

## HEALTH AND SAFETY PLAN

Revised 09/19/2017

### PURPOSE

Dorsey Schools is committed to providing a safe and secure environment for our students, staff, and guests. The purpose of the Health and Safety Plan is to provide guidance to support the health and safety of the institution's employees, students and guests. The Health and Safety Plan is practiced regularly to reinforce procedures and knowledge.

### GOALS AND OBJECTIVES

The following goals and objectives have been developed in support of achievement of this plan:

1. To ensure that there is a system for reporting and investigating accidents
2. To ensure that applicable local, county, state, and federal laws, codes and procedures are being upheld
3. Identify personnel responsible for the plan
4. To ensure that students and staff have received or have access to applicable policy
5. Ensure plan is evaluated during an annual review
6. Revise and publish updated plan as required from the review

### ACTIVITIES

The following outlines specific activities utilized to achieve the Plan objectives:

1. The health and safety plan is available to students, distributed to employees, and is evaluated and revised annually via surveys sent and evaluated by the Chief Administrative Officer, Director of Operations and Compliance, and Managing Directors.
2. Procedures for identifying and acting upon emergency or dangerous situations or immediate threats are tested or practiced at least biannually.
3. Review emerging state and federal codes, laws and regulations as they are published to determine applicability.
4. The Health and Safety Plan consists of 7 parts (attached):
  - a. Emergency Response and Evacuation Procedures Policy
  - b. Fire Drill and Fire Extinguisher Policy and Observers Report
  - c. Sexual Harassment and Sexual Violence Policy
  - d. Annual Campus Security Report
  - e. Student Incident Reporting and Forms
  - f. Employee Incident Reporting and Forms
  - g. Drug and Alcohol Abuse Awareness (Orientation)

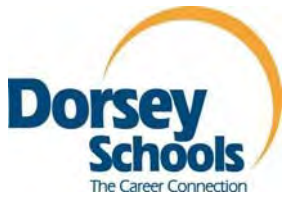
### RESPONSIBLE PERSONNEL

The school's plan for the operation and maintenance of our facilities and technology includes assigned responsibilities as follows:

Personnel	Responsibility
Chief Administrative Officer	<ul style="list-style-type: none"> <li>• Evaluate feedback from survey sent students and staff to identify improvements needed to physical plant, equipment, and supplies</li> </ul>
Managing Director	<ul style="list-style-type: none"> <li>• Ensure that procedures are practiced on the campus at least biannually</li> <li>• Ensure that all students and staff receive the plan and have the opportunity to review and evaluate the plan annually</li> <li>• Ensure that key personnel are aware of the procedure for non-life-threatening incidents and route the injured party to designated health care facility</li> <li>• Report incidents to the Human Resources Manager</li> <li>• Report occurrences of crime on campus to the Vice President of Student Finance</li> <li>• Conduct evacuation or emergency response drills at least twice per year in accordance with Department of Education requirements</li> </ul>
Vice President of Student Finance	Gather information necessary to publish the Annual Campus Security Report, as required by the Department of Education and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
Vice President of Marketing	Publishes the Annual Campus Security Report for each campus on the Dorsey Schools website ( <a href="http://www.dorsey.edu">www.dorsey.edu</a> )
Medical Manager or Designee	Ensure that the OSHA Binder and SDS Sheets are kept up-to-date
Director of Operations and Compliance	<ul style="list-style-type: none"> <li>• Review emerging state and federal codes, laws and regulations to determine applicability; communicate results to appropriate parties</li> <li>• Complete periodic audits to ensure safe, orderly, and secure environment is maintained</li> <li>• Coordinate the review, update and publish the current plan</li> </ul>
Students	Become familiar with the components of this plan and responsible for reporting all accidents / incidents

### REVIEW AND EVALUATION TIMELINE

This plan will be reviewed annually based on feedback from students and employees. The Chief Administrative Officer, with the assistance and input of the Managing Directors, Campus Safety Officers, and Director of Operations and Compliance, will approve changes to the plan. The revised plan will be published for students and employees each year.



## Emergency Response and Evacuation Procedures Policy

Updated: November 21, 2017

Effective Date: July 1, 2015

Dorsey Schools is dedicated to preparing individuals for promising career opportunities, and as indicated in our mission statement. The unpredictable nature of weather, civil unrest and persons with criminal intent requires the Institution to have a readiness plan. Michigan law under **1974 PA 154 R 408.10623 Employee emergency plans. Rule 623** necessitates that Dorsey Schools maintains an emergency action plan. This is consistent with **20 USC 1001, et. seq.** regulating schools under the Department of Education and **34 CFR 668** regarding Student Assistance General Provisions.

### **Emergency Response Policy**

All Dorsey Schools owned and operated campuses are required to maintain an *Emergency Response and Evacuation Plan (EREP)*, which includes plans and instructions to be followed, by campus administration, faculty, staff, students and guests in the event of emergencies and evacuations. The campus managing director is designated as the campus safety authority (CSA), who is responsible for reporting and ensuring the evacuation of the campus in the case of an emergency.

A significant emergency or dangerous situation is any situation occurring on the campus involving an immediate threat to the health or safety of students, visitors or employees. The managing director of each campus makes a determination of the level of threat and the response needed.

Dorsey Schools will respond to any actual or perceived emergency with whatever necessary course of action the situation mandates. Any person with information warranting an emergency response must report the circumstances to school officials. Incidents should be communicated immediately to the individual's instructor or supervisor, campus managing director or senior management. In order to ensure a safe environment within Dorsey Schools, all police incidents and security or safety problems, on campus or immediately adjacent public property, including vehicle accidents, injuries, criminal offenses, and suspicious activity should be reported to the managing director. The individual, for expedience, may directly call 911 to initiate a public safety response. The campus will maintain a crime and incident log for the current 60 days, updated within two days of a reported event. This log is available on inquiry to the managing director of each campus. An OSHA manual is in each lab and can be used as a resource when needed.

**Emergency Notification:** If there is an immediate threat occurring on campus to the health or safety of students or employees, an institution must follow its emergency notification procedures. An immediate *emergency notification* shall be issued to alert the campus population that a significant emergency or dangerous situation poses an immediate threat to the health or safety of visitors, students or staff on campus. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notification shall describe the threat and direct individuals to evacuate, shelter in place or take other specific action. This shall be authorized by the managing director or their designee.

Specific actions for an **Emergency Notification** include:

- Confirm that there is a significant emergency or dangerous situation.
  - Determine the appropriate segment or segments of the campus community to receive a notification.
  - Determine the content of the notification
    - Campus or workplace violence - lockdown
    - Building hazard (fire, chemical spill, structure collapse) –evacuate
    - Extreme Weather (storm, tornado, earthquake)– shelter in place
  - Initiate the notification system for appropriate populations
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The Institution's emergency notification procedures eliminate the need to issue a duplicate timely warning based on the same circumstances; however, the Institution must provide adequate follow-up information to the community as needed.

**Timely Warning:** In compliance with 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)), the Institution will report crimes to the campus community that are reported to campus security authorities as identified under the institution's statement of current campus policies or that of local police agencies, when considered by the institution to represent a threat to students and employees to aid in the prevention of similar crimes. The report will be made in a timely manner that withholds as confidential the names and other identifying information of victims. A *timely warning* is issued to relevant members of the campus community when there is a continued threat that, in the judgment of management, should be brought to the attention of the campus population to aid in the prevention of similar crimes or health issues. The warning may include information such as the date, time, and nature of the threat. A *timely warning* may only be withheld if the alert would compromise efforts to contain the emergency. The institution will, without delay, and taking into account the safety of the community, determine the content of the warning and initiate the timely warning notification system, unless initiating such a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the situation. Timely warning shall describe the threat and direct individuals take specific action to aid in the prevention of similar crimes or health issues. This shall be authorized by the managing director or their designee.

