

## **Standard 6 Health and Safety Plan**

### **Scope and Services**

Safety is the number one concern for students, staff, and visitors here at Mingo Extended Learning Center. We realize that a safe environment effectively contributes to our learning ability.

### **GOALS AND OBJECTIVES**

Our goals at MELC is to implement safety in our technical programs as well as work on improvement of health and safety of the facility. Safety of the facility includes addressing sidewalks, lighting inside and outside the facility, and overall maintenance of the facility. Teachers address safety by performing fire drills, continuing education, emergency plans, and safety plans. Our Crisis Response is available with names and contact information of individuals and instructions in the event of a crisis. Inspections of the facility is done regularly and based on protocol and all staff is involved in the process.

### **Resources**

All staff are included in overseeing the Health and Safety Plan. They should report any changes that they think need made to the administrator for opportunities of improvement. As a technical facility we have Practical Nursing instructors who are certified in Basic Life Support and have had experience in the medical field that are trained to assist in the event of a sickness, accident, incident, or an emergency situation. We also have a list of contact information of local authorities and other individuals to contact in the event of a crisis. Maintenance is also available upon request for any technological or facility needs.

### **Achieving the Objectives**

1. State safety OSHA
2. Fire drills
3. Emergency Quick Reference Guides in each classroom
4. Bullying and Sexual harassment videos and discussions
5. FERPA law accordance

### **Evaluations of the Plan**

All plans are evaluated by the administrator, faculty, and other staff in order to make improvements in areas that are necessary. These plans are evaluated by the administrator at any time, and the staff can address any concerns at any time as well as at faculty senate meetings which are held monthly. Revisions of safety procedures will be addressed and once changes are made, students will be updated in accordance.

Mingo Extended Learning Center  
CRISIS RESPONSE PLAN 2022-2023

1. School – Mingo Extended Learning Center
2. Administrator – Thomas Hoffman 304-235-0031
3. Emergency Coordinator – Thomas Hoffman
4. Call down list for school closing is attached.
5. List of persons who have specific duties during an emergency:
  - Utilities – Hazel Murphy (mobile) 304-784-2866  
Thomas Hoffman (work) 304-475-3347 Ext. 7400
  - Security – Thomas Hoffman (work) 304-475-3347 Ext. 7400; (home) 304-235-0031
  - Health – Tammy Gilman 304-475-3347 Ext. 7404
  - Telephone Monitor – Nina Hatfield 304-475-3347 Ext. 7400
  - Others - Hazel Murphy 304-475-3347 Ext. 7410  
Connie Hager 304-475-3347 Ext. 7403  
Cassandra Griffith 304-475-3347 Ext. 7405  
Michelle Ford 304-475-3347 Ext. 7407
6. Evacuation Center (Name, Location & Phone Number)
  - Paula Brown-Hinkle, Principal**
  - Burch PK-8 School**
  - 165 Bulldog Lane**
  - Delbarton, WV 25670**
  - Phone 304-475-2700; Fax: 304-475-5106**
7. Other important data – Electronic security and fire alarm systems are operational. Also, video cameras, motion detectors, and smoke alarms are operational.
8. Facilities Floor Plan attached.
9. School Safety Policy attached.
10. Mingo County Weapons Policy attached.
11. Staff Development Training attached.

## **Mingo Extended Learning Center CRISIS RESPONSE PLAN 2022-23**

### **EMERGENCIES**

1. Hostage
2. Bomb Threat - Policy 8400 School Safety
3. Possession of fire arm/deadly weapons - Mingo County Weapons Policy
4. Crisis Intervention - Policy 8410
5. Fire
6. Explosion
7. Medical Emergency
8. Natural Disaster
9. Unauthorized Visitors

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### **EMERGENCY TEAM**

**Contact Phone Number 304-475-3347**

Thomas Hoffman – Ext. 7400

Nina Hatfield – Ext. 7401

Kristi Parsley-Adams – Ext. 7402

Hazel Murphy – Ext. 7410

Michelle Ford – Ext. 7407

Tammy Gilman – Ext. 7404

Connie Hager – Ext. 7403

Cassandra Griffith – Ext. 7405

## Mingo Extended Learning Center CRISIS RESPONSE PLAN 2022-23

HOSTAGE CODE: **CODE RED**

### Hostage

1. Announcement B using code
2. Contact authorities (police, sheriff/county deputies)  
Mr. Hoffman will contact authorities and superintendent of Mingo County Schools  
Hazel Murphy will meet authorities at the front entrance of the school.
3. If emergencies occur, please do the following:  
Lock classroom doors, pull shade over windows, stay quiet and out of sight until you are notified by authorities to evacuate.
  - A. If crisis occurs in one of the T & I rooms evacuate your students to Burch PK-8 Auditorium
  - B. If crisis occurs in the new addition of the main building, evacuate students to the front of the parking lot.
4. When authorities arrive, let them assume control.

*If safe, announce **ALL CLEAR***

*If unsafe announce **ALL CLEAR NOW***

### Bomb Threat

1. Notify State Police: 304 235-6024  
Notify Fire Department: 304 475-2530  
Notify Mingo County Sheriff 304 235-0300  
Notify Delbarton Police 304 475-3359, 0725 after 5:00 PM
2. Notify Superintendent of Mingo County Schools - 304 235-7307 or 7102  
The Superintendent will meet authorities at the gate.
3. Evacuate the building(s) using the fire drill procedure.  
Call Burch PK-8 Principal, Mrs. Paula Brown-Hinkle: 304 475-2700
  - A. Take students to Burch PK-8
  - B. Students will go to the Burch PK-8 Auditorium

### Possession of Firearm/Deadly Weapon

1. Follow hostage situation procedure if needed
2. Follow Mingo County Weapons Policy



## Mingo Extended Learning Center CRISIS RESPONSE PLAN 2022-23

### Fire Explosion

1. Follow fire drill procedure.
2. Report what type of fire to Mr. Hoffman, Mrs. Murphy and Mrs. Hatfield.

### Medical Emergency

1. Call 911—School nurses will administer first aid (ambulance will be called by the direction of the administrator of the school or the school nurse.
2. Kevin Salmons will meet ambulance at front entrance and direct them to the emergency.
3. Parents/Spouse will be notified by secretary or administrator.

### Natural Disaster

1. Notify Mingo County School Superintendent, Dr. Robert Bobbera - 304 235-7307
2. Notify Transportation Director, Joe Howard 304 475-2078
3. Notify County Emergency Services Director at Mingo County Courthouse 304 235-0566
4. Notify the following:  
State Police – 304-235-6001; Delbarton Police – 304-475-3359; Sheriff 304-235-0300
5. Evacuate to nearest safe shelter if needed call Burch PK-8, Mrs. Paula Brown-Hinkle: 304 475-2700 or fax 304-475-5106.

### Unauthorized Persons

1. Notify emergency team if unauthorized visitor is in building.
2. Team members need to assess the situation.
3. Notify proper authorities if needed.
4. Follow "Hostage" situation, if needed.