LINDSEY HOPKINS TECHNICAL COLLEGE

HEALTH AND SAFETY

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Table of Contents

Mission and Vision 3

Overview 3

Accident Reporting 3

Injury of Student, Staff or Visitor 4

First Aid Kits 5

Security 6

Photo Identification - Badges 6

Jessica Lunsford Act 6

Jeanne Clery Act 7

Project ADAM 7

Emergency Buttons 8

Standard Response Protocol 8

Hold and Secure 9

Lockdown and Evacuate 10

Shelter 11

Maintenance/Custodial Staff 12

Universal Precautions for Blood Borne Pathogens 12

Plan Evaluation and Accessibility 16

Injury Report Form (FM-7491) ..... Appendix A

Workers Compensation Form (Employee) (FM-0383) ..... Appendix B

Mission

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

Vision

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

Overview

Lindsey Hopkins Technical College (LHTC) is part of Miami Dade County Public Schools (MDCPS), the fourth largest public school district in the United States. To fulfill the goal of maintaining a safe and healthy environment on a daily basis, MDCPS district publishes policies, processes, and procedures relating to health and safety issues.

The administrators, instructors, and support staff members at LHTC are dedicated to providing a safe learning environment for our students. The school has developed a comprehensive Health and Safety Plan to ensure the safety of its employees, students, and visitors. This plan promotes an atmosphere which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms, laboratories, and the building overall.

ACCIDENT REPORTING

The system for reporting and investigating accidents is followed by all staff as delineated below in the injury reporting section.

Injury of Student, Staff or Visitor

In the event of student, staff or visitor sickness or accident, an administrator determines the severity of the sickness or accident and follows procedures as necessary.

- If the student, staff or visitor needs care from emergency services, an administrator will dial 911.

- An injury report form is completed by an administrator for students and visitors. The injury report form is kept on file in the Building Operations Office and a copy is faxed to the Miami-Dade County Public Schools, Department of Safety.

- A worker's compensation injury report form is completed by an administrator for staff and the information is called in to the injury claims desk 305-995-COMP.

- If the student is a juvenile or special needs student, the parent or guardian is notified immediately.

- If the student, staff or visitor is sick / injured and able to function without emergency services, the student, staff or visitor is isolated and evaluated before being released and an Injury Report Form is completed.

- If the student, staff or visitor is transported by emergency services for further evaluation or treatment, an Automated Incident Report (AIRS) is input into the MDCPS tracking system.

The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to employees, students, as well and visitors are developed, and maintained to protect everyone.

All employees must comply with the following requirements:

- Observe all safety rules.
- Observe all CDC guidelines.
- Familiarize yourself with School District critical incident plans/procedures and emergency preparedness protocols.
- Always keep work areas clean and orderly.
- Immediately report all accidents to their supervisor.
- Only operate equipment or machinery that you have been trained and authorized to use.
- All employees and students must wear their ID card while on school district property per rules of MDCPS.

Employees with questions or concerns relating to safety programs and issues should read the Employee Safety Manual, contact their immediate supervisors or any administrator at LHTC. Anyone who becomes aware of an unsafe condition or practice or witnesses a near miss accident should report the circumstances to the campus facility maintenance personnel. This action may prevent future accidents.

First-Aid Kits

A fully stocked first-aid kit is maintained in each department and vocational classroom. The instructors are tasked to inspect their classroom first-aid kits to identify their expired items that need to be replenished on an annual basis. The instructors are to email items that need to be replenished to the CTE Assistant Director. A report is generated by the CTE Assistant Director of items needed to be replenished and sent to the Business Office for an order to be placed. First Aid supplies are then distributed during the Opening of Schools meeting.

Security

Employees with questions or concerns relating to safety programs and issues should read the Employee Safety Manual, contact their immediate supervisors or any administrator at LHTC. Anyone who becomes aware of an unsafe condition or practice or witnesses a near miss accident should report the circumstances to the campus facility maintenance personnel. This action may prevent future accidents.

Photo Identification – Badges

To ensure the proper identification of individuals authorized to be on campus, Lindsey Hopkins Technical College (LHTC) issues official photo identification badges to all students upon registration and to all employees upon hire. Student identification badges are renewed each academic term, and employee badges are renewed annually.

