

# **Chuck Shaw Technical Education Center**

## **Health and Safety Plan**

**2023-2024**

### **Purpose**

Chuck Shaw Technical Center adheres to all safety policies and procedures set forth by the School District of Palm Beach County. SDPBC promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. The CSTECS' Health and Safety plan is developed based on guidance provided by the SDPBC Security and Management Department.

### **General School Safety Protocols**

#### **Entrances, Gates & Doors**

The following protocols apply to entrances, gates, and doors at District facilities: 1. The single point of ingress/egress for facilities shall be established and monitored at all times. 2. At arrivals, dismissals, and during deliveries, all open gates and doors must be staffed at all times. 3. All exterior doors must be locked at all other times. 4. All classroom doors must remain closed and locked during class. Do not leave doors propped or standing open.

#### **Visitors**

The following protocols apply to visitors:

1. All visitors must report to the school office unless the visitors are public safety personnel responding to an emergency.
2. Raptor must be used to screen visitors and malfunctioning systems must be immediately reported to the school ITSA or District IT. Law enforcement, juvenile justice, probation/parole, health inspectors, and DCF personnel presenting their government identification are exempt from Raptor screening. These individuals still must sign into the main office upon arrival, unless they are public safety personnel responding to an emergency.
3. Visitors must visibly wear their printed passes at all times.

#### **Other Areas at Facilities**

The following protocols apply to general areas, to include hallways, parking lots and open spaces:

1. Teachers, including substitutes, should monitor hallway activity and greet arriving students. Once everyone is inside the room, the door must be closed and locked.
2. Principals shall establish posts to monitor activity on the perimeter, in open campus areas, and in parking lots throughout the day.

### **Badges and Keys**

The following protocols apply to badges and keys:

1. District-issued identification badges shall be displayed by employees at all times.
2. Principals shall ensure badge access changes are submitted in a timely fashion to [identification@palmbeachschools.org](mailto:identification@palmbeachschools.org) using the appropriate form (Identification and Security Access Request Form 1015.pdf). See attached.
3. Principals shall be responsible for their facility keys and ensure an annual inventory is completed.

### **Emergency Lockdowns and Color Codes**

The following protocols apply to certain emergency situations and color codes:

1. All employees shall immediately report emergency situations. Employees should call 911, utilize school radios and/or communicate in person to their School Police officers, and school administrators.
2. All District employees are authorized to initiate emergency lockdowns when they reasonably believe a lockdown is necessary to protect human life.
3. The protocols for each color code are included below:
  - a. Code Yellow - This code establishes the limited movement of police, fire, and school crisis intervention team members ONLY. All other personnel shall shelter-in-place. Employees shall close window shades, ensure doors are locked, continue teaching or other activities, and await further instructions. Class changes and/or dismissals are not permitted.
  - b. Code Red - This code establishes a full lockdown, during which only police and fire personnel shall move about the facility. Employees will ensure:
    - i. All windows are covered
    - ii. All doors are locked
    - iii. Everyone is in safe spaces

- iv. Silence is maintained
- c. Code White - This code is used for suspicious items and bomb threats. Employees shall follow the bomb checklist (refer to the Principal's Resource Center) and await further instructions.
- d. Code Blue - This code prompts an evacuation in accordance with the crisis response plan or fire evacuation map.
- e. Code Green - This code denotes a return to normal operations.

### **Personnel Responsible for Identify Safety Issues**

Faculty, staff, and administration are responsible to report to the Facility Manager or Administration any safety issues they identify. In addition, faculty do walks through their classroom/lab to identify any safety issues and document findings on a Safety Checklist which they submit to the Safety Committee Chairperson. Issues identified are forwarded to the appropriate personnel for resolution.

### **Emergency Response and Crisis Management**

The Board recognizes its obligation to students, employees, and the community to be prepared to deal with various crises or emergencies involving the school community as they arise, ensuring the safety of District students, employees, and visitors to the greatest extent possible. As such, the School District coordinates with the county and other agencies in preparing for and responding to states of emergency or disasters affecting the larger community.

The School District shall implement a crisis response program that will enable the district and school administrators, teachers, students, and parents to respond to catastrophic events, emergencies or crises in a manner that maximizes safety and minimizes disruptions.

