

Carver Career and Technical Education Center

Health and Safety Improvement Plan

At Carver Career and Technical Education Center, the health and safety of students, faculty, staff, and our guests is always our top priority. The educational process may only occur in a place that is safe and comfortable for all stakeholders. In order to accomplish the school's educational mission and successfully achieve the goals outlined in the strategic plan, the school must constantly strive to be a healthy and safe environment for learning.

Objectives

From the roof to the sidewalks, safety and health is a prioritized objective that the school strives to maintain at the physical plant. Beginning with the program orientation and then in the handbook overview, each instructor addresses institutional, classroom, and equipment safety. Each program includes required safety lessons and instruction on the safe operation of equipment, which is built into the educational experience through our simulated workplace program. Each school employee also completes the Kanawha County Schools required online safety staff development provided annually. Each staff member has access to the teacher handbook which includes protocols for school safety (attached). This has the procedures for the required monthly fire drills, shelter-in-place drills, and lockdown drills. These procedures are shared with students, and drills are practiced as required by KCS. The handbook also has floor plans with emergency exit procedures. A monthly inspection of the building is conducted and a Safety Committee meeting is held each month, with minutes submitted to the County Safety Director. Emergency exits are displayed prominently through the building. Keeping these objectives in mind, the entire school body continuously monitors the facility and remains vigilant of any possible threats to health and safety. Stakeholder concerns are taken seriously and actions are taken for corrections as needed.

Activities to Achieve the Objectives

1. Fire drills are conducted as required by Kanawha County Schools. Drill evaluation information is posted in the main office. The Fire Marshall makes unscheduled and unannounced visits and prepares a report for the county.
2. County shelter-in-place drills are required by Kanawha County Schools and conducted several times each school year. A summary is submitted to the County Safety Director.
3. Lock-down drills are performed under the observation of a Kanawha County Sheriff. Comments for improvement are made and shared by the administrator with the staff. Members of the safety committee perform monthly facility inspections. Any findings are discussed and properly addressed.
4. Title IX postings are required by the County and placed throughout the school defining harassment and advising any in need of the steps available to address Title IX concerns. The school also has two trained Title IX Representatives available to speak with anyone who has a complaint.
6. The school handbook includes Kanawha County Schools policies on behaviors including bullying and insubordination. Students are made aware of all policies and of the high

expectations of the school for professional and proper conduct.

7. Proper procedure in the case of an accident involving injury is explained to students and followed by staff.

Personnel Responsible for Overseeing Plan

All staff members are required to complete online safety staff development annually. Staff discussions are held collecting concerns and determining actions needed for the school to achieve goals in safety and health for all stakeholders of the school. Faculty feedback is valued and the team approach creates a cohesive effort. Concerns are also solicited from the Advisory Committee members and responses are shared with faculty and staff. Monthly safety meetings are utilized as a method of keeping safety and health in the forefront of our minds, and it is used as a continuous method of maintaining a high-quality environment for students and staff. Issues that cannot be addressed by school personnel are reported to County maintenance for prompt response and repair.

Students are also encouraged and expected to report any health or safety concerns. They are encouraged to take ownership of the school and be a part of its successes.

Review, Evaluation, and Revision of the Plan and Timeline

Each month the school safety committee reviews the inspection sheets and any accident reports received. Discussion is held to determine if current actions and procedures in place remain effective, or if a change is needed. The committee recommends any changes considered, and these proposals are discussed at staff meetings and changes are then instituted by the administration.

At the opening staff meeting for each fiscal year, any changes to school safety policy are discussed and teachers disperse that information to new and returning students in an effort to keep them current with health and safety standards.

To ensure safety, inspections are conducted by outside sources as well to provide an unbiased evaluation and assignment of needed changes and updates. This list includes but is not limited to the following:

- Fire Marshall - Annually
- Alarm Equipment - Annually by Brewer, Inc.
- Fire Extinguishers -- Annually
- General Building - West Virginia Board of Risk and Insurance Management (B.R.I.M.) - Annually
- Health Inspection of Kitchen and Building in General - Annually by Kanawha/Charleston Health Department
- Pest Control - by Mountaineer Termite and Pest, INC - Monthly

CCTEC SAFETY PROTOCOLS

Immediately report to the Principal verbally and in some cases, in writing, any unsafe conditions; such as equipment without guards, missing fire extinguishers, etc. If a piece of equipment has an unsafe condition, it must not be used until repaired. It should be locked down so that it cannot be turned on.

