

Health and Safety of Employees, Students, and Guests to Maintain Readiness

The Bahamas Technical and Vocational Institute (BTVI) comprises a network that includes one main campus, one branch campus, three extension campuses and two instructional service centres. The main campus is situated on the Island of New Providence with the branch campus, extension campuses and instructional service centres located on the islands of Grand Bahama, Eleuthera, Exuma, Moore's Island Abaco and North Andros respectively. The Bahamas extends 760 miles from the coast of Florida on the north-west and almost to Haiti on the south-east. The group consists of 700 islands and 2,400 cays with an area of 5,358 sq. miles (13,878sq.km.) Thirty of the islands are inhabited.

Purpose

This document outlines the Annual Plan for the institution's health and safety for the Academic Year 2025/26. Assuring the health and safety of the institution's employees, students and guests across the BTVI network require alignment with Strategic Pillars and the Strategic Plan (2024-2028). In this context, particular emphasis is placed on Pillar 1 - Strengthening our Institute to build capacity to serve and excel. This plan provides general rules in health and safety and presents basic procedures to implement the health and safety plan.

Goal

The main goal of this plan is to prevent accidents resulting from unsafe working conditions, equipment failure and human error and in the event of an accident, to respond in an appropriate manner and to take steps to prevent reoccurrences. Another goal is to reduce institutional liabilities.

Scope

The Health and Safety Plan establishes a uniform system that protects campus life and property by preventing accidents, injuries caused by fire and occupational disease, hazards, crime, and natural disasters. This plan is applicable to BTVI's main campus, branch campus, extension campuses, and instructional service centers.

The scope of services includes, but is not limited to:

1. Policy Development & Regulatory Compliance

- **Janitorial & Maintenance SOPs:** Develop and recommend procedures that ensure compliance with the *Health and Safety at Work Act 2002* and the *Persons with Disabilities (Equal Opportunities) Bill 2014*.
- **Standardized Cleaning:** Establish SOPs for restrooms, classrooms, workshops, offices, and kitchens, including specialized protocols for emergency cleaning.

- **Technical Safety:** Develop SOPs for the general use of power tools to mitigate workplace hazards.

2. Emergency Preparedness & Readiness

- **Emergency Infrastructure:** Review emergency evacuation plans and ensure proper safety signage is erected across all campuses and instructional sites.
- **Drill Management:** Review protocols for fire and emergency drills. Produce a Drill schedule and tracking matrix.
- **Contact Management:** Maintain and update an active registry of local clinics, doctors, emergency contacts, and police/fire departments.

3. Training & Certification

- **First Responder Program:** Develop selection criteria for first aid candidates, execute the selection process, and facilitate formal training for designated staff.
- **Drill Training Records:** Provide formal reports on fire and emergency drill training, including the production of certificates of completion.
- **Stakeholder Engagement:** Offer training sessions to explain roles and responsibilities to relevant stakeholders and develop ongoing safety operating procedures.

4. Incident Management & Communication

- **Incident Investigation:** Report and investigate all health, safety, medical, and "near miss" incidents.

Procedures for reporting and investigating incidents that occur on Bahamas Technical and Vocational Institute (BTVI) campus

Step 1: Incident Reporting Procedures

The reporting path varies based on whether an incident involves a physical injury or a hazard.

- **Immediate Hazard Halt:** Stop all equipment operation, workshop work, or trade classes immediately if an active threat or physical danger occurs on campus.
- **Campus Clinic Triage:** Escort any injured individual immediately to the Campus Clinic for medical triage, basic life support, or stabilization.
- **Emergency Medical Escalation:** The Campus Clinic staff will coordinate external emergency medical services immediately if an injury exceeds basic first aid.
- **Clinic Incident Logging:** Document all physical assessments and treatments directly into the official **Campus Clinic medical log** before the patient leaves.
- **Formal Written Submission:** Submit an official incident report within **7 days** of the event.

Step 2: Investigation Procedures

Once logged, a systematic inquiry begins to maintain objectivity, natural justice, and confidentiality.

For Incidents involving machinery

- **Scene Preservation:** Isolate and lock down physical incident sites immediately to preserve machinery states and tool configurations.
- **Evidence Collection:** Secure digital logs, physical proofs, and standalone signed witness statements from all individuals involved.
- **Medical Data Integration:** Integrate anonymized patient assessment insights from the **Campus Clinic** to help establish the timeline and root cause of physical injuries.
- **Confidentiality Maintenance:** Restrict investigative findings exclusively to authorized administrative personnel to ensure absolute data privacy.

For all other incidents

Faculty, students and staff should report the incident to the Health and Safety Department at (242) 823-9865 or download the Health and Safety Incident form from the BTVI website fill it out and upload to healthandsafetysafety@btvi.edu.bs.

