



Health and Safety Plan

Revised: 06/12/2024

Health, Safety and Safety Contact Information

Emergency (Day): Call extension 46010 or 911

Emergency (Evening): Call extension 46014 or 911

Security Concerns: 850-833-3500 Ext 46014(huerkamps@okaloosaschools.com) / 850-833-3500 Ext 46010 (willisa@okaloosaschools.com)

Health and Safety Statement

Health and Safety at Okaloosa Technical College (College) is undertaken in accordance with relevant institutional, industrial, governmental agency regulations, and policies and procedures of the Okaloosa County School District (OCSD). This plan is intended to promote a safe, secure, healthful learning and work environment. The Plan outlines the protocol for the management of the health and safety of employees, students and guests in cases of sickness, accidents, fire safety, emergency and evacuation, security and safety on campus.

Instructor Responsibility

Instructors oversee safety training for students and enforcement of safety in the classroom, lab and shop areas. Instructors record student safety training in the student information system to be included in the student record. Students must comply with safety training and practice.

Student Responsibility

As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of College programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Students are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concerns to their instructor. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

Employee Responsibility

As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of College programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Employees are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concern to their administrator. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

Employee Health Resources

The Health and Safety Committee reviews the components of the Health and Safety Plan, which includes but is not limited to the following items:

- Health briefs are sent to employees on a continual basis from the Risk Management Office.
- The Campus Health and Safety Committee reviews the Health and Safety Plan at least annually.
- The policies and procedures for the management of the health and safety of employees and students.

Emergency Notification

The College uses a third-party mass notification system which is regularly updated with student and faculty contact information. The system is used to notify students and employees of campus-wide emergencies or closures via voice messages, and/or email. College administration regularly tests the system to verify that it meets our needs. Employees and students are responsible to ensure that their contact information is up-to-date and accurate.

Procedures for Investigating Incidents

All incidents on campus are followed-up with an Incident Report, which allows the College's Administration to document the incident, evaluate the response and determine if further action is needed. Incident Reports are filled out by instructors, supervisors or students, and submitted to the Director, who then submits to the Risk Management Department of the Okaloosa County School District.

Campus Access

Okaloosa Technical College's hours of operation and event calendar are available to employees and the public on the College web site, as well as at the registrar's desk, and in each program's office. Students and employees will be notified of emergency campus closures and reopening through the Emergency Notification System and the College web site.

Safety Resources

Program specific safety resources such as sharps disposal, Material Safety Data Sheets and eye wash stations are located in a designated area in each lab. Evacuation maps are posted and first aid kits available in each classroom and office area. AED stations are located at the front, middle, and back of the campus.

Crisis Management

Each instructor is provided a Crisis Management Flipchart which provides the policies and procedures for health and safety situations. The flipchart is to be kept in an easily accessible location and is not to be discarded until a replacement is provided. Other information on health and safety is provided below.

Smoking

In accordance with Florida's Clean Air Act and Okaloosa County School District's, School Board Policy 11-20, Okaloosa Technical College is a smoke free campus.

School Board policy 11-20 prohibits the smoking or use of tobacco by any District employee, student, or other person in any facilities or on any real or personal property owned by or under the control of the Okaloosa County School Board. No person shall be permitted to use tobacco products while at a school-sponsored event or on a school trip. Additionally, smoking is prohibited in all Okaloosa County School District elevators, school buses, and other vehicles transporting students and personnel.

For the purposes of this policy, "tobacco" is defined to include products that include tobacco and are intended or expected for human use or consumption, including but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Fire

Pull a fire alarm and announce the fire out loud. Vacate the building immediately according to the Evacuation Plan for your area. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" has been given and the alarm ceases. To report a fire:

- To report a fire during the day, call extension 46001 (the operator will call the fire department).
- During the evening, call extension 46014
- Channel 16 on the radio for campus-wide notification

Behavioral Disturbance

A behavioral disturbance can be either verbal or physical. If you observe any type of behavioral disturbance or suspicious behavior on campus, report your specific observations:

- During the day, call extension 46010.
- During the evening, call extension 46014.
- Channel 16 on the radio for campus-wide notification

Medical Emergencies

Report minor medical emergencies to your instructor or another College employee. An Incident Report must be filled out.

- During the day, call extension 46010.
- During the evening, call extension 46014.

Bomb Threat

If you find a suspicious package:

- Do not touch or use cell phones near the package.
- During the day, call extension 46010.
- During the evening, call extension 46014.
- The fire alarm will be activated and the facility evacuated as per fire drill procedure. If readily available, take personal items with you.

Environmental Hazards/Blood Spills

If you see blood that has been spilled onto the floor or other surfaces, notify your instructor or another College employee. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another College employee.

Other Hazardous Materials

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, the fire alarm will be activated. Evacuate the facility per fire drill instructions.

- During the day, call extension 46010.
- During the evening, call extension 46014.

First Aid Supplies and AED

- First aid supplies are available in every lab and the front office
- AED's are located in the Student Center and the Practical Nursing building
- Stop the bleed kits are located

Annual Evaluation

The Health and Safety Plan will be evaluated annually (each May) with input from employees and students.

THIS PLAN IS AVAILABLE IN THE STUDENT AND CAREER SERVICES OFFICE TO EMPLOYEES AND STUDENTS AT ANY TIME. EMPLOYEES CAN ACCESS THIS PLAN ON THE TEAMS DRIVE.