Students who do not have required safety equipment or clothing should be given written assignments.

Every student in every class must sign a safety form. It is the teachers' responsibility to keep these forms in their files. Each instructor may require their students to sign a program specific safety form.

Be alert as to your students' physical appearance; pupils dilated, staggering, slouching, sleeping, etc. If you observe conditions that might indicate drug usage or overdose or other health problems, see that the student gets to the office immediately.

All instructors should read and follow these guidelines.

DISCRIMINATION/HARRASSMENT/VIOLENCE

As an institution, we comply with all State and Federal laws and regulations prohibiting discrimination, harassment or violence on the basis of race, national origin, religion, gender, disability, etc.

Carver staff must comply with all these laws and regulations or face discipline procedures up to and including dismissal.

Carver staff is also responsible for monitoring student to student interaction for any violation of these laws and regulations. Students violating these rules should be brought to the office immediately. The school and staff are held responsible if someone knew or could reasonably have been expected to know it was happening and did not take appropriate action. **You are responsible for reporting any incidences you witness in the school - not just among your own students.**

Learning to work with a diverse group of people is an employability skill. Our graduates will not get a job or will not be able to keep a job if they discriminate against or harass co-workers. This should be part of your curriculum.

SEXUAL HARASSMENT

The following definition of Sexual Harassment comes from a legal memorandum put out by the National Association of Secondary School Principals. I have inserted the parenthetical material to adapt the definition to the school, rather than the work environment;

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: a. Submission to the verbal or physical harassment is made either explicitly or implicitly a term or condition of an individual's employment (education). b. Submission to or rejection of the verbal or physical harassment is used as a basis for employment (education) decisions affecting such an individual. c. The verbal or physical harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work (school) environment."

INJURY

There is now one form that is used to report both student and employee injuries. The principal, Assistant Principal or person in charge of the building must fill out the form. If the student loses a school day or the employee loses a work day due to the injury, the principal or Assistant Principal must conduct an investigation and complete an additional form.

MEDICATIONS

Students are **not** to bring medications of any kind to the classroom. If a student has been prescribed medication that must be taken during the school day (or brings over the counter medication), they **must leave that medication in the office** and **must come to the office** to take the medication at the times indicated by their physician.

CARVER'S FIRST AID PROTOCOL

CATEGORY I : CALL 911, push "Office Alert Button" and ask for Administration, have office to announce for the Crisis Response Team (Mr. Symns, Ms. Harper, Mr. Trotter, Mrs. Walls, Mr. Dickens and Mrs. Embrey) to go to injury site; stabilize patient, ask all other students to leave area, contact parent(s)/Guardian(s), complete KCS Injury Report Form.

