

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-045

SUBJECT: Safety Training for Staff Working in Non-Cottonwood,
Inc. Controlled Sites

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EFFECTIVE DATE: February 2010

Policy:

Cottonwood, Inc. provides community-based services. Cottonwood, Inc. is committed to promoting safety and decreasing risks for persons served and personnel in all service provision activities.

In the course of delivering these services, staff may conduct Cottonwood, Inc. business in settings that Cottonwood, Inc. does not control. Staff will be provided with training information for managing environments where there is potential threat to personal safety.

Procedures:

1. Supervisors of staff who may work in non-Cottonwood, Inc. controlled sites will provide initial safety training prior to that employee independently providing services in such a setting. Topics may include de-escalation training, review of Cottonwood, Inc. safety policies and procedures, responding to the presence of weapons/illegal substances, informing others of off-site appointments in potentially risky settings, maintaining cell phone contact, environmental assessments, and clothing choice guidelines. Training will be shaped to meet departmental conditions.
2. Supervisors will periodically review safety training in departmental staff meetings.
3. Additional training may be sought to address additional areas as issues arise.
4. Staff who feel at risk are expected to take immediate action to minimize risk of harm to self and/or others, including calling 911 for immediate assistance.
5. If persistent risks are present, an assessment will be conducted to determine whether or not service will be provided in that setting. If the risk is too great, alternative service settings will be sought. Serious and/or persistent risk may result in the suspension of service until either an alternative service delivery method is identified or the risk is eliminated.