

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

The YOTO Safety Committee provides cross-organizational leadership on safety practices, emergency readiness, and ongoing evaluation of YOTO's Safety Procedures. The committee ensures that YOTO maintains a safe environment for staff, volunteers, youth, and visitors by promoting consistent safety practices across departments.

The Safety Committee includes representation from key departments across the organization. Members are selected based on their role, primary work location, and ability to support organization-wide safety coordination. The Safety Committee will designate a Chair from among its members.

Standing members:

- At least one member of *Operations* Leadership (Director of Operations and/or Operations Manager)
- *Volunteer Coordinator*
- *Director of Finance & HR* (representing Administration/HR)

Program Department representatives:

- Up to two *Program* staff members, at least one of whom must be a *Program Manager* or *Program Director*; additional representatives will be selected based on duties that regularly intersect with safety practices or on-site facility operations

Development Department representative:

- One staff member whose regular duties include events, facilities use, or community engagement

Additional members may be added based on operational changes, new facilities, or staff responsibilities.

Responsibilities

The Safety Committee is responsible for:

- Maintaining and updating YOTO's Safety Procedures and related documentation
- Coordinating and delivering staff training on safety, emergency response, and risk mitigation
- Supporting staff and volunteers during safety incidents by providing information, guidance, and coordination
- Assessing facility needs related to safety systems, equipment, signage, and emergency supplies
- Reviewing safety concerns and recommendations submitted by staff or volunteers and proposing improvements
- Conducting or overseeing periodic safety drills and walk-throughs of YOTO facilