that all injuries must be documented with an incident report no matter how minor the injury may be.**

**\*\*ALL incidents are to be reported immediately via phone or in person.**

## Comprehensive First Aid Procedure

**PURPOSE:** *To ensure that first aid supplies are available in the event of emergencies*

**SCOPE:** *This policy is the primary duty of all staff during normal working hours.*

### **RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY:**

- Basic first aid kits are located in a visible designated area of each classroom and lab.
- Volunteer incident reports should be delivered to the campus president.

### **RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY**

#### *First Aid Kits/Supplies*

- Located in a central visible location.

#### *Re-stock*

- The staff will maintain a fully stocked first aid kit. If supplies decrease, the administrators will place a requisition for additional supplies. Supplies requisitioned will be confirmed and ordered by campus President.
- Staff on duty will also check expiration dates on all supplies and maintain non-expired supplies in the First Aid Supply Kit as needed. **Additional supplies will be requisitioned by staff.**

## Emergency Evacuation Procedures

**PURPOSE:** *To prepare students and team members in the event of an emergency evacuation.*

**SCOPE:** *This policy is the primary duty of all employees on staff.*

### **RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY**

#### *Fire*

- All parties are notified of a Fire Emergency by the building's fire alarm.
- All instructors and students are to immediately exit to the nearest and safest exit door.
- Once all persons have exited, everyone should move to the back parking lot away from the building. The back door exit moves to the far back left away from the building. The front door exit moves towards the far left or right of the building away from harm or danger.
- Instructors should immediately take a role to ensure all students are accounted for. Administrative staff will account for all employees.
- Once emergency staff gives clearance, all parties will be allowed to exit or enter the building.

#### *Weather*

- *All instructors and staff members should move to the safest area of the building away from all windows. This procedure should be done until all is clear it is safe to either exit the*

*building or return to the designated classroom or work area.*

## Basic Campus Safety Precautionary Procedures

**PURPOSE:** *To ensure that all employees and students are safe.*

**SCOPE:** *This policy is the primary duty of all employees on staff.*

### **RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY**

#### *Wearing of ID Tags*

- Identification tags must be worn daily above the waist (lanyards) or at the upper or right area of the chest of **all employees and students at all times** while on campus as a safety precaution.

#### *Video Surveillance Cameras*

- Video surveillance cameras are placed in the various areas of the campus for additional security within high traffic areas. All employees and students must sign permission forms to photograph and video upon employment and student enrollment.

#### *MSDS Binder*

- The MSDS binder is in the main lobby/**commons area** of the administrative offices in a **white** binder.
- The binder is to ensure the fastest possible response to any ingested substance, contaminated surface, or inhaled chemical substances located on campus.

#### *Fire Drills*

- WTC conducts fire drills on an annual basis so that students and employees are familiar with safe evacuation routes within the campus. (See Emergency Evacuation Procedures)
- Administrative teams will exit with the WTC Trauma First Aid supplies bag, located ~~on the of the white filing cabinets~~ in the commons administrative area.
- In the case of an actual fire, staff should use the universal procedure **RACE** and **PASS**.

- Rescue** (Rescue anyone in immediate danger of fire)
- Alarm** (Activate the nearest fire alarm and call your fire response telephone number)
- Contain** (Contain fire by closing all doors in the fire area)
- Extinguish or Evacuate** (Extinguish small fire. If fire cannot be extinguished, leave the area quickly and close the door)
- Administration and staff will be trained on how to properly operate a fire extinguisher using the universal protocol **PASS** to distinguish a fire if possible.
- Pull** (Pull the pin, release a lock latch or press a puncture lever)
- Aim** (Aim the extinguisher at the base of the fire)
- Squeeze** (Squeeze the handle of the fire extinguisher)
- Sweep** (Sweep from side to side at the base of the flame)

## Campus Safety as it relates to Covid- 19

**PURPOSE:** *To ensure that all employees and students are safe from infection of the COVID-19 virus*

**SCOPE:** *This policy is the primary duty of all employees on staff*

**RESPONSIBILITIES/TASKS INCLUDED IN THIS POLICY:**

- All volunteers, students, and staff must take temperature checks at WTC before entry. Any temperature above 99 may result in non-entry into WTC. Students and volunteers whose temperature is above 99 degrees will need to be seen by the nurse on staff
- All volunteers, students, and staff must wash their hands and sanitize as often as needed while at WTC.
- All volunteers, students, and staff must sanitize their area in a common area or after each use or after each classroom or lab session.
- WTC will continue to comply with CDC, federal, state, and local guidelines as it relates to the Covid-19 pandemic.

Bomb Threat Procedures and Active Shooter Protocols

**PURPOSE:** *To ensure that all employees and students are safe*

**SCOPE:** *This policy is the primary duty of all employees on staff*


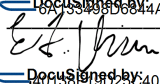
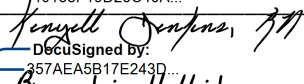
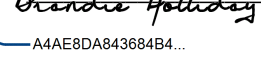
**In the event of a Bomb threat the following should take place:**

- Use the phone system to call Dr. Strong as a all call
- All faculty staff and students should move to the nearest exit fare from the building brining all cellular devices if possible and student sign in sheets
- Call 911
- Call student role to ensure all persons are out of the building.

Annual Plan Evaluation

Beginning May 2014, the Health and Safety Plan will be evaluated yearly in the annual staff retreat and distributed to all newly hired employees. Currently, the Health and Safety plan is displayed in each office, the website, and the classroom for student and employee accessibility.

On December 28, 2023, this plan was updated and approved by the committee to be implemented for the 2024 academic year. All the updates and changes are indentified using the red font for easy visibility. This plan is signed by all committee members and distributed to students and staff via email. This plan will also be placed on the company website and hard copies will be placed in learning environments. This plan has been evaluated by the following WTC staff members.

Mary Mahoney, RN:		Date: 12/29/2023
Elke Ursin, DOE:		Date: 12/28/2023
Kenyell Jenkins, RN:		Date: 1/3/2024
Brandie Holliday:		Date: 1/2/2024

DocuSigned by:

*Chernika Hadley*

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Chernika Hadley:

1/2/2024

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*Shantelle Townsend*

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Shantelle Townsend:

12/28/2023

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*Macie Gautreaux*

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Macie Gautreaux:

12/28/2023

Date: \_\_\_\_\_

*Ishia Johnson*

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Ishia Johnson:

12/28/2023

Date: \_\_\_\_\_

*Dr. Yokesha Greene*

DocuSigned by:  
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Dr. Yokesha Greene:

1/2/2024

Date: \_\_\_\_\_