

2023- 2024



HEALTH AND SAFETY PLAN



Oak Brook Main Campus
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Introduction

This plan is intended to be an overall plan for insuring the health and safety of staff, students, and visitors to Verve College campuses. Many of the areas covered in this plan are addressed in much more detail as part of procedures maintained by Verve College in the Annual Campus Security Report and School Emergency Planning. This plan is intended to summarize those plans and procedures in a single document readily available to staff, students and visitors. Staff members are expected to be familiar with all policies, procedures, and plans applicable to their positions, and not just this document.

Most importantly, Verve College has established a safe environment for all of its students, staff, and faculty. Moreover, Verve College follows the Occupational Safety and Health Administration (OSHA) recommended practices for safety and health programs.

Management Leadership and Employee Involvement

In general the management of verve college is very cognizant of the fact that the health and safety of the students, staff, and faculty are highly important. Therefore, the management of verve college has allocated enough towards the necessary resources for the safety of everyone on the verve college campus. Additionally, the management team of verve college is always looking for ways to improve and enhance its health and safety plan, while making all students, staff, and faculty aware of site hazards, including emergency alarms and procedures. Lastly, all the emergency planning and potential hazards are listed in this document.

Emergency Assistance:

Verve College makes every effort to provide a safe, crime-free campus for our students. However, in the event a crime does occur, the students should do the following:

Dial 9-1-1 for any POLICE, FIRE, or MEDICAL EMERGENCY

Call quickly! Do not assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information. Stay on the phone until the dispatcher tells you it is okay to hang up.

Call Verve College Administration

Any individual on the Verve College campus who is a victim of, or who observes, any criminal activity, should contact Administration. This will aid in providing timely warning notices to the campus and/or community, when appropriate. Reporting crimes will ensure inclusion in annual crime statistics.



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Suspicious or inappropriate activities, conduct which is questionable for criminal activity, or non-emergency safety concerns occurring on-campus, should also be reported to Administration.

Safety Tip: Students and employees are strongly urged to program into their mobile phones the direct telephone number for Verve College.

Tell a Campus Security Authority

Crimes or suspicious or inappropriate activities may also be reported to Campus Security Authorities, including the following:

Oak Brook Campus:

Ash Bindra
Campus Manager/Operations Manager
630-705-9999
ash@vervecollege.edu

Chicago Campus:

Roschell Holbert
Clinical and Lab Manager
312-920-8822
roschell@vervecollege.edu

The primary reason Verve College encourages the reporting of all crimes is to protect the whole person – body, mind, and spirit – of its students, employees, and visitors. Any person who feels unsafe or threatened should be assured of the school’s commitment to provide the actions, assistance, support, and resources needed to ensure their safety and wellbeing.

Access to First Aid:

First aid kits are available in the cafeteria/break room and in the nursing lab for use as needed. They are available for student or staff use to treat minor injuries or illnesses.

Hazard Assessment and Reduction:

The Campus Manager will conduct a periodic inspection of each campus to assist in maintaining a campus environment that is safe. The Camps Manager will provide maintain an inspection log to show any findings and what corrective measures were taken.

The property management conducts and annual fire and safety inspection by an inspector from the local police department. The property management shares any findings with Verve College and any findings are corrected. In addition, Verve College conducts its own fire and safety inspection by a Fire Marshall every three years. Any findings with Verve College and any findings are corrected.

Fire Extinguishers – Fire extinguishers are provided throughout each campus. Each fire extinguisher are inspected and tagged on an annual basis by a licensed fire extinguisher technician. Verve College staff and faculty receive training on how to operate a fire extinguisher annually.

Fire Alarms – Verve College campuses have a fire alarm system. The fire alarm systems are tested 2-3 times per year by property management.

Fire Sprinkler System – Verve College campuses are protected by a fire sprinkler system. The testing of the sprinkler system is conducted by property management.



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Accident Reporting:

All accidents to a student, staff member, or visitor must be reported to the administrative office. The only exception is for minor injuries that are not expected to require any treatment beyond minor first aid such as a small scratch or cut. Administration will conduct an investigation as necessary.

