



# Health and Safety Plan

## Important Phone Numbers

For all life-threatening emergencies DIAL 9-1-1

Non-emergency:	Smithville Police Department	330-669-3471
Office of Emergency Management		330-262-9817
American Electric Power		1-888-710-4237
Dominion East Ohio Gas - Daytime		330-262-8010
Dominion East Ohio Gas – 24 hours		1-877-542-2630
Water-Sewer Department		330-669-2633
Wayne County Health Department		330-264-9590
OSHA (Occupational Safety & Health Administration)		1-800-321-6742
Poison Control		1-800-222-1222

Staff: 330-669-7070

Adult Education Office	1320
Superintendent	6160
Director of Operations	6001
Supervisor of Nursing & Career Technologies	2021
Adult Education Manager	1322
Maintenance Supervisor	5010
School Nurse day time only	1110

Please Note:

- 1- To make an outgoing call from a school phone, you must first dial 8.
- 2- When dialing 911 from a school phone, it is not necessary to dial 8 first.
- 3- When dialing 911, it is recommended to use a landline when possible because a dispatcher can easily determine your location which results in a much quicker intervention.

## WCSCC Security Personnel

Day:

Wayne County Schools Career Center has an assigned School Resource Officer and a Safety Security Monitor on site during the day.

## Evening:

An evening coordinator serves in the role of security for all evening classes. We have the direct support from our local Police Department for any situations that may arise.

### **The Role of the WCSCC Safety and Security Committee**

WCSCC Safety and Security Committee is chaired by the High School principal. Safety and security procedures are reviewed and discussed at regularly held meetings. The committee is comprised of administrators and selected staff.

- Assisting with the development of our security plans.
- Ongoing assessments of our current security procedures and recommendation of ways to improve.
- Sharing important security concerns between the community and the Career Center.
- Arranging for the participation of emergency personnel in our safety drills.
- Discussing available options for safety and security training for staff.

### **Safety and Security Tools**

Campus security has become a major concern for many people across the nation, including but not limited to: school staff and administration, students and their parents, law enforcement agencies and government officials. Everyone shares the same concern and the same goal. The concern is, a life-threatening emergency taking place in a school building or on campus, and the goal is, to be better prepared if it ever happens.

At Wayne County Schools Career Center, we realize that an emergency situation can occur at any given time without a prior warning. Therefore, we continually perform security assessments in order to determine where we stand and what needs to be improved. Below are examples of the tools and measures that we have in place to help us achieve and maintain the highest level of security:

#### a) Surveillance system:

- All building and campus activities are monitored and recorded 24 hours a day, 7 days a week.
- Recordings are saved and can be retrieved when necessary.

#### b) Access Control System:

- A state-of-the-art electronic door locking system is installed and active.
- Entry doors to the building and certain office areas automatically lock and unlock according to a preset time schedule.
- Doors that are programmed to remain locked require a key fob (key card) with the proper access level for entry.
- All key fob activities are recorded and a card history report with specific data can be generated when necessary.
- In the event of an emergency situation in which a lockdown becomes necessary, the building can be secured with the push of a button.

c) Emergency Procedures Reference Guide:

- An emergency preparedness guide has been developed, and is continually evaluated and updated.
- This guide has been designed to identify various security threats and to assist staff and administration in handling and/or reacting to them.
- A copy of this guide has been distributed to all staff and local law enforcement agencies. In addition, an online copy of this guide is currently available on our website [www.wcscc.org](http://www.wcscc.org)

d) Drills:

- At Wayne County Schools Career Center, we conduct various safety drills regularly; Fire, Tornado, Lockdown....etc.
- We encourage the participation of our local Police and Fire departments in our safety drills as we believe it is extremely important for the emergency first responders to be familiar with our building.
- Wayne County Schools Career Center has adopted the A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) concept in an active shooter emergency situation and all of our staff members have received the proper training associated with it.
- Upon completion of each safety drill, instant feedback is given by staff and administration. This feedback is a vital for the purpose of our ongoing security assessment and evaluation process.

e) Fire and Burglar Alarm System

We have a Fire Alarm system, made by Siemens with an Intelligent addressable fire alarm control panel. We also have addressable Thermal (heat) and Photoelectric smoke detectors. Our burglar system is called Entrapass by Kantech. The system has magnetic relays at the main

doors and overhead doors. We have motion detectors throughout the building. We have 117 alarm points monitored 24/7 by Silco fire and security.

f) AED's, Fire Extinguishers and Evacuation Chairs:

There are several Automated External Defibrillators (AED's) at Wayne County Schools Career Center. They are strategically placed throughout the building.

g) Hazardous materials:

- All labs are equipped with eye-wash stations and first aid kits are assigned by program.
- An up-to-date MSDS (Material Safety Data Sheet) binder is placed in all areas in which chemicals/hazardous materials are used.
- All classrooms and labs in our Health Department have sharps containers for the safe disposal of needles and other sharp objects.