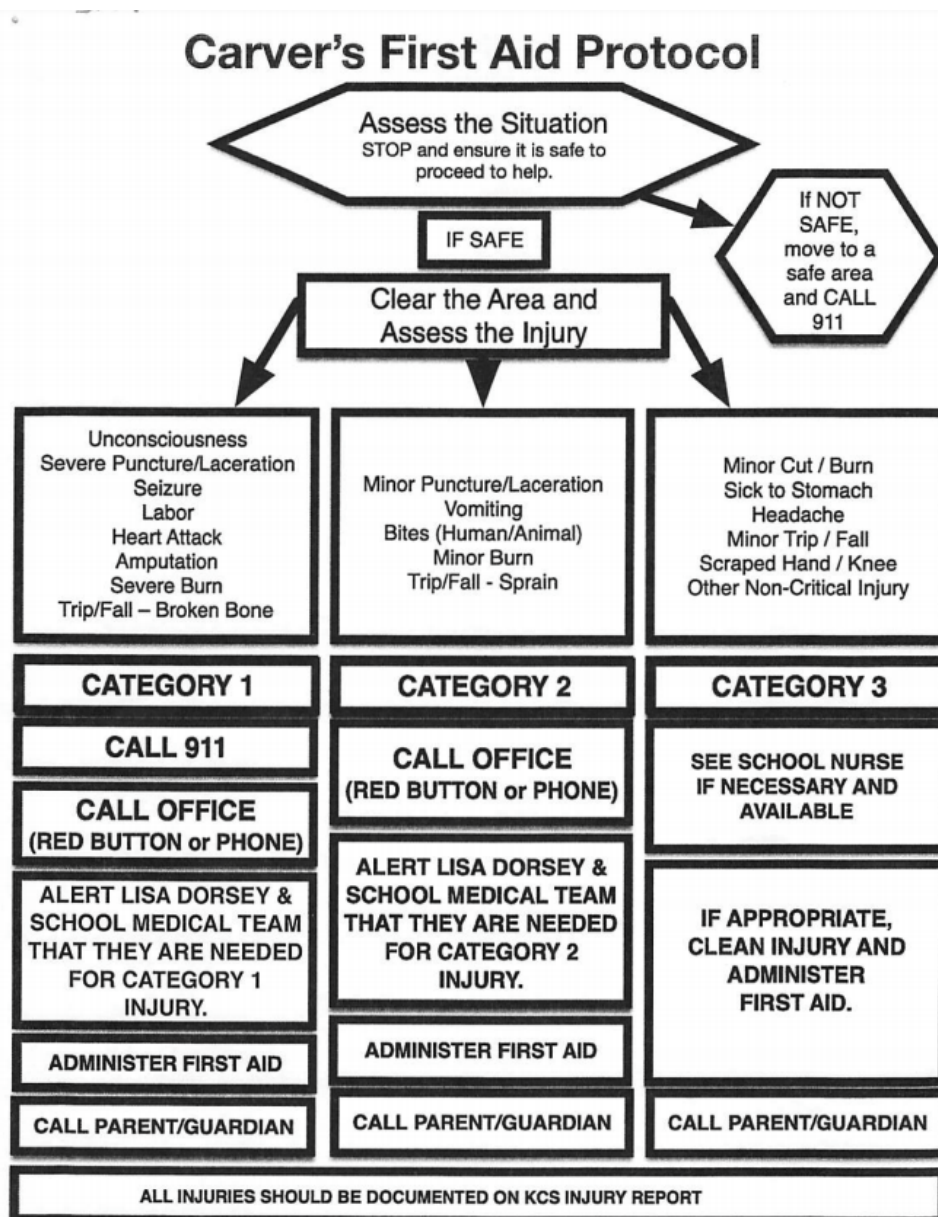
- | | | |
|-------------------------------------|----------------|------------------------------|
| • Unconsciousness | • Seizures | • Severe burn |
| • Severe
puncture/Laceratio
n | • Labor | • Trip/fell - broken
bone |
| | • Heart attack | |
| | • Amputation | |

CATEGORY II: Push "Office Alert Button" and ask for Administration, have office to announce for for the Crisis Response Team (Mr. Symns, Ms. Harper, Mr. Trotter, Mrs. Walls, Mr. Dickens and Mrs. Embrey) to go to injury site; stabilize patient, ask all other students to leave area, contact parent(s)/Guardian(s), complete KCS Injury Report Form.

- | | | |
|------------------|----------------|----------------------|
| • Puncture wound | • Fell/Sprain | • Trip/fell – sprain |
| • Burn | • Bite | |
| • Laceration | (human/animal) | |
| • Vomiting | | |

CATEGORY III: Assess the injury, push “Office Alert Button” and ask for Administration, complete KCS Injury Report Form if appropriate.

- Minor cut – wash well and apply Band-Aid
- Minor burn – call parent/guardian if needed
- Sick to stomach – call parent/guardian if needed
- Headache – call parent/guardian if needed
- Trip/fell – scrape hands, knees, etc. – assess and treat appropriately



Procedure for filing an KCS Injury Form

1. Go to Kanawha County Website

2. Click on Employees
3. Click on Intranet
4. Log-on Intranet
5. Click on Departments on the left of the page
6. Click on Safety and Security
7. Scroll down and click Student Injury Report
8. Click “to open a new tab”
9. Fill out the form, be sure that prior to submitting you have notified administration and they approve you to fill out the form.
10. Submit