Staff members shall always be aware that any on the job injury / illness that is a worker compensation case requires that the employee be treated only by a medical provider authorized by the district's workmen's compensation policy. Seeking treatment by a non-authorized provider may result in denial of coverage for your claim.

Basic Steps for Conducting an Investigation:

- Secure the scene.
 - This is the beginning of your analysis. Your primary goal is to secure the scene as soon as possible in order to prevent further injuries, ensure the well-being of the affected individual, and to protect any critical physical clues from being spoiled.
- Collect the facts.
 - Focus on finding the facts about the event. Remember to gather valid information without drawing conclusions or assigning blame. Document your observations. Take photos and check video surveillance if available. Interview employees and witnesses. Review relevant records, such as maintenance, training, policies, procedures, etc.
- Develop the sequence of events.
 - Review and accurately arrange the gathered information to determine the order of events. Constructing an accurate timeline may be critical to an effective analysis. Document what happened before, during and after the event. Arrange this information to accurately determine the order of events.
- Determine potential causal factors.
 - Every accident / incident is caused by a set of contributing factors. These factors represent the surface or root causes that led to the event. The goal is to identify these by analyzing how or why each consecutive event happened.
- Recommend or implement corrective measures.
 - Your recommendations should be relevant and concise.
 - Identify, either independently or as part of a collaborative effort, and describe:
 - The recommended corrective measure(s),
 - who will be responsible for implementation, and
 - The anticipated completion date.
 - Follow up to ensure that:
 - The corrective measures are implemented within the appropriate time frame, and
 - Incorporated into the appropriate policy, procedure, or safety program in order to prevent future occurrences.
- Communicate the outcomes of the investigation.



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- Train your employees on what changes will be / have been implemented.
- Share your experience with peers so they, too, may enjoy a safer and more productive work environment

Employee Safety Training:

Verve College conducts annual training and dissemination of information in the following topics:

- Fire and Safety / Fire Extinguisher Training
- First Aid
- Tornadoes Preparedness and Response
- Workplace Violence
- Accident Prevention
- Drug and Alcohol Abuse Prevention

In addition, all employees have access to the Annual Campus Security Report and the School Emergency Planning. Both documents are updated annually.

Student Safety Training:

Instructors are expected to provide program specific safety training as a component of their curriculum. In all cases, students shall receive task specific safety training before engaging in any hazardous activities. Students shall not operate any equipment or perform any hazardous activity or task for which they have not received the appropriate safety training.

Communicable Disease / Illness Prevention:

Employees – Instructional staff who participate in clinical have to maintain documentation of current immune status for various diseases to comply with clinical facility requirements. Documentation includes but is not limited to Measles, Mumps, Rubella, Varicella, Hepatitis B, and Tuberculosis. Clinical faculty are also required to maintain professional liability insurance. In accordance with Federal guidelines, employees are required to have their own medical insurance coverage.

Students – Students are not provided health insurance through Verve College and in accordance with Federal guidelines are required to have their own medical insurance coverage. In addition, all of Verve College's students in the Licensed Practical Nursing Program are required to obtain and maintain professional liability insurance.

Vaccinations – students who seek enrollment in the Licensed Practical Nurse program must have and maintain documented current immune status for various diseases through vaccination or immune level testing. Documentation includes but is not limited to Measles, Mumps, Rubella, Varicella, Hepatitis B, and Tuberculosis

Pre-program medical clearance – The Licensed Practical Nurse program requires as a pre-requisite to program entry that the student obtain a medical clearance from a health care provider indicating that they are free of communicable diseases and are medically able to function in the role they are seeking to be trained in. Physical exams submitted must be within 1 year. Any exam older than 1 year will not be accepted.



