



## **HEALTH AND SAFETY PLAN**

## **Introduction**

The best security system is prevention, with it we can minimize the risks in our facilities and its nearest context, avoiding countless risk factors with which the educational community could be affected, but there are unforeseen events that prevent and address to safeguard the physical and mental integrity of students, teachers and administrative staff.

The basic rules in security are:

stay calm,

act promptly and

stick to a pre-established and rehearsed action plan.

It has been proven that a person under stress or fear will hardly have the objectivity to make the right decision, often it depends on the physical and emotional safety of all; that is why in all safety manuals, protocols and advice, the first step is to stay calm, not in a state of shock, as educators we must know how to act on an eventuality and the basic principles of first aid.

Critical time is the time between the incident and receiving support from specialized personnel, it is vitally important that managers and professors have the training to know how to implement the emergency mechanisms, just carry out a phone call to 911 to begin the relief process.

The purpose of this plan is to deal with an incident and reduce the margin of error by assigning a specific task to each individual or a particular group of people. In this way we optimize the responsibilities that comprise the entire security protocol, with better results. There are different types of incidents or contingencies that can occur at the school, some are listed as accidents AND others caused by antisocial behaviors that disrupt the peace of the educational community.

## **Plan Availability**

This plan is distributed to all students, instructional staff and administrative personnel. It is also available on our web site at [www.centurycollege.edu](http://www.centurycollege.edu) . A copy of the plan can be obtained in the registrar's office along with the policy and procedures regarding the use of the first aid kit for dispensing of over the counter medicines.

## **Evaluation**

This plan is evaluated with appropriate input from all employees and students on an annual basis and is revised as needed.

## **Accident Investigation and Prevention**

The prime objective of an accident investigation is prevention. Finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future.

Accidents can rarely be attributed to a single cause. Work environment, job constraints, and supervisory or worker experience can all play a part. These factors must be examined to determine what role each had in causing the accident.

Once the causes are established, precautions must be identified and implemented to prevent a recurrence. Investigators must always keep in mind that effective accident investigation means fact-finding, not fault-finding.

To explain why and how an accident happened, investigators must collect information on the events that took place before and during the event. Investigators can then determine accident conditions by examining physical evidence and interviewing witnesses. Both steps are of equal importance and should be done as soon as possible to ensure complete accident investigation. Equally important is the need to document the steps that

were taken immediately after the accident to deal with the emergency and to begin the investigation. It also identifies the forms to be used and the procedures to be followed within specified time frames.

For an investigation to be a valuable tool in accident prevention, three things must take place:

- the information gathered must be analyzed;
- corrective action must be taken; and
- the action must be monitored for effectiveness.

## **Reportable Accidents**

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In addition to accidents that result in injury, there are legal requirements to report accidents. These include fatalities, critical injuries, occupational illness and the following prescribed incidents:

Falling

Becoming unconscious for any reason.

Accidental contact by with a tool or equipment with energized electrical equipment, installations.

There is a legal requirement to not only report what happened, but also the steps taken to prevent a recurrence. It is wise to investigate these events to see if they were the result of unforeseen, isolated circumstance or if they resulted from a breakdown or oversight in the company's health and safety program.

## **Accident/Incident Investigation**

### **Purpose**

To investigate all incidents/accidents in order to determine the cause and what corrective actions need to be implemented to prevent a recurrence.

### **Policy**

The following types of incidents/accidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid,
2. Accidents that cause property damage or interrupt operation with potential loss,
3. Incidents that have the potential to result in (1) or (2) above, and
4. All incidents that, by regulation, must be reported to other regulatory agencies.

### **Responsibilities**

1. All employees shall report all incidents/accidents to their immediate supervisor.
2. Supervisors shall conduct initial investigations and submit their reports using the Accident Investigation Form promptly to management.
3. Campus Directors shall determine the need for and, if necessary, carry out detailed investigations. They shall also determine causes, recommend corrective action, and report to the manager.

4. The president shall review all campus directors' reports, determine corrective action to be taken, and ensure that such action is implemented.

### **Accident or Injury**

Accidents on the school campus, for the most part, can be minimized by setting safety rules. Accident prevention campaigns, supervision by teaching staff in the areas of greatest risk, can minimize accidents that result in injuries to students. Even with these cares there is a small percentage in which an event can occur that involves the presence of trauma in students or in the same teaching and administrative staff. This is why it is necessary that at least one person trained in first aid and that the school has the basic first aid kit for their care.

