ADULT & COMMUNITY EDUCATION
WCSCC
WAYNE COUNTY SCHOOLS CAREER CENTER
Education at its Finest

2026-27

Health & Safety Plan



Updated July 2026

This plan is in effect for all guests, students and staff.

Important Phone Numbers

For all life-threatening emergencies, DIAL 911

Non-emergency:	Smithville Police Department	330-669-3471
	Wayne County Sheriff's Office	330-287-5750
	Central Fire District	330-669-2091

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
Smithville 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
Director of Operations/Nursing Supervisor	6001
High School Principal	1024
Maintenance Supervisor	5010
School Nurse	1110
Superintendent	6160
Career Technical Supervisor	1322

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 when secondary classes are in session.

Evening: The Adult Education Safety Coordinator serves in the role of security for evening classes. We have the direct support from our local Police Department for any situations that may arise.

WCSCC Safety and Security Committee

WCSCC Safety and Security Committee is chaired by the Director of Operations. Safety and security procedures are reviewed and discussed at regularly held meetings. The committee is comprised of administrators, selected staff and local law enforcement.

- 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.

Campus Safety

All exterior doors to the main building are locked from 8:05 a.m. through the remainder of the day during the school year when the high school is in session.

The Adult Education building (separate from the high school) front doors have a buzzer system for access. Office hours are Monday – Thursday from 8:30 a.m. to 6:00 p.m. and Fridays from 8:00 a.m. to 4:00 p.m.

All visitors are identified at the main office prior to admittance to the building.

Large, well-lit parking lots are provided.

Escorts are provided to staff and students at individual requests.

WCSCC fingerprints every potential employee in order to obtain a criminal history background check.

Campus Security

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported immediately to the appropriate authorities. Notification should then be made 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 Career Technical Supervisor, Director of Operations and to the Superintendent.

WCSCC maintains a close working relationship with the Smithville Police Department and the Wayne County Sheriffs Office. A Resource Officer from the Wayne County Sheriff's Office is assigned to WCSCC, and on-duty officers routinely patrol the WCSCC grounds during days when High School is in session. Students will be notified of emergencies through the Remind App.

Emergency Procedures

Response – The Incident Command System (ICS) is utilized when responding to incidents and the WCSCC works with local safety agencies to manage, mitigate, and recover from incidents.

Evacuation – Evacuation will take place if it is determined that it is safer outside than inside the building (fire, explosion, hazardous material, intruder) and staff, students and visitors can safely reach the evacuation location without danger (see WCSCC Emergency Operations Plan).

Shelter-in-place – The shelter-in-place procedure provides refuge for students, staff and the public inside the school building during an emergency. Shelter-in-place is used when evacuation would place people at risk. Everyone should remain inside the building until told it is safe to come out (see WCSCC Emergency Operations Plan).

Missing Student Notification

If there is reason to believe that a student is missing, notify the school administration immediately. The WCSCC will notify local law enforcement and immediately initiate an effort to locate the student. All notifications will be made by law enforcement.

Dissemination of Emergency Situations

It is the policy of Wayne County Schools Career Center that any criminal activities or emergencies be reported immediately to the appropriate authorities. Notification should then be made 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 Career Technical Supervisor, Director of Operations and to the Superintendent.

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

- Remind – This service sends out important messages to registered recipients quickly and effectively.
- PA (Public Address) – 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.

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 prepared to address any emergency that occurs. WCSCC staff have received training in Incident Command and responding to critical incidents on campus. The Incident Command System (ICS) is utilized when responding to incidents and the WCSCC works with local safety agencies to manage, mitigate, and recover from incidents.