#### **Medical Emergencies Reporting Procedure**

School Nurse (Days Only): The school nurse is able to respond to various medical emergencies when needed. The school nurse will generally assess the extent of the emergency in order to decide whether on site treatment is possible or if further evaluation is required by a physician.

Evening –the Evening Coordinator will contact a registered nurse or EMT on staff to assist in assessing the situation.

Each lab has a first aid kit for minor incidents.

All incidents must be reported on the accident/near miss form.

**ALL MEDICAL EMERGENCIES OF SERIOUS NATURE: DIAL 911**

Emergency Plan Packet are posted in classrooms and available in the instructor's folder.

## **INCIDENT/NEAR MISS REPORT**

An "Incident/Near Miss" is any unplanned event that MAY have caused an injury or equipment damage when no external medical treatment is sought at the time of the incident/near miss. This form should be completed for all incidents/near misses occurring on school property, or during any school activity. This report form must be completed by the end of the day or within 24 hrs. of the incident by the employee, or others involved with incident.

### **A. General information. This section to be completed for all incidents.**

Employee Visitor Vendor Other (specify) \_\_\_\_\_

Name of person involved: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Building/Department: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Date and Time Reported to Supervisor \_\_\_\_\_

### **B. Type of potential injury or body part affected.**

Specify: \_\_\_\_\_

### **C. Location of Incident (site, room number – be as descriptive as possible)**

Location or area of occurrence: \_\_\_\_\_

### **D. Cause of Incident.**

specify: \_\_\_\_\_

### **E. What was the employee or individual doing?**

Describe incident giving full details): \_\_\_\_\_

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**F. Was the task being done properly? List concern(s):**

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**G. Was there any other person involved?**

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**H. What equipment or material was involved?**

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**I. What led to the incident?**

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**J. (Internal) First Aid given. This section to be completed for all incidents:**

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**K. What corrective action(s) would you take to prevent recurrence?**

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**I certify that my statements are true and to the best of my knowledge.**

**Employee:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date/Time Reporting:** \_\_\_\_\_

### **Alcohol and Drug Prevention Policy**

Wayne County Schools Career Center is proud to be a “Drug free” campus and complies with: the Drug Free Work Place Act and the Drug Free Schools and Campuses Act. In an effort to prevent the illicit use of drugs and alcohol by students and employees, the school has developed a program that provides services related to treatment and prevention of drug and alcohol use and abuse. This program includes: dissemination of informational materials, disciplinary actions; and a list of educational programs, and referrals for outside specialized counseling and treatment programs. This Policy applies to both on campus and off campus related activities.

Drug and Alcohol educational materials are available to students and employees. Wayne County Schools Career Center is the first Adult Education center to participate in the Drug Free Clubs of America program. Students have the opportunity to drug test to voluntarily qualify for the program then are subject to random testing throughout their training program. Students that are part of the Drug Free Clubs of America program receive incentives for their participation and are moved to the top for all placement related opportunities. Any student or staff requiring addition resources will be referred to STEPS and or Ana-azo, alcohol and drug counseling and rehabilitation agencies.

The possession, sale or the furnishing of alcohol or drugs at Wayne County Schools Career Center is forbidden by board policies and state laws.

Wayne County Schools Career Center has been designated “Drug free” and in no circumstances is the consumption of alcohol or drugs permitted. The Possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school administration and local law enforcement agencies. Violators are subject to disciplinary actions by the school, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation for anyone to consume or possess alcohol in any public or private area of Wayne County Schools Career Center.

The following board policies are in place related to substance and drug use:

#### **5530 Drug Prevention**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles and/or at any school-sponsored event.

