



Health, Safety & Preparedness Plan

For more information on school safety and security, contact Canton City Schools Adult Community Education at 330-438-2556.

Important Phone Numbers

***For all life-threatening emergencies,
DIAL 911***

Non-emergency:

Canton Police Department	330-649-5800
Stark County Sheriff's Office	330-430-3800
Canton Fire Department	330-489-3400
American Electric Power	1-888-710-4237
Dominion Energy (Gas Emergency) (Call 911 first)	1-877-542-2630
Canton City Utilities (Water/Sewer)	330-489-3315
Canton City Health Department	330-489-3231
Stark County Health Department	330-493-9904
Poison Control Center (National)	1-800-222-1222

Staff:

	330-438-2556
Main Office	ext. 11504
Director	ext. 11507
Practical Nurse Program Coordinator	ext. 11506
Aspire Coordinator	ext. 11317
Success Specialist	ext. 11505
Superintendent	330-438-2500
Director of Safety and Security	330-438-2500

Please Note :

- 1-To make an outgoing call from a school phone, you must first dial 9.
- 2-When dialing 911 from a school phone, it is necessary to dial 9 first.
- 3-When dialing 911, it is recommended to use a landline when possible because a dispatcher can easily determine your location, which results in a much quicker intervention.

Introduction

Students, staff, and visitors at Canton City School District Adult Community Education (CCSACE) have many challenges ahead of them. It is the school district's and the institution's responsibility to maintain a healthy and safe learning environment. The purpose of this plan is to identify the procedures, processes, and forms necessary to assure the health and safety of the institution's students, employees and visitors.

Implementation

The institution's Director/Coordinators are the primary interface to the school district's Director of Safety and Security. In this capacity, they are responsible for monitoring any changes to district policies/procedures and any other situations that would require updates to this *Health, Safety & Preparedness Plan*. The *Health, Safety & Preparedness Plan* is to be distributed annually to the faculty & staff.

The *Health, Safety & Preparedness Plan* is also available to students on our website and a hard copy is given upon request.

Emergency Procedures

The Canton City School District has a Safety and Disaster program outlined for every school in the district. This *Emergency Operations Plan* is maintained by the institution's Coordinators.

Evaluation of Crisis/Emergency Situation

When the institution learns of a crisis event that may affect staff, students, or visitors, the school Director/Coordinators will determine the threat level, points of concern, drill to be implemented, which safety committee first responders need to be called, establish perimeters, and if necessary, determine which incident management teams are needed. Depending on the crisis the Coordinators will determine which plan will be activated and the response. Additional guidance can be found in the *Emergency Operations Plan*.

Emergencies

Emergencies are categorized into four major areas:

1. Crime and Violence

- Gang altercations/riots
- Hostage situations
- Illegal substances (possession or sale)
- Intruders (armed or unarmed)
- Sexual assault
- Violent Actions (fights, physical abuse, threats, verbal assault)
- Weapons

2. Facility-Related Emergencies

- Bomb threats, explosions, structure fire
- HAZMAT - related incident (chemical release, pipeline rupture, gas-leak, asbestos release)
- Utility failure

3. Medical Emergencies

- Death or homicide, suicide-related incident
- Food Poisoning
- Medical Crisis
- Multiple casualty situation, bus accident
- Pandemic

4. Weather Emergencies

- Blizzard
- Earthquake
- Extreme heat or cold
- Flooding
- Hurricane
- Severe storms
- Tornados

Campus Closure Procedure

If campus is closed, all classes are canceled; however, online classes continue as scheduled, and on-campus instruction may be transitioned to online. Instructors will email students. All students should check their school emails and online course site (Blackboard, Google Classroom, etc) applicable to your program for class-specific information and assignments. If there is any disruption of on campus instruction, the instructors will utilize Google Classroom/Meet to assist with live virtual instruction.

***Notification**

Closings will be announced on WHBC – AM 1480 and posted on the Canton City School District website www.ccsdistrict.org and social media page. In the even that an emergency situation occurs after the opening of the campus, announcements about class dismissals and closings will come from the Director.

***Students**

When the campus is closed, students are expected to check their school emails and online course site for class-specific information and assignments. Students who are unable to participate in online instruction due to power outage are responsible for contacting their instructor and making up class assignments.