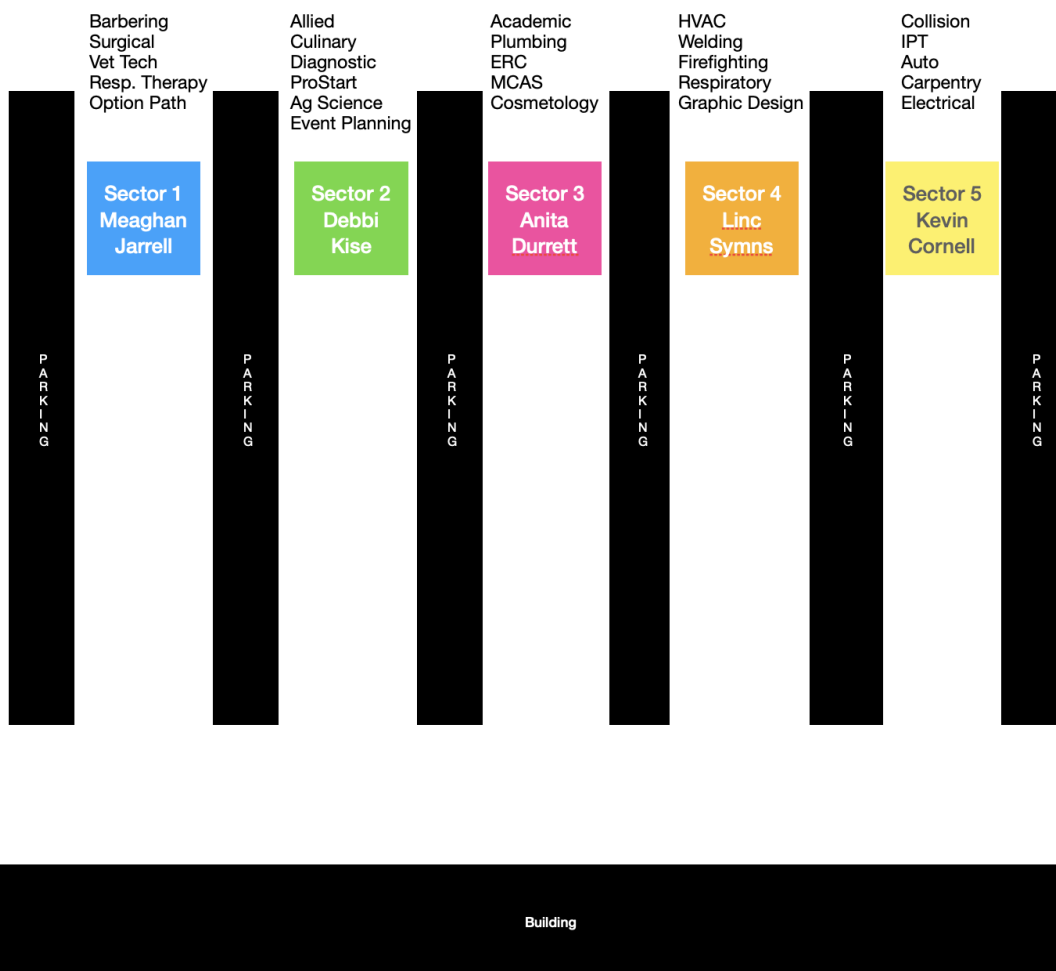
[Link to KCS Website PAGES](#)

Fire Drill/Emergency

When the fire alarm sounds or an evacuation announcement is made, do the following:

1. Turn off equipment.
2. Close all windows and doors except the exit you will be using.
3. Leave all tools, books and personal belongings in the room.
4. Leave the building quickly and quietly (no talking) by the route designated for your area.
5. Walk single file and stay with your class. (Teachers: When all students have left the room, turn off the lights and close **but do not lock** the door behind you. Have a **list of your students** to take for attendance.
6. Once you are out of the building proceed to the portion of the front parking lot nearest the highway. Do not go off in the grass or on the highway.
7. Remain together as a class and turn to face the building. (Notify administration if you have a student missing.
8. Remain in place until the signal to re-enter the building is given.

