

HEALTH AND SAFETY OF EMPLOYEES, STUDENTS, AND GUESTS TO MAINTAIN READINESS PLAN

Plan Objective:

It is the Objective of the Health Care and Safety of Employees, Students and Guests Plan to insure to the best of the institutions ability to provide a safe educational environment. Health Care and Safety at the college is a primary concern at Tennessee College of Applied Technology-Elizabethton. This plan addresses most incidents that might occur on the college campus are addressed herein. As incidents occur on the campus, this plan is a preliminary guide to lesson impacts that occur due to accidents, sickness and uncontrolled acts by individuals.

Plan Activities:

Plan activities contained with the plan are enumerated in the following pages and ordered in such a way as to make the plan useful during times that may seem chaotic. Common sense responses and reactions are most often the best way to handle an uncontrollable event.

Distribution:

The plan is included in the Faculty /Staff Handbook and is distributed separately to **instructors to review with students at the beginning of each trimester.**

Person(s) Responsible for the Plan:

Primary responsibility for the Plan lies with the administrative team of the college (Student Services Coordinator, Vice Presidents, and President). Secondary responsibility for the plan lies with all faculty and staff of the college based on where incidents may occur.

Timelines for Review and Evaluation of the Plan:

The Health Care and Safety of Employees, Students, and Guests Plan of the Tennessee College of Applied Technology Elizabethton was developed and is maintained by the Student Services Coordinator, Vice Presidents, and President. Its goal is to ensure that procedures and policies are developed to protect the health and safety of employees, students, and guests. This committee periodically reviews the established policies and procedures of the plan, determining its effectiveness, and when necessary, develops new policies and procedures. The plan also contains accident, incident, medical questionnaire, and a first-aid supply order form for employees use. Completed accident reports are maintained in the student services department and administrators investigate accidents as soon as possible. This program is reviewed with students periodically by instructors during classroom orientation and is made readily available for employees and students' use. Faculty, Staff, and Students are encouraged to provide input for plan improvement.

Safety is the top priority at TCAT Elizabethton. Our goal is to be proactive in training to eliminate all accidents at the school. Safety instruction is provided for all TCAT instructors and students. All visitors are expected to follow safety precautions put in place by the school to prevent any accidents.

Instructors:

Instructors are provided with basic OSHA safety guidelines once a year. The Vice President in conjunction with the Safety Team conducts this yearly training. Other safety training is provided by our NC3 Coordinator that is more job or program specific. An example of this is the NC3 Tools of Height Safety Training. This is provided to any instructor that may work ten feet or more off the ground at any given time. Several classes teach safety through NCCER as well. Instructors must have passed the NCCER test in order to teach these courses. Additional training is available upon instructor request.

Students:

The first section of every course taught at the school is Safety. The safety portion of each program is course specific. Every student must pass the safety portion of the class per instructor guidelines before they are allowed in the shop areas. There are certain safety regulations that are in place for every shop area at the school. These include proper eye protection and proper attire must be worn before entering any shop areas. No opened toe shoes are allowed in the shop areas. The enforcement of these regulations and rules is the responsibility of the instructor in that shop.

Guests/Visitors:

All visitors must check in at the main office with the receptionist before visiting the shop areas. If a visitor is in a shop area, all safety regulations also apply to the visitor. It is the instructor's responsibility to enforce all safety regulations for students and visitors in their shop.

Health Care:

The safety and well-being of staff, students, and guests of TCAT Elizabethton are important to us. As much as we would like to prevent all accidents from happening, we know that is just not realistic. In the event of an accident, TCAT Elizabethton is ready to handle these situations. A First-Aid kit is located in every shop area for quick access for treatment of minor accidents. An emergency shower and splash sink is also available in every shop area if the need arises. Finally, a defibrillator is stationed in each building on campus to deal with the more serious heart issues like cardiac arrest. If treatment that is more serious is required, there are several phones stationed throughout each building to contact Emergency Services.

LIST OF EMERGENCIES AND CRITICAL INCIDENTS

Topics:

1. Active Shooter
2. Bomb Threat
3. Classroom / Office Emotional Behavior Disturbance
4. Earthquake*
5. Building Evacuation Procedure*
6. Fire and Explosion*
7. Natural Gas
8. Harassment
9. Hazardous and/or Chemical Release
10. Media Procedures
11. Medical Emergencies
12. Serious or Violent Crimes
13. Shelter in Place Procedures*
14. Tornadoes, Thunderstorms and/or Lightning*
15. Inclement Weather / Emergencies – Administrative Closing
16. Mail Handling
17. Incident Report
18. Preliminary Accident Report

***Note:** TCATE only has two emergency procedures that address all the situations above):
1. Lockdown
2. Evacuation

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ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life.