At Wayne County Schools Career Center, we realize that an emergency can occur at any given time without a 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 recorded 24 hours a day, 7 days a week.
- Recordings are saved for a limited time 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 programed 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 in which a lockdown becomes necessary, the building can be secured via computer access.

c) Emergency Procedures Reference Guide:

- An emergency preparedness guide (The Health & Safety Plan) 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

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 and all of our staff members have received the proper training associated with it.
- Upon completion of each safety drill, feedback is given by staff and administration. This feedback is vital for the purpose of our ongoing security assessment and evaluation process.

e) Fire and Security Alarm System:

- We have a Fire Alarm system, made by Siemens with an Intelligent addressable fire alarm control panel.
- Addressable Thermal (heat) and photoelectric smoke detectors.
- Our security 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 and 117 alarm points monitored 24/7 by Silco Fire & Security.

f) AED's, Bleeding Control Kits and Fire Extinguishers:

- There are several Automated External Defibrillators (AED's), bleeding control kits and fire extinguishers at Wayne County Schools Career Center. They are strategically placed throughout the building—one can be found in each wing, the AE building, and the Admin Building.

g) Hazardous Materials:

- All labs requiring eyewash are equipped with stations and first aid kits are assigned by program.
- An up-to-date SDS (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

School Nurse (High School Days Only): The school nurse is able to respond to various medical emergencies when needed. The school nurse will assess the extent of the emergency in order to decide whether on site treatment is possible or if EMS should be notified. If it is an overdose emergency, NARCAN is located inside each AED (map of AED's is located on the final page.

ALL MEDICAL EMERGENCIES OF A SERIOUS NATURE: DIAL 911

Evening –the Safety Coordinator will assess the extent of the emergency in order to decide whether on site treatment is possible or if EMS should be notified.

CARDIAC EMERGENCY

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform their duties. Immediate action is crucial to successfully respond to a cardiac emergency.

1. **Recognize the following signs of sudden cardiac arrest** and act quickly in the event of one or more of the following:
    a. The person is not moving, unresponsive, or unconscious.
    b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
    c. The person may appear to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If the person is having a seizure without a sudden cardiac arrest and AED will not deliver a shock.
    d. If the person received a blunt blow to the chest, this could cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
2. **Facilitate immediate access to professional medical help:**
    a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, patients' location and condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for the ambulance to enter and exit and escort the emergency responders to the victim.
    b. Immediately contact the members of the Cardiac Emergency Response Team (CERT) using your school's designated communication system (i.e. walkie talkies, overhead page). Members include the following for High School: Tracy Ferguson, Alesha Yuden, Jess Immel, Joanne Tabellion, Danielle Starlin, Michael McMorrow, Lorie Rodgers, and Becky Marshall. Adult Education: Tracy Ferguson, Alesha Yuden, Rebecca Marshall, Lorie Rodgers (during day), Karen Wamback, Laurie Mobley, Ryan Pearson.
    c. Give the exact location of the emergency. ("Mr. /Ms. ___Classroom, Room # ___, trade, barn, cafeteria/commons, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
    d. If you are a CERT member, proceed immediately to the scene of the cardiac emergency.

e. The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.

3. **Start CPR as soon as possible.** The first person who can start CPR should begin immediately and, if additional bystanders are available, other tasks can be delegated.
    a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    b. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    c. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
4. **Use the nearest AED.**
    a. When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically. *Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.*
    b. Minimize interruptions of compressions when placing AED pads to patient's bare chest.
    c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
    d. Do not remove AED pads even if the patient regains consciousness-the pads should be left in place until handoff to EMS occurs. This precaution is necessary in case the patient has a relapse.
    e. If the AED is used, be sure to download the data, store the data, and deliver to the patient's cardiology care team.
5. **Transition care to EMS.**
    a. Once EMS arrives, there should be a clear transition of care from the CERT to EMS.

b. Team focus should now be on assisting EMS safely out of the building/parking lot.
c. Provide EMS with a copy of the patient's emergency information sheet.

6. **Action to be taken by Office/Administration Staff.**
   a. Confirm the exact location and the condition of the patient.
   b. Activate the Cardiac Emergency Response Team and give the exact location.
   c. Confirm that the Cardiac Emergency Response Team has responded.
   d. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
   e. Assign a staff member to direct EMS to the scene.
   f. Perform "Crowd Control" – directing others away from the scene.
   g. Notify other staff: school nurse, school nurse assistant, principal/administrator and CERT members if not done so already.
   h. Consider having the students stay in place (ie. delaying class changes or hallway traffic, dismissal, or other changes) to facilitate CPR and EMS functions.
   i. Designate people to cover the duties of the CPR responders.
   j. Copy the patient's emergency information for EMS
   k. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
   l. Notify faculty and students, staff, employees when to return to the normal schedule.
   m. Contact school district administration and/or other facility management.
7. **Debrief**
   a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
   b. An evaluation of whether the CERT was sufficient to enable an appropriate response to the specific cardiac emergency. The review should include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
   c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

Reporting and Investigating Accidents

All accidents/incidents shall be reported immediately to any staff member or supervisor. If medical attention is required, contact the School Nurse during day hours or the Safety Coordinator during evening hours.

