

## **Purpose**

Unitech Training Academy has developed a plan to ensure a safe and healthy environment at all campuses of our institution for employees, students, and guests. We feel that maintaining this type of learning environment will motivate students to acquire marketable skills in safe, positive, and orderly classrooms and laboratories provided by our employees and will allow guests to always feel welcome at our institution.

## **Procedures**

Unitech Training Academy implements policies, processes, and procedures relating to health and safety issues. These safety policies are in place, implemented, and evaluated through reviews of accident reports, safety meetings, and soliciting input from employees and students.

The following basic procedures should be followed to help ensure the campus is safe for employees, students, and guests.

1. Encourage all staff and students to think safety first. It is everyone's responsibility to be conscious of health and safety at the school.
2. Entrance, exit, and bathroom doors meet state and federal dimensions.
3. Bathrooms are fitted with handles for use by handicapped individuals in accordance with ADA requirements.
4. Bathrooms and classrooms with sinks have an adequate supply of soap and disposable towels.
5. The facility is cleaned on a daily basis either an onsite facilities coordinator or third party service.
6. Floors are properly maintained and are safe for employees, students, and guests.
7. All safety equipment (fire extinguishers, smoke alarms, security alarm *if applicable*) testing is scheduled periodically to ensure effective operation.
8. Students are accurately instructed on the proper use of medical apparatus or equipment.
9. OSHA guidelines are followed for medical waste and disposed with a medical waste management company.
10. All medical supplies are kept under lock and key.
11. Waste receptacles are emptied daily.
12. Eye wash stations are clearly marked and checked periodically to ensure effective operation.

Rules and Regulations for the Conduct of Students are addressed in the Unitech Training Academy catalog and reviewed during new student orientation. These rules and regulations are in place to assist in providing a safe environment for employees, students, and guests. The following standards and guidelines are established for employees due to their proximity to students, as they are frequently confronted with situations which, if handled incorrectly, could result in liability to the institution and personal liability to the employee.

1. Each employee maintains a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
2. Each faculty member provides proper instruction in the safety matters presented in assigned courses.
  - a. Establish appropriate safety rules
  - b. Teach how to practice safety and prevent accidents
  - c. Teach safe use and proper care for tools and equipment
  - d. Develop habits of good housekeeping, proper storage, and handling of materials and sanitation
  - e. Be familiar with personal protection devices and safe clothing
  - f. Teach cooperation with others in the promotion and operation of a safe environment
3. Employees shall immediately report to the Campus Safety and Security Authority or Campus President any accident or safety hazard he/she detects.
4. Employees shall immediately report knowledge of threats of violence by students to the Campus Safety and Security Authority or Campus President.
5. Employees shall not send students on any errand (school or personal) that would require the student to leave the campus.
6. Employees shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety including, but no limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.
7. Employees shall not transport students in a private vehicle without the approval of the Campus President.
8. Faculty members shall instruct students to tell staff members of any suspicious strangers in or around campus property.
9. Employees shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information.

#### Reporting Accidents on Campus

If any student and/or employee is aware of or involved in an accident while on campus they must promptly report the accident and complete an incident report (010-003 Exhibit A). Although accidents and other emergencies can be reported to anyone listed in the Administrative and Instructional Staff section of the catalog, it is recommended that reports go through the Campus Safety and Security Authority.

Following submission, all completed incident reports are forwarded to the Vice President of Compliance for review. The Vice President of Compliance evaluates each report to assess the effectiveness and timeliness of the institutional response, determine whether established health and safety procedures

were followed, and identify any trends, corrective actions, or policy or procedural improvements needed to prevent recurrence. When appropriate, follow-up actions, staff training, or facility adjustments are implemented, as part of the institution's ongoing health and safety oversight and continuous improvement process.

### Inclement Weather

In the event of school closure due to extreme weather conditions, students and employees should monitor the institutional website, social media accounts, and local news broadcasts for the most current information. Students and employees may also contact the local campus and listen to the voice mail recording for current information.