Carver CTE Fire Drill Evacuation Protocol



KCS Shelter in Place Protocols

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer

these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.

- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and can not be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

SHELTER IN PLACE PLAN

When the shelter in place call comes over the loudspeaker:

1. The custodian on duty should lock all exterior doors, shut down all air handling equipment and tape all outside doors.
2. Teachers should close all doors and take their students to the shelter in place area they are assigned to. Teachers should take their attendance book and take roll as soon as they reach the assigned shelter in place area. The assigned places are located on the Shelter in place locations below.
3. Phones will be reserved for use by emergency service and Central Office.
4. The Principal and Assistant Principal will circulate and assign the teacher nearest to each door in the inner core to secure the door and seal it with masking tape (Business, ERC, Event Planning, Graphic Design, Teacher's Lounge, Clinic, and Office).
5. Teachers should keep their students with them.

Program Name/Location	Teacher		Shelter Location
Main Office Staff Embedded Math/Eng-105 B Custodial Staff	Hampton/Nelson	F R O N T C O R R I D O R	Main Office/Lounge
Contract Teachers-ERC Plumbing-123 HVAC-122	Johnson/Warren Halstead Burns/Postle		ERC (Assigned Side) Right Left (Warner’s Side)
MCAS/Marketing-109 A Allied Health-100	Gwinn Saul		MCAS 109 A
Respiratory-116 Collision-117	Walls/Trotter/Dickens Alqutub	C A P I T A L	Respiratory Classroom 116
Respiratory-118 Em. & FF Management-119 Welding-121	Walls/Trotter/Dickens Symns Grigsby		Respiratory Classroom 118
Graphic Design-111 Automotive Tech-114 A/B IPT-114 C Special Education-113 B	Dodson Cornell Hamrick Dowell/Evans		R I V E R S I D E
Robotic Arm/Drone -109 B		Robotic Arm/Drone 109 B	
Diagnostic Services 108 Electrical Tech-112 PE/Health-Annex 5 Surgical-Annex 1 Barbering-Annex 6	Harper Young Perry McIntyre Wriston	Diagnostic Services 108	
ProStart Restaurant-109 C Kitchen-105	Grant/Gum Grant/Gum	ProStart Classroom 109 C	
Cosmetology-110 Vet Tech-Annex 2/3 Carpentry-113	Armstrong/Mobley DeMoss Bradley	Cosmetology Classroom 110	
Plant & Animal Systems-107 Vet Lab-107 Respiratory-Annex 4 Option Pathway-106	Daley DeMoss Walls/Trotter/Dickens Hackney	H O O V E R	Option Pathways 106
Cosmetology-102	Armstrong/Mobley		Cosmetology Class 102
Cosmetology-104 Academics 200-203	Roberts/Halstead Kress/Arbaugh Haynes/Johnson		Cosmetology Class 104
If you are not near your classroom, report to the nearest shelter location			

