



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 17-14 SAFETY AND SECURITY

TO: ARKANSAS COMMUNITYCORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 06-06

APPROVED: _____ EFFECTIVE: February 10, 2017

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction employees.
- II. POLICY.** It is policy to promote the safety and security of the public, employees and supervised offenders; provide guidance designed to reduce the occurrence of accidents, victimization, injury, illness or loss of life; and deter or minimize loss or damage to public property.
- III. DEFINITIONS.**
 - A. Qualified Inspector.** An individual who meets the following criteria as it pertains to the type inspection(s) to be conducted:
 1. is certified by the appropriate State and/or federal authority, if required, for the determined inspection
 2. is familiar with applicable federal, State and municipal codes, regulations and requirements
 3. is able to use appropriate instruments for measuring and documenting code compliance
 4. is able to complete checklists and prepare necessary reports, and
 5. has authority to make corrections when deficiencies are found, or responsibility to report deficiencies to the appropriate authority.
 - B. Safety.** Measures taken to promote the physical and mental well being of the public, employees or offenders and the protection of property.
 - C. Security.** Measures intended to prevent sabotage, attack, escape, theft of property, other crimes, or to deter unauthorized access to or disclosure of protected agency information.
 - D. Victimization.** “Violence, threat of violence, intimidation, extortion, theft of property, and damage to one’s reputation, or other acts which inflict damage, instill fear or threaten sensibilities.”¹

¹ William H. Parsonage, Worker Safety in Probation and Parole, April 1990, p. 5.

IV. RESPONSIBILITIES.

- A. All Employees.** DCC employees must use appropriate safety and security measures in planning and performing all job duties and must comply with appropriate safety and security policy, procedures and guidelines. Employees must identify and report workplace safety hazards or unsafe practices to the supervisory chain. Employees who supervise offenders will ensure offenders are made aware of and comply with safety rules.
- B. The Deputy Director** must
1. work with the Arkansas Building Authority toward the goal of having leases executed by the agency include a requirement that lessor is responsible for ensuring that the facility meets and conforms to appropriate federal, State and local fire, sanitation, safety, and health codes. (2-CO-2A-01 and 2-CO-3B-01)
 2. work with the Arkansas Building Authority toward the goal of having any leases executed by the agency include a requirement that the lessor is responsible for promptly correcting deficiencies and providing copies of inspections to the proper agency staff,
 3. provide cell phones to key staff for use when an emergency causes desk-phones to be inoperable. (2-CO-3B-01)
- C. Parole/Probation Managers, Center Supervisors, and for the Central Office, the Chief Deputy Director** must
1. Ensure facilities are inspected by representatives of appropriate governmental agencies at specified intervals and that each inspection report is reviewed and remedial action taken if indicated. (2-CO-2A-02)
 2. Appoint a Staff Safety and Security Representative and alternate for each office/center.
- D. Parole/Probation Managers and Center Supervisors** must ensure the following tasks are accomplished for each office and residential center:
1. Conduct a biennial threat assessment the second quarter of even numbered years to identify hazards and estimate associated risks.
 2. Develop appropriate written emergency plans, based on results of the threat analysis. (2-CO-3B-01)
 3. Ensure safety and security plans, procedures and guidelines are available to appropriate employees and encourage reporting safety hazards or unsafe practices in accordance with policy on Reporting and Investigating Incidents and Hazards. Ensure offenders do not have access to security plans.
 4. Ensure required inspections are conducted.
 5. Ensure required drills are properly planned, coordinated with outside agencies, conducted and reviewed. Ensure the after action review (AAR) of drill results are shared with participants and reported, see AD 06-06 Form 1, Drill Plan and Evaluation.
 6. Follow-up after drills or actual emergencies to improve plans, review resource support and identify training needs and/or required physical plant improvements.

7. Ensure inventories are maintained of flammable, toxic, and caustic substances used and stored in each facility; a master index of substances identified is maintained on site, and a copy is provided to the local fire marshal. Maintain an inventory record card for each such substance to accurately reflect acquisitions, disbursements, and amount on hand.
8. Where appropriate, supplement safety and security checklists (Forms 2 through 6) to ensure sufficient safety and security guidance. Procedures must provide sufficient detail to describe the authority and responsibilities of employees accountable for each area or item. Ensure employees who may be exposed to hazardous chemicals/materials are informed of such potential and trained as described in this policy. Also ensure employees have access to the workplace chemical list and Material Safety Data Sheets (MSDS) for each item listed. Form 7 may be used to review the safety/security program.
9. Maintain a "Master file" of the manufacturer's or distributor's MSDS for each chemical or hazardous substance used, including those used by co-occupants of the building. Make copies of MSDS available to employees who use the materials, and
10. Respond to reports of unsafe practices and workplace safety hazards.

E. Center Supervisors must ensure the following:

1. a system is in place to detect the absence of offenders from the center or workplace and absence/tardiness from required services/activities.
2. written guidance is in place to address residential center patrols, control center operation, residential supervisor assignment/scheduling, maintenance of permanent logs and count procedures. (4-ACRS-7C-02 and 2-CO-3A-01[P])
3. a control plan is in place for keys, tools and utensils to include access, use and storage. (4-ACRS-2D-01)
4. tools, keys and utensils are managed as specified in the control plan. (4-ACRS-2D-02)
5. sufficient guidance is published in emergency plans or other appropriate documents to address the following topics:
 - a. a provision for available fire protection service (4-ACRS-1C-12)
 - b. a fire protection alarm system and automatic detection system (4-ACRS-1C-13)
 - c. an evacuation plan which shows the location of building/room floor plan(s) (4-ACRS-1C-02; 1C-09)
 - d. evacuation routes (4-ACRS-1C-02; 1C-09)
 - e. the plan must call for the use of exit signs and traffic directional arrows that are easily seen and read. (4-ACRS-1C-02; 1C-09)
 - f. subsequent disposition and temporary housing of residents (4-ACRS-1C-02; 1C-09)
 - g. provision of medical care or hospital transportation for injured residents and staff (4-ACRS-1C-02; 1C-09)
 - h. fire control (2-CO-3B-02)
 - i. escapes (2-CO-3B-02)
 - j. riot control (2-CO-3B-02)
 - k. notification of death (2-CO-3B-02)
 - l. medical emergencies (2-CO-3B-02)
 - m. hostage situations (2-CO-3B-02)

- n. specialized emergencies appropriate to local conditions such as floods, tornados, chemical spills, or other catastrophes (2-CO-3B-02)
 - o. a statement as to where the public copy of the fire plan is kept for public viewing, and (4-ACRS-1C-02; 1C-09 and 2-CO-3B-02)
 - p. a plan to handle a work-stoppage/job action. At a minimum this plan must ensure continuous operation through necessary coverage of facility posts, procedures for employees reporting to work, and access to the facility if there is a picket line. (4-ACRS-1C-06 and -1C-07)
6. Ensure all emergency fire/evacuation plans are certified by an independent qualified agency or individual trained in the application of national fire safety codes and approved by the local fire authority. (4-ACRS-1C-09)
 7. Ensure the fire/evacuation plan is reviewed annually by the local fire authority and, if necessary, updated and reissued to local authorities (4-ACRS-1C-09)
 8. Ensure emergency plans are provided to appropriate local authorities (e.g., local fire authority, alternate fire departments, emergency medical services, the area "911" office, local and State police, and Disaster Management agencies). (4-ACRS-1C-05)
 9. Ensure 24 hour emergency medical, dental and mental health care is available for offenders, which includes arrangements for the following:
 - a. on site emergency first aid and crisis intervention (4-ACRS-4C-03)
 - b. emergency evacuation of the offender from the facility (4-ACRS-4C-03)
 - c. use of an emergency medical vehicle (4-ACRS-4C-03)
 - d. use of one or more designated hospital emergency rooms or other appropriate health facilities (4-ACRS-4C-03)
 - e. emergency on-call Physician, dentists and medical health professional services when the emergency health facility is not located in nearby community (4-ACRS-4C-03)
 - f. security procedures providing for the emergency transfer of residents, when appropriate. (4-ACRS-4C-03)
 10. Employees are trained in emergency plans/procedures, and safety procedures and that drills are held quarterly and documented. (2-CO-1D-02[P]; 4-ACRS-1C-09)
 11. A training program for care worker staff and other personnel is established by the medical provider in cooperation with the Center Supervisor that includes following:
 - a. signs, symptoms and action required in potential emergency situations (4-ACRS-4C-04)
 - b. administration of first aid and cardiopulmonary resuscitation (CPR) (4-ACRS-4C-04)
 - c. methods of obtaining assistance (4-ACRS-4C-04)
 - d. signs and symptoms of mental illness, retardation and chemical dependency (4-ACRS-4C-04)
 - e. procedures for patient transfers to appropriate medical facilities or health care providers. (4-ACRS-4C-04)
 12. First aid kits are available in designated areas of the facility. Contents and locations of the kits are approved by the contracted medical provider. An automatic external defibrillator is available for use in the facility. (4-ACRS-4C-05).
 13. Ensure vehicles are only operated by licensed drivers. (4-ACRS-1B-03)

(Rev 12/15/10)

14. Ensure all vehicles used in facility operations are inspected annually by a qualified inspector. (4-ACRS-1B-01)
15. Ensure that whenever a vehicle is identified as having a problem which makes it unsafe to drive, the vehicle is not driven until the safety problem is corrected and the problem is promptly corrected. (4-ACRS-1B-02)

F. Staff Safety and Security Representative Responsibilities. The appointed Staff Safety and Security Representative and alternate for each office and residential center have the following responsibilities:

1. Ensure required inspections are conducted by qualified inspectors (as defined).
2. Follow up on reported safety and security deficiencies. When unable to get them promptly corrected, report deficiencies to the appropriate supervisor.
3. Verify that safety and security incident reports are properly logged and forwarded.
4. Assist as necessary in planning, coordinating, conducting and reporting safety and security training and drills.
5. Compile and maintain a workplace chemical list (see Workplace Chemical List Form) for hazardous chemicals normally used, generated or stored in the workplace in amounts equal to or greater than 55 gallons or five hundred pounds. Keep the original and subsequent revisions on site and file a copy with the Department of Labor Director and local fire department. (2-CO-3B-02) (Ark. Code Ann. § 8-7-1007)
6. Ensure safe drinking water is available for all staff and residents. Because State law requires community-operated water systems to be tested and operated by certified specialists, there is no requirement to test water drawn from a community-operated water system. If the water supply is not provided from a community-operated water system, ensure the water is inspected by an independent, outside source, for compliance with the Arkansas Department of Human Services, Division of Health standards. (4-ACRS-1A-01 and 2-CO-3C-01)

G. Work Program Advisors. Work Program Advisors will ensure representatives from organizations requesting work crews understand their responsibility to address safety requirements such as any necessary training and providing personal protective equipment (PPE).

