

# FORT MYERS TECHNICAL COLLEGE

## HEALTH AND SAFETY PLAN

2022

The Director, Associate Director, and Program Manager evaluate and revise this plan on an annual basis using data compiled from student exit surveys as well as input gathered from faculty and staff. Although FMTC takes a proactive approach to providing a safe and accident-free learning environment, it is recognized that unexpected accidents or medical situations do occur. FMTC provides accident insurance coverage for students. Employee accidents are covered under the District's worker's compensation coverage. Since no health care is provided on campus, the following procedures are outlined to ensure the health and safety of the students, staff, and guests while on campus. Automated External Defibrillators (AEDs) are located in the lobbies of Buildings A, C, and H.

### **Student responsibility:**

- Notify the instructor of all injuries or illnesses, no matter how slight they may appear, so that appropriate care can be given and proper documentation can be completed.
- At the time of registration, complete a Student Emergency Information Form indicating any medical problem which might interfere with learning or result in a future emergency.
- Use safety glasses, helmets, and other personal protective equipment when participating in certain laboratory and shop activities.
- Wear appropriate clothing and accessories so nothing can be caught in moving machinery parts. Long sleeves or loose, unbuttoned shirts are prohibited.
- Keep long hair pulled back while working on equipment so that vision is not impaired and the hair does not become caught in moving machinery parts.
- Do not operate any equipment which has not been authorized by the instructor for his/her use. The use of school vehicles or any other moving vehicles (mowers, tractors, etc.) must not be driven more than the approved 10-mph limit on campus because of the danger to pedestrians or other drivers.

### **Instructor responsibility:**

- Notify an Administrator if an accident or emergency is of a medical nature.
- Complete an [Incident Report](#) form for any injured student. This form is located in the Safety and Security Folder in the FMTC Google Drive.
- Be cognizant of the medical conditions documented by students on the Student Emergency Information Form and/or the student's 504 plan which may impede learning and make appropriate accommodations.
- Complete an Employee Emergency Contact Card and submit to the Secretary to the Director.

### **Administrator responsibility:**

- Provide budgeted funds to ensure a safe school environment.

- Contact a nursing instructor to assess the seriousness of any medical incident which may occur.
- If not done by the instructor and deemed necessary, initiate communication with emergency medical services when needed.
- Contact the emergency contact listed on the Student's Emergency Information Form.

## **Campus Safety**

Each program classroom will have a planned, organized, and efficient procedure for ensuring cleanliness and safety for all students, staff, and visitors.

### **The following rules must be observed:**

- Obey all rules, signs, and instructions.
- Keep your area neat, clean, and orderly.
- Instruct students on the proper use of equipment prior to allowing them to use it.
- Check electrical cords to determine if they are safe. Frayed or dangerous cords should be replaced.
- All fire extinguishers and access to them should be kept free from obstructions. Nothing should be stacked, stored, or placed within six feet of the fire extinguishers.
- Each instructor will provide a Program Uniform description for their students within their Master Plan of Instruction. It should indicate the proper uniform to ensure safety, personal hygiene, and appropriateness for the program.
- When dining in the cafeteria, clean up spills and pick up trash from the floor.
- **Immediately report to an administrator any condition or activity that may cause personal injury or property damage.**

## **Emergency Procedures**

There may be several reasons to evacuate the building as quickly as possible. It is the instructor's responsibility during student or safety orientation to make their students aware of the exits to be used in an emergency. A suggested evacuation route for each classroom is indicated on the "Building Evacuation" chart posted in each lab and classroom. Teachers are to follow the evacuation routes on the charts noting that red arrows are primary routes and blue arrows indicate alternate evacuation routes. Instructors should be cognizant of any students with special needs and should develop a plan for the evacuation of these students in preparation for an emergency situation.

## **Bomb Threats**

All staff should be aware of the layout of their area and report any items that appear to be out of place. If you receive a bomb threat, **do not hang up the phone**. Use a different phone to notify the main office immediately. A signal will be given to evacuate the building using emergency evacuation procedures.

## **Evacuations**

Should the fire alarm sound, you should:

- Close all doors in the lab/classroom.
- Follow the posted evacuation route to the nearest exit.
- Lead your class to your designated area and verify all students are accounted for.
- Remain outside with your class until you have been given the all-clear signal by administration.

## **Fire Reporting**

In the event of a fire:

- One person should go to the nearest fire alarm and activate it. Pull the handle straight down and release.
- One person should contact the main office and report the nature of the fire and its location.
- One person in the main office should notify the Fire Department by dialing 911.
- If safe to do so, a staff member may try to contain the fire. Be sure to use the proper fire extinguisher.
- If the fire is too large to contain, do not take any chances. Evacuate the building immediately by following evacuation procedures.
- Be sure to close all doors in the area of the fire.
- In the event of an evacuation, keep students together until released by Administration.

## **Lock Down**

In the event of a lock-down announcement, all students and instructors must follow instructions given over the PA system. Instructors will use their best judgment if a threat is visible or adjacent to the classroom or lab.

## **Campus Security**

Although a school security guard patrols all buildings and parking lots during school hours, it is everyone's responsibility to maintain a secure campus. The security guards are authorized to question students any time during school hours and are directed to report any school rule violation to Administration immediately. Security guards will also enforce the wearing of FMTC identification badges and displaying of parking permits on vehicles.

