



**THE
ENGLISH
CENTER**

MIAMI-DADE
TECHNICAL
COLLEGES



The English Center

Plan for Assuring the Health and Safety of the Institution's Employees, Students, and Guests

Plan for Health Care and Safety of Employees, Students, and Guests

The English Center's (TEC) goal is to provide a clean and secure school environment. The objectives of the plan incorporate ensuring routine cleaning, correction of any safety-to-life issues including classroom safety, patrolling the facility, and arranging emergency medical care.

The English Center has custodians assigned throughout the entire facility to provide routine cleaning which also includes the grounds and parking lot areas. Every custodian is assigned a designated area of the building or campus which they are responsible to maintain. Each custodian is also assigned a walkie-talkie radio to maintain constant communication with other custodians, security personnel, and administration. If a custodian discovers a safety-to-life issue, the custodian is responsible for immediately correcting the problem. If the nature of the problem is beyond the custodian's scope of responsibility, the problem is then immediately reported to the administrator on duty. The administrator will then assist with addressing and correcting the problem by either notifying the school's zone mechanic for maintenance and assistance or contacting the appropriate department within the Miami-Dade County Public Schools (M-DCPS) district for support.

We meet all security guidelines set-forth by the Florida Department of Education (FLDOE) and are required to file under the Florida Safe Schools Assessment Report. In collaboration with Miami-Dade County School Police a plan called "MDSPPD REMS Site Specific Plan" is annually developed/revised to ensure that safety measures are in place to protect all on school site constituents. A District-Wide DECON radio is maintained to communicate with emergency coordinators at the district level allowing for an elaborate response system to be implemented in cases of severe emergencies. Hard corner designations are assigned to assist in an active shooter or other related emergencies where the building must undergo lockdown procedures.

The security staff who are responsible for continuously patrolling all areas of the facility and campus. Each is assigned a walkie-talkie radio to maintain constant communication with other security personnel, custodial staff, and administration. The RAPTOR System Software is used as a district wide effort, for the clearance and management of all persons coming in and out of the school. This system maintains a data base of all visitors and students that may If a safety issue arises, the security staff member can quickly communicate with other security staff, administrators, or the main office base station operator for assistance and support. Every classroom and office area has an emergency distress button which connects them to the main office. Upon assessing the nature of the call, office staff will immediately inform the administrator on duty. If necessary, a telephone call will be immediately initiated for the specific emergency service which is needed.

Each classroom teacher is responsible for safety in the assigned classroom. If a teacher notices a life-safety issue, the teacher is responsible for immediately reporting the issue to the main office. The administrator on duty will initiate the appropriate corrective action. There are various fully

stocked first aid kits located throughout the entire facility, which are regularly inspected and maintained.

In the event of an accident or health emergency, the administrator on duty determines the severity of the affected individual or individuals and follows Miami-Dade County Public School's emergency procedures found within the Miami-Dade County Emergency Operations Plan. If the student needs immediate medical care, the administrator on duty will call for City of Miami fire rescue to respond to the school. If the individual is a juvenile, their parent or guardian is also notified immediately.

At the conclusion of the incident, an Automated Incident Report System "AIRS" report is completed on-line by the administrator to report the incident to the district office and document its occurrence.

Each classroom teacher is also in receipt of Code Red and Code Yellow procedures, as well the Emergency Operations Plan. These specific guidelines govern the possible scenarios related to immediate threatening situations on school campus and within the surrounding community.

A copy of the plan is available to employees and students in The English Center Website: <https://www.tecmiami.net/>

This plan is distributed, reviewed, and evaluated on an annual basis by the school's faculty for any improvement and to ensure a safe learning and working environments for all students, staff, and guests at The English Center. Students are encouraged to provide input on this plan by meeting with a school site administrator or sending an email to maruiz@dadeschools.net .

Attached are the Addendum Documents: