



HEALTH AND SAFETY PLAN

Scope of Services

Safety is a top priority at the SABER College. In the event of an emergency, the Health and Safety Plan will be activated to ensure the safety of our campus for staff, students and guests. The purpose of this plan is to recognize the importance of a safe, healthy, and secure environment and to comply with the Clery Act. Faculty, staff, students, and guests are encouraged to be aware of their surroundings and to report unusual activities.

Budgetary Resources: \$5500.00

Major Activities

Following

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

1. Students and/or 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 supplies (first aid kits are kept at the Dean of Academic Affairs office in every classroom, labs and library).
4. If ambulance needs to be called, dean, directors or their designees will call ambulance for the person that has had the accident
5. A full emergency report will be submitted to Department Director
6. Accident will be investigated by 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 evacuation diagram and maintain it posted.
- Maintain back-up 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 list.
- If conditions permit, move equipment or furnishings out of 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

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.

In the event of a crisis situation requiring the use of crisis intervention, the incident will be resolved as follows:

1. Student reports the incident to the instructor
2. The instructor reports the incident to the Program Director
3. The Program Director meets with the Title IX Coordinator to schedule a meeting with the student(s)
4. The Title IX Coordinator and the student(s) meet and discuss details of the incident
5. The Title IX Coordinator identifies the need for services in the community (ex: Jackson Health System's Roxcy Bolton Rape Treatment Center, Miami-Dade Sheriff's Office Victim Advocates Services, Miami-Dade Clerk of

Courts for restraining orders in case of stalking, etc.), and sets up an appointment

6. The Coordinator refers the student(s) to appointment
7. The Coordinator confirms that the student(s) went to the scheduled appointment
8. If the student(s) fails to comply with the appointment, the Coordinator will set up another appointment and encourage student(s) to attend the set appointment
9. The Coordinator will check that the student(s) kept their appointment

In case the academic advisor identifies the need for counselling services for a specific student, she will refer the student to the Coordinator, who will take the above mentioned steps.

In the event a student shares with anyone on campus that they have suicidal thoughts, they will be referred to the Coordinator, who in turn will call 911.

This will be on a one on one supervision until emergency is addressed

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.

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, 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 Emergency such as Police, Hurricane, Tornado, Terrorism or Other Emergency Disaster (learned by news, weather reports, police or faculty and students)

1. CEO holds meeting with Administration and Clery Act Compliance Committee (CACC) and decides proper management of 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 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/

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

www.co.miami-dade.fl.us/oem

ACTION STEPS – Hurricane

Alert (Hurricane Strike 72 – 36 hours away)

1. Decision Team (CACC) 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. Decision Team meets as needed and monitors the situation (meetings may be conducted by telephone).
3. Administration secures the building.
4. Administration maintain back-up computer data and copies of difficult-to-replace information in electronic media in the Cloud.

Warning (Strike 24 hours away)

1. 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 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 decision made by 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 cancelled.
 - 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 3 external 3 TB HDD backup system that has 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 hurricane hits so that they are able to secure their own homes.
8. After school is closed, it is the students' responsibility to call the

school at 305-443-9170 and listen to the recording letting them know if classes have been cancelled. 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 plan have an effect on safety 2. Did plan affect how safe students, parents and faculty feel inside the school. Were the goals stated in the action plan achieved?

If a student reports to somebody on campus that they feel somehow threatened off campus, that person should be referred to the person in charge, be it an instructor, advisor, coordinator, etc. who will proceed to discuss incident with Coordinator. The Coordinator will notify staff, faculty, etc. and will meet with campus security to request that he keeps an eye on anyone entering campus. The Coordinator will keep in close contact with the student as long as there is an active threat. The Coordinator will provide the student with a list of community services that a student can access whenever necessary.

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.

All Plans are posted on the college's website, SABERCollege.edu, consequently all staff, students and the community of interest all share in the Plan.

Revised by committee on April 2009
Reviewed by committee on April 2010
Reviewed/ revised by committee on April 2011
Reviewed/Revised by Committee on May 2012
Reviewed by Committee on April 2013
Reviewed on May 2014
Reviewed/revised on February 2015
Reviewed March 2016
Reviewed June 2017
Reviewed April 2018
Reviewed May 2019
Reviewed/Revised March 2020
Reviewed March 2021
Reviewed/Revised May 2022
Reviewed April 2023
Reviewed – March 2024
Reviewed – March 2025
Reviewed and Revised – Jan 2026