H. All Supervisors. Supervisors will promote safety by the following actions:

1. ensure that employees who use hazardous chemicals are properly trained and monitored, and employees and residents handle and use chemical products as directed on the label and MSDS. (2-CO-3B-01 and 4-ACRS-1C-18)
2. Provide verbal and written reminders on safety and security topics requiring emphasis
3. As appropriate, include safety and security aspects of job tasks when developing performance evaluation plans
4. Monitor work practices to ensure safe and secure work procedures are used, and
5. Ensure appropriate safety and security training is conducted and documented.

V. GUIDELINES. Sound safety and security practices are achieved through proper planning, preparation and training for activities, and following well developed written procedures.

A. Safety Procedures. Parole/Probation Managers/Center Supervisors must develop emergency plans and procedures which promote safety and security. Topics adequately addressed in this and other documents or in sanctioned training need not be addressed in office/unit level Standard Operating Procedures (SOPs) unless additional details are judged to be necessary. The following topics must be addressed:

1. Assault, rape or victimization
2. Property accountability and security of resources, including control of keys, tools, equipment and other property
3. Office safety, including identifying rooms accessible or inaccessible to offenders
4. Evaluation of threat assessment results
5. Training needs
6. Chemical hazard precautionary measures including the following:
 - a. Displaying the required poster titled “Department of Labor Notice to Employer and Employee ... Public Employees’ Chemical Right to Know Act”
 - b. Ensuring availability of material safety data sheets (MSDS) to employees
 - c. Training employees to read MSDS, handle, store and properly use chemicals and personal protective equipment (PPE)
 - d. Identifying work environment hazards of a chemical nature including, but not limited to, the following subjects:
 - (1) common tasks which require PPE (e.g., protective gloves, safety goggles, respirators, hard hats)
 - (2) guidance for use and control of flammable, toxic and caustic materials (see Guidelines for the Control and use of Flammable, Combustible, Toxic and Caustic Substances, Attachment 1), and (2-CO-3B-01)
 - (3) Sanitation associated with chemical, environmental or medical waste including handling and disposal practices required by federal, State or municipal laws for chemical, environmental or infectious medical waste;
7. Safety during off-site supervised work
8. Assignment of responsibility to qualified inspectors for conducting physical plant inspections of the following (if provided for in rental/lease contracts ensure it is done):
 - a. Building structural integrity, to include inspection of flat roofs
 - b. Fire detection and suppression systems
 - c. Boilers, furnaces, pumps, compressors, pressurized cylinders (hydrostatic tests)
 - d. Asbestos identification and monitoring for health hazards
 - e. Construction project review and approval by structural and environmental engineers, and
 - f. Life Safety Code compliance to include considering purchases of fire resistant products (furniture, draperies, bedding material, clothing, etc.)

9. Medical information including first responder capability and how to quickly use the emergency medical system (EMS). For residential centers, back-up medical support should be identified such as an alternative hospital or on-call physician service (consult DCC Administrative Services Section prior to entering into any financial commitment)
10. Rules and work procedures necessary and appropriate for job tasks including safety precautions associated with tasks done by residents (e.g., kitchen duties)
11. Safety, security and health related training required for supervisors and employees

NOTE: The appropriate Annual Safety and Security Staff Self-Assessment (Forms 2 through 6) may be reviewed and discussed with employees as a means of providing training and guidance on office and officer safety

12. Guidance on availability and use of the Bomb Threat Questionnaire, AD 17-14 Form 8.
13. Records retention including the following topics:
 - a. Evidence of compliance with applicable building and environmental codes, such as letters or certificates of compliance from city or State authorities
 - b. Evidence of steps being taken to comply with zoning ordinances, in areas of non-compliance
 - c. Evidence of compliance with applicable local and State fire codes. This may be accomplished through supplementing and using inspection and self-assessment checklists (Form 3 and 6)
 - d. Files of any claims submitted for worker's compensation or any records of employee exposure to hazardous materials
 - e. Evidence of planning, conducting and evaluating required drills, AD 17-14 Form 1, and
 - f. Results of weekly/monthly/quarterly/annual inspections, as appropriate.
14. Special containers must be provided for flammable liquid storage and for rags used with flammable liquids. All receptacles and containers must be emptied and cleaned daily. (4-ACRS-1C-16)
15. Provisions for adequate fire protection service.
16. Center Supervisors will ensure safety through developing emergency plans as described in this policy.

B. Requirements for Inspections, Drills, and Training.

1. Inspections. Parole/Probation Managers, Center Supervisors, or designees, and the Central Office Safety and Security Representative will schedule required inspections for their respective areas and ensure they are conducted by qualified inspectors using appropriate checklists. All fire, safety and health inspections, including any locally required inspections or drills, must be properly documented. Conducting annual safety and security employee self-assessments, attachments 2b and 3c, will help identify safety and security areas requiring attention and will remind employees of important safety issues associated with officer and office safety. At a minimum, the following inspections/assessments/actions are required:

- a. Parole/Probation Services monthly and annual safety and security inspections.
 - b. Residential centers weekly and quarterly safety, security and sanitation inspections. Inspection results are reviewed and deficiencies are corrected. (4-ACRS-1A-03)
 - c. Parole/Probation Services and residential centers annual staff self assessment.
 - d. Staff Safety and Security Representatives must conduct quarterly inspections of all fire prevention equipment.
 - e. Staff Safety and Security Representatives must arrange for an annual fire-safety inspection conducted by the local fire marshal or other qualified inspector. The inspection must include an assessment of the adequacy and functionality of fire alarm and fire suppression systems, a check of the availability of fire protection equipment at appropriate locations throughout the facility, a review of the fire evacuation plan, and other aspects of the emergency plan considered appropriate by the fire marshal. (4-ACRS-1C-11)
 - f. Center Supervisors must ensure a qualified inspector (staff member) conducts a fire inspection quarterly. Conduct the inspection following appropriate checklists and procedures stated for variances, exceptions, or equivalencies. As a part of the inspection, ensure equipment is tested as specified by the manufacturer or the fire authority, whichever is more frequent. Also ensure fire protection equipment is at locations throughout the facility in a manner approved by the fire authority having jurisdiction (4-ACRS-1C-10 and -1C-14)
 - g. Center Supervisors must ensure safety and security inspection results are reviewed and deficiencies corrected. (4-ACRS-1A-03)
2. Drills. The appropriate center supervisor and area manager are responsible for ensuring drills are planned, scheduled, conducted, evaluated and reported. Residential centers will conduct monthly evacuation drills of the facility area, including administrative areas, housing sites, work sites, etc. on each shift when the majority of residents are present. (4-ACRS-1C-09)

Frequency of evacuation drills at locations other than residential centers will comply with the regulations of local fire authority but will be conducted no less than annually. A drill or rehearsal for each Emergency Plan must be conducted annually. Fire drills should be coordinated with the local fire department. To the extent practical, realism should be used during drills. In some cases a “tabletop” drill is valuable. Tabletop drills or rehearsals allow key participants to review plans carefully, with one or more scenarios in mind, and discuss strategies to counter the various anticipated situations. A tabletop or limited participation drill is recommended for the riot plan. All drills or rehearsals must be documented on AD 06-06 Form 1, Drill Plan and Evaluation, and copies provided to the appropriate supervisor for review, action if necessary, and filing for a minimum of two years. A copy will also be furnished to the appropriate Safety and Security Representative. With proper planning, some required drills can be combined. Attachment 4, After Action Review/Evaluating Drills, may be used with form 1 to plan drill evaluations. (4-ACRS-1C-03)

3. Training. Lesson plans must be approved by the Central Training Section (CTS) Administrator. The following minimum training requirements on safety and security must be met:
- a. Initial Training. First-line supervisors will orient new employees on the use/location of exit routes, fire suppression equipment, alarm locations, type and meaning of alarm signals, and emergency plans. Residential center staff will also be trained to direct, control, evacuate and secure residents in case of an emergency.