Each student will receive a name tag and parking permit which must be displayed at all times while on campus. Requests for additional name tags or parking permits or replacement of lost or stolen ones will be charged a nominal fee. Instructors will collect name tags and parking permits from graduating students; withdrawn students will turn in IDs and parking permits to the Student Services office.

Unauthorized persons will be asked to leave the campus immediately. Unauthorized persons are defined as anyone who is not a student, staff member, or official visitor. Anyone not wearing the FMTC identification badge is considered an unauthorized person. Official visitors are persons who are school district employees or school district approved contractors and any person who has been escorted to the main office and issued a visitor badge.

The Fort Myers Police Department (321-7700) and/or the Lee County Sheriff's Department (477-1000) provide public safety services 24 hours a day, seven days a week.

Students are urged to keep car doors locked and valuable personal possessions at home. Individual lockers are provided in most laboratory/shop areas, but students must provide their own locks in most areas. **The school is not responsible for items stolen from cars, lockers, and/or tool boxes.**

There is a Daily Crime Log kept in the Student Services Department. Information on any additional campus security statistics can be found online at [www.FortMyersTech.edu](http://www.FortMyersTech.edu).

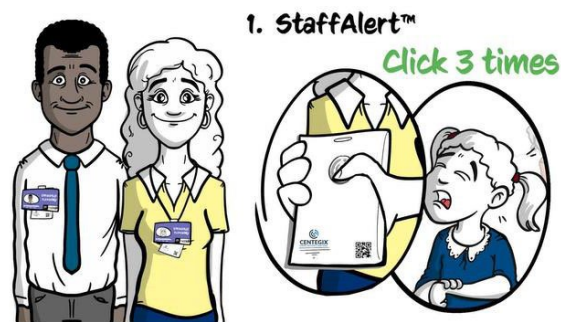
## Centegix CrisisAlert System



The School District of Lee County (SDLC) adopted the Centegix CrisisAlert System as their mobile silent panic alarm that directly links to both the district's emergency response team and local law enforcement, a requirement of Alyssa's Law, adopted in Florida in July of 2020.



Every staff member employed by SDLC is assigned a Centegix badge that must be worn at all times while at work/school. The badge has a panic button on the back that can alert a school response team as well as the SDLC emergency response team and local law enforcement.



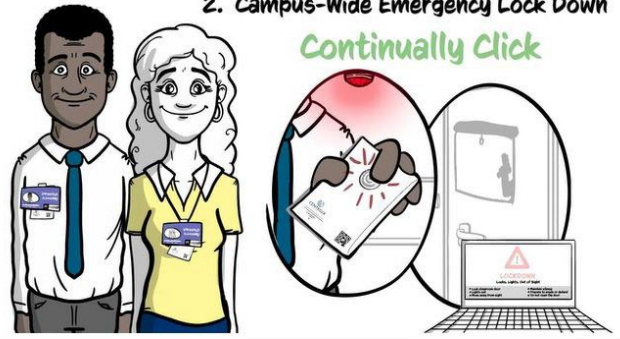
For issues such as a student/staff injury, medical emergency, or a student discipline offense that requires administrative attention, staff members click the button three times for a Staff Alert. The badge will vibrate briefly to indicate the alert was sent.



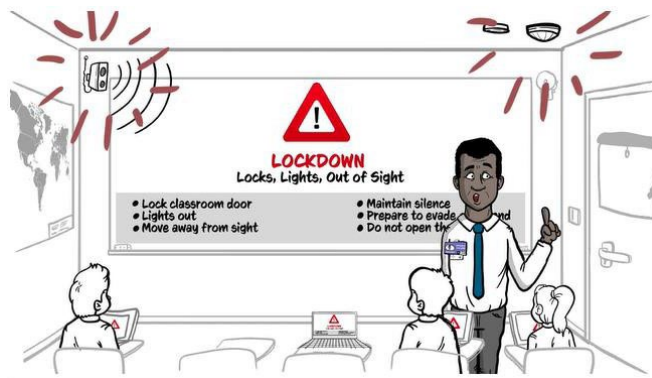
A Staff Alert notifies the school's response team and shows them the location of the issue in the Centegix app.

## 2. Campus-Wide Emergency Lock Down

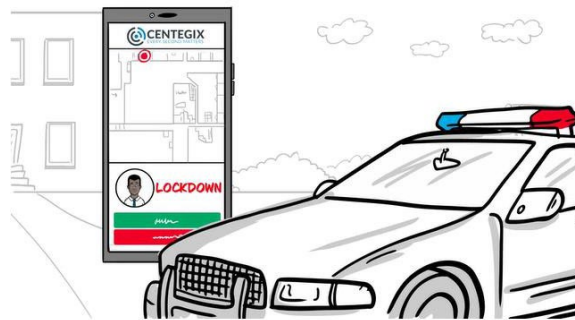
Continually Click



For major issues such as a dangerous animal discovered on campus or a possible active shooter threat, staff members click the button five or more times until the badge vibrates continuously. This institutes a campus-wide emergency lockdown.



When a campus-wide emergency lockdown is initialized, the Centegix strobe lights will flash in all areas of the school and a P.A. system announcement will be made. Networked computers will also flash the Lockdown message.



Local law enforcement will be alerted to the lockdown as well as the school district's emergency response team.