All accidents/incidents shall be investigated and documented by a staff member or supervisor. Evening hour accidents/incidents will be investigated by the Safety Coordinator.

When documenting any incident, one of the following forms shall be utilized:

- Accident Report – This report is to be completed by the person responsible for the student at the time of the accident.
- Shop Accident Report – This report will be completed for any accident occurring in the shop areas.
- Workplace Accident Reporting Form – This will be completed when external medical treatment is sought at the time of the accident.
- Incident/Near Miss Report – This report will be completed for any unplanned event that MAY have caused an injury or equipment damage with no external medical treatment being sought.
- Supervisor Workplace Incident/Accident Report – This form is to be completed for all employee incident/accidents occurring on school property, or during any work related activity.
- Witness Statement – This form should be completed with any of the above forms, when applicable.

Hard copies of the above forms can be found in the Adult Education storeroom – File cabinet – top drawer listing “Forms File Drawer” and in the back of this plan.

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.

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.

Students may report crimes directly and voluntarily to any district administration personnel but their first attempt to report the crime should be to their program supervisor:

- Lynette Boggs: Practical Nursing, Diploma RN, Nurse Aide
- Curtis Good: Administrative Office Professionals, Cosmetology, Dental Assisting, Medical Assisting, Phlebotomy, Manufacturing Technologies, General Interest, and Literacy Education Programs.

Safe Options for Bystander Intervention

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. It encourages people to watch out for each other.

Be aware of those behaviors and situations that appear to be inappropriate, coercive or harassing. If you see someone in danger or in a situation that does not feel right:

- Create a distraction to help the person get to safety. If it is a friend, join the conversation and suggest that you leave, ask them to go to the restroom with you, etc. Make up an excuse to get them out of a potentially dangerous situation.
- Observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get him or her to a safe place.
- If you feel someone is at risk and you feel safe, find a way to de-escalate the situation and separate the parties. Ask the person directly if they need help or feel uncomfortable.

- Enlist others if needed. Call in friends or other people to remind someone behaving inappropriately that their actions should be respectful.
- Take steps to curb someone's use of alcohol before problems occur.
- Do not hesitate to call the authorities if needed.
- Be aware that men can also be victims of domestic violence, dating violence, stalking and sexual assault.

Alcohol and Drug Prevention

As your support team while you are completing your technical training, we feel it is important for us to make you aware of the impact Drugs and Alcohol can have on your employment. Alcohol and drug use among employees and their family members can be an expensive problem for business and industry, with issues ranging from lost productivity, absenteeism, injuries, fatalities, theft and low employee morale, to an increase in health care, legal liabilities and workers' compensation costs. We want to provide you with resources to be successful therefore a handout has been prepared, and is available; to educate you on various drug related issues.

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 policy that provides services related to treatment and prevention of drug and alcohol use and abuse. This policy includes dissemination of informational materials, disciplinary

If you need help

WCSCC encourages any students and employees who may have a problem with the use of drugs or alcohol to seek professional advice and treatment.

Local support and treatment programs include:

Anazao Community Partners 330-264-9597

Arrow Passage Recovery 866-835-1364

One Eighty 330-264-8498

WHIRE – Wayne. Holmes. Information. Referral Exchange. Call 211

Alcoholics Anonymous:

Akron	330-253-8181
Canton	330-491-1989
Mansfield	419-522-4800

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. In FY 21, we established our own in house WCSCC Drug Free 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 WCSCC Drug Free Club program receive incentives for their participation and are moved to the top for all placement related opportunities. Any student or staff requiring additional 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:

Board Policy on Substance Abuse (4170)

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of staff. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A staff member having an illness or other problem relating to the use of alcohol or other drugs including, controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to staff having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the staff member. Additionally, regardless of whether a staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employees refusal to submit to an alcohol or other drug test may affect an employee's right to receive workers' compensation benefits.