- b. In-Service Training. CTS will ensure residential center and Parole/Probation Services employees receive training on office and officer safety and what to do if taken hostage. Supervisory personnel and appropriate others should receive additional training concerning how to respond to a hostage situation until arrival of a trained hostage negotiation team.
- c. Annual Refresher Training. Residential centers will conduct annual refresher training which addresses relevant safety and security procedures, lessons learned from the prior years experience and staff self assessments, and review of topics addressed in initial training. All employees must receive annual refresher training on all written emergency plans to the extent required to ensure proficiency in carrying out anticipated tasks.
- d. Chemical Right to Know Act Training. The Deputy Director of Administrative Services, Parole/Probation Managers, Center Supervisors, and Central Office supervisors are responsible for ensuring any employee who may be exposed to hazardous chemicals/materials in the workplace under normal operating conditions or foreseeable emergencies is trained as outlined below and in Attachment 3. Office workers and central office management are not generally included unless their job performance routinely involves potential exposure to hazardous chemicals/materials. (2-CO-3B-01)
- e. Other Training. Supervisors and the CTS will incorporate Safety and Security considerations during in-service and other training as appropriate.

C. Public Employees' Chemical Right to Know Act. In accordance with Arkansas Code Annotated § 8-7-1010, Public employees who may be exposed to hazardous chemicals shall be informed of such exposure and shall have access to the workplace chemical list, material safety data sheets for the chemicals on the list and the information and training as provided in attachment 3. No employee shall be discharged or otherwise disciplined or discriminated against because he or she has requested information, filed a complaint, assisted an inspector or instituted or caused to be instituted, in good faith, any complaint or proceeding related to the Chemical Right to Know. Parole/Probation Managers/Center Supervisors will ensure employees are trained in and abide by the requirements of this policy to ensure compliance with the Chemical Right to Know Act. Employees supervising offenders must ensure offenders understand and follow safe and proper procedures; however, offenders need not be trained on administrative aspects of the Act. In addition to other requirements in this policy, employees handling hazardous chemicals/materials must abide by the following rules:

1. Labeling.

- a. Existing labels on containers of hazardous chemicals shall not be removed or defaced.
- b. When employees transfer a hazardous chemical from the original container to another container, the employee shall reproduce and transfer the identity of the hazardous chemical and appropriate hazard warnings. However, if such hazardous chemical is regulated under the Federal Insecticide, Fungicide, and Rodenticide Act, or the Arkansas Pesticide Control Act, § 2-16-401 et seq., the employee shall reproduce the chemical name or common name of the original container on the container into which such hazardous chemical was transferred.
- c. An employee is not required to label portable containers into which labeled hazardous chemicals are transferred when the portable container is intended only for the immediate use of the employee who performs the transfer. However the portable containers must be marked with the name of the chemical/material by use of an indelible marker. If, however, the hazardous chemical is regulated under the Federal Insecticide, Fungicide and Rodenticide Act, U.S. Code §§ 136 et seq. or the Arkansas Pesticide Control Act Ark. Code Ann. §§ 2-16-401 et seq., then the container shall be labeled with the chemical name or common name shown on the original container. Employees or offenders shall not be required to work with a

hazardous chemical from an unlabeled container except for a portable container intended for immediate use by the employee who transferred the chemical. For the purposes of this subsection, the term unlabeled container means a container which is not labeled in accordance with this section or the Hazard Communication Standard.

2. **MSDS.** Parole/Probation Managers/Center Supervisors must maintain the most current MSDS received from chemical manufacturers or distributors for each hazardous chemical in the workplace. If a MSDS has not been provided by the chemical manufacturer or distributor at the time the chemicals are received at the workplace, the Parole/Probation Managers/Center Supervisors should request one in writing within five (5) business days.

D. Infectious Medical Waste. Medical Treatment Clinics at the residential centers must dispose of medical waste as defined by the “Rules and Regulations Pertaining to The Management of Medical Waste from Generators and Health Care Related Facilities,” published by the Arkansas Department of Health, as promulgated under the authority of Ark. Code Ann. §§ 14-262-101 et. Seq., §§ 20-7-101 et. Seq., §§ 20-32-101 et. Seq., §§ 8-6-1302, 20-32-101 and 20-32-106 through 111. Infectious materials generated as a result of DNA sample collection shall be disposed of according to guidelines provided in the DNA Sample Collection policy.

VI. REFERENCE. The Public Employees’ Chemical Right to Know Act, (Ark. Code Ann. §§ 8-7-1001 et. Seq.).

VII. ATTACHMENTS.

- Attachment 1 Guidelines for the Control and Use of Flammable, Combustible, Toxic and Caustic Substances
- Attachment 2 After Action Review/Evaluating Drills
- Attachment 3 Public Employees’ Chemical Right to Know Act Training
- AD 06-06 Form 1 Drill Plan and Evaluation
- AD 06-06 Form 2 Parole/Probation Services Safety & Security Inspection Checklist - Annual
- AD 06-06 Form 3 Parole/Probation Services Safety & Security Staff Self-Assessment - Annual
- AD 06-06 Form 4 Residential Center Safety and Security Inspection Checklist - Weekly
- AD 06-06 Form 5 Residential Center Safety & Security Inspection Checklist - Quarterly
- AD 06-06 Form 6 Residential Center Safety & Security Staff Self Assessment - Annual
- AD 06-06 Form 7 Safety and Health Program Assessment
- AD 06-06 Form 8 Bomb Threat Questionnaire
- Arkansas Department of Labor Form, Arkansas Workplace Chemical List

GUIDELINES FOR THE CONTROL AND USE OF FLAMMABLE, COMBUSTIBLE, TOXIC, AND CAUSTIC SUBSTANCES

I. GUIDELINES. This attachment provides definitions and recommendations to assist in applying standards on the control of materials potentially dangerous to staff and offenders. Substances that do not contain any of the properties discussed in the guidelines but are labeled “Keep out of reach of children” or “May be harmful if swallowed” are not necessarily subject to the controls specified in the guidelines. Their use and control, however, including the quantities available, should be evaluated and addressed in standard operating procedures. Questions concerning the use and control of any substance should be resolved by examining the manufacturer’s Material Safety Data Sheet (MSDS).

II. DEFINITIONS.

A. Flashpoint. The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or in the vessel used).

B. Flammable liquid. A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade). Classified by flash point as a Class I liquid. (See Table A.)

C. Combustible liquid. A substance with a flash point at or above 100 degrees Fahrenheit. Classified by flash point as a Class II or Class III liquid. (See Table A.)

D. Toxic material. A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method and site of absorption. (See Table A.)

E. Caustic Material. A substance able to burn, corrode, dissolve or otherwise eat away by chemical action. (See Table A.)

Note: A substance may possess more than one of the above characteristics or properties and require the safety requirements for all applicable characteristics or properties to be considered.

III. SPECIFIC GUIDELINES FOR STORAGE, USE, AND DISPOSAL.

A. Flammable, Combustible, Toxic or Caustic Substances. All toxic and caustic substances and any liquid or aerosol that is required to be labeled “flammable” or “combustible” under the Federal Hazardous Substances Labeling Act, must be stored and used according to label recommendations and the MSDS so they do not endanger life and property. The following guidelines are recommended: (4-ACRS-1C-17)

1. Issuance and Turn-in. All flammable, combustible, toxic and caustic substances should be issued and used under the supervision of authorized staff. All such substances should be issued only in the amount necessary for a one day need. All such substances must be accounted for before, during, and upon use. Unused portions are to be returned to the original container in the storage area or, if appropriate, placed in the storage area in a suitable, clearly labeled container. The manufacturer’s label must be kept intact on the container. The only acceptable methods for drawing from or transferring flammable and combustible liquids into containers inside a building are (1) through a closed piping system, (2) from safety cans, (3) by a (non-human) device drawing through the top, or (4) by gravity through an approved self-closing system. An approved grounding and bonding system must be used when liquids are dispensed from drums.

Attachment 1 (Continued)

2. **Storage.** Lighting fixtures and electrical equipment in flammable liquid storage rooms must conform to the *National Electrical Code* requirements for installation in hazardous locations.
 - a. Storage rooms must meet the following specifications:
 1. be of fire-resistant construction and properly secured
 2. have self-closing fire doors at all openings
 3. have either a four-inch sill or a four-inch depressed floor (inside storage rooms only)
 4. have a ventilation system, either mechanical or gravity flow within twelve inches of the floor, that provides at least six air changes per hour in the room. (2-CO-3B-01)
 - b. Each storage cabinet must be:
 1. properly constructed and securely locked
 2. conspicuously labeled “Flammable - Keep Fire Away”
 3. used to store no more than sixty gallons of Class I or Class II liquid or 120 gallons of Class III liquid. (2-CO-3B-01)
 - c. Storage rooms and cabinets must be properly secured and access controlled by authorized staff. Doors and cabinets shall be placed so that they do not obstruct access to exits.
 1. All portable containers for flammable and combustible liquids other than the original shipping containers must be approved safety cans listed or labeled by a nationally recognized testing laboratory. Containers must bear legible labels identifying the contents. (2-CO-3B-01)
 2. All excess liquids must remain in their original container in the storage room or cabinet. All containers should be tightly closed when not in use. (2-CO-3B-01)
 3. **Use.**
 - a. The use of any flammable or combustible liquid must conform with the provisions and precautions listed in the manufacturer’s MSDS.
 - b. Only liquids with a flash point at or above 100° Fahrenheit (e.g., Stoddard solvents, kerosene) can be used for cleaning. Such operations must be performed in an approved parts cleaner or dip-tank fitted with a fusible link lid with a 160° Fahrenheit melting-temperature link. *Under no circumstances may flammable liquids (such as gasoline) be used for cleaning.*
 - c. Toxic and caustic substances can be drawn only by a staff member. The MSDS for each substance details the necessary provisions and precautions for its use. Unused portions are to be returned to the original container in the storage area or, if appropriate, placed in the storage area in a suitable, clearly labeled container.
 4. **Disposal.** Excess flammable or combustible liquids must be disposed of properly. The MSDS for each substance prescribes the proper method of disposal and related precautions.
 5. **Spills.** Information on the proper course of action for chemical spills is contained in the MSDS for each substance.
- B. MSDS Master File.** This file should be updated at least annually to ensure it contains all necessary and current MSDSs. The file should include a list of all areas where these substances are stored, along with a facility diagram and legend. A copy of all information in the file, including the MSDSs, should be supplied to the local fire marshal. The master index should also contain an up-to-date list of emergency phone numbers (e.g., local fire department, hazardous material response team and local poison control center).

