



2016-2017 Health & Safety Plan

*Main Campus
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Saint Augustine, FL 32084
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Purpose

This plan is intended to be an overall plan for insuring the health and safety of staff, students, and visitors to FCTC campuses or while at FCTC sponsored activities at off-campus locations. Many of the areas covered in this plan are addressed in much more detail as part of procedures maintained by FCTC or the St. Johns County School District. This plan is intended to summarize those plans and procedures in a single document readily available to staff, students and visitors, and to comply with standards of our accreditation agency (COE). Staff members are expected to be familiar with all policies, procedures, and plans applicable to their positions, and not just this document.

Emergency Assistance

In a medical, fire, or other emergency requiring immediate assistance, students are asked to notify the closest staff member. If no staff member is readily available, and an emergency exists, students may dial "911" directly from any phone, to contact the appropriate emergency services agency.

Staff members who receive a report or who discover an emergency are encouraged to call for assistance by dialing "1111" using any campus phone. This action will set in motion the college's emergency response procedures. If for any reason an immediate answer is not received, the staff member may always dial 911 directly, and follow up with notification to the Principal's office or other member of the crisis management team.

The "1111" phone extension is manned during normal business hours by the Main Campus switchboard operator. During certain evening / weekend hours the extension is monitored by the on-duty security staffer or another staff member.

All staff members who are working after normal business hours, or on offsite locations, should have a current copy of the "After-hours Emergency Contacts" list for use as needed. That list is updated as needed and the master copy is located on the "FCTC Docs" drive, which is accessible to all staff members.

Access to First Aid and CPR

First Aid kits are provided in every program area and in each work area. They are available for student or staff use to treat minor injuries or illnesses. Each FCTC Campus has a least one automated external defibrillator for emergency use. EMT, Paramedic, LPN, or RN trained staff members are available at certain times on certain campuses, and will respond to the location of an emergency if needed. However, almost all FCTC staff members have been trained in at least "hands only" CPR and AED use, and are permitted to respond within the scope of their training and abilities.

AEDs are located as follows:

Main Campus – A Building – Main Lobby

Main Campus – C Building – Rear wall of Conference Center

Main Campus – D Building – Main Hallway near restrooms

Public Safety Campus – Building 7, East end of Main Hallway*

Public Safety Campus – Firegrounds (stored in fire instructor's office when fireground not in use)

Putnam County Campus – Administration Building – Main Lobby

Bargeport Campus – Inside Main (North Side) Entrance doorway.

*This AED is owned and maintained by the SJSO.

While trained staff members will respond and assist whenever available, AEDs may legally be used by any individual. Florida does not require formal certification for the use of an AED. Any student, staff member, or visitor may access and use an AED. They are to be used on any individual who is unresponsive and not breathing, or unresponsive and not breathing normally (gaspings). To use our AEDs, bring AED to patient, open lid, turn on using power button if required, and then follow the verbal and/or screen directions.

Hazard Assessment and Reduction

To assist in maintaining a campus environment that is safe for students, staff, and visitors, the Maintenance Manager will conduct a periodic inspection of each campus, at least twice per year. The Maintenance Manager will provide a written inspection report to the Principal, along with a plan of correction for any hazards identified.

The Main Campus and Public Safety Campus, which are owned and maintained by the SJCSD, will also receive an annual fire and safety inspection by a District level inspector. That report will be shared with the Principal and Maintenance manager, and violations will be corrected promptly.

Fire Extinguishers – Fire extinguishers are provided throughout each campus, the type and location of the extinguishers is determined by the fire extinguisher dealer, in accordance with the Florida Fire Prevention Code (FFPC). Each fire extinguisher must be inspected monthly by a staff member, and inspected and tagged on an annual basis by a licensed fire extinguisher technician.

Fixed Fire Extinguishers – The commercial cooking equipment in certain areas of the campuses are protected by a fixed fire suppression system that is activated either manually or automatically. These systems must also be inspected by a staff member monthly and inspected and tagged by a fire extinguisher technician every six months.

Fire Alarms - To provide early detection and prompt evacuation during fire conditions, most campus buildings are provided with a fire alarm system. Each fire alarm system will be inspected and tested by a licensed fire alarm contractor on an annual basis. (FFPC) NOTE: The Main Campus and Public Safety Campus fire alarm systems are "local" fire alarms, and only sound in the specific building protected.

