MARION TECHNICAL COLLEGE
PLANS AND PROCEDURES MANUAL

STUDENT HEALTH and SAFETY PLAN

EFFECTIVE SCHOOL YEAR: 2021-2022

REVISED: August 11, 2021

SCHOOL REVIEW CONDUCTED DURING 2021-2022 FISCAL YEAR

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT
PLAN FOR ASSURING THE HEALTH AND SAFETY OF
EMPLOYEES, STUDENTS AND GUESTS

PURPOSE

Having a systematic plan for the health and safety of students and employees of Marion Technical College (MTC) is deemed essential to effective instruction, to high levels of student achievement, and to the personal welfare of the students and employees of the institution. Implementation and coordination of the plan ensures a safe climate conducive to education and success.

Established Procedures

Marion Technical College utilizes the many resources of Marion County Public Schools, as well as MTC specific procedures, to assist in ensuring a healthful environment and that all persons are students, employees, and visitors are safe. Following is a listing of established routines and procedures that are in place and followed by the faculty, staff, and administration of MTC.

1. Awareness - Faculty, staff, and administration work together to create a high level of awareness of health and safety in students enrolled in the programs of the institution.

2. Safety Instruction - Program specific and general safety and health instruction is included in all programs during the first weeks of the start of the term.

3. CPR and First Aid - Students in all programs are required to complete CPR and First Aid training as apportion of the program.

4. Wellness Training - Faculty, Staff and Administration of MTC are afforded the opportunity for instruction in CPR and First Aid.

5. Hand Sanitizer - Hand Sanitizer dispensers are located throughout the building for easy access.

6. AEDs - Two AED units are located in the school in Brewster Hall and behind the reception area. Signs posted to designate locations.

7. First Responders - MTC has identified individuals who serve as First Responders in the case of an accident or injury. These individual's names are posted, and can be reached by school radio.
8. Classroom Postings - A wall mounted pocket has been provided in each classroom and office to contain specific instructions in cases of emergencies. Color coded charts contain specific information for emergency situations.

9. Code Drills - Code Red and Code Yellow Drills are conducted each year during day and evening to ensure that all faculty and staff are aware of their responsibilities during an emergency crisis situation.

10. Fire Drills - MTC conducts the district required (11) fire drills each year, scheduled at differing times of the day and week to ensure that all students are aware of and follow the required evacuation procedures.

11. Statewide Tornado Drill - MTC participates in the Florida Statewide Tornado Drill held annually.

12. District Annual Safety Inspection - During March of each year the district safety office conducts a complete inspection of the school and documents safety infractions and or conditions that are considered hazardous. Work orders are developed from the list to provide for the correction of unsafe conditions by the District Technical Services Department and / or by MTC-based personnel.

13. Periodic Health Department Inspections - Annual inspections are conducted each year by the Marion County Health Department to ensure safe healthful conditions.

14. Kitchen Inspections - The Commercial Foods kitchen and the Campus Grill are inspected twice each year by the Marion County Health Department.

15. Safety Surveys - Surveys are conducted periodically by various members of the MTC faculty, staff, and administration. The results of the surveys are compiled and steps taken to correct conditions determined to be unsafe.

16. Safety Committee - The administrative team consisting of the Director, Assistant Principal, Program Managers, and Coordinators serve as members of the MTC Safety Committee and meet at least once a month to discuss administrative issues and safety concerns.

17. Building and Campus Evacuation Plan - A written plan and map is revised each year to provide efficient egress from the buildings to an area of safety in the event of emergency requiring evacuation.

18. Annual In-service Training - Annual preplanning meetings are held prior to the start of the fall semester to re-emphasize safety and health related procedures.

19. Campus Cleanliness - The MTC campus is maintained by the schools custodial staff and minor maintenance personnel to ensure cleanliness and safe conditions.
20. **Classroom and Lab Areas** - Faculty and staff are required to maintain their workspace to minimize clutter and maintain an attractive and clean professional learning environment that reflects the professional workplace.

21. **Pest Control Services** - MTC employs the services of a professional pest control service to ensure control of insects and rodents in the building.


23. **District Emergency Preparedness Site Specific Information** - A copy of the district Emergency Preparedness manual is located in the Assistant Principal’s office, including information on the Incident Command System (ICS).

**PERSONNEL RESPONSIBLE FOR IDENTIFYING SAFETY ISSUES**

All faculty, staff, and administration are responsible to report to the Assistant Principal any safety issues that they identify. In addition, MTC’s Safe Committee is responsible for identifying and notifying administration of safety issues. The Safety Committee includes addresses issues regarding campus safety and proactive strategies to guarantee a safe learning environment. The Safety Committee meets throughout the year to help identify and eliminate potential safety hazards on campus.

**EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN**

MCPS develops and annually updates the Emergency Response and Crisis Management Plan that ensures the health and safety of the institution’s employees, students, and guests, and MTC follows the established procedures. The plan consists of MCPS district-wide protocols for response, evacuation, medical, student welfare, violence and crime, natural disaster, facility, and hazardous materials. MCPS also develops and annually updates the Health Coordinator Manual that includes such topics as Automatic External Defibrillator (AED) information, blood borne pathogens, Right to Know information, and first aid emergency care, and MTC follows the established procedures.

Using the MCPS template, MTC develops the School Emergency Plan which is reviewed by MTC’s administration and Safety Committee and updated annually.

Safety procedures are reviewed with faculty and staff annually and are included in the MTC Policies and Procedures Manual which is available on MTC’s SharePoint. Emergency evacuation procedures are posted in all classrooms for student access. Students are informed of the institution’s safety policies and procedures during school and program orientations, and safety information is available in the catalog and posted on the school’s website.
EVALUATION OF THE PLAN

In addition to the input received from the Safety committee, suggestions for health and safety are received from a variety of sources such as program advisory committees, students, faculty and visitors. Feedback provide additional input for identifying and eliminating potential safety hazards on campus. The administrative team discusses the input received and annually reviews and revises the plan as needed. The plan for assuring the health and safety of MTC's employees, students, and guests has been distributed to staff via the MTC intranet and is available to students and the public on the MTC website. The Emergency Response and Crisis Management Plan established by MCPS and implemented by MTC is not available to students or the public per MCPS mandates.
CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.10*

I. The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.

II. Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.

III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.

IV. No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities.

V. Nonmedical School District personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment including, but not limited to, sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheotomy and deep suctioning of a tracheotomy. Nonmedical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physician or a physician assistant. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse, licensed practical nurse, physician or physician assistant shall determine if nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.

VI. The Superintendent or designee shall require that hazardous conditions found on any School Board property be reported immediately and that reported hazards be investigated and corrected or removed, as appropriate.

VII. School alarm systems shall be monitored on a monthly basis or more frequently as needed. Any malfunction shall be reported for immediate repair.

VIII. The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.
CHAPTER 8.00 - AUXILIARY SERVICES

FACILITY FIRE SAFETY INSPECTION 8.15*

When an authorized agent under the Florida Fire Prevention Code conducts a fire safety inspection as authorized in Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health, safety, or welfare, the authorized agent and Superintendent are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 125.56, CHAPTER 633, 1001.43, 1013.12, F.S.

HISTORY: ADOPTED: 03/14/00
REVISION DATE(S): 06/26/01; 03/14/06
FORMERLY: EB

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EMERGENCY EVACUATION DRILLS

I. The Principal shall hold emergency evacuation drills during each month the facility is in session in accordance with State Board of Education rules. One additional evacuation drill shall be held within the first five (5) days of the school term. A written report of each emergency evacuation drill shall be sent to the District office.

II. Drills shall be executed at different hours of the day to avoid distinction between simulation and actual emergencies, i.e. changing of classes, during School Assembly, recess or gymnastics.

III. The principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.

IV. The principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings. Great emphasis shall be made to ensure a brisk, quiet and orderly evacuation drill is conducted. Provisions shall be made for students incapable of moving independently.

V. The principal shall identify and report to the Superintendent hazardous areas requiring corrective measures. The Superintendent shall be responsible for informing the School Board of the principal's report. Principals and teachers shall monitor facilities exits daily to ensure proper condition of stairways, doors, and other exits.

VI. The Superintendent shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY: 230.22(2); 230.23(17), F.S.

LAW(S) IMPLEMENTED: 230.23(6),(f), 230.23005(7)(d), F.S.
REPORTING STUDENT ACCIDENTS

- Please complete a Student Accident Report (RMD 07) for all student injuries no matter how minor. The supervising staff member should do this on the day of injury. This form can be downloaded from the Risk Management webpage and copies made as needed. See next page for sample.

- Schools should no longer forward all student accident reports to Risk Management. If the injury is minor in nature, simply keep on file at your school for five (5) years due to possible litigation, after which you can discard. This is the responsibility of each school.

- If the injury is serious call the emergency contact numbers on the student information card and find out if the parent or guardian wants to pick up the student or wants 911 to be called on their behalf. Then immediately call the Risk Management Hotline at 671-6923 to report and fax the Student Accident Report to 671-4100. If the injury is life-threatening, immediately call 911, then the parent and the Risk Management Hotline.

- If there is any student accident, minor or major, which you are concerned about for liability reasons, please do not hesitate to contact the Risk Management office.

