

HEALTH and SAFETY PLAN

Plan for assuring the health and safety of the institution's employees, students and guest, including accidents and emergency healthcare needs.

Plan is distributed at the employee and/or student orientation.

Procedure: In the event of sickness or accident, the following **Medical Emergency Plan** is in effect:

1. If a sickness or accident occurs, the instructor or staff person is instructed to contact the School Director.
2. If the illness or accident requires emergency care, the instructor or staff member is instructed also to summon an ambulance by dialing 911.
3. In non-threatening situations, a faculty or staff member may be asked to phone a family member. Check student's data sheet or data base record for emergency contact information.
4. A First Aid Kit for minor emergencies is maintained. Location: *Alton Campus*, main front hallway. *Fairview Campus*, Break Room. All staff members are aware of the location of the kit.
5. The incidents are to be reported to the School Director within 24 hours of occurrence. The Director will conduct a follow up investigation when deem necessary.

In the event of fire or natural disasters, the following Emergency Plan for Fire & Natural Disasters is in effect:

All students should familiarize themselves with the evacuation plan posted in classrooms and throughout the building.

In the event of a **Fire** in the school building, students should:

- Immediately notify your instructor so an evacuation may be initiated if the alarm has not already sounded.
- Remain calm and cooperate with your instructor while he/she carries out the following steps:
 - A. Before opening a door in a burning building, the instructor will feel the door quickly with the back of his/her hand.
 - B. If the door is hot, the room on the other side is probably on fire. Your instructor will advise you exit using an alternate exit if possible.
 - C. If the door is cool, he/she will kneel down and check the air coming in under the door.
 - D. If the air is cool, the room may be safe to enter.
 - E. When opening the door to the room that is thought to be cool, the instructor will kneel behind the door while he/she opens it just a little with his/her face turned away from the opening. Listen and smell for fire and smoke.
 - F. Assist the instructor in closing all windows and doors behind you as you leave.
 - G. Crawl low under the smoke to escape.

If escape from the building is not possible, the following steps should be carried out:

- A) If possible, protect your hands, face, nose and mouth with wet cloths and dampen your clothes.
- B) If possible, the instructor should place a wet cloth (dry cloth should be used when it is not possible to wet one) at the bottom of the door to prevent smoke from entering the room.
- C) After placing the cloth at the bottom of the door, he/she will hang something (like a shirt or towel) in the window to attract attention. Get down low for ventilation.
- D) If your clothing catches fire, stop right where you are (or stop the student). Drop to the ground. Roll over and over to put out the flames. (Stop, Drop and Roll).

*** It is the responsibility of ALL students, staff and guest to follow these procedures.

In the event of natural disasters, the following procedures should be followed:

Tornado –

Move to the lowest level of the building and stay inside away from windows.

- Bring all persons inside buildings.
- Close windows and blinds.
- Review tornado/waterspout drill procedures and location of safe areas. (enclosed first floor hallways and rooms are best)
- Review "drop and tuck" procedures with students (crouch down on elbows and knees with hands over the back of the head).

Severe Thunderstorms and Lightning –

- Stay inside away from windows, water, faucets, sinks and metal objects.
- Do not use telephones.
- Turn off and unplug computers, typewriters and other electrical equipment you may be using.

Earthquake–

- Indoors - get students under desks, tables, supported doorways and interior hallways. Stay clear of exterior walls and falling objects.
- Do not evacuate buildings unless exits and doorway paths are safe.
- Outdoors - stay in the open away from objects that may fall. Protect head. Beware of fires, downed power lines, aftershocks and broken water mains.

PROCEDURE FOR REPORTING ACCIDENTS

In the event of an accident or injury while on the job or attending CALC, INSTITUTE OF TECHNOLOGY, the following procedure will be followed:

1. The incident will be reported to the School Director within 24 hours of occurrence. The injured party will fill out an Incident Report.
2. Depending on the nature and extent of the incident, the School Director or staff member will refer the injured party to an appropriate health care facility. A call will be place to an emergency contact.

3. Provisions are made to transport the injured party to the facility. This may be done by summoning EMS.
4. The School Director investigates the extent of the incident. If there were witnesses available, the Director will obtain their names on the Incident Report Form.
5. The School Director will follow-up with the injured person and the health care facility.
6. The School Director will document all findings. A copy is placed in the incident folder, school director office.

COVID-19 Monitoring and Response

To ensure the health and safety of the CALC Community when dealing with the ongoing effects of COVID-19, CALC has and continues to do the following:

- Continually monitoring information released from the Center for Disease Control and Prevention (CDC), the Illinois Department of Public Health, and county health departments in regards to: infection rates, best practices to prevent the spread of COVID, and recommended or mandated courses of action
- If a situation arises based up information provided by health agencies or events within the community, the director may enact policies to further protect the community from the spread of COVID.
- When the situation warrants enact policies to protect the community may including: using of facemasks, social distancing, and other protections deemed necessary.

School Director Contact Information:

Fred Albrecht, (618) 474-0616, fax (618) 474-0615

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Evaluations: The plan for assuring the routine and emergency health and safety of employees, students and guests is evaluated by the students, faculty, staff and advisory board annually.