Attachment 1 (Continued)

C. Examples of Substances to be Controlled.

1. There are special precautions on the control and use of methyl alcohol (also known as wood alcohol or methanol), which is a flammable, poisonous liquid commonly used in industrial applications (e.g., shellac thinner, paint solvent, duplicating fluid, solvents for leather cements and dyes, flushing fluid for hydraulic brake systems). *Drinking methyl alcohol can cause death or permanent blindness.* The use of any product containing methyl alcohol must be directly supervised by staff. Products containing methyl alcohol in a diluted state, such as shoe dye, may be issued to offenders, but only in the smallest workable quantities. Immediate medical attention is imperative whenever methyl alcohol poisoning is suspected.
2. Permanent antifreeze containing ethylene glycol must be stored in a locked area and dispensed only by authorized staff.
3. Cleaning fluid containing carbon tetrachloride or trichloroethylene (e.g. typewriter cleaner) should be dispensed in small quantities and used under direct supervision.
4. Glues of all types may contain hazardous chemicals and should receive close attention at every stage of handling. Nontoxic products should be used when possible. Toxic glues must be stored under lock and used under close supervision.
5. The use of dyes and cements for leather requires close supervision. Nonflammable types should be used whenever possible.
6. Ethyl alcohol, isopropyl alcohol and other antiseptic products should be stored and used only in the medical department. The use of such chemicals must be closely supervised. Whenever possible, such chemicals should be diluted and issued only in small quantities so as to prevent any injurious or lethal accumulation. When possible, purchase items that do not contain potentially hazardous chemicals, e.g. non-acetone fingernail polish remover.
7. Pesticides contain many types of poisons. All pesticides should be stored under lock.

NOTE: Only chemicals approved by the Environmental Protection Agency shall be used. DDT and 1080 (sodium fluoracetate) are among those chemicals absolutely prohibited.

8. Herbicides must be stored under lock. The staff member responsible for herbicides must have a current State license as a Certified Private Applicator. Proper clothing and protective gear must be used when applying herbicides.
9. Lyes must be used only in dye solutions and only under the direct supervision of staff.

D. Labels and Other Forms of Warning.

1. Each container of hazardous chemical(s) shall be labeled, tagged or marked with the following information:
 - a. identity of the hazardous chemical(s) therein; and
 - b. appropriate hazard warning(s) (see MSDS).

Attachment 1 (Continued)

2. Portable containers of hazardous chemicals do not need to be labeled if for the immediate use of the employee who performs the transfer, however, if the hazardous chemical is regulated under the Federal Insecticide, Fungicide and Rodenticide Act, U.S. Code §§ 136 et seq. or the Arkansas Pesticide Control Act Ark. Code Ann. §§ 2-16-401 et seq., then the container shall be labeled with the chemical name or common name shown on the original container.

3. Ensure labels on hazardous chemical containers are legible, prominently displayed, in English and in the any other language an employee reads if they do not read English.

Table A Common Flammable, Toxic, and Caustic Substances	
Flammable and Combustible Substances	
Class I Flammable Liquids	Class II Combustible Liquids
Gasoline	Diesel fuel
Benzine (Petroleum ether)	Motor oil
Acetone	Kerosene
Hexane	Cleaning Solvents
Lacquer	Mineral spirits
Lacquer thinner	Agitene
Denatured alcohol	
Ethyl alcohol	Class III Combustible Liquids
Xylene (Xylol)	Paints (oil base)
Contact cement (flammable)	Linseed oil
Toludi (Toluene)	Mineral oil
Methyl ethyl ether	Neatsfoot oil
Methyl ethyl ketone	Sunray conditioner
Naphtha Y, M, and P	Guardian fluid
Toxic Substances	
Ammonia	Defoliants
Chlorine	Herbicides
Antifreeze	Pesticides
Duplicating fluid	Rodenticides
Methyl alcohol (Wood alcohol or Methanol)	
Caustic Substances	
Lye	Sulfuric acid
Muriatic acid	Tannic acid
Caustic soda	

**AFTER ACTION REVIEW/
EVALUATING DRILLS**

EXPLANATION: Follow-up after drills or actual emergencies to improve plans, review resource support and identify training needs and/or required physical plant improvements. An actual emergency or drill requires people to respond to a variety of different situations, often following special procedures and working with people with whom they would not ordinarily work. An evaluation of emergency plans is used to determine how well people respond and where improvements may be needed.

RECOMMENDED PROCEDURES:

1. Appoint evaluators before the drill;
2. Explain the drill scenario and related plans to the evaluators;
3. Give evaluators copies of appropriate plans/checklists and a copy of the Drill Plan and Evaluation, AD 06-06 Form 1;
4. Ensure each evaluator understands who and what they are to check. Both positive and negative observations are appropriate. Evaluate plan procedures, logistics and communication. Instruct evaluators to avoid directing or supervising drill participants except where safety and security are threatened;
5. After the drill, instruct team leaders to conduct an after action review (AAR) with their team participants and any evaluators for their area. Notes from team AARs may be used in conducting an overall evaluation. Team members should be encouraged to discuss what worked well and where changes to plans, training or supplies/equipment are recommended;
6. Parole/Probation Manager/Center Supervisor or designees should prepare a summary report of recommendations and assign responsibility for implementing appropriate recommendations. Actions required above the Parole/Probation Manager/Center Supervisor level should be forwarded to the appropriate Deputy or Assistant Director.

PUBLIC EMPLOYEES' CHEMICAL RIGHT TO KNOW ACT TRAINING

1. Frequency of training. Newly assigned employees shall be provided training before working in an area containing hazardous chemicals. Additional instruction or training shall be provided whenever a new hazard is introduced into their work area or whenever new and significant information is received concerning the hazards of a chemical. Refresher training shall be provided for existing employees at least annually.
2. Records. Keep a record of the employees who attend training, lesson plan used and training date(s).
3. Minimum Requirements for Chemical Right to Know Act Training include the following:
 - (a) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the chain of supervision, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
 - (b) The physical and health hazards of the chemicals in the work area;
 - (c) The measures employees can take to protect themselves from these hazards, including specific procedures implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used;
 - (d) The details of the hazard communication program including an explanation of the labeling system, material safety data sheets and how employees can obtain and use the appropriate hazard information;
 - (e) General safety instructions on the handling, cleanup, and disposal of the hazardous chemicals in the workplace; and
 - (f) Training on the specific hazardous chemicals an employee will be encountering in his or her routine employment.

DRILL PLAN AND EVALUATION

Annex to be practiced/drilled:

- Command, control and communication
- Protective shelter and evacuation/relocation
- Bomb threat/suspected bomb
- Emergency medical care
- Natural disaster or severe weather
- Special situations:

- Hostage
- Fire
- External protest or attack
- Hazardous spill
- Riot
- Post-emergency

Drill plan (before the drill). (Also see attachment 2)

- a. Who should be notified? Possible notifications: Supervisory chain Fire department
 State police Local police Bomb squad DCC Public Relations Officer
 Other:
- b. Will the drill be pre-announced to employees?
- c. Planned date/time of drill?:
- d. In the space below, describe the drill scenario to be simulated (include how the drill will be initiated, any simulated casualties and outside agencies to participate).
- e. Select evaluators (internal or request external), locations where evaluators will be stationed and identify any special qualifications or instructions they will need). Will casualties require moulage kits?
- f. Coordinate with key participants as necessary, e.g., fire chief, state police troop (see above).
 Will an evaluation team meeting/rehearsal be necessary?

Brief Name and Description of Drill Scenario:

Note: the drill evaluation will be recorded on the reverse side of this form. Comments may be placed on the space provided and continued in the space below.