All visitors are required to report to the security front desk immediately upon entering the campus and present a valid government-issued photo identification. Visitor identification will be verified through the RAPTOR security screening system prior to the issuance of a visitor identification name tag. Students, employees, and visitors are required to always wear their identification badges while on campus. Identification badges must be worn in a clearly visible location above the waist to support campus safety, security, and compliance with institutional policies.

Jessica Lunsford Act

On June 20, 2007, Governor Charlie Crist signed into law Senate Bill 988, Relating to High-Risk Offenders. The bill, effective July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts. All people who will have direct contact with students must have completed level 2 screening requirements as described in Florida Statute 1012.32.

This pertains to school district employees, volunteers, interns, mentors, contractors, vendors, coaches, and sports officials. Guests to the campus must report to the front desk upon arrival and present a valid driver's license to be registered and are issued a temporary visitor's badge after being checked through RAPTOR, a rapid check system that identifies sex offenders listed in the State of Florida database.

Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), codified at 20 USC 1092 (f). as a part of the Higher Education Act of 1965 (HEA), is a federal law that requires colleges and universities to disclose timely and accurate information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to the Clery Act. The U.S. Department of Education has developed The Handbook for Campus Safety and Security Reporting which provides institutions of higher education with procedures, examples, and references to follow in order to meet the campus safety and security requirements.

Project ADAM

Project ADAM South Florida is a program dedicated to equipping schools and community organizations with the education, resources, and support needed to establish and maintain a comprehensive response plan for sudden cardiac arrest (SCA). As an official affiliate of Project ADAM, the organization has partnered with LHTC to provide critical training and certification in Cardiopulmonary Resuscitation (CPR) for school staff and athletic coaches.

This collaboration includes instruction on rapid and effective SCA response protocols, hands-on practice drills to enhance staff preparedness, and training in the use of automated external defibrillators (AEDs) to ensure immediate and effective defibrillation in the event of a cardiac emergency.

LHTC's Emergency Response Team has met all the requirements to be a Heart Safe School under the Project ADAM initiative. To maintain this designation and ensure continued preparedness, LHTC's Emergency Response Team conducts a minimum of two AED practice drills each year. These regular exercises reinforce the team's ability to respond quickly and effectively in the event of a sudden cardiac arrest on campus.

Emergency Buttons

- Every classroom and office have an emergency push button calling system, which connects to the in-house base station operator.
- The operator will contact the appropriate person if someone presses the emergency button.
- Each teacher is responsible for safety in their assigned classroom. If teachers notice a life safety problem, they are responsible for reporting it to the administrative assistant in charge of building operations or any other administrator.
- The administrative assistant in charge of building operations will initiate appropriate corrective action.

SRP – Standard Response Protocol

Our school has adopted the "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.
The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff,

teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

Four fire drills are conducted each year and are recorded in the Fire Alarm Log. A facility fire alarm map indicating locations of fire alarm pull stations, smoke/heat/duct detectors, and horns is kept in the front office to assist maintenance personnel.

LHTC follows board rules addressing building inspection procedures, emergencies, employee safety and health, student safety and health protection, injuries to students, student accident insurance, bomb scares, emergency closing of schools, emergency management procedures, procedures for promoting and maintaining a safe learning environment, and the code of student conduct. All these documents are available in the MDCPS eHandbook/6.1 Safety program.

Maintenance/Custodial Staff

To ensure Lindsey Hopkins Technical College has a healthy learning environment, custodians are assigned to provide routine cleaning throughout the facility, which includes the grounds and the parking garage.

- Each year, all full time Custodians attend training at Miami Dade County Public Schools Plant of Operations, where custodians are trained to use the approved chemicals and cleaning techniques.

- Each custodian is assigned an area of the facility to maintain. If there is a life safety issue, the custodian is responsible for correcting the problem. If the problem is beyond the custodian's scope of responsibility, the problem will be reported to the administrative assistant of building operations.

- The administrative assistant in charge of building operations will provide assistance to the custodian, contact the zone mechanic for maintenance assistance or contact the appropriate department within the Miami Dade County Public Schools (M-DCPS) for assistance.