Revised April 19, 2021

Bomb Threat

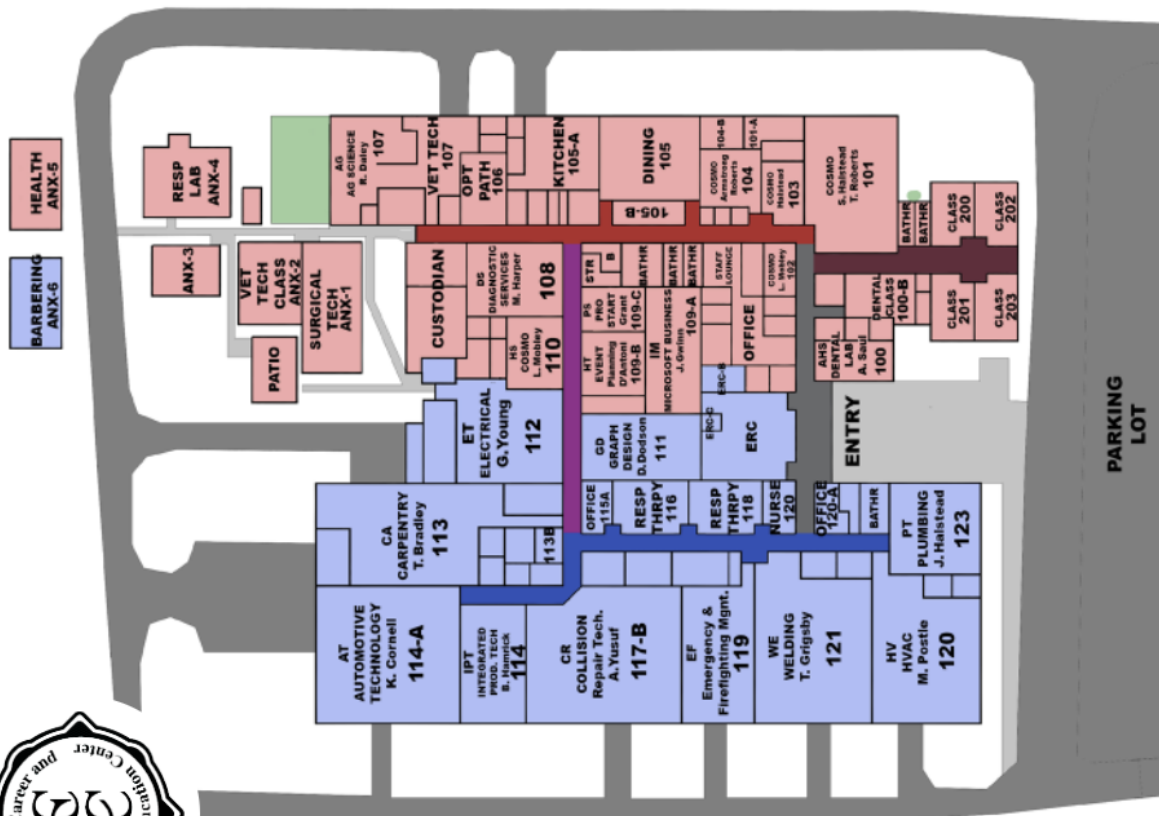


High School Programs

123	- Plumbing Technology
120	- HVAC Technician
121	- Welding
119	- Emergency & Firefighting Management Services
117-B	- Collision Repair Technology
114	- Integrated Production Technology
114-A	- Automotive Technology
113	- Carpentry
112	- Electrical Technician
111	- Graphic Design
109-A	- MCAS/Marketing Management
108	- Diagnostic Services (EKG & Phlebotomy)
107	- Agricultural Sciences
109-C	- Pro Start Restaurant Management
110/102	- Pre-Cosmetology
100-B	- Allied Health Science (Dental)
Other Classrooms	
201-204	- Academic Classrooms
106	- Option Pathway
105-B	- Embedded Credit (Eng/Math)
ERC	- Core Tutoring/Computer Lab
120-A	- Special Education

Adult Programs

120	- HVAC Technician
Annex 6	- Barbering
116/118 & Annex 4	- Respiratory Therapy
Annex 1	- Surgical Technology
107/Annex 2	- Veterinary Technology
101/103/104	- Cosmetology



1. Teachers will be notified by intercom.
2. Leave equipment on.
3. Leave all cabinets, desks, etc. unlocked.
4. Do not close the windows.
5. Take all personal belongings with you.
6. Teachers look over your room and report any unusual item to the administration.
7. Students should leave the building quickly and quietly (no talking) by the route designated for your area.
8. Walk single file and stay with your class. (Teachers: When all students have left the room, **DO NOT** turn off the lights in your classroom and close but **do not lock** the door behind you. Take your grade book/attendance register and your keys. The area should be the same after evacuation as it was before evacuation. Do not make any changes in the environment.)
9. From this point follow the same procedure as a regular evacuation plan.

HAZARDOUS MATERIALS

Classrooms/shops should not store any hazardous materials that are not absolutely necessary for instruction. If hazardous materials are required, the teacher is responsible for making sure that the Material Safety Data Sheet for that material is available in the manner required, that the materials are stored in proper containers that are properly labeled and that those containers, if at all possible, are stored in a place not accessible to students. Teachers should have lesson plans showing how they teach about the hazardous materials in their classroom/shop, the proper way to handle them and how to find and use information on the MSDS.

SECURITY BUILDING AND EQUIPMENT

It is always difficult to maintain security in this type of setting. However, if we all work at it, tools, equipment, and supplies can be kept secure.

