



*Plan for the Health and Safety of the Institution’s  
Employees, Students, and Guests*

COE 6-3

<b>POLICIES AND PROCEDURES</b>
<b>Standard 6:</b> Physical Resources and Technical Infrastructure
<b>Person Responsible for Plan:</b> Campus Director / VP of Operations
<b>Revised:</b> 9/22/23

**Purpose**

Florida Education Institute will adhere to the following written plan to assure the health and safety of the institution’s employees, students, and guests is in use and includes procedures for reporting and investigating incidents affecting the health and safety of the institution’s constituents.

**Authority**

IT Director/Operations Manager/Campus Director (CD)/Vice-President of Operations/President

**Special Note**

Every student and employee are communicated about all the health and safety information found on FEI’s website consumer information page. All pertinent policies, procedures, plans, and publications can be found in our website [www.fei.edu/consumer-information/](http://www.fei.edu/consumer-information/) and are an integral part of this plan:

- Plan for the Health and Safety of the Institution’s Employees, Students, and Guests
- Campus Security Policy
- Emergency Response and Evacuation Procedures
- Emergency Policies and Preparedness
- Drug and Alcohol Policy
- Title IX Policies and Procedures
- Notice of Availability of Plans, Policies, Procedures, and Reports
- FEI Sex Offense Policy - Sexual Predator Notification
- Emergency Preparedness
- School Catalog

**Procedures**

**Campus Security Personnel**

FEI maintains a Safety and Emergency Team (SET) for assuring the safety of all those associated to FEI and their security while on school premises. As a policy, SET members must include the Campus Director and President of the Florida Education Institute and key campus security personnel. SET provides guidance and resources for the creation and maintenance safety and emergency plans and procedures for the institution.



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### **Accidents and Incidents**

The following is our system for reporting and investigation all accidents and incidents.

1. The Director of Operations is responsible for this plan. The Director of Facilities and Operations (DFO) assures compliance by way of supervision.
2. Employees and students must consider first if calling 9-1-1 is appropriate or necessary. If the employee or student is not certain, the decision then has to be to call 9-1-1 out of precaution. **CALL 9-1-1 WHEN IN DOUBT. DO NOT HESITATE.**
3. All accidents and incidents must be reported to the Campus Director immediately – regardless of its seriousness or lack thereof.
4. The Campus Director shall communicate the accident or incident to the Director of Facilities and Operations as soon as feasibly possible and submit an incident report.
5. The Campus Director or his/her designee shall gather all pertinent information and document accidents and incidents using incident form.
6. All accidents and incidents must be presented to the DFO for investigation within 48 hours or improvement of safety protocols.
7. A copy of the completed incident report form with the Campus Director response and approval will be filed in the:
  - Employee's personnel file
  - Incident Report file

### **An Emergency – What to do**

Think safety first! In case of an emergency, **call 9-1-1** and request emergency medical personnel to be sent to the school.

In the event an emergency occurs, you should become familiar with the detailed health and safety policies and procedures as published in the FEI website consumer information page: [www.fei.edu/consumer-information/](http://www.fei.edu/consumer-information/). Most of the information in this plan is a synopsis the more detailed plans available on the website.

The following are the most basic emergency response steps:

**In you think 9-1-1 should be called, then Call 9-1-1**



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- Contact the Campus Director or administrator on campus (if possible)
- Use the proper emergency exit routes in case of evacuation
- Use common sense

Any health and safety issues that come up must be notified to the Campus Director in writing at [services@fei.edu](mailto:services@fei.edu).