Evaluation comments continued:

DRILL PLAN AND EVALUATION

EVALUATION

I. EMERGENCY DRILL CONDUCTED: Date: _____ Time: _____

II. EVALUATION: (Note: Assign evaluators and provide them with appropriate evaluation checklists):

A. FOR ALL DRILLS: (Reference item checked and place any comments below)

- | | | | | | |
|--|--------------------------|-----|--------------------------|----|---------|
| 1. Was the Control Center activated and manned in a timely manner? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | minutes |
| 2. Did people capably fulfill their role? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 3. Were any necessary support agencies called in a timely fashion? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 4. Was there an identifiable event commander in charge at all times? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 5. Was the plan followed? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | minutes |
| 6. If people were evacuated, was a timely and correct evacuation accomplished? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 7. Were command, control and communication acceptable? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 8. Did the Chain of Supervision function effectively? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |

B. FOR FIRE DRILLS: (Reference item checked and place any comments below)

- | | | | | | |
|--|--------------------------|-----|--------------------------|----|--|
| 1. Were all lights turned out? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 2. Were all radios off | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 3. Were all doors closed? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 4. Was the drill coordinated with the local Fire Department? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |

C. FOR BOMB THREAT EVACUATIONS: (Reference item checked and place any comments below)

- | | | | | | |
|---|--------------------------|-----|--------------------------|----|--|
| 1. Were electrical devices including lights, radios and computers left in their on or off mode when notice was given to evacuate? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 2. Were radio signal devices such as cellular phones and radios not used? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 3. Were proper notifications made? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |
| 4. Was a copy of the Bomb Threat Questionnaire properly completed? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | |

After action review (AAR) (Also see Attachment 4)

Did the evaluation team director, call a meeting of all evaluators as early as practical after the drill for the purpose of:

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| a. Asking for evaluator comments? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| b. Summarizing the exercise? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| c. Identifying follow-up action required from the evaluators? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Evaluators comments:

Signature of Staff Person Evaluating Drill

Parole/Probation Manager or
Center Supervisor Signature

Safety and Security Inspection Checklist for Parole/Probation Services - Annual

TO: Safety and Security Representative (SSR) _____

Parole/Probation Services Manager _____

(IN TURN)

CC: Maintenance Supervisor (as needed)

Other (Specify): _____

FROM: (Inspector's Name): _____

DATE (of inspection): _____

Area(s) Inspected: _____

STATUS UPDATE

Status Update by (name): _____

Action taken on (date): _____

REPLY TO: Parole/Probation Services Manager

Safety/Security Representative

INSTRUCTIONS/DISTRIBUTION

Inspector: After inspection, forward results to the Safety and Security Representative (SSR) within three days (see note).

SSR: Review, keep a copy to monitor open items, forward the original to the Center Supervisor within 24 hours (see note). On behalf of Center Supervisor, follow-up to ensure actions are being taken to resolve identified problems. Maintain records of inspections and corrective actions.

Center Supervisor: Review, assume or assign responsibility for resolving deficiencies (see note).

Maintenance / Shift Supervisor or Other Person: Take action to resolve problems within your area of responsibility. Forward a status update to the Center Supervisor and SSR monthly until resolved.

NOTE: If the Inspector or SSR determine immediate action is necessary to resolve a threatening safety or security problem, they should promptly advise the person with the authority/ability to correct the situation and notify the Center Supervisor by annotating the form.

Comments and Explanation of Findings by Inspector:

Actions Taken to Correct Problems:

Safety and Security Inspection Checklist for Parole/Probation Services - Annual

YES	NO	CHECKLIST QUESTIONS
1		Is a sign posted at the office entrance to prohibit weapons or contraband and advising that belongings are subject to search?
2		Is support staff trained in techniques for defusing aggressive behavior?
3		Is the receptionist separated from the waiting area by a secured door and bulletproof glass, if deemed appropriate after threat analysis?
4		Are signs limiting access to clerical work areas clearly displayed?
5		Where possible, does support staff have separate, secure work areas to reduce exposure to hostile, aggressive individuals?
6		Are duress alarms or other emergency equipment installed or are plans available to deal with such emergency situations where appropriate?
7		Is there appropriate lighting in entrance and waiting areas?
8		Are fire and smoke detection alarms located as prescribed by the Fire Marshal?
9		Are parking areas close to the office and well lighted for employees who work after dark?
10		Are parking areas NOT identified by names or positions? Note: Parking spaces near buildings should be marked for employee parking only to preclude a car bomb being placed near the building.
11		Are metal bars or sturdy wire mesh over windows and glass doors, if deemed appropriate after threat analysis?
12		Has the local Fire Marshal toured the building to become familiar with the layout and use and to inspect/identify means for enhancing safety?
13		Are entry and exit doors constructed of solid core materials?
14		Where appropriate (based on assessed threat), are windows covered with wire mesh to preclude break-in or objects from being thrown inside?
15		Are fire lanes and outside building areas accessible to firefighters?
16		Are fire hydrants unobstructed?
17		Are smoking areas designated with signs and are areas where smoking is not allowed, such as near flammable materials storage, designated with No smoking@ signs?
18		Are combustibles stored in properly labeled containers?
19		Are combustible or flammable liquids stored away from heat or spark-producing appliances?
20		Are proper precautions taken when flammable liquids must be used for cleaning?
21		Are hazardous materials properly segregated, labeled and stored?
22		Are compressed gas cylinders properly restrained and hydrostatically tested?
23		Are there enough exits and are exits accessible, properly lighted and operable in case of fire?

Safety and Security Inspection Checklist for Parole/Probation Services - Annual

- | | |
|----|---|
| 24 | Are the following potential problems immediately corrected: faulty or frayed wires, missing cover plates and overloaded circuits? |
| 25 | Are required fire drills being conducted? |
| 26 | Do employees know what to do if there is a fire, to include sounding the alarm, calling the fire department, evacuating and accounting for occupants and, if trained, operating fire fighting equipment? |
| 27 | Are local fire department and medical phone numbers clearly posted? |
| 28 | Are keys limited to people who have a need? |
| 29 | Is there a procedure for key issue and return? |
| 30 | Are some employees trained to search the building with bomb squad personnel to identify known and unknown objects and likely hiding places? |
| 31 | Are bomb threat checklists available yet out of offender view? |
| 32 | Do offices have a means for determining when an employee needs backup, such as a duress alarm, and are employees in a visible area or within hearing distance when with offenders? |
| 33 | Are employees knowledgeable in de-escalating situations using verbal & visual techniques & teamwork? |
| 34 | Have the fire department and other support agencies been involved in plan development & reviews? |
| 35 | Have support agencies signed a memorandum of understanding indicating agreement with the plan and their ability to provide support? |
| 36 | Have support agencies been given copies of the latest safety and security plans and revisions? |
| 37 | Has an annual inspection been conducted by the local fire marshal? |
| 38 | Is the mail being inspected by an employee trained to recognize letter/package bombs? |
| 39 | Are flammable liquids and other combustible materials kept in secure storage areas (e.g. specially-designed-locked flame resistant cabinets)? |
| 40 | Does each elevator have a current inspection certificate? (Inspections are required twice each year. The building owner is responsible for obtaining a certificate from the Arkansas Department of Labor (DOL). (Ark. Code Ann. § 20-24-116). |
| 41 | For buildings with boilers, is there a current Certificate of Inspection from the Arkansas DOL? (Ark. Code Ann. § 20-23-301). (N/A - If no boiler) |

Safety and Security Inspection Checklist for Parole/Probation Services - Annual

- 42 Does the maintenance person have a current DOL manual for boiler operations to include revisions? (Contact the DOL, Boiler Division for the most recent date of the basic manual and revisions).(N/A - If no boiler)
-
- 43 Is the boiler operated at or below the maximum pressure on the Certificate of Inspection?
(Ark. Code Ann. § 20-23-301).(N/A - If no boiler)
-
- 44 Are boilers in occupied public buildings continuously monitored by a mechanical or electronic device approved by DOL, or, alternately, checked at least once per hour ?
(Ark. Code Ann. § 20-23-104).(N/A - If no boiler)
-
- 45 Are boilers 50 horsepower and over, as rated by the manufacturer, regularly attended by a licensed operator certified competent by the Boiler Inspection Division of DOL?
(Ark. Code Ann. § 20-23-104)(N/A - If no boiler)
-
- 46 Have State owned vehicles used in mass transportation (vans and busses) received an annual safety inspection by a qualified inspector? Documentation of inspection and correction of safety repairs must be on file. (N/A if no such vehicles.) Bus inspections may be certified by the local school board transportation department, city/county or State inspection programs, or by a qualified bus mechanic using a checklist including, but not limited to: brakes, steering, tires, mirrors and emergency doors.
-

**SAFETY AND SECURITY STAFF SELF-ASSESSMENT
FOR PAROLE/PROBATION SERVICES OFFICES - ANNUAL**

S = Self-assessment for ALL Parole/Probation Services Staff SO = Self-assessment for Officers

TO: Safety and Security Representative (SSR) _____
Parole/Probation Services Manager _____

(IN TURN)

CC: Maintenance Supervisor (as needed)

Other (Specify): _____

FROM: (Inspector's Name): _____

DATE (of inspection): _____

Area(s) Inspected: _____

STATUS UPDATE

Status Update by (name): _____ Action taken
on (date): _____

REPLY TO: Parole/Probation Services Manager Safety/Security Representative

INSTRUCTIONS/DISTRIBUTION

Inspector: After inspection, forward results to the Safety and Security Representative (SSR) within three days (see note).

SSR: Review, keep a copy to monitor open items, forward the original to the Center Supervisor within 24 hours (see note). On behalf of Center Supervisor, follow-up to ensure actions are being taken to resolve identified problems. Maintain records of inspections and corrective actions.

Center Supervisor: Review, assume or assign responsibility for resolving deficiencies (see note).

Maintenance / Shift Supervisor or Other Person: Take action to resolve problems within your area of responsibility. Forward a status update to the Center Supervisor and SSR monthly until resolved.

NOTE: If the Inspector or SSR determine immediate action is necessary to resolve a threatening safety or security problem, they should promptly advise the person with the authority/ability to correct the situation and notify the Center Supervisor by annotating the form.