Please note: If the student was injured in a school sponsored athletic or club event, the coach/trainer should complete a Claim Reporting Form. This form is then mailed/faxed to School Insurance of Florida. Upon receipt of the form from the school, School Insurance of Florida will mail claim-filing instructions directly to the student's home to enable parents to complete the claim filing process. As with the student accident forms these Claim Reporting Forms must also be kept on file for 5 years.

-An Equal Opportunity School District-
Drug Free Workplace
Save-A-Friend (1-877-7Friend)
## STUDENT ACCIDENT REPORT

Marion County Public Schools

Risk Management Division
1105 SW 7th Road
Ocala, FL 34471 (352) 671-6910

Please Print Clearly

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<tr>
<th>1. Student Name:</th>
<th>2. Address:</th>
<th>3. Phone Number:</th>
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<th>4. Age:</th>
<th>5. Gender:</th>
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<th>6. School:</th>
<th>7. Grade/Special Program:</th>
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<th>8. Date of Accident:</th>
<th>Time:</th>
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<th>9. Type of Injury: (Bruise, Cut, Abrasion, Bleeding, Strains/Sprains, Other-Describe)</th>
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<th>10. Name of Body Part Injured:</th>
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<th>Right</th>
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<tr>
<th>11. Eyewitness:</th>
<th>Yes</th>
<th>No</th>
<th>Student</th>
<th>Employee</th>
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<th>Name:</th>
<th>Address:</th>
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<tr>
<th>12. Accident Location:</th>
<th>School Grounds/Outdoors</th>
<th>School Building #:</th>
<th>Room #:</th>
<th>Field Trip</th>
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<tr>
<th>13. Supervision Provided by:</th>
<th>14. Unsafe Act by Student:</th>
<th>Yes</th>
<th>No</th>
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<th>15. List Corrective Action Taken Toward Student:</th>
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<th>17. Date of Report</th>
<th>18. Report Written by (Teacher, TA, Group Leader): Please Print Clearly</th>
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<tr>
<th>19. Principal/Site Manager Signature:</th>
<th>20. Signature of Writer:</th>
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(District requires a physical signature)

This form is required for securing facts of student injuries.
ACCIDENT REPORT

Human Resources Department
Risk Management Division
1105 SW 7th Road, Ocala, FL 34471
(352) 671-6910/FAX (352) 671-4100

☐ PARENT  ☐ OTHER VISITOR  ☐ PROPERTY

NAME: ___________________________________________ DATE: ____________

HOME ADDRESS: _____________________________________________

PHONE: ______________ DOB: ______________ SEX: ☐ MALE ☐ FEMALE

LOCATION OF ACCIDENT (DEPARTMENT/SCHOOL): _____________________________________________

REPORTED TO WHOM: _____________________________________________

DATE/TIME OF ACCIDENT: ___________________________ DATE/TIME REPORTED: ___________________________

WITNESS(ES): _____________________________________________

DESCRIPTION OF ACCIDENT: _____________________________________________

DESCRIBE INJURIES: _____________________________________________

CONDITIONS

LIGHTING: ☐ POOR ☐ GOOD ☐ EXCELLENT

WEATHER CONDITIONS: ☐ CLEAR ☐ RAIN ☐ DAMP

☐ OTHER, EXPLAIN

SURFACE: ☐ CARPET ☐ LINOLEUM ☐ TILE ☐ WOOD

CONDITION OF SURFACE: ☐ DRY ☐ WET

☐ OTHER, EXPLAIN

☐ CONCRETE ☐ OTHER, EXPLAIN

OUTSIDE CONDITIONS: ☐ GRASS ☐ ROCKY

☐ OTHER, EXPLAIN

OTHER POSSIBLE FACTORS: _____________________________________________

OTHER POSSIBLE FACTORS: _____________________________________________

LIST EQUIPMENT, TOOLS, OR MACHINERY INVOLVED: _____________________________________________

MEDICAL ATTENTION GIVEN: ☐ 911 CALLED? ☐ TRANSPORT TO HOSPITAL? ☐ FIRST AID PROVIDED?