If a staff member voluntarily requests counseling or assistance before the Board learns of the staff member's substance abuse problem (through a positive test result or otherwise), the staff member's job security or promotion opportunities will not be jeopardized by his/her request for counseling or referral assistance. A staff member may not avoid the consequences of a positive test by requesting

counseling or assistance for a substance abuse problem after being instructed to submit to a drug test.

Staff who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

R.C. 2925.01 et seq., 3793.02, 3719.01 et seq., 4123.54
Rehabilitation Act of 1973, 29 U.S.C. 794

Board Policy on Drug Prevention (5530)

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 and Federal Law;

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. 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.

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, 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, 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, classroom doors should be barricaded to prevent anyone from entering. Staff 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, 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, 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 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 broadcasts 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, report any injuries to the administrator.

WCSCC Health & Safety Plan is evaluated/revised annually with input from staff and students. Input is obtained by several methods, to include, in part:

- Safety Meetings
- Person to person contact to include staff and students
- Classroom review and surveys
- Updates to policies and/or procedures

ACCIDENT REPORT

This report is to be filled out at once by the person responsible for the student at the time of any and all accidents during any school activity.

Building or Location:_____

Student's Name:_____Grade:_____

Address:_____Phone:_____

Parent/Guardian:_____

Activity:_____

_____

Describe what happened:

Place:_____Time:_____Date:_____

_____

_____

_____

_____

_____

_____

Witnesses (if any):_____

_____

Action taken (if any), if none say none:

_____

_____

Parent/Guardian notified: _____YES _____NO If yes, when:_____

If no, explain:_____

_____

_____ _____

Signature of person completing report Date

SHOP ACCIDENT REPORT

STUDENT _____ DATE ____/____/____

SCHOOL OR PROGRAM _____

LOCATION _____

1. Describe the injury.

2. Time and date of accident. ____/____/____ _____

3. How did the accident occur?

4. Which machine or piece of equipment was involved? Serial Number?

5. Were proper safety precautions being used at the time of the accident? Explain.

6. Were proper safety clothing and equipment being used at the time of the accident? Explain.

7. Was the accident a direct result of a safety violation? Explain.

8. Was the student previously informed of the safety rule that should have prevented this accident? Explain.

9. What medical treatment was provided?

Witnesses: _____
Name Address

Witnesses: _____
Name Address

Witnesses: _____
Name Address

Date: ____/____/____ Instructor: _____

Date: ____/____/____ Supervisor: _____

Date report to **School Nurse**: ____/____/____

Copy of reports are to be filed within 24 hours (Supervisor and School Nurse)

Animal Programs (Only)
Personal Injury Form

1. **What animal/equipment did it involve?**

   Species:_____

   Name: _____

2. **Describe where the injury/bite is located:** _____

3. **Y_____ N_____ Signed safety waiver and Animal Care Program handbook on file?**

4. **Date/time call to parent:** _____

5. **Contact Name**_____ **Date** ___/___/___ **Time**_____

   If a dog bite breaks the skin—date time of call to health department

6. **Health Dept Contact Name**_____

   Date___/___/___ **Time**_____

Signatures

_____ ___/___/___
Teacher or Assistant Date

_____ ___/___/___
Student Date

Copy of this report to be sent within 24 hours to school nurse and supervisor.

12/3/19

INCIDENT REPORT

Please complete the requested information following an error or potential injury to a client. The report should be completed within twenty-four (24) hours that the incident occurs. ***Do not include any client identification in the documentation.*** *If there was harm to a client, notify the WCSCC representative* ***immediately.*** *If no harm was done, notify the WCSCC representative within twenty-four (24) hours.*

Student's Name _____ Date _____
Location _____ Phone # _____
Agency Nursing Supervisor notified _____
WCSCC Representative notified _____

Description of incident. (use reverse side if needed) _____

Events leading up to incident _____

Policies/practices that have been violated that contributed to incident _____

Potential harm to client _____

Actual harm to client _____

Corrective Action _____

Program Manager Comments _____

Documentation will be maintained in the Superintendent's office and destroyed after two (2) years.

