

THE PICKAWAY-ROSS CAREER AND TECHNOLOGY CENTER
PLAN FOR THE HEALTH AND SAFETY OF STUDENTS, STAFF AND GUESTS IN CASES OF SICKNESS, ACCIDENTS OR
EMERGENCY HEALTH CARE NEEDS

OBJECTIVE

To provide procedures that ensure prompt and efficient handling of all accidents, sickness or emergency health care needs of students, staff, and guests.

SCOPE OF SERVICES

Even though the Pickaway-Ross Career and Technology Center (PRCTC) does not maintain a health services center, the health and safety of students, staff and guests is paramount. There is a school nurse on site during regular school hours at the Crouse Chapel Road location. During evening hours at the Crouse Chapel Road location, several Instructors have been trained in first aid and CPR. During regular school hours at the Chillicothe Campus our daytime Allied Health classes are in session; most of the instructors for these courses are Registered Nurses. During the evening hours at the Chillicothe Campus, our Public Safety courses are in session and the instructors for these classes are licensed Emergency Medical Technicians (EMT) and Paramedics.

First Aid kits and eye wash stations are located in each of the Skilled Trades' labs at the Crouse Chapel Road location and in various areas at the Chillicothe Campus and the Circleville Campus. First Aid Go-Bags are available in the Adult Education Office/Front Desk at all three locations. All three locations are equipped with an automated external defibrillator (AED). In the event of a serious accident or illness, 911 is called to obtain squad, fire, and/or Sheriff's assistance. There is a deputy sheriff from the Ross County Sheriff's Department on site daily during regular school hours and during the evening programming hours on a varied schedule at the Crouse Chapel road location. Law enforcement services are provided at the Circleville Campus on an on-call basis through the Circleville Police Department and at the Chillicothe Campus by the Chillicothe Police Department.

In the event of an extraordinary emergency situation, the "Emergency Operations Plan" for that specific location will be activated. The plans are available online via Navigate, on the Navigate App, and on paper in the Adult Education Office at each location.

ILLNESS/INJURY PROCEDURES

Students and staff, who are experiencing an illness of a non-serious nature during class, should excuse themselves from the class and return home. Guests who become ill should also excuse themselves from their visit to the school and leave school property. If the ill student, staff member, or guest is not able to return home or leave school property on their own, then arrangements will be made for someone to pick them up at the school.

For students, staff, and guests who become seriously ill and are in need of emergency care, the instructor or other staff member will immediately notify the Adult Education Office/Front Office and calls for 911 assistance will be made by the staff of that office.

Whenever a student, staff member or guest becomes injured in a laboratory or elsewhere on school property, the injured person is to be given immediate attention. Only properly trained staff members may provide assistance to the injured person. In cases of serious injury where emergency care is needed, the instructor or other staff member will make immediate notification to the Adult Education Office/Front Desk and calls for 911 assistance will be made by the staff of that office.

Medical contact information for students is maintained in the student file. Medical contact information for staff is maintained in their personnel file which is kept on the Human Relations network drive.

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REPORTING AND INVESTIGATING ACCIDENTS

All incidents of serious illness or injury shall be reported immediately to the Adult Education Office regardless of which location the illness or injury occurs. Instructors and/or other staff members are to complete an Incident/Accident Report Form and submit the completed form to the Adult Education Office and their coordinator/manager prior to leaving work for the day.

Reports of injury and/or serious illness are reviewed by the appropriate coordinator/manager. Should the incident warrant, the coordinator/manager will conduct an investigation of the incident to determine cause, accountability, and the need for updating injury/illness procedures.

Injury and illness reports are kept on file in the Director of Adult Education's Office.

EMERGENCY PROCEDURES

The primary consideration in any emergency situation must be the safety of the students, staff and guests. Emergency procedures are in accordance with PRCTC Board of Education **Policy 8420 – Emergency Situations at School** and **PRCTC Board of Education Administrative Guidelines 8420 – Emergency Procedures and 8420a – Severe Weather and Tornadoes.**

Evacuation

When an emergency occurs, the Director of Adult Education shall consult, when feasible, with the Superintendent and local law enforcement concerning whether to evacuate the school. An announcement will then be made to inform staff, students, and guests of the emergency procedures that will be followed, i.e., fire threat, severe weather threat, or school safety threat. The staff on duty will supervise the orderly evacuation of the school. Instructors will review evacuation procedures with their students. Evacuation routes are posted in each classroom and/or lab.

Fire/Tornado/School Safety Drills

Fire drills will be conducted on a regular basis during the school year. Students, staff and guests will be alerted to a fire drill or an actual fire by the activation of the school's fire alarm system. Instructors will review fire drill procedures with their students.

Tornado drills will be conducted during the tornado season in the spring. Students, staff and guests will be alerted to a tornado drill or an actual tornado warning. Instructors will review tornado drill procedures with their students.

School safety drills will be conducted during the school year. During the school safety drill, the instructors will review the appropriate procedures to follow in situations where students must be secured in their classrooms or labs, rather than being evacuated. Students, staff and guests will be alerted to a school safety drill or an actual school safety threat.

DISSEMINATION OF PLAN

The plan is outlined in both the Student Handbook and the Staff Handbook. All students and staff receive a copy of their respective handbooks and/or have access to them online. The plan is also posted on student information bulletin

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boards at all three locations. Students and staff wishing to have input into the plan, should put their recommendations in writing and send them to the Director of Adult Education.

PLAN REVIEW

The PRCTC Plan for the Health and Safety of Students, Staff and Guests is reviewed and evaluated no less than annually by the Director of Adult Education, Program Coordinators, and Adult Student Services Specialist.