

# SAFETY & HEALTH POLICY



## **Director**

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## **Safety Coordinators**

Administrative Assistant - Lexington

Special Events Coordinator - Thomasville



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## **Reference:**

[www.nclabor.com](http://www.nclabor.com)

## TABLE OF CONTENTS

<b>Section I</b>	<b>Management Commitment</b>	3
	Safety Coordinator Responsibilities	3
	Employee Responsibilities	4
<b>Section II</b>	<b>Hazard Prevention and Control</b>	4
<b>Section III</b>	<b>Senior Services Specific Safety Guidelines</b>	4
	Workplace Accidents, Injuries, and Illnesses	4
	Falls	5
	Safe Lifting	5
	Prevention of Burns and Skin Reactions	6
	Office Safety	6
	Equipment Management Safety	7
	Utilities Management Safety	7
	Fire Safety	7
<b>Section IV</b>	<b>Ergonomics</b>	8
	Computer Workstation	8
	Filing Cabinets	9
	Office Machines	9
<b>Section V</b>	<b>Staff Personal Security/Safety Outside the Office</b>	9
	Driver's License Requirements	9
	Vehicle Operations	9
	Cell Phones	10
	Vehicle Parking	10
	Safety Belts	10
	Entering and Exiting Vehicles	10
	Making Home Visits	10
	Parking and Leaving the Vehicle	11
	Approaching the House/Apartment/Mobile Home	11
	Leaving the Home Visit	12
	Tight Situations	13
	Traveling Alone in a Vehicle	13
	Hotel Safety	15
	Working Late	12
	Using Automated Teller Machines	16
	High Risk Situations	16
	Dog Safety	17
<b>Section VI</b>	<b>Off the Job Safety and Health</b>	18
<b>Section VII</b>	<b>Operations and Procedures for Emergency Situations</b>	19
	Lexington Senior Center	19
	Thomasville Senior Center	21
	Bomb Threat	23
	Safety Policy Staff Agreement	24

## MANAGEMENT COMMITMENT

Davidson County Senior Services places a high value on the safety of its employees. Senior Services is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this department that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all County and department safety policies and safety rules and are encouraged to actively participate in identifying ways to make our department a safer place to work.

Everyone is responsible for their safety and as a part of their daily duties must check the workplace for unsafe conditions, watch fellow workers for unsafe actions and take prompt action to eliminate any hazards.

Management is committed to eliminating or controlling workplace hazards that that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard.

In addition, we will provide initial and ongoing training for employees.

**Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.**

Signature of Director \_\_\_\_\_ Date: \_\_\_\_\_

## SAFETY COORDINATOR(S) RESPONSIBILITIES

- Support the County Safety Manual and Safety Policy.
- Ensure that monthly safety inspections are conducted and these inspections coincide with the responsibilities described in this program.
- Ensure that sufficient employee time, management support, and funds are budgeted for safety equipment, and training and to carry out the safety program.
- Evaluate employees each year to confirm they are carrying out their responsibilities as described in this program.
- Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
- Ensure that a record of injuries and illnesses are maintained and posted as described in this program.
- Meet quarterly to identify safety problems, develop solutions, review incident reports, and evaluate the effectiveness of the safety program.
- Set a good example by following established safety rules and attending required training.
- Report unsafe practices or conditions to the employee of the area where the hazard was observed.

- Ensure that each employee has received an initial safety orientation before beginning work.
- Provide quarterly training for employees at scheduled staff meetings.
- Ensure that each employee is competent or receives training on safe operation of equipment or tasks before starting work.
- Do a daily walk-around safety-check of the work area. Promptly correct any hazards found.
- Provide training and take corrective action as necessary. Document employee evaluations.
- A signed copy of the OSHA 300A log summary for the previous year on the safety bulletin board each February 1st until April 30th.
- Talk to management about changes to work practices or equipment that will improve employee safety.

### **EMPLOYEE RESPONSIBILITIES**

- Place safety and health requirements first in the performance of work duties for Davidson County. The protection of fellow employees and the public while on county property is a shared responsibility for all employees.
- Be familiar and comply with direct use of the County Safety Manual and Safety Policy.
- Follow safety rules described in this program and the training received.
- Report unsafe conditions or actions to your supervisor promptly.
- Report near-miss incidents to your supervisor immediately.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Encourage co-workers by your words and example to use safe work practices on the job.
- Make suggestions to your supervisor about changes you believe will improve employee safety.
- All injuries, including minor first aid treatment, occurring on the job and any illness associated with the job shall be reported immediately to your supervisor as outlined in the Accident and Incident reporting guidelines and any question concerning medical treatment of these injuries/illnesses should also be addressed to the supervisor.
- All fires, accidental damage to property, county vehicle accidents, hazardous material spills and other emergency occurrences, no matter how slight, must be reported immediately to your supervisor or designee.
- Working while impaired by alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect your alertness or work abilities, must be reported to your supervisor. (Specific details are outlined in the County Substance Abuse Policy).

### **SENIOR SERVICES SPECIFIC SAFETY GUIDELINES**

#### **WORKPLACE ACCIDENTS, INJURIES, AND ILLNESSES**

For life threatening on the job injuries or those requiring immediate/urgent attention to prevent further incapacity, contact 911 for assistance or proceed to the nearest emergency facility. (Remember to dial 9 then 911 when using the department phone system.) The supervisor or department head should be notified immediately after the provision of the life sustaining attention.

For all other on the job accidents or injuries, the employee should immediately notify their supervisor or department head. During normal operating hours, the supervisor or department head will contact the County's Safety & Risk Manager for authorization of medical care. After hours, the supervisor or department head can contact the County's designated medical provider and authorize care. The Safety & Risk Manager is available for consultation regarding injuries as needed and should be notified after hours by the Supervisor or Department Head of major injuries. The

Supervisor or Department Head should report minor injuries to the Safety & Risk Manager on the next business day. The County's medical provider is Novant Health – Thomasville Medical Center, 207 Old Lexington Road, Thomasville. The facility is open 24 hours a day. The phone number is (336) 472-2000. The County's Safety & Risk Manager's work phone number is (336) 242-2917.

It is important that (with the exception of life threatening situations and immediate/urgent needs) initial and follow-up treatment for injuries be authorized prior to receipt of care. The Safety & Risk Manager will authorize all follow-up care. Unauthorized medical treatment, including prescriptions may result in out of pocket expenses to the employee. DO NOT submit claims to your health insurance for job related injuries; complete a workers compensation packet.

## **FALLS**

Falls can be prevented.

- Always use handrails when using stairs.
- Use caution when walking on surfaces which contain ice, snow, rock, oil, water or other adverse or unstable material.
- Immediately clean up spills.
- Prevent fall hazards by keeping stairs, walkways, aisles, and walk areas clear of boxes, loose materials, wires and other objects.
- Select shoes for comfort and safety that are compatible with your work environment.
- Do not stand or climb on a desk, chair, or other unstable surface to reach for an object. Use a ladder.
- Falls on stairs occur when persons are distracted through conversation or by turning to another person while descending.
- Walk, don't run, or slide across floor.

## **SAFE LIFTING**

- To reduce strain on lower back, build up leg and abdominal muscles and keep off excess weight. Swimming and walking are good exercises for people with back problems.
- If possible, avoid placing heavy objects on the floor if they must be picked up again later. Placing a heavy object on a utility table at waist height is a safer method to avoid injury.
- If possible, use a mechanical device and inspect the device before use. If the object is too heavy, large or awkward, get help.
- Avoid lifting above your shoulder height. Use a ladder or step stool to move objects at these heights.
- Push rather than pull an object. While pushing, maintain your lumbar curve, and push with your legs.
- Always wear slip-resistant shoes and check to ensure footing is firm.
- Check the path before lifting and/or moving the load so you know where to put the load and to ensure the path is clear and well lighted.
- Spread your feet to shoulder width to keep a wide base of support.
- Bend at your knees instead of at your waist and maintain your lumbar curve at all times.
- Hold the object you are lifting as close to your body as possible. Avoid a long reach to pick up an object.
- Lift slowly, smoothly and without jerking.
- Avoid unnecessary twisting. Turn your feet, not your hips or shoulders. Leave enough room to shift your feet so as not to have to twist.
- Take your time and use the same techniques when setting down the object.
- If you are not used to lifting heavy objects, do not guess your limits. Warm your muscles by doing light stretches and take frequent breaks to prevent muscle strains and sprains.
- Report work-related back pain to your supervisor.

- Serious strains often result from improper lifting and handling of boxes and bundles, office supplies, office machines, etc. Such objects shall be moved with a hand truck or unpacked and handled in smaller parcels.
- Bulky objects shall be carried in such a way as not to obstruct the view ahead or interfere with the use of handrails on stairways.

### **PREVENTION OF BURNS AND SKIN REACTIONS**

- Avoid skin contact with all chemicals and/or contaminants.
- Handle chemicals cautiously.
- Never spray chemicals toward the face of another person.
- Use proper mixing ratios with all chemicals/cleaning solutions.
- If cleaning compounds produce fumes, use only in well-ventilated areas.
- Mix only those chemicals together for which specific instructions have been written, to avoid making a dangerous combination.
- Wash promptly if any chemical comes in contact with skin.

### **OFFICE SAFETY**

Following safe work procedures in the office can prevent many accidents.

- Running in the workplace is not permitted.
- When walking in a passageway, keep to the right.
- Accidents can result when persons stand in front of doors, so stand away from the path of the door swing.
- Do not attempt to carry stacks of materials that are high enough to obstruct vision.
- Don't lean from a chair to pick up objects from the floor.
- Don't propel a chair across the floor while seated.
- Be careful sitting down. Sit in the center of a chair and not on the edge. Watch out for chairs on casters that can be inadvertently pushed from under you when you attempt to sit down. Place your hand behind you to make sure your chair is in place before you settle into it.
- Don't sit on the edges of desks, tables, boxes, or low filing cabinets.
- Place wastebaskets, briefcases, umbrella stands, and similar objects where they will not present a tripping hazard.
- Dispose of broken glass properly to prevent injury to yourself or others during waste handling. Bag and wrap broken glass with heavy paper to prevent penetration by sharp edges and identify contents.
- Use with caution, razor blades, knives, scissors, and other objects with sharp edges or points. Keep razor blades in protective containers. Never keep loose razor blades in desk drawers.
- *Never* fasten envelopes with pins or staples. Exercise care to avoid paper cuts.
- Fasten loose papers together with paper clips or staples, never with pins. Exercise care when loading or using staple machines. Use a proper staple remover for removing staples. Properly dispose of broken staple remover.
- Keep fingers away from the sharp edge of paper cutters. Never leave a cutting knife in a raised position. All guillotine type paper cutters shall have a finger guard.
- Do not indulge in any form of horseplay, such as propelling paper clips, rubber bands, etc. Horseplay is strictly prohibited.
- Properly store office supplies.
- Keep all desk drawers closed when not in use.
- Check furniture regularly for rough edges, splinters, sharp edges, or loose casters.
- Use sharp or pointed tools correctly and store in a safe manner.

- Place storage items in a manner to prevent sliding and/or collapse. Storage areas should be kept free from accumulation of material that constitutes hazards.
- Observe for and report any unclean areas in the office that may contribute to slips, trips, falls, or other accidents. Soap spills in bathrooms and break areas are especially hazardous.
- Observe for and report lack /malfunction of adequate hygiene facilities/supplies in bathroom and break areas.
- Observe for and report inadequate lighting in hallways, office spaces and outside of building. Major hallways should have low light during non-working hours and the outside of the building should be illuminated.
- Be aware of the Evacuation Plan (Page 19 & 21) for the building, especially your work area. Be aware of where these maps are posted.
- Be aware of where emergency exit signs are placed and that they are visible.
- Use of candles is not permitted in the work place.

### **EQUIPMENT MANAGEMENT SAFETY**

- It is the responsibility of all agency staff to follow the manufacturer's guidelines in using any piece of equipment.
- All staff will be responsible for recognizing and avoiding unsafe conditions, with regard to use of equipment.
- Each agency staff will take personal responsibility to keep the equipment within the office in safe working order.
- For problems with malfunction of equipment, staff will contact Lexington Senior Center Manager.

### **UTILITIES MANAGEMENT SAFETY**

- All staff will take personal responsibility to keep the electrical equipment used as part of the workday in proper working order.
- All staff will be responsible for recognizing and avoiding unsafe conditions, as well as to control or eliminate potential safety issues with regard to electrical equipment and utilities management.
- The following basic safety rules will be incorporated into the daily work habits of all personnel, both at the office as well as in the patient care setting:
  - a) Power outlets, covers, plugs, and cords are to be visually checked by agency personnel on a routine basis.
  - b) Report any cracked wall cover plates, frayed cords or broken cords to the safety coordinator.
  - c) Never attempt to plug/unplug electrical cords with wet hands or while on a wet floor.
  - d) Use of approved extension cords only. Do not piggyback surge protectors.
  - e) Appliance or equipment cords may not extend across walkways or corridors.
  - f) Immediately take out of service and tag any electrical equipment that gives a shock, makes a peculiar noise or smells of burning.
  - g) Report equipment problems to the supervisor or safety coordinator.
- All staff will report any problems encountered with the telephone system and any reports of such problems from the community to the staff member in your location who submits IT work orders.
- Any problems or potential problems with fire, water, electric and gas utilities are to be reported to the safety coordinator.