Emergency Situation Procedures

- **Evacuation (Fires, unsafe building, after an explosion or severe weather damage, bomb threat)**
 1. Evacuate the building by primary routes unless otherwise instructed.
 2. Close all doors behind you.
 3. Emergency Medical Information Notebooks will be brought by the secretaries or alternate as indicated.
 4. **Do Not** return to the building until instructed to do so by the Coordinator(s) or designee.
- **Reverse Evacuation (Severe Weather, Intruder, Sniper, Gunfire, Hazardous Materials Release)**
 1. Move indoors quickly.
 2. Close all doors and windows behind you.
 3. May be followed by Lockdown or Shelter-In -Place.
 4. In the event of an intruder believed to have a weapon or a weapon has been observed; turn the radio device located in the secretaries office to 15 and alert security.
- **Modified Lockdown (Usually used for an intruder outside the building, but in the community).**
 1. Lock and secure all exterior doors and windows are locked and secured.
 2. Free movement within the school building.
- **Full Lockdown**
 1. Lock and secure all outside doors and windows.
 2. **Do not** listen to any PA instructions.
 3. Students move to the closest classroom.
 4. Cover windows and door panels; sit on the floor.
 5. Instructors take attendance of their class and other classes if necessary.
 6. **Do not** open doors or windows until notified by police or school administration.

- **Shelter in Place (Hazardous material in the environment)**

1. Move everyone to inside rooms on upper levels when possible.
2. Assign personnel to doors to control late entries.
3. Close and lock all windows and doors.
4. Custodian to immediately shut down HVAC units.
5. Seal off any openings with plastic, tape etc. when possible.
6. Await instructions from public officials before exiting shelter.

- **Hit the Deck (Gunfire)**

1. May be followed by lockdown or evacuation when safe to do so.
2. Anyone recognizing immediate danger shouts "HIT THE DECK".
3. Immediately hit the floor lying flat. Do not get up unless advised to by safety officials.

- **Duck, Cover and Hold (Tornado, Earthquake, Explosions, Severe Weather)**

1. Move to the basement and assume a protective position.
2. If a person is of special needs or handicapped, do not remove them from the wheelchair.
3. May be followed by Evacuation when safe to move.
4. Take cover under tables, desks, etc. Hold on to the legs and use it as a shield. Shield as much of your body as possible. Bury face in arms, close eyes and cover ears.
5. If caught outside, lie flat on your stomach with your face away from oncoming events, cover your body as much as possible as noted above.

- **Fire**

The school has placed an evacuation map inside each room, to be seen as you exit that room. This map is to assist in quickly evacuating to the nearest exit the room at the time of the drill or occurrence. The designated area to evacuate to is on the other side of the parking lot in the rear of the building, or at the sidewalk in the front of the building. When the fire alarm sounds staff and faculty should follow these steps:

1. Turn lights out in classrooms, labs and offices.
2. When the classroom, lab or office is empty, close the door.
3. Walk quietly and quickly to the designated area. If your exit is blocked, quickly divert to another direction. Everyone must leave the building.
4. Return to the building when an all clear is given.

Also when there is a fire, the following procedures may be used depending on the severity and location of the fire:

RACE

1. **R**escue from danger area
2. **A**larm-call 911 and pull fire alarm box signal
3. **C**ontain/**C**ontrol
4. **E**xtinguish/**E**vacuate

PASS

1. **P**ull the extinguisher pin
2. **A**im the nozzle below the fire
3. **S**queeze the trigger
4. **S**weep the fire

- **Bomb Threat**

1. If a threat has been made, an announcement will be made from room to room, **not the PA system**.
2. Each staff member will survey their area. If you find something suspicious, do not touch it.
3. Remain calm and notify a Coordinator.
4. Turn off cell phones.
5. Evacuate the building immediately.
6. Do not return to the building until cleared by Law Enforcement.

Safety and Emergency Equipment

All staff have been issued security "fobs" to enter the building. Doors are locked at all times. The main entrance is also camera monitored and has a door buzzer and intercom for added security awareness.

The following equipment is available to aid in the health and safety of employees, students and visitors.

- All classrooms have telephones for 911 access.
- Emergency Alertus System on all computers in classrooms.
- There is a District School Nurse on site.
- Hand-held emergency radios for immediate assistance are located in the offices.
- MARCS Emergency Services Radio is located in the main office on the first floor.
- Emergency/Disaster bags, which include disaster safety supplies, are located in room 501.
- First Aid/Safety Kits are located in the main office and in all classrooms/labs.
- An Automatic External Defibrillator (AED) is located in the main entrance hallway.
- An eye wash station is located in the Technology Building.
- An emergency bullhorn is located in the main office.
- Medical Emergency Information forms are kept in a notebook for both students and staff. No one except staff have permission to view these forms except in an emergency. Either Secretary may bring them when evacuation is deemed necessary.