Comments and Explanation of Findings by Inspector:

Actions Taken to Correct Problems:

**SAFETY AND SECURITY STAFF SELF-ASSESSMENT
FOR PAROLE/PROBATION SERVICES OFFICES - ANNUAL**

S = Self-assessment for ALL Parole/Probation Services Staff SO = Self-assessment for Officers

#	YESNO	CODE	CHECKLIST QUESTIONS
1		S	Do you know how to have abusive or threatening calls traced?
2		S	Do you review recorded or voice mail messages and return calls promptly?
3		S	Is access limited beyond the security door to restrict visitor/client packages, purses, and bags?
4		S	Are employee valuables such as purses and money kept out of public view?
5		S	Is working alone in the office discouraged and are supervisors made aware of recurring requirements for working alone?
6		S	Are emergency telephone numbers readily available for situations in and out of office?
7		S	Are desks situated so you do not have your back to the door?
8		S	Are desks and work areas kept free of objects which could be used as a weapon such as staplers, metal file trays, radios, letter openers, etc.?
9		S	Do you know the duress code word and procedures?
10		S	Are you aware that support staff is not expected to deal with abusive or unruly clients?
11		S	Do you have an alarm system or "panic button" to summon assistance?
12		S	Do you keep personal food, drinks, cups and utensils where offenders cannot access them?
13		S	Do you know not to leave briefcases, package, etc. unattended in common areas?
14		S	Do you look for unattended briefcases, packages etc. and report them immediately?
15		S	Do you know the office plan for handling an aggressive or violent client?
16		S	Are your files, desks, computers and supplies secured when not in use?
17		S	Do you know not to duplicate keys, unless designated to do so by your Parole/Probation Manager?
18		S	Do you know the procedure for key issue and return including reporting lost keys?
19		S	Are you aware that you should request a trace of persistent /abusive calls and to promptly report them to the Parole/Probation Manager for investigation?
20		SO	Are you (all staff) trained to be observant of potentially aggressive behavior or other problems and do you know to report observations?
21		SO	After business hours, is the outer or entry doors opened only to known persons and are all windows and entrances locked?
22		SO	Do you advise building security personnel of your presence on weekends or during extended work hours?
23		SO	If you work late in the office (or arrive alone on weekends) do you park near the building?
24		SO	Are you aware of everything in your personal work area so you could recognize if something was placed there?

**SAFETY AND SECURITY STAFF SELF-ASSESSMENT
FOR PAROLE/PROBATION SERVICES OFFICES - ANNUAL**

S = Self-assessment for ALL Parole/Probation Services Staff SO = Self-assessment for Officers

25	SO	Is there only one designated entrance and exit for clients?
26	SO	Do clients always precede you and are they never left unattended?
27	SO	Do you always carry chemical spray when carrying your firearm?
28	SO	Are chemical spray agents within the acceptable shelf-life date?
29	SO	Do you escort clients to and from reception or other areas within the office?
30	SO	Do you have some type of obstacle situated between the visitor's chair and the door?
31	SO	Is furniture placed so as not to impede your route from your chair to the door?
32	SO	Do you get up from your desk without leaning forward to preclude being grabbed or struck?
33	SO	Do you maintain a "critical distance" between yourself and clients?
34	SO	When working alone do you inform someone (supervisor, spouse, etc.) of your location and estimated time of departure and return?
35	SO	Before entering the building/office, do you make a visual check of the outside of the building to ensure everything "appears normal?"
36	SO	Do you advise clerical staff about anyone believed to be a potential threat or problem?
37	SO	Are chairs in your office placed so that your chair is the one closest to the door?
38	SO	Are you selective in choosing items to keep in view in the office, particularly those on your desk?
39	SO	Are family photographs kept out of view of clients?
40	SO	Are office doors kept open when a client is in the office?
41	SO	Do you use the buddy system on home visits where there may be danger?
42	SO	Do you make a sketch of client homes to indicate exits, leaving one copy in the office and taking the other to re-familiarize yourself with the home prior to entering?
43	SO	Do you leave an itinerary with a staff person when you conduct field visits? (Name, address, phone number and sketch of offender homes).
44	SO	Does your itinerary include personal check in times with the office?
45	SO	Does office staff know the procedure to follow if you do not call in as scheduled in your itinerary?
46	SO	Do you have a purpose in mind for each visit and do you leave the area as soon as the purpose is achieved (or leave when it is evident you cannot achieve the purpose)?
47	SO	Do you assess the neighborhood and home prior to stopping for a home visit?
48	SO	Do you park and depart following these rules of practice: * Always be observant, you can turn around and get back in your car if there appears to be a threat. * Never write notes about the visit while in the neighborhood. * Never park directly in front of the home entrance or windows, yet park close enough to enable

**SAFETY AND SECURITY STAFF SELF-ASSESSMENT
FOR PAROLE/PROBATION SERVICES OFFICES - ANNUAL**

S = Self-assessment for ALL Parole/Probation Services Staff SO = Self-assessment for Officers

		a quick departure, * If there is another car parked, park behind it, leaving enough room to pull out without backing up, * Street parking is best, followed by backing into a driveway (remaining at the end of the driveway), * Keep a loose set of keys in your pocket (door and ignition keys) so you don't fumble looking for the correct key.
49	SO	Do you dress comfortably, including rubber soled shoes for traction?
50	SO	Do you look for dogs, determine their size and know defense techniques?
51	SO	Do you carry a flashlight with a red lens to maintain night vision?
52	SO	At night do you focus on an area around an object rather than looking straight on (off-center vision)?
53	SO	When approaching the house, do you evaluate whether to stand on the doorknob side where you can see into the house when the door is opened, or the hinge side where you are shielded, but cannot see in when the door is first opened?
54	SO	Do you place a hand on the door frame to feel for vibrations as the door is approached?
55	SO	Do you use your senses to pick out unusual sounds or smells?
56	SO	Do you always insist that clients come to the door before you enter?
57	SO	Do you ensure you are never alone in the house with a client's spouse (or a client of the opposite gender)?
58	SO	When inside the house do you follow these guidelines? * Know who else is in the house and where they are at all times, * Keep your back to a wall, * Avoid sitting, but if you sit, avoid soft seats that are difficult to get up from? * Review the exits available to you, * Never go into the kitchen area (where knives are close at hand), * Be observant of behaviors and attitudes and look for weapons - guns, kitchen knives, baseball bats- leave if the situation appears unsafe - no need to politely announce your departure, just go, * leave when your purpose is accomplished (e.g. if you are just there to verify the client still resides at the home, when they come to the door keep it brief, you are done, no need to go in), * Try to conduct business at the front door.
59	SO	When assessing the situation do you do the following? * observe the client's and others' disposition, * look for weapons, * tattoos can hide track marks and/or identify marshal art skills or gang affiliation, * scars may indicate the client likes to fight, * question whether you know what's going on or you just think you do, * consider the history of the client.
		Do you observe clients for warning signs of impending aggression/violence?

**SAFETY AND SECURITY STAFF SELF-ASSESSMENT
FOR PAROLE/PROBATION SERVICES OFFICES - ANNUAL**

S = Self-assessment for ALL Parole/Probation Services Staff SO = Self-assessment for Officers

60	SO	<ul style="list-style-type: none"> * they appear to be observing you to find vulnerabilities, * clients breathing pattern, * clients vocal habits (change), * muscle twitches, * body movement, or lack of movement (e.g.; a change from their usual pattern or a change during your visit), * client begins to ignore you, * client displays excessive emotional behavior (remember the client may have psychiatric problems).
61	SO	<p>Do you keep the following in mind when considering/using defense tactics to keep a bad situation from escalating?</p> <ul style="list-style-type: none"> ** use a low voice and give space, don't back client into a corner, ** know your body language, don't give a wrong message (e.g. clenched fist or jaw, excited speech), ** don't get in the client's way, ** observe changes in the client, model the behavior; if you remain calm and in control, the client will be more apt to do the same.
62	SO	<p>To evade or escape from an attack do you know to take these actions?</p> <ul style="list-style-type: none"> * get out if you can, * little things can buy valuable time (e.g. throw papers at the client, start coughing - cough in the clients face).
63	SO	<p>To ensure survival do you keep these thoughts in mind?</p> <ul style="list-style-type: none"> * when survival is challenged the brain activates your adrenaline, and blood that normally controls thinking is transferred to the area that controls survival (e.g. legs or arms), * self-defense tactics (may) provide a false sense of security; you must be committed to and practice these techniques.
64	SO	<p>If Force is necessary, do you know and follow the DCC AUse of Force@ policy as described in the Administrative Regulation and Directive titled Use of Force?</p>
65		<p>Do you realize that as many as 96% of confrontations can be avoided with good verbal and listening skills (e.g. active listening)?</p>

**SAFETY AND SECURITY INSPECTION CHECKLIST
FOR RESIDENTIAL CENTERS - WEEKLY**

TO: Safety and Security Representative (SSR) _____
Center Supervisor _____
(IN TURN)

CC: Maintenance Supervisor (as needed)
 Shift Supervisor _____
 Other (Specify): _____

FROM (Inspector's Name): _____

DATE (of inspection): _____

Area(s) Inspected: _____

STATUS UPDATE

Status Update by (name): _____ Action taken on
(date): _____

REPLY TO: Safety/Security Representative

INSTRUCTIONS/DISTRIBUTION

Inspector: When inspecting, listen for concerns from residents and staff. Forward inspection results to the Safety and Security Representative (SSR) the day of the inspection

SSR: Review, keep a copy to monitor open items, forward the original to the Center Supervisor within 24 hours (see note). On behalf of Center Supervisor, follow-up to ensure actions are being taken to resolve identified problems. Maintain records of inspections and corrective actions.

