TrinityGlobal
INSTITUTE

Health and Safety Plan

2026-2027

TRINITY GLOBAL INSTITUTE

5035 Edgewater Drive,
Orlando FL 32810

Mission Statement

The mission of Trinity Global Institute is to provide high-quality, student-centered health care education that promotes lifelong learning and prepares competent health care professionals to improve health outcomes of the local and global community.

Purpose of the Plan

The purpose of the Health and Safety Plan is to ensure the health, safety, and welfare of all students, employees, and guests at Trinity Global Institute. The plan is designed to maintain institutional readiness for emergency response, reduce health and safety risks, and ensure compliance with the standards set forth by the county, state, and federal government.

Objectives of the Plan

- To maintain a safe and health-conscious environment for all institutional constituents
- To ensure all employees and students are aware of emergency procedures and reporting protocols
- To have clearly defined processes for incident reporting and investigation
- To provide access to essential safety resources and first aid supplies
- To comply with federal, state, and accreditor safety requirements
- To collect and integrate employee feedback in annual evaluations of the plan

Responsible Person

The Director of Campus Operations is responsible for coordinating the Health and Safety Plan. Responsibilities include maintaining emergency preparedness, distributing the plan to employees, overseeing the placement of first aid kits, and leading annual evaluations of the plan.

Maintaining Readiness

Trinity Global Institute maintains readiness through routine safety drills, posted emergency procedures, accessible exits, and clearly labeled evacuation routes. Safety supplies and equipment are checked monthly. Staff receive training in emergency response, fire safety, and first aid procedures during the faculty meeting at the beginning of the year. All safety drills such as fire, lockdown, active shooter, and evacuation are conducted according to the state law to prioritize students, staff, and visitors' safety.

Building Safety

Trinity Global Institute has one main point of entry. All students and staff must wear their school ID badge while in the school. All visitors sign in at the entrance; the receptionist directs them to the relevant party after checking their state identification.

Procedures for Reporting and Investigating Incidents

All incidents affecting health and safety must be reported immediately to the Director of Campus Operations using the institution's Incident Report Form. In case of medical emergency or any situation that poses a threat to safety of students, staff, and visitors, the Director of Campus Operations or any administrator on site will call 911 for immediate assistance. Incidents are logged, investigated, and followed up with corrective actions when necessary. Investigations are documented and filed in a central log. Serious incidents are reported to local authorities and regulatory agencies when required.

First Aid Supplies

Clearly marked first aid kits are located in classrooms, labs, administrative offices, and high-traffic areas throughout the facility. The Director of Campus Operations is responsible for ensuring kits are fully stocked and replenished monthly or after any use. Locations are listed on posted safety maps.

Distribution to Employees

All employees receive a copy of the Health and Safety Readiness Plan during onboarding. Faculty and staff sign an acknowledgment form confirming receipt and understanding of the plan at faculty and staff meetings.

Plan Annual Evaluation

The plan is reviewed annually by the administrators, faculty, and staff at faculty and staff meetings. Employees are invited to provide input which is considered to make revisions if necessary. Copies of the plan are made available in the school office, in the administrator's office, and on the school website.

Student Access to Safety Information

Basic safety protocols are shared with students during orientation and included in the student handbook. Emergency procedures and exit routes are posted in classrooms and common areas. Students are encouraged to report safety concerns to any staff member or directly to the Director of Campus Operations. The Health and Safety plan is made available to students in the school office, in the administrators' office, and on the school website.