

Health and Safety of the Institution's Employees, Students, and Guests to Maintain Readiness Plan

2022-2023



HEALTH AND SAFETY OF THE INSTITUTION'S EMPLOYEES, STUDENTS, AND GUESTS TO MAINTAIN READINESS PLAN

PURPOSE

The administration, faculty, and staff of Lake Technical College (LTC) believe that a safe, clean, and comfortable environment in which students can learn and prepare for successful entry into the workplace is critical. The purpose of this plan is to maintain readiness in cases of sickness, accidents, or emergency health care needs on campus. LTC conducts monthly readiness drills to include fire drills, inclement weather drills, and active killer scenarios.

PROCEDURES FOR REPORTING AND INVESTIGATING INCIDENTS

The safety of each student, visitor (guest) and staff member shall be considered of paramount importance; therefore, prompt, and efficient treatment of all incidents is necessary. All faculty, staff, and administration are responsible to report to the Director of Operations, or designee, any safety issues that they identify. Student information is in the TOM system and is available to authorized personnel. It contains emergency contacts, parental permission to act in emergency situations, as appropriate, and notations of any unusual health conditions. Administration and the Executive Director will be notified immediately when serious accidents occur. Lake County School Board (LCSB) Risk Management conducts all investigations of accidents/incidents.

When a student, faculty/staff, or visitor has an accident/incident, whether on campus or off campus at a school-related activity, the faculty/staff member present during the accident/incident must complete the LCSB approved form. The form is submitted to LCSB Risk Management within 24 hours. No copies are to be made for the school as per LCSB policy regarding confidentiality. Additionally, when incidents occur at the extension campus or one of the ISCs, personnel at the location shall be made aware.

In the event that there are injuries during an emergency, the Crisis Response Team will serve as the first responders and attempt to stabilize the injured victims. The list of first responders and AED locations is posted in each hallway and each classroom area.

EVALUATED ANNUALLY WITH INPUT FROM EMPLOYEES

Safety procedures are reviewed with faculty and staff annually and are included in the LTC Policies and Procedures Manual which is available on the institution's intranet. Emergency evacuation procedures are posted in all classrooms. Input for health and safety is received from a variety of sources which includes faculty and staff climate surveys. Feedback from the annual climate surveys provide input for identifying and eliminating potential safety hazards on campus. At least annually, the faculty advisory committee and administrative team discusses the input received, reviews and evaluates

the plan, and revises as needed. The plan for assuring the health and safety of LTC's employees, students, and guests to maintain readiness has been distributed to employees via the LTC intranet.

ENSURES BASIC INFORMATION ABOUT THE PLAN IS AVAILABLE TO THE STUDENTS

Students are informed of the institution's safety policies and procedures contained in the plan during school and program orientations, and instructors reinforce them. Safety information is also available in the catalog which is posted on the school's website. The plan is also posted on the school's website.