### **FIRE SAFETY**

- All staff have the responsibility to practice fire prevention by:
  - a) Avoiding accumulation of excessive flammable material and trash.
  - b) Being cautious when using smoking materials.
  - c) Reporting conditions that could result in fire.

- d) Knowing the locations of fire alarm devices, fire extinguisher and fire exits, and knowing how to operate fire alarm devices and fire extinguishers.
- e) Knowing what to do when hearing a fire alarm sound.
- f) Knowing what to do when a fire, the smell of smoke or odors of any burning substances are discovered.
- g) When storing items on shelves, be sure the items are at least 18” from ceiling, automatic detector, or sprinkler head.
- The agency will maintain evacuation and relocation plans. Maps will be posted throughout the agency.
- If any staff discovers a fire, the following actions will be taken:
  - a) Evacuate anyone in immediate danger.
  - b) Close the door to the room of the fire origin, if possible.
  - c) Pull the fire alarm.
  - d) Evacuate the building.
  - e) See Evacuation Plan.
  - f) Stay calm, don’t panic.
- All staff will:
  - a) Keep all corridors and walkways free from obstruction.
  - b) Report any potential fire source to administration.
  - c) Report any damage to the fire warning system.
- The office building will be in compliance with fire regulations, but minimally:
  - a) The office will have exits sufficient to permit the prompt escape of occupants in case of emergency.
  - b) Where the blocking of exits may endanger agency staff, any single means of departure due to fire or smoke, there will be at least two means of exit remote from each other.
  - c) Exits and the way of approach and travel from exits will be maintained so that they are unobstructed and are accessible at all times.
  - d) All exits will discharge directly to the street or other open space that gives safe access to a public way.
  - e) Readily visible, suitably illuminated exit signs will mark exits.
- The fire warning systems will be inspected and/or tested annually by Facilities Maintenance.

## **ERGONOMICS**

As a County employee, you are in the best position to evaluate the tasks you do each day whether it is computer data entry, electrical work, or driving. The tips provided below are intended to provide you with the information and basic tools necessary to assess and correct your own job.

### **COMPUTER WORKSTATIONS**

Here are some suggestions for setting up your workstation properly:

- Sit with your lower back against the chair, your upper legs parallel to the floor and your feet flat on the floor or on a footrest.
- Adjust your table and chair so that your elbows are bent at right angles and your forearms are approximately parallel to the floor.
- Keep your wrist straight while performing keying functions.
- Place your mouse (or other pointing device) on a surface close to and at the same height as your keyboard.
- Position your monitor directly in front of you, approximately at arm’s length away, with the top of the screen at or slightly below eye level. Tip the monitor back at an angle similar to that used when reading a book.
- Use a document holder to position work at eye level and close to the screen.



- Adjust your lighting and monitor to prevent glare or use an antiglare filter.
- When performing tasks involving repetitive motions or awkward positions, take periodic stretching breaks or alternate with other tasks.

### **FILING CABINETS**

- Always be alert for a top-heavy filing cabinet. Heavy filing cabinets shall be secured to prevent tipping over.
- Exercise care in opening and closing file drawers. Open one file drawer at a time and close it with the handle, making sure your fingers are clear. Never close a drawer with your knee, elbow, or any other part of your body other than your hand. **Close each drawer immediately after use, even if you plan to reopen it in a short time period.**
- Never climb on open file drawers.
- Properly store small non-slip step stools (used to access upper file cabinets) out of passageways.
- Wear finger guards to avoid paper cuts.

### **OFFICE MACHINES**

- Do not place computers or other office equipment too close to the edge of a desk or other surface.
- Electric office machines shall be properly grounded or double insulated to safeguard against electrical shock.
- Do not attempt to repair office equipment unless you have been authorized and trained. Opening guarded equipment may cause electrical shock, burns, or exposure to dangerous fumes or air particles.
- If you are unfamiliar with the proper grounding procedures, see your supervisor. Notify your supervisor of any convenience outlets that are not three-hole grounding receptacles or that are damaged.
- Exercise care to prevent electrical cords on office machines and telephones from becoming tripping hazards. Avoid stretching cords between desks or across aisles. If such a procedure is temporarily unavoidable, employ some means of calling attention to the cord and/or tape the cord to the floor or place in a wire cover.

### **STAFF PERSONAL SECURITY/SAFETY OUTSIDE THE OFFICE**

Many employees are exposed to personal dangers when working away from their Senior Services base office. In the field settings, employees must use available knowledge and resources to provide for their personal safety.

*Staff should remember that their safety is of paramount importance to the agency and that staff should not compromise their safety in performing their job duties.*

### **DRIVERS LICENSE REQUIREMENTS**

No employee shall operate a County vehicle unless he/she possess and can present a valid drivers license. If an employee is required to drive a County vehicle or personal vehicle for County business and has had, driving privileges suspended or license revoked, the employee must report this condition to their supervisor immediately.

### **VEHICLE OPERATIONS**

- Vehicle operators are responsible for knowledge of and compliance with all State and local laws and ordinances governing the use and operation of motor vehicles.
- Before starting, make sure the vehicle is in safe operating condition before each trip. Check all lights, horn, windshield wipers and washer, brakes, tires, fuel gauge, rearview mirrors, seat belts, and windows for clear visibility.

- Drivers are responsible for reporting vehicle defects and maintenance needs of county vehicles in writing to their supervisor and/or vehicle manager. Vehicles with safety deficiencies are to be removed from service for repair.

### **CELL PHONES**

- All employees who drive while conducting County business of any sort are required to safely pull off the road to talk on a cell phone. This applies to all county-owned vehicles, as well as rentals and personal vehicles. It is the ultimate responsibility of each individual driver to comply with this policy. It is also recommended that all vehicle occupants ensure that drivers comply with this policy.

### **VEHICLE PARKING**

- Avoid high risk parking areas. Seek well-lighted areas. Always set parking brake when parking. Remove keys and lock parked vehicle. Do not leave a parked vehicle running when not attended.
- Whenever possible, position vehicle so that backing will not be necessary.

### **SAFETY BELTS**

Drivers and passengers in County vehicles shall wear seat belts and shoulder harnesses whenever the vehicle is in motion on public or private thoroughfares and roads. Employees who drive their personal vehicles for County business or who are passengers in personal vehicles being used for County business, shall also wear safety belts and harnesses, where provided.

### **ENTERING AND EXITING VEHICLES**

When entering and exiting a vehicle it is important to ensure you have secure footing and a hand on a solid object to prevent loss of balance and to prevent falls. When closing trunks, windows, and doors be sure that hands and other objects are clear.

### **MAKING HOME VISITS**

- Plan your visits, making sure that your supervisor or a staff member knows where your visits will be for that day. If possible, make sure that the consumer/caregiver is expecting you at an approximate time and understands the general purpose of your visit. Carry all supplies/ equipment/forms that you plan to use on the home visit with you. If you have any concerns, give the client/family the office number with instructions to call the office to report if you do not arrive for your visit at the designated time.
- Appropriate protective equipment is readily available for staff with potential exposure. Be sure you have any protective equipment you might need with you prior to leaving the office.
- Do not enter a residence if there is unrest in the area or if you notice suspicious or questionable activity.
- Check the visits you have scheduled to be sure you have address, phone number, driving directions, entrance to use, and correct time of appointment. Know the exact route you will follow before leaving for visit. Use main roads whenever possible.
- The consumer/caregiver is under no obligation to answer the door and let you in if you arrive unannounced.
- If you arrive and it appears that it is not a convenient time for your home visit, offer to reschedule the visit for another time.
- If other family members are present, you may ask if they want to go into another part of the house or to another place for your visit.
- Dress conservatively. Wear clothing that does not call attention. Wear minimal jewelry. Do not wear expensive jewelry.
- Carry a minimal amount of money.

- Wear your badge to clearly identify you as a representative of the department. Identify yourself to police or appropriate people in the area.
- Be alert and aware of your effect on your immediate surroundings.
- Learn activity periods in neighborhood. Determine the best time of day to make visits. Altering time of visits and avoiding set routines may be best in some situations. Morning visits may be best in some areas. Friday afternoon visits may need to be avoided at times.
- Be courteously alert and convey the idea that you are expected somewhere.
- Know the locations of nearest police station, fire department, restaurants, public areas where there are people.
- If you feel unsafe in a home and feel, someone in the home would harm you if you attempt to leave or call 911, indicate that the office is expecting a call from you and will come for you if you do not call in. When you reach office staff, identify your location and use the agency emergency code for danger – “**RED FILE**” - in your conversation (i.e., Could you get the **RED FILE** in my office, etc.). Staff should be alert that this type call indicates need for assistance and call 911 to provide assistance at the residence where the employee is located.
- Consult local law enforcement agencies as to the security risk of an area if needed.
- Never give your home address or phone number to consumer/caregiver or strangers. Avoid personal disclosures regarding possessions, family information, etc. Do not discuss children’s names or schools they attend. This information could be disclosed innocently by consumer/caregiver you trust to persons who are not interested in your well-being. Direct all communication for you to the office.
- Place and lock personal items (pocketbook, etc.) in the trunk of your car before leaving the office. (If you do not have a trunk, cover valuables with a blanket, etc.)
- Any equipment, supplies which you are carrying but do not plan to take into the home with you, should be stored in your trunk before leaving the office.
- Have your equipment, forms and other needed supplies ready when exiting from the car. Keep one arm free.
- Keep car keys separate from other keys.
- If you feel someone is following you in an apartment complex, etc., do not leave the safe environment of your consumer’s residence without adequate escort.

### **PARKING AND LEAVING THE CAR**

- Choose a parking space that is in the open and near a light source that offers the safest walking route to the dwelling. Park away from trees and shrubs.
- It is always better to park on the street than in a driveway. That way, there is no danger of being blocked in when you want to leave.
- Park in the direction you want to go when leaving the home visit.
- Beware of dead end streets. Avoid dark and remote streets.
- Beware of parking beside vans or other large vehicles. These vehicles may prevent passerby observing someone assaulting you or may hide an assailant.
- Before you get out make sure you have left nothing of value inside your car.
- Always lock your car.
- Don’t open your windows even a little. Fingers or tools can be used to force your window out.

### **APPROACHING THE HOUSE/APARTMENT/MOBILE HOME**

- Maintain a self-confident, self-assured posture and attitude. Walk with a professional, business-like manner and walk directly to the consumer’s residence.

- Whenever possible, keep to the middle of the sidewalk, away from buildings and parked cars. Walk on the side of the street of oncoming traffic when possible. Avoid dark alleyways, deserted areas, vacant lots, parks, and groups of loiterers.
- Observe windows and doorways for loiterers.
- If a group is blocking the doorway to the client's dwelling, look for another entrance. If there isn't any and the group seems hostile, walk away and reschedule your visit.
- Do not linger outside of buildings, especially in run-down areas.
- If you are verbally confronted, maintain a professional manner. Repeat your response directly and don't attempt to answer verbal challenges.
- When passing a group of strangers, cross to the other side of the street, as appropriate.
- Pause at the door before knocking and listen. If you hear loud quarreling, sounds of fighting or some other disturbance leave immediately.
- Knock at the door, identify yourself, and use the consumer's family name.
- Do not enter a home unless there is an adult present. If a child answers the door, tell the child to go get their mother. If their mother or another adult caregiver isn't in the home, you will then have to decide if DSS needs to be notified.
- **TRUST YOUR GUT**; do not enter homes when you suspect that an unsafe situation exists. Leave immediately if you ever feel yourself to be in danger.
- Always remember that you are a guest in the consumer/family's home.
- Ask to be seated. Choose a hard chair if possible. (You decrease the risk of carrying home unwanted visitors and/or sitting on a wet unknown substance).
- Before going into another part of the dwelling or using the phone, ask permission.
- Never enter a building that appears vacant (i.e. doors open, no curtains at windows, boarded up windows, over grown lawn, etc.)
- Avoid walking where there are shrubs and tall hedges.
- Do not get on an elevator if you feel uncertain about the other occupants. Feel free to exit the elevator if you feel uncomfortable, even if it is embarrassing. Wait for another elevator. Do not use the stairs. When you are on the elevator, stand next to the control panels by the emergency button. Do not push the stop button.
- If you suspect that a car is following you while you are walking, cross the street and go in the opposite direction.
- If someone is walking behind you, and you think you are being followed, enter a business establishment.
- If apartment building hallways have men or teenagers loitering, do not enter, or have a family member meet you at the outside entrance and escort you to the apartment.

### **LEAVING THE HOME VISIT**

- When you have completed the home visit, thank the consumer/caregiver for allowing you to come into their home and visit.
- Have your keys in your hand with the correct key in your fingers. You should never have to pause to find your keys. (Pointed ends of keys between fingers may also make an effective weapon).
- If someone is leaning up against your car or tampering with your vehicle, return to the home and call for help if needed.
- Check inside and under your car before you get in.
- **TRUST YOUR GUT**.
- Don't forget there may be small children around or under your car. Be sure to check all sides of your car before moving from your parking place.

## **TIGHT SITUATIONS**

- Don't show fear.
- Try not to show any facial expression.
- Control your breathing.
- Speak slowly and lower the pitch of your voice.
- Watch your hands so they don't move nervously.
- Maintain eye contact, but don't try to stare anyone down.
- Don't challenge, but be assertive, especially if lewd comments are made.
- Check your watch; say you need to call your office because they are waiting for your call.
- Don't tolerate nonsense or crazy behavior, rudeness, or name-calling.
- Repeat why you are there.
- Stand up and leave.
- If you are in trouble, attract help any way you can. Scream, yell, or blow your car horn. Safety experts advise screaming "**FIRE**", "**911**" or "**HELP**". Some think "**FIRE**" attracts the greatest attention and may startle or throw off your assailant. It may be best NOT to scream, "**RAPE**" as people tend to not become involved.
- Rehearse ahead of time what you would say and what you would do in an unsafe situation.
- You may be able to throw off guard a potential attacker, giving you a window of opportunity to escape by an unexpected action (i.e. a suspicious person is approaching you - pretend that you have met before, express greetings from family, friends, etc.)

## **TRAVELING ALONE IN A VEHICLE**

Carjacking has become an increasing threat in recent years. There are several practical measures that can limit vulnerability to this type of crime and others, as well.

- Always wear a seat belt. Stay alert to traffic signs and traffic around you. Do not be distracted by looking at records and directions. Be organized before you begin to drive.
- Drive with your doors locked at all times. This is an important security measure as well as a safety measure as a locked door can withstand many times the impact of an unlocked door in the event of a collision.
- Keep windows closed at all times.
- When entering a vehicle, doors should be locked before the engine is started or a safety belt is fastened. This order will allow more effective preparation to flee should a threat arise.
- When stopped at a stop sign or traffic light, sufficient space should be left from the vehicle in front so that an escape route is available. A good rule is to stop so that the rear tires of the vehicle in front are visible.
- Secure valuables out of sight in a vehicle; not on the seat. Preferably, place them in the trunk.
- If you are followed, or feel you are in danger, drive to the nearest police station, fire station, or other public place which is well lit and where there are people where help can be summoned.
- If traveling in an unfamiliar area allow sufficient time to reach the destination. Pay particular attention to street signs and activity.
- If using a parking garage, park as close as possible to the attendant's booth or to a lighted exit.
- Keep your vehicle in good working order. Always have a full tank of gas. Know whom you will call for assistance with car problems.
- Be alert and observant of your surroundings. If someone who appears suspicious approaches your car, quickly, but carefully, drive away.
- Don't stop or leave your vehicle if you are bumped by another car in an area that is unfamiliar or that you feel is dangerous.
- Use personal cellular phone to maximize personal safety. Know emergency number and office number.
- Store a blanket in the car in winter and a thermos of cool water in the summer. Keep a snack in your glove compartment.

- Keep radio volume low so that you may listen for vehicle malfunctions and emergency vehicles approaching.

If you are lost, **NEVER** follow anyone. Instead, you should:

- Accept verbal directions.
- Call the office, or
- Ask a police officer, firefighter, mail carrier, business owner, or gas station attendant to assist you.
- If your car fails, turn on emergency flashers, if you have a cell phone call for help, if not, put a “CALL POLICE” sign in the window, and wait for police. **DO NOT** unlock the door for a strangers’ assistance or give phone number to call or ask to call police. **DO NOT** accept rides from strangers (or patients and their families). Stay in your car - sit in the passenger seat. **DO NOT** get out and start walking. **When law enforcement officer arrives, ask for picture ID before unlocking door.**
- Always use safe and defensive driving skills including:
  - Scanning the road ahead constantly for possible hazards or potential unsafe movements.
  - Checking traffic behind by looking in rear view and outside mirrors every 5 seconds.
  - Wear safety belts - lap and shoulder.
  - Being observant of all traffic signs and instructions.
  - Driving within speed limits.
  - Staying alert and paying attention to your driving.
  - Being observant of other drivers - watching for signs of impaired drivers and watching for potential unsafe movements.
  - Allowing enough stopping distance between you and other vehicles - taking into account any adverse driving conditions.
  - Learning how to handle a vehicle in winter weather conditions (and carrying emergency equipment and supplies should you encounter problems).
  - Passing only when absolutely necessary, safe and legal.
  - Being aware of your blind spot.
  - Being observant of faulty driving maneuvers and conditions or obstructions that might cause a driver to cross the centerline and cause a head on collision. Should you encounter this situation, blow your horn; flash your lights to alert oncoming driver. If the oncoming vehicle continues to cross the centerline, drive to the right, reduce your speed, and ride off the road onto the shoulder or into the ditch, if necessary. Drive; don’t skid, off the road. If you must hit something, try to hit something soft, a fixed object rather than the on-coming vehicle and try to hit the object at a glancing blow.
  - If a vehicle attempts to pass you and meets on-coming traffic, assist the passing vehicle’s movement back into the right hand lane by keeping your speed steady until you see whether the passing vehicle attempts to speed up to pass you or slow down to drop in behind you and then do opposite of whatever he does.
  - Always give adequate and accurate signals.
  - Watching carefully for pedestrians - anticipate unexpected movements and be prepared to respond.
  - Being extremely cautious at railroad crossings - expect a train on any track at any time of the day.
  - Being observant of school buses - slow down when approaching to allow you to stop, if necessary.
  - Attempting to move out of the way of emergency vehicles - move to the right, if you can - do not move to the left. (If you are in a left lane and cannot move to the right lane, move, as far to the right in the lane you are in to allow passage of emergency vehicle on your left).
  - Practicing caution when encountering slow moving vehicles - don’t become impatient. Stay back far enough behind to see around. If it is necessary, legal, and safe to pass, give the vehicle plenty of room and be aware that the vehicle may take up more than its share of the lane.

- Being aware that an illness can affect your driving ability. If you must drive, be especially cautious.
- Being aware of signs and symptoms of fatigue and drowsiness while driving and take measures to combat these.
- Being aware of side effects of medications, you are taking and how your driving ability could be affected. Don't drive if the medication instructions advise against it.
- Keeping your car properly serviced and in good working order.
- Being aware that your mental/emotional status can affect your driving ability. Recognizing the state of mind you are in before you drive will increase your chance of arriving safely. Take measures to deal with stress, emotions, and attitudes before you start driving.
- When a car is following you too closely, slow down by removing foot from accelerator - DO NOT apply brakes. Allow increased following distance between your vehicle and any vehicle in front of you.
- When stopping behind another vehicle, allow enough room to pull out and go around the vehicle without having to back up should it become necessary to go around the vehicle.