Specific actions for a **Timely Warning** include:

- Confirm that there is a continuation of a significant dangerous situation.
- Determine the appropriate segment or segments of the campus community to receive a timely warning that a situation continues to pose a risk.
- Determine the content of the timely warning including the specific action suggested to aid in prevention.
- Initiate the timely warning system of notification.
  - Email alert
  - Posted notice
  - Blackboard system

## **Emergency Action and Procedures**

### **BUILDING EVACUATION**

*This action is taken after the decision is made in the event that it is unsafe to remain in the building. Evacuation may be needed when there is smoke or fire, a natural or man-made disaster, a structure collapse or a chemical, biological, nuclear or radiation release that occurs on or in proximity of the school and directly effects the campus population.*

#### **Procedure**

1. Managing director or designee immediately announces the evacuation and initiates the procedure developed for that location
2. Directs public safety notification via 9-1-1 or activates building fire alarm.
3. Directs visitors, students and staff to immediately vacate to the pre-designated "rally-point" for that location. ALL building occupants should reach safety within three minutes of the alarm. Teachers are to bring student rosters and take attendance at the assembly area to account for all students.  
*Do not take time to gather your belongings. Do not delay! Even a few seconds of exposure to certain elements can be deadly. Calmly follow directions of staff in evacuating the scene – but do not leave the campus until staff has accounted for you!*

#### **Emergency Exits**

Since there is always the possibility of the need to evacuate the buildings, a system of illuminated EXIT signs has been installed for the protection of staff, students and visitors. Occupants should evacuate through the nearest (less than 150 ft) marked exit. The locations of these fire exits are posted within each classroom. Building occupants should take a moment to familiarize them self with the closest emergency exit. In the event that an evacuation is necessary, students and staff will be notified through an announcement and/or the fire alarm

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1. Building occupants should choose to escape the danger rather than combat the problem. For example, you should **never try to use a fire extinguisher over reaching safety**. Look to your own safety, but assist others if your own life is not placed in jeopardy to do so.
2. All fires, which are extinguished by school personnel, regardless of size, require fire department response for investigation and confirmation that the fire is out.
3. The managing director or designee, if not placed in jeopardy, shall physically inspect all classroom/lab and staff areas as people exit to ensure all known occupants have evacuated.
4. Teachers will take attendance to account for all students. Managers will account for all staff and visitors. Missing building occupants are to be reported to the managing director and public safety providers. **NOTE: No individual should leave the campus until all building occupants have been accounted for.**
5. Once assembled, teachers, students and staff are to stay in place until further instructions are given. Never send students home before the end of the regular school day unless instructed by the managing director.
6. Once public safety has determined the threat no longer exists the managing director or designee immediately announces the "all clear" and initiates the post-incident procedure developed for that location
7. When time permits, the managing director shall notify the campus support center of the situation.
8. The managing director shall consult the campus support center to determine if school activities will resume or be dismissed for the day.
9. All staff, students and visitors shall cooperate with public safety and school officials in providing witness accounts and other necessary information in the investigation of the event.
10. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the campus support center within two days of the event.
11. If the event was the result of an act of arson the managing director shall record all pertinent information on the Clery Act report form and submit this to the campus support center Office within two days of the

#### **SHELTER IN PLACE**

*This action is taken when it is determined that a greater level of protection is provided to students, staff and visitors by remaining within the building. Examples include tornado or severe weather activity, a dangerous wild animal in the area, or similar situation in an area surrounding the campus where being outdoors poses a greater hazard.*

#### **Emergency Alert Systems**

Each unit of county government in Michigan operates an Emergency Operations Center (EOC). Wayne County, Oakland County and Saginaw County all have emergency alert systems, which can notify enrollees via their cell phone or email of events throughout the county. Managers of schools located in Wayne County and designated support staff should sign up at [www.wayne.emergencymail.org](http://www.wayne.emergencymail.org); Oakland County managers and designated support staff should sign up at [www.oakgov.com/subscribe](http://www.oakgov.com/subscribe); Saginaw County managers and designated support staff should sign up at <https://saginawcounty911.com>; Macomb County's Office of Emergency Management does not currently offer this service, but does offer email updates when changes occur in its website.

The Outdoor Warning Siren System is meant to alert those people outdoors of an immediate threat entering their community. In most instances, the system is used for severe weather conditions. Always seek immediate indoor shelter when the system sounds. If electricity has not been disrupted, you should refer to local television or radio stations regarding the nature of the alert and instructions for safety.

The Outdoor Warning Siren System may be activated by the county EOC for the following severe weather conditions:

- Tornado Warning issued by the National Weather Service(NWS)
- Tornado / Funnel Cloud Sighting verified by a reputable source
- Severe Thunderstorm accompanied by winds of 70 mph or more issued by the NWS
- Other incidents that require immediate alerting to the public, such as hazardous material spill or terrorist attack.
- The outdoor warning system is tested the first Saturday of each month at 1:00 pm by sounding the sirens.

#### **Procedure**

1. The local office of emergency management may activate the disaster/tornado sirens for the affected area. A severe weather watch may be issued by the NWS. These may also be broadcast by local news outlets.
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2. Managing director or designee considers the available notification/alert information and determines the need to take action.
3. Managing director or designee immediately communicates the “shelter-in-place” advisory and initiates the procedure developed for that location.
4. In event of a tornado, direct campus occupants to a position of safety. **MOVE QUICKLY! Do not waste time to gather your belongings!**
  - a. Seek a small interior room or hallway on the lowest floor possible
  - b. Stay away from doors, windows, and outside walls
  - c. Stay in the center of the room, and avoid corners because they attract debris
  - d. Rooms constructed with reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
  - e. *Avoid* auditoriums, cafeterias and common office areas that have flat, wide-span roofs.
5. In the event of a chemical or biological release in proximity to the campus, staff secures individual classrooms and assists completing procedures as needed:
  - Close all exterior doors and windows. If necessary, seal gaps under doors and windows with wet towels or duct tape.
  - Shut classroom doors and windows. If available, seal exterior windows and air vents with aluminum foil or plastic wrap
  - Turn off thermostats and air systems
  - Turn off sources of ignition, such as pilot lights and other electronics.
 Any affected areas will not be reopened until the local department or appropriate agency provides clearance and managing director gives authorization to do so.
6. When time permits, the managing director shall notify the campus support center of the situation.
7. Building occupants shall remain in the building until it is determined by the proper authority that it is safe to leave. **NOTE: No individual should leave the campus until all building occupants have been accounted for and it has been determined it is safe to leave the building.**
8. Once the outside agency calls an “All Clear,” the managing director shall consult the campus support center to determine if school activities will resume or be dismissed for the day. Never send students home before the end of the regular school day unless instructed by the managing director. No student should be released until safety is assured.
9. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the campus support center within two days of the event.
10. The Federal Emergency Management Agency offers business readiness information at [www.ready.gov/business](http://www.ready.gov/business), which includes resources for sheltering preparations and disaster supplies. Campus managers should consider keeping minimal supplies on hand for these events.

### **LOCK DOWN**

*This action is taken when threat of campus violence or gunfire is identified, or as directed by law enforcement when it is necessary to prevent perpetrator(s) from entering occupied areas. During Lock Down, students remain as quiet as possible while hiding in a place of secured shelter, such as a locked classroom or other designated location, out of line of sight from windows at all times.*

### **Procedure**

1. Managing director or designee immediately announces the lockdown and initiates the lockdown procedure developed for that location.
  2. Directs public safety notification via 9-1-1.
  3. Directs the entry doors to the campus are locked (if not endangering the individual).
  4. In the event an attacker gains entry, remember **RUN-HIDE-FIGHT**. If escape is possible, individuals should always try to **run** from the attacker. Look to your own safety and only assist others if your own life is not placed in jeopardy to do so. If a panicked co-worker or student is “frozen” in place, you may have to leave them behind. Find a place of opportunity to **hide** such as under a working station or in a closet. If cornered, be prepared to **fight** for your life!
  5. Directs the doors to each classroom/lab are locked or barricaded.
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6. Directs students and staff to remain quiet and out of sight from windows. Do not evacuate the building if an active shooter is suspected in the building - even if the fire alarm rings. Remain secure until further instructed.
7. Teachers instruct students to lie on floor, lock or barricade doors and close any shades or blinds (if safe to do so). Stay hidden until found by police or the "all clear" has been given.

Do not take time to gather your belongings. Do not delay! Even a few seconds of exposure can be deadly. Do not evacuate the building if a shooter is involved- even if the fire alarm rings. Remain secure until further instructed by the managing director or law enforcement.

When law enforcement arrives – do not "pop-up" from your hiding place. Calmly follow directions of the public safety personnel in evacuating the scene – but do not leave the campus until staff has accounted for all building occupants.

8. Teachers will take attendance to account for all students. Managers will account for all staff.
9. When time permits, the managing director shall notify the campus support center of the situation.
10. All staff, students and visitors shall cooperate with public safety and school officials in providing witness accounts and other necessary information in the investigation of the event.
11. Once public safety has determined the threat no longer exists the managing director or designee immediately announces the "all clear" and initiates the post-lockdown procedure developed for that location
12. The managing director shall consult the campus support center to determine if school activities will resume or be dismissed for the day.
13. The managing director shall record all pertinent information on the Clery Act report form and submit this to the campus support center within two days of the event.

### **Specific Emergency Actions**

No action plan can be all-inclusive. Since there is always the possibility of an unforeseen emergency, the campus should have plans in place to deal with other situations not listed above. For example, what to do when a staff member or student suddenly becomes ill or injured, discovery of a suspicious package or specific bomb threat, or the need to summon local public safety agencies. Emergency contact numbers should be posted with the campus address clearly visible so that callers can properly direct public safety to the location.