Reference the Controlled Substances Uses and Effects for specifics on drug names, uses, and possible effects: <http://www.ifap.ed.gov/regcomps/attachments/86pg14-15.pdf>

### **FIRE DRILL PROCEDURES**

#### Evacuation

1. Upon hearing the fire alarm direct all students to leave the building following the posted evacuation plan for your classroom.
2. Take your entire class folder with you to the evacuation location.
3. Students should walk rapidly (not run), no crowding, pushing, or talking.
4. Close all windows and doors to your classroom. Leave doors unlocked. All lights should be turned off. Labs should have power turned off.
5. Keep your students in a group and direct them to the appropriate evacuation area. Whenever possible keep students from walking on driveways to allow emergency responders access.

#### Notes:

- No students should be in the front area of the building
- All students should be behind the fence as close to the wooded areas as possible
- No standing on the sidewalks or in the parking lots

#### Reporting

1. After arriving at the evacuation area take attendance of those present with you outside using the yellow Emergency Attendance Sheet. Compare it to your class roster – it may differ.
2. Write the names of any students with you that are not on your class roster on the back of the yellow Emergency Attendance Sheet.
3. An administrator will come to your evacuation area to collect your Emergency Attendance Sheet. In an actual emergency situation, report any injuries to the administrator.

#### Supervision

1. Maintain your students in a group so we can locate a student if necessary until the “All Clear” sound is heard.
2. Once the “All Clear” is sounded you may return to your classroom. In an actual emergency situation, keep your students in a group and wait until further instructions.

### **LOCKDOWN PROCEDURES**

#### Non-Emergency Situation

1. An announcement will be made over the paging system that the school is entering into a non-emergency situation.
2. Classroom doors should be closed.
3. Students in the hallways when the announcement is made should continue to their destination and remain there until the announcement is made ending the non-emergency situation.
4. No additional students should be given permission to leave the classroom.
5. The non-emergency situation will end when an announcement is made over the paging system.

#### Emergency Lockdown

1. Upon hearing an announcement over the paging system that the school is going into an EMERGENCY LOCKDOWN condition – clear the hallway in front of your classroom.

2. Close and lock all doors to your classroom and turn off the lights to make the room appear unoccupied.
3. Direct all students to move towards a location in your classroom that is not visible from windows.
4. Students are to remain quiet.
5. In an actual emergency situation classroom doors should be barricaded to prevent anyone from entering. Staffs cell phones must be on vibrate and student cell phones must be turned off.
6. After securing the classroom take attendance of those present with you using the yellow Emergency Attendance Sheet. Compare it to your class roster – it may differ.
7. Write the names of any students with you that are not on your class roster on the back of the yellow Emergency Attendance Sheet.
8. For lockdown drills an administrator will come to your evacuation area to collect your Emergency Attendance Sheet. In an actual emergency situation, keep the attendance sheets with you until emergency responders arrive to your classroom or evacuation area.

#### EVACUATION

1. In an actual emergency, any possible information will be provided over the paging system. If you are able to leave the building safely, move as far away from the building as possible and proceed to the evacuation area.
2. Give the completed Emergency Attendance Sheet to an administrator upon arriving at the evacuation area.
3. Maintain your students in a group so we can locate any student if necessary.
4. Report any injuries to an administrator or first responder at the evacuation area.
5. Keep your students within a group and wait for further instructions.

In an emergency situation the lockdown will end when an announcement is made over the paging system with “Wayne County Schools Career Center” included in the announcement.

### **SHELTER IN PLACE PROCEDURES ADULT EDUCATION EVENING PROGRAMS**

#### **Shelter In Place (emergency situation near school)**

1. An announcement will be made over the paging system that the school is entering into a Shelter in Place Situation.
2. Exterior grounds will be checked and cleared of all students and staff by administrators.
3. Staff should clear the halls near their area.
4. Both interior and exterior classroom doors and windows should be shut and locked.
5. No students should be permitted to leave the classroom.

6. Attendance should be taken using the Emergency Attendance Sheets. An administrator will come to your area to collect your Emergency Attendance Sheet.
7. Classroom instruction should continue.
8. Additional instructions will be given through the paging system or email.

## **TORNADO OR SEVERE THUNDERSTORM ADULT EDUCATION EVENING PROGRAMS**

Tornado or Severe Thunderstorm Watch--A tornado or severe thunderstorm watch is a forecast of one or more tornadoes or severe thunderstorms in a large area. Continue normal activities, but watch for tornadoes or severe thunderstorms.

