



Policy and Procedures

Date: February 2, 2012

Subject: Health, Safety and Emergency Plan for Students, Employees, and Guests

Purpose

This Emergency and Safety Plan was developed to help protect the students, faculty, staff, and guests of Saint Michael College of Allied Health.

Safety

The safety of students, personnel, and visitors is of great importance. The campus assumes the primary role of providing a safe environment. Students and employees should contribute to the safe atmosphere by assuming their responsibility for safety. Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum. All students and employees intend to comply with safety laws and applicable standards mandated by the District of Columbia or applicable OSHA standards, and standards set by the equipment manufacturers.

Policy and Procedure

I. General Safety

1. All guests will sign in with the administrative assistant and be oriented to the safety floor plan of the college.
2. OSHA and MSDS books will be kept up to date and in a convenient location
3. First Aid kits and the eyewash station will be checked bimonthly to ensure they are adequately stocked.
4. All accidents and/or serious illnesses occurring on the campus must be reported to the administrative office immediately
5. Safety procedures and policies are incorporated into student facility evaluations and are reviewed at least annually by faculty.

II. Bomb Threat

1. Report the information to the administrative office immediately. Call 911.
2. Warn everyone and evacuate the building immediately.
3. Follow the fire evacuation plans.
4. Count heads.
5. Verify that everyone is out of the building.



6. Do not return to the building.
7. Stay clear; get at least 500 feet away from the building.
8. Stay in a safe area.
9. Until the building is declared safe by the proper authorities, remain out of the building.

III. Sickness, Accidents, and Emergencies

1. Report the injury/illness immediately.
2. Call or come to the administrative office.
3. For minor injury: First Aid will be provided immediately at the campus.
4. The Administrative Assistant shall call for emergency medical services and transportation to local healthcare facilities.
5. In case of injury or illness, the Program Director or his designee shall notify the involved person's family.
6. Faculty and staff shall follow the Universal Precautions in Handling Body Fluids as recommended by OSHA; i.e., wearing rubber gloves and disposing of supplies properly
7. Complete incident/accident report and submit it to the Program Director

IV. Fire

Prevention

1. Ensure fire extinguishers, and exits are well marked
2. Evacuation Plans are posted in the building and classrooms
3. Fire extinguishers are up to date
4. Smoke detectors are checked monthly to ensure they are working
5. Fire safety reviewed in Student and Faculty Orientation

V. Response to Fire

1. Report the information immediately to the administrative office and Call 911.
2. Warn everyone and evacuate the building immediately.
3. Follow the fire evacuation plans.
4. Count heads.
5. Verify that everyone is out of the building. Do not return to the building.
6. Stay clear; get at least 500 feet away from the building.



7. Stay in a safe area.
8. Until the building is declared safe by the proper authorities, remain out of the building.

VI. Civil Disturbance

A civil disturbance is any set of circumstances that in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty or staff.

Call 911 and report the situation to the Program Director.

VII. Hazardous Weather

When the weather conditions are enough to warrant limited activities, students and employees shall be advised by local television and radio stations and e-mail messages issued by the appropriate college personnel; instructions shall be given as to the status of College operations. Only under emergency or threatening conditions shall the college be closed during normal operating hours.

Tornadoes

1. Students, faculty staff, and guests will be directed and move to an interior room or hallway immediately. Stay away from glassed areas.

Winter Storm

1. Listen to appropriate media for Information on school closing
2. The Building custodians handle snow and ice removal from the parking lots.

VIII. Electrical / Light Fixtures

If anyone notices any problems with lighting or outlets that requires attention, they will contact the Administrative Assistant at 202 388 5500.

IX. Plumbing Failure / Flooding

If anyone notices a problem with plumbing or flooding, they will notify the Administrative Assistant at 202 388 5500 immediately.

X. Gas Leaks/ Ventilation Problems

Unusual odors which may indicate gas leaks or a compromised environment will be immediately reports to the Administrative Assistant at 202 388 5500.

XI. Minor Spills:

1. Alert people in the immediate area of the spill.



2. Avoid breathing vapors or particulate material such as copy toner.
3. For the body, fluid spill uses BB Pathogen spill kit located in the administrative building and follow Universal Precautions as recommended by OSHA.
4. Begin to clean up immediately.

XII. Major Spills:

1. Immediately call 911.
2. Do not enter the contaminated area.
3. Close doors to the affected area.
4. Contact the Administrative Assistant at 202 388 5500.
5. Alert people to evacuate.
6. If spilt material is flammable, turn off ignition and heat sources.
7. Locate Material Safety Data Sheets (MSDS) for emergency personnel.
8. Have the person with knowledge of the area assist emergency personnel.

Responsibilities:

The Program Director shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the college. Faculty, Students will evaluate annually

References

Saint Michael College of Allied Health Student Handbook

Review Periodicity and Responsibility

Faculty and Advisory Committee shall review this policy annually and, if necessary, recommend revisions.

Effective Date and Approval

This policy is effective upon its approval by the College President on February 2, 2012

Policy Approved by Michael Adedokun Ph.D., RN, CNE, NE-BC (President)

Review and Revision History: 02/2013, 02/2014, 02/2015, 02/2016, 02/2017, 02/2018



Saint Michael College of Allied Health