### Reporting Criminal Actions or Other Emergencies

If any student and/or employee is aware of a crime, observes a suspicious person or incident, or is a victim you must promptly report the crime or incident and complete an incident report (010-003 Exhibit A). Although criminal actions and other emergencies can be reported to anyone listed in the Administrative and Instructional Staff section of the catalog, it is recommended that reports go through the Campus Safety and Security Authority.

#### *Non-emergency:*

If the crime or incident is a non-emergency, report it immediately to the Campus Safety and Security Authority and/or President of the campus. At this time, the Campus Safety and Security Authority and/or President will assess the nature of the crime or incident to determine the best course of action. If necessary the local police department will be contacted. The local police department has jurisdiction over the campus.

#### *Emergency:*

If the crime or incident is an emergency, call 911 immediately. As soon as it is safely possible, report the crime or incident to the Campus Safety and Security Authority and/or Director. At this time, the Campus Safety and Security Authority and/or Director will assess the nature of the crime or incident to determine the best course of action. In the event that the school authorities determine there is an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued to the students through class announcements from faculty and staff and postings on campus bulletin boards. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community, the warning may also be posted on the school website [.unitechta.edu](http://unitechta.edu)

*Confidential:*

Unitech Training Academy does not have procedures for confidential reporting of criminal offenses

In the case of either an emergency or non-emergency, once the situation has been handled, the Campus Safety and Security Authority will document what happened. In the case of an accident or injury, they will complete and file an incident report. Additionally, any criminal incidents will be added to the Campus Crime Log for entry into the Annual Security Report.

*Infection Control*

Infection control procedures will be followed by students and employees while participating in lab training and while at the clinical site, where contact with bodily fluids (ie: blood) is a possibility. In the event of an accident or incident at a clinical site, follow the procedure of the facility first and then report to Unitech Training Academy.

1. Each student attending CPR training is issued their own disposable mask for training to utilize while performing mouth to mouth resuscitation.
2. Instructors provide information to the students regarding the proper equipment to be used prior to the start of the procedure.
3. If a student or employee has an exposure incident, an incident report is completed. If occurring on campus, the Campus Safety and Security Authority or Campus President are to be immediately notified and the individual(s) are to follow Needle Stick Protocol:

*Needle Stick Protocol: If you are stuck by a needle or other sharp or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report this immediately to your instructor/supervisor and seek immediate medical attention at an area medical facility. If occurring at a clinical site, the student is to follow the facility procedures regarding the exposure and notify the Campus Safety and Security Authority or Campus Director as soon as possible. The institution will need a copy of the clinical sites incident report.*

## Emergency Response and Evacuation Procedures

In cases of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees that is more wide-ranging such as, but not limited to, gas leaks, contagious viruses, tornadoes, etc., the Campus Safety and Security Authority and/or President will assess the nature of the threat to determine the best course of action. The school authorities may determine that the threat requires immediate evacuation or that there is an ongoing or continuing threat. Each case has an appropriate associated emergency response.

### Immediate Evacuation:

All Unitech Training Academy employees and students are trained annually on how to initiate and implement a safe evacuation from the building. Training occurs through workshops, unannounced fire drills, and other drills using air horns kept in designated areas. In the case of a real emergency requiring evacuation from the building, staff and students swiftly follow posted evacuation routes once the alarm is sounded by authorized individuals and wait for further direction once the building has been evacuated.

### Continuing Threat:

In cases of a continuing threat, it becomes necessary to inform and communicate a message to affected individuals using an “emergency notification.” Emergency notifications can require a variety of modes of communication depending on how wide-reaching the message must extend. The Campus Safety and Security Authority along with the President will determine the appropriate content of the notification ensuring that it in no way compromises efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The notification will be issued to the students through class announcements from faculty and staff and postings on campus bulletin boards. The President will contact all staff members to inform them of the information in the notification. The Director of Education will contact all instructors to inform them of the information in the notification and to let them know that they must contact their students. The President will change the message on the voicemail to inform callers of pertinent emergency information. Depending on the particular circumstances, especially in situations that could pose an immediate threat to the community, the emergency notification may also be posted on the school website [www.unitechta.edu](http://www.unitechta.edu), and the media may be contacted by the Campus Safety and Security Authority. In cases of looming weather threats, Unitech Training Academy is closed if the local parish public schools are closed.