1. Monitor local radio stations (WKVX 960 AM or WQKT 104.5 FM) for weather conditions.
2. Alert the evening coordinator to begin the “lookout”.
3. Keep all staff and students inside building until all clear.

Tornado Warning--A tornado warning means that a tornado has been detected and may be approaching.

1. When a tornado warning is received, this warning will be transmitted as quickly as possible to the entire building.
2. When a tornado warning is announced, students should proceed to the tornado shelter listed on the evacuation plan posted in the classroom. Assume a protective position such as lowering head to protect head and upper body as much as possible. If there is insufficient time to reach the shelter area, students should go to an inside wall of the classroom away from windows and assume a protective position. If possible get under a large desk or other furniture for protection.
3. Make sure that all doors and windows are closed.
4. After arriving in the tornado shelter take attendance of those present with you using the yellow Emergency Attendance Sheet. Compare it to your class roster – it may differ.
5. Write the names of any students with you that are not on your class roster on the back of the yellow Emergency Attendance Sheet.
6. The class should remain together in the tornado shelter area until authorized to return to the classroom or until dismissed. An all clear announcement or additional instructions will be made over the paging system.
7. An administrator will come to your shelter area to collect your Emergency Attendance Sheet. In an actual emergency situation, report any injuries to the administrator.

## **Campus Safety**

Large, well-lit parking lots are provided. All exterior doors to the main building with the exception of the front door are locked between the hours of 8:30 a.m. to 3:00 p.m. during the school year when the high school is in session and all are re-locked after 9:00 p.m.

### **Reporting of Crimes**

WCSCC expects all students to follow school policies and state laws. Any infraction is expected to be reported promptly. As adults and contributing members of society the expectation is that students and staff will conduct themselves in a way to promote campus safety. Any suspicious activity or person seen in the parking lots, loitering around vehicles or inside the building should be reported immediately. Students and staff will be made aware of resources related to Campus Safety and Security at Orientations. Students may report crimes directly and voluntarily to any district administration personnel but first attempt to report the crime should be to their program supervisor:

- Andrew Cerniglia: Health and Cosmetology programs
- Sandy Elliott: Office, Industrial, General Interest, Public Safety, and Literacy Education Programs

WCSCC encourages anyone who is a victim or witness to any crime to promptly report the incident to the police. Please note: Police reports are public records under state law, WCSCC and local police departments cannot hold reports of crime in confidence.

### **Campus Security and Emergency Procedures**

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported to any available staff member, who will report the incident to the supervisor on duty. All emergencies and criminal activities will be reported to the Supervisor of Adult & Community Education and to the Superintendent. Appropriate authorities will be contacted immediately. WCSCC maintains a close working relationship with the Smithville Police Department. A Resource Officer from the Police Department is assigned to WCSCC, and on-duty officers routinely patrol the WCSCC grounds. Students will be notified of emergencies per the WCSCC Emergency Procedures guide which may be viewed at <http://www.wayne-jvs.k12.oh.us/intranet/content-page/day>. All exterior doors to the main building with the exception of the front door are locked between the hours of 8:30 am and 3:00 pm when the high school is in session. In the evening, all exterior doors with the exception of the front door are locked at 8:30 pm; all doors are locked after 9:00 pm. For student information, a list of registered sex offenders may be viewed at the Wayne County Sheriff's website, <http://www.waynecountysheriff.com/sexfounder.htm>

### **Dissemination of Emergency Situations to Staff, Students, and Public**

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported to any available staff member, who will report the incident to the supervisor on duty. All emergencies and criminal activities will be reported to the Director of Adult & Community Education and to the Superintendent. Appropriate authorities will be contacted immediately.

At times it may be necessary to alert student and staff of specific situations; below are examples of several mass notification methods used by Wayne County Schools Career Center:

- DynaCal: This service sends out important messages to registered recipients quickly and effectively.
- PA (Public Address Announcer): This method is used to communicate important messages internally. Announcements can be made via a designated microphone located in the main office or by using classroom or office telephones.
- Website: School officials use this method when they need to disseminate urgent messages or updates to a larger population.
- Local Media: This method is usually utilized when major announcements or emergency-related updates of utmost importance are intended to reach a much larger population.