Each tool should have an assigned secure storage area. Each instructor should have a method for signing tools and equipment out of storage. All tools are considered to be highly susceptible to theft. A visual inspection is to be made at the end of every class period (morning, afternoon, evening). If an item is missing, you should report this immediately. The office will give you a form for burglary and vandalism reports.

If you observe questionable activities around the school, please fill out a School Incident Report or discuss your observations with the Principal or Assistant Principal.

Make sure your room and shops, windows, doors, tool, and storage areas are securely locked when you leave each day. If you leave your room during the day for any reason, lock your door. Be especially careful not to leave an outside door open in an unoccupied room for even a short period of time.

ACCESS TO THE BUILDING

It is difficult for us to control access to the building because of the numbers of customers and students who are in and out on a regular basis. All visitors are required to sign in with the front office, and wear a name tag. Please be observant of people wandering or loitering about. If you see someone in the halls or especially if someone enters your classroom and you do not have students, please escort them to the office and ask one of us to help them. If you do have students and cannot leave your classroom, notify the office, and ask **two** of your most responsible students to escort them to the office. All teachers must use their KCS ID badge to enter the building.

KANAWHA COUNTY SCHOOLS GENERAL NOTIFICATION FOR ASBESTOS MANAGEMENT PLAN

As you know, the Kanawha County School System is committed to maintaining a safe and healthful learning environment for all children in our schools. Recently certain materials, known as "asbestos," which may pose a health problem, have been identified in our schools.

Kanawha County Schools, in keeping with our commitment to provide a safe school environment, is identifying all asbestos in our schools in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the school's Asbestos Management Plan and may be review in each school.

In recent years Kanawha County Schools has removed friable asbestos-containing material from several schools. Some asbestos-containing material will be rendered nonfriable by the use of encapsulating materials or simple repairs. The response action section of this plan addresses this type of correction work. Efforts will be continued as needed to provide a safe environment for all students, staff and public.

The Kanawha County Schools' plan for asbestos control is on record with the United States Environmental Protection Agency and with the West Virginia Department of Education.

INTEGRATED PEST MANAGEMENT

If you see bugs or other critters such as mice in the building, you should notify the office. **In no case** should staff members spray or put out any type of pesticide or poison. Staff members who are allergic to pesticides should notify the principal in writing so they can be advised when spraying is scheduled.

INCLEMENT WEATHER PROCEDURES

For school closings or delays due to bad weather, listen to the radio/TV on at least 2 channels or Kanawha County School's website.

WHEN SCHOOLS ARE CLOSED FOR STUDENTS FOR A FULL DAY, WE WILL TRANSITION TO A WEATHER-RELATED REMOTE LEARNING DAY

CODE B: All 261-day employees are to report to work on time.

- Teachers and other school-based staff are to work from home.
- Students will be provided with assignments through Schoology.
- Students with IEPs do not report on these days and should transition to remote learning.
- Other essential staff may be asked to report as directed by their building administrator or the directors of child nutrition, transportation or maintenance, with the permission of the Superintendent of Schools.

WHEN SCHOOLS ARE OPEN FOR STUDENTS ON A DELAY OR EARLY DISMISSAL – FOR ALL STUDENTS PRE-K THROUGH 12 AND ADULT VOCATIONAL CLASSES

CODE C: WHEN SCHOOLS ARE OPENING TWO HOURS LATE

- All employees are to report to work at their regularly scheduled time.
- If they run into a problem (i.e. hazardous roads, etc.), they should call their Immediate Supervisor/Principal and advise them of their particular situation.
- All morning vocational classes will be canceled. Announcements regarding changes in bus schedules and routes will be made by 8:00 a.m.

CODE D: WHEN SCHOOLS ARE CLOSED EARLY

- All Vocational, Extra-Curricular activities, and Community Education classes scheduled for that afternoon or evening will be canceled.
- News media will be notified of early dismissal as soon as decisions are made in order that announcements can be made by noon.
- In the event of certain weather conditions or other circumstances beyond the control of the school district, the Superintendent of Schools may provide alternative work schedules for employees and may require certain departments or working locations to report to work as deemed necessary for the efficient operation of the school system.