



HEALTH AND SAFETY OF EMPLOYEES, STUDENTS, and GUESTS to MAINTAIN READINESS

DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
08/04/2024	08/06/2024	STANDARD 6 INSTITUTIONAL INFRASTRUCTURE

SCOPE OF SERVICES:

The Tennessee College of Applied Technology Knoxville recognizes that safety is everyone's responsibility and has developed a Health and Safety Plan to ensure a safe learning/working environment. This will be accomplished primarily by integrating an effective emergency preparedness program into the normal operation of campus activities. This will include education, enforcement, and evaluation to identify and eliminate conditions of actions that create an unsafe environment.

As an employee, you are expected to actively participate in maintaining safety on the campus. TCAT Knoxville expects all employees to observe all safety rules, adhere to all safety instructions provided by the administration, and use safety equipment where required.

BUDGETARY RESOURCES:

Funding for health and safety programs and initiatives at TCAT Knoxville comes from a variety of sources to ensure these critical needs are adequately supported. A designated portion of the college's state appropriations from the Tennessee Board of Regents is allocated annually in its operating budget toward safety and wellness-related expenses. This includes items such as emergency equipment and supplies, personnel training, compliance programs, and building safety. At the program level, each academic department also shares responsibility for health and safety. Program budgets may include additional safety-related expenses specific to occupational hazards and regulatory requirements within individual fields of study. This dual approach of broader institutional budgeting as well as targeted program spending helps TCAT Knoxville comprehensively address safety needs across all areas of campus. Regular reviews and risk assessments further help inform funding priorities to protect students, employees, and the community through a culture of compliance and care.

MAJOR ACTIVITIES:

Each institutional department and program has a copy of the Tennessee College of Applied Technology Knoxville Emergency Preparedness Response Plan. The plan is easily recognizable and located in a centralized area for faculty and staff. Students are provided with emergency evacuation and procedure information. The plan includes Emergency Response Plans, Emergency Notifications, Medical Emergency Plans, Active Shelter Protocol, Floor Plans, Evacuation Routes, and Safe Places information.

Emergency drills (active shooter, fire, tornado, etc.) are conducted periodically to keep all College personnel and students alert and responsive in case of emergency and to provide frequent testing and proper use of all emergency equipment. The safety of students and employees is vital to the administration. All students should familiarize themselves with the plans, locate emergency exits, tornado shelters, and must actively participate in any drills.

EVALUATIONS OF THE PLAN:

TCAT Knoxville regularly and thoroughly evaluates its campus safety and emergency preparedness plan through multiple channels of feedback and assessment. A comprehensive survey is sent annually to all personnel, soliciting input to review and evaluate various aspects of the plan. Responses are then analyzed by a campus safety committee consisting of representatives from administration, faculty, and staff. This committee carefully reviews survey results and is tasked with revising the plan as needed based on feedback. Additionally, the college assesses the effectiveness of any emergency drills that have occurred throughout the year. A debriefing process identifies areas of strength as well as opportunities for improvement to emergency procedures. By garnering insights from its entire college community and closely examining drill outcomes, TCAT Knoxville ensures its safety plan continuously improves to best protect students, employees, and campus visitors.

STAKEHOLDERS WITH WHOM THE PLAN IS SHARED:

The Tennessee College of Applied Technology Knoxville's Emergency Preparedness Response Plan is distributed to all faculty and staff to ensure the health and safety of employees, students, and guests. Basic health and safety information is available online at www.tcatknoxville.edu.