



TRAVISS TECHNICAL COLLEGE Health and Safety Employees, Students, and Guests

The purpose of this plan is to ensure the health and safety of Traviss Technical College's employees, students, and guests. Traviss Technical College complies with the School Health Services Act of 1974, Chapter 74-356, FS, and district health policies. The college is assigned a part-time nurse who is on campus and available two to three days of the week. The college also has designated full-time employees who are trained as certified health contacts within our school. In addition, two guardians are employed to ensure the safety of employees, students, and guests.

REPORTING AND INVESTIGATING INCIDENTS AFFECTING HEALTH AND SAFETY

The safety and well being of our employees, students, and guests are of utmost importance. Any accident that takes place on campus should be reported immediately so prompt action can be taken. A Medical Information Form, and Emergency and Contact Information Form is completed by all students during orientation, student forms are kept in the clinic and attendance office. Employee emergency contact forms are kept with the Director's secretary.

Employee Accidents/Injury

All injuries that take place while on duty should be reported to the Director as soon as possible, and proper forms should be obtained and completed. An "Employee's Accident Report" form is filled out and submitted to the Director's secretary within 24 hours.

Student and Visitor Accident/ Injury

In case of an accident or injury involving a student, the instructor/staff member should give such aid as advisable under the circumstances and within the limits of his/her capabilities. The front office staff should be notified immediately, clinic personnel and administration will be notified and respond immediately. If the accident or injury is minor and the student is able, he/she will be escorted to the clinic. In the event that emergency medical services are needed, 911 will be called and a 911 Report Form will be filled out by the staff member who made the call to 911. The 911 report will be reported to the Mark Wilcox Center. Instructors/staff must complete the online Student Accident Report Form for Johns Eastern (private insurance company) within twenty-four hours of all accidents taking place in their shop area or classrooms.

CAMPUS SAFETY AND SECURITY

Faculty, staff, and administration are responsible for reporting any safety issues that they identify to the Assistant Director. All safety hazards and other deficiencies reported will be remedied as soon as possible.

The Polk County School's Safe Schools ensures the safety and security of staff, students, and guests. The division advises administration on the best standards, practices, and philosophies related to safety and security. The college has three guardians located on campus. The guardians are employed by Polk County Public Schools with extensive training from the Polk County Sheriff's Office.

FIRE EVACUATION, LOCKDOWN DRILLS, BOMB THREATS, TORNADO AND EMERGENCY DRILLS

The college will conduct drills as published in the Disaster and Emergency Preparedness Handbook from the School Board of Polk County. These policies and procedures are made available to all employees and reviewed annually. All emergency drills and incidents are recorded on ERP – www.erp.com.

DISTRIBUTION TO EMPLOYEES AND AVAILABILITY TO STUDENTS

Safety procedures are reviewed with faculty and staff annually. Emergency information is posted in each classroom for student access. During orientation, students are informed of the college's safety policies and procedures. The Health and Safety plan is distributed to staff annually and is available on the Traviss website for staff and student access. All District policies related to Health and Safety can be found on the Polk County School Board website.

PLAN EVALUATION

The plan is evaluated annually by administration with input from employees and students. Feedback regarding health and safety is provided from a variety of sources, program advisory committees, the school advisory committee, students, and staff. At the end of each term students complete a survey that requests input regarding safety and security. This data is collected and reviewed by administration and shared with faculty and staff.