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Response to Emergency Incidents:

Verve College maintains a School Emergency Planning binder that addresses actions to be taken by students, staff, administration and crisis management team members in response to an emergency or crisis event occurring on or impacting Verve College campuses. The School Emergency Planning is reviewed and updated at least annually, and amended throughout the year as needed. It contains personal contact information for staff members and safety plans. All staff members, full time and part time, have access to the document and are required to be familiar with the procedures contained in that plan. The School Emergency Planning binder can be found in the reception, resource room, and administrative office of Verve College’s Oak Brook Main Campus. It can also be found in the break room and administrative office of our Chicago Extension.

This section of the “Health and Safety Plan” contains the procedures that are applicable to students and the public who are impacted or aware of an emergency event on campus.

For additional information, please refer to the School Emergency Planning which covers the following topics:

- Introduction
- Life Threatening Injuries
- Non-Life Threatening Injuries
- Bomb Threat
- Heat Wave Safety
- Fire Prevention & Safety
- Tornado Safety
- Power Outage Safety
- Thunderstorm Safety
- Flu Safety
- CPR
- Emotional Health
- Severe Weather
- Lockdown Emergency Plan
- Evacuation Plan
- Evacuation of Persons with Disabilities
- Workplace/Campus Violence
- Additional Resources

Evaluation:

Verve College’s Health and Safety Plan is reviewed and revised annually incorporating input from employees and students.

Availability of Plan:

The Health and Safety Plan is distributed to employees annually. It is also available to students online via Verve College’s website.



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Heat Wave Safety



Heat cramps is a muscular issue that causes discomfort and is caused by exposure to excessive heat and humidity and loss of fluids and electrolytes. Heat cramps is a sign that the body is not reacting appropriately to the heat.

Heat exhaustion Loss of too much bodily fluid due to exercise or labor in high levels of heat.

Heat stroke is a harmful condition in which a person's temperature control system is not functioning properly and the body cannot cool itself.

- ❖ Heat cramps, heat exhaustion, and heat stroke can be fatal, so call 9-1-1 or the local emergency number immediately
- ❖ Be prepared to move the individual to a cooler place





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Procedures to follow during a heat wave...

- ❖ Listen to a weather radio station or the local news for critical updates from the National Weather Service (NWS)
- ❖ Do not abandon children or pets
- ❖ Drink plenty of fluids, especially water
- ❖ Eat smaller meals and more consistently
- ❖ Do not endure severe temperature changes.
- ❖ Wear loose-fitting clothes
- ❖ Stay relaxed and do not over exert the body



How to Prepare

- ❖ Be aware of local weather forecasts and imminent temperature changes.
- ❖ Talk about heat safety precautions and procedures with family members and co-workers if necessary.
- ❖ Review the contents of your emergency preparedness kit
- ❖ Do not stay in places that are without air conditioning.
- ❖ Training in first aid is critical and one should learn how to treat heat-related emergencies.

In recent years, excessive heat has caused many deaths and should not be undermined.

Terminology

- Excessive Heat Watch—Local Excessive Heat Warning Criteria will be exceeded in the next two to three days.



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- Excessive Heat Warning—Locally defined warning criteria for a heat warning will be exceeded and daytime highs will be over 100°.
- Heat Advisory—Heat Index values are predicted to meet locally defined advisory criteria and daytime temps will be close to 100°.

Fire prevention and Safety



In case of fire ...

Follow a proven escape plan!

Remember to evacuate rapidly and CALL 9-1-1 or your local emergency phone number.

- ❖ Stay away from doors with warm handles.
- ❖ Stay low under smoke.
- ❖ Be quick to call for help.
- ❖ If blocked by smoke or flames, one should stay in the room, while keeping the door closed. Place a wet bath or hand towel under the door and call the fire department or 9-1-1. Open a window and signal for help.



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Use Caution with Fire Extinguishers

- ❖ Use a fire extinguisher if you have been trained by the fire department and in the following conditions:
 - The fire is confined to a particular area, and is not expanding.
 - The room is not overflooded with smoke.
 - The building is empty
 - The fire department has been called.
- ❖ Keep in mind the word PASS when using a fire extinguisher.
 - Pull the pin and possess the extinguisher with the nozzle pointing away from you.
 - Aim towards the floor and point the extinguisher at the ground.
 - Squeeze the lever carefully and slowly.
 - Sweep the nozzle from left to right.