5/10

WAYNE COUNTY SCHOOLS CAREER CENTER
WORKPLACE ACCIDENT REPORTING FORM
(External Medical Treatment Sought at Time of Accident)

Name _____ Supervisor's Name _____

Home Address _____ Birth Date _____ Sex: OMale D Female

City/State/Zip _____ Telephone: ( ) _____

Date of injury or onset of symptoms _____ Time _____ am pm

Described what caused the injury/symptoms, what you were doing just before the incident, and what you did after the incident (if you need more space, write on the back of this form). Be specific - name any objects or substances involved: _____

Location of Accident (site, room number - be as descriptive as possible) _____

Type of Injury. This section to be completed for all accidents.

D Abrasion
D Bruise
D Burn
D Concussion
0 Cut
D Dislocation
D Strain/Sprain
D Laceration
D Other, specify: _____
D Fracture
D Puncture

Part of body involved. This section to be completed for all accidents.

	left	right
Chest	☐	☐
Back	☐	☐
Abdomen	☐	☐
Groin	☐	☐
Ear	☐	☐
Fingers	☐	☐
Neck	☐	☐
Teeth	☐	☐
Face	☐	☐
Eye	☐	☐
Nose	☐	☐
Ankle	☐	☐
Shoulder	☐	☐
Upper arm	☐	☐
Lower arm	☐	☐
Elbow	☐	☐
Scalp	☐	☐
Mouth	☐	☐
Hip	☐	☐
Upper leg	☐	☐
Lower leg	☐	☐
Knee	☐	☐
Toes	☐	☐
Hand	☐	☐

D Additional Part of Body Description: _____

What part of your back hurts now? _____

When did you first notice this back pain? Date: _____ Time: _____ am pm

What were you doing at that time (explain in detail)? _____

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If you were lifting an object, what was it and how heavy? _____

What did you feel? _____

What was the length of time between the injury and your disability, if any? _____

Did you ever have a back injury before? ☐Yes ☐No If yes, when? _____

What part of your back?

Were you ever treated by a doctor? D Yes No If yes, when? _____

Has it given you further trouble since then? _____

Have you ever received or filed for compensation because of a back injury? Yes No

Any other injury? 0Yes ☐No If yes, list Bureau of Worker's Compensation claim number(s): _____

En5f. -(3"a?Klnjyry:Slciion ,

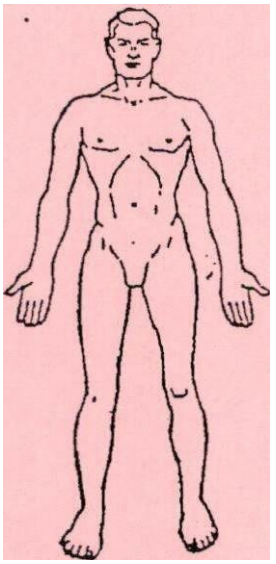
Cause of Incident. This section to be completed for all accidents.

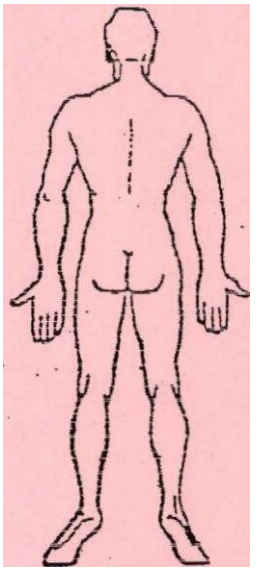
0 Animal/Insect bite	0 Collision with person	0 Toxic substance	0 Fighting
0 Struck by vehicle	0 Struck by object	0 Collision with object	0 Lifting
0 Exposure to weather	0 Exposure to blood	0 Hot surface/substance	0 Slip/trip/fall

0 Other, specify: _____

What corrective action(s) would you take to prevent recurrence? _____

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Please color/circle injured body parts on these images