Once report of an incident is received by the Health and Safety Department, an investigation will be conducted and recorded on the Health and Safety Incident Form. The Health and Safety manager will initiate corrective measures when appropriate. The department will also request the services of other departments when required.

In accordance with the regulations made under the Health and Safety Act, the BTVI Health and Safety Department will address risks faced by the institution primarily around occupational health, safety, environment and emergency management. The Safety Department will also have responsibility for providing leadership in development and maintenance of the Annual Health and Safety Plan as well as planning for future activities. The Department will be assisted by the Health and Safety Committee.

Major Activities

There will be six major health and wellness events for the Academic Year 2025/26.

A major goal for Health and Safety for the school year 2025/2026 is to assess BTVI's safety readiness.

Readiness for Real, Threatened, or Impending Danger

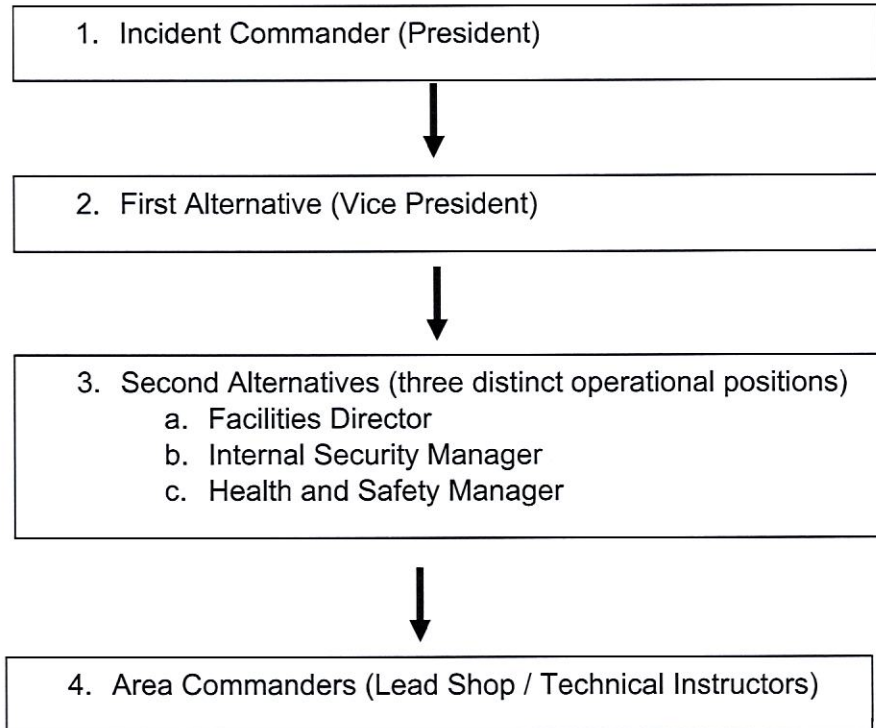
Crisis Management & Emergency Chain of Command

1. Incident Command Principles

In the event of an emergency, The Bahamas Technical and Vocational Institute (BTVI) operates under a modified Incident Command System (ICS). The first qualified staff member on the scene of a **Real Danger** is the *Initial Incident Commander* and holds authority until command is formally transferred to a higher-ranking official on the sequence list below, or to arriving first responders (Campus Nurse, Trained Campus First Responders, Fire Marshals, Fire, Police, EMS).

2. The Command Sequence (Line of Succession)

If the primary Incident Commander is absent or incapacitated, authority immediately and automatically passes down the line of succession.



3. Roles, Responsibilities, and Authority Matrix

Level 1: Incident Commander (President)

- **Primary Contact:** Keyshan Bastian / 502-6302
- **Alternate Contact:** 502-6302 / Radio Channel
- **Emergency Authority:** Holds ultimate operational authority. Confirms the activation of campus-wide evacuations, shelter-in-place mandates, or active threat lockdowns. Directs the deployment of **Budgetary Resources** for immediate hazard containment. Serves as the sole authorized Public Information Officer (PIO) to interface with the media and the Council on Occupational Education.

Level 2: First Alternate (Vice President)

- **Primary Contact:** Kevin Basden / 502-6305
- **Alternate Contact:** 502-6305 / Radio Channel
- **Emergency Authority:** Assumes all Level 1 duties if the Director is unreachable. Coordinates the immediate roll-out of the **Digital Emergency Notification System** to text/email alerts to all students and staff. Manages

the administrative staging area and student accountability rosters at the designated off-campus evacuation assembly point.

