



## VOCATIONAL TRAINING INSTITUTE

|                           |                        |                                                       |                 |
|---------------------------|------------------------|-------------------------------------------------------|-----------------|
| Plan/Procedure Title:     | Health and Safety Plan |                                                       | COE Standard: 6 |
| Review/Revision:          |                        | Next Scheduled Review/Revision:                       | 12/2025         |
| Annual Budget Allocation: | \$4,000                | Publication(s): Vocational Training Institute Website |                 |

### Objective/Purpose

The purpose of the health and safety plan is to assure the health and safety of the institution's employees, students, and visitors. Administrators, educators, and support staff are committed to providing a safe and healthy learning environment not only for our students, but also staff and guests. In this regard, prompt reporting of all incidents is critical to ensure employees and students receive the best care possible and so that future incidents can be mitigated. This plan establishes a systematic process to ensure that accidents/incidents are properly reported and documented in a timely manner.

### Roles and Responsibilities

| Role                                                                   | Responsibility                                                                                          |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Director of Education                                                  | <input type="checkbox"/> Identify and/or resolve health/safety issues.                                  |
|                                                                        | <input type="checkbox"/> Ensure timely communication of all health/safety issues.                       |
|                                                                        | <input type="checkbox"/> Identify areas of improvement which would include policy or procedure changes. |
|                                                                        | <input type="checkbox"/> Ensure implementation and compliance with the Health and Safety Plan.          |
|                                                                        | <input type="checkbox"/> Enforce safety protocols on campus.                                            |
| President (for staff)<br>Education Director (for educators and guests) | <input type="checkbox"/> Receive and maintain reports of accidents/incidents.                           |
|                                                                        | <input type="checkbox"/> Conduct accident/incident investigations.                                      |
|                                                                        | <input type="checkbox"/> Organize safety training, including active shooter and safety trainings.       |
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| Faculty, Staff & Students | <input type="checkbox"/> Comply with all health and safety rules and policies.                               |
|                           | <input type="checkbox"/> Periodically participate in fire drills                                             |
|                           | <input type="checkbox"/> Enforce safety protocols in classrooms and labs.                                    |
|                           | <input type="checkbox"/> Immediately report all incidents.                                                   |
|                           | <input type="checkbox"/> Plan to always be maintained for students and staff in the Learning Resource Center |
| Visitors/Guests           | <input type="checkbox"/> Comply with all health and safety rules and policies.                               |
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## Emergency Notifications and Timely Warnings

We understand that once the institution becomes accredited and participates in federal financial aid, Federal Law requires us to notify all students of Vocational Training Institute's plans regarding emergency notifications and/or timely warnings and scenarios when applicable. In general, emergency notifications are topic specific. All emergency notifications for significant emergencies and dangerous situations and their responses are initiated by the President or Education Director. Topic specific protocol should be followed depending on the emergency situation.

As soon as Vocational Training Institute has determined a specific emergency or dangerous situation exists, we will consider the safety of the campus community; determine what information to release about the situation; and begin the notification process. The only reason an immediate notification of a significant emergency or dangerous situation would not be immediately issued would be if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

Please note that this institution conducts drills and tests for possible significant emergencies and/or dangerous situations. Campus cooperation is expected during all drills and tests and proper protocol is listed in this document. Fire drills are to be conducted annually, and active shooter training is to be conducted every four years.

Vocational Training Institute provides various programs and policies designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others.

## Campus Security Procedures and Practices

This section lists all written campus security procedures and practices for Vocational Training Institute:

### General Emergency Procedures

- In the event of evacuations, or inclement weather, students and employees are alerted by verbal announcement from Vocational Training Institute Administration and/or Educators.
- In the event of fire or other emergency requiring evacuation of the facility, ALL students and employees shall evacuate immediately by direction of administrative/education staff. The alarm system automatically alerts security monitoring to notify authorities. Staff will also call 9-1-1.

- In the event of an emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit. The school alarm system has an emergency alarm function notifying the campus to evacuate the premises.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. Extinguishers are located around the campus, in halls and classrooms/labs, and at all exit doors in all suites inhabited.
- In the event of an emergency, that does not require evacuation, the following employees are to remain in the workplace to shut down or monitor critical operations before they evacuate: President and Education Director
- After an emergency evacuation, students & employees are to gather in the following location: Parking lot immediately adjacent to the campus building. Educators must take attendance roll call.
- After an emergency evacuation, all employees must check-in with their direct supervisor and all students must check-in with the educator of the class in which the student is currently enrolled.
- In the event of an emergency active shooter, staff to call 9-1-1, and to follow 3-step active shooter protocol.
- First Aid Kits are available in each classroom, inventory of contents is checked regularly by the Director of Education and are replenished as needed. If you have hurt yourself or witnessed an accident, please immediately notify a staff member and complete an incident report form.
- In the event of a medical emergency, call 9-1-1.

### Lock-Down Procedures

- In the event of a “Lock-down” (inclement weather, dangerous situation, but not active shooter), you will be notified by the administrative team we are in “lock down mode” via phone calls/texts to individual classrooms and staff by the Campus Administrator and Education Director.
- All students and educators in classrooms should remain in their classroom and close all doors. Educators should perform roll call to account for all students.
- All students and educators in labs should remain in the lab with any guests. Educators should perform roll call to account for all students.
- All entrances/exits to the school will be locked by the President, Education Director or member of the administrative team until local law enforcement/emergency personnel/weather reports deem it is safe to move “(all clear)”.
- When an “all clear” is given, the leadership team will perform a walk through to notify all students, staff, and guests that all threats have been resolved. All doors shall then be unlocked.

