

CENTUREON INSTITUTE

The School of the People®

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Institute Health and Safety Policy

Purpose:

The Centureon Institute Health and Safety Policy is established to ensure the well-being and security of all individuals associated with the institution, including employees, students, and guests. It aims to maintain preparedness for handling any health or safety-related situations effectively.

Responsible Authority:

The School President holds the responsibility for overseeing and implementing this policy.

Implementation:

All personnel and students of Centureon Institute are entrusted with the responsibility of adhering to and executing this policy.

Applicability:

This policy is applicable to all employees, students, and guests of Centureon Institute.

Policy:

1. Health and Safety Concerns - Emergencies:

All health and safety concerns and emergencies must be addressed promptly. Incidents should be reported immediately to the designated personnel or the nearest employee to ensure swift action following school procedures.

2. Accidents Reporting and Investigation:

Accidents are to be reported and documented using the Incident and Accident Report Form. The School President oversees the investigation and resolution of accidents, maintaining records in a dedicated folder. An annual report on accidents and incidents, along with their resolutions, is presented during the review of the Health and Safety Plan.

3. Employee Orientation:

New employees undergo orientation sessions covering the Health and Safety Plan.

4. Student Orientation:

New students receive orientation sessions to familiarize them with the Health and Safety Plan.

5. Instructor Responsibility:

Instructors are responsible for ensuring the safety of students within their areas of supervision and conducting safety training sessions at the beginning of each class.

6. Student Responsibility:

Students are accountable for adhering to safety regulations and promptly reporting any safety concerns to their instructors.

7. Employee Responsibility:

Employees are obligated to understand and comply with safety regulations relevant to their roles, following the school's policies and procedures.

8. Emergency Exits and Evacuation Routes:

Clear signage indicating emergency exits and evacuation routes is displayed throughout the school premises.

9. Medical Emergencies:

Minor medical emergencies should be reported to the class instructor or supervisor, while serious or life-threatening situations require immediate contact with emergency services.

10. Fire:

In the event of a fire, employees must notify their supervisor and evacuate the building, following established procedures. Return to the building is only permitted after clearance from the fire department.

11. Behavioral Disturbance, Bomb Threats, or Violent Acts:

Any observed behavioral disturbances or threats necessitate immediate reporting to school personnel for appropriate action, potentially involving law enforcement.

12. Active Shooter or Threatening Person:

Upon encountering an active shooter or threatening individual, individuals must initiate lockdown procedures, call emergency services, and follow specific instructions to ensure personal safety.

13. Weapons or Firearms:

Possession of firearms on campus is strictly prohibited, except for on-duty officials. Any sightings of firearms should be reported immediately to school authorities.

14. Bomb Threat:

Suspicious packages should be avoided, and authorities should be alerted promptly for further guidance.

15. Tornado:

During tornado warnings, occupants should seek shelter in interior rooms on the lowest floor, away from windows, until the threat passes.

16. Hurricanes and Tropical Storms:

Centureon Institute follows local protocols for hurricane and tropical storm preparedness, including closure alignment with public schools.

17. Blood Spills:

Prompt reporting of blood spills is crucial, with individuals exposed advised to follow specific protocols for personal safety and reporting.

18. Other Hazardous Materials:

Instances involving hazardous materials should be reported immediately, and individuals are instructed to avoid contact until authorities assess the situation.

19. Smoking:

Smoking is strictly prohibited within Centureon Institute premises, with designated smoking areas provided outside the facilities.

20. Training:

Regular training sessions are conducted biannually to ensure employees and staff are updated on health and safety guidelines.

21. Evaluation by County and Fire Inspections - State and Federal Regulations, State Codes:

Annual evaluations by county and city inspectors ensure compliance with state and federal regulations and codes.

22. COVID-19 Guidelines:

The institute adheres to all COVID-19 guidelines issued by state and local authorities, providing ongoing updates and information to personnel, students, and guests.

Equipment, Repair, and Maintenance Provisions:

The school President oversees the procurement, repair, and maintenance of equipment required for implementing this policy.

Policy Availability:

The Health and Safety Policy, along with associated procedures, is accessible for review by administrative staff, faculty, students, and advisory committee members. An electronic version of the Policies and Procedures Manual is provided to new personnel during orientation and is also available on the school's public website.