

# **Michigan Career and Technical Institute**

11611 W. Pine Lake Road Plainwell, MI 49080

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## **Student Health and Safety Plan**

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Plan is reviewed annual by:

MCTI Management Team

MCTI Institutional Advisory Committee

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# Student Health and Safety Plan

## Sickness, Accidents, and Emergencies

### Goal

Maintain a safe and healthful living and learning environment for students, staff and guests at Michigan Career and Technical Institute (MCTI)

### Objectives

- 1) Maintain physical facilities free from safety and environmental hazards
- 2) Provide for the personal safety of students and staff while on campus
- 3) Inform staff and students of emergency practices and procedures
- 4) Provide support services including determent of bullying and sexual harassment

### Activities

- 1) Have a safety committee that meets on a regular basis
- 2) Have an MCTI Safety Policy
- 3) Distribute and review MCTI Crisis Management Plan with staff
- 4) Distribute and review MCTI emergency evacuation plan with staff
- 5) Maintain system of Unusual Incident Reports (UIR) and regularly review the reports
- 6) Regularly schedule, hold and review drills for emergency situations
- 7) Do required inspections of fire extinguishers, fire alarms, elevators, kitchen hood fire suppression, boilers, etc.
- 8) Provide training to new students on bullying and sexual harassment

### Personnel Responsible

- 1) The MCTI Lead Fire and Safety is the chair of the safety committee
- 2) MCTI Administration will review pertinent policies with staff at opening day staff meeting or when new policies are established
- 3) Fire and Safety Department will schedule and hold all drills, review will be done by the safety committee
- 4) Fire and Safety lead worker and Student Services Manager will schedule all required inspections and document them in writing
- 5) Student Services Manager will review and sign off on all UIR's
- 6) Vocational Rehabilitation Manager will schedule the bullying, sexual harassment training.

## **Timelines**

- 1) Safety committee meets monthly
- 2) Documents are reviewed in August at opening day meeting
- 3) Required inspections will be done based on industry standards and regulations
- 4) Training on how to fill out, distribute and evaluate a UIR will be done in August at the opening day staff meeting.
- 5) Training for new students is scheduled each new session

Safety Plan, COE Standard Six  
Crisis Management Plan