



**The English Center  
3501 SW 28<sup>th</sup> Street  
Miami, Florida 33133**

**Health and Safety of Employees, Students,  
Guests to Maintain Readiness and Reporting  
and Investigating Incidents Plan**

**2024-2025**

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# **Plan for Health Care and Safety of Employees, Students, and Guests**

The English Center's (TEC) goal is to provide a clean and secure school environment. The objectives of the plan incorporate ensuring routine cleaning, correction of any safety-to-life issues including classroom safety, patrolling the facility, and arranging emergency medical care.

The English Center has custodians assigned throughout the entire facility to provide routine cleaning which also includes the grounds and parking lot areas. Every custodian is assigned a designated area of the building or campus which they are responsible to maintain. Each custodian is also assigned a walkie-talkie radio to maintain constant communication with other custodians, security personnel, and administration. If a custodian discovers a safety-to-life issue, the custodian is responsible for immediately correcting the problem. If the nature of the problem is beyond the custodian's scope of responsibility, the problem is then immediately reported to the administrator on duty. The administrator will then assist with addressing and correcting the problem by either notifying the school's zone mechanic for maintenance and assistance or contacting the appropriate department within the Miami-Dade County Public Schools (M-DCPS) district for support.

We meet all security guidelines set-forth by the Florida Department of Education (FLDOE) and are required to file under the Florida Safe Schools Assessment Report. In collaboration with Miami-Dade County School Police a plan called "MDSPD REMS Site Specific Plan" is annually developed/revised to ensure that safety measures are in place to protect all on school site constituents. A District-Wide DECON radio is maintained to communicate with emergency coordinators at the district level allowing for an elaborate response system to be implemented in cases of severe emergencies. Hard corner designations are assigned to assist in an active shooter or other related emergencies where the building must undergo lockdown procedures.

The security staff who are responsible for continuously patrolling all areas of the facility and campus. Each is assigned a walkie-talkie radio to maintain constant communication with other security personnel, custodial staff, and administration. The RAPTOR System Software is used as a district wide effort, for the clearance and management of all persons coming in and out of the school. This system maintains a data base of all visitors and students that may If a safety issue arises, the security staff member can quickly communicate with other security staff, administrators, or the main office base station operator for assistance and support. Every classroom and office area has an emergency distress button which connects them to the main office. Upon assessing the nature of the call, office staff will immediately inform the administrator on duty. If necessary, a telephone call will be immediately initiated for the specific emergency service which is needed.

Each classroom teacher is responsible for safety in the assigned classroom. If a teacher notices a life-safety issue, the teacher is responsible for immediately reporting the issue to the main office. The administrator on duty will initiate the appropriate corrective action. There are various fully

stocked first aid kits located throughout the entire facility, which are regularly inspected and maintained.

In the event of an accident or health emergency, the administrator on duty determines the severity of the affected individual or individuals and follows Miami-Dade County Public School's emergency procedures found within the District Emergency Operations Plan. If the student needs immediate medical care, the administrator on duty will call for City of Miami fire rescue to respond to the school. If the individual is a juvenile, their parent or guardian is also notified immediately.

At the conclusion of the incident, an Automated Incident Report System "AIRS" report is completed on-line by the administrator to report the incident to the district office and document its occurrence.

Each classroom teacher is also in receipt of the Standard Response Protocol procedures, as well the District Emergency Operations Plan. The SRP is a set of five actions using clear common language that everyone in our school, including students and staff, follow in case of an emergency or critical incident. These actions are HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER. These specific guidelines govern the possible scenarios related to immediate threatening situations on school campus and within the surrounding community.

A copy of this plan is available to employees and students in The English Center on the school website: <https://www.tecmiami.net/>

This plan is distributed, reviewed, and evaluated on an annual basis by the school's faculty and staff for any improvement and to ensure a safe learning and working environments for all students, staff, and guests at The English Center. Students are encouraged to provide input on this plan by meeting with a school site administrator or sending an email to [maruiz@dadeschools.net](mailto:maruiz@dadeschools.net) .

