MIAMI LAKES
EDUCATIONAL CENTER
& TECHNICAL COLLEGE

HEALTH AND SAFETY PLAN

PLAN. PREPARE. EXECUTE. EXCEL.

ACADEMIC YEAR / 2026 - 2027

STUDENT SUCCESS

CAREER FOCUSED

SAFE ENVIRONMENT

CONTINUOUS IMPROVEMENT

Purpose

The Miami Lakes Education and Technical College health and safety plan contains all the procedures and protocols necessary for the management of the health and safety of employees, students, and guests in cases of sickness, accidents, fire safety, emergency and evacuation, security, and safety on campus. This plan is to be distributed to all employees and ensure that basic information about it is available to students. It is strongly urged that the uniform plan become a part of the general emergency plan and procedures required of each school.

Health and Safety Procedures at MLEC&TC are contained in the Health and Safety Policy. A plan is also developed annually by the Health and Safety Committee. The plan outlines the protocol for the management of the health and safety of students. An Incident Response Team, made up of employees is trained to respond to medical, environmental and behavioral emergencies and the Health and Safety Committee evaluates responses to incidents on campus.

Photo Identification

All individuals who are authorized to be on campus are issued a photo identification badge by Miami Lakes Technical Education Center and Technical College. Upon registration, students are issued a school photo ID which is renewed every term. All staff members receive their badge at the beginning of each school year. All visitors must first register with security staff at the main entrance, present a valid government-issued photo identification, and be screened through the Miami-Dade County Public Schools (M-DCPS) Raptor Visitor Management System before entering the building. Upon approval, visitors will be issued a temporary visitor badge, which must be worn in a visible location above the waist at all times while on campus. Students and staff are also required to wear their official identification badges in a visible location above the waist to help maintain a safe and secure campus environment.

Reporting and Investigating Accidents

All student accidents, injuries, and illnesses resulting from contact with owned or leased property, while the student is presumed to be under school authority, will be reported immediately to the principal or administrator in charge. The administrator will complete a student accident report within 24 hours.

In case of serious injury or illness, the principal or designee will initiate communication for emergency medical systems (911) and notify the adult student's emergency contact.

The supervising administrator must enter the information in the Automated Incident Report System (AIRS) within 24 hours.

(should injuries of visitors, parents, contractors, etc. be mentioned? Or perhaps re-titled to specify student accidents?)

Emergency Drills (should everything on that TAKE ACTION poster which is in every room be mentioned here?)

Six emergency drills, to include active shooter, hostage situations, bomb threats, and other potential emergencies will take place during the school year in accordance with Florida Administrative Code 6A-1.0018(15). All occupants of a building where an emergency drill is held are required to participate. All emergency drills shall be conducted in accordance with the appropriate corresponding situational response as outlined in the District Operations Plan (EOP).

Evacuation drills will take place during the school year in accordance with the National Fire Protection Association 101 Life Safety Code. When the fire alarm activates, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly using the prescribed route. Any student who is in the hallway or the restroom must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

Employee Injury at Work Site

In the event an employee is involved in an accident, any resulting injury will be reported to Gallagher-Bassett, the School Board's contracted third-party worker's compensation administrator. The principal's secretary has been identified as the person responsible for handling documentation for any employee injury at the worksite. If she is not available, an assistant principal or the evening registrar can perform this duty. The identified designee will:

- Upon notification of an injury, telephone 305-995-COMP (2667) to complete a Notice of Injury using the employee's description of the injury. This process will be completed over the phone. At the time of the call, the identified designee will need the injured employee's address, phone number, and location of the accident. In cases of serious injury, the principal or designee will initiate communication for emergency medical systems (911), then call at 305-995-COMP (2667).

- Immediately after an accident occurs, the administrator or designee must investigate the accident by:
  - ✓ Obtaining a clear description of the accident.
  - ✓ Obtaining names and addresses of witnesses; and
  - ✓ Examining the area where the alleged accident occurred
  - ✓ Taking pictures of the area where the alleged incident occurred.

- Complete a Worker's Compensation Medical Request and provide it to the employee to take with him/her to the authorized medical provider.
- to the authorized health center. Inform the employee that if additional treatment is required, he/she must call 305-995-COMP (2667).

The administrator or designee will have maintenance check any furniture or equipment that is alleged to have not been in proper working order.