### **PRACTICING HOTEL SAFETY**

- Know, in advance, the security measures offered by the hotel. For example, the availability of valet parking can be well worth its cost balanced against a trip on foot to a remote parking lot in a high crime area.
- Most desk personnel are trained not to announce a room number at check-in. If announced in the presence of others, request a new "unannounced" room.
- If staying in a "motor court" style facility, attempt to obtain a room away from the street side of the facility. This will limit uninvited observation of arrivals and departures.
- Meet business contacts in the lobby or meeting area of the facility. If a room number is given to another, insure that it is out of the earshot of strangers.
- Store valuables in the hotel safe; not the room.
- Always secure the room when inside by using the available locks, deadbolts, and chains. Before exiting the room, look through the peephole. Be sure the door closes and locks behind you when you leave.
- If someone claims to represent the hotel comes un-requested to the door and asks to be admitted, call the front desk to verify their identity and confirm the purpose of the visit.

### **WORKING LATE**

- When leaving a work site, be *prepared* to leave. All items, which will be taken, should be secured and easily transportable.
- If possible, work in groups. If this arrangement is not possible, notify either a colleague or security and make arrangements for periodic checks.
- If working on into the darkness, leave the building at the regular close of business and move your vehicle to a well-lighted parking space near the building.
- If you return to the office to get supplies at night, bring someone with you.
- When making evening or night visits, ask the family to have their porch light on for you and to be watching for you. Park in a well-lighted, accessible, and as safe an area as possible. Ask the family to watch you re-enter your car.
- If Possible, during daylight hours and during work hours, move vehicle closer to building for late exit.

## **USING AUTOMATED TELLER MACHINES (ATMs)**

Many security experts refer to these banking conveniences as “crime magnets”, because of their lure of opportunistic robbers and other thieves. Using common sense can alleviate a significant portion of the dangers associated with ATM banking. Some practical pointers to remember:

- Try to use a “drive-up” ATM so that you can remain in your car.
- Memorize the PIN number and avoid creating a PIN, which is easily determined (such as a birthday or telephone number).
- When entering the PIN, shield the keypad from public view.
- Prepare all transactions, including envelopes, prior to arriving at the ATM.
- Observe the ATM for a few moments before approaching the machine. Drive completely around the building. Are there suspicious persons “hanging around”? Is the vegetation or the design of the area such as to allow concealment of would be assailants? If the answer to the above questions is “yes”, another location should be found. If going to an ATM after dark, the available lighting and the ability to park a vehicle near the ATM should be considered. Choose an ATM in a well-populated area.
- “Helpful” persons who volunteer to help complete a transaction in the event of an ATM malfunction should raise suspicion.
- If someone approaches, cancel transaction and leave.
- All money, receipts, and the ATM card should be secured before departing the ATM.
- Don’t count money outside the car.
- If attacked, scream, “CALL 911”, etc.

## **HIGH RISK SITUATIONS**

- Alertness is a prime factor in personal safety. Always concentrate on your environment when in the community - do not daydream or become preoccupied with other matters. Your safety is the most important issue at the moment.
- Any situation in which you feel in danger or question your personal safety should be reported to your supervisor or the director as soon as you can reach a safe environment after removing yourself from the situation. The person to whom you report will inform other disciplines visiting of the questionable situation as appropriate. Management staff will gather data concerning the incident and take necessary measures to remedy the threat to staff safety. If a visit must be omitted during this evaluation period, the consumer /caregiver and physician will be notified. Alternate methods of care provision can be explored as necessary (i.e., client move to another residence which is safe, client receive care in an institutional setting, caregiver can be instructed in providing care verbally or during visit to office, staff visit with law enforcement officers, etc.) In the event staff safety cannot be assured, provision of care by the agency may have to be terminated (refer to discharge policy).
- In the event of robbery, never resist the assailant’s attempt to take your personal belongings. These items can be easily replaced.
- Do not sacrifice yourself for a consumer. Acknowledge that some risks are too great to take.
- Do not attempt to break up domestic arguments; the situation can turn very quickly on you.
- Leave the home immediately if drugs are being used or sold if anyone threatens you or if there is someone in the home brandishing a gun or knife (or other weapon).
- If assailant has a weapon and attempts to physically harm you, some safety experts recommend not resisting.
- Because your chances of surviving an attack diminish greatly if your assailant succeeds in moving you to a different location, some might advise to resist being moved whether or not the assailant is armed. Fall limp to the ground, then roll around, making it difficult for the assailant to move you to another location, such as a car or further out of sight of bystanders.
- Strike the assailant’s eyes using a sharp object or a spray device, and run.



Not all recommendations are best for all situations. You should do what you feel is best in the situation as it arises. It is best if you consider possible situations you might encounter, and develop some ideas regarding a plan of action that you might follow.

If an assailant does not have a weapon and attempts to physically harm you, you may want to use any of the following defense techniques:

- **RUN** - to a location where there are people.
  - **STRIKE** - using your bag, a fingernail file, a comb, a pen, etc.
  - **BITE** - assailant's arm or hand if he or she covers your mouth to prevent you from screaming.
  - **SCRATCH** - his or her face and eyes.
  - **SCREAM** - "FIRE" and attempt to free yourself.
  - **KICK** - male assailants in the groin.
  - Place thumbs over eyes and continue pressing as forcefully as possible.
  - Use testicle jerk.
  - Cup hands and clap one sharply over each ear simultaneously.
  - Punch eyes with point of keys, fingernails.
  - **DON'T PANIC.**
- With rape attempts - no recommendations are best for all situations. Some experts recommend that if you feel rapist does not intend to inflict greater harm than rape to not resist. You may be able to talk the person out of raping you or distract rapist in order to escape or make yourself disgusting to rapist (vomiting, urinating, or defecating on self, etc.) If rapist is in a rage or indicates that he intends to take your life, use any defense techniques available to you to incapacitate him, escape, or get assistance from others. There is no way of knowing for sure what a rapist's intentions are. Follow your instincts in the situation. It is best to develop some ideas regarding a plan of action that you might follow. Plan actions that you can follow through with. If you intend to resist, be sure you can follow through with this plan of action once you start with it, otherwise, you might bring greater harm to yourself by increasing the attacker's anger once you begin to resist and then stop. Resist with the intention of inflicting life-threatening injury to your assailant, if necessary, to incapacitate him - this is not the time to let your concerns for someone else's welfare interfere with your actions.

