



## HEALTH AND SAFETY PLAN

## **Purpose**

This plan recognizes the importance of a safe, healthy, and secure environment and complies with the Clery Act.

Safety is a top priority at the SABER College. In the event of an emergency, the Safety and Recovery Plan will be activated to ensure the safety of our campus.

Faculty, staff, students, and guests are encouraged to be aware of their surroundings and to report unusual activities.

## **Methodology**

**In the event of an accident, we follow the following protocol:**

1. Students and faculty are to notify the department director immediately
2. Any accidents that are reported to the Department Director will be dealt with immediately.
3. SABER has a readily available first aid supply (first aid kits are kept at the Dean of Academic Affairs office and in every classroom).
4. If an ambulance needs to be called, the dean, directors, or their designees will call an ambulance for the person who has had the accident
5. A full emergency report will be submitted to the Department Director
6. The accident will be investigated by the Administration.

Any accident/crime of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property involving bodily injury to a person intentionally because of their race, gender, religion, sexual orientation, ethnicity, or disability will be reported under the category of prejudice.

## **Fire Safety**

- Maintain all fire extinguishers in a fully charged condition and have them inspected annually.
- Update the evacuation diagram and keep it posted.
- Maintain backup computer data and copies of difficult-to-replace information in fireproof files and in an internal and external secure backup system on the Cloud.
- Maintain employee and student electronic, cellular, and address lists.
- If conditions permit, move equipment or furnishings out of the fire vicinity to minimize damage.
- Arrange security if needed to prevent looting or vandalism.

**In the event of a fire or emergency situation requiring emergency response and evacuation procedures, we follow the following protocol.**

### **Methodology**

1. Evacuate building if necessary. DO NOT USE ELEVATOR DURING A FIRE EMERGENCY.
2. Emergency route is posted throughout the school. Locate nearest exit and evacuate building. Students may leave the campus.
3. Do not allow re-entry into the building until cleared by authorities at the scene.
4. If possible, safely secure all valuable records.
5. Keep all doors and windows surrounding the area closed in order to contain the fire or situation. If fire, and conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.
6. Arrange security if needed to prevent looting or vandalism.

## **General Emergency Preparedness Information for Hurricane, Terrorism, or an Emergency Situation:**

Rumor Control Hotline - Recorded information available 24 hours a day in the case of an emergency. In the event of an emergency, the School's Rumor Control Hotline, 305-443-9170, will be activated.

The CEO or designee will provide all instructions in order to insure maximum coordination. Depending on the severity of the event and the services available, directives (including declaration of the disaster, policies for preparing and recovering from the disaster issued before and after the disaster) will be communicated to employees via electronic/cellular communication (sms using "Text Alertz") or through general coordination announcements. Procedures for canceling classes, closing buildings, releasing employees, etc., will be outlined in the announcements.

### **Methodology**

The CEO, Committee, or Administrative designee will:

1. Disseminate information to employees, students, etc., utilizing the email or phone
2. Determine the need for suspension of classes and dismissal of employees. Cancel services or classes whenever any danger exists to faculty, staff, students, or visitors.
3. Determine the need for the cessation of activities in a building or facility as a result of utility disruption, such as power failure.

**Flow of Information:**

Sudden Emergencies such as Police, Hurricanes, Tornado, Terrorism, or Other

Emergency

Disaster (learned by news, weather reports, police, or faculty and students)

**Methodology**

1. The CEO holds a meeting with the Administration and Clery Act Compliance Committee (CACC) and decides on the proper management of the situation
2. Administration tells staff and students about decision as described above. If necessary evacuation, procedures will be implemented as described above.
3. Evacuation procedures and emergency response are publicized in the Catalog and twice a year at the time of testing.
4. Emergency response and evacuation procedures are tested twice per year.

**Hurricane/Storm Plan**

HURRICANE SEASON IS JUNE 1 - NOVEMBER 30

Tropical storm development is constantly monitored by the Administrative Offices. The

decision team refers to the CEO and Program Directors or Dean of Academic Affairs.

**HOTLINES AND WEBSITES**

National Hurricane Center 305/229-4470

[www.nhc.noaa.gov/](http://www.nhc.noaa.gov/)

Miami-Dade Office of Emergency Management Answer Center 305/468-5900

[www.co.miami-dade.fl.us/oem](http://www.co.miami-dade.fl.us/oem)

## **ACTION STEPS – Hurricane**

### **Alert (Hurricane Strike 72 – 36 hours away)**

1. The Decision Team meets as needed and monitors the situation (meetings may be conducted by telephone).

### **Watch (Strike 36 – 25 hours away)**

1. The Dean watches news at 9 a.m., noon, and 3 p.m. for updated information
2. The Decision Team meets as needed and monitors the situation (meetings may be conducted by telephone).
3. Administration secures the building.
4. Administration maintains backup computer data and copies of difficult-to replace information in electronic media in the Cloud.

### **Warning (Strike 24 hours away)**

1. The Decision Team meets as needed and monitors the situation continually.
2. Students, faculty, and all employees are informed of the situation by meetings, e-mail, phone SMS, fax, or verbally. If classes are in session, the Dean notifies teachers and students of the decision that has been made.

3. The Rumor Control Hotline is activated so that students can call SABER at 305-443-9170 and be informed of the decision made by the Decision Team.

4. Administration finishes securing the offices and classrooms.

5. If travel or campus conditions become (or are about to become) dangerous:

a. classes are canceled.

b. all personnel may be released.

6. Computers will be backed up by an internal backup system inside the server and in the Cloud. And in addition, they will be backed up as well on Three external 3 TB HDD backup systems that have a lock and key. Staff

has

secure access to the backup and in cases of emergency situations, such as a hurricane, it is taken by the IT person to a secure facility.

7. All employees are sent home no less than 18 hours before the hurricane hits

so that they are able to secure their own homes.

8. After school is closed, it is the student's responsibility to call the School at 305-443-9170 and listen to the recording, letting them know if

Classes have been canceled. In all other instances, students must check on.

Television, NBC Channel 6, and on SABER Facebook or Instagram.

**General Emergency** – In case of an epidemic, like COVID, the school will design flyers which will be distributed among the staff and student body notifying of any CDC requirements and recommendations.

**Evaluation of the Plan-** SABER tests the emergency response and evacuation procedures at least twice per year and documents a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced. The evaluation should answer questions such as: 1. Did the plan have an effect on safety 2. Did the plan affect how safe students, parents, and faculty feel inside the school? Were the goals stated in the action plan achieved?

The best reward for the evaluation efforts will be confirmation that the plan has met its goals and objectives to create a safer, more secure school.

Revised by committee on April 2009  
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Reviewed/Revised by Committee on May 2012  
Reviewed by Committee on April 2013  
Reviewed in May 2014  
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Reviewed March 2016  
Reviewed June 2017  
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