### **MEDICAL EMERGENCY**

*This action is taken in the event of sudden illness or injury presenting in a member of the staff, students or visitors.*

#### **Procedure**

1. Alert the managing director of the situation.
2. Managing director or designee directs public safety notification via 9-1-1.
3. If staff trained in first aid is readily available, they may render aid until public safety arrives. This staff should not provide medical opinion or advice.
4. Managing director or designee shall meet, or direct others to meet, public safety personnel and direct them to the victim.
5. The managing director shall record all pertinent information on the Dorsey incident report form and submit this to the campus support center within two days of the event.

### **BOMB THREAT**

*This action is taken in response to a specific bomb threat initiated towards the campus upon receipt of a threatening phone call.*

#### **Procedure**

1. The person receiving the call attempts to keep the caller on the telephone as long as possible and alerts someone else to contact managing director and/or Police Department at **911**. The person receiving the call is to stay calm and speak calmly. They must listen closely to the voice of the caller to determine the caller's
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age, sex, accent, speech impediment etc. In addition, they must listen for background noise such as a payphone, schoolyard, busy traffic, railroad cars, PA systems etc.

The following information should be elicited from the caller, if possible:

- Where is the specific location of the explosive device
  - When is it set to explode
  - What could make it explode
  - What type of explosive or device
  - What is the reason for the threat
  - The person's identity / call back number
  - What can be done to change their mind about setting off the device
2. If an unattended or suspicious package is discovered, the managing director shall be notified immediately.
  3. **NO CELL PHONE USE IS ALLOWED** – this can activate an explosive device!
  4. Managing director or designee considers the available information and determines the seriousness of the threat and the need to take action.
  5. Managing director or designee shall call **911**.
  6. If indicated, the managing director or designee immediately announces the bomb threat and moves staff, students and visitors to a place of safety following the building evacuation procedure listed above.
  7. **NO ONE SHOULD ATTEMPT TO MOVE OR EXAMINE A SUSPECTED EXPLOSIVE DEVICE.**
  8. Once the outside agency calls an "All Clear," the managing director shall consult the campus support center Office to determine if school activities will resume or be dismissed for the day.

#### **Educating New Students and Employees**

Michigan's DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS, GENERAL INDUSTRY SAFETY STANDARDS, by sections 16 and 21 of **Act No. 154 of the Public Acts of 1974**, as amended, PART 1. GENERAL PROVISIONS, **R 408.10011**. Employer responsibilities. Rule 11. Set forth, "An employer shall comply with all of the following: (a) Provide training to each newly assigned employee regarding the operating procedures, hazards, and safeguards of the job." **34 CFR 668.46**, CODE OF FEDERAL REGULATIONS, Title 34 – Education. Vol 3 Chapter VI - OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION, **Subpart D—Institutional and Financial Assistance Information for Students. §668.46 Institutional security policies and crime statistics. (b)(5) and (6)** States the following:

(b) *Annual security report*. An institution must prepare an annual security report that contains, at a minimum, the following information:

- (5) A description of the type and frequency of **programs designed to inform students and employees about campus security procedures and practices** and to encourage students and employees to be responsible for their own security and the security of others.
- (6) A description of **programs designed to inform students and employees about the prevention of crimes**.

#### **Procedure**

1. During orientation, individuals shall be directed to the location of the campus safety policy.
2. The managing director or designee shall instruct the individual to any *campus specific* policy or requirement regarding the reporting or response to crime or other campus emergency.
3. The managing director or designee shall disseminate any updates or changes to this policy to all current students and staff within 5 days of the change.

#### **Emergency Response and Evacuation Plan – Practice Drills**

**34 CFR 668.46**, CODE OF FEDERAL REGULATIONS, Title 34 – Education. Vol 3 Chapter VI - OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION, **Subpart D—Institutional and Financial Assistance Information for Students. §668.46 Institutional security policies and crime statistics. (g)(6)(i - iii)**. States the following:

(g) *Emergency response and evacuation procedures*. An institution must include a statement of policy regarding its emergency response and evacuation procedures in the annual security report. This statement must include—

- (6) The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis, including—
  - (i) Tests that may be announced or unannounced;



(ii) Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year; and

(iii) Documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

**Procedure**

1. The *Emergency Response and Evacuation Procedure* (EREP) shall be tested as a planned/announced or unplanned/alarm exercise at least twice annually. The test exercises may be any combination of building evacuation (fire, toxic exposure, and armed assailant), lockdown (dangerous perpetrator) or shelter-in-place (tornado) exercise.
2. The managing director or designee immediately announces the “alarm” and initiates the procedure developed for that situation.
3. The exercise is documented on the proper form to include a description of the exercise, the date, time, the time taken to successfully evacuate or achieve safety and whether it was announced or unannounced. Exercise reports are maintained in the campus safety log.

<b>LOCAL EMERGENCY AND AGENCY PHONE NUMBERS</b>			
<b>POLICE / FIRE DEPARTMENT EMERGENCY NUMBER IN ALL AREAS – CALL 911</b>			
<b><u>Location</u></b>	<b><u>Police</u></b>	<b><u>Fire</u></b>	<b><u>Animal Control</u></b>
<b>EMERGENCY</b>	<b>9-1-1</b>	<b>9-1-1</b>	<b>9-1-1</b>
<b>Dearborn</b>	(313) 943-2235	(313) 943-2277	(313) 943-2201
<b>Madison Heights</b>	(248) 585-2100	(248) 837-2807	(248) 837-2784
<b>Pontiac</b>	(248) 585-4911	(248) 758-3540	(248) 391-9266
<b>Roseville</b>	(586) 775-2100	(586) 445-5456	(586) 775-2100
<b>Saginaw</b>	(989) 759-1248	(989) 399-1311	(989) 797-4500
<b>Southgate</b>	(734) 258-3060	(734) 258-3080	(734) 246-1328
<b>Wayne</b>	(734) 721-1414	(734) 722-1111	(734) 721-1643
<b>Michigan State Police</b>	(800)-525-5555		
<b>Oakland County Sheriff</b>	(248) 858-5000	<b>Poison Control Center:</b>	(800) 764-7661
<b>Macomb Co Sheriff</b>	(586) 469-5151		
<b>Wayne County Sheriff</b>	(313) 224-2222		
<b>Saginaw Co Sheriff</b>	(989) 790-5456	<b>Amer Red Cross-SE Mich:</b>	(877) 788-0014
<b>FBI – Detroit Field Office</b>	(313) 965-2323	<b>Amer Red Cross-Saginaw:</b>	(989) 754-8181



## Fire Drill and Fire Extinguisher Policy

### OVERVIEW:

It is the intent of Dorsey Schools to promote compliant organizational behavior by providing guidelines, which communicate these expectations to appropriate employees. This Fire Drill and Fire Extinguisher policy applies to all campuses of Dorsey Schools and Dorsey School of Beauty.

### POLICY:

Managing Directors shall supervise mandatory school evacuation at least twice per year; one fire drill is to be planned, and one fire drill is to be unannounced. Managing Directors must become familiar with and follow procedures as outlined in the Campus Safety Plan (attached). This plan is saved in the Policy & Procedures drive on the Dorsey's network. At the conclusion of each fire drill, the "Fire/Evacuation Drill Observers Report" must be completed, with the original being maintained at the campus and a copy being forwarded to the campus support center Office.

#### Fire Extinguishers

Fire extinguishers shall be maintained as part of the physical plant according to municipal fire codes. Attention should be paid to the expiration date of each fire extinguisher and a visual check for any damage must be conducted monthly to ensure optimal performance should the need for use occur. Specifically, the following items on each extinguisher shall be checked:

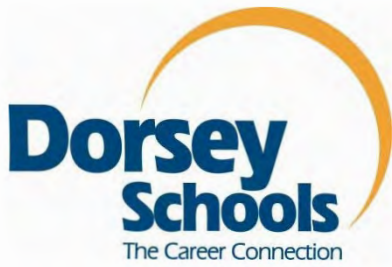
1. Check the gauge to ensure the proper range (indicated by the green shaded are); there by evidencing no leakage or expansion of the propellant has occurred.
2. Check the locking pin and plastic tamper indicator to ensure they are in place and have not been removed.
3. Check the annual inspection tag to ensure it has not been removed.
4. Check the hose to ensure that there are no cracks and no foreign objects have been inserted into the nozzle or opening.
5. Check the cylinder body to ensure that no visual damage, rust, or corrosion has occurred. Check the weight and balance of the cylinder (by hefting) to ensure that the extinguishing agent has not compacted at the bottom.

The following items concerning the mounting of the extinguisher shall be checked:

1. Check that the extinguisher is in its proper location.
2. Check to ensure operating instructions are facing outward.
3. Check to ensure the extinguisher is free from obstructions and allowed access to the extinguisher within 36 inches.
4. Any extinguisher found in an unsafe condition shall be immediately replaced until maintenance action can be performed on the extinguisher. A temporary replacement extinguisher of the same class and type as required shall be installed to provide adequate protection.

### INTERPRETATION OF THIS POLICY

Questions about this policy must be directed to your direct supervisor and/or the campus support center Director of Compliance. This policy shall be interpreted and administered by a Vice President of Operations and/or the President of Dorsey Schools, who shall have the authority to interpret, implement, modify or restate this policy and further define terms used in this policy.



# SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Effective Date: April 29, 2011

Revised: November 21, 2017

## INTRODUCTION

It is the policy of Dorsey School of Business, Inc. to provide a working and learning environment free from sexual harassment and sexual violence. In accordance with state and federal law, sexual harassment or sexual violence by members of the school community against members of the school community is strictly not allowed. Sexual harassment or sexual violence by others against members of the school community should be reported immediately for suitable action.

## SCOPE

This policy encompasses the operation of the Schools' educational programs and activities occurring on campus, at externship sites, during culinary and other school-related events, and on public property immediately adjacent to Dorsey Schools including parking lots, sidewalks and streets. This also encompasses the work environment of all Dorsey personnel. Dorsey Schools is committed to ensuring that this zero-tolerance policy is effectively observed in all of the Schools' endeavors.

Title IX of the 1972 Higher Education Act (20 U.S.C. 1092) applies to schools, colleges and universities that receive any amount of federal funding. Title IX allows the U.S. Department of Education to investigate complaints, order remedies, and withhold funding from educational institutions in violation of sexual harassment under the Act. Enforcement of Title IX is administered by the Department of Education's Office of Civil Rights. The Violence Against Women Reauthorization Act of 2013 amended the Clery Act (34 CFR §688.46) to further hold schools responsible for providing awareness and prevention campaigns and reporting crimes related to sexual assault, domestic violence, dating violence, and stalking. Enforcement of the Clery Act is administered by the Department of Justice through local and state law enforcement agencies.

## Definitions

*Sexual harassment*- Any unwanted and unwelcome behavior of a sexual nature that interferes with one's education or right to participate in school activities. Some examples include: "discussing sexual activities; telling off-color jokes; unnecessary touching; commenting on physical attributes; displaying sexually suggestive pictures; using demeaning or inappropriate terms, such as "Babe"; using indecent gestures; sabotaging the victim's work; engaging in hostile physical conduct; granting job favors to those who participate in consensual sexual activity; using crude and offensive language."<sup>i</sup>

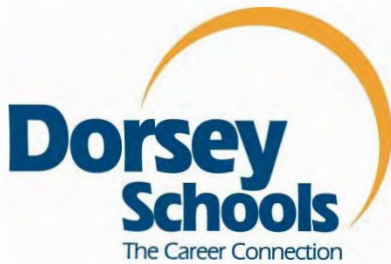
*Sexual Violence*- Any form of sexual conduct, which goes beyond harassment. For example, the act of pulling off someone's clothing or engaging in sexual contact on another person would be considered sexual assault/violence.

*Sex Offense*- Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.<sup>ii</sup>

*Fondling*—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.<sup>ii</sup>

*Rape*- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.<sup>ii</sup>

*Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.<sup>ii</sup>



## SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Effective Date: April 29, 2011

Revised: November 21, 2017

*Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent.<sup>ii</sup>

*Aggravated Assault*- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon, or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could, and probably would, result in serious personal injury if the crime were successfully completed.)<sup>ii</sup>

*Domestic Violence* - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.<sup>iii</sup>

*Dating Violence*- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim that includes, but is not limited to, sexual or physical abuse or the threat of such abuse.<sup>iii</sup>

*Date Rape*- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim that that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.<sup>iii</sup>

*Stalking*- Engaging in any course of two or more acts directed at a specific person, including, but not limited to, acts in which the stalker directly indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.<sup>iii</sup>

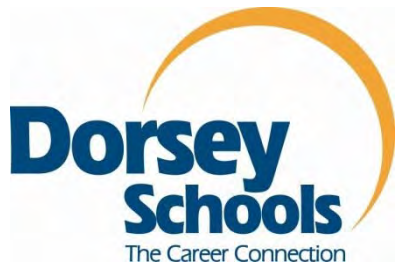
### **Risk Reduction**

Dorsey Schools is committed to providing primary prevention and awareness information for all students and employees, that provides initiatives, and strategies that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur. Information on these campaigns is provided during orientation, and/or the hiring process, and posted throughout the campus.

*Risk reduction* options are designed to decrease perpetration and bystander inaction, and to increase empowerment for potential victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Personal safety and situational awareness of suspicious activity and unwarranted advances are the daily responsibility of every individual. Campus security is ultimately the responsibility of every Dorsey employee and student. Any person with information of sexual harassment incidents, criminal offenses, and suspicious activity must report the circumstances to school officials. These occurrences should be communicated immediately to the individual's instructor or supervisor, campus Managing Director or Senior Management.

### **Protection from Retaliation**

Dorsey Schools is committed to ensuring the continued safety of persons making reports of sexual harassment or sexual violence. Investigations will be conducted in a manner to promote the victim's safety. Dorsey Schools will take reasonable steps to protect against retaliation from making a complaint. Dorsey Schools will preserve as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.



## SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

Effective Date: April 29, 2011

Revised: November 21, 2017

Federal Law prohibits an HEA institution, or an officer, employee, or agent of the school, from any action to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this policy.

### **The following represents Dorsey Schools policy in this regard:**

- Dorsey Schools has a strict no tolerance policy of sexual harassment and/or sexual violence.
- Dorsey Schools will provide prompt and equitable resolution of any student, employee or third party victim of sexual harassment and/or sexual violence.
- Resolution of sexual harassment and/or sexual violence complaints will include at minimum, assurance of a thorough investigation, reasonable protection against retaliation and further attack. Dorsey Schools will provide written information, as requested, about existing counseling, health, mental health victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, in the community.
- Discipline of *confirmed* sexual harassment and/or sexual violence will follow the Dorsey Schools established process for disciplinary procedure hearings, and may include police notification or the filing of sexual violence charges as the situation dictates.
- The Vice President of Education and Career Services has been designated to coordinate Dorsey School's efforts to comply with and carry out its responsibilities under Title IX.

### **Process for Filing a Complaint of Sexual Harassment and/or Sexual Violence:**

- Informal, confidential and formal complaints should be communicated immediately to the individual's instructor or supervisor, campus Managing Director, or directly to Dorsey School hotline (866-526-1053) to remain anonymous.
- Complaints must provide detailed factual information regarding the alleged event and include, at minimum, the campus/location, name of those involved, date(s) of occurrence, a written description of the complaint, and the resolution sought.
- Formal written complaints should be communicated to:  
Dorsey School of Business, Inc.  
Vice President of Education and Career Services  
31799 John R Rd.  
Madison Heights, Michigan 48071  
248-585-1195 (confidential fax no.)  
dorseyhumanresources@dorsey.edu

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<sup>i</sup> [http://www.dotcr.ost.dot.gov/Documents/complaint/Preventing\\_Sexual\\_Harassment.htm](http://www.dotcr.ost.dot.gov/Documents/complaint/Preventing_Sexual_Harassment.htm)

<sup>ii</sup> definitions used for reporting the crimes listed in 34 CFR §668.46, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program

<sup>iii</sup> definitions used for reporting the crimes listed in 34 CFR §668.46, in accordance with the Violence Against Women Reauthorization Act of 2013:

# Dorsey Schools

## Notice of Availability: Annual Safety & Security Report

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Pursuant to federal law, **Dorsey School of Business** (all campuses and divisions) and **Taylortown School of Beauty** are required each year to publish an Annual Security Report.

We have elected to publish these reports at the following web address: <http://www.dorsey.edu/disclosures.php>. The reports are organized by campus locations and divisions. Your campus or office will also provide a paper copy of the most recent report upon request.

The Annual Security Report discloses information concerning campus safety and security policies and procedures, as well as survey results regarding certain types of crimes reported to the campus and local law enforcement, during the prior calendar year. Among other things, the report includes **Dorsey Schools Drug-Free Campus/Workplace Policy**, as well as policies and procedures relating to:

- Security Awareness
- Security of and Access to Campus Facilities
- Drug & Alcohol Abuse Prevention (including Smoke-Free & Tobacco-Free policy)
- Possession, Use, and Sale of Alcoholic Beverages of Illegal Drugs
- Sexual Harassment & Sexual Violence
- Violence Against Women
- Reporting of Crimes and Emergencies
- Emergency Action Plans
- Campus Safety and Security Crime Survey

Together, these reports provide students, prospective students, employees, and prospective employees with key information regarding the security of the campus, workspace and surrounding areas, and ultimately creates a safer, more secure campus environment.

To request a paper copy of the current Annual Safety and Security Report, or for assistance with any of the information discussed therein, individuals may contact the campus Managing Director or the employee's supervisor, during regular business hours.



# Student

## Incident Procedures

**For Life or Limb threatening accidents, call 911 IMMEDIATELY!**

### **For Non-Life or Limb threatening incidents:**

(forms are located at >Policies, Procedures, and Forms>Academics>Campus Safety)

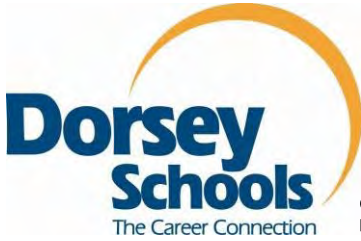
1. **Complete a Concentra Authorization form.** (For needle stick injuries, follow the Needle Stick Injury protocol)
2. **Student to complete** (as much as possible) the **Student Injury Claim form** along with signature (on claimant line) for release of information for billing purposes. This form must be submitted to Share point
3. Document any witness statements and describe the incident on the **Student Incident Report form** for non-needle stick injury, or **Sharps injury Report form** for all sharps/needle stick injuries.
4. Managing Director or his/her designee to upload **COMPLETED** forms to Share Point in academics>incident reports>campus folder.

\*Please ensure all forms are 100% complete and accurate (including signed and dated) before scanning to Share Point. Incomplete forms will be returned for completion.

\*Those campuses outside the servicing area of Concentra should designate a local occupational health clinic to send injured students. This information, in either case, must be posted for all staff and students.

\*At no time should a student go to the clinic without prior authorization from an authorized Dorsey Employee (all staff and faculty are authorized). It is also recommended that an individual suspected to be under the influence of an illegal substance should be driven to the clinic (not by any Dorsey Staff or student); if it's determined that, the student would be a danger to the general public.

\*In the event a medical invoice/bill is sent to your campus, please forward them to the Human Resources Department via fax at (248) 585-1195.



# Student Incident / Accident / Injury Report

(Non needle-stick)

Name \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address \_\_\_\_\_ Phone #(s): \_\_\_\_\_

Date of Event \_\_\_\_\_ Email: \_\_\_\_\_

To which campus official (and when) was the event reported: \_\_\_\_\_

Description of event including injury and treatment given (if applicable):

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*- continue on separate sheet -*

Description of injury if any (include any medical attention administered by Dorsey personnel):

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*- continue on separate sheet -*

Was 911 activated? If yes, describe

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*- continue on separate sheet -*

Describe any follow-up action required at this time:

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*- continue on separate sheet -*

To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate.

\_\_\_\_\_  
Student Signature

## OFFICE USE ONLY

Date:

Initials:

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(Patient Must Present Photo ID at Time of Service)

### Authorization for Examination or Treatment

Patient Name: \_\_\_\_\_

Student:

Employee:

Campus: Dearborn \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Billing Address: 31799 John R Road, Madison Heights, MI 4807

Phone: 248-585-9200

#### Work/School- Related Physical Examination

Injury  Illness  Pre-employment  Preplacement  Baseline  Annual  Exit

Date of Injury: \_\_\_\_\_

#### Substance Abuse Testing\* (check all that apply)

Regulated drug screen  Breath alcohol  Collection only  Hair collect

Non-regulated drug screen  Rapid drug screen  Other \_\_\_\_\_

#### Type of Substance Abuse Testing

Preplacement  Reasonable cause  Post-accident  Random  Follow-up

Special instructions/comments:

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_

Please print

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Date: \_\_\_\_\_

# Covenant Occupational Health Services Authorization Form

Employee Name (Please Print) \_\_\_\_\_

Company Dorsey School of Saginaw

## INJURY CARE

Type of Injury N/A Injury Date \_\_\_\_/\_\_\_\_/\_\_\_\_

• Picture I.D. required. • If you wear glasses, please bring them.

## SUBSTANCE ABUSE TESTING

DOT Drug Screen       Non DOT Drug Screen       Breath Alcohol  
 Collection       E-Screen       Other N/A

## REASON FOR SUBSTANCE ABUSE TEST

Preplacement       Reasonable Cause       Post Accident  
 Random       Return to Duty       Follow-up

Special Instructions (Please Print) \_\_\_\_\_

Authorized By (Print Name) Jamie Olson (Signature) 

Phone (989 ) 249-1926

## APPOINTMENT

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_  am  pm

## PHYSICAL EXAM

Preplacement       Annual       Other

## DOT PHYSICAL EXAM

Preplacement       Recertification       Other

## SPECIAL EXAMS

Asbestos       Consultation       Respirator       Independent Medical Exam       X-Ray  
 Executive Physical       Respiratory Questionnaire       Audiogram       Pulmonary Function Test       TB Test  
 Return to Work       Lab Draw

Other Hepatitis B Vaccine Series or Titer

See back for a listing and map of our five convenient  
Covenant Occupational Health Services locations.



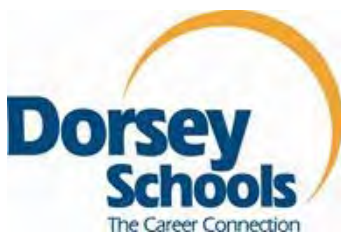


## Needlestick Injury Protocol

**In the event of a needlestick injury at your campus, please take the following steps to insure that prompt and correct treatment and follow-up are employed immediately after the incident occurs:**

1. When a needle-stick/sharps injury occur, follow the protocol for cleaning the puncture site.
2. Fill out the **\*\*Concentra Employer Authorization Form**
3. Injured student **MUST** go to Concentra per Dorsey requirements.
4. Source student **should** accompany injured student so that source student can be tested to determine if prophylactic treatment should be started.
5. If source student refuses to go to Concentra, injured student must still go and may require prophylactic treatment.
6. Student to complete (as much as possible) the **\*\*Student Injury Claim form** along with signature (on claimant line) for release of information for billing purposes. This form must be submitted to Share point within **7 days of the incident.**
7. Document any witness statements and describe the incident on the **\*\*Student Sharps injury Report form.**
8. 4. Managing Director or his/her designee to upload COMPLETED forms to Share Point in academics>incident reports>campus folder.

**\*\*All forms can be found at: Policies, Procedures, and Forms>Academics>Campus Safety** in Share Point



UNIFORM NEEDLESTICK AND SHARP OBJECT INJURY REPORT

Name: \_\_\_\_\_ Incident Report#: \_\_\_\_\_

Program Name: \_\_\_\_\_

Where did injury occur?

- Practice Lab
Treatment room
Outside treatment room (hallway, etc.)
Operating room
Procedure room (x-ray, sterilization, etc.)
Dental laboratory
Other \_\_\_\_\_

Was the source patient identified?

- Yes
No

Was the injured person the original user of the sharp item?

- Yes
No

Was the sharp item:

- Contaminated (known exposure to patient or contaminated equipment)
Uncontaminated (no known exposure to patient or contaminated equipment)

For what purpose was the sharp item originally used?

- Unknown
Injection (syringe)
To connect IV line (intermittent IV/piggyback/IV infusion)
To start IV (IV catheter or butterfly-type needle)
To draw a venous blood sample
To obtain a body fluid or tissue sample
Finger-stick
To contain a specimen or pharmaceutical (glass items, local anesthetic cartridge)
Other \_\_\_\_\_

If the item caused the injury was a needle, was it a "safety design" with a shield, recessed, or retractable needle?

- Yes
No

Was the injury:

- Superficial (little or no bleeding)
Moderate (skin punctured, some bleeding)
Severe (deep stick/cut, or profuse bleeding)

When and how did the injury occur?

- Before use of item
During use of item
Between steps of a multi-step procedure
Disassembling device or equipment
In preparation for reuse or reusable instrument (sorting, disinfection, sterilization, etc.)
While recapping a used needle
Withdrawing a needle from rubber or other resistant material (rubber stopper, IV port, etc.)
Before disposal (in transit to disposal, cleaning up, left on table, floor, other inappropriate place)
From item left on or near disposal
While putting the item into the disposal
After disposal, stuck by item protruding from opening of disposal
Item pierced side of disposal
After disposal, item protruded from trash bag or inappropriate waste container
Other \_\_\_\_\_

Indicate the location of the injury:

\_\_\_\_\_

What device or item caused the injury?

\_\_\_\_\_

Describe the circumstances leading to this injury:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Employee Incident Reporting Procedures

**For Life or Limb threatening accidents, call 911 IMMEDIATELY!**

### **For Non-Life or Limb threatening incidents:**

(forms are located at >Policies, Procedures, and Forms>Academics>Campus Safety)

1. Complete a **Concentra Authorization form**.
2. Employee to **complete** the **Employee Basic Report of Injury form** along with signature for release of information for billing purposes. This form must be submitted to Human Resources.
3. Document any witness statements and describe the incident on the **form**.
4. Managing Director or his/her designee to upload **COMPLETED** forms to Share Point in academics>incident reports>campus folder.