### **Considerations**

1. In the student's file, the school's administrative and teaching staff there should be registered the student's details, as well as the telephone numbers of people who will serve as contact to notify in case of an emergency or accident.
2. Having special attention in those individuals with chronic problems or special care (allergies, heart conditions, etc.), professors and managers should be aware of these particular cases.
3. Have local emergency numbers in addition to 911, as well as know the nearest emergency care location.
4. Always wait for the ambulance service, unless by directed by the injured, transfer of the person to the emergency center.
5. Always have a well-stocked first aid kit.
6. Portable kits to facilitate the transfer of the same to the injured.

### **Considerations when responding to an accident**

Ten rules we must follow when responding to emergencies:

1. Don't put your hands in if you don't know

2. Do not touch wounds with hands, mouth or any other unsterilized material. Use gauze whenever possible. Never blow over a wound.
3. Do not wash deep wounds or wounds from exposed fractures, only cover them with sterile dressings and transport them immediately to the doctor.
4. Do not clean the wound inwards, do it with outward movements.
5. Don't touch or move blood clots.
6. Don't try to sew a wound, as this is a doctor's business.
7. Do not place absorbent cotton directly on wounds or burns.
8. Do not apply adhesive fabric directly to wounds.
9. Do not violently delight the gauze that covers the wounds.
10. Do not apply wet bandages; nor too loose or too tight.

### **What to do if you must provide First Aid**

1. Behave calmly and serene; acting calmly will sort our ideas much better and we will act better.
2. Send to call a doctor or an ambulance; remember to take emergency phones with you.
3. Take away the curious; in addition to vitiating the environment with his comments can trouble the injured more.
4. You should always prioritize life-threatening injuries. Bleeding absence of pulse and/or breathing, poisoning and shock.
5. Examines the injured person; Check if there is have a pulse, breathe, and how he or she is breathing, if the respiratory duct (nose or mouth) is not obstructed by secretions, tongue, or foreign objects; watch for bleeds, if they have convulsive movements, among others. If he/she is conscious, question about any inconvenience her/she might have.
6. Place the patient in a comfortable position; keep him/her warm, don't give coffee, alcohol, or smoke.

7. Do not lift the person unless strictly necessary or if a fracture is suspected.
8. Do not put alcohol on any part of the body;
9. Do not give liquids or in any case give hot water.
10. Prevent the shock.
11. Check the bleeding if there is one.
12. Hold the wounded' breath.
13. Avoid panic. Inspire confidence.
14. A lot of common sense.
15. Do not do more than necessary, until professional help arrives.

### **Situations in which the doctor should inevitably be called**

1. When bleeding is copious (this is an emergency).
2. When the bleeding is slow but lasts more than 4 to 10 minutes.
3. In the case of foreign body in the wound it does not come off easily with the washing.
4. If the wound is punctured and deep.
5. If the wound is wide and long and needs to be sutured.
6. If tendons or nerves have been cut (particularly hand wounds).
7. In case of fractures.
8. If the wound is on the face or easily visible parts where a scar would look ugly.
9. If the wound is such, it cannot be completely cleaned.
10. If the wound has been contaminated with dust, soil, etc.
11. If the wound is bite (animal or human).
12. At the first sign of infection (pain, redness, swelling - pulsation sensation).
13. Any eye injuries.

### **How to take the pulse**

Two fingers are placed in the arteries of the wrist or neck. They must feel about 60/80 beats per minute in adults, 100/120, and 140 in newborns.

### **To verify that the patient is breathing**

1. Move your ear closer to the injured person's nose, to hear and feel the breath.
2. Move the back of your hand closer to your nose to feel the breath.
3. If possible, place your hand under your chest to feel the movement.
4. Place a mirror near the nostril, to see if it's pawnd.
5. The number of normal breaths is 15 to 20 per minute

### **To check the reflexes**

1. Tap the cornea to see if the eyelid responds with a movement.
2. Observe if the pupil contracts by inducing a ray of light on it.
3. Pinch or prick the inner part of your arm or leg, which should move in response.

## **Recommendations to the parents in front of an emergency situation**

### **RECOMMENDATIONS TO STUDENT PARENTS**

#### **If the parent is at home**

- Confirm by telephone with the school address the risk situation.
- If the risk situation is confirmed, contact other parents to follow the directions security protocol.
- Informing other parents of the situation will prevent the school's telephone line from being saturate.
- Immediately call 911 to notify the authorities.