Remember that students and visitors are likely to follow the lead of instructors and administrators during an active shooter situation.

1. Evacuate If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

3. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager

- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet If evacuation and hiding out are not possible
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

4. Take action against the active shooter.

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

BOMB THREAT

1. Remain calm and gather as much information from the caller as possible. See attached checklist.
2. Ask for location of bomb and time of detonation.
3. Attempt to alert someone nearby of the threatening call to have that person notify 911 and alert the receptionist (ext. 1000) and Administration.
4. Pay close attention to background noises and attempt to determine any distinguishing qualities about the voice, accents, etc.
5. If caller can be kept talking, ask specific questions from the attached checklist and complete the form.
6. Immediately after calls, do not hang up your telephone, but do contact appropriate emergency personnel by other means if this action has not already occurred.
7. If a bomb is sighted, DO NOT handle device, only note the location and notify 911 and the Receptionist (ext. 1000) and Administration.
8. If advised to do so, follow Evacuation Procedures.

BOMB THREAT CHECKLIST

QUESTIONS TO ASK THE CALLER:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

DESCRIBE THE CALLER (check all applicable characteristics)

- Female
- Age ____
- Accented Voice
- Angry
- Breathing Deeply
- Calm
- Clearing Throat
- Cracking Voice
- Crying
- Deep Voice
- Disguised Voice
-

- Distinct Voice
- Excited
 - Familiar Voice
 - Laughing
 - Lisp
 - Loud
 - Nasal Sounding
 - Normal Voice
 - Ragged Voice
 - Rapid Talking
 - Raspy Voice
 - Slow Talking
 - Slurred Speech
 - Soft Voice
 - Stutter

IDENTIFY BACKGROUND SOUNDS:

- Animal Noises
- Cell Phone
- Factory Machinery
- House Noises
- Long Distance
- Motor
- Music
- Office Machinery
- PA system
- Static
- Street Noises
- Voices
- Other _____

IDENTIFY THREATENING LANGUAGE

- Educated
- Foul
- Incoherent
- Irrational
- Taped
- Well Spoken

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**CLASSROOM AND/OR OFFICE EMOTIONAL AND/OR BEHAVIORAL
DISTURBANCES**

1. Present a calm appearance.
2. Listen to the person but do not accept verbal abuse. Say, "The way you are talking to me is not acceptable; I am willing to listen to your complaint as soon as you are willing to speak to me calmly and with respect."
3. If the person is getting too close, politely ask them to move back or turn your body so that you are not directly facing each other. Do not argue with the person, belittle, or patronize him/her.
4. If you are comfortable doing so, reduce stimulation from the environment by walking the person to a quiet, but public area.
5. Tell the person that you will contact someone who may be able to better resolve this issue. If possible, walk the person to the Student Services Department or an Administrative Office.
6. Document this occurrence on an incident form with full details and if possible, ask at least two witnesses to document it.
7. For immediate help, send someone to call the Receptionist (ext. 1000), and he/she will contact administrative personnel.
8. Keep at least five feet from the person.

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EARTHQUAKE

1. Inside a building, move away from windows and any item that may fall. Try to stay under strong doorways, sturdy tables, etc. Evacuate the building as soon as initial shocks diminish.
2. Outside, move away from electrical wires and structures. Remain there until aftershocks disappear.
3. Do not re-enter the building until directed to do so by Emergency personnel or Administration.

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BUILDING EVACUATION PROCEDURES

1. When do you evacuate a building? Fires, Bomb Threats, and Explosions
2. When do you evacuate a room or hallway? Hazardous Material Release

EVACUATING THE BUILDING

1. When an evacuation of the building is necessary, a fire alarm or announcement will notify you. (Bullhorn, siren, telephone, intercom or in-person announcement) Assume that the alarm is genuine. Always evacuate.
2. Stay calm. Do not run, rush, or panic. Keep in mind that visitors and students look to you for guidance.
3. Faculty: Tell your students to stay together outside the building until you take roll.
4. Use the nearest Fire Exit. If you are in immediate danger, use whatever exit is nearest.
5. Help students, faculty, staff and visitors with a physical disability exit the building.
6. Move far away from the building. Stay out of Fire Lanes.
7. Faculty & Supervisors: Take roll and try to verify if anyone is missing.