Tornado Safety



Know the Difference

- Tornado Watch
Tornadoes can cause lots of devastation and harm to people. Go over your emergency plans beforehand.
- Tornado Warning
A tornado has been sighted and it predicted to hit the local area by weather technology. Tornado warnings are a sign of imminent danger to life and property. Without hesitation go underground to a basement, storm cellar or an interior room.



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Procedure to follow if a tornado is likely...

- ❖ Stay in an underground shelter, basement or safe room.
- ❖ Stay in a small, windowless interior room or hallway if no underground shelter or safe room is available.
- ❖ Mobile homes are not an option for safety during tornadoes
- ❖ Do not wait until you see the tornado.
- ❖ Do not be in a car during a tornado.



Power Outage Safety





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Procedures to be followed during a power outage...

- ❖ Attempt to keep refrigerator and freezer doors closed.
- ❖ First consume food from the refrigerator and freezer before consuming non-perishable foods.
- ❖ Prepare a cooler with ice for your freezer items.
- ❖ Store food in a cool and dry spot, while keeping it covered at all times.

Electrical equipment

- ❖ Shut down and unplug all unnecessary electrical equipment and appliances

Using generators safely

- ❖ When using a portable generator, connect the generator to the equipment you want to power directly. It is not advisable to connect a portable generator to a home's electrical system.
- ❖ If you are contemplating getting a generator, seek advice from a professional.

Thunderstorm Safety

- Severe Thunderstorm Watch— Severe thunderstorms are possible in and near the watch area. One must stay informed and be cognizant of your surroundings.

On a regular basis, people are killed or seriously injured by severe thunderstorms.





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Procedures to be followed during a thunderstorm...

- ❖ Be attentive to local news for emergency updates
- ❖ Definitely Postpone outdoor activities
- ❖ If a severe thunderstorm warning is issued, stay indoors.
- ❖ Do not use electrical equipment and telephones. Instead, use battery-powered TVs and radios instead.
- ❖ Shut windows and close outside doors.
- ❖ Do not utilize plumbing.
- ❖ Avoid driving and pull to the side of the road, if need be.



If someone has been struck by lightning...

- ❖ Call for help
- ❖ Call 9-1-1 or the local emergency number
- ❖ Observe the person for burns and other injuries, and be prepared to perform CPR if the person has stopped breathing
- ❖ If the person has stopped breathing, call 9-1-1 and begin CPR



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Flu Safety



- Seasonal Flu— A transmissible respiratory illness caused by influenza (flu) viruses occurring every year.
- Epidemic— The quick spread of a disease that impacts multiple people in a community or region.
- Pandemic—An eruption of a disease that impacts large numbers of people throughout the world and spreads quickly (Ex: Covid-19). During a pandemic, it is critical that the citizens of a nation follow the Center for Diseases Control Guidelines along with other mandates made by the government to help prevent the spread of the disease.

Do I have the flu?

- ❖ The flu usually begins with the quick onset of a high fever and body aches and some symptoms are headache, sore throat, and cough.
- ❖ Diagnosing the flu:
 - It may be challenging to figure out if you have fallen victim to the flu or another illness.
 - Your medical care provider should be able to correctly diagnose you.



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Procedures to be followed if someone has the flu...

- ❖ Designate one person as the caregiver.
- ❖ Do not come in contact with other people's personal belongings.
- ❖ Disinfect various parts of the workplace, building, or home.
- ❖ Wash everyone's dishes in an effective and proper manner
- ❖ One must wear disposable gloves when in contact with or cleaning up body fluids.



To avoid getting sick...

- ❖ Get your flu shot every year.
- ❖ Consistently practice good health habits and take care of your body based on advice from medical professionals:
 - Eat a balanced diet



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- Drink plenty of fluids
- Exercise daily
- Manage stress
- Get enough rest and sleep

Terminology

Quarantine - Physical isolation of people who have been exposed to the infection from those that have not been affected by the virus.