- Staying at home, as making your transfer to school to get the young man out of school only puts at risk your family's safety.
- Set a 30-minute period to stay in touch with the school, in order to verify the prevailing situation.
- If the school believes it is safe, it will be able to go to it.

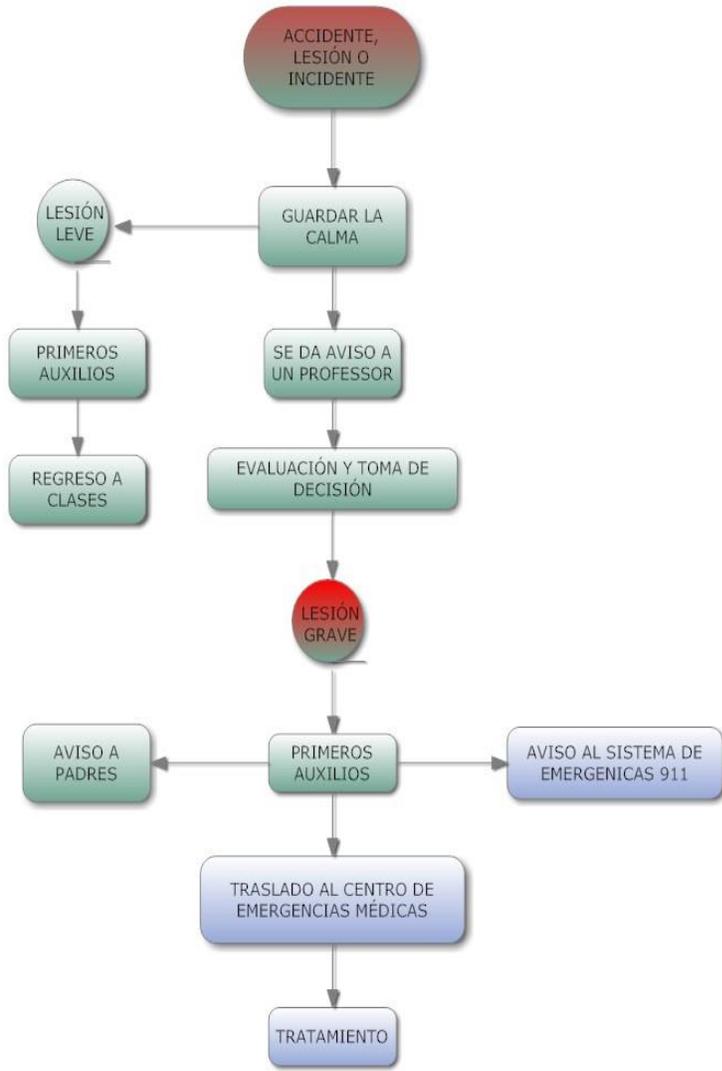
### **If the parent is in the vicinity of the school.**

- Head to the school entrance and abide by security protocols.
- Stay in the area designated by school staff.
- Avoid peeking through windows and doors.
- Avoid leaving the campus until instructed by the authority responsible for the operation.
- Support instructors to keep students calm.

### **Protocol in case of accident or injury**

#### Basic First Aid Kit

- Scissors
  - Sterile gauze
  - Gauze bandages of different sizes
  - Antiseptic / disinfectant (D-G, Pervinox) in solution or spray.
  - Common and hypoallergenic adhesive fabric.
  - Band Aids
  - Isodine.
  - A piece of 50 by 50 cm cloth to be folded diagonally for immobilization of limbs or for compression bandage.
- Dressings, big guys or kids.
- Latex gloves.
  - An eyebrow clip.
  - Local sterile or antiseptic water (for washing wounds).





## Campus Bomb Threat

All threats should be addressed as if they were true, it is necessary to act promptly, but cautiously, without panicking, and always showing calm before the parents and mostly to the students.

## Considerations

- When receiving a bomb threat at the school, the authority should be called immediately, and the campus evacuated in parallel.
- The person receiving the threat should pay attention to all the person's promptings, hear the ringing of the voice, what sex it is, if it manifests nervousness or laughter, if others are heard with it, etc. Collect as much information as possible from the interlocutor.
- As much as possible, have caller ID.
- Follow the authority's instructions.
- For no reason any threat is taken lightly.