Center Supervisor: Review, assume or assign responsibility for resolving deficiencies (see note)

Maintenance / Shift Supervisor or Other Person: Take action to resolve problems within your area of responsibility. Forward a status update to the Center Supervisor and SSR monthly until resolved.

NOTE: If the Inspector or SSR determine immediate action is necessary to resolve a threatening safety or security problem, they should promptly advise the person with the authority/ability to correct the situation and notify the Center Supervisor by annotating the form.

Comments and Explanation of Findings by Inspector:

Actions Taken to Correct Problems:

**SAFETY AND SECURITY INSPECTION CHECKLIST
FOR RESIDENTIAL CENTERS - WEEKLY**

#	YES	NO	CHECKLIST QUESTIONS
1			Are flammable liquids and other combustible materials (e.g. rags used with flammable liquids) kept in secure storage areas (e.g. specially-designed-locked flame resistant cabinets)?
2			Are there any "trip hazards" such as electrical cords in walkways?
3			Is there unsafe electrical usage, e.g. overloaded electrical outlet or electrical cord being walked on?
4			Is there any contraband?
5			Have you heard or seen concerns about unsafe situations? (Note in comments.)
6			Have you heard or seen concerns for security?
7			Are there physical plant problems which pose a threat to safety/security?
8			Are there any unsanitary conditions?
9			Are trash receptacles emptied daily?
10			Are people using safe work practices?
11			Are entry and exit doors locked unless under visual control or connected to an alarm system?
12			Are safety related incidents evaluated by staff and management to determine and resolve systemic safety problems?
13			Is exit illumination in proper order (both exit signs and battery-powered emergency lights) and are exits clear of obstructions?
14			Are access doors to staff work areas locked and entry controlled?
15			Are wiring and appliances in good repair?
Notes:			

**SAFETY AND SECURITY INSPECTION CHECKLIST
FOR RESIDENTIAL CENTERS - QUARTERLY**

TO: Safety and Security Representative (SSR) _____
Center Supervisor _____

(IN TURN)

CC: Maintenance Supervisor (as needed)
 Shift Supervisor _____
 Other (Specify): _____

FROM (Inspector's Name): _____

DATE (of inspection): _____

Area(s) Inspected: _____

STATUS UPDATE

Status Update by (name): _____ Action taken on (date): _____

REPLY TO: Safety/Security Representative

INSTRUCTIONS/DISTRIBUTION

Inspector: When inspecting, listen for concerns from residents and staff. Forward inspection results to the Safety and Security Representative (SSR) the day of the inspection

SSR: Review, keep a copy to monitor open items, forward the original to the Center Supervisor within 24 hours (see note). On behalf of Center Supervisor, follow-up to ensure actions are being taken to resolve identified problems. Maintain records of inspections and corrective actions.

Center Supervisor: Review, assume or assign responsibility for resolving deficiencies (see note)

Maintenance / Shift Supervisor or Other Person: Take action to resolve problems within your area of responsibility. Forward a status update to the Center Supervisor and SSR monthly until resolved.

NOTE: If the Inspector or SSR determine immediate action is necessary to resolve a threatening safety or security problem, they should promptly advise the person with the authority/ability to correct the situation and notify the Center Supervisor by annotating the form.

Comments and Explanation of Findings by Inspector:

Actions Taken to Correct Problems:

**QUARTERLY
SAFETY AND SECURITY INSPECTION CHECKLIST
FOR RESIDENTIAL CENTERS**

#	YES	NO	CHECKLIST QUESTIONS
1			Is a sign posted at the residential centers entrance prohibiting weapons or contraband and advising that persons are subject to search?
2			Is support staff trained in techniques for defusing aggressive behavior?
3			Where possible, does support staff have separate, secure work areas to reduce exposure to hostile or aggressive behavior?
4			Are duress alarms installed where appropriate?
5			Is there appropriate lighting in entrance and waiting areas?
6			Have fire and emergency equipment been tested annually by a professional?
7			Are fire/smoke detection alarms located as prescribed by the Fire Marshal?
8			Are parking areas close to the office and well lighted for employees who work after darkness?
9			Are fire hydrants unobstructed?
10			Are smoking areas designated with signs and are areas where smoking cannot be allowed such as near flammable materials storage designated with No smoking signs?
11			Are combustibles stored in properly labeled containers?
12			Are combustible or flammable liquids stored away from heat or spark-producing appliances?
13			Are proper precautions taken when flammable liquids must be used for cleaning?
14			Are hazardous materials properly segregated, labeled and stored in an approved container?
15			Are compressed gas cylinders properly restrained and hydrostatically tested?
16			Are there enough exits and are exits accessible, properly lighted and operable in case of fire?
17			Are the following potential problems immediately corrected: faulty or frayed wires, missing cover plates and overloaded circuits?
18			During the previous three months, were drills conducted according to DCC policy or local Fire Marshall requirements, whichever are more demanding?
19			Do employees know what to do if there is a fire, to include sounding the alarm, calling the fire department, securing and evacuating residents, accounting for residents and staff, and operating fire fighting equipment, if trained?
20			Are local fire department and medical phone numbers clearly posted where needed?
21			Are metal bars or sturdy wire mesh over windows and glass doors?
22			Has the local Fire Marshal toured the building to become familiar with the facility and to inspect/identify means for

		enhancing safety?
23		Are entry and exit doors constructed of solid core materials?
24		Is there a policy and procedure for key issue and return?
25		Are keys limited to people who have a need?
26		Is there a procedure for handling lost or misplaced keys.
27		Are some employees trained to search the building with bomb squad personnel to identify known and unknown objects and likely hiding places?
28		Are bomb threat checklists available, yet not where offenders might see them and be tempted to call in a threat?
29		Is there a means for determining when an employee needs backup, such as a duress alarm?
30		Are employees knowledgeable in de-escalating situations using verbal & visual techniques and teamwork?
31		If possible, are waiting areas located away from support staff work areas?
32		Have support agencies signed a memorandum of understanding to indicate agreement with emergency plans and their ability to provide support?
33		Have the support agencies been provided copies of the latest plan and revisions?
34		Has an annual inspection been conducted by the local Fire Marshal?
35		Is an employee trained to recognize letter/package bombs inspecting the mail?
36		Is Facility Access controlled as specified in the Administrative Directive on this topic?
37		Does each elevator have a current inspection certificate? [Inspections are required twice each year and the building owner is responsible for obtaining the certificate from the Arkansas Department of Labor (DOL)]. (Ark. Code Ann. § 20-24-116).
38		Have elevators been inspected by a licensed inspector within the past six months?
39		For buildings with boilers, is there a current Certificate of Inspection from the Arkansas Department of Labor? (Ark. Code Ann. § 20-23-301).
40		Does the maintenance person have a current DOL manual for boiler operations to include revisions? (Contact the DOL, Boiler Division for the most recent date of basic manual and revisions).
41		Is the boiler operated at or below the maximum pressure on the Certificate of Inspection? (Ark. Code Ann. § 20-23-301).
42		Are boilers in occupied public buildings continuously monitored by a mechanical or electronic device approved by the DOL or, alternately, checked at least once each hour? (Ark. Code Ann. § 20-23-104).
43		Are boilers 50 horsepower and over, as rated by the manufacturer, regularly attended by a licensed operator certified competent by the Boiler Inspection Division of the DOL? (Ark. Code Ann. § 20-23-104).
44		Are chemical spray agents within the acceptable shelf-life date?
45		Is a synopsis of safety related incidents distributed so that others may learn to prevent similar problems?
46		Are fire extinguishers of the proper type strategically located throughout the facility?
47		Is hot water used for showers thermostatically controlled to temperatures between 100E and 120E Fahrenheit?

48		Is there a record that residents are receiving an orientation on safety at the time of admission?
49		Are 25 or fewer offenders assigned to in-use living areas?
50		Is the number of offenders assigned to the center at or below the rated bed-capacity?
51		Are residents with disabilities housed in a manner that provides for their safety and security?
52		Whenever a vehicle is identified as having a problem which makes it unsafe to drive, is the vehicle not driven until the safety problem is corrected and is the problem promptly corrected? (4-ACRS-1B-02)
53		Are all vehicles used in facility operations inspected annually by a qualified inspector? (4-ACRS-1B-01)
54		Whenever a vehicle is identified as having a problem which makes it unsafe to drive, is the vehicle not driven until the safety problem is corrected and is the problem promptly corrected? (4-ACRS-1B-02)
55		Are all vehicles used in facility operations inspected annually by a qualified inspector? (4-ACRS-1B-01)
56		Is a fire inspection conducted quarterly by a qualified inspector (staff member)? Are the inspections conducted following appropriate checklists and procedures stated for variances, exceptions, or equivalencies? Does the inspection include ensuring fire equipment is tested as specified by the manufacturer or the fire authority, whichever is more frequent? Is fire protection equipment at locations throughout the facility in a manner approved by the fire authority having jurisdiction? (4-ACRS-1C-10 and -1C-14)
57		Are fire extinguishers properly charged and do they appear to be operational?
Notes:		

**SAFETY AND SECURITY STAFF SELF-ASSESSMENT
FOR RESIDENTIAL CENTERS - ANNUAL**

TO: Safety and Security Representative (SSR) _____
Center Supervisor _____

(IN TURN)

CC: Maintenance Supervisor (as needed)
 Shift Supervisor _____
 Other (Specify): _____

FROM (Inspector's Name): _____

DATE (of inspection): _____

Area(s) Inspected: _____

STATUS UPDATE

Status Update by (name): _____ Action taken on
(date): _____

REPLY TO: Safety/Security Representative

INSTRUCTIONS/DISTRIBUTION

Inspector: When inspecting, listen for concerns from residents and staff. Forward inspection results to the Safety and Security Representative (SSR) the day of the inspection

SSR: Review, keep a copy to monitor open items, forward the original to the Center Supervisor within 24 hours (see note). On behalf of Center Supervisor, follow-up to ensure actions are being taken to resolve identified problems. Maintain records of inspections and corrective actions.