Someone must call 911 and/or notify the switchboard operator when they are in alarm, or there will be no response.

If a building's fire alarm system is inoperative for a period of four or more hours, the building must either be evacuated or a fire watch acceptable to the local fire official must be provided. (FFPC)

Fire Sprinkler System - The Bargeport Campus is protected by a fire sprinkler system. That system will be inspected and tested on a quarterly basis by a licensed fire sprinkler contractor. (FFPC)

Chemical Hazard Communication

Employees must be informed of and receive information about hazardous chemicals in their workplace. To meet this requirement the following practices will be followed:

- All hazardous chemicals will be maintained in their original container that is properly labeled with both the chemical name and the appropriate safety labels.
- A Material Safety Data Sheet (MSDS) will be obtained from the manufacturer for each chemical purchased for use on any FCTC Campus. A master copy of each MSDS will be provided to the Maintenance Manager and maintained on file in his/her office.
- A binder with a MSDS sheet for each hazardous chemical present in the work area will be provided in each program area. It is the responsibility of each instructor and/or the program manager to ensure that the binder contains up to date copies of MSDS sheets for all chemicals located in the program area.
- Staff members shall receive awareness training about the chemicals in their work area, the location of the MSDS binder, how to read an MSDS sheet, and any chemical specific physical and health hazards and how to work safely with those chemicals.
- Students shall also receive awareness training about the chemicals in their work area, the location of the MSDS binder, how to read an MSDS sheet, and any chemical specific physical and health hazards and how to work safely with those chemicals. This training shall be provided as a part of the curriculum by the program instructor.

Personal Protective / Safety Equipment

Staff – staff shall be provided with all safety equipment required for their assigned tasks. Such equipment may either be individually issued or provided in a “pool” of equipment for “as needed” use. As a training facility for career and technical education, it is the responsibility of all our staff members to not only use PPE to provide for their own safety, but to set the standard for our students. Proper use of safety equipment by staff members is the best way to ensure that our graduates leave with the highest level of competence in meeting industry safety standards for their chosen field. Staff members who fail to wear personal protective equipment in accordance with this or other SJCSJ policies may be subject to disciplinary action and/or denial of workman's compensation coverage.

Students – Each program will set specific standards for the amount and type of safety equipment that each student will be expected to provide for their individual use during the program. When appropriate, the program may provide certain PPE items that are used infrequently, to be shared by all students within the program.

Eye Protection – Many program areas have frequent use of tools or equipment that produce or are likely to produce flying objects that pose a hazard to eyes. These areas shall be marked with appropriate signage, and all staff members, students, and visitors will be expected to wear safety glasses approved by ANSI or a similar organization when in these areas. Program instructors in these areas shall maintain a pool of approved safety glasses readily available for use by other staff or visitors who need to enter these areas. Safety glasses do not need to be worn when the area is not in use and there are no activities in progress which pose an eye hazard. Approved safety glasses shall also be worn when in the immediate area of or while operating any power tools likely to produce flying objects that may pose an eye hazard. These include but are not limited to weed eaters, mowers, edgers, power drills, power saws including chain saws, any other similar equipment.

Ear protection – hearing protection devices specifically designed for the purpose shall be worn whenever operating or while in the immediate vicinity of equipment that produces or is likely to produce sound levels over 85 dB. Equipment which shall be presumed to be over 85 dB for purposes of this policy will include air compressors, lawn mowers, gas powered edgers, gas powered weed eaters, chain saws, tractors, and other similar gas powered equipment. (Deaf persons who have existing total hearing loss may be exempted from this requirement.)

Clothing and footwear – Clothing and footwear worn by staff and students shall be consistent with industry standards for the profession whenever engaged in hands on activities. Loose or flowing clothing shall not be worn when operating machinery in which it may become entangled. Sturdy closed toe footwear shall be worn whenever operating power equipment or machinery, or when performing activities which are likely to result in hazards from falling tools or other items.

Other PPE – Many program areas will have task and industry specific PPE requirements, including firefighting, welding, and the health care programs. Program staff will be expected to teach students about industry standards for use of these various types of PPE, and to require compliance with industry standards regarding when each type of PPE shall be used.

Tools and Equipment

All tools and equipment used at FCTC are expected to be maintained in a safe operating condition.