## **Meteorological Contingency at the College**

In the case of weather events there are different types, from flash rains, floods, storms and hurricanes, the latter with devastating effects on society, both economically and morally. Some areas of our metropolis are affected when there is plenty of precipitation. We can point out three dangers as a result of the rains: floods, torrents and landslides. If the school is in some glen or there are drainers or streams in its context or pass within it, we must have a historical history of the behavior of them, in the rainy seasons will allow us in advance to take the measures necessary precautions. This type of contingency is the one that most often occurs in our island, for this it is necessary that the community knows the evacuation route to the highest places.

### **Considerations**

Stay informed by radio or by the television alert service.

Withdraw from trees, foil structures or any object that may be detached due to wind.

A flashlight must be available.

If water enters the school or classrooms, disconnect the power and shut down the gas and water pipes (if applicable).

Cover with plastic appliances or objects that may be damaged by water.

If for some reason you stay isolated and the water goes up, head to the roof or the highest and safest place possible.

Avoid crossing rivers and streams on foot or by vehicle, the current is stronger beneath the surface, plus we don't know the depth and objects it carries in its torrent.

A place should be considered as a concentration point or shelter for evacuation.

## **School Fire**

Within the safety contingencies, undoubtedly the most dangerous is in which fire is involved, not only because of the devastating damage caused by the scorching heat, but because of the amount of toxic gases emitted by the different materials that serve as fuels; it is well known that most people who perish in a fire are because of poisoning rather than burns, without detracting from them. It is very important for the professors at the school to know the perimeter identifying potential hazards related to fires. Our facilities have a system of fire extinguishers of good capacity for type A, B and C fires and people trained for their use. These are reviewed and maintained at least once a year. They are placed in specific, accessible and identified locations. See attached diagram.

### **Considerations**

For no reason should fuel be stored inside the campus.

You must have at least two fire extinguishers

In the laboratory area, containers of flammable chemicals as well as gas pipes shall be checked periodically. (if applicable)

The school must be marked with the evacuation routes and meeting point.

If possible, install fire alarms in places with flammable or electrical material.

Avoid overloading plugs with too many pins.

If for some reason your clothes catch fire, do not run, in doing so the only thing that manages to enliven it is to throw yourself to the ground and roll until the fire is put out.

## **Preventive actions at school - Detonations**

- Upon hearing detonations on the school perimeter, the professor will immediately order the position of crouching or chest to ground for all students, while inside or outside the classroom.
- Students with different abilities will be immediately assisted by the teacher or the nearest classmates.
- At all times the professor will calm students from panicking.
- At no time will the room be allowed to leave until the arrival of an authority, or the manager indicates.
- Avoid that out of the curiosity of the students to look out the windows.
- If there are parents, enter them into the area closest to the students.
- Avoid eye contact with aggressors.
- Avoid taking video or pictures (if the person is seen doing this action can provoke criminals).



## EMERGENCY PHONE NUMBERS

Policía, Bomberos, Defensa Civil, Emergencias Médicas 9-1-1			
• <b>Agencia Estatal para el Manejo de Emergencias y Desastres</b>	787-724-0124 ó 911	• <b>FEMA</b>	787-296-3500
• <b>AEE</b>	San Juan 787- 521-6066 y 787-521-3434	• <b>AEMEAD (Por Áreas)</b>	San Juan, 787-294- 0277/0759
• <b>Bomberos</b>	787-343-2330	• <b>Policia de PR</b>	Cuartel General 343-2020 793-1234
• <b>Servicio Nacional de Meteorología</b>	787-253-4586	• <b>Life Flight of P.R.</b>	787)289-2700, (787)202-2700
• <b>Policía</b>	787-343-2020	• <b>Adm. Fed. Drogas/Narcóticos</b>	787-775-1701
• <b>Cruz Roja</b>	787-758-8150	• <b>Centro Médico</b>	787-777-3535
• <b>AAA</b>	METRO (787) 620-2482	• <b>CIC</b>	787-793-1234
• <b>EMERGENCIAS EN CARRETERAS</b>	800-981-3121 800-981-3021 (787) 977-2200	• <b>Departamento de la Familia</b>	787-722-7400
• <b>Alguacil Federal</b>	787-766-6000	• <b>Envenenamiento</b>	1-800-222-1222
• <b>Emergencia Médica Local</b>	787-754-2222 y 787-754-2223	• <b>Ayuda Víctimas Violación</b>	787-765-2285, 2412
• <b>FBI</b>	787-754-6000	• <b>Maltrato de Menores</b>	787-749-1333