



Locklin Technical College

Health and Safety Plan

Introduction:

This plan outlines the policies and procedures that are used to ensure that the health and safety for the faculty, staff, students, volunteers and guests on the campus of Locklin Technical College. This policy is meant to meet the goals and objectives set forth by the Santa Rosa County School Board, the Superintendent of Schools and the LTC Administration.

Objectives:

1. To ensure the safe operation of the campus and the classrooms.
2. To ensure that faculty, staff, students volunteers and visitors understand the policies that are in place for their safety.
3. To provide written guidelines that can be followed during any emergency situation.
4. To ensure that procedures are communicated effectively and efficiently.

Associated Manuals and Policies:

- Santa Rosa County Safety Standard Operating Procedure (SOP)
- Emergency Response Plan for Santa Rosa County Schools
- Santa Rosa County Safety and Health Policy and Plan
- Locklin Technical College Personnel Handbook
- Active Assailant/Hostage Emergency Response Plan
- Locklin Technical College Emergency Management Plan

(Written policies and procedure manuals are available on the Santa Rosa County School Board website, <https://www.santarosa.k12.fl.us/>. A hard copy can be printed at Locklin Technical College.)

Safety:

School Board Policy 8.10 charges the principal, bus drivers, teachers, school food personnel, building maintenance personnel, and custodians with the responsibility of protect the welfare of each student. On the Locklin Technical College campus this responsibility is taken seriously and safety standards are written into each activity that is implemented on the campus. The principal expects 100% compliance with all safety protocols while a person is on the campus. Violations of the safety protocols will be handled through the procedures outlined in the Locklin Technical College Curriculum Guide and Student Handbook.

Campus Safety: Safety procedures for the campus are outlined and communicated to faculty and staff in the LTC Personnel Handbook, Classroom Safety Folders, the SRC Standard Operating Procedure, the Emergency Response Plan and the Building Security Plan. These procedures are evaluated and updated by district staff and school administration annually. These procedures are reviewed and evaluated with staff at the beginning of each year.

Safety Committee: Locklin Technical College has a Safety Committee that meets each month. This committee has representation from Administration, Student Services, faculty and staff. Each building on campus is assigned a representative from the Safety Committee. This representative is designated as a point of contact for any safety concerns that need to be communicated for the designated area. All faculty, staff, students and volunteers are encouraged to report safety violations to their instructor, the safety representative or administration immediately.

Threat Assessment Committee: LTC has a Threat Assessment Committee that meets each month to evaluate new and existing student safety concerns on the campus. This committee's primary objective is to evaluate aggressive behavior and threats made by students on the campus. This committee has representation from Administration, Student Services, ESE, and the faculty. Student safety, mental health concerns, self harm situations, and suicide threats are evaluated by this committee.

Emergency Management Plan: The LTC Emergency Management Plan is evaluated and submitted annually. A committee encompassing Santa Rosa County Sherriff's Department, the Skyline Fire Department, Emergency Management Services, District Maintenance Department, The SRC Director of Safety and LTC Administration evaluate the plan to ensure that every aspect of the campus safety is addressed and protocols are met. The EMP assigns specific duties to faculty and staff for emergency situations and evaluates the safety threats for the campus and surrounding areas.

Safety Protocols: All safety protocols and procedures are evaluated consistently and communicated with faculty, staff and students. The SRC School Board, the Locklin Technical College Administration and the individual classrooms have expectations for safety. The classrooms at LTC are unique and may have safety protocols that are unique to that area. These expectations are communicated with the students in the Program Syllabi, required Safe Schools training and program curriculum. Everyone on campus is expected to follow these procedures at all times. Safety procedures are communicated through professional development at each level and reinforced with drills to ensure consistency across the campus. The training for students is tracked through assessments at each level and the drills are tracked utilizing the district's Safety Spreadsheet.

Reporting of Injury: If a student, substitute, visitor or volunteer are injured in a classroom, shop, on campus or on a jobsite, the teacher must assess the situation and contact Administration immediately. After assessing the situation and administering the needed first aid, report the accident using the appropriate forms. If necessary, 911 will be called and the person will be transported to the appropriate medical facility. If the student is in high school, Administration will contact the parents/guardian immediately.

If a **student** accident occurs, the instructor must fill out a Student Accident/Incident Report Form and file it in the office immediately, regardless of the extent of injury. All **visitor or volunteer** accidents should be reported to the front office immediately and a Visitor Accident Report Form filled out. If an **employee** is injured on the job, the injury must be reported to administration immediately. Administration will contact Risk Management and begin working through the First Report of Injury paperwork using the link that is supplied. Reports may be obtained from the front office. All incident/accident report forms must be filed the same working day. In a life-threatening situation, the instructor should call 911 and notify Administration immediately.

Investigation: As outlined in the SRC Safety and Health Policy and Plan, each incident or accident is investigated to implement measures to prevent any further injuries. A review of the equipment, operations, processes, and procedures to determine the root cause of the accident/incident. The investigation will review unsafe conditions, unsafe acts, misuse of equipment or other factors that are not in accordance with safe work procedures and policies.

These policies and procedures are available on the Santa Rosa County website. They can also be printed upon request. A request should be made at the front desk in Building 1. Below is a list of documents and applicable policies that are used to ensure the safety and well being of everyone on the campus.

LTC Personnel Handbook/Safety Folder:

AED Response Procedures	Lockdown Procedures
Bomb Threat	Secure Facility
Building Security Plan	Shelter-In-Place/Hazardous Waste
Evacuation Plan	Shelter-In-Place/Severe Weather
Fire Alarm	Injury Reporting

SRC Safety Standard Operating Procedure:

Points of Entry/Access	Hard Corners
Visitor Identification	Threat Assessment Teams
Door numbering	SROs
Fire Alarm Delay	Training/Briefings
Lockdown	Emergency Management Plans

Emergency Response Plan for SRC Schools:

Tornado/Waterspout	Thunderstorm/Lightning/Hail/High Wind
Extreme Cold/Ice/Snow	Flooding
Hazardous Materials	Bomb Threat
Fire (Woodland & Structural)	Active Assailant

Active Assailant/Hostage Emergency Response Plan:

Purpose	Procedures: Run, Hide, Fight
Goal	Law Enforcement Response

Objective

SRC Safety and Health Policy and Plan

Employee Responsibilities
Safety Training
Occupational Safety and Health Inspections
Industrial Injury and Illness Controls
Property Damage and Liability Control
Site Safety Committee

Hostage Situation

Investigations
Medical Treatment of Industrial Injuries
Accident Reporting Procedures
Motor Vehicle Accident Control
District Safety Accident Review Committee

School Health Policy and Procedure Manual for SRC

https://b6a15bc4-0468-4996-924c-aa62640e295f.filesusr.com/ugd/bf9114_2ce7a62af36445f59a740c547ad8f462.pdf

School Health Guidelines

Head Lice

Teen Pregnancy

Asthma

Seizures

Diabetes

Medication

Anaphylaxis

Abuse

Poison Control Hotline

Emergency Response

AED Guidelines

Nursing

Communicable Disease

Communicable Disease School Health Manual

Emergency Health Care Plan

Poison Control Hotline

Health Care Screenings

PSA Forms

SRC Health Department Forms