

**Garnet Career Center  
Health and Safety Plan  
Physical Resources**

**Goals and Objectives**

The health and safety of students, faculty, staff, and guest is always a 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.

From the roof to the sidewalk, safety and health is a prioritized goal and objective that the school strives to maintain at the physical plant. Beginning with program orientation and handbook overview, the teachers address classroom and equipment safety. Each program includes required safety lessons, and instruction on safe operation of equipment is built into educational experience. Each school employee also completes online safety staff development provided and required by the County. Each staff member has a school safety manual which includes procedures for the required monthly fire drills, shelter-in-place drills, and lock down drills. These procedures are shared with students, and drills are practiced as required. Each manual 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 exit routes are posted throughout the building. Always bearing the goals in mind, the school body continuously monitors the facility and remains vigilant of any possible threats to health and safety. Stakeholders concerns are taken seriously and actions are taken for corrections as needed.

**Activities to Achieve the Objectives**

1. Monthly fire drills are conducted. 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. A County shelter-in-place is required and conducted in the fall of each school year. A summary is submitted to the County Safety Director.
3. A lock-down is performed under the observation of a Kanawha County Sherriff. Comments for improvement are made and shared by the administrator with the staff.
4. Monthly facility inspections are performed by members of the safety committee. Any findings are discussed and properly addressed.
5. 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 expectation of the school for professional and proper conduct.
7. Proper procedure in case of any accident involving injury is explained to students and followed by staff.

### **Personnel Responsible for Overseeing Plan**

All staff members are required to complete on-line 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 Local School Improvement Council/School Wide Advisory Committee and Occupational Advisory Committee members, and responses are shared.

Monthly safety meetings are utilized as a method of keeping safety and health at the forefront of the staff, and it is used as a continuous method of maintaining a high quality environment for students and staff. Any 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 success.

### **Emergency Procedures**

Each classroom has a copy of the Kanawha County Schools Crisis Prevention and Response Plan Quick Reference Guide available to staff, students, and guests. It is a quick reference guide for all Kanawha County School employees and others to refer to during a crisis situation which requires the use of procedures under the Crisis Prevention and Response Plan. The guide includes step-by-step instructions for the following issues:

- Medical Emergency
- Shelter-in-Place
- Hostage Situation
- Reunification
- Fire
- Severe Weather/Tornado
- Hazardous Materials/Chemicals
- Carbon Monoxide
- Unarmed Intruder/Trespassing
- Evacuation
- Weapons Found on Campus or Person
- Armed Attack or Active Shooter

- Bomb Threat
- Natural Gas Leak/Loss of Service
- Power Outage
- Pre-Cautionary Lockdown
- Emergency Lockdown
- Emergency Numbers

Each program or floor has a first aid kit which is inspected and restocked as needed. Following is an example of the step-by-step instructions in the Quick Reference Guide. In a medical emergency, the teacher/staff responsibilities are:

- Evaluate the accident/injury/illness scene
- Direct any unaffected persons to a safer and secure area
- Call 911 and advise of situation, type of injury or illness
- Notify principal's office
- Assess severity of injury or illness, render first aid if qualified to do so
- Use universal precautions if handling bodily fluids
- Assist emergency medical responders
- If scene is not safe, i.e. electrocution, downed wires, etc., wait for EMS
- Maintain classroom control and class roster information
- Do not move injured person(s) unless there is a threat or imminent danger
- If the medical emergency involves a staff member, the Incident Commander should assign someone to take control of the staff member's classroom

### **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 change is needed. The committee recommends any changes considered, and these proposals are discussed at staff meetings. With the administration, changes are then incorporated.

At the opening staff meeting for each fiscal year, any changes to school safety policy are discussed and any information students may need to remain current is dispersed by teachers.

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

Fire Extinguishers – Annually

Elevator-by Oracle Annually

General Building – by AON – Every Two Years

Pest Control – by Mountaineer Termite and Pest, INC - Monthly

*Attachment:* First page of the Crisis Prevention & Response Plan which is distributed to all faculty and staff members of Garnet Career Center. The entire document is also available to all students in each classroom.

Crisis Prevention & Response Plan 2021-22					
Kanawha County School					
Garnet Career Center	304-348-6195	304-348-6198 - fax			
422 Dickinson Street	Charleston, WV	25301			
Law Enforcement Agency: City of Charleston Police Department		Fire Department City of Charleston			
CRISIS RESPONSE PLANNING TEAM (CRPT)					
Title	Name	Office Phone	Home Phone	Cellular	Email
Principal	Susan Sweat	304-348-6195		304-415-4970	<a href="mailto:ssweat@mail.kana.k12.wv.us">ssweat@mail.kana.k12.wv.us</a>
School Counselor	Janice Standish	304-348-6195		304-389-2838	<a href="mailto:jstandish@mail.kana.k12.wv.us">jstandish@mail.kana.k12.wv.us</a>
School Nurse	Emily Moore	304-348-6500		304-415-6792	<a href="mailto:eamore@mail.kana.k12.wv.us">eamore@mail.kana.k12.wv.us</a>
Teacher #1	Lisa Shiltz	304-348-6195		304-382-1223	<a href="mailto:lshiltz@mail.kana.k12.wv.us">lshiltz@mail.kana.k12.wv.us</a>
Teacher #2	Teresa Reynolds	304-348-6195		304-419-4429	<a href="mailto:treynolds@mail.kana.k12.wv.us">treynolds@mail.kana.k12.wv.us</a>
Service Person	Gary Kinder	304-348-6195		304-533-1455	<a href="mailto:gkinder@mail.kana.k12.wv.us">gkinder@mail.kana.k12.wv.us</a>
Parent #1 (LPN Student Pres)	To be named in Sept.				
Parent #2 (LPN Student VP)	To be named in Sept.				
The following are recommended members					
County Board Member					
School Based Community Mental Health Professional					
Comprehensive Behavioral Health Disaster Coordinator					
Local Law Enforcement	Charleston Police Dept.	304-357-0191			
Fire/Rescue	Charleston Fire Dept.	304-357-0191			
Local EMA Director		304-357-0191			