Level 3: Second Alternate (Specialized Infrastructure Command)

Emergency Authority: Assumes campus command if Level 1 and Level 2 are unavailable. *Because BTVI possess complex mechanical facilities, Level 3 is divided into three distinct operational positions. Command authority among these three is determined by the specific nature of the danger:*

Position A: Facilities Director

- **Primary Contact:** Victor Bowe / 502-6350
- **Emergency Authority / Jurisdiction:** Holds primary command over **Impending Danger** events (e.g., severe weather) and infrastructure failures.
- **Critical Actions:** Holds immediate authority to execute technical system shutdowns (such as main electrical breakers, gas line shut-offs, and HVAC isolation during air-contamination events). Meets arriving emergency vehicles at the main gate to provide site blueprints, keys, and Safety Data Sheets (SDS) for chemical shops.

Position B: Internal Security Manager

- **Primary Contact:** Barry Smith / 502-6332
- **Emergency Authority / Jurisdiction:** Holds primary command over **Threatened Danger** events (e.g., active threat, trespassers, or targeted violence).
- **Critical Actions:** Coordinates immediately with local law enforcement dispatch. Holds authority to order localized or campus-wide structural lockdowns, view live campus CCTV feeds to track hazards, secure perimeter gates, and authorize the deployment of emergency physical barriers.

Position C: Health and Safety Manager

- **Primary Contact:** Wellington Bain / 823-9865
- **Emergency Authority / Jurisdiction:** Holds primary command over **Real Danger** events involving environmental hazards or physical injuries (e.g., hazardous chemical spills, machine entanglement, or mass medical triage).
- **Critical Actions:** Establishes the medical triage staging area on campus. Directs the distribution of emergency personal protective equipment (PPE) and chemical neutralizing agents. Serves as the primary officer ensuring that the incident scene is preserved for formal regulatory investigation and logging.

Note on Level 3 Succession: If a crisis simultaneously spans multiple danger types, the **Internal Security Manager** assumes overall command for personal safety, the **Facilities Director** retains command over structural/utility decisions, and the **Health and Safety Manager** retains command over medical and hazard containment.

Level 4: Area Commanders (Lead Technical/Shop Instructors)

- **Primary Contact:** [All Active Roster Faculty]

- **Emergency Authority:** Holds absolute authority over their assigned training laboratory, workshop, or classroom. Authorized to instantly hit emergency "E-Stop" buttons on heavy machinery or order immediate local evacuation of their bay in a **Real Danger** scenario. Responsible for taking physical roll-call of their students at the assembly zone and reporting missing individuals to Level 2.

4. Danger Action Matrix (Who Calls the Shots?)

- **For Real Danger (e.g., Active Fire / Industrial Injury):** Any witness updates Level 4 (Instructor), who instantly initiates local evacuation and alerts Level 1/2. Level 1 or 2 contacts emergency services and activates the campus-wide alert network.
- **For Threatened Danger (e.g., Phone Bomb Threat):** Level 1 or 2 receives the threat data, coordinates with local police intelligence, and makes the definitive executive decision to lock down or evacuate.
- **For Impending Danger (e.g., Tornado Warning):** Level 3 monitors national weather warning networks and requests Level 1 or 2 to authorize an immediate transition of all students to designated interior structural weather shelters or to leave the facilities.

Threat-Specific Operational Protocols

BTVI require strict safety measures due to the high-risk machinery in our instructional workshops. To protect students and comply with safety regulations, this health and safety plan addresses three specific danger types. Each danger requires unique administrative and mechanical shutdown protocols.

1. Protocols for REAL DANGER (Active / Actual Impact)

Operational Goal: Immediate life safety, hazard containment, technical isolation, and rapid medical triage.

- **The "E-Stop" and Evacuation Protocol:** In the event of a catastrophic equipment failure or workshop fire (e.g., a ruptured hydraulic line or a chemical fire in a welding bay), the instructing faculty member immediately activates the nearest master electrical emergency stop button ("E-Stop") to kill power to all heavy machinery.
- **The Emergency Alert Protocol:** Concurrently, the instructor directs a specific student to escort others out of the bay while the instructor alerts the front office via the classroom intercom or two-way radio using a standardized script: "Real Danger, [Insert Location], [Insert Hazard Type]." The front office immediately contacts emergency services and alerts the campus clinic.
- **The Clinic Dispatch Protocol:** The front office immediately dials **ext 6360 or 6397** (or external lines **502-6360 / 502-6397**; secondary cell: **812-3929 / 807-7644 / 818-2523**) to deploy the clinic's registered nurses. Because the clinic is located within close proximity (**75–150 feet from the workshops**), these first-responder-trained nurses will immediately self-deploy to the perimeter of the evacuation zone with trauma kits.

- **The Assembly and Accountability Protocol:** All students evacuate via the designated primary exit paths to the specified outdoor assembly zone (e.g., the north parking lot). Instructors must bring their physical or digital attendance rosters, take roll call within 3 minutes of arrival, and hold up a Green Card (all accounted for) or a Red Card (missing individual) to notify the Incident Commander.
- **The Medical Triage and Routing Protocol:** Arriving clinic nurses establish an emergency medical triage point at the edge of the assembly zone. Faculty must immediately route all injured individuals to the nurses for rapid assessment. The clinic staff will treat minor injuries on-site and serve as the primary medical liaison for incoming municipal paramedics.