## Campus Law Enforcement

All Unitech Training Academy Staff Members along with the Campus Safety and Security Authority have the authority to ask persons for identification and to determine whether individuals have lawful business at Unitech Training Academy. However, they do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Unitech Training Academy Campus Safety and Security Authority maintains a highly professional working relationship with the local police department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety and Security Authority and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## Campus Sexual Assault and Crime-Prevention Program

An educational campus sexual assault and crime prevention program to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses is part of the New Student Orientation program, which is a mandatory program for all incoming students. These sex offenses may include:

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship shall be determined by the victim.

**Domestic Violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner or roommate, by a person similarly situated to a spouse of the victim under the domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws.

**Stalking:** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Sexual Assault:** means any form of non-consensual sexual activity representing a continuum of conduct from forcible rape to nonphysical forms of pressure designed to compel individuals to engage in sexual activity against their will. Examples of sexual assault include, but are not limited to, the following non-consensual sexual activity:

- Sexual intercourse (vaginal or anal);
- Oral sex;
- Rape or attempted rape;
- Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object;
- Unwanted touching of a sexual nature;
- Use of coercion, manipulation or force to make someone else engage in sexual touching, including touching of breasts, chest, buttocks, and genitalia;
- Engaging in sexual activity with a person who is unable to provide consent; or
- Knowingly transmitting a sexually-transmitted disease to another.

If you are a victim of sexual assault at Unitech Training Academy, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is strongly recommended that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Unitech Training Academy Staff Member particularly the Campus Safety and Security Authority, who can assist you with contacting the local police department.

Filing a police report will

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

In addition to filing a police report, the victim of a sexual assault may choose for the Campus Disciplinarian to conduct an internal investigation. In such case, the victim and the accused will be questioned as well as any other individuals who may have information about the allegations. Both the victim and the accused will be informed of the outcome of the investigation. A student found guilty of violating the school sexual assault policy could be criminally prosecuted in the state courts and may be suspended or expelled from Unitech Training Academy. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

A list of registered sex offenders in Louisiana is available from the Louisiana Department of Public Safety & Corrections at <http://www.lsp.org>

### Drug and Alcohol Abuse Prevention Programs and Policies

The single most egregious problem a student can bring upon themselves is that of the abuse of substances which alter the chemistry of the body whether they are prescription drugs taken in improper amounts or illegal drugs carried, sold, used, or in any manner supported as normal behavior. If you use, carry, or sell drugs while a student at Unitech Training Academy, you will be summarily removed from the school and not be readmitted.

Unitech Training Academy does not permit anyone to consume or possess alcohol in any public or private area of the campus including the campus parking lot. Individuals or groups violating this policy will be subject to termination from Unitech Training Academy. This includes the unlawful selling, furnishing or providing of alcohol to persons under the age of 21.

A drug and substance abuse prevention program to inform students of the Federal penalties for the possession, use and illegal distribution of drugs; the common health and life risks associated with substance abuse; and resources available to help with substance abuse problems is part of the New Student Orientation program, which is a mandatory program for all incoming students.

### Evaluation

Student evaluation is performed throughout the year on the safety of the campus in the form of quarterly surveys which include opportunities for comments or suggestions. Staff meetings include discussions of health and safety, including emergency response procedures and ways, if any, to improve the safety of the campus. All incident reports are reviewed for effectiveness of response and resolution and the Health and Safety Plan is available through the Unitech Training Academy website and is updated accordingly.