________________________________________

PREPARED BY (EMPLOYEE NAME): _____________________________________________ DATE: ____________

PRINCIPAL/SUPERVISOR SIGNATURE: _____________________________________________

(District requires a physical signature)

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Please Complete All Areas of This Form

<table>
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<th>EMPLOYEE NAME &amp; ADDRESS</th>
<th>EMPLOYEE ID #</th>
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<th>EMPLOYEE PHONE NUMBER</th>
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<th>DATE AND TIME OF ACCIDENT</th>
<th>DATE AND TIME INJURY FIRST REPORTED</th>
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<th>LOCATION AND TIME EMPLOYEE BEGAN WORK</th>
<th>WITNESS NAME AND PHONE</th>
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<th>EMPLOYEE’S SIGNATURE (District requires a physical signature)</th>
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<th>DOES EMPLOYER AGREE WITH DESCRIPTION OF ACCIDENT?</th>
<th>YES</th>
<th>NO</th>
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<td>If No, Please Explain:</td>
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MEMORANDUM

TO: MCPS Administrators, Area Directors, Principals and Teachers
FROM: Dennis McFatten, Director – Safe Schools Department
DATE: August 14, 2020
SUBJECT: Modified Active Assailant Training

Modified Active Assailant Training for School Staff

Senate Bill 7030 requires that all school personnel read and understand the Marion County School Board Active Assailant Policy and to be trained in the event of an active assailant incident. The A.L.I.C.E. Protocol Video provides an overview of the concept, which gives all employees the option to respond in a manner that will provide the best outcome for them and their students’ safety.

The School Board of Marion County has deemed it necessary to modify the active assailant response training to adhere to the CDC guidelines regarding social distancing. In order to remain compliant with the active assailant policy:

1. All classroom doors and windows will remain locked during instruction hours
2. Active assailant drills must be conducted once per month

At the suggestion of the Department of Education Office of Safe Schools, there may be a need to revise how safety drills are conducted. As a result, we will not utilize the options of Counter or Evacuate during an active assailant drill. The following shall be utilized in lieu of the traditional A.L.I.C.E. protocol options:

   a. A- Alert others of the assailant on campus (radios, intercoms, panic button).
   b. L- Lockdown in a room with a door that can be secured or barricaded.
   c. I- Inform 911 when it’s safe to do so. DO NOT assume someone else called.
   d. C- Counter by barricading, evacuating or using any means to survive.
   e. E- Evacuate if it is safe to do so. Use windows, doors, etc. to escape danger.

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FortifyFL – Report Suspicious Activity
2. Demonstrate where the safe place is located within the classroom. Following the demonstration, a discussion should be held involving various active assailant scenarios.

3. Hold a discussion regarding the students' response if they are located outside the classroom during an active assailant drill (bathroom, recess, cafeteria, hallways, etc.).

4. Watch the short video on barricading doors and discuss with class.

In the event of an actual Active Assailant incident, all A.L.I.C.E Protocol options to include Counter and Evacuate should be considered.
911 EMERGENCY RESPONSE PROTOCOL

1. Anyone witnessing a medical event reports that help is needed and gives location (i.e. shout, call, EM button).
2. Any personnel with a radio (Administrator, Security, Front Desk, etc.) who hears the shout or is informed by phone must turn to radio channel 2 and call for First Responders to the location of the emergency.
3. First Responders’ radios will receive the radio call (all emergency radios MUST remain on channel 2).
4. First Responders take their radio and emergency bag to the location called. Responders must announce on channel 2 that they are responding (i.e. "Sirmons responding!").
5. The first 2 responders who announce that they are responding will handle the event unless another radio call is made for more responders.
6. The First Responders will assess the patient and determine if 911 needs to be called, (unless already called because it was evident 911 was necessary).
7. If First Responders determine 911 should be called, they will turn to radio channel 1 and direct the SRO to call 911 via police radio (i.e. "Office, call for ambulance stat").
8. If the SRO does not immediately respond or no SRO is on campus, the First Responder will call 911 or instruct someone to call 911.
9. The First Responder/supervising staff member will complete the required report (employee, student, visitor) and submit to an Administrator. (Each First Responder emergency bag will contain the appropriate forms).
10. When 911 is called notify the Risk Management hotline 671-6923 or internal x56923.

FIRST RESPONDERS AND CPR STAFF

Alisha Feger  Lynn Weber  Steven King  Jan Roberts  Cheryl Sirmons  Meghan Snider  Kim McManis
WORKERS’ COMPENSATION INFORMATION
DO’S AND DON'TS FOR REPORTING INJURIES ON-THE-JOB

1. PLEASE REMIND YOUR EMPLOYEES HOW IMPORTANT IT IS TO REPORT ANY ACCIDENT WITHIN A 24 HOUR PERIOD TO THEIR IMMEDIATE SUPERVISOR. IT IS THEN YOUR RESPONSIBILITY TO SEE THE ACCIDENT GETS CALLED INTO THE RISK MANAGEMENT DEPARTMENT, IMMEDIATELY. IT WOULD BE BENEFICIAL TO HAVE ANOTHER PERSON KNOW THESE PROCEDURES IN CASE YOU ARE OUT. WHEN YOU CALL IN THE ACCIDENT, PLEASE HAVE ALL THE DETAILS PERTAINING TO THE ACCIDENT SUCH AS:
   A. BE PREPARED TO TELL EXACTLY WHAT HAPPENED IN THE ACCIDENT AND WHEN.
   B. BE PREPARED TO TELL WHAT BODY PART/SIDE OF THE BODY WAS INJURED.
   C. IS THE PERSON GOING TO NEED MEDICAL TREATMENT?

