

Chuck Shaw Technical Education Center

Health and Safety Plan

2024-2025

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 are established and monitored at all times. Metal detectors are used at the student entrance.
3. All exterior doors are locked at all times.
4. All classroom doors remain closed and locked during class.

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 is used to screen visitors and malfunctioning systems are 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. School police and the safety aide periodically monitor the perimeter. They check for parking passes.
2. School police address unauthorized vehicles.

Badges and Keys

The following protocols apply to badges and keys:

1. District-issued identification badges are displayed by employees at all times.
2. The principal is responsible for the facility keys and ensures the key custodian conducts an annual inventory.

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. Each employee and substitute is issued a Centegix badge, which allows immediate access to emergency personnel in life threatening circumstances.
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 (see the school's bomb threat checklist) 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 Identifying Safety Issues

Faculty, staff, and administration are responsible to report to the Facility Manager or Administration any safety issues they identify. In addition, faculty reports safety issues via emails. Safety issues are also discussed during monthly school meetings. The Threat Assessment or Safety committee takes the appropriate action.

Emergency Response and Crisis Management

The school has a Crisis Response Plan with the following information:

1. Crisis Intervention Team Coordinator List: The list has the names of a designated primary and a backup person for each of the Crisis Intervention Team positions. Key positions include Incident Command Post Coordinator, Staff Resource Coordinator, Mass Media Coordinator just to name a few.
2. Personnel, Training, Assignments, and Coverage: The list has the names of active personnel who have taken required safety training. Safety certification trainings include First Aid, CPR and Physical Restraint
3. Evacuation Plan: The list includes on site and off site evacuation plans in case of emergency.
4. Incident Command Post Coordinator-Chain Of Command: It lists the hierarchy of responsibility for key positions.

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.

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>

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. A Medical Crisis Team composed of administrators and school police attend to the injured student or visitor and determine the severity of the accident.
2. School police contacts 911 as warranted.
3. An administrator completes the PBSO 0335 form within 24 hours following the injury or illness.

Annual Training

Employees are required to complete District-Wide compliance training annually. Training topics may 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

Administration meet with faculty to review and update the Health and Safety Plan annually.

Students

Safety plan is posted on our website, and students are informed of its location during orientation.