



*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> Director of Physical Facilities
<b>Revised:</b> 7/17/18

**This Plan was formerly named:**

Plan for Safety and Security for Real Threatened or Impending Danger

**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.

**Authority**

Campus Director/Director of Physical Facilities

**Special Note**

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:

- Campus Security Policy
- Emergency Response and Evacuation Procedures
- Emergency Policies and Preparedness for Students and Employees
- Safety procedures in FEI’s Catalog

(Please note that Plan COE 10-2 is an integral part of this plan.)

**Procedures**

Accidents and Incidents

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

1. Employees and students must consider first if calling 911 is appropriate or necessary. If the employee or student is not certain, the decision then has to be to call 911 out of precaution. CALL 911 WHEN IN DOUBT. DO NOT HESITATE.
2. All accidents and incidents must be reported to the Director of Physical Facilities immediately – regardless of its seriousness or lack thereof.
3. The Director of Physical Facilities shall communicate the accident or incident to the Campus Director as soon as feasibly possible.

4. The Director of Physical Resources (or designate an employee) shall gather all pertinent information and document accidents and incidents using incident form.
5. All accidents and incidents must be presented to the Campus Director immediately for investigation within 48 hours or when requested by Campus Director.
6. Campus Director will respond accordingly.
7. A copy of the Campus Director response or decision (if necessary) 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 following safety procedures:

- Who to contact in the event of an emergency
- The proper emergency exit routes in case of evacuation
- Use common sense

Any security issues that come up must be notified the Director of Physical Facilities and/or send it to [services@fei.edu](mailto:services@fei.edu).

### **In an emergency situation, call 911.**

#### 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 regard 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.

### 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.

### 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.

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.

### Fire Prevention

Refer to Plans 6-1 and 6-2 and the policies in the [www.fei.edu/consumer-information/](http://www.fei.edu/consumer-information/) page.

### **Evaluation:**

This plan is regularly evaluated in the following meetings:

- Annual Faculty and Staff Meeting
- Occupational Advisory Committees
- Annual Administrative Meeting
- Safety Meetings

### **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 STUDENT AND CAREER SERVICES OFFICE TO EMPLOYEES AND STUDENTS AT ANY TIME. EMPLOYEES CAN ACCESS THIS PLAN IN THE "STAFF INFO FOLDER" IN THE FEI NETWORK.**

### Cross Reference Policies:

COE 6-1

COE 6-2

Website consumer information page

Catalog

### Policy for Personnel:

All Employees