- Tools and equipment shall be operated consistent with the manufacturer's instructions, with special attention to item specific safety procedures.
- Tools or equipment shall be maintained so that all manufacturer recommended safety guards, shut-offs, or similar safety features are working as intended, and have not been removed, bypassed, or disabled.

- Electrical equipment shall have power cords that are undamaged, with intact insulation and plugs that have the appropriate ground connections. Extension cords shall be used only for temporary connections, and not in place of adding permanent outlets.
- Tools or equipment shall be inspected before each use, and those that have safety features that are removed, bypassed, or otherwise disabled shall be “red tagged” and removed from service. They shall not be returned to use until the item has been repaired to safe condition.
- Instructors shall be responsible for insuring that tools and equipment in their program areas are maintained and used in compliance with this section.

Accident Reporting

All accidents to a student, staff member, or visitor must be reported to the Principal’s office. The only exception is for minor injuries that are not expected to require any treatment beyond minor first aid, such as a small scratch or cut, or a minor first degree burn. The Principal’s office will forward such reports in accordance with SJCS D procedures to the district office.

Staff members shall always be aware that any on the job injury / illness that is a worker compensation case requires that the employee be treated only by a medical provider authorized by the district’s workmen’s compensation policy. Seeking treatment by a non-authorized provider may result in denial of coverage for your claim.

Employee Safety Training

New Employee Training – before starting work, each new employee shall receive training in at least the following areas:

- Bloodborne Pathogens
- Bullying policy
- FCTC’s Emergency Operations Plan
- Common Health Problems
- Sexual Harassment / Understanding Diversity

Annual Refresher Training - Each new returning employees shall receive refresher training in the following areas:

- Bloodborne Pathogens
- Bullying policy
- FCTC’s Emergency Operations Plan
- Common Health Problems

Monthly Safety Review - Each month at the “all staff” meeting there shall be a review of at least one safety procedure / topic.

Student Safety Training

Orientation - Students shall receive basic training covering this plan in their initial orientation. For students in programs not having an orientation, the instructor shall cover this plan and its contents within the first week of instruction.

Program Specific - Instructors are expected to provide program specific safety training as a component of their curriculum. In all cases, students shall receive task specific safety training before engaging in any hazardous activities, including the use of power equipment, cutting equipment or equipment posing a puncture hazard (needles). Students shall not operate any power equipment or perform any hazardous activity or task for which they have not received the appropriate safety training.

Communicable Disease / Illness Prevention

Employees – In addition to the Bloodborne Pathogens training as noted elsewhere in this policy, all SJCS D employees are offered free of charge the Hepatitis B vaccination series. Employees who are covered by the district's health insurance program also receive other disease prevention screenings or services.

Certain instructional or other staff who participate in clinical care activities may have to maintain documentation of current immune status for various diseases to comply with clinical facility requirements.

Students – Most students at FCTC are not provided with health insurance, but in accordance with Federal guidelines are expected to have their own health insurance coverage.

Students in the firefighter / EMT / and Paramedic programs are required to pay for and be covered by a "secondary" medical insurance policy that covers injuries or illnesses obtained because of being in the program. This coverage is very limited, pays only for certain health expenses not covered by the student's primary insurance, and pays a reimbursement to the student only after the student has made payment for services to the medical care provider.

Vaccinations – students who seek enrollment in most of the health care related programs must have and maintain documented current immune status for various diseases through vaccination or immune level testing. Students should review program specific guidelines for applicable requirements.

Pre-program medical clearance – Most of the health care programs require as a pre-requisite to program entry that the student obtain a medical clearance from a health care provider indicating that they are free of communicable diseases and are medically able to function in the role they are seeking to be trained in.

Firefighter program clearance – given the high risk and high physical effort required to function in a firefighting training program, which includes live fire training exercises, and to comply with Florida Bureau of Fire Standards and Training (BFST) requirements, students seeking entrance into the

Firefighter I, Firefighter II, and Firefighter / EMT Combined programs must meet two specific entrance requirements, in addition to other requirements as listed in the application packets:

1. They must, no earlier than six months before the first day of the Firefighter program, have a physician or other acceptable health care professional sign a Bureau of Fire Standards and Training form indicated that they are medically able to function as a firefighter. The form must be submitted with the student's application packet, prior to the student being permitted to participate in the physical agility test.
2. The student must successfully complete a standardized and timed physical agility test. Students who do not successfully complete the test in accordance with the directions, and within the assigned times, will not be permitted to enter the firefighter program. The entrance test used is the "On-Target Combat Task" test, which was specifically designed to identify those who are physically able to successfully participate in a firefighter training program. Since the test is physically challenging, only those who have submitted an approved BFST medical clearance form will be permitted to participate in the test.