Did anyone see you get hurt? 0 Yes 0 No If yes, who? _____

Did you report this incident to anyone? 0 Yes 0 No If not, why not? _____

If yes, to whom did you report it?_____ Title/Position_____When?_____

Was any first aid provided at the scene? 0 Yes 0 No If yes, describe: _____

_____

Will/did you seek medical treatment from a licensed medical professional? 0 Yes 0 No If yes, when?_____

Name of Physician, other health-care professional or first aid provider:_____

If Treatment was given away from the work site. Where was it given?_____

- Facility_____ _
- Street"_____ _
- City_____ State_____ _ Zip Code_____ _

Was the employee treated in emergency room? 0 Yes 0 No

Was employee hospitalized overnight as an inpatient? 0 Yes 0 No

I have been provided a copy of Wayne County Schools Career Center workplace injury procedures and our Managed Care System (MCO) is Comp Management Health System and the BWC medical provider will submit all medical bills related to this workplace injury to Comp Management Health Systems, Inc. 1-888-247-7799 _____Yes _____ No

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

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Employee Name (print) _____

Employee Signature _____ Date (required) _____

Medical Release

Under current workers' compensation provisions, the employer is entitled to a signed medical release

I hereby authorize any person or persons who have in the past or will in the future medically attend, treat or examine me, or any person who may have information of any kind which may be used to reach a decision in any claim for injury or disease arising from the injury/illness described above, to disclose such information to my employer, my employer's managed care organization, or to my employer's designated representative, **Comp Management,** Inc. A copy of this form will serve as the original.

Employee Name (print)_____ __

Employee Signature_____ __ Date (required)_____ __

PRINT ON PINK PAPER

, **WAYNE COUNTY SCHOOLS CAREER CENTER** ,
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.*

0 Employee O Visitor O Student O Vendor O 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 ______________

Type of potential injury or body part affected.

Specify: —

Location of Incident (site, room number- be as descriptive as possible)

Location or area of occurrence:______________________________

D. *Cause of Incident.*

Other, specify: --

What was the employee or individual doing?

Describe incident giving full details (continue on back if needed): ______________________________