## **DOG SAFETY**

Try to determine if you may encounter a dog (client's or neighbors) prior to going to the site by:

- Checking in the client's record.
- Asking the client when arranging the visit.
- Looking for signs of a dog at the site prior to getting out of the vehicle (dog house, bowl, chew toys, etc.).
- Typically, certain breeds of dogs are more aggressive than others: German Shepherds, Great Danes, Rottweilers, Chows, Dobermans, and PIT BULLS.
- Clothing may give some protection with small dogs – long pants, high top shoes, or boots.
- Attract someone's attention if animals are loose and pose a threat to your safety. Ask the owner to hold or remove the animals. Negotiate a plan with the family in advance for handling animals or pets for subsequent visits. Back away, never run from a dog. Talk to the dog in a low, firm voice. Avoid eye contact with the dog - the dog may perceive this as a confrontation. Walk slowly around farm animals as not to frighten them.

***If confronted by a dog:***

- Remain calm, confident.
- Talk to the dog with an air of authority – using commands such as "stop", "stay", and "no".
- Move steadily.

- DO NOT reach for the dog.
- Don't look the dog in the eye – look over the dog's head.
- Don't turn your back on the dog – back up and stay close to a fence if one is available.
- Don't hit or kick the dog unless attacked.
- Know signs of an imminent attack; Showing teeth, growling, jumping at you.

***If attacked:***

- Be aware that you can't out run a dog.
- Dog repellent may be effective – the sting to the dogs eyes may give you time to escape
- Use stick/club/newspaper to intimidate/threaten the dog – then use to hit dog if needed
- Kick the dog - try to avoid the mouth.
- Back up to get off the property – keeping eyes on the dog (many dogs will cease an attack once you are off their property)

**OFF-THE-JOB SAFETY AND HEALTH**

Davidson County Government is vitally concerned with your safety and health off the job as well as at the workplace.

Experience indicates, however, that many individuals tend to leave their training at work. Employees should strive to follow the same safe practices in outside activities as they use on the job and to make off-the-job safety and health an extension of the County's program.

AS ALWAYS, your safety coordinators are here to help you. Feel free to call upon us at any time to assist you with any safety matter.

If you have a safety suggestion that we can use to improve a situation, please email or verbally inform us so that we can use it to gain a more positive role in the county safety program.

We cannot do this alone; it will take all of us working together as a **TEAM**.

**T**-Together

**E**-Everyone

**A**-Achieves

**M**-More

## LEXINGTON OFFICE

Updated: 6.6.2022

All positions listed below are as of the above date. Please report changes to Administrative Assistant or Special Events Coordinator, Safety Coordinators.

### **Assigned Employee Responsibility**

In the event of an emergency situation or evacuation, certain employees are appointed the responsibility of ensuring that staff and consumers are safely evacuated from the center or escorted to the designated “safe area” calmly and safely.

## **WHAT TO DO IN CASE OF A FIRE**

**Should you notice smoke or fire, alert all occupants nearest you to exit the building immediately, engage the fire alarm, fire alarms are located at each entrance, and dial (9)911. Fire drills are conducted monthly.**

- Exit the building through the nearest exit. (After exiting the building, report to the front parking lot.)
- Supervisors should act as monitors and make sure all staff are out of their offices.
- Be aware of who is in the fitness room, conference rooms, multi-purpose rooms, and bathrooms near you.
- Leave all office doors closed but unlocked so fire personnel may gain entry.
- Staff need to be aware of their neighbors (whether in their division or not) so their absence can be reported to a supervisor in the designated evacuation area.

*\*If you have a consumer in your area that is hearing impaired, sight impaired, or mobility impaired, please assist them to the nearest exit and to the designated evacuation area*

<b>RESPONSIBLE PARTY</b>	<b>LOCATION</b>	<b>CLOSEST FIRE EXTENSISER</b>	<b>CLOSEST EXIT</b>
<b>Administrative Secretary II</b>	Lobby, The Nook, Copier Room	Reception Area	Front Door
<b>Administrative Assistant</b>	DeVito Place, IHAS, Director’s Suite	Outside IHAS Suite	Employee Exit or Exit Near IHAS
<b>Nutrition Site Coordinator II</b>	Café, Kitchen	Nutrition Site	Nutrition Site Windows
<b>Senior Center Manager</b>	Senior Center Suite, Restrooms	Outside IHAS Suite	Employee Exit or Exit Near IHAS
<b>Senior Activities Coordinator</b>	Wellness Rooms, Fit Shop	Outside IHAS Suite	Employee Exit or Exit Near IHAS

**\*Occupants in these areas should exit through the nearest exit possible!**



### **AED Locations:**

- **Building:** outside men’s bathroom

### **First Aid Kit Location:**

- Reception desk

## WHAT TO DO IN CASE OF SEVERE WEATHER

### **Tornado Evacuation:**

The County Manager is in communication with Emergency Management and will call for a Tornado Evacuation, if necessary.

If a tornado is sighted approaching the building the following measures should be taken immediately:

- Staff/participants will be informed by the “page alert” announcement (\*81) / direct announcement advising everyone that the Tornado Emergency Plan has been implemented.
- Staff/participants should move away from windows and doors. Move into inner halls and offices. No one, however, should be in the vicinity of the front glass doors (entrance B) or in the back hall (entrance A).
- Assume a crouched position with arms overhead for protection.
- Close internal doors leading into areas where there is glass.
- When the potential for severe weather exists, staff will be advised of any official statements received from The Emergency Management Director or radio warnings received.

## WHAT TO DO IN CASE OF A LOCK DOWN

**Lock Down:** In the event that an individual comes into your specific work area in a very threatening way (i.e. with a gun, knife, etc.) an emergency “Lock Down” will be announced by “page alert” announcement (\*81) / direct announcement. Should the threat be serious, the fire alarm is to be activated. All staff that can should go to their offices and lock the door. All available staff must be on high alert during “Lock Down”. If consumers are in the building responsible staff should be sure participants are escorted outside or to a designated “safe area”. The “safe area is anywhere behind locked doors or away from the building. “Lock Down” drills will be conducted on a quarterly basis.

- If anyone comes in with a gun, knife, or other weapon, remain as calm as possible.
- Lock office doors.
- Close windows and window treatments.
- Turn off lights.
- Remain quiet.
- Call (9) 911, your supervisor, Director (2946) or County Manager-((336) 242-2201)
- Stay in your ‘safe room’ until the “**All Clear**” has been called.



SDS – Safety Data Sheets- Book is located in Administrative Assistant’s Office.

## THOMASVILLE OFFICE

Updated: 8.11.2021

All positions listed below are as of the above date. Please report changes to Administrative Assistant or Special Events Coordinator, Safety Coordinators.

