



“The mission of CTK Healthcare & Career Institute is to offer quality professional training in Healthcare, Information Technology and Business related disciplines.”

Emergency Health & Safety Plan for Employees, Students and Visitors

Purpose

CTK is responsible for maintaining a safe and healthy environment, including an emergency plan for students, employees, and visitors on campus. This plan outlines the procedures to follow in case of sickness, accidents, or emergency health care needs that arise while on campus. CTK does not have health services on campus; however, hospitals, clinics, and physicians are nearby. Students with communicable diseases may be prohibited from registering for classes when health records indicate that his/her attendance would be detrimental to the health and safety of staff and other students with whom the student may meet. Students with significant health problems or limitations may be required to submit a medical examination report before initial registration.

Outline of activities and the person responsible:

The following are the outlines and the person responsible for taking care of the outlines that fall under the plan

1. Basic First Aid

Basic first aid supplies are available for student use in the front office and student phone area. First aid kits are equipped with Band-Aids and minor wound care materials. Any person on campus unable to locate the proper first aid supplies, please report to the student services coordinator or the business office so that kits can be located and restocked as needed.

2. Accident, biohazard & Health /Safety Emergencies

Steps to follow:

- Any person in the facility must report sickness, accidents, and emergencies immediately to the student services coordinator, emergency Safety Contact person, or class instructor.
- The student service coordinator or Emergency Safety Contact person will assess the situation and determine the appropriate action.

- If necessary, the CAO or his designee or student service coordinator will call 911 for further assistance.
- If the student is conscious and refuses treatment, the executive director or his designee will notify an emergency contact noted in the student's file.
- After the emergency, the student service coordinator will investigate the incident and complete an incident report.
- Upon calling 911, information on the accident victim, type and location of injury, location of accident and phone number should be provided.
- Do not move the student if there appears to be a head, neck, or back injury due to a fall.
- If the student needing assistance cannot walk, the area where the student is located should be cleared. Keep the students as calm and comfortable as possible.
- Stay with the student, needing assistance until medical help arrives.
- Only trained personnel should provide medical assistance to the student on school property.
- If required, a crisis management team member will contact the student's parent, guardian, or partner.

Note: If a student is transported via ambulance or life squad, the student is responsible for the cost.

3. **Weather Conditions**

In an emergency during school, the executive director can assess the situation and act accordingly. The executive director will evaluate the problem for emergencies when school is closed and determine whether classes will be held. If classes are cancelled, the CAO or facility coordinator will notify the media to announce a delay in opening the class or school closing. In making such a decision, the facility coordinator may rely on the decisions of the neighborhood colleges and school districts. It is the responsibility of the facility coordinator to notify instructors who will contact students residing outside the receiving area of the local media.

4. **Student Campus Security Policies**

Students and instructors are encouraged to report crimes to local authorities and to the school's student service coordinator. In the event of an incident, the student service coordinator should be called immediately to investigate and notify authorities if warranted.

Develop habits that ensure security. For example, always keep cash property secured. Know the location of all alarms and fire extinguishers and how to use them. Before leaving the premises, ensure the school's entrance is well-lit. Notify any visitors who might visit you with the receptionist in the front lobby before entering any part of the facility. Students should keep the photo identification card always issued on the day of orientation with them.

5. **Safety Rules**

Safety is everyone's responsibility. Safety must be given primary importance in planning and performing school activities. All employees report all injuries to the student service coordinator or instructor, regardless of how minor. Accidents generally occur because individuals fail to follow the proper safety rules. Following the safety rules listed below will minimize your chances of having an accident while at CTK.

- Avoid overloading electrical circuits with too many machines.
- Use flammable items with caution. Always follow the printed procedures on the product.
- Walk—don't run.
- Report fellow students' sickness, accidents, and emergencies to the executive director or department chair.
- Ask for assistance when lifting heavy furniture or objects.
- Smoke in designated areas only.
- Keep cabinet doors, files, and desk drawers closed when not in use.
- Keep your work area clean or orderly.
- Stack materials only to safe heights.
- Use the right tool for the job and use it correctly.
- Avoid practical jokes.
- Do not operate any equipment unless you have been adequately trained.
- Wear eye protection when indicated.
- Use the proper safety equipment required for the job.
- Watch out for the safety of fellow students.

Evaluation

The effectiveness of this plan is evaluated based on information provided by students through formal and informal means. Revisions are needed annually, once a year, by the staff meeting and/or advisory board. The plan is made public by keeping it in the main hallway. Incident reports are reviewed to determine if preventive measures can minimize or eliminate health and safety issues involving students. Changes are made if indicated.

ACCIDENT/INJURY/CRIME INCIDENT REPORT

To be completed by the student, Instructor or employee, in the event of an accident

Name: _____ Program: _____

Date & Time of Incident: _____

Location of Incident: _____

How the Incident Occurred: _____

What Action Was Taken: _____

Was Medical Attention Provided: _____

Additional Comments: _____

Victim: _____ Date: _____

Faculty or Staff Member Present: _____

Date This Form Was Submitted: _____

Student/Employee Survey of Health & Safety Plan

Directions: The CTK Healthcare & Career Institute is responsible for maintaining a safe and healthy environment for students. We need your input to tell us how well we meet this responsibility. Please take a few minutes to respond to the following questions so that we can make changes if necessary.

1. I understand what I must do if I am involved in an accident or become ill at The CTK Healthcare & Career Institute.

☐ Yes ☐ No

2. The CTK Healthcare & Career Institute is a safe place for me to receive training.

☐ Yes ☐ No

3. First aid supplies are available should I need them.

☐ Yes ☐ No

4. I received adequate safety information during the orientation process.

☐ Yes ☐ No

5. I am familiar with the evacuation routes in the event of a fire or emergency.

☐ Yes ☐ No

6. I am instructed to use proper safety equipment when required.

☐ Yes ☐ No

7. On a scale of 1 to 5, I would rate the importance of safety at The CTK Healthcare & Career Institute.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

8. Please list any suggestions that could be implemented to make The CTK Healthcare & Career Institute a safer place for students.