Center Supervisor: Review, assume or assign responsibility for resolving deficiencies (see note)

Maintenance / Shift Supervisor or Other Person: Take action to resolve problems within your area of responsibility. Forward a status update to the Center Supervisor and SSR monthly until resolved.

NOTE: If the Inspector or SSR determine immediate action is necessary to resolve a threatening safety or security problem, they should promptly advise the person with the authority/ability to correct the situation and notify the Center Supervisor by annotating the form.

Comments and Explanation of Findings by Inspector:

Actions Taken to Correct Problems:

**SAFETY AND SECURITY STAFF SELF-ASSESSMENT
FOR RESIDENTIAL CENTERS - ANNUAL**

#	YES	NO	CHECKLIST QUESTIONS
1			Are visitor/residents prevented from bringing packages, purses, and bags beyond the security doors?
2			Are emergency telephone numbers readily available for emergency situation (in and out of the office)?
3			Is your desk situated so your back is toward the wall?
4			If offenders have access to your work area, is your desk and work area kept free of objects which could be used as a weapon e.g. staplers, metal file trays, letter openers, etc.?
5			Do you know the duress code word and procedures?
6			Are you aware that support staff is not expected to deal with abusive or unruly residents?
7			If you have an alarm system or Apanic button@ to summon assistance, has it been tested within the past year?
8			Do you know not to leave briefcases or packages unattended?
9			Do you look for unattended briefcases and packages etc. and report them immediately?
10			Do you know the office plan for handling aggressive or violent residents?
11			Do you keep personal food, drinks, cups and utensils where offenders cannot access them?
12			Are your files, desks, computers and supplies secured when not in use?
13			Do you know not to duplicate Agency keys, unless designated to do so by the Center Supervisor?
14			Do you know the procedure for key issue and return and reporting lost keys?
15			Are you aware that you should request a trace of persistent abusive calls and to promptly report them to the Center Supervisor for investigation?
16			Do you know how to have abusive or threatening calls traced?
17			Are employee's valuables, such as purses and money, kept out of public view?
18			If you work late in the office (or on weekends) do you move your car to a parking place near the building?
19			Are you aware of everything in your personal work area so you could recognize if something was placed there?
20			Do residents always precede you when they are being escorted?
21			Do you use the buddy system on work details where there may be danger?
22			Do you carry chemical spray only as authorized?
23			Do you review recorded or voice mail messages and return calls promptly?
24			Are file cabinets, desks and chairs placed so as not to impede your route from your chair to the door?
25			When working alone e.g. in a separate dorm area during the evening shift, do you follow established procedures for communications checks?
26			Do you advise support staff about residents you believe to be a potential threat or problem?

27			Do you keep family photographs where they cannot be seen by residents?
28			Do you keep keys and other personal items where residents will not have access to them?
29			Are you well versed in office emergency procedures?
Notes:			

Department of Community Correction
Safety and Health Program Assessment

#	Program Element	Answer	Indicator	Remarks
1	Is there a clear work-site safety and health policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees can explain and fully embrace safety and health policy.	
2	Are there clear safety/health goals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees support goals and can explain desired results.	
3	Does management lead in safety/health?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees believe management's commitment to safety and health.	
4	Does management set a good example for safety /health?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees report that management follows the rules and addresses safety.	
5	Are employees involved in the safety/health program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees can describe their role in safety/health.	
6	Are safety/health responsibilities assigned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees are identified for all elements of the program.	
7	Is authority granted and are resources available for safety/health?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees believe they have the necessary authority and resources to meet their safety responsibilities.	
8	Is there accountability for safety/health program elements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	There are appropriate consequences for unsafe behavior and employees assigned safety duties are held accountable.	
9	Is there a program review?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The program is reviewed and monitored.	
10	Are hazards identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Qualified people inspect facilities to identify hazardous substances and update inventories.	
11	Is there a functioning hazard reporting system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees feel comfortable identifying and self-correcting hazards.	
12	Is there an accident/illness investigation process?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees report all loss-producing incidents or Anear misses@ and an investigation is done.	

13	Is there accident/illness analysis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees are fully aware of incident trends, causes and means of prevention.	
14	Is there timely hazard control?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hazard controls are in-place, understood and supported by employees.	
15	Is equipment maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Operators know how to recognize maintenance requirements and make or request timely repairs.	
16	Are employees prepared to handle emergencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	All employees know how to respond as a result of effective planning, training and drills.	
17	Is emergency equipment available and functional?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Facility is fully equipped for emergencies. Systems and equipment are in place and tested regularly.	
18	Is there appropriate medical oversight?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Occupational health providers make site visits to identify hazards and provide training.	
19	Is appropriate medical care available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees know how to promptly obtain medical care and, where required, have been trained in first aid.	
20	Are employees trained to protect themselves and others?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees can demonstrate proficiency in all safety/health areas covered in training.	
21	Do supervisors know responsibilities and underlying rationale for these responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisors assist in work-site analysis, ensure physical protections, enforce discipline and can explain work procedures.	
22	Do managers learn safety and health program management?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Managers have received formal training in safety/health management and demonstrate full understanding.	

BOMB THREAT QUESTIONNAIRE

Identify the Number of the Caller

First, attempt to identify the telephone number from which the call is coming. The method for doing this will depend on the features of your telephone instrument, the services that are available from your phone system, and those available from the system of the caller. In all cases, your chances of identifying callers will be better if you *answer calls after the second ring*. Attempt to identify the number by doing the following:

1. Write down the telephone number showing on any LED display on your phone. Your phone instrument may store incoming phone numbers; if so, you will also be able to retrieve the number after you hang up by following instructions supplied with your phone.
2. If no number appears in the display, wait until the end of the phone call, hang up, wait 10 seconds, then pick up the phone and listen for a dial tone. Press *57 and listen for a confirmation announcement, then hang up. (Later, in a safe environment, call the local telephone company.)
3. If threats are being received at a particular phone, it is possible to set up a formal trace known as a "trap." A police report may be required and, if the phone is part of the Centrex system, this must be done by the Department of Information Systems (DIS) and the DCC chain of supervision.

Ask the caller the questions below while listening carefully and taking notes. Complete the form quickly and report the call to the person in charge of your facility who will follow the Emergency Plan Annex for Bomb Threats.

Exact Time Call Received? AM PM Date of Call: _____

Exact Words of Caller: _____

QUESTIONS TO ASK

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

Where are you calling from?

What is your phone number?

What is your name?

What is your address?

What is your organization?

Why kill or injure innocent people?

RECORD THIS INFORMATION

Time call ended?

Number at which call is received?

Name of person receiving the call?

Position _____ Phone _____

OTHER CALL INFORMATION

Was Message Read by Threat Maker?

Other (Explain):

If voice is familiar who did it sound like?

Agency / Office Receiving Call:

Person Receiving Call:

Did you hear a call waiting@ tone during the call?

(If a call waiting call comes in the trace will tag that call)

Did you hang up, wait 10 seconds and then call * 5 7 to have a trace automatically put on the call?

If yes, result? (Call Local Phone Company.)

Remarks: _____

LISTEN TO LEARN THESE THINGS

Well Spoken Foul Mouth

Incoherent Taped

Irrational Educated

Male Lisp

Female Broken

Young Nasal

Middle Age Stressed

Old Disguised

Angry Distinct

Calm Sincere

Rapid Squeaky

Slow Excited

Loud Laughing

Normal Giggling

Deep Crying

Soft Clearing Throat

Stutter Deep Breathing

Ragged Cracking Voice

Slurred Accent Foreign

Raspy

Describe accent: _____

BACKGROUND NOISES

Street Noises Motor

House Noises Animal

Factory Machinery Near By

Office Pots and Pans

Phone Booth Voices

Street Sounds Machinery Far Away

Trucks / Busses Music, type:

Local Other:

PA System

**Workplace Chemical List
Appendix A to Safety Code No. 12**

Name of Employer: Arkansas Department of Community Correction
 Contact Person: _____ Phone: _____
 Workplace Location: _____
 Mailing Address: _____
 City and Zip Code: _____

List below each hazardous chemical used, generated, or stored in the workplace in an amount equal to or greater than fifty-five (55) gallons or five hundred (500) pounds. Fill in the appropriate information in each of the listed columns. If you have any questions contact the Arkansas Department of Labor at 682-4526 or 682-4522.

Chemical Name or Common Used on the MSDS or the Container Label	CAS Number (If on the MSDS)	Location of the Chemical in the Workplace	Amount Present
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

NOTE: CAS means the Chemical Abstracts Service number for the hazardous chemical.
 (If more space is needed use an additional form.)

Return the completed list to: Clark Thomas
 Arkansas Department of Labor
 Public Employee Right To Know
 10421 West Markham
 Little Rock, Arkansas 72205

Workplace Chemical List from Dept of Labor Safety Code #12

cc: Appropriate Deputy/Assistant Director