____

____

____

____

Was *the task being done properly? list concern(s):*

____

G. Was there any other person involved?

____

H. What equipment or material was involved?

____

PRINT ON GOLD PAPER

incident Near Miss Report

I. What led to the incident?

_____

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

_____

_____

_____

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

_____

_____

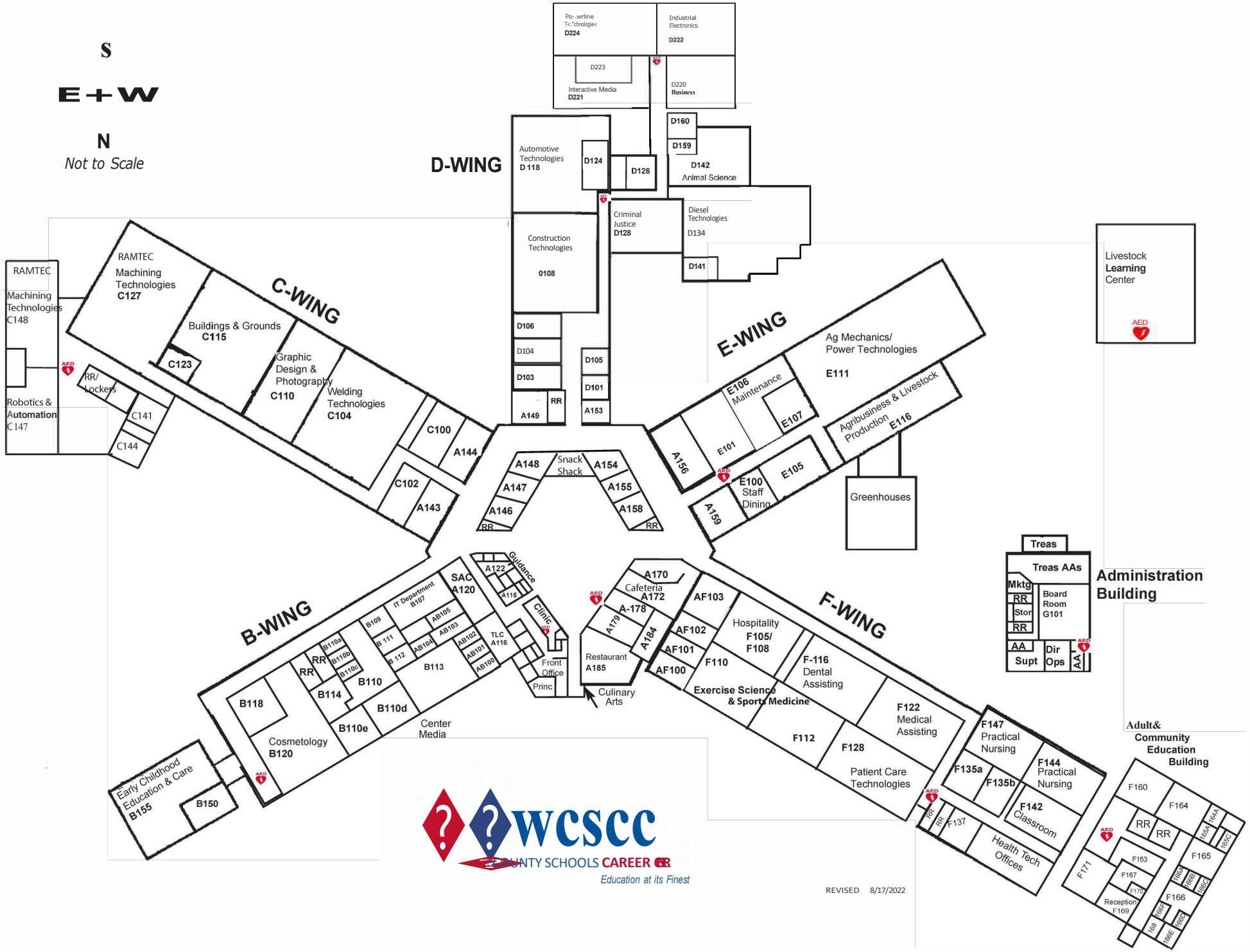
_____

_____

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

Employee: _____ Printed Name: _____ __

Date/Time Reporting: _____


S
E+W
N
Not to Scale
D-WING
Automotive Technologies D 118
D124
D126
D160
D159
D142 Animal Science
Criminal Justice D128
Diesel Technologies D134
D141
Construction Technologies 0108
D106
D104
D103
A149
RR
D105
D101
A153
C-WING
RAMTEC
Machining Technologies C127
Buildings & Grounds C115
C123
Graphic Design & Photography C110
Welding Technologies C104
C100
A144
C102
A143
RAMTEC
Machining Technologies C148
Robotics & Automation C147
RR/ Lockers
C141
C144
E-WING
Ag Mechanics/ Power Technologies E111
E106 Maintenance
E107
E101
A156
Agribusiness & Livestock Production E116
E100 Staff Dining
E105
A159
Greenhouses
Livestock Learning Center
A148
Snack Shack
A154
A147
A155
A146
A158
RR
RR
B-WING
SAC A120
A122
Guidance
A116
Clinic
IT Department B107
B109
B 111
B 112
AB105
AB104
AB103
AB102
AB101
AB100
TLC A116
B113
B110
B110a
B110b
B110c
RR
RR
B114
B110d
B110e
B118
Cosmetology B120
Center Media
Front Office
Princ
Culinary Arts
A170
Cafeteria A172
A-178
A179
A184
Restaurant A185
F-WING
AF103
AF102
AF101
AF100
F110
Hospitality F105/ F108
Exercise Science & Sports Medicine
F-116 Dental Assisting
F122 Medical Assisting
F112
F128
Patient Care Technologies
F147 Practical Nursing
F135a
F135b
F144 Practical Nursing
F142 Classroom
RR
RR
F137
Health Tech Offices
Treas
Treas AAs
Mktg
RR
Stor
RR
Board Room G101
AA
Supt
Dir Ops
AA
Administration Building
Adult& Community Education Building
F160
F164
F164A
F165C
RR
RR
F165
F163
F167
F170
F171
Reception F169
F166
F165A
F165B
F165C
F165F
F165G
F165E
F168
Early Childhood Education & Care B155
B150
Education at its Finest
REVISED 8/17/2022