### **Assigned Employee Responsibility**

In the event of an emergency situation or evacuation, certain employees are appointed the responsibility of ensuring that staff and consumers are safely evacuated from the center or escorted to the designated “safe area” calmly and safely.

### **WHAT TO DO IN CASE OF A FIRE**

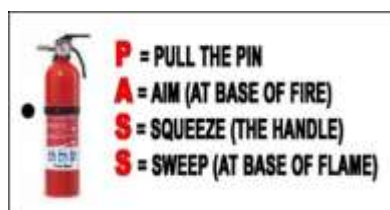
**Should you notice smoke or fire, alert all occupants nearest you to exit the building immediately, engage the fire alarm and dial (9)911. (fire alarms are placed at each exit).**

- Staff & consumers will meet at the front entrance steps near the curb.
- Exit the building through the nearest door.
- Supervisors should act as monitors and make sure all staff is out of their office.
- Be aware of who is in the computer lab, fitness room, conference room and bathrooms near you.
- Leave all office doors unlocked so fire personnel may gain entry.
- Staff need to be aware of their neighbors (whether in their division or not) so their absence can be reported to a supervisor in the designated evacuation area.

*\*If you have a participant in your area that is hearing impaired, sight impaired, or mobility impaired, please assist them to the nearest exit and to the designated evacuation area*

<b>RESPONSIBLE PARTY</b>	<b>LOCATION</b>	<b>CLOSEST FIRE EXTENSISER</b>	<b>CLOSEST EXIT</b>
<b>Special Events Coordinator</b>	Computer Lab	Front entrance	Front entrance
<b>Office Support III</b>	Staff Offices	Staff kitchenette	Front entrance or nutrition site exit
<b>Nut. Site Coordinator</b>	Nutrition Site Activity Room	Nut. Site kitchen	Nutrition Site exit; Stairwell exit
<b>Community Engagement Manager</b>	Public Bathrooms Fitness Room	Outside of both bathrooms	Stairwell exit

**\*Occupants in these areas should exit through the nearest exit possible!**



#### **AED Locations:**

- Reception area

#### **First Aid Kit Location:**

- Employee Kitchenette

## EVACUATION PROCEDURES

- ❖ Exit according to the posted evacuation plan in your location.
- ❖ All staff should be familiar with the evacuation plan and where it is posted in case they are in another part of the building at the time of evacuation.
- ❖ Supervisors should act as monitors and make sure all people are out of their offices.
- ❖ Be aware of who is in the hall area and/or workroom near you.
- ❖ Leave all office doors unlocked and/or opened so fire personnel may gain entry.
- ❖ Supervisors need to be able to account for everyone in their units once staff is at designated area.
- ❖ Please ask each staff member to be aware of their neighbors (whether in their unit or not) so their absence can be reported to a supervisor in the designated evacuation area.
- ❖ First Floor;
  - The Safety Coordinator will be stationed in the Front Entrance Area until all areas are reported clear. Supervisors should report their area clear as well as any problems before leaving the floor.
  - If clients are in wheelchairs or have other handicaps, the worker they are with should assist them to the rescue area.

## WHAT TO DO IN CASE OF SEVERE WEATHER

### **Tornado Evacuation:**

The County Manager is in communication with Emergency Management and will call for a Tornado Evacuation, if necessary.

- Staff/participants will be informed that the Tornado Emergency Plan has been implemented.
- Staff/participants should move away from windows and doors. Move into inner halls and offices.
- Assume a crouched position with arms overhead for protection.
- Close internal doors leading into areas where there is glass.
- When the potential for severe weather exist staff will be advised of any official statements received from The Emergency Management Director or radio warnings received

## WHAT TO DO IN CASE OF A LOCK DOWN

**Lock Down:** In the event that an individual comes into your specific work area in a very threatening way (i.e. with a gun, knife, etc.), an emergency “Lock Down” will be announced by “page alert” announcement (\*81) / direct announcement. Should the threat be serious, the fire alarm is to be activated. All staff that can should go to their offices and lock the door. All available staff must be on high alert during “Lock Down”. If clients are in the building responsible staff should be sure participants are escorted to the “safe area”. (Computer Lab, Main office at reception desk, & Senior Center Manager’s offices)

- If anyone comes in with a gun, knife, or other weapon, remain as calm as possible.
- Lock office doors. Close windows and window treatments.
- Turn off lights.
- Remain quiet.
- Call (9) 911, your supervisor, Director (2946) or County Manager-(242-2201)
- Stay in your ‘safe room’ until the “All Clear” has been called.



SDS – Safety Data Sheets- Book is located in the front lobby attached to the wall.

## WHEN A BOMB THREAT IS CALLED IN

- ✓ **Keep the caller on the phone for as long as possible.** Ask them to repeat the message. Record every second spoken by the person.
- ✓ If the caller does not indicate the location of the bomb or the time of possible detonation, you should ask him for this information.
- ✓ Inform the caller that the building is occupied and the detonation of a bomb could result in death or injury to many innocent people.
- ✓ **PAY PARTICULAR ATTENTION TO THE BACKGROUND NOISES SUCH AS MOTORS RUNNING, MUSIC, AND ANY OTHER NOISE THAT MAY GIVE A CLUE TO THE LOCATION OF THE CALLER.**
- ✓ **Listen carefully** to the voice (male, female), voice quality (calm, excited, accents, and speech impediments.) Immediately after the caller hangs up, you should report to the person designated by management to receive such information. Since the Law Enforcement personnel will want to talk first hand with the person that received the call, he/she should remain available until they arrive.
- ✓ Report this information immediately to the police department, fire department, or other appropriate agency. The sequence of notification should be established and coordinated by your local law enforcement agency.

### USE THIS BOMB THREAT CHECK LIST WHEN RECEIVING SUCH A CALL.

Time & date bomb reported: \_\_\_\_\_

How reported: \_\_\_\_\_

Exact words of the caller: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **QUESTIONS TO ASK THE CALLER**

1. When is the bomb going to explode? \_\_\_\_\_

2. Where is the bomb located? \_\_\_\_\_

3. What kind of bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Why did you place the bomb? \_\_\_\_\_

6. Where are you calling from? \_\_\_\_\_

**DAVIDSON COUNTY DEPARTMENT OF SENIOR SERVICES**  
**SAFETY POLICY STAFF AGREEMENT**

Adopted: May 2009  
Last Revision 10.2019

As an employee of Davidson County Senior Services, I have read and understand this safety policy and procedures that are presented in this manual.

My signature is my witness that I will abide by these rules and encourage my co-workers to do the same.

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return original form to your supervisor or Administrative Assistant and retain a copy for your records.