

HEALTH AND SAFETY PLAN

COE Standard 6

Rev. 12/2023

I. Plan Scope

The purpose of the health and safety plan is to ensure the health and safety of the institution's employees, students, and guests. This plan sets forth guidelines to assist faculty, staff, and students in maintaining a safe environment and procedures in an emergency. The plan also provides guidelines on reporting and investigating incidents affecting the health and safety of the institution's students, staff, and visitors.

Each employee is responsible for maintaining adequate procedures and training to protect students and employees under their supervision. This safety plan is distributed to employees upon hire and is available to students. A *Safety and Emergency Preparedness Manual* Safety is located in each classroom and added to this plan as an appendix.

II. Emergency Communications

For life-threatening or critical care emergencies, contact 9-1-1 emergency services. All incidents are documented using the *Accident, Incident, or Crime Report*.

PHARR

Police Department	(956) 784-7700
Sheriff Department	(956) 383-8114
Fire Department	(956) 787-2737
McAllen Heart Hospital	(956) 994-2000
Amy LaCanne, Director	(507) 210-3981
Hilda C. Silva, R.N.C., CAO	(956) 292-6099

SAN BENITO

Police Department	(956) 631-3880
Sheriff Department	(956) 544-0860
Fire Department	(956) 361-3840
Monica Silva	(956) 884-9770
Hilda C. Silva, R.N.C., CAO	(956) 292-6099
BlancaEstella Wahl, Director	(956) 909-9326

LAREDO

Police Department	(956) 795-2800
Sheriff Department	(956) 722-1793
Fire Department	(956) 795-2150
Laredo Medical Center	(956) 796-5000
South Texas Training Center	(956) 727-4909
Edna Sepulveda, Director	(956) 857-1431
Hilda C. Silva, R.N.C., CAO	(956) 292-6099

III. Procedures for Reporting and Investigating Incidents

The following procedures should be followed for emergency health care needs or sickness. Faculty and staff will implement emergency actions for students, guests, and employees on campus.

Life Threatening or Critical Care Emergencies

1. Call 9-11.
2. If a safe and sound intervention appears possible, staff will intervene when appropriate or wait for emergency services to arrive.
3. Attempt to determine the extent of injury; if in doubt, get assistance from the closest staff member.
4. *Apply only that first aid which is essential:*
 - a. Stop excess bleeding with pressure.
 - b. If there is electrical shock or any other form of unconsciousness, check for pulse and respiration and take appropriate first aid measures.
 - c. Wash eyes immediately with water if contaminated with any caustic solutions.
 - d. Administer CPR by a certified staff member if necessary.
5. Remain with the person until medical help arrives.
6. Contact law enforcement agency or fire department if appropriate.
7. The institution will contact the emergency contact on file if the person is a student or staff.

Medical Episodes

1. Call 9-11 in the event of an emergency.
2. Remain with the individual.
3. For guests and visitors, the institution will contact emergency services.
4. The institution will contact the emergency contact on file if the person is a student or staff.
 - a. If the student or staff cannot drive, an ambulance will be called, or the individual will be taken to a physician by the student's or employee's emergency contact.
5. The administration will take appropriate action in the best interest of the student employee or guest.

Accidents, Crimes and Non-Emergencies

1. Inform the Campus Director of the incident.
2. The Campus Director will investigate the cause of the incident to prevent further incidents.
3. The Campus Director will complete the *Accident, Incident, or Crime Report*.
4. Contact law enforcement if appropriate.

The institution has the following system for reporting and investigating incidents:

1. All students, faculty, and staff will report all accidents to the director regardless of nature or severity.
2. The director will complete an accident/incident report.
3. The institution will take appropriate action to ensure that all employees, staff, and guests receiving injuries receive proper medical assistance.
4. All accidents/ incidents will be investigated for the purpose of assisting in the prevention of other accidents.
5. The results of the investigation will be documented.

The *Campus Accident, Incident, or Crime Report* form must be completed for all incidents or accidents, whether the person(s) involved was taken for medical attention or not, OR whether law enforcement was contacted. If the person involved is an employee, this form should be routed to the immediate supervisor; all others should be routed to the Director's office.

IV. Budgetary Support

The fiscal year budget includes line items for *Security* and *General and Administrative* that support the content of this plan.

V. Plan Distribution

This plan is distributed to employees upon hire and the institution provides basic information about this plan to students. A *Safety and Emergency Preparedness Manual* is located in each classroom.

VI. Plan Review & Evaluation

Includes input from faculty and students, is evaluated annually, and plan results are shared with faculty and staff.

This plan and its contents are reviewed annually by faculty, staff, and administration. During this review, faculty and staff read the plan together and are asked to provide feedback or recommendations. Feedback or recommendations are reviewed by the administrative team for consideration.

End of Plan