Universal Precautions for Blood Borne Pathogens

- Treat all blood and bodily fluids as if they are infectious.
- Protect yourself from touching it.
- If fluids get on your skin or clothing, use good hygiene (Hand washing).
- Always treat everyone as though they are infected.

Protective Measures

- Use protective measures to reduce infection:
- Personal protective equipment (PPE)
- Gloves
- Goggles
- Special Clothing

- PPE is the greatest defense in protecting yourself. Before selecting your PPE ensure that:
  - It is the correct type.
  - It is easily available.
  - It is the correct fit.
  - You are trained on how to use it.

- You understand when you can't use it.
- It is cleaned and maintained properly.

Hand Washing

- Hand washing is the best way to prevent the spread of infections and diseases. Good hand washing is:
  - Wet hands under warm water
  - Dispense soap onto hands
  - Scrub hands for 1 minute
  - Rinse hands thoroughly
  - Dry hands: use paper towel to turn off faucet
- Make sure to wash your hands if there is accidental contact, broken gloves, after removing gloves, and before eating or drinking.

Removing Disposable Gloves

- Never touch bare skin with the outside of either glove.
- Always remove gloves:
  - When a task is completed.
  - When they are damaged.
  - Do not wash and reuse gloves; always use new gloves.
  - Dispose of gloves in biohazard bag.

Bloodborne Pathogen Exposure at School

- All employees are subject to infection.
  - Most common exposure is picking up contaminated objects.
  - To prevent infection:
  - Never touch objects without your gloves.
  - Use a pair of tongs or pliers.
  - Sharp objects go in a “sharps” container.

Handling Trash Bags

- Always assume every bag has infectious material ✞ To handle trash bags:
  - Don’t push the contents.
  - ALWAYS wear your gloves.
  - Check bag for rips.
  - Grab the bag by the top.

Cleaning Up Spills

- Never clean up spills unless you have been trained.
- If you have been trained:
  - Wear your PPE.
  - Disposable towels.
  - Disinfect the site.
  - Disposable towels for removing the disinfectant, then place in biohazard bag.
  - Remove gloves, wash hands.
  - DO NOT clean up spills unless you have been trained.

Disposal of Infectious Material

- Keep infectious material separate from other objects.
- Do not mix “sharps” container with regular garbage.
- Always wear gloves.
- Ask your exposure control officer (Risk Management school board office) if unsure how to handle material.
-

Emergency Procedures If You Are Exposed

- Contact with skin; skin is not broken (no open wounds):
    - Wash thoroughly with soap and warm water.
    - Report the incident.
    - Contact with broken skin:
        - Let the cut bleed freely.
        - Wash with soap and warm water.
    - Contact with eyes, nose or mouth:
        - Flush the area with lots of water.
    - Always report incidents and seek medical attention.

Preventing Infections from Bloodborne Pathogens

- Vaccine only for HBV.
- No vaccine for HCV.
- No vaccine for HIV – only anti-retroviral drugs.
- Always use universal precautions.
- Use your PPE.
- Use your training.

Plan Evaluation and Accessibility

The Health and Safety plan is analyzed and reviewed annually at the Educational Excellence School Advisory Council (EESAC), leadership team sessions, and faculty meetings. This ongoing review process supports the continuous evaluation and enhancement of program outcomes and ensures alignment with the institution's mission and goals. The Health and Safety Plan is also reviewed during the Opening of Schools meeting by administration, faculty, and staff. Following this review, a staff-wide survey is conducted to gather feedback. The survey results are then presented and discussed at the subsequent faculty meeting to inform any necessary revisions or improvements.

Furthermore, the Health and Safety plan is discussed with and explained to all students during the student orientation sessions held with students after they are officially registered in the school. The Health and Safety plan is available in the Student Services office and the Media Center. Additionally, it may be accessed via the internet on the school website.

Miami-Dade County Public Schools
Non-Athletic Injury Report
(*See reverse side of form for selections for items noted with an asterisk.)