Response to Emergency Incidents

FCTC maintains a "Emergency Operations Plan" for the Main and Public Safety Campuses that addresses actions to be taken by students, staff, administration and crisis management team members in response to an emergency or crisis event occurring on or impacting those campuses. A similar plan is maintained for the Putnam County and Bargeport Campuses. Both plans are reviewed and updated at least annually, and amended throughout the year as needed. Those plans contain personal contact information for staff members and safety and security sensitive plans that are in some cases exempt from Florida's public records laws, so they are not distributed to students or the public. All staff members, full time and part time, have access to those documents via the "FCTC Docs" shared drive, and are required to be familiar with the procedures contained in that plan.

This section of the "Health and Safety Plan" contains the procedures that are applicable to students and the public who are impacted or aware of an emergency event on campus.

For each of the events listed below, an administrator or senior staff member will serve as the "School Commander" to work together with law enforcement or public safety personnel to manage the response to the incident, and to modify standard responses as needed.

Fire or Fire Alarm –

- Activate the buildings fire alarm system.
- Notify the Main Campus switchboard operator by dialing "1111" from any campus phone, and/or emergency services by dialing "911" from any phone.
- Evacuate the building and report to a staff member at a rally point, so all persons may be accounted for.

Tornado watch or warnings –

- If directed to do so, move quickly to a designated tornado shelter location

- Move to the side of the space next to a wall, and prepare to crouch down if a tornado hits the campus.
- Signs around campus indicate the location of nearby shelter locations
- Tornado shelter locations are marked with a small sign showing a crouching child.
- Shelter locations were selected in consultation with emergency management officials, and are “safer” than other locations on campus, and safer than being in a vehicle or caught outside. They do not provide absolute protection against injuries from a tornado, but are the safest locations readily available.

Hard Lockdown – A “hard lockdown” may be called for some type of threat on campus, or due to law enforcement activity in the general area of the campus that may pose a threat to campus staff, students, or visitors. If a “hard lockdown” is called for, all persons shall –

- Cease all instruction or other activities of any kind
- Follow staff member’s directions to report to a classroom or other location that can be secured
- Sit quietly on the floor, away from doors and windows
- Do NOT move around campus (persons moving around may be perceived as a potential threat that will need to be assessed.)
- Ignore any fire alarm sounding after a lockdown has been called for.

Soft Lockdown – A “soft lockdown” may be called for some type of threat on campus, or due to law enforcement activity in the general area of the campus that may pose a threat to campus staff, students, or visitors, but is deemed not to require a full lockdown. If a “soft lockdown” is called for, all persons shall –

- Cease all outside instruction or other activities of any kind
- Follow staff member’s directions to report to a classroom or other location that can be secured
- Staff members will secure exterior doors to buildings to prevent further entry, and campus entrances will be secured when feasible.
- Instruction or other activities should continue inside classrooms
- Students will Not change classes or be dismissed until released by the School Commander
- Do NOT move around campus (persons moving around outside of buildings may be perceived as a potential threat that will need to be assessed.)
- Ignore any fire alarm sounding after a lockdown has been called for.

Hostile Intruder / Weapons –

- Under Florida Statutes and school district policy, firearms and other weapons are prohibited on campus (on their persons or within a vehicle). No exception is provided in Florida Statutes for persons licensed to carry a concealed weapon. On or off-duty law

enforcement officer may carry weapons on campus in accordance with their agency policy.

- If an individual on campus is acting in a hostile manner or is perceived to be carrying a weapon (concealed or otherwise), you should report that to the nearest staff member.
- Students, visitors, and general staff members should not confront a hostile visitor or person suspected of carrying a concealed weapon. You should report your observations, and remain with the staff member to provide further details as needed. Other students or staff should avoid the area.
- Designated staff members and/or law enforcement officers will handle the response in accordance with standing procedures.

Bomb Threat –

- Report any bomb threat to the nearest staff member or the Main Campus switchboard
- Stay away from and do NOT handle any suspicious box, bag, or item.
- Building evacuations will occur only as directed by the School Commander and/or law enforcement.