Emotional Health



If one endures a disaster or other challenging life event, one can have various responses.

These reactions can include:

- ❖ Feeling physically, emotionally, and mentally drained.
- ❖ Struggling to stay focused on topics.
- ❖ Easily getting frustrated on a consistent basis.
- ❖ Fighting and arguing more with family and friends.
- ❖ Feeling tired and isolating yourself from others.
- ❖ Sleeping and eating patterns become disturbed.



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How to improve emotional health...

- ❖ Try to find a comfortable routine for life.
- ❖ Be safe and stay positive.
- ❖ Eat healthy and regularly.
- ❖ Do not deprive yourself of rest.
- ❖ Stay connected with family and friends.
- ❖ Be patient and do not let anger consume you.
- ❖ Breakdown tasks into small steps
- ❖ Utilize outside resources that will help you and your family.





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If you or someone is contemplating suicide and feels life is useless and pointless, please seek immediate help. You can contact the

National Suicide Prevention Lifeline at
1-800-273-TALK (8255) or
SuicidePreventionLifeline.org

Lockdown Emergency Plan

PURPOSE

In the event of a police emergency, i.e.: “Active Shooter,” it may become necessary to “Lockdown” a suite or building to protect occupants and minimize the overall exposure to danger. Call 911 immediately.

DEFINITION

A “Lockdown” is the temporary sheltering technique, i.e. 30 minutes to several hours, utilized to limit civilian exposure to an active shooter, bomb threat, or similar incident. Essentially, no one is allowed to enter or leave the premises during the lockdown. All the windows and doors are locked.

Procedures to be followed during a Lockdown...

- ❖ Stay away from any glass or windows
- ❖ Stay in a closed room if possible

LOCKDOWN EMERGENCY CONTACTS

In the event of an emergency and lockdown, contact Campus Managers immediately:

- Oak Brook: Ash Bindra: 630-705-9999
- Chicago: Roschell Holbert: 312-920-8822



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Floods

Definition- An accumulation of water in dry areas due to weather conditions.

How to prepare for floods:

- ❖ Gather extra supplies, equipment, and food
- ❖ Practice evacuation routes
- ❖ Find a way to protect your property
- ❖ Shut of electrical equipment
- ❖ Report any hazardous materials in the area

Floods can cause death, so be prepared to call 911 if the situation gets out of control.

Earthquakes

Definition- Is a shaking of the earth caused by the movement of rock and does occur in the United States.

How to Prepare for Earthquakes...

- ❖ Do not unnecessarily move
- ❖ Stay in one spot
- ❖ Try not to go outside or be by a doorway
- ❖ Secure items that may move or fall
- ❖ Cover head and neck with arms after dropping to your hands and knees

Bomb Threat Safety

Bomb threats can be made by the phone, email, in person, etc. and should always be taken seriously.



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Procedures to be followed....

- ❖ Notify the administrative staff immediately
- ❖ stay calm and call 911, if no administrative staff is available
- ❖ if the threat is made over the phone, take notes and listen carefully. Do not disconnect the phone and consider recording the call.
- ❖ Ask questions and attempt to get as much information as possible

Suspicious packages

Do not open the package and let the administrative staff along with the building security guard know immediately.

Indications of a suspicious package....

- ❖ No return address
- ❖ too much postage
- ❖ damaged package
- ❖ lots of tape
- ❖ wrong titles
- ❖ words spelled incorrectly

Leave the package alone and move to another area on campus.



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Additional Resources

Police Departments

Village of Oak Brook Police Department
1200 Oak Brook Rd.
Oak Brook, IL 60523
Phone: 630-368-8700

Village of Oak Brook Fire Department
1200 Oak Brook Road
Oak Brook, IL 60523
Phone: 630-368-5200

Fire Departments

City of Chicago Police Department
Central District
1718 South State Street
Chicago, IL 60616
Phone: 312-745-4290

Chicago Fire Department
3510 S Michigan Ave
Chicago, IL 60653
Phone: 312-745-3705