- a. Each school shall be supplied with detailed instructions for emergency procedures contained within the crisis response manual entitled Prepared for Action - Responding Effectively to Crisis in Your Schools, a resource compatible with the National Incident Management System (NIMS) core set of concepts, principles, terms and processes applicable to all crises and hazards.
- b. Each district school will prepare a written school crisis response plan consistent with Prepared for Action - Responding Effectively to Crisis in Your Schools.
- c. The District Crisis Response Coordinator shall be responsible for sharing and disseminating the manual as described herein to district schools and department heads for the preparation of the school's or department crisis response plans and assisting the school and department with the development of such plans.

### **Employee Accidents, Injury Or Illness Procedures**

## Reporting and Investigating Accidents

The School District of Palm Beach County is subject to Chapter 440, Florida Statutes regarding workers' compensation provisions. This statute requires prompt reporting of all on-the-job injuries and illnesses no matter the severity of the accident, incident or illness. Failure to report injuries or illnesses in a timely manner, may result in fines and penalties being assessed against the District. Procedures to follow in the event of an employee accident, incident or illness are outlined below:

1. Injured employees must notify their supervisor immediately or as soon as possible. The supervisor should provide the injured employee with a DWC-1 form to take to an approved workers' compensation (WC) Primary Care Walk in Clinic. Employees must have authorization before receiving any medical treatment. ♣ The list of approved WC Primary Care Walk in Clinics is located on the Safety Matters Resource Center:  
<https://www.sdpbc.org/misc/SafetyMatters/SitePages/HomePage.aspx>
2. If a supervisor is not available, contact a Risk Technician that handles Worker Compensation, at 561/434-3677 or 561/434-7440. Work-related injuries not reported in a timely manner may not be covered by workers' compensation and failure to report an injury or illness may be used as a defense against the workers' compensation claim. NOTE: It is important to report on-the job injuries immediately to avoid such actions.
3. In case of a "true emergency", seek immediate medical attention and report the matter as soon as possible. Remember, the emergency room is for emergency care. Guidelines are available for review on the Safety Matters Resource Center.
4. Examples of injuries that require an ER visit include but are not limited to; a bone penetrating the skin or a head injury. Chapter 6 58 Employees treated in the ER must follow-up with one of the approved WC Primary Care, Walkin Clinics after the initial ER visit or when their injuries have stabilized. Remember, employees will be responsible for any unauthorized medical services or treatments.
5. Injured employees are responsible for providing their supervisors with a copy of the Medical Treatment/Status Reporting Form (DWC25) after each medical appointment. This form is commonly referred to as the "Work Status Form."
6. Injured employees must return to work when they are released by their physician (check box 21 or 23 on the DWC-25 work status form) to avoid the suspension of lost wage benefits. In most cases, employees will be permitted to work within the WC physician-assigned restrictions. If there is a conflict of any kind with regard to the injured employee's restrictions contact Risk Management immediately.

## Student And Visitor Accident Procedures

In the event of a student or a visitor accident on campus or at a school-sponsored event the Principal/Department Head shall immediately be notified. Procedures to follow in the event of a student or visitor accident are outlined below.

1. Immediately attend to the injured student or visitor and determine the severity of the accident.
2. Contact parents, guardians, or relatives and inform them of the situation. If a parent, guardian, or relative wants emergency medical care or a School District employee deems it necessary for emergency medical assistance, immediately contact 911. Note: If 911 is called, immediately contact Risk & Safety Management at 561-434-8580 (PX-48580).
3. The PBSO 0335 form shall be completed within 24 hours following the injury or illness.
4. Early Childhood parents shall receive a copy of the accident report. a. A parent signature page must now be completed. A button is at the top of PBSO 0335. b. A copy of the parent signature page should be sent to Risk Management.

**NOTE:** A copy of the student accident report may be provided to the student's parents, but staff must ensure that any additional minors' names and information are redacted before a copy is provided to them. If it appears an individual may want to make a claim against the District for an injury/illness, please contact Risk Management. This will often initiate an investigation into the claim.

### **Distributed to Employees**

Employees are required to complete District-Wide compliance training annually. Training topics include Workers Compensation Reporting, Workplace Injury Prevention, and . Bloodborne Pathogens. The CSTECH Health and Safety Plan is also made available to all staff.

### **Annual Evaluation of Plan**

During in-service professional development week in the fall of each school year, the team of administrators at CSTECH together with staff review and update the Health and Safety Plan.

### **Students**

Basic information about the plan is provided to students in the student handbook.