Medical Emergencies –

- Contact the nearest staff member for assistance.
- Notify the Main Campus switchboard operator by dialing “1111” from any campus phone, and/or emergency services by dialing “911” from any phone.
- First Aid Kits and AEDs are distributed around campus for use as needed. Trained staff members will respond to the location of an injured or ill person to provide first aid consistent with their level of training.
- FCTC does NOT maintain a clinic or school nurse office, ill / injured persons should NOT be directed to go to the office or to one of the health care program areas for treatment.
- FCTC staff will NOT transport any student or visitor to a medical facility. If appropriate, Fire / Rescue personnel will transport injured / ill persons to an emergency room.
- Ill / injured adult students may be released to transport themselves to seek medical treatment.
- High school students will be handled in accordance with appropriate district policies for release of ill or injured students, and their “home” high school notified.

Chemical Emergencies –

- Contact the nearest staff member for assistance.
- Notify the Main Campus switchboard operator by dialing “1111” from any campus phone, and/or emergency services by dialing “911” from any phone.
- Chemical emergencies may be on campus or from an off campus leak that results in a vapor cloud traveling near the campus

- Stay away from the area on any on campus spill or leak
- If directed to do so, “shelter-in-place” by moving to a location inside a building. Doors and windows will be closed, and outside make up air intakes will be closed if feasible, to reduce the potential for exposure to dangerous fumes.
- If directed to do so, evacuate the campus to a safe distance.
- The decision to “shelter-in-place” or evacuate will be made in consultation with appropriate public safety personnel. In many cases sheltering in place will result in less danger of chemical exposure than an evacuation.

Required Elements for Department Small ATV Vehicle (Gator) and Golf Cart Procedures

- All drivers of utility vehicles or golf carts must attend a training session prior to operating any such vehicles, and must be a trained staff member or under the supervision of a trained staff member while operating vehicles.
The training program should include:
 - The contents of this procedure, especially including all safety rules.
 - Safe operating rules of the road.
 - Precautions for operating in low-light or dark conditions.
 - Designated paths and routes for vehicle operation.
 - Limitations and restrictions on the use of the golf cart.
 - The difference between street legal and non-street legal golf cart/small utility vehicle.
 - Steps to be taken in an emergency.

- Utility vehicles and golf carts shall observe all vehicle traffic laws (e.g. stopping at stop signs, yielding to pedestrians, etc).

- Vehicles shall not be operated in a manner that may endanger passengers, other members of the campus community, or property. Drivers must not be under the influence of alcohol or drugs. Drivers should not use radios or cell phones while the vehicle is moving. Absolutely no horseplay while operating vehicles.

- The number of passengers and load capacity shall not exceed the manufacturer's rated limit. Passengers must be in seats. Seatbelts must be worn, if installed. Safety equipment, especially including seatbelts, may not be removed from the vehicle.

- Driver and passengers must hold on to the utility vehicle or golf cart at all times while the vehicle is in motion unless securely seat-belted in place. Luggage, packages, cargo, and/or equipment must be adequately secured for safety.

- Operators must operate vehicles at a safe speed for conditions, and should not operate vehicles at maximum speed.

- Utility vehicles and golf cart-type vehicles that are not licensed for street usage are restricted to sidewalks and paths on the University campus. Street-legal vehicles may be operated on streets with prior approval of responsible department. Small utility vehicles and golf carts must be operated in accordance with all applicable traffic laws, particularly regarding usage of seat-belts and prohibitions against use of cell phones or texting while driving.
- Check path of utility vehicles or golf carts and identify areas of caution or reduced speeds over designated paths. Drivers should slow when approaching such areas, or if traveling over paths which have not been assessed. Included in training session will be instructions on which paths to use.
- Operators must reduce speed to match other users on all streets, sidewalks, and paths. In congested pedestrian areas, operators must either park or proceed at a slow walking pace.
- Vehicles can only be parked in a safe manner and location and must not block any entrances to buildings, stairways, ramps, or thoroughfares. Passengers who are not FCTC / SJCSD employees should be embarked and disembarked only when the vehicle is parked on a hard, level surface.
- Charging stations for electric golf carts and utility vehicles shall be in a safe location that has adequate ventilation to prevent potential build-up of explosive hydrogen gas, and which is adequately protected from weather.
- Report all work-related injuries or near miss incidents to supervisor as soon as possible. Traffic and vehicle accidents may also require additional reporting to the appropriate local law enforcement agency.