2. Protocols for THREATENED DANGER (Targeted / Communicated Risk)

Operational Goal: Securing the perimeter, denying entry, and transitioning to a defensive posture.

- **The "Run-Hide-Fight" Active Threat Protocol:** Upon receiving notice of an armed intruder or active threat on or near campus, the Incident Commander broadcasts a distinct, pre-recorded audio alert over the Bullhorn/email system and triggers the text-alert system: *"Lockdown. Secure your spaces immediately."*
- **The Workshop/Classroom Secure Protocol:** Instructors immediately pull all students out of hallways into the nearest lockable room. Instructors lock the door, turn off all lights, close window blinds, and move students out of the line of sight of doors and windows. In technical shops, instructors use the master breaker keys to isolate high-risk power tools so they cannot be weaponized or accidentally activated in the dark.
- **The Communications Silence Protocol:** Students and staff must silence all cellular devices. No one is permitted to open the door for any reason. The room remains in lockdown until a member of the **Emergency Chain of Command** opens the door using a physical master key or provides a verified, pre-established audible "All Clear" code alongside local law enforcement.

3. Protocols for IMPENDING DANGER (Approaching / Environmental Hazard)

Operational Goal: Early warning monitoring, structural sheltering, and infrastructure protection.

- **The Weather Monitoring and Warning Protocol:** The Operations and Facilities Manager (Level 3 Alternate) is tasked with monitoring the National Weather Service radio and local alert systems daily. If a Tornado, Hurricane or Severe Flash Flood **Warning** is issued for the school's immediate zone, they instantly notify the President to activate the Impending Danger protocol.
- **The Structural Shelter Protocol:** External Relations Department broadcasts the alert over the email/bullhorn: *"Severe weather warning. Move to designated structural shelters immediately."* Instructors systematically guide students out of wide-span technical bays (like automotive or carpentry shops with weak garage-door barriers) into reinforced interior hallways, restrooms, or designated masonry shelter rooms on the ground floor.

- **The Facility Mitigation Protocol:** While students are moving to shelters, facilities staff execute rapid preventative shutdowns: shutting off main gas valves to prevent leaks from structural shifting, turning off non-essential HVAC systems to prevent toxic external air intake, and securing loose outdoor training materials (such as timber or scrap metal) that could become high-velocity projectiles.

Distribution of the Health and Safety Plan

Detailed components of the Health and Safety Plan will be disseminated to the campus community via an action learning Programme. Comprised of stand-alone modules, this training will remain applicable across all institutional campuses and sites. Engagement will be facilitated through targeted audience groups, allowing for in-depth discussion of role-specific safety requirements. The plan will be placed on BTVI website and on the students virtual learning environment (VLE).

Evaluation Annual of the Health and Safety Plan

Monitoring and evaluation are widely recognized as essential to the effective implementation of outputs and outcomes.

The Annual Evaluation Report for Health and Safety for the Academic Year 2025/26 will be produced no later than Q3/2025 and will be submitted to the Board of Directors. This annual report will include strengths and weaknesses of the process and results, as well as recommendations to remove deficiencies.

A Health and Safety Committee will assist with raising awareness, educating staff students and making recommendations to management.

Information about the Health and Safety Plan is available to Students, Faculty and Staff

The Health and Safety Action Learning Series was developed to facilitate stakeholder consultations and ensure all students, faculty, and staff have access to essential safety information. You can review the full Health and Safety Plan on the BTVI website. Additionally, these protocols are integrated into Student orientation process. The plan is also available on the students (Virtual Learning Environment (VLE) platform.

Emergency Preparedness Supplies

First Aid Kits are Readily Available

The Bahamas Technical and Vocational Institute maintains a rigorous standard of safety and health compliance across all of its campuses and sites. A cornerstone of this institutional commitment is the permanent readiness and strategic placement of emergency preparedness supplies throughout the campus. Fully equipped first aid

kits are mounted and visible in every high-risk environment, including technical workshops, cafeteria, kitchenettes, and general offices, ensuring immediate access to lifesaving medical supplies for students, faculty, and support staff alike.

To safeguard institutional readiness, these distributed kits are subject to routine inspection, maintenance, and restocking schedules overseen directly by campus clinic team. The campus clinic staff works in direct coordination with administration to ensure a comprehensive, campus-wide supply chain of first aid materials, establishing a reliable network of medical protection that guarantees a secure, compliant, and responsive learning environment. First Aid Kits are checked monthly and replenished as required.



Health and Safety Manager

2026-06-26

Date



Associate Vice President

2026-06-26