Health and Wellness

- A physical exam, Hepatitis B, Tetanus, 2 step TB testing, and immunizations are required for all students enrolling in a specific medical program if applicable.
- A *Medical Emergency Information Form* is completed by each student at the beginning of each school year and prior to going to externship. Employees must also complete a *Medical Emergency Information Form* upon employment, and update annually. These forms are placed in the student's file and employee's file, and a copy is placed in the Emergency Notebook in the Main Office.
- A *Medical Condition Procedure Form* is to be completed when a student or staff member has a condition which may find them needing medical care while in the building. Their physician will need to complete this documentation and give clearance to attend or work at the school. It must be turned into your instructor/Coordinator. A copy will be placed in the Emergency Notebook in the Main Office and your personal file. These conditions may be as follows, but not limited to: Diabetes, Hypertension, Seizure conditions, severe allergies (bee stings), Heart/cardiac problems, Respiratory/breathing problems, bleeding disorders, etc.
- A *Pregnancy Condition Release Form* is completed if pregnant or suspect they may be pregnant. The student must have the "permission to participate" form completed monthly to remain in the program. If the student is enrolled in a health-related program they must be given permission to receive the vaccinations required for that program. These forms are filed in the student's personal file. This form must be completed at every OB visit until the baby is born or the class is completed. No female is permitted to participate in phlebotomy draws or externship without approval of the obstetrician. If delivery is during class time the student must have medical release to return to class. The purpose of this process is to protect the fetus and student from bodily harm during classroom procedures and labs.

Illness

To prevent spreading illness to others, or identify life threatening illness: if a medical care provider has identified students, visitors or staff with an extremely spreadable illness such as strep throat, conjunctivitis ("pink eye"), chicken pox, measles, severe diarrhea, severe coughing, a fever over 100°, mumps, scabies, rosella, ringworm, head lice, impetigo, herpes, Hepatitis A, anaphylactic reaction, asthma, or other rash symptoms, hypo/hyperglycemia, pre-eclampsia, and hypo/hypertensive episode to name a few. The following procedure must be followed:

- If the illness occurs at school; complete an *Illness Report Form*. If able, leave the school and seek medical advice.
- If the illness occurs at home, seek medical care and report the illness to the school immediately.
- Stay at home until medically cleared by a medical care provider. Time missed will be counted as an absence, even if covered by a medical provider. When returning to school, an *Illness Report Form* must be completed.

Illness Prevention

Following are good practices to prevent illnesses:

- Get enough sleep
- Always wear gloves when exposed to body fluids
- Manage stress
- Get an influenza vaccine
- Get a meningococcal vaccine
- Eat right
- Don't smoke
- Wash your hands often
- Keep aisle ways clear
- Clean up spills
- Clean up after yourself
- Never over extend safe reach limits when on a step stool or ladder
- Never use defective equipment
- Never use expired medical devices on a human being.
- Use the motto: "*See It, Own It, Solve It*" if you see something that is believed to be unsafe.

Common First Aid Medical Injuries/Illnesses

- Abdominal Pain
- Animal Bites
- Bee, Wasp, Insect Stings
- Blood in Urine (Hematuria)
- Broken Toe
- Bruises (Hematomas)
- Burns
- Choking - If unable to speak or cough begin abdominal thrusts
- Cuts and Wounds - rinse with clean water, cover
- Diarrhea - encourage clear liquids, attempt to rule out the source
- Dizziness - sit up slowly then stand
- Food Poisoning
- Frostbite
- Heart Palpitations - call 911 and connect to AED
- Heat Exhaustion - very dangerous - cool down in shade and with cool water
- Heatstroke - immediate high temp, cool down call 911
- Hypothermia - attempt to slowly warm the victim
- Nosebleeds - pinch bridge of nose, may use ice pack
- Pulled Muscle (Muscle Strain)
- Spider Bites - identify if possible, remove stinger, clean
- Sprains - treat as a fracture - immobilize
- Sunburn - encourage sunscreen, rehydrate skin with proper creams
- Vertigo - dizziness - assist with mobility, sit up slowly - monitor glucose level and B/P results

