

Youth On Their Own Safety Policy

This policy outlines Youth On Their Own (YOTO)'s practices for ensuring a safe work environment and responding to emergency events and disasters.

1. YOTO Safety Procedures

Youth On Their Own (YOTO) is committed to the safety of its staff, volunteers, students, and visitors. The organization has prepared a Safety Procedures handbook with assistance from the Tucson Police Department, the American Red Cross, the Lovitt & Touche Risk Management Center, security consultants, and the input of several community organizations. The Safety Procedures include staff and volunteer expectations and processes in the following areas:

Everyday Workplace Safety

- Safe Work Environment
- Opening Procedures
- Closing Procedures

Non-Emergency Response

- Non-Emergency Evacuation
- Power, Gas, Water Shut-Off

Emergency Situations

- Medical Emergency: First Aid & CPR
- Fire Response
- Emergency Evacuation
- Shelter In Place
- Unsafe Behavior
- Active Shooter Response / Lockdown
- Alert Systems: Panic Buttons, Phone-Based Intercom, Calling 9-1-1

YOTO's Safety Procedures are reviewed and updated regularly. A revised Safety Procedures handbook will be provided electronically to staff. Hard copies of the current Safety Procedures handbook will be available at the YOTO main lobby front desk and at the Mini-Mall front desk.

2. Safety Committee

A Safety Committee includes representatives working in each of YOTO's buildings who receive in-depth training on the Safety Procedures and are prepared to help their colleagues respond to safety concerns and/or emergencies. Responsibilities of the Safety Committee include:

- Respond promptly to multiple audiences (staff, volunteers, board, families, vendors, funders, partners, media, general public).
- Utilize a telephone network to inform people of necessary information.

- Calm fears, stop rumors, reduce uncertainty.
- Plan for a public statement/press release or other public updates (if required).

The following staff positions always serve on the Safety Committee:

- Chief Executive Officer (CEO)
- Director of Finance, HR & Operations
- Volunteer Manager

Several additional members of the Safety Committee are selected based on staff job duties and primary work locations.

3. Training

All YOTO staff are required to attend an in-person training on YOTO's Safety Procedures presented by a member of the Safety Committee. For employees, the training is included in the onboarding schedule and offered periodically throughout the year.

YOTO volunteers who work at the YOTO office location are strongly encouraged to attend a training on YOTO's Safety Procedures. For volunteers, the training will be made available anytime it is offered to staff.

Goals of the training:

- Employees and volunteers feel safe performing their duties at YOTO.
- Employees and volunteers know how to respond to a variety of emergency and non-emergency situations that may impact their work or personal safety.
- Employees and volunteers know how to report safety concerns and make recommendations about YOTO's Safety Procedures.