Health and Safety Improvement Plan

The health and safety of students, faculty, staff, and guests is our number one concern. The process of learning can only take place in a safe – both physically and emotionally – environment.

**Goals and Objectives**
From the lighting in the ceiling to snow removal on the sidewalks, safety for all is a main goal and objective that JRTI strives to maintain within the physical plant. Beginning with the first lecture, the instructor addresses classroom and equipment safety. Procedures are reviewed throughout the year and are presented with learning each new piece of equipment. Each year, as a part of teachers’ continuing education, safety, emergency plans, and fire drills are included in the process. Inspections are performed daily, weekly, monthly, and annually to ensure everyone’s safety.

**Activities to Achieve the Objectives**
The following is a list of inspections and drills included in the safety plan:

1. State safety OSHA inspection forms are filled out each year by students and instructors.

2. Fire drills – twelve fire drills are performed each school year. A list of when and how long it takes to evacuate the building is kept both in the front office and by the alarm control panel located in the placement office.

3. Emergency lockdown – two are performed each year. Cards are passed under doors to give status of occupants of each room. The cards are collected, analyzed, and an “All Clear” given. There are two alternate relocation sites designated if needed.

4. Emergency Quick Reference Guides posted in each classroom indicating the procedures to be followed in case of an emergency.

5. Video and discussion presented to all students addressing bullying and sexual harassment.

6. FERPA laws are discussed and enforced.

**Personnel Responsible for Overseeing the Plan**
The previous six items are reviewed at the beginning of each year during in-service/continuing education sessions. Any changes or improvements by administration, state, or federal authorities are noted and discussed. Faculty feedback and discussion of previous years’ experiences also take place during this time.

Throughout the year other safety information is passed along to faculty and staff including vehicle safety in-service and health screenings.

Instructors are required to notify an administrator of any accidents. In addition, the instructor completes a school accident report, and turns it in to the front office. The names of the injured student and any witnesses of the accident must be included in the report. The second page allows for the person writing the report to include details such as treatment/notification/property damage, and an accident investigation and
review. The report is used as a learning experience, and safety procedures are evaluated and revised as needed. Three copies are made and placed with the

(1) instructor
(2) administration
(3) students’ permanent records

**Review, Evaluation and Revision of the Plan and Timeline**

Each month the school culture committee (which includes safety) reviews all accident reports and completes a check list to ensure that the current procedures are effective. The committee recommends changes, if deemed essential, and presents them to the faculty for review. It is at that time that revisions, if needed, are made.

Revised safety procedures are presented to the faculty at each year’s orientation, and teachers include the revised safety rules during their orientation with students at the opening of school.

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

- BRIM (Bureau of Risk Management)
- Fire Marshal
- Health Inspector (food services)
- School Culture Committee
- Fire Equipment
- Health Department (Child Care Facility)
- State of West Virginia (Back flow)
- Fire Alarm
- School Custodians (Daily Checklist)
- School Maintenance Custodian (Daily Observation)

A student is trained on each piece of equipment and the safety of that equipment. Any tool or piece of equipment deemed unsafe is tagged and locked up. Any procedure not safe is changed. In conclusion, safety is not an option; it is a way of life in the school. It begins day one, lesson one, and continues all year.