2. IF NO MEDICAL TREATMENT IS NECESSARY AN ACCIDENT/INCIDENT FORM (RMD 28) MUST BE COMPLETED. IMPORTANT!! A NOTICE-OF-INJURY FORM MUST BE DONE IMMEDIATELY FOR ALL INJURIES REQUIRING MEDICAL TREATMENT. THE DIVISION OF WORKERS’ COMPENSATION MAY FINE US $500 FOR NOT HAVING THE NOTICE-OF-INJURY TO OUR CARRIER WITHIN SEVEN DAYS. (THIS IS SEVEN CALENDAR DAYS, NOT WORKING DAYS). PLEASE EMAIL A COPY OF THE NOTICE OF INJURY TO RMDREPORTS@MARION.K12.FL.US OR FAX TO 671-4100 AND FORWARD THE ORIGINAL VIA COURIER.

3. IF MEDICAL TREATMENT IS REQUIRED, THE EMPLOYEE MUST CONTACT RISK MANAGEMENT AT 671-6910 FOR AUTHORIZATION AND A CLINIC ASSIGNMENT OF EITHER JET MEDICAL, 1015 SE 17TH ST., SUITE 200, OCALA, 629-9100, MONDAY-FRIDAY 7:30A.M.- 6:00P.M. OR U.S. HEALTHWORKS, 1109 SW 10TH ST, OCALA, 629-3455, MONDAY-FRIDAY 7:00A.M.- 6:00P.M.

   FOR MEDICAL TREATMENT AFTER HOURS ONLY (6:00 P.M.-8:00 P.M. ON WEEKDAYS AND 8:00 A.M.-8:00P.M. ON WEEKENDS) GO TO CARESPOT, 2415 COLLEGE ROAD, OCALA, 237-3536.

   MARION COUNTY PUBLIC SCHOOLS IS A DRUG-FREE WORKPLACE; THEREFORE, YOU WILL BE REQUIRED TO TAKE A DRUG TEST AT THE TIME OF TREATMENT.

   PLEASE MAKE EMPLOYEES AWARE THAT UNAUTHORIZED MEDICAL TREATMENT MAY NOT BE PAID. PLEASE REMIND THE EMPLOYEE THAT PROPER PHOTO ID WILL BE REQUIRED AT THE TREATMENT FACILITY.

   A. IF THE EMPLOYEE EXPERIENCES A WORK RELATED MEDICAL EMERGENCY WHERE 911 IS CALLED AND THEY ARE TRANSPORTED TO THE HOSPITAL, UPON RELEASE THE EMPLOYEE WILL STILL BE REQUIRED TO SEE THEIR ASSIGNED AUTHORIZED CLINIC PROVIDER.

   B. IF 911 IS CALLED AND THE EMPLOYEE IS TRANSPORTED DUE TO A PERSONAL MEDICAL EMERGENCY, THEY WILL BE REQUIRED TO PROVIDE THEIR SUPERVISOR AND RISK MANAGEMENT WITH A FULL RELEASE (RMD 61, RETURN TO DUTY MEDICAL RELEASE FORM) FROM THE DOCTOR IN ORDER TO RETURN TO WORK.

4. "ILLNESS-IN-THE-LINE-OF-DUTY" BENEFITS: IF YOU ARE A FULL-TIME EMPLOYEE AND YOUR WORKER'S COMPENSATION DOCTOR STATES YOU ARE UNABLE TO WORK DUE TO AN INJURY, THE FIRST (1) THROUGH THE TENTH (10) DAY YOUR FULL SALARY WILL BE CONTINUED. A LEAVE FORM MUST BE COMPLETED AND A PHYSICIAN’S STATEMENT ATTACHED SPECIFYING THE EXACT DAYS YOU WERE UNABLE TO WORK. A MEDICAL RELEASE IS REQUIRED BEFORE RETURNING TO WORK. IT IS VERY IMPORTANT THAT YOU KEEP YOUR SUPERVISOR INFORMED.

   IF THE DOCTOR PUTS YOU OFF FROM WORK MORE THAN 10 DAYS, YOU HAVE TWO OPTIONS FOR SALARY CONTINUATION:

   A. WORKERS’ COMPENSATION (WHICH IS 66 2/3% OF YOUR AVERAGE WEEKLY WAGE UP TO THE WORKERS’ COMPENSATION MAXIMUM BENEFIT) PLUS 33 1/3% OF YOUR ACCUMULATED SICK LEAVE OR VACATION BENEFITS.
B. IF YOU DO NOT HAVE ANY CREDITABLE SICK LEAVE OR VACATION OR DO NOT WISH TO USE IT, YOU WILL RECEIVE ONLY 66 2/3% WORKERS' COMPENSATION WAGES.

