

# Career Technical Institute

## Plan for the Health and Safety of Employees and Students Main Campus:1101 Vermont Ave., NW, D.C. 20005

The Emergency Response Plan that we follow ensures the safety and well being of all students, faculty and staff here at Career Technical Institute. To avoid contagious illness to spread, we encourage any student, faculty or staff member to stay home when they feel ill and call the school to inform them of their condition. Our student call in policy encourages communication with the school and any need for absence. We have also located the nearest hospital in case of emergency. We have a First Aid Kit in case of minor cuts and scrapes. We also participate in fire/emergency drills performed by the building management. The following illustrates our plan in more detail.

### **I. Incident Reports**

An incident report must be submitted to the Chief Operating Officer within 24 hours of an accident or emergency. Upon receipt, but no later than within 24 hours, the Chief Operating Officer will investigate the health and/or safety situation and work toward an immediate resolution, including reporting to appropriate state or federal agencies when appropriate.

### **II. Illness**

If the student or staff member becomes ill, but is capable of caring for him or herself, they are excused from school. If illness is so severe that the person becomes incapable of caring for himself or herself, the emergency contact on file is called for assistance. If the illness is severe enough to need immediate medical attention, the person may be referred to the nearest hospital or emergency care center. The closest hospital to our campus is the George Washington University Hospital at 900 23rd St., NW, Washington, DC 20037. The hospital phone number is (202) 715-4000. If necessary, 911 will be called.

### **III. Accidents/Emergencies**

The school is equipped with a First Aid Kit (Front Desk) to assist in handling minor cuts or scrapes. If the accident or emergency requires immediate medical attention, the emergency contact on file is called for assistance, and the person may be referred to nearest hospital or emergency care center. The closest hospital to our campus is the George Washington University Hospital at 900 23rd St., NW, Washington, DC 20037. The hospital phone number is (202) 715-4000. If necessary, 911 will be called.

### **IV. Fire/Building Evacuation**

Escape routes are posted throughout the school in the event of fire or building evacuation. Please remember to use the stairs, not the elevators in case of an emergency. Fire Wardens are responsible for ensuring that all students and staff have evacuated the floor.

### **V. Police Department**

The nearest Police Station (3<sup>rd</sup> Precinct) is located at 16<sup>th</sup> and V Streets, NW, 20009, (202 673-6815).

### **VI. Safety Policies and Procedures**

These policies and procedures are distributed to all staff members and are posted in the classrooms. The plan and crime related statistics may be found in the Handbook and Orientation Manual and on the website ([www.careertechnical.edu](http://www.careertechnical.edu)).

**VII. CTI solicits feedback from staff, faculty and students. Students may address all concerns to their instructor, or make comments on the Student Survey form. This plan is reviewed annually and modifications and adjustments are made as necessary.**