\*Please ensure all forms are 100% complete and accurate (including signed and dated) before scanning to Share Point. Incomplete forms will be returned for completion.

\*Those campuses outside the servicing area of Concentra should designate a local occupational health clinic to send injured students. This information, in either case, must be posted for all staff and students.

\*It is also recommended that an individual suspected to be under the influence of an illegal substance should be driven to the clinic (not by any Dorsey Staff or student), if it is determined that the employee would be a danger to the general public.

\*In the event a medical invoice/bill is sent to your campus, please forward them to the Human Resources Department via fax at (248) 585-1195.



(Patient Must Present Photo ID at Time of Service)

### Authorization for Treatment

Patient Name: \_\_\_\_\_

Student:

Employee:

Dorsey Campus: 123 \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Billing Address: 31799 John R Road, Madison Heights, MI 48071

Phone: 248-585-9200

#### Work/School- Related Incident

Injury  Illness

Date of Injury: \_\_\_\_\_

#### Substance Abuse Testing\* (check all that apply)

Breath Alcohol

Hair Collect

Rapid Drug Screen

Other \_\_\_\_\_

#### Type of Substance Abuse Testing

Preplacement

Reasonable cause

Post-accident

Random

Follow-up

Special instructions/comments:

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_  
Please print

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Date: \_\_\_\_\_

# Covenant Occupational Health Services Authorization Form

Employee Name (Please Print) \_\_\_\_\_

Company Dorsey School Saginaw Michigan

## INJURY CARD

Type of Injury Post Exposure Incident/Accident Injury Date \_\_\_\_/\_\_\_\_/\_\_\_\_

• Picture I.D. required. • If you wear glasses, please bring them.

## SUBSTANCE ABUSE TESTING

DOT Drug Screen       Non DOT Drug Screen       Breath Alcohol  
 Collection       E-Screen       Other NA

## REASON FOR SUBSTANCE ABUSE TEST

Preplacement       Reasonable Cause       Post Accident  
 Random       Return to Duty       Follow-up

Special Instructions (Please Print) Post Exposure Labs Only

Authorized By (Print Name) \_\_\_\_\_ Signature) \_\_\_\_\_

Phone (989) 249-1926

## APPOINTMENT

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_  am  pm

## PHYSICAL EXAM

Preplacement       Annual       Other

## DOT PHYSICAL EXAM

Preplacement       Recertification       Other

## SPECIAL EXAMS

Asbestos       Consultation       Respirator       Independent Medical Exam       X-Ray

Executive Physical       Respiratory Questionnaire       Audiogram       Pulmonary Function Test       TB Test

Return to Work       Lab Draw

Other Post Exposure Labs and Needed Care

See back for a listing and map of our five convenient  
Covenant Occupational Health Services locations.



# Covenant Occupational Health Services 5 Convenient Locations

## SAGINAW

❶ **Covenant HealthCare Irving**  
600 Irving • Saginaw, MI 48602  
989.583.6130 Tel • 989.583.6003 Fax  
Monday – Friday • 8:00 am – 5:00 pm

❷ **Covenant MedExpress**  
5570 State • Saginaw, MI 48603  
989.583.0100 Tel • 989.583.0108 Fax  
Monday – Friday • 5:00 pm – 8:00 pm  
Saturday • 8:00 am – 8:00 pm  
Sunday • 9:00 am – 6:00 pm

❸ **Covenant Emergency Care Center**  
700 Cooper • Use 900 Cooper entrance  
Saginaw, MI 48602  
989.583.6121 Tel  
After hours and weekends

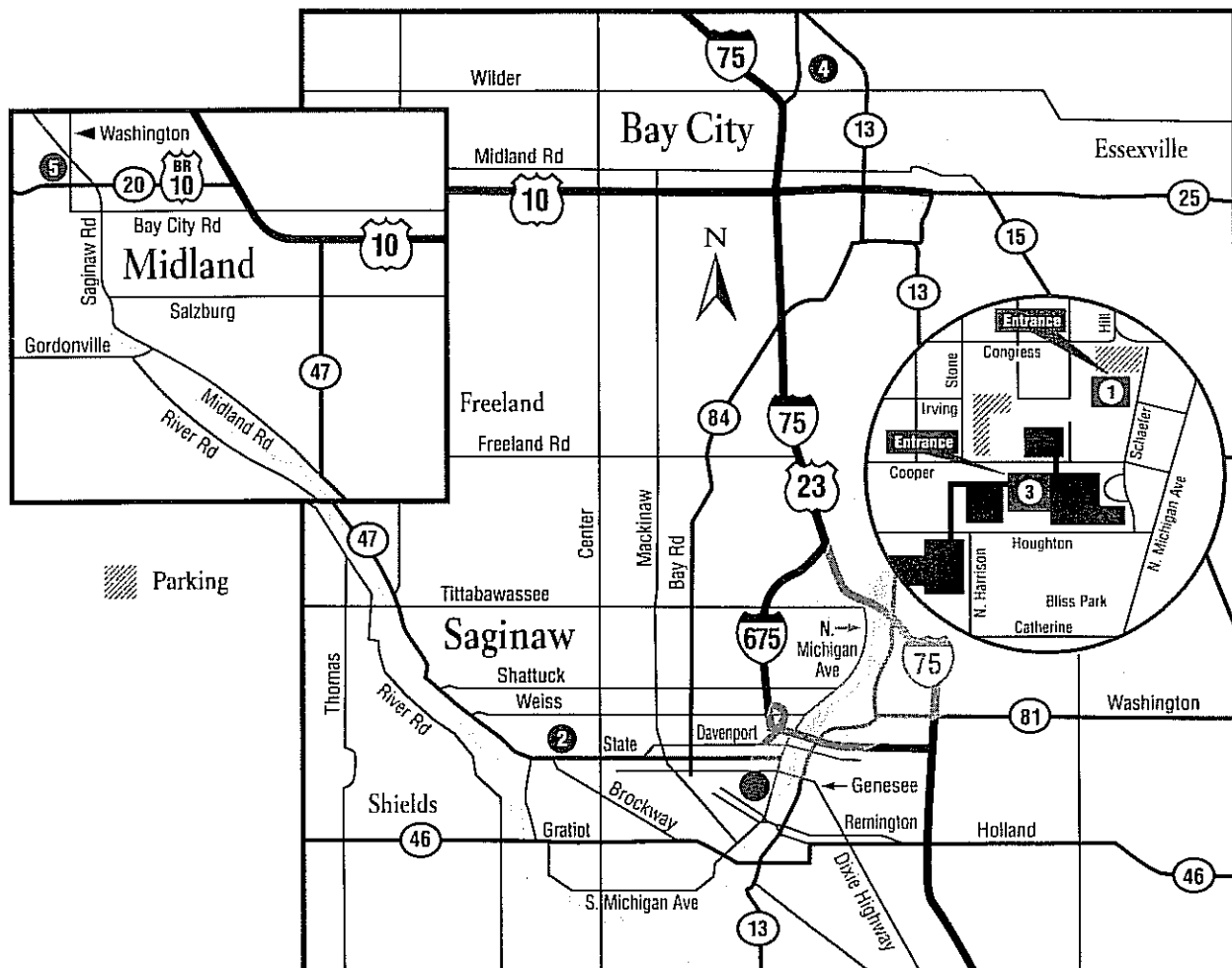
## BAY CITY

❹ **Covenant HealthCare Wilder**  
2919 East Wilder • Suite 130  
Bay City, MI 48706  
989.671.5720 Tel • 989.671.5728 Fax  
Monday – Friday • 8:00 am – 5:00 pm

**MedExpress – after hours injury care**  
989.671.5700 Tel  
Monday – Friday • 5:00 pm – 8:00 pm  
Saturday • 8:00 am – 8:00 pm  
Sunday • 9:00 am – 6:00 pm

## MIDLAND

❺ **Covenant HealthCare Washington**  
1549 Washington • Midland, MI 48640  
989.837.2647 Tel • 989.837.6625 Fax  
Monday – Friday • 8:00 am – 5:00 pm





**EMPLOYER'S BASIC REPORT OF INJURY**  
Michigan Department of Energy, Labor & Economic Growth  
Workers' Compensation Agency  
PO Box 30016, Lansing, MI 48909

An employer shall report immediately to the agency on Form WC-100 all injuries, including diseases, which arise out of and in the course of the employment, or on which a claim is made and result in any of the following: (a) Disability extending beyond seven (7) consecutive days, not including the date of injury; (b) Death; (c) Specific losses. In case of death, an employer shall also immediately file an additional report on WC-106. See instructions on reverse side for filing/mailling procedures.