IF THE DOCTOR PLACES THE EMPLOYEE ON LIGHT/RESTRICTED DUTY, IN ORDER TO MEET THEIR RESTRICTIONS, ADJUSTMENTS TO THEIR JOB DUTIES WILL BE COORDINATED WITH THEIR SUPERVISOR. IF THE EMPLOYEE CANNOT BE ACCOMODATED IN THEIR CURRENT POSITION, THE RISK MANAGEMENT LIGHT DUTY CLERK WILL LOCATE A SUITABLE TEMPORARY ASSIGNMENT. IF THE INJURED EMPLOYEE CHOOSES TO STAY OUT OF WORK RATHER THAN WORK THE LIGHT DUTY ASSIGNMENT, BE SURE TO ADVISE THEM THAT THE TIME OFF WILL BE CHARGED TO THEIR PERSONAL SICK LEAVE.

5. IF A CUSTODIAN OR A NON-SCHOOL EMPLOYEE SHOULD HAVE ANY TYPE OF ACCIDENT AT YOUR SCHOOL THEY NEED TO REPORT THE INCIDENT TO THEIR DEPARTMENT. THOSE DEPARTMENTS ARE RESPONSIBLE FOR REPORTING THE ACCIDENTS AND DOING THE PAPERWORK, ALTHOUGH YOU MAY CALL US TO ADVISE US OF THE ACCIDENT TO EXPEDITE THE PROCESS.

6. CLAIMS ARE HANDLED BY: JOHNS EASTERN COMPANY, INC., PO BOX 110279, LAKEWOOD RANCH, FL 34211, 1-800-749-3044-ONCE THE FIRST REPORT OF INJURY IS RECEIVED; THE CARRIER WILL MAKE CONTACT WITH THE EMPLOYEE.

LOOK BEFORE YOU LEAP!

— An Equal Opportunity School District —
Drugs-Free Workplace
SAVE-A-FRIEND (1-877-7Friend)
SEVERE WEATHER PROCEDURES

*Save for future reference*

What should be done when Severe Thunderstorms are in Marion County?

School and District Administrators should monitor their NOAA Weather Radios (with “Specific Area Message Encoder” – S.A.M.E. technology) and TV weather broadcasts. Be prepared to implement your severe weather plan. Damaging winds from thunderstorms and tornados can occur with little or no warning.

What should be done during a Severe Thunderstorm “Watch”?

Outdoor activities could continue but the weather must be monitored closely at each location by assigned personnel with knowledge of the severe weather plan. If or when it becomes necessary, each site administrator or designee should bring students and employees into brick and mortar buildings until the weather threat clears out. If conditions worsen, be prepared to activate your severe weather plan and move students, staff and/or employees to the pre-determined severe weather areas within your building(s).

What should be done during a Severe Thunderstorm “Warning”?

Continue to monitor conditions by listening to NOAA Weather Radio and local TV weather reports. Watch the skies for worsening conditions such as strong straight wind, circulating clouds, severe lightning or a tornado. Portables should already be evacuated before these severe weather conditions start to occur. Activate your local tornado plan if conditions warrant and do not wait for another agency (i.e. – NWS) or department to notify you.

When appropriate, bus drivers should be informed of the threat of dangerous thunderstorms. Bus drivers should be prepared to take the necessary safety measures if conditions deteriorate. Delayed departure of school buses should be considered if watches or warnings are in effect and severe storms are moving through bus route areas. If on route, bus drivers should consider pulling over to a safer location. Then move the students away from windows and instruct them to cover their heads with their arms and hands.
**Indoor/Outdoor Safety**

The safest place commonly available during a lightning storm is a fully enclosed, substantially constructed building. Substantial construction also implies the building has wiring and plumbing, which can conduct lightning current safely to ground. Once inside, stay away from corded telephones, electrical appliances, lighting fixtures, electric sockets and plumbing. Don't watch lightning from open windows or doorways. Inner rooms are generally preferable from a safety standpoint.

**Indoors:** Monitor NOAA Weather Radio.

- Stay off the land-line telephone and away from electrical devices. Lightning can enter an office/house through electrical, telephone and plumbing connections.
- Stay away from doors, windows, and metal objects such as pipes or faucets.
- Do not lie on concrete floors or lean against concrete walls.

**Outdoors:**

- Seek shelter inside a building or an automobile, but not a convertible or a golf cart.
- Avoid open high ground and isolated large trees.
- Avoid water (swimming pools, lakes and rivers), beaches and boats.
- Do not use metallic objects like golf clubs, fishing rods, tennis rackets and tools.
- Do not work on fences, telephone or power lines, pipelines, steel fabrications, antennae, or on roof tops, or other high places.
- Stop tractor work and heavy construction equipment, especially when pulling metal equipment, and dismount. Do not seek shelter under the equipment. Tractors and other implements in metallic contact with the ground are often struck by lightning.
- At construction sites, move to a location under a solid roof. Avoid openings, windows or doors. Don't be under a carport or in an open garage.

**When Someone is Struck by Lightning – CALL 911 IMMEDIATELY**

Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely. A person "killed" by lightning can often be revived by prompt CPR. Other persons will appear only stunned but also need medical attention. Do not let victims walk around. Give them first aid for shock while waiting for an ambulance.

**References:** Florida Disater.Org, AMS Recommendation for Lightning Safety, FEMA
CHAPTER 8.00 – AUXILIARY SERVICES

EMERGENCY DISASTER 8.17**+

School centers shall be available as emergency shelters for the office of Emergency Management in the event of an emergency disaster. Principals or designees shall be available to prepare their school plant as an emergency shelter when it is forecast that a storm or hurricane will hit in or near this geographical area.

I. Each school building principal shall provide an emergency disaster plan for his/her school in the event of a hurricane, tornado, or other civil defense emergency. This plan shall be printed and posted in all classrooms and shall be made available to all concerned parents and the school staff.

II. The emergency disaster plan of a high school shall include the use of the areas designated by the state of Florida as appropriate emergency shelters.

III. Food Service Managers shall be expected to cooperate in the food program when an emergency exists and shall be expected to issue food from storerooms and to keep an accurate account of all supplies purchased and donated. School food service personnel shall direct the use of all equipment when volunteer workers are used.

IV. The District shall develop and maintain a comprehensive emergency disaster plan.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43; 1013.10 F.S.

HISTORY: ADOPTED: March 14, 2000
            REVISION DATE(S): 03/14/06
            FORMERLY: EBCA; EBCE-G; JHFE

~ An Equal Opportunity School District ~
EMERGENCY CLOSING OF SCHOOLS 8.18

In case of an emergency, the Superintendent / designee is authorized to close any school or all schools and to dismiss a school(s) prior to the regular daily dismissal hour. Except that, the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such early dismissal made by the principal shall be reported immediately to the Superintendent's office with a statement describing the reasons for early dismissal. Such report shall be submitted to the School Board at its next regular meeting unless a special meeting is held relating to the emergency.

I. In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students, until they depart from the school bus.

II. The principal shall cooperate with emergency preparedness authorities during a natural or man-made disaster. If a riot or similar situation occurs, the principal shall cooperate with the law enforcement authorities.

STATUTORY AUTHORITY: 230.22(2); 230.23(17), F.S.

LAW(S) IMPLEMENTED: 230.23005(6),(7); 230.33(6), F.S.

HISTORY: ADOPTED: 03/15/00
REVISION DATE(S): 06/26/01
FORMERLY: NEW
M.T.C. Classroom Emergency Response Instructions

CODE YELLOW (NON-IMMEDIATE THREAT)
1. Lock doors. Only admit students assigned to the class.
2. Do not leave the classroom or allow students to leave. Continue instruction.
3. Create a list of names of students present, but not in the classroom at the time of the Code announcement.
4. Create a second list of those known absent. (Have both lists immediately available if requested by administration)
5. Limit phone calls and use of phones to emergencies only.
6. Plan to attend a faculty meeting at the end of the day, if announced.

CODE RED (IMMEDIATE THREAT)
1. Immediately lock all doors. Do not admit anyone, including students. Do not answer the door for anyone. (Only those with a key should enter the door).
2. If outside, move immediately to a secure building.
3. Create a list of students present, but not in the classroom at the time of the Code announcement.
4. Create a second list of those students known to be absent. Have the list ready if asked for.
5. Email both lists to the “Code” Mailing Group after the event.
6. Instruct students to get on the floor in a sitting or crouching position; away from the windows and doors.
7. Turn off lights. Turn off all computer monitors.
8. Keep all students quiet.
9. Silence and hide all cell phones.
10. Do not make any phone calls. Do not call the office.
11. Do not leave classroom or allow students to leave.