### Access Policy

During normal business hours, Vocational Training Institute is open to all students, employees, approved contractors, clients, guests and invitees. During non-business hours, access to Vocational Training Institute access is by key and security code via select staff members and contracted cleaning crew only. In periods of extended closing, access to Vocational Training Institute will be granted to those issued a key, and who have obtained prior approval. Maintenance personnel are also subject to the above restrictions.

### Fire

- Vocational Training Institute is equipped with automatic sprinklers throughout our campus. The school holds fire drills annually to familiarize students and staff on how to proceed in an orderly fashion should there be a fire. An electronic fire alarm notifies emergency personnel. Fire alarms that provide sound as well as light are located throughout the building. The school has an exit out the front

and rear of each building which leads into a large parking lot. Emergency lighting will activate in the case of loss of electricity. Lit exit signs direct people to their closest exit. After an emergency evacuation, students and employees are to gather at the adjacent empty lot next to the campus building. Educators must take attendance roll call to make sure everyone is accounted for. No one is permitted to reenter the building until an all clear is confirmed.

- Fire extinguishers are located throughout our campus. They are maintained on an annual basis to ensure they are charged in case of fire. However, it is the number one priority of administration to evacuate the building and leave firefighting to the professionals unless the canister can be used to extinguish a small, confined fire.

### **Tornado or Severe Storm**

During inclement weather, the Education Director or President is responsible for keeping up with weather related watches and warnings that would affect our campus. In the case of a warning for a severe storm or tornado in our vicinity, when the weather service calls for people in the path of the storm to take cover, our faculty are informed, and all occupants are led by their educators to interior hallways, walls or bathrooms. Once there, people are requested to crouch and cover their heads with their hands. Once the threat is over, people are released.

### **On Campus Medical Emergency**

For a medical emergency, 911 is called by the Education Director or the faculty/staff person attending to the emergency. If the victim is conscious and can direct which hospital they wish to be taken to, their wishes will be followed. For anyone else, Honore Hospital will be used which is located off Dunlap Ave, the main street in front of the school. The designated contact "in case of an emergency" will be called for the victim by the Education Director. As part of the admissions paperwork, students designate two contacts they want to be contacted in case of an emergency. An Incident Report is completed and turned into the Education Director. A medical release from a medical facility is required for all students or employees to return to school.

### **On Campus Sickness/Accident/Injury**

In the event of sickness, accident or injury, the Education Director or faculty member tending to the situation will assess and determine if it is a medical emergency. In the event it is a non-medical emergency, the student will determine if they are able to arrange their own transportation to their place of residency or medical facility or if they need the Education Director or faculty member to contact one of their emergency contacts for assistance. If an accident occurs, then an Incident Report is completed by all parties present at the time of the incident and turned over to the Education Director / President for further evaluation. A medical release from a medical facility may be required for all students or employees to return to school.

### **Active Shooter**

- If confronted by an armed/violent intruder, do not resist and follow their instructions. If you are in an area that is safe, call 9-1-1 and stay out of the danger area and wait for the police to arrive. Lock all doors and push heavy items against the door. Stay away from the doors and windows. Take cover in low areas such as under desks/tables and areas that have inside walls to them. Stay quiet.
- If 911 has not been contacted, and you are able to call 911, do so immediately and inform them of the following: Active shooter situation - What is going on - Location of incident - What type of weapon is involved - How many people are involved. Phoenix PD has informed staff that Phoenix PD will arrive on site within minutes of the call.

Example: We have an active shooter on our campus – our address is 2101 West Alice Avenue in Phoenix. He/She has a gun. There is (1) person that I know of.

In any event where a firearm or any other weapon is known to be involved, employees and/or students are to contact the Education Director or President and notify them of the situation. If 911 has been called and the scene is deemed safe by local law enforcement, Administration or emergency personnel will evacuate all students, guests, and employees from the area. No one should assume it is an officer or safe person. Ask for proof to be shown to you, it can be slid under a door.

- The Education Director or President will complete the Incident Report and will forward the Incident Report to appropriate persons.
- No statements shall be made to media from any persons other than Campus President, CEO, or Education Director to ensure that accurate and complete information is provided to the public.

### Bomb or Terroristic Threats

- Bomb/terrorist threats may be received by telephone, email or letter. If you receive a threat, remain calm and obtain as much information as possible. All threats should be treated as though they are real.
- In the event a bomb/terrorist threat is received, the following steps should be taken:
  1. Call 911 and report the threat.
  2. Notify the Campus President or Education Director.
  3. Evacuate all students, guests, and employees to the elementary school next to the VTI campus.
- The Education Director or President completes an Incident Report and forwards it to appropriate persons.
- No statements shall be made to Media from any persons other than Campus President, Executive Director, or Education Director to ensure that accurate and complete information is provided to the public.

## Follow-Up

### Review and Evaluation

The Health and Safety Plan is to be evaluated annually by Vocational Training Institute's Administration and Staff. Input from students and employees through the Student Exit survey and faculty/staff meetings is reviewed and taken into account.

# Vocational Training Institute Incident Report

TYPE : \_\_\_\_ Disciplinary \_\_\_\_ Advisory \_\_\_\_ Injury \_\_\_\_ Other \_\_\_\_ Illness

Name: \_\_\_\_\_ Student \_\_\_\_ Faculty \_\_\_\_ Other \_\_\_\_

Instructor Name: \_\_\_\_\_

Report Date: \_\_\_\_\_

Day \_\_\_\_ Eve \_\_\_\_

Supervisor Name: \_\_\_\_\_

Incident Date: \_\_\_\_\_

Incident Time: \_\_\_\_\_

Location: \_\_\_\_\_

Describe Incident:

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Action Taken:

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\_\_\_\_\_  
Student/Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Education Director/President

\_\_\_\_\_  
Date