**I. EMPLOYEE DATA**

1. Social Security Number	2. Date of injury	3. Employee name (Last, First, MI)		
4. Address (Number & Street)		5. City	6. State	7. ZIP Code
8. Date of birth (MM/DD/YYYY)	9. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	10. Number of dependents	11. Telephone number	
12. Tax filing status: <input type="checkbox"/> A. Single <input type="checkbox"/> B. Single, Head of Household <input type="checkbox"/> C. Married, Filing Joint <input type="checkbox"/> D. Married, Filing Separate				

**II. EMPLOYER/CARRIER DATA**

13. Employer name		14. Federal ID Number		
15. Injury location code	16. Mailing location code	17. UI number	18. Type of business (SIC/NAICS)	
19. Employer street address		20. City	21. State	22. ZIP code
23. Insurance company name (if employer not self-insured)			24. Insurance company telephone number (if known)	

**III. INJURY/MEDICAL DATA**

25. Last day worked	26. Date employee returned to work (if applicable)		27. Did employee die? <input type="checkbox"/> Yes <input type="checkbox"/> No	28. If yes, date of death
29. Injury city	30. Injury state	31. Injury county	32. Did injury occur on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, see item 53)	
33. Case number from OSHA/MIOSHA log		34. Time employee began work <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	35. Time of event <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. If time cannot be determined, check here <input type="checkbox"/>	
36. What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific.				
37. How did the injury occur? Examples: "When ladder slipped on wet floor, worker fell 20 feet;" "Worker was sprayed with chlorine when gasket broke during replacement"				
38. Describe the nature of injury or illness			39. Part of body directly affected by the injury or illness	
40. What object or substance directly harmed the employee? Examples: concrete floor, chlorine, radial arm saw. If this question does not apply to the incident, leave it blank.				
41. Name of physician or other health care professional	42. Was employee treated in an emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No		43. Was employee hospitalized overnight as an in-patient? <input type="checkbox"/> Yes <input type="checkbox"/> No	
44. If treatment was given away from the worksite, where was it given? (Include name, address, city, state and ZIP code of facility)				

**IV. OCCUPATION AND WAGE DATA**

45. Date hired	46. Total gross weekly wage (highest 39 of 52)	47. Number of weeks used	48. Value of discontinued fringes	
49. Occupation (Be specific)	50. Was employee a volunteer worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	51. Was employee certified as vocationally handicapped? <input type="checkbox"/> Yes <input type="checkbox"/> No		
52. Date employer notified by employee		53. If temporary service agency, provide name/address of employer where injury occurred.		

**V. PREPARER DATA**

I CERTIFY THAT A COPY OF THIS REPORT HAS BEEN GIVEN TO THE EMPLOYEE

<b>Making a false or fraudulent statement for the purpose of obtaining or denying benefits can result in criminal or civil prosecution, or both, and denial of benefits.</b>			
54. Preparer's name (Please print or type)	55. Preparer's signature	56. Telephone number	57. Date prepared

**Notice to employee: Questions or errors should be reported immediately to the individual listed above in space 54**

If you are using this form as a replacement for the Form 301 to document the specifics of an injury or illness for purposes of compliance with the work-related injury and illness logging requirements, follow the instructions in Section A only.

If you are using this form to report a workers' compensation injury, follow the instructions in Section A and B.

## **Section A**

This form can be used in lieu of the MIOSHA Form 301, *Injury and Illness Incident Report*. It is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* (Form 300) and the accompanying *Summary* (Form 300A), these forms help the employer and MIOSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out questions 1-9, 27-28, 33-45 and 54-57.

According to Public Law of 1970 (P.L. 91-596) and Michigan Occupational Safety and Health Act 154, P.A. 1974, Part 11, Michigan Administrative Rule for Recording and Reporting of Injuries and Illnesses, you must keep this form on file for 5 years following the year to which it pertains. **DO NOT mail this form to the Workers' Compensation Agency unless it meets the conditions listed below in Section B.**

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## **Section B**

You must complete all questions on this form if the injury or disease results in any of the following: (a) Disability extending beyond seven (7) consecutive days, not including the date of injury; (b) Death; (c) Specific loss. The original form must be mailed to the Workers' Compensation Agency, P.O. Box 30016, Lansing, MI 48909.

<p>Authority: Workers' Disability Compensation Act, 408.31(1)(3) Completion: Mandatory Penalty: Workers' Disability Compensation Act, 418.631</p>	<p>DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.</p>
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**DORSEY SCHOOLS**  
**DRUG AND ALCOHOL ABUSE PREVENTION POLICY**  
***including SMOKE-FREE AND TOBACCO-FREE POLICY***

The purpose of Dorsey Schools Drug and Alcohol Abuse Prevention Policy is to foster a safe and healthy campus where students, faculty, and staff can work and attend in an environment free of the detrimental effects associated with drug and alcohol abuse. Through the Drug and Alcohol Abuse Prevention Program Dorsey Schools can inform students, faculty, and staff about the health risks associated with substance abuse, the resources available to help cope with substance abuse, and the sanctions imposed by federal, state, and local authorities, as well as our standards with regard to the use or abuse of alcohol and/or controlled substances.

**DORSEY SCHOOLS SUBSTANCE ABUSE POLICY AND SANCTIONS**

Unauthorized drugs or alcohol is strictly prohibited on school premises. For the safety of fellow students, administrators, clinic clients and prospective patients, students believed to be under the influence of drugs, alcohol, or other substances, which could impair judgment, behaviors, and/or activities, may be required to take a drug test. Dorsey Schools reserves the right to suspend or dismiss any student soliciting illegal drugs.

Dorsey Schools can provide employees and students with information on outside resources available to help with problems related to the misuse of alcohol and all forms of substance abuse for themselves or their family members. Contact the Managing Director for names of appropriate agencies, phone numbers, and additional information.

**CONSUMPTION AND POSSESSION OF MARIJUANA**

All students, employees, and visitors are on notice that the Michigan Medical Marijuana Act (“MMMA”) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Dorsey Schools participates in federal grant programs, which would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on Dorsey Schools’ property or premises violates the Dorsey Schools’ “Drug Free Schools Police Statement”. Dorsey Schools will not allow the use, possession, or cultivation of marijuana on its property or premises or in / on Dorsey Schools’ controlled environments, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to dispose of or remove marijuana from Dorsey Schools’ property or premises immediately.

Further, as part of a student’s program at Dorsey Schools, an externship or clinical experience may be required. The MMMA states that employers are not required to accommodate employees who use medical marijuana; therefore, employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a clinical site, externship site, or prospective employer consistent with the laws of the State of Michigan, the requirements of potential employers, and the requirements of any facility where the clinical experience and/or externship participation occurs. Students should be aware that participation in a clinical or externship experience and/or employment depends upon the results of these drug tests. If a drug test(s) prevents a student from obtaining and/or participating in a clinical or externship program, the student may be unable to complete the educational program requirements of Dorsey Schools.

Dorsey Schools prohibits the use of all illegal and illicit drugs by all students and employees while at school or at work. The campus and all associated campus and workplace areas are designated as “Drug-Free”. The possession, sale or the furnishing of alcohol or illegal or illicit drugs of any kind on campus is governed by the Student Code of Conduct found in the School Catalog for each Dorsey Schools campus and division location. Students and employees are not allowed to bring alcohol, illicit or illegal drugs of any kind onto school premises, or be under the influence of alcohol, illicit or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Any student or employee committing any of these violations is subject to disciplinary action imposed by the school. These sanctions may include:

- Mandated counseling with the managing director or employee’s supervisor
- Mandated attendance at a local treatment center
- Mandated completion of drug rehabilitation program
- Discharge from employment or expulsion from school

The possession, sale, manufacture of distribution of any controlled substance is illegal under both state and federal laws. In conjunction

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with the campus safety personnel, the campus utilizes this Drug and Alcohol Abuse Prevention Policy to determine the following:

- 1) The number of drug and alcohol-related violations and fatalities that occur on the campus or as part of any of the campus activities that must be reported to campus officials, and
- 2) The number and type of sanctions that are imposed by the campus as a result of drug and alcohol-related violations and fatalities on the campus or as part of any of the campus activities.

Note: Additional information is available within the Employee Handbook for all Dorsey Schools personnel.

The campus must provide a timely notice to each student who has lost eligibility for any Federal Student Aid grant or loan assistance as a result of penalties in a separate clean, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility. If the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the US Department of Education, the student may be eligible to regain eligibility of Federal Student Aid funds.

**DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH ALCOHOL ABUSE AND DRUG USE**

Alcohol abuse is the leading preventable cause of death in the U.S. at 75,000 deaths per year and abuse of prescription drugs has escalated to as serious a national health problem as the use of illegal drugs. The health risks of alcohol and drug abuse can include nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, increased heart rate, anxiety, panic attacks, psychosis, addiction, and fatal overdose. Below are some specific risks related to the use of alcohol and illegal drugs:

**MARIJUANA** - Use can lead to an increase in heart rate of up to 50%, cause disoriented behavior, acute anxiety, and tremendous mood swings. There is potential for long-term physical and psychological damage. Also slows reflexes, reduces mental power, causes forgetfulness and impairs judgment. Personal dangers include possible damage to lungs, reproductive system, and brain functions.

**COCAINE** - Use can affect the brain in seconds and result in heart or respiratory failure. It can cause hallucinations, convulsions, and possible death. Causes temporary false feelings of superhuman powers, impairing judgment and decision-making abilities. Also causes emotional problems, mood swings, and lack of dependability. Personal dangers include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain functions.

**CRACK** - Intensifies effects normally experienced with cocaine and can lead to intense dependency in a short time. The health risks are basically the same associated with other forms of cocaine.

**AMPHETAMINES** - Use increases heart rate, raises blood pressure, and often causes blurred vision, dizziness, lack of sleep and anxiety. Use of amphetamines can lead to long-term physical problems. Can also cause feelings of being rushed and causes users to push themselves beyond their capacity. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.

**BARBITURATES**: Use can slow mental reflexes, causing danger when mental alertness is required. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.

**HALLUCINOGENS (PCP, LSD, ECSTASY)**: Use can cause the user to hallucinate, thereby distorting what is being said or heard. Also causes sudden changes in behavior that may include attacks on others, loss of concentration, and memory loss long after the dose has worn off.

**HEROIN**: Use causes total disinterest in safety. Dirty needles and other paraphernalia can spread diseases such as HIV/AIDS. Personal dangers include damage to personal productivity and relationships, and an overdose can cause coma or death. Heroin is always addictive, even in small amounts, and withdrawal is difficult and painful.

**ALCOHOL** - Use can lead to a false feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and can be fatal. Can also cause loss of concentration and judgment, poor attendance and punctuality, and the inability to manage work or school responsibilities. Personal dangers can range from liver and kidney disease to alcoholism.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood, the driver will be involved in an accident. Low-to-moderate doses

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of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

**FEDERAL SANCTIONS**

Campuses are required to notify current/perspective students and employees of the federal and state legal sanctions associated with the possession or trafficking of a controlled substance. Penalties for unlawful manufacturing, distribution, and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

**Federal Trafficking Penalties for Schedules I, II, III, IV, and V**

Available at: <http://www.dea.gov/druginfo/ftp3.shtml>

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<p><b>First Offense:</b> Imprisonment of not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, imprisonment of not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Imprisonment of not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	Cocaine 5 kilograms or more mixture	<p><b>First Offense:</b> Imprisonment of not less than 10 yrs. and not more than life. If death or serious bodily injury, imprisonment of not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Imprisonment of not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

## DORSEY SCHOOLS

### DRUG AND ALCOHOL ABUSE PREVENTION POLICY including SMOKE-FREE AND TOBACCO-FREE POLICY

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<p><b>First Offense:</b> Imprisonment of not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Imprisonment of not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Any Drug Product Containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV), 1 Gram	
Any Amount Of Other Schedule III Drugs	<p><b>First Offense:</b> Imprisonment of not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Imprisonment of not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p><b>First Offense:</b> Imprisonment of not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Imprisonment of not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount Of All Schedule V Drugs	<p><b>First Offense:</b> Imprisonment of not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Imprisonment of not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish, More than 10 kilograms	
Hashish Oil, More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) or 1 to 49 marijuana plants	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish, 10 kilograms or less	
Hashish Oil, 1 kilogram or less	

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Additional details regarding federal drug trafficking penalties are available through the U.S. Drug Enforcement Administration at <http://www.dea.gov/druginfo/ftp3.shtml>

**STATE LEGAL SANCTIONS**

It is Dorsey Schools' policy to comply with the State of Michigan, Connecticut and Ontario, Canada laws regarding the possession, use and sale of alcoholic beverages, including enforcement of underage drinking. Campuses are required to notify current/perspective students and employees of the state legal sanctions associated with the possession or trafficking of a controlled substance.

The State of Michigan and the State of Connecticut both have a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to controlled substances, their use and distribution can be found in the Michigan Code section 333.7212, 7214, 7216, 7218, and 7220 and in the Connecticut Consumer Protection Code Sections 21a-243-7 through 21a-243-11. Full details on all crimes relating to controlled substances in Canada can be found in the Controlled Drugs and Substances Act (S.C. 1996, c. 19) as published by the Government of Canada.

**COUNSELING, TREATMENT AND REHABILITATION PROGRAMS**

Campuses are required to notify current/perspective students and employees of local counseling, treatments, and rehabilitation programs for possession and trafficking of a controlled substance.

Students and employees are encouraged to seek assistance for substance abuse problems. Dorsey Schools offers confidential assistance to students and staff. Contact the Managing Director of the school or your supervisor for assistance. There are many programs that can provide help and support. Many health insurance plans include drug, alcohol and mental health services. If you live in Canada and need help in finding a treatment center, you can access a list of treatment facilities online at <http://www.champlainhealthline.ca>. If you live in the United States and need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622-HELP (4357). You can also access their treatment facility location online at <http://www.samhsa.gov/treatment/index.aspx>. Additional resources for counseling, treatment and rehabilitation include:

- Al-Anon: 1-800-356-9996
- American Council on Alcoholism Helpline: 1-800-527-5344
- Cocaine Hotline: 1-800-COCAINE
- National Council on Alcoholism: 1-800-NCA-CALL

**SMOKE-FREE AND TOBACCO-FREE POLICY**

All Dorsey Schools are "smoke-free". Dorsey Schools is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All Dorsey Schools employees, students, visitors, guests and contractors are required to comply with this policy, which shall remain in effect at all times.

In compliance with various regulations, to protect the health and safety of Dorsey Schools' faculty, staff, students and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. "Smoking" is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah.
2. Tobacco use is defined as the use of any tobacco product including cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. "Smokeless products" include the use of e-cigarette, or "vaping", electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at Dorsey Schools without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, employee lounges, student lounges, lunch areas, stairs, restrooms, and employer owned or leased vehicles and all other enclosed facilities. Additionally, smoking and tobacco

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use shall be prohibited within fifteen feet (twenty-five feet in Connecticut) surrounding all entrances, ventilation systems and windows that may be opened or used for ventilation, so that persons are not negatively impacted by secondhand smoke.

Dorsey Schools only permits smoking and tobacco use only in designated outdoor areas. In addition, tobacco users must dispose of smoking and tobacco-related waste in the appropriate receptacles. The cigarette receptacle must be used only for its intended purpose in order to reduce the possibility of other debris causing a fire. Students may only utilize outdoor areas during designated break times and are not permitted to leave class, laboratory or clinic to use tobacco products. Employees who choose to use tobacco products are required to utilize their breaks and lunch period; additional smoke breaks will be considered excessive. Should Dorsey Schools' management determine abuse of this policy, management will address it on an individual basis and take appropriate disciplinary action if necessary.

**DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH NICOTINE USE**

The US Centers for Disease Control and Prevention describes smoking as the leading preventable cause of death with nearly one in five medical deaths being contributed to by tobacco use. Smoking harms nearly every organ of the body and is the leading cause of cancer. Smokers are more likely than non-smokers to develop heart disease, stroke, and lung cancer. Smokeless tobacco is associated with many health problems. These include nicotine addiction, cancer of the mouth, throat and stomach, stroke and risk to pregnancy. Further information is available from the Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. E-mail: [tobaccoinfo@cdc.gov](mailto:tobaccoinfo@cdc.gov) or phone: 1-800-CDC-INFO.

**ASSISTANCE TO QUIT SMOKING**

There are many resources available to assist individuals who wish to quit smoking. For those who wish to quit smoking at our Michigan and Connecticut office and campus locations, we encourage them to contact the US Department of Health and Human Services and National Institutes of Health One website at [www.smokefree.gov](http://www.smokefree.gov) for information. For our Ottawa office and campus location, we encourage those who wish to quit smoking to contact the Ontario Ministry of Health and Long-term at <http://www.mhp.gov.on.ca/en/smoke-free/quit-smoking.asp>.

**Review and Distribution**

This Drug and Alcohol Abuse Prevention Policy, including Smoke-Free and Tobacco-Free Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review and analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein.

The Drug and Alcohol Abuse Prevention Policy, including Smoke-Free and Tobacco-Free Policy, will be included in Dorsey Schools annual Campus Safety Report that is distributed to employees and students on an annual basis by October 1<sup>st</sup>, and also provided to new enrolled students during their orientation, and to newly hired employees during the onboarding process. acknowledges receipt of this policy.