BOMB THREAT Evacuation Procedure (School-Wide, All Classrooms and Offices)
1. The evacuation will commence upon directive of the principal, assistant principal, or administrator on duty.
   Notification will be by intercom, phone call, or in person.
2. All faculty, staff and students will move to the southeast corner of the school property near Signature Brands.
3. Students and staff should take only those personal belongings in their immediate possession when an evacuation is ordered. All backpacks are to be left in the classrooms.
4. All teachers are to take their class roster to the assigned location and be ready to account for all students.
5. All classes are to remain together in the “safe” area so that all can be accounted for.
6. All persons are to remain in the “safe” area until “ALL CLEAR” is announced by administration.
7. Plan to attend a faculty meeting at the end of the day.

SEVERE WEATHER ANNOUNCEMENT (Tornado Warning)
Since no one can tell until the final few seconds that a tornado is going to occur in our area, there are very few advance actions that can be taken. Tornadoes usually occur during severe thunderstorms. If a tornado is sighted, or if a heavy roaring sound is heard during a violent thunderstorm, the following action must be taken:
1. In the event of advance warning of a tornado, the signal will be given by the intercom to all classrooms and offices to take precautionary action.
2. All classes located within portable classrooms will move immediately, in an orderly manner, to the closest entrance of the main building.
3. Each teacher will bring the class roster and account for all students once inside the main building.
4. All students and staff should move to an interior room or hallway with concrete walls, avoiding areas where glass windows are present and get down on the floor next to the wall. Do not get under furniture.
5. Rest chest on thighs. Cover the back of the head with hands.
6. Students should remain in this position until “ALL CLEAR” is announced.
7. IF OUTSIDE: Move to main building or seek other shelter immediately. If unable to find shelter soon enough, lie on the ground, in a low area, if possible.

(August 2021)
EMERGENCY EVACUATION PLAN

MARION TECHNICAL COLLEGE

ZONE 1
All Administrative Offices, Reception Area, Student Fees, Campus Grill, Student Services, and Financial Aid Offices.

ZONE 2
All Medical Program Areas, Brewster Hall, Cosmetology Classroom (01-085) and Lab, Health Science (01-083 and Kitchen, CPR Classroom (01-84). Note: Classrooms: 81B, 81E, 81F, 87, MLT - exit through the north double doors at RT 200.

ZONE 3
West Bay, Business and Remediation Computer Labs, Radiology, Adult Education Offices, and Custodial Offices.

ZONE 4
Portables 1-10 and 16-19.

ZONE 5
Portables 11-15 and 20-25

Evacuation Area
**FIRST REPORT OF INJURY OR ILLNESS**

**FLORIDA DEPARTMENT OF FINANCIAL SERVICES**
**DIVISION OF WORKERS' COMPENSATION**

For assistance call 1-800-342-1741
or contact your local EAO Office
Report all deaths within 24 hours 1-800-219-8953 or (850) 222-8953

### PLEASE PRINT OR TYPE

**NAME (First, Middle, Last)**

**Social Security Number**

**Date of Accident (Month-Day-Year)**

**Time of Accident**

- **AM**
- **PM**

**HOME ADDRESS**

**Street/Apt #:**

**City:**

**State:**

**Zip:**

**TELEPHONE**

**Area Code:**

**Number:**

**OCCUPATION**

**INJURY/ILLNESS THAT OCCURRED**

**PART OF BODY AFFECTED**

**DATE OF BIRTH**

- **SEX**
  - **M**
  - **F**

### EMPLOYER INFORMATION

**COMPANY NAME:**

**D.B.A.:**

**Street:**

**City:**

**State:**

**Zip:**

**DATE FIRST REPORTED (Month/Day/Year)**

**DATE OF DEATH (If applicable)**

**PLACE OF ACCIDENT (Street, City, State, Zip)**

**RETURNED TO WORK**

- **YES**
- **NO**

**FULL LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP**

### CLAIMS-HANDLING ENTITY INFORMATION

**CLAIMS-HANDLING ENTITY NAME, ADDRESS & TELEPHONE**

Johns Eastern Company, Inc.
Post Office Box 110279
Lakewood Ranch Fl 34211-0004

**INSURER NAME**

**INSURER CODE #**

**SERVICE CODE #**

**CLAIMS-HANDLING ENTITY FILE #**

**RECEIVED BY**

**SEN TO DIVISION DATE**

**DIVISION RECEIVED DATE**
DWC-1 Purpose and Use Statement

The collection of the social security number on this form is specifically authorized by Section 440.185(2), Florida Statutes. The social security number will be used as a unique identifier in Division of Workers' Compensation database systems for individuals who have claimed benefits under Chapter 440, Florida Statutes. It will also be used to identify information and documents in those database systems regarding individuals who have claimed benefits under Chapter 440, Florida Statutes, for internal agency tracking purposes and for purposes of responding to both public records requests and subpoenas that require production of specified documents. The social security number may also be used for any other purpose specifically required or authorized by state or federal law.