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FIRE AND EXPLOSION

Minor Fire:

1. Only if you are trained and feel comfortable using an extinguisher, attempt to put out the blaze with fire extinguishers stationed throughout the buildings.
2. Notify the Receptionist (ext. 1000), who will then notify Administration, even if the fire is extinguished. Communicate to other building what is happening.
3. Evacuate the building from the nearest exit.

Larger Fire:

1. Immediately call 911 and then notify the Receptionist (ext. 1000) who will contact Administration. Communicate to other building what is happening.
2. Tell students, faculty, staff and visitors to keep together and to move far away from the entrances, buildings, and fire lanes in order to allow firefighters full access to the building.
3. After evacuation, faculty must check class roll and supervisors must verify that all personnel are present. Inform emergency personnel of any known missing person(s).
4. Do not re-enter the building until instructed to do so by Emergency Personnel or Administration.

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NATURAL GAS

Explosion:

1. Everyone must evacuate the building immediately.
2. See “Building Evacuation Guidelines.”
3. Keep students, faculty, staff and visitors as far from the building as possible.
4. Call 911.

Natural Gas:

1. Immediately call the Receptionist (ext. 1000) who will contact Administration.
2. If evacuation is necessary, activate Evacuation Procedures.
3. Emergency personnel or administration will advise when the situation is clear, and evacuation can be terminated.

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HARASSMENT

General procedures for all physical, verbal and written harassment:

1. If you feel that you are in immediate danger, ask another person to stay with you and then notify the instructor or immediate supervisor who will contact administration.
2. Keep a journal of threats, (date, time, place and witnesses) and save any gifts, letters, etc., and inform instructor or administration.
3. For more information, refer to the Board of Regents policy.

Harassing emails or voice mail:

1. Do not delete the message.
2. Do not respond to the message since this action may only encourage further contact. Instead, save the email message to your computer or voice mail message to your telephone.
3. Print a copy of the email message with the header information included.
4. If the email originated on campus, contact Administration personnel immediately. Report a threatening voice mail message to an Administrator.

Stalking:

1. Do not attempt to handle the situation alone. See General Harassment Procedures printed above.
2. Do not walk or ride alone.
3. Vary travel routes and daily habits.
4. Do not assume you are overreacting. Trust your instincts.
5. Report the incident to your instructor and Administration.
6. Obtain a picture of the stalker if possible, to be dispersed to your instructor and/or to Administration.

Racial or Sexual Harassment:

1. Racial or Sexual harassment must be reported to the Affirmative Action Officer (Patricia Henderson, ext. 1004), and/or Administrator. (Ext. 1002)
2. Refer to the Tennessee Board of Regents Policy for more information.

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HAZARDOUS AND/OR CHEMICAL RELEASE

1. Immediately notify Receptionist (ext.1000) who will contact an Administrator.
2. If you can do so without undue risk, shut off the source of the spill.
3. Extinguish all sources of ignition.
4. Evacuate the room and shut the door.
5. If a chemical odor is present in the hallways, evacuate the building.
6. See Evacuation Procedures.
7. Report quantity, exact location, and type of material spilled.
8. Report the presence of volatile materials near the spill.

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MEDIA NOTIFICATION AND COMMUNICATION PROCEDURES

The Administrative Team (President, Vice Presidents, Student Services Coordinator, and Office Manager), is responsible for coordination and transmission of information to the public, media sources, TCATE students, staff and faculty. The information disseminated shall be coordinated with and approved by the Administrative Team.

Only the Administrative Team is authorized to make statements to the news media concerning facts relating to a critical incident or emergency.

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MEDICAL EMERGENCIES

1. TCATE Faculty, Staff & Administration: Immediately notify 911 and have someone contact Student Services (ext. 1004 or 1005), who will contact Administration.
2. Have someone stay on the telephone to provide additional information for emergency personnel.
3. DO NOT MOVE the victim OR RAISE his/her head unless the person is in immediate danger.
4. If the victim is UNCONSCIOUS:
 - DO NOT try to give the person fluids.
 - DO NOT attempt to wake the person by shaking.
 - DO LOOSEN tight clothing, especially around the neck.
5. If the victim is CONSCIOUS:
 - GET INFORMATION: name, person(s) to contact, allergies, and so forth.
 - REASSURE the person that help is on the way.
 - DO NOT let the victim drive home or to a hospital.
(Request an ambulance – **do not drive the victim yourself.**)
6. If someone is having a seizure, DO NOT restrain the individual. Remove objects from around the person that might cause injury.
7. Instructors must keep First Aid Kits stocked.
8. Complete an Accident Report and turn it into Administration Department.

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SERIOUS AND/OR VIOLENT CRIMES

Gun or other Weapon:

1. If a gun is suspected in the classroom or other campus area, do not leave the room or area, but do try to ask someone to inform Administration immediately. Continue operating as usual until help arrives.
2. If a gun is pulled or displayed, do not attempt to disarm the person.
3. Remain calm and tell others to do so as well.
4. Stay away from the armed person and talk to him/her in a controlled manner. Use slow, non-threatening gestures, i.e., open palms. Avoid eye contact and adopt submissive attitude.
5. Ask the person to put down the weapon and move away from it.
6. Try to secure help to alert Administration.

Fights or Assaults:

In case of a violent confrontation between two persons, do the following:

1. Secure nearest available assistance if needed. DO NOT attempt to physically stop a fight.
2. Stay on the scene, take control as much as possible and give specific directions for the combatants to stop. Always stay with the victim.
3. Have someone to contact Student Services (ext. 1004 or 1005) who will contact Administration.
4. Document the incident as soon as possible and submit the report to Administration.

Hostage:

1. Try to get someone to notify the Student Service Secretary (ext. 1000), who will contact the police and Administration.
2. Remain calm and avoid quick movements. Do not crowd the hostage taker, criticize him/her, or argue with him/her.
3. Follow all instructions of the hostage taker and tell all others to follow instructions as well.
4. Do not attempt to disarm hostage taker or negotiate with him/her.
5. Once police negotiators make contact, do exactly as they advise.

SHELTER IN PLACE PROCEDURES

In case of a threatening situation that dictates that personnel remain secured in the building, do the following:

1. A signal or announcement will be given to begin Shelter in Place.
2. Clear halls and go immediately to offices or classrooms.
3. Lock classroom and office doors if possible and close open windows in case of a hazardous material release.
4. Move to an area of the room away from windows and doors.
5. Admit no one to the classroom or office except Emergency Personnel or Administrative Officials.
6. The Shelter in Place concludes only with official notification from Emergency Personnel or the Administrative Team.
7. Administrators, Support Staff and Instructors should evaluate areas of safety.

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TORNADOES

1. Computers and Weather Band Radios will be monitored in the Administration Building.
2. When a tornado warning has been issued, (a tornado has been sighted in your area), you will hear an announcement by Bullhorn, Intercom, Telephone, or Authorized Person.)
3. Take the following actions:
 - Seek shelter AWAY FROM exterior windows and doors, and from high free-span roofs.
 - Use the space below to write down specific safe locations for your building(s).

- The SAFEST POSITION is to sit on the floor, back to wall, with protection overhead (a textbook for example)
- If caught OUTDOORS, lie flat in the nearest ditch, ravine, or depression.

THUNDERSTORMS AND/OR LIGHTNING

1. Weather Alert Radios are monitored in the Administration Building.
2. When a thunderstorm warning has been issued, stay indoors and move to the middle of the building away from windows.
3. Unplug all electrical devices not necessary for obtaining weather information.
4. Avoid using the telephone.
5. If lightning is occurring, and a sturdy shelter is not available, get inside a hard top automobile and keep windows up.

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INCLEMENT WEATHER/EMERGENCY ADMINISTRATIVE CLOSING

The only personnel authorized to declare Tennessee College of Applied Technology Elizabethton closed due to inclement weather or an emergency is the President or his/her designee. In such cases, regular full-time and regular part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency and/or inclement weather closing.

If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours annual leave or leave without pay must be taken. The employee may be allowed with institutional approval to make up the time lost.

EVALUATION COMPONENT

The President and Vice Presidents will periodically evaluate the effectiveness and reliability of the Emergency Medical Care Plan and adjust and revisions whenever necessary. They will also evaluate the plan and suggest any changes or improvements that they might feel will improve the plan.

