

Union Centre Institute

Health and Safety Plan for Employees, Students, and Guests (Effective January 2020 – Ongoing)

Purpose:

Union Centre Institute (UCI) maintains a written plan to assure the health and safety of its employees, students, and guests. This plan is designed to maintain institutional readiness and provide a structured response to any real, threatened, or impending dangers that could result in injury or disruption.

Scope:

This plan applies to all individuals on UCI property, including staff, faculty, students, guests, and vendors. It addresses emergency response procedures, incident reporting, and mitigation of health and safety risks including but not limited to:

- Fire
 - Tornadoes
 - Flooding
 - Earthquakes
 - Bomb threats
 - Violent or threatening individuals
 - Hazardous material spills
 - Medical emergencies
 - Infectious disease outbreaks
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I. Emergency Response Readiness

UCI ensures that all staff and faculty are trained annually in emergency procedures. This includes evacuation, lockdown, and shelter-in-place protocols. Drills are conducted as follows:

- **Fire Drills:** Twice yearly (March & September)
- **Severe Weather/Tornado Drills:** Annually in April
- **Lockdown/Active Shooter Drills:** Annually in October

Emergency procedures are posted in all classrooms and common areas. A designated Safety Coordinator is responsible for maintaining emergency kits, first aid supplies, and fire extinguishers.

II. Incident Reporting and Investigation Procedures

Reporting Protocol:

All incidents affecting health and safety must be reported immediately to a staff member or the Dean of Students. The following channels are available:

- **In-person or phone:** Direct report to the Dean of Students
- **Email:** katie@unioncentreinstitute.com

Required Reporting Timeframe:

- Life-threatening emergencies: Call 911 immediately, then notify UCI administration
- All other incidents: Must be reported within **24 hours**

Investigation and Follow-up:

Upon receipt of a report:

1. The Dean of Students initiates an investigation within **48 hours**.
 2. Findings and corrective actions are documented in the Safety Incident Log.
 3. Serious incidents are reviewed by the President and governing board.
 4. Recommendations for future prevention are shared with relevant departments.
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III. Communication and Notifications

- Physical alerts (e.g., alarms, intercom) are tested **quarterly**.
 - Evacuation maps and shelter locations are clearly marked throughout the facility.
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IV. Preventive Measures and Training

- Annual safety and preparedness training is mandatory for all staff (held each January).
 - Students are briefed on emergency procedures during orientation.
 - First aid and CPR training is provided to designated personnel.
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V. Real, Threatened, or Impending Danger – Defined

Per Section VII of accreditation requirements, UCI defines a **real, threatened, or impending danger** as:

Any situation that poses a significant risk of harm to persons on the institution's campus, including fires, natural disasters, acts of violence, or credible threats.

This includes both immediate emergencies and situations under credible threat assessment (e.g., bomb threats or police alerts near campus).

Review and Updates

This Health and Safety Plan is reviewed annually by the President, Dean of Students and staff during the November Facilities & Risk Review Meeting. Updates are posted internally by December 15 of each year and given to students during each term. The Health and Safety plan is also included in the enrollment process, first student communication email and on our website.