Serious Injury/Trauma beyond First Aid

- Head Injuries - stop the bleeding - Dry Sterile Dressing - keep them talking and reassure until help arrives
- Epileptic Seizures - protect the head from injury. Do not restrain. Do not place anything in the mouth.
- Fractures - immobilize, elevate if possible, Dry Sterile Dressing if area open
- Severe Burns - cool rinse if feasible, apply Dry Sterile Dressing, never apply ointments.
- Removal of Fingers, Toes, etc. - Cover with Dry Sterile Dressing, place in shock position, apply direct pressure and elevate above heart level to control bleeding.
- Cardiac OR Pulmonary Failure - call 911 and connect AED, CPR as indicated

Administering First Aid

We are fortunate to have many of our staff certified in First Aid, CPR, and/or AED skills. If there is an accident, illness, or injury requiring first aid, the following procedures should be followed:

1. Notify an Instructor or Coordinator of the emergency situation. They will notify one of the department secretaries of the situation.
2. Designate another Instructor to maintain crowd control if required.
3. The Instructor or Coordinator should obtain the emergency contact information for the student or staff member from their *Medical Emergency Information Form* and notify the appropriate person if they are being sent to the Emergency Room.
4. Send a student or another staff member to the main entrance to escort the EMS Team if one has been called.
5. It is the responsibility of the first Instructor on the scene to initiate emergency care if needed, or seek other help.
6. First aid precautions and Blood Borne Pathogen protection must be maintained i.e.; gloves, plastic bag, blood spill kit, emesis clean up kit, etc.
7. Once the emergency is stable, inform Human Resources at 330-438-2566 and complete the necessary paperwork.

Note: Any time an ambulance is needed, an *Injury Report Form* must be completed and filed.

Emergency Medical Care

● **Students and Visitors**

Emergency medical care for students or visitors that does not require an ambulance may be rendered at the hospital, doctor's office or stat care facility of the person's choice. A *Medical Emergency Information Form* should be sent with the student or visitor leaving for emergency medical care.

● **Staff**

If a staff member requires emergency medical care that does not require an ambulance, the following procedure should be followed:

1. Obtain the Injury Reporting Packet from either the Building Secretary or Nurse. The packet has all the paperwork you will need.
2. The injury should be reported to the building principal/department supervisor AND to Andria Michael in the Human Resources Office by calling 330-438-2566 or email to michael_a@ccsdistrict.org immediately whether medical attention is necessary or not.
3. The District Employee Injury Report form should be completed - ALL Sections including the Building Administrator Investigation Section prior to sending the original to Human Resources.
4. Completed original forms should be sent to Andria Michael in Human Resources within 3 days of the injury so the injury/claim can be processed. Please scan and send a copy via email first.
5. When medical attention is necessary but NOT an emergency, employees should go to Aultworks Occupational Medicine - 4650 Hills and Dales Rd. NW, Canton 44708. There is a map in the packets.
6. If medical attention is necessary, make sure a copy of all paperwork is sent to Andria Michael in Human Resources.
7. If you have any questions, please email or call Andria Michael.

Medical Forms

Following are the forms to be used for medical or emergency situations. All forms are located on the shared Google Drive or in the main office.

- *Sharps Injury/Needlestick Report Form (per BWC)*: this form is completed and filed to report a needlestick or sharps injury to any student, employee, or visitor. These reports are sent to the State of Ohio Public Employment Risk Reduction Program. An incident report must also be completed with a sharps injury form. All sharps and blood borne products are destroyed in sharps containers or redlined garbage receptacles in the lab. These are disposed of twice a year by Stericycle.
- *Student Injury Incident Report Form*: completed any time a student or visitor incurs an injury on school property.
- *Injury Reporting Packet*: completed any time an employee is injured on school property or on duty.
- *Student Agreement to Hold Harmless Form*: completed for all students participating in phlebotomy labs. The form is placed in the student's file. Visitors to the lab must also complete the form before participating.
- *Student Medical Condition Form*: completed by all students at the beginning of the school year to identify any medical conditions the student may have.
- *Student Medical Condition Release Form*: completed by the student's physician at the beginning of the school year confirming if the student suffers from heart/cardiac problems, hypertension, respiratory/breathing problems, allergies, unstable diabetes or bleeding conditions and is safe to participate in the given program.
- *Pregnant Student Release Form*: completed by the student's physician at the beginning or during the school year that a pregnant student may participate in a program, and is updated monthly.
- *Staff Emergency Medical Information Sheet*: completed by staff members to provide school authorities to provide emergency medical treatment in case of injury or illness during school hours.
- *Adult Emergency Medical Authorization Form*: completed by all new students annually if treatment needs arise.

* The appropriate medical emergency information must be sent with students or staff when sent for emergency care.