

# MED COLLEGE

3418 W 84<sup>th</sup> Street, Suite 106 ♦ Hialeah, FL 33018  
Telephone (786) 792-3350  
www.medcollege.edu

## **Health, Safety and Emergency Response Plan**

Policy Adopted January 2014

### **Health and Safety**

Med College will be maintained according to acceptable standards of health and safety, orderliness, and quiet.

1. Health
  - a. Cleanliness and sanitation are the basis of good health.
  - b. The maintenance department will see that this transpires throughout the school
  - c. Every staff member will contribute their share of the daily fulfillment of this goal.
  - d. Smoking is prohibited within the building.
  - e. Drugs and alcohol are prohibited on all Med Academy premises and properties. Detection of their use will be the cause of dismissal.
  
2. Safety
  - a. Flammable materials will be appropriately labeled and stored
  - b. Exit doorways will be kept unobstructed.
  - c. The maintenance department personnel will, in performing their tasks, have the necessary tools, gadgets, and any other assistance to do their work within a maximum level of personal safety.

### **First Aid/Emergency Response Plan**

For students who become ill or are involved in an accident while in school, the following procedures are to follow:

1. If able to move, students escorted to the front office
2. If they need to go home, to a hospital, or to a doctor, parents and spouses are contacted.
3. A rescue squad is to be called in the event of a severe emergency by a school representative
4. The employee Accident / Illness Form is to be filled out correctly for the record. See incident reporting policy in the Student Catalog and Faculty Catalog.

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### **Fire Prevention**

No smoking is allowed on school premises

Electrical equipment must be kept in good working order.

- a. no frayed cords
- b. no wires exposed
- c. no flammable material stored inappropriately

### **Fire Control Plan**

1. All school members shall be aware of the nearest exit in case of a fire and where the fire extinguishers nearest to them are.
2. The building plan should be posted in each classroom.
3. The telephone number of the fire department should be posted. (Dial 911)
4. Twice a year, a fire drill will be conducted.
5. If the fire alarm sounds, the building must be evacuated.

### **In Case of Fire**

1. Persons discovering fire will immediately inform the school director.
2. If evacuation of the building is deemed immediately necessary, school authorities will pull the fire alarm.
3. Emergency Services (911) will be immediately called.
4. The faculty member will keep order in each class and escort students through the nearest exit. Nobody should lock any classroom doors during this procedure.
5. All other persons will walk to the nearest exit in silence.
6. Each faculty member will close the door and turn off their classroom lights on the way out.

### **Evacuation Plan**

Evacuation plans are posted at each classroom site, hall, and other building units.

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### **Disaster Plan**

Measures device for implementation of a disaster plan include:

1. All emergency escape routes are clearly labeled, and staff and faculty are familiar with each.
2. Fire extinguishers, suitable for the number of people in the building, are easily accessible and directly viewed.

In the event of actual, threatened, or impending disaster, the following procedures are to follow:

1. The safety leader will be the school director, with assistance provided by the medical staff. In the school director's absence, the Business Office Director will take responsibility. All faculty present will hold joint responsibility for safety procedures.
2. Seriously injured students will be transported to the closest trauma center immediately.

### **Incident Reporting Policy**

All incidents require an incident report to be completed by a staff member. The incident report should include the date, time, location, and brief description of the incident. This report should be provided immediately (at least within 24 hours) of the incident. Students/staff should report any issues concerning a physical injury, equipment failure, safety issues, threat of harm, or environmental concerns to their instructor or available staff member. The staff member is required to complete an incident report. If the incident warrants immediate attention, the staff member should contact a senior school official (school director, academic dean, or business officer) who will determine how to address the issue immediately. An incident report is written by the person reporting the initial incident.

A school official must perform a follow-up investigation (School Director, Business Office Director, or Director of Academic Affairs). If necessary, a follow-up report is required within 72 hours of the incident. This report should be made directly to the School Director to make a final determination and action.

If the incident is a noticeable emergency, the appropriate emergency agencies should be contacted by dialing 911 (i.e., fire, paramedics, police). Ideally, this call should be placed by the senior school official on campus. Still, if not readily available, this call should be

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placed by any staff member so that the agencies can arrive as expeditiously as possible. An incident report should be generated in this case, as well.

## Incident Report

Student Name: \_\_\_\_\_

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

Instructor Name: \_\_\_\_\_

Class: \_\_\_\_\_

### Description of Incident:

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Please turn this form to the School Director's Office.

*This plan is due for review in December 2021*  
*Juan Revuelta, School Director*