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OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 9/23

Last Reviewed: 9/1/20

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3B

SUBJECT: FACILITY SAFETY

Approved by: Executive Council 10/20/08

Effective Date: 3/1/96

Date(s) of Revision: 10/1/98, 8/1/00, 9/1/06, 1/9/08, 10/20/08, 5/20/10; Dec. 9, 2013; Nov 22, 2016; Sep 1, 2020

Responsible for Implementation: Facilities/Maintenance Staff, All Staff

FCCS creates a safe environment by maintaining safe facilities.

Procedures:

- 1) Maintenance staff shall complete a **monthly safety check** of each FCCS facility. At least one of the monthly safety checks per year will include an **inspection of the fire safety and sprinkler systems**. The results of the safety checks will be forwarded to the Building Maintenance Supervisor, and a copy will be retained by Maintenance.
- 2) Annual **fire inspections** are conducted by the local fire jurisdiction at each FCCS facility.
 - a) The Facilities Manager maintains a copy of the Fire Safety Inspection for all facilities and **oversees any corrective action plans imposed** by the fire inspector.
 - b) **Fire extinguishers** are inspected monthly by Maintenance staff and annually by a commercial fire safety equipment provider. All fire extinguishers shall be recharged or replaced by Maintenance staff when needed.
- 3) Whenever **natural gas or sewer gas** is smelled, do not strike matches or operate cigarette lighters. If the **smell is slight**, contact the Maintenance Department at 614-275-2746. If the **smell is strong**, **evacuate** the building, call the deputy, **call 911, then**

notify one of the emergency contacts:

Name	Work Number	Cell Number
a) Facilities Manager	614-275-2746	614-813-7458
b) Facilities Supervisor	614-275-2548	614-257-7403
c) Bldg Maintenance Supt	614-275-2692	614-359-5702
d) Chief Financial Officer	614-275-2554	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.		

4) **Facility Security:**

- a) All Employees must wear **agency identification cards** at all times while on agency property or providing services to clients. All visitors must sign in, wear visitor's badges, and sign out. Staff should be willing to confront any person without a badge to inquire about his or her identity.
- b) All staff must be **continually vigilant and aware** of suspicious packages, etc.
- c) Any concerns about an **unidentified person or suspicious package should be immediately reported** to the security person on duty, Deputy or the Facilities Department.
- d) **Notify the front desk** (614-275-2571) ahead of time for any meeting you are holding at 855 W. Mound Street when staff members who work at other offices or people who are not Children Services employees will be attending.
- e) Working **after hours or on weekends:**
 - i) Call and notify the guard of your presence and location.
 - ii) If you are planning an after hours or weekend meeting at 855 W. Mound St., notify the Facility Department ~~Secretary~~ no later than Monday at noon of the same week.
 - iii) Access to all facilities will only be given to staff with current agency (or ~~FCFC~~) identification and building/office keys. Security will not provide access.

5) In the event that someone is **trapped in the elevator:**

- a) The trapped person should call out using the dedicated line within the elevator. These phones at all agency locations ring to the Monitoring Company who will make the appropriate notifications. Note: if the elevator opens prior to help arriving, please notify the Facilities Manager to cancel the emergency call.

b) At **855 W. Mound Street and 4071 E. Main Street**: press the button beside the “help” sign at bottom of the call panel. You will hear a voice announce the address and elevator cab number (either 1 or 2). There will be silence while the phone dials the monitoring company and while they hear a recorded message that there is an emergency. Once the answering staff member connects you can speak directly with each other. Notify the answerer that you are stuck in the elevator.

c) The Office Manager or their designee must notify **one** of the emergency contacts:

Name	Work Number	Cell Phone
Facilities Manager	614-275-2746	614-813-7458
Facilities Supervisor	614-275-2548	614-257-7403
Bldg Maintenance Supt	614-275-2692	614-359-5702
Chief Financial Officer	614-275-2554	614-512-5599

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.

d) If someone in the elevator is experiencing a **medical emergency, dial 911**.

e) If other staff are present in the building, and are aware of the problem, they should instruct the person stuck to push the emergency button and then contact Maintenance and/or the Deputy. Building managers will secure an **elevator mechanical room key** for firefighters.