

## **Delaware Area Career Center**

### **PLAN FOR THE HEALTH AND SAFETY OF STUDENTS, STAFF AND GUESTS IN CASES OF SICKNESS, ACCIDENTS OR EMERGENCY HEALTH CARE NEEDS**

#### **OBJECTIVE**

To provide procedures that ensure prompt and efficient handling of all accidents, sickness or emergency health care needs of students, staff, and guests.

#### **SCOPE OF SERVICES**

Even though the Delaware Area Career Center (DACC) does not maintain a health services center, the health and safety of students, staff and guests is paramount. There is a school nurse on site during regular school hours who splits her time between both locations. During the evening hours at the North Campus, our Public Safety courses are in session and the instructors for these classes are licensed Emergency Medical Technicians (EMT) and Paramedics.

First Aid kits and eye wash stations are located in each of the Skilled Trades' labs and around both buildings.

Both locations are equipped with automated external defibrillators (AED). In the event of a serious accident or illness, 911 is called to obtain squad, fire, and/or Sheriff's assistance. In the event of an extraordinary emergency situation, the "Emergency Operations Plan" for that specific location will be activated.

#### **ILLNESS/INJURY PROCEDURES**

Students and staff, who are experiencing an illness of a non-serious nature during class, should excuse themselves from the class and return home. Guests who become ill should also excuse themselves and leave school property. If the ill student, staff member, or guest is not able to return home or leave school property on their own, then arrangements will be made for someone to pick them up at the school. If that is not possible, a staff member will be assigned to transport the afflicted person.

For students, staff, and guests who become seriously ill and are in need of emergency care, the instructor or other staff member will immediately notify the Adult Education Office/Front Office if possible and calls for 911 assistance will be made by the staff of that office. If it is too urgent to first contacting the AE Office or Front Office, call 911 and then alert someone to direct the emergency medical vehicle to the best entrance.

Whenever a student, staff member or guest becomes injured in a laboratory or elsewhere on school property, the injured person is to be given immediate attention. Only properly trained staff members may provide medical assistance to the injured person. In cases of serious injury where emergency care is needed, the instructor or other staff member will make immediate notification to the Adult Education Office/Front Desk and calls for 911 assistance will be made by the staff of that office or if not possible the 911 call should be made directly by the staff member closest to the situation.

Emergency Medical Contact forms for students is maintained in the student file. Medical contact information for staff is maintained in their personnel file which is kept in the Adult Director's office or Personnel Office.

#### **REPORTING AND INVESTIGATING ACCIDENTS**

All incidents of serious illness or injury shall be reported immediately to the Adult Education Office regardless of which location the illness or injury occurs. Instructors and/or other staff members are to complete an Incident/Accident Report Form and submit the completed form to the Adult Education Office and their coordinator prior to leaving work for the day.

Reports of injury and/or serious illness are reviewed by the appropriate manager. Should the incident warrant, the manager will conduct an investigation of the incident to determine cause, accountability, and the need for updating injury/illness procedures.

Injury and illness reports are kept on file in the Adult Director's Office.

## **EMERGENCY PROCEDURES**

The primary consideration in any emergency situation must be the safety of the students, staff and guests. Emergency procedures are in accordance with DACC Policy 8420 – Emergency Situations at School; DACC Administrative Guideline 8420 – Emergency Procedures; and 8420a – Severe Weather and Tornadoes.

### Evacuation

When an emergency occurs, the Adult Operations Director shall consult, when feasible, with the Superintendent and local law enforcement concerning whether to evacuate the school. An announcement will then be made to inform staff, students, and guests of the emergency procedures that will be followed, i.e., fire threat, severe weather threat, or school safety threat. The staff on duty will supervise the orderly evacuation of the school or the safe relocation of the occupants to pre-designated places within the school. Instructors will review evacuation procedures with their students. Evacuation routes are posted in each classroom and/or lab.

### Fire/Tornado/School Safety Drills

Fire drills will be conducted on a regular basis during the school year. Students, staff and guests will be alerted to a fire drill or an actual fire by the activation of the school's fire alarm system. Instructors will review fire drill procedures with their students.

Tornado drills will be conducted during the tornado season in the spring. Students, staff and guests will be alerted to a tornado drill or an actual tornado warning. Instructors will review tornado drill procedures with their students.

School safety drills will be conducted during the school year. During the school safety drill, the instructors will review the appropriate procedures to follow in situations where students must be secured in their classrooms or labs, rather than being evacuated. Students, staff and guests will be alerted to a school safety drill or an actual school safety threat.

## **DISSEMINATION OF PLAN**

The plan is outlined in the Adult Education Catalog which all students and staff receive and can be accessed online. The fire, lockdown and wind emergency plans and maps are posted prominently in each classroom and meeting area. Students and staff wishing to have input into the plan, should put their recommendations in writing and send them to the Adult Operations Director.

## **PLAN REVIEW**

The DACC Plan for the Health and Safety of Students, Staff and Guests is reviewed and evaluated no less than annually by the Adult Operations Director and high school administration.