Date of Report _____ Date of Injury _____ Injury Time _____:_____ _____ AM/PM

Name _____ Student ID# _____

If not an M-DCPS student/employee: ***(Record only in Automated Incident Reporting System, not Aspen, and maintain form on file.)***

Address _____

Date of Birth _____ Gender _____ Home Phone _____ Alternate _____

Describe purpose on site _____

WITNESSES

If an M-DCPS employee was present, write the employee's number/name. _____ _____

(1) Name _____ Phone _____ Student ☐ Teacher ☐ Other ☐

Address _____

(2) Name _____ Phone _____ Student ☐ Teacher ☐ Other ☐

Address _____

Parent/Guardian Contact ☐ Attempted ☐ Yes ☐ No First Aid? Yes ☐ No ☐ Rescue Squad? Yes ☐ No ☐

Physician Used? Yes ☐ No ☐ Physician Name _____

Hospital Used? Yes ☐ No ☐ Hospital Name _____

M-DCPS Student Accident Insurance? Yes ☐ No ☐

Private Insurance? Yes ☐ No ☐ Unknown ☐ Insurance Carrier _____

School Name _____ **(1)** Accident Location* _____

(2) Specific Activity* _____ **(3)** General Activity* _____

(4) Accident Agent* _____

(5) Body Part Injured* _____ **(6)** Side of Body or Part Injured* _____

(7) Nature of Injury* _____

Will accident cause absence? Yes ☐ No ☐ If so, how many days? _____

Initial Treatment _____

ALL ACCIDENTS REQUIRING MEDICAL ATTENTION BEYOND FIRST AID REQUIRE INVESTIGATION. EXPLAIN DETAILS OF ACCIDENT. ANSWER WHAT, WHY, AND HOW BELOW:

_____

_____

Principal's Signature	Instructor	Date Report Prepared

FM-7491 Rev. (05-20)

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
WORKERS' COMPENSATION MEDICAL REQUEST

Reference#_____

Prescriptions:

When you receive a *prescription* for medication by an authorized workers' compensation physician you *must provide* the information listed below to the pharmacy in order have no out of pocket cost to you for your initial prescription. You will receive a prescription card in the mail within 5-7 days. If you do not receive a prescription card, please call your adjuster at Gallagher Bassett Services, Inc. at 305-260-9440 or toll free at 1-866-762-5185. You may have your prescriptions filled at your neighborhood pharmacy such as: Walgreen's, CVS, Publix, Target or Wal-mart.

- **BIN Number: 021460**
- **PCN: CRX**
- **Group Number: VXRQZM**

For questions, call Cadence RX toll free number at (888) 813-0023

******EMPLOYEE MUST SIGN BELOW******

The Florida Workers' Compensation Regulation requires workers to utilize doctors and hospitals who are part of the MDCPS workers' compensation medical provider network for work related injuries.

_____ _____

(Signature of Acknowledgment) **Date**

Employee's Name:	Date of Accident:
Employee No.:	
Address:	Telephone No.: ( )
School/Work Location:	Position:
Physician's Name:	Address:
Description of Accident:	Part of Body affected:
Authorized by: _____ (Signature of Principal or Site Administrator)	Title: _____ Date: _____

- This authorization is for INITIAL FIRST AID MEDICAL TREATMENT ONLY. If additional treatment or prescriptions are indicated, please contact **Gallagher Bassett Services Inc.** at **305-260-9440** or toll free at **1-866-762-5185**. Continued treatment without authorization will result in non-payment of additional medical bills.

- Pursuant to Florida Statute, Chapter 440, the Miami-Dade County School Board reserves the right, under certain circumstances, to conduct appropriate drug and alcohol testing. The employer may require the employee to submit to test for the presence of drugs or alcohol and, if a drug or alcohol is found to be present in the employee's system at level prescribed by rule adopted pursuant to this act, the employee may be terminated and forfeits his or her eligibility for medical and indemnity benefits.

Diagnosis:	
Treatment Rendered:	
Date of Visit:	Date Able To Resume Work:
Physician's Signature:	
Attending Physician's Name:	
Address:	Telephone No.: ( )

Fraud Statement

- " Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or mislead information commits insurance fraud, punishable as provided in s. 817.234."

- "It shall be unlawful for any physician licensed under chapter 458, osteopathic physician licensed under chapter 459, chiropractic physician licensed under chapter 460, podiatric physician licensed under chapter 461, optometric physician licensed, under chapter 463, or any other practitioner licensed under the laws of this state to knowingly and willfully assist, conspire with, or urge any person to fraudulently violate any of the provisions of Chapter 440, The Florida Workers' Compensation Law."

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