### **Personal Safety**

Encourage for everyone in the school to always look after one another. At the end of evening classes, try to know if anyone (student or employee) must walk to his/her car or bus alone, particularly if parking in the back of the building. Encourage students to walk together and escort each other. **Remember everyone's personal safety is everyone's responsibility.**

### **Weather**

Refer to FEI's Emergency Policies and Preparedness for Students and Employees at [www.fei.edu/consumer-information/](http://www.fei.edu/consumer-information/)

**FEI will follow the Miami-Dade County Schools policy and decisions with regards to all cancellation of classes and school days due to storms or bad weather, including hurricanes and/or tornado watches.**

### **Safe Workplace**

It is FEI's policy to provide a school and workplace that is safe and free from all threatening and intimidating conduct. Therefore, FEI will not tolerate violence or threats of violence in any form in the school (workplace) or at school-related functions. This policy applies to all FEI employees and students.

### **Communication**

At times, emergencies such as severe weather, fires, terrorist threats or power failures can disrupt the operation of the school. In extreme cases, these circumstances may require the closing of the school. In the event that such an emergency occurs during non-working hours, the school will change the message on the answering machine to communicate to students, employees, and others of the steps that should be taken or the decisions that have been made.

FEI's website will also be revised to make announcements.

Employees can refer to the FEI WhatsApp group communication.



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When appropriate, the telephone calls may be transferred to a designated staff member. Employees and students should always call the main numbers of the school: 305-263-9990 or 305-444-1515.

### **Refer to FEI Website for all Health and Safety Policies and Procedures**

The following policies, procedures, and publications can be found in our website ([www.fei.edu/consumer-information/](http://www.fei.edu/consumer-information/)) and are an integral part of this plan:

### **In Case of Fire Use Evacuation Routes**

In the event of a fire instructors and staff shall assist students and others in the proper use of the emergency exit evacuation routes.

Refer to FEI's website page [www.fei.edu/consumer-information/](http://www.fei.edu/consumer-information/)

### **Non-emergency Cases**

If the case is minor in nature where the first aid kit could be of assistance, the individual must be directed to where the first aid kit and supplies are kept. An incident report is still required to be submitted and approved by Campus Director.

### **If a Student/Employee is Involved**

Due to confidentiality rights, NO information may be given to anyone relative to a student's health history unless there is written consent provided by the student to provide said information. If approved by student employee in writing, this information can ONLY be provided to emergency medical personnel.

### **Contact Family of Sick or Injured**

Pull student file and contact person(s) designated by the sick or injured individual if student requested this to be done. Only the emergency family contact person(s) on file can be called.

### **Keep Individual Comfortable**

Keep the sick or injured individual comfortable until emergency medical personnel arrive. If possible, have a medical staff member monitor the area where individual is located.

### **Employees NOT to Provide Treatment**

At no time is an individual to be moved or treated by an employee, irrespective of the employee's experience and training.

### **Dealing with Chemicals**

All hazardous chemicals must be stored safely and away from potential misuse or mishandling. Chemicals are to be handled with care by authorized personnel only. If chemicals are to be used in the administering of our education, it must be part of the curriculum and carefully supervised by instructor.



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### **Complete Incident Report**

All health and safety accidents and incidents are to be documented on FEI's Incident Report form. Incident Report must be submitted or communicated to the Campus Director immediately after the occurrence. All incident reports are to be investigated and documented.

### **First Aid Kit**

A well-stocked first aid kit must be available for use by anyone at the main campus or any of the separate additional classroom buildings. The first aid kit should be in one of the main offices of the building in a conspicuous place. All employees should know where the first aid kit is kept in each building.

### **Evaluation:**

An annual review or evaluation of this plan so it may be improved and modified shall be conducted in the following meetings:

- Annual Faculty and Staff Meeting
- Annual Administrative Meeting
- Health and Safety Meetings (SET)

### **Feedback:**

Feedback from evaluations will be used to maintain and improve this plan. All Feedback from evaluations (including from other sources) will be taken into consideration.

**THIS PLAN IS AVAILABLE IN THE FEI WEBSITE FOR ALL EMPLOYEES,  
FACULTY AND STUDENTS.**

### Cross Reference Policies:

COE 6-2

COE 6-3

COE 6-4

Website consumer information page

School Catalog

### Policy for Personnel:

All Employees