

## **Safety Committee Agenda**

**May 28, 2024**

**Attendees:** Safety Committee Representatives

**Date/Time:** 1:00-2:00 pm; 05/28/2024.

**Location:** 4600 Debarr Road: First Floor Room 160-A

### **Information Items**

Narcan Training-scheduled for 6/26/2024

First Aid Training-scheduled for 6/14/2024

### **Discussion Items**

Suggested upcoming training.

- a) Active shooter training I requested an FBI trainer on 5/23/2024.
- b) Practice Text magic alert-Funds need to be added to the account.
- c) Implement Phishing/Cyber security training

### **Fire Drills**

Establishing procedures to take in the event of a small fire that can be safely contained by staff,

a) will the first person on site extinguish the blaze, or b) will designated personnel be responsible?

### **Disaster Plan**

I am coordinating with John Huffman to schedule an opportunity to tour the facilities and recommend procedures to implement in the event of a catastrophic incident.

### **Action Items**

Bathrooms at 4600:

- Visitors who are not here to meet with a staff member are only permitted to use the 2nd-floor restrooms. Codes to the first-floor restrooms should only be given to staff or individuals here to meet with CSS staff members.
- If a visitor (someone here not receiving services or meeting with CSS staff) uses the restroom on the 2<sup>nd</sup> floor, the front desk will keep an eye on the time.
- If there is suspected substance misuse in the restroom, the front desk should immediately call 311 and close the bathroom to others. Staff should use the 1<sup>st</sup> or 3rd-floor bathrooms until resolved. Front desk staff should always have another person with them when interacting with the visitor.
- If a visitor is spending an extended period in the bathroom, front desk staff should check in on them in pairs at the following time marks in pairs:

- 10 min check-in
- 20 min ask them to leave
- 30 min call 311 to report and wait until police arrive to help escort them out
- If the visitor is a threat or risk to themselves or others at any time, staff should immediately call 911
- If required according to the critical incident policy, staff should complete a critical incident report

**The group also suggested creating a teams of individuals who are more versed in working with folks in this way. That way, they can quickly send a note asking for a buddy to talk to someone. Please respond to this email if you want to be included in that team group.**

**Once I get confirmation on the group to create on teams group, we will send this guidance to everyone at 4600 Debarr.**

**Please let me know if there's anything in the above guidelines that you believe doesn't reflect our conversation.**

Line-item reporting for the annual report (request a copy of the FY23 report)

Safety Committee Charter (draft)



Safety Committee  
Charter (draft).docx

#### **Standing Members:**

Human Resources: Byron Horne  
Rachel Smithson  
Communications: Kelly Mullin  
Facilities: Mario Casados  
CH: Kjersti Langnes  
Executive Sponsor: Kim Isley

#### **Current Representatives:**

3RNC: Charity Duley  
BFS: Jennifer Stoehr  
CCS: Jessie Talivaa  
SFH: Dwayne Patterson

