



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

## **Emergency Health & Safety Plan for Employees, Students and Visitors**

### **Purpose**

CTK has a responsibility to maintain a safe and healthy environment including emergency plan for students, employee and visitors while they are on campus. This plan outlines the procedures to follow in case of sickness, accidents, or emergency health care needs that arise while on campus. CTK does not have health services located on the campus; however, hospitals, clinics, and physicians are located nearby. Students with communicable diseases may be prohibited from registering for classes when health records indicate that his/her attendance would be detrimental to the health and safety of staff and other students with whom the student may meet. Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration.

### **Outline of activities and the person responsible:**

Following are the outline and the person responsible to take care of the outlines that falls under the plan

#### **1. Basic First Aid**

Basic first aid supplies are available for student use in the front office and student phone area. First aid kits are equipped with supplies such as Band-aids and minor wound care materials. Any person in campus unable to locate the proper first aid supplies, please report to the student services coordinator or the business office know so that kits can be located and restocked as needed.

#### **2. Accident, biohazard & Health /Safety Emergencies**

Steps to follow:

1. Any persons in the facility report his/her sickness, accidents and emergencies immediately to the student services coordinator or Emergency Safety Contact person or the instructor in the class.

2. The student service coordinator or Emergency Safety Contact person will assess the situation and determine the appropriate course of action.
3. If necessary, the CAO or his designee or student service coordinator will call 911 for further assistance.
4. If the student is conscious and refuses treatment, the executive director or his designee will notify an emergency contact noted in the student's file.
5. After the emergency is over, the student service coordinator will be responsible for investigating the incident and completing an incident report.
6. Upon calling 911, information on the accident victim, type and location of injury, location of accident and phone number should be provided.
7. Do not move the student if there appears to be a head, neck, or back injury due to a fall.
8. If the student needing assistance cannot walk and needs assistance, the area where the student is located should be cleared. Keep the student as calm and comfortable as possible.
9. Stay with the student needing assistance until medical help arrives.
10. Only trained personnel should provide medical assistance to the student on school property.
11. If needed, a member of the crisis management team will contact the parent, guardian, or partner of the student.

Note: If a student is transported via ambulance or life squad, the student is responsible for the cost.

### **3. Weather Conditions**

In the case of an emergency while school is in session, the executive director has the authority to assess the situation and act accordingly. For emergencies occurring when school is closed, the executive director will assess the situation and determine whether classes will be held. If classes are cancelled, the CAO or facility coordinator will notify the media to make the announcement of delay in opening the class or school closing. In making such decision, the facility coordinator may rely on neighborhood colleges and school districts decision. It is the responsibility of facility coordinator to notify Instructors who will contact students residing out of the receiving area of the local media.

### **4. Student Campus Security Policies**

Students and instructors are encouraged to report crimes to local authorities and to the student service coordinator of the school. In the event of an incident, student service coordinator should be called immediately to investigate and notify authorities if warranted.

Develop habits that insure security. For example, always keep cash property secured. Know the location of all alarms and fire extinguishers and know how to use them. Make sure that the entrance of the school is well lit  
Before leaving the premises.

Notify any visitors who might visit you with the receptionist in the front lobby before entering any part of the facility.

Students should keep the photo identification card issued the day of orientation with them at all times.

## 5. Safety Rules

Safety is everyone's responsibility. Safety must be given primary importance in every aspect of planning and performing school activities. All the employee report all injuries, regardless of how minor, to the student service coordinator or instructor. Accidents generally occur because individuals fail to follow the proper safety rules. By following the safety rules listed below, you will minimize your chances of having an accident while at CTK.

1. Avoid overloading electrical circuits with too many machines.
2. Use flammable items with caution. Always follow the printed procedures on the product.
3. Walk—don't run.
4. Report sickness, accidents and emergencies of fellow students to the executive director or department chair.
5. Ask for assistance when lifting heavy furniture or objects.
6. Smoke in designated areas only.
7. Keep cabinet doors and file and desk drawers closed when not in use.
8. Keep your work area clean or orderly.
9. Stack materials only to safe heights.
10. Use the right tool for the job, and use it correctly.
11. Avoid practical jokes.
12. Do not operate any equipment unless you have been properly trained to do so.
13. Wear eye protection when indicated.
14. Use the proper safety equipment required for the job.
15. Watch out for the safety of fellow students.

## Evaluation

The effectiveness of this plan is evaluated based upon information that is provided by students through formal and informal means and revised needed, annually once a year by staff meeting and/or by advisory board, and made the plan public by keeping the plan in main hallway. Incident reports are reviewed to determine if preventive measures can minimize or eliminate health and safety issues involving students. Changes are made if indicated.

**ACCIDENT/INJURY/CRIME INCIDENT REPORT**

*To be completed by the student, Instructor or employee, in the event of an accident*

Name: \_\_\_\_\_ Program: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How the Incident Occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Action Was Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was Medical Attention Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Victim: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty or Staff Member Present: \_\_\_\_\_

Date This Form Was Submitted: \_\_\_\_\_

**Student/Employee Survey of Health & Safety Plan**

**Directions:** The Creative Circus has a responsibility to maintain a safety and healthy environment for students. We need your input to tell us how well we are meeting this responsibility. Please take a few minutes to respond to the following questions so that we can make changes if necessary.

**1. I am clear on what I need to do if I am involved in an accident or become ill while at The Creative Circus.**

\_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**2. I feel that The Creative Circus is a safe place for me to receive training.**

\_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**3. First aid supplies are available should I need them.**

\_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**4. I received adequate safety information during the orientation process.**

\_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**5. I am familiar with the evacuation routes in the event of a fire or emergency.**

\_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**6. I am instructed to use proper safety equipment when safety equipment is required for the job.**

\_\_\_\_\_ **Yes**    \_\_\_\_\_ **No**

**7. On a scale of 1 to 5, I would rate the importance of safety at The Creative Circus:**

\_\_\_\_\_ **1**    \_\_\_\_\_ **2**    \_\_\_\_\_ **3**    \_\_\_\_\_ **4**    \_\_\_\_\_ **5**

**8. Please list any suggestions that could be implemented to make The Creative Circus a safer place for students.**

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