Employees who have been released to return to work from their authorized physician should report immediately to their administrator and present proper documentation of release. Gallagher-Bassett will follow up in writing to the worksite administrator of their employee's release.

Emergency Procedures for Seriously ill or Injured Students LHTC has and AED trained team, does MLT have one? Should that be mentioned?

It is imperative that every student have updated emergency contact information on file in the Focus Information System. When a classroom teacher, or person in charge, believes a student is seriously ill or injured, the following procedures/steps will be taken:

- The instructor will immediately notify the administration. Administration will initiate communication for emergency medical systems. (Dial 911)
- In case of a serious injury, make the student as comfortable as possible. DO NOT attempt to move the student.
- Office personnel will notify the individual listed as the emergency contact.
- In cases where the individual(s) listed as the Emergency Contact cannot be reached the attending administrator must go with the student if he/she is transported.
- The administrator must complete an accident report as soon as possible. All accidents are to be recorded in the Miami-Dade County Public Schools Automatic Incident Response System (AIRS) within 24 hours of the accident.
- If the student is a minor or special needs student, the parent or guardian will be notified immediately.

Illnesses and Injuries to Students

All employees responsible for supervision of students and student activities are to take precautions to protect the life, health, and safety of every student to reduce or eliminate accidents, injuries, and illnesses. In certain school activity assignments, students are to

be furnished with and required to wear safety devices and protective clothing; and shall employ safeguards necessary to reduce or eliminate accident and injuries. Refusal of

failure by students to use or wear such devices, protective clothing, and/or equipment shall be grounds for appropriate disciplinary action, including prohibiting them from participating in classroom activity."

In the case of minor injuries, the instructors are responsible for notifying administration immediately. If the injury requires minimal first aid, assistance will be offered to the student. If deemed necessary, emergency contact will be notified.

Automatic Incident Reporting System (AIRS)

Incidents and or accidents are recorded in the Automatic Incident Reporting System (AIRS) by the reporting administrator and are identified as critical or non-critical incidents. This allows School Operations, and Risk and benefits Management access to the reports and provide the necessary support. (is there a criteria to determine critical from non-critical?)

First- Aid Kits

First Aid Kits are maintained and located in Building 1, Building 2 and Building 3. Several staff members, especially in the Health Science department are certified in CPR and AED.

Jessica Lunsford Act

Our institution complies with the requirements of the Jessica Lunsford Act. On June 20, 2007, Governor Charlie Crist signed Senate Bill 988 into law, establishing standards and procedures related to high-risk offenders and background screening requirements for individuals who provide contracted non-instructional services to Florida public schools and school districts. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts. All persons who will have direct contact with students must have completed level 2 screening requirements as described in Florida Statute 1012.32. This pertains to school district employees, volunteers, interns, mentors, contractors, vendors, coaches, and sports officials. Guests to the campus must report to the front desk upon arrival and present a valid driver's license to be registered and are issued a temporary visitor's badge after being checked through RAPTOR, a rapid check system that identifies sex offenders listed in the State of Florida database.

Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), codified at 20 USC 1092 (f). as a part of the Higher Education Act of 1965 (HEA), is a federal law that requires colleges and universities to disclose timely and accurate information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to the Clery Act. The U.S. Department of Education has developed The Handbook for Campus Safety and Security Reporting which provides institutions of higher education with procedures, examples, and references to follow to meet the campus safety and security requirements.

SRP- Standard Response Protocol

MLEC&TC uses The Standard Response Protocol (SRP) to communicate during emergencies or critical incidents. The SRP is a set of five actions using clear common language that everyone in our school, including students and staff, follow in case of an emergency or critical incident. These actions are HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER.

Review and Evaluation

The policies and procedures of the Health and Safety plan at Miami Lakes Education Center and Technical College are reiterated in faculty meetings, and the entire plan is reviewed annually in the Opening of Schools Meetings. The faculty and staff evaluate the plan and make recommendations for adjustment when necessary. The plan is included in the MLEC & TC Faculty and Staff Handbook. Students are notified during student orientation, through their teachers, and in the Student Handbook. Additionally, copies of the plan are available to students and employees in the media center, the administrators' office, and the departments' chairpersons' office or classroom.

(how often does the faculty and staff review this, what criteria do they use to make modifications?)

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

© Copyright 2009-2020, All Rights Reserved. The "I Love U Guys" Foundation, Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRP TxSSC 2021 Poster_EN | V 4.0 | Revised: 04/21/2021 | http://iloveuguys.org