Attached are the Addendum Documents:

# THE ENGLISH CENTER CUSTODIAL TEAM-SPECIFIC RESPONSIBILITY | 2024-2025

	PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5
TIMELINE FOR CORRECTIONS	AUGUST-OCTOBER	NOVEMBER-JANUARY	FEBRUARY-MARCH	APRIL-MAY	JUNE-JULY
CLASSROOM-OFFICE FLOORS	STRIP/EDGE/WAX: BY WING	MAINTENANCE: CLEAN BUFF AND POLISH BY WING (NO WET MOPS)	MAINTENANCE: CLEAN BUFF AND POLISH BY WING (NO WET MOPS)	MAINTENANCE: CLEAN BUFF AND POLISH BY WING (NO WET MOPS) <b>S.E.W. AS NEEDED</b>	MAINTENANCE: CLEAN BUFF AND POLISH BY WING (NO WET MOPS) <b>S.E.W. AS NEEDED</b>
HI-LO DUSTING/VERMIN CTL	HI-LO DUSTING PREP FOR FLOORS	DEEP HI-LO DUSTING	REGULAR HI-LO DUSTING	HI-LO DUSTING PREP FOR FLOORS	HI-LO DUSTING PREP FOR FLOORS
YARD MAINTENANCE/MANICURE	HEAVY MAINTENANCE REQUIRED PRIOR TO <b>S.E.W.</b> DAILY YARD TRASH P/UP	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL
BATHROOMS	DEEP STRIPPING/PRESSURE WASH	REGULAR MAINTENANCE	DEEP STRIPPING/PRESSURE WASH	REGULAR MAINTENANCE	DEEP STRIPPING/PRESSURE WASH
FURNITURE/BELOW DECK	ASSESS & TEST METHODS OF CORRECTION	CORRECT & PAINT (as necessary)	ASSESS & TEST METHODS OF CORRECTION (degumming)	DEGUMMING	DEGUMMING
WINDOWS	HOSE PRESSURE WASH (one weekend a month)	HOSE PRESSURE WASH (one weekend a month)	HOSE PRESSURE WASH (one weekend a month)	HOSE PRESSURE WASH (one weekend a month)	HOSE PRESSURE WASH (one weekend a month)
WALKWAYS/DEGUMMING	WHOLESCHOOL WALKWAY PRESSURE WASH-MILD DEGUMMING/SWEEP WLKWY DAILY	HOT PRESSURE WASH/3500 PSI-DEGUMMING-WALKWAY BARRIEIRS	SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY-SWEEP DAILY	SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY- SWEEP DAILY	SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY-SWEEP DAILY
BLDG BEAUTIFICATION	MAINTENANCE ONLY	MAINTENANCE ONLY	REPAIRING & VARNISHING BENCHES – TABLES - SUNSCREENS	YARD PLANTINGS/DECORATIONS	WALKWAYS/PAVEMENT/WALLS

# THE ENGLISH CENTER CUSTODIAL TEAM-SPECIFIC RESPONSIBILITY | 2024-2025

MONTH DETAILS	PHASE 1			PHASE 2	
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CLASSROOM-OFFICE FLOORS	STRIP/EDGE/WAX: REGISTRATION OFF, A-C WINGS, H WING, F3, F4, COSMOTOLOGY	STRIP/EDGE/WAX: AUDITORIUM REDO, D-E WINGS, MAIN OFF., TECH. OFF., F2, REDO SPOTS	STRIP/EDGE/WAX: FIX ALL DOES NOT MEET STANDARDS ROOMS & OFFICES	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>
HI-LO DUSTING/VERMIN CTL	WHOLE-SCHOOL, PREP FOR FLOORS, MANAGE VERMIN	WHOLE-SCHOOL, PREP FOR FLOORS, MANAGE VERMIN	WHOLE-SCHOOL, PREP FOR FLOORS, MANAGE VERMIN	DEEP HI-LO DUSTING W VACS FOLLOW SCHEDULE- SPOT CLEAN VENTS	DEEP HI-LO DUSTING W VACS FOLLOW SCHEDULE-SPOT CLEAN VENTS
YARD MAINTENANCE/ MANICURE	EXTENSIVE YARD MAINTENANCE: WEEDING, EDGING, EAST & WEST SIDE FENCE LINES, CTL OVERGROWTH, DAILY TRASH MTN	YARD MAINTENANCE: MON-TUES/BIWEEKLY BRUSH CTL, WEED CTL, FENCE LINES, GENERAL LAWN CARE	YARD MAINTENANCE: MON-TUES/BIWEEKLY BRUSH CTL, WEED CTL, FENCE LINES, GENERAL LAWN CARE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL ARBOR CTL MANICURE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL ARBOR CTL MANICURE
BATHROOMS	REGULAR MAINTENANCE	STRIPPING BATHROOMS	STRIPPING BATHROOMS	REGULAR MAINTENANCE	REGULAR MAINTENANCE
FURNITURE/BELOW DECK	CALENDARED	TEST CLEANING THE BOTTOM EDGES OF PARTITIONS AND DESKS, TEST WALLS	CALENDARED	DEEP CLEANING FURNITURE & WALLS; USING A VARIETY OF TECHNIQUES	DEEP CLEANING FURNITURE & WALLS; USING A VARIETY OF TECHNIQUES
WINDOWS	CALENDARED	CALENDARED	CALENDARED	HOSE PRESSURE WASH W/WINDOW CLEANER (WEEKENDS)	HOSE PRESSURE WASH (WEEKENDS)
WALKWAYS/ DEGUMMING	LIGHT PRESSURE WASH (3000 psi)	HOT PW CALENDARED, DAILY SWEEPING AND TRASH CTL, HOSE PRESSURE WASH	HOT PW CALENDARED, DAILY SWEEPING AND TRASH CTL, HOSE PRESSURE WASH	HOT PW CALENDARED, DAILY SWEEPING AND TRASH CTL, HOSE PRESSURE WASH	HOT PW (3500+PSI)
BLDG BEAUTIFICATION	CALENDARED	CALENDARED	CALENDARED	CALENDARED	CALENDARED

# THE ENGLISH CENTER CUSTODIAL TEAM-SPECIFIC RESPONSIBILITY | 2024-2025

MONTH DETAILS	PHASE 2	PHASE 3		PHASE 4	
	JANUARY	FEBRUARY	MARCH	APRIL	MAY
CLASSROOM-OFFICE FLOORS	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>
HI-LO DUSTING/VERMIN CTL	DEEP HI-LO DUSTING W VACS FOLLOW SCHEDULE-SPOT CLEAN VENTS	REGULAR HI-LO DUSTING	REGULAR HI-LO DUSTING	REGULAR HI-LO DUSTING- PREP FOR FLOORS	REGULAR HI-LO DUSTING-PREP FOR FLOORS
YARD MAINTENANCE/ MANICURE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL ARBOR CTL MANICURE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL ARBOR CTL MANICURE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL ARBOR CTL MANICURE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY PLANTINGS AND YARD MANICURE SUPPORT BEAUTIFICATION PROJECTS	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY PLANTINGS AND YARD MANICURE SUPPORT BEAUTIFICATION PROJECTS
BATHROOMS	REGULAR MAINTENANCE	DEEP STRIPPING PW	DEEP STRIPPING PW	REGULAR MAINTENANCE	REGULAR MAINTENANCE
FURNITURE/BELOW DECK	DEEP CLEANING FURNITURE & WALLS; USING A VARIETY OF TECHNIQUES	DEGUMMING FURNITURE	DEGUMMING FURNITURE	DEGUMMING FURNITURE	DEGUMMING FURNITURE
WINDOWS	HOSE PRESSURE WASH W/ WINDOW CLEANER (WEEKENDS)	HOSE PRESSURE WASH (WEEKENDS)	HOSE PRESSURE WASH (WEEKENDS)	HOSE PRESSURE WASH (WEEKENDS)	HOSE PRESSURE WASH W/ WINDOW CLEANER (WEEKENDS)
WALKWAYS/ DEGUMMING	HOT PW (3500+PSI)	SPOT HOT PW (3500+PSI)	HOSE PW DEGUMMING SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY-SWEEP DAILY	HOSE PW DEGUMMING SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY- SWEEP DAILY	HOSE PW DEGUMMING SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY-SWEEP DAILY
BLDG BEAUTIFICATION	CALENDAR	REPAIRING & VARNISHING BENCHES-TABLES- SUNSCREENS	REPAIRING & VARNISHING BENCHES-TABLES-SUNSCREENS	YARD PLANTINGS/DECORATIONS	YARD PLANTINGS/DECORATIONS

MONTH DETAILS	PHASE 4	
	June	July
CLASSROOM-OFFICE FLOORS	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>	MAINTENANCE: CLEAN, BUFF AND POLISH BY WING SCHEDULE (NO WET MOPS) <b>S.E.W. AS NEEDED</b>
HI-LO DUSTING/VERMIN CTL	REGULAR HI-LO DUSTING-PREP FOR FLOORS	REGULAR HI-LO DUSTING- PREP FOR FLOORS
YARD MAINTENANCE/ MANICURE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL ARBOR CTL MANICURE	MON-TUES. YARD ONLY DAY CREW/BI-WEEKLY CUT GRASS AT 3" TO 2" DAILY YARD TRASH P/UP FRUIT CTL ARBOR CTL MANICURE
BATHROOMS	PRESSURE WASH ONLY	PRESSURE WASH ONLY
FURNITURE/BELOW DECK	DEGUMMING FURNITURE	DEGUMMING FURNITURE
WINDOWS	HOSE PRESSURE WASH (WEEKENDS)	HOSE PRESSURE WASH (WEEKENDS)
WALKWAYS/ DEGUMMING	SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY-SWEEP DAILY	SPOT CLEAN (PW)-HOSE WASH HALLWAYS/WEEKLY- SWEEP DAILY
BLDG BEAUTIFICATION	WALKWAYS/PAVEMENT/WALLS	WALKWAYS/PAVEMENT/WAL LS

# THE ENGLISH CENTER CUSTODIAL ZONE-SPECIFIC RESPONSIBILITY | 2024-2025

ZONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>BLUE ZONE</b>	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING
	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP
	HALLWAYS/ BACK AREAS/COURT YARD	HALLWAYS/ BACK AREAS/COURT YARD	HALLWAYS/ BACK AREAS/COURTY ARD	HALLWAYS/ BACK AREAS/COURTYA RD	HALLWAYS/ BACK AREAS/COURTYA RD	HALLWAYS/ BACK AREAS/COURTYA RD	HALLWAYS/ BACK AREAS/COURTYA RD
	A1, A2, A3, WETMOP/ALL OTHER AREAS SPOT MOP AS NEEDED	A4, B1, B2, B3 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	B4, B5, C1, C2 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	A1, A2, A3, A4 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	B1, B2, B3, B4, B5, C1, C2 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	ALL OFFICES REGISTRATION - MAIN OFF AREA WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	ONE STOP CTR, 2 <sup>ND</sup> FLR REG. AREA WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED
	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP		
	*THESE ASSIGNMENTS MAY BE MODIFIED AS DEEMED NECESSARY BY THE ADMINISTRATION. PLEASE SEEK APPROVAL BY ANY ADMINISTRATOR BEFORE MODIFYING ANY PART OF THIS SCHEDULE.						
<b>GREEN ZONE</b>	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING	BATHROOMS DAILY DEEP CLEANING
	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP	CLASSROOMS TRASH/H-L DUSTING, DRY MOP
	HALLWAYS/ BACK AREAS/COURT YARD	HALLWAYS/ BACK AREAS/COURT YARD	HALLWAYS/ BACK AREAS/COURTY ARD	HALLWAYS/ BACK AREAS/COURTYA RD	HALLWAYS/ BACK AREAS/COURTYA RD	HALLWAYS/ BACK AREAS/COURTYA RD	HALLWAYS/ BACK AREAS/COURTYA RD



# THE ENGLISH CENTER CUSTODIAL ZONE-SPECIFIC RESPONSIBILITY | 2024-2025

ZONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	C3, C4, D1 WETMOP/ALL OTHER AREAS SPOT MOP AS NEEDED	D2, D3, D4, D5 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	E1, E2, E3, E4 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	C3, C4, D1, D2 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	D3, D4, D5, E1, E2, E3, E4 WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	ALL OFFICES REGISTRATION- MAIN OFF. AREA WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED	ONE STOP CTR, 2 <sup>ND</sup> FLR REG. AREA WET MOP/ALL OTHER AREAS SPOT MOP AS NEEDED
	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP	ALL OFFICES TRASH/H-L DUSTING, DRY MOP		
	*THESE ASSIGNMENTS MAY BE MODIFIED AS DEEMED NECESSARY BY THE ADMINISTRATION. PLEASE SEEK APPROVAL BY ANY ADMINISTRATOR BEFORE MODIFYING ANY PART OF THIS SCHEDULE.						
<b>SPECIAL TEAM</b>	PRESSURE WASH/STRIP- WAX/POLISH AS ASSIGNED	PRESSURE WASH/STRIP- WAX/POLISH AS ASSIGNED	PRESSURE WASH/STRIP- WAX/POLISH AS ASSIGNED	PRESSURE WASH/STRIP- WAX/POLISH AS ASSIGNED	ENTIRE AUDITORIUM/COS MOTOLOGY AREA/STRIP- WAX/POLISH		
	*THESE ASSIGNMENTS ARE ASSIGNED AS DEEMED NECESSARY BY THE ADMINISTRATION. PLEASE SEEK APPROVAL BY MR. RUIZ/MS. CARBALLO BEFORE MODIFYING ANY PART OF THE ASSIGNMENTS.						