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GUIDELINES FOR IDENTIFYING AND HANDLING MAIL PIECES AND PACKAGES SUSPECTED OF CONTAINING A THREAT

REMAIN CALM: DO NOT GET EXCITED OR EXCITE OTHERS

A. Characteristics of a suspicious parcel

- Unexpected or from someone unfamiliar to you
- Addresses to someone no longer with your agency or an otherwise outdated address
- No return address or one that cannot be verified as legitimate
- Unusual weight, given its size or lopsided
- Restrictive markings such as “Personal” or “Confidential”
- Exhibits protruding wires, strange odors or stains
- Postmarked from a city which does not match return address
- Displays distorted handwriting or addresses with homemade labels or cut and paste lettering
- Unprofessionally wrapped or secured with combinations of tape
- Excessive postage

B. What to do if you receive a suspected explosive device

- Do not try to open the parcel
- Isolate the parcel
- Evacuate the immediate area
- Notify your supervisor and he/she will notify TEMA (615) 741-0001 or 1- 800- 262-3300

C. What to do if you receive an Anthrax threat by mail

- Do not handle the mail piece or package suspected of contamination
- Double bag the letter or package in zipper type or zip lock type plastic bags using latex gloves
- Wash your hands with soap and water
- Notify your supervisor and call TEMA (615) 741-0001 or 1-800-262-3300
- Make sure that all suspicious packages are isolated and the immediate area cordoned off
- Ensure that all persons who have touched the mail piece wash their hands with soap and water
- List all persons who have touched the letter and/or envelope, include contact information
- If the package or letter has been opened and powder spills out

Do not attempt to clean it up. Keep others away from the area

TEMA will coordinate the response and notify all necessary emergency and law enforcement agencies

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Student Safety and Health Plan

System for Reporting and Investigating Accidents and Sickness

Sickness and Accident

The Tennessee College of Applied Technology Elizabethton establishes the Safety and Health of students (and all others on the college campuses) as a primary concern. TCAT Elizabethton will do all in its power to negate all types of safety and health related issues within its control, however accidents and illness occur.

In order to assist students when an accident, incident or illness occurs, the following method for documenting these instances promoting the college's ability to render aid is required.

When an incident or accident/illness occurs on the college campus, a college employee will first:

- Render immediate aid
- Contact the Administrative Office for additional response (external Emergency Medical Services contacted), college staff with medical knowledge (Practical Nursing faculty) dispatched.
- Complete an Incident Report or a Sickness/Accident Report
- Submit the appropriate form to the Administrative Office of the College

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INCIDENT REPORT

Complete this form as soon after an incident occurs and turn it into administration.

Person reporting _____ Date _____

1. What was the nature of the incident?

2. Name the parties involved and if an enrolled student what program are they in.

Name _____ Program _____

Name _____ Program _____

Name _____ Program _____

3. What action was taken as a result of this incident?

Received by Administration Date _____ Time _____

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SICKNESS/ACCIDENT REPORT

To be filled out immediately after any accident in the school and filed in main office.

-
1. Who was injured? Name: _____ Training area: _____
 2. What was the nature and extent of injuries? (Describe fully) Use _____
back of form if needed. Nature of accident: _____
Nature of injury: _____
 3. Who gave medical treatment. First aid in school: _____ By: _____
Physician: _____
Hospital: _____
 4. On what day and at what time did the accident occur? Date: _____ Hour: _____ AM () PM ()
Was injured person supposed to be in this place at this time? YES () NO ()
 5. Where did the accident occur? Exact place where accident occurred: _____
 6. Who saw the accident or was near the injured when the accident occurred?

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
 7. What was the cause of the accident? What occurred? Immediate cause: _____

 8. What was the injured trainee's statement regarding the accident? _____

 9. What was the mental and physical condition of the injured prior to the accident? _____

 10. What can be done to prevent recurrence of this or similar accidents? _____

 11. Additional comments _____

Report made by: _____ Title: _____

Received at office – Date: _____ Hour: _____ AM () PM ()

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Medical Record and Emergency Information

TO THE STUDENT: PROVIDING THIS INFORMATION IS OPTIONAL. BY PROVIDING IT, YOU ARE ASSURING THAT YOU WILL GET THE PROPER ATTENTION AND CARE IF YOU BECOME ILL OR ARE INJURED WHILE AT SCHOOL.

Name _____ Soc. Sec. No. _____

Program _____ Home Phone _____

Emergency Contact Name _____ Relationship _____

Emergency Contact Address _____

Emergency Contact Phone _____

Physician's Name _____ Office Phone _____

Allergies _____ Hospital _____

(Include drugs and contact substances)

Please list current medications

Prescription Meds	Over the Counter Meds	Herbals

List surgeries

Do you have any conditions *(such as diabetes, heart condition, seizures, etc.) that your instructor should be aware of in order to insure a more effective training experience? If yes, please explain.

I verify that this information provided above is true and correct to the best of my knowledge. If any condition or medications change, I will notify the TCATE Student Services Office and my instructor immediately.

Student's Signature

Date

The above information is kept in the strictest of confidence and will be used ONLY for an emergency situation.