

ORC: _____
OAC: _____
CFSR: _____
Board: V.J.
Other: _____

Next Review Date: 03/23

Last Reviewed: 03/20

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3A

SUBJECT: SAFETY PERSONNEL

Approved by: Executive Council

Effective Date: 3/1/96

Date(s) of Revision: 10/1/98, 8/1/00, 04/23/07, 3/10/08, 8/3/09, 5/23/11, Dec 9, 2013; Nov 22, 2016; Mar 3, 2020

Responsible for Implementation: Executive Director, Co-Chairs of the Safety Committee, Building Managers, Safety Marshals, Emergency Contacts

FCCS assigns personnel to oversee safety management.

Procedures:

- 1) The Executive Director will appoint the **Co-Chairs of the Safety Committee** for the Agency. The Chair of the Safety Committee is referred to in *Board Policies* as "Safety Officer".
 - a) The Safety Committee will **establish and maintain procedures** to ensure training, drills, and compliance with federal, state, and local laws regarding health and safety.
 - b) The Safety Committee is responsible for **overseeing compliance** with the agency safety procedures.
 - c) Potentially hazardous situations may be referred to the Safety Committee and the committee will **oversee corrections**.
- 2) **Building Managers** are as follows:
 - a) At 855 W. Mound Street – **Executive Director**
 - b) At 4071 E. Main Street – **Intake Director**
 - c) At 1919 Frank Road – **West Region Director**

- 3) Building Managers are responsible for:
- a) **Deciding what action to take** in the case of an emergency, threat or disaster including evacuation or calling 911.
 - b) **Deciding whether to evacuate** the building in the case of a disaster.
 - c) **Calling 911 and communicating with law enforcement or fire department** on the scene of an emergency at an FCCS facility.
- 4) Building Managers will appoint **Safety Marshals** for each building, floor, or shift.
- a) **Safety Marshals** are responsible for:
 - i) Keeping **all staff up to date** on current exit routes and procedures;
 - ii) Verifying that all areas have a **functioning weather radio**.
 - iii) **Assisting occupants to a safe location** in the building during tornado drills and outside the building for fire drills or actual evacuations of any kind;
 - iv) Checking the area to **ensure that all occupants have left**; and collecting a head count to find out who may be missing.
 - v) In the **case of a fire, communicating to the Building Manager the location of the fire and any occupants** that may be trapped in the building.
 - vi) Completing the necessary **report forms** for drills.
- 5) In the case of an emergency where staff or facility safety is involved, **one** of the following **Emergency Contacts** must be informed:

Name	Work Number	Cell Number
a) Rob Nieman	614-275-2746	614-813-7458
b) Penny Miller	614-275-2548	614-257-7403
c) Linda Austin	614-275-2692	614-359-5702
d) Alice Maddox	614-275-2793	614-512-5599
e) The individuals must be called in the order on the list until one of them is reached directly. If the individual does not answer, leave a message and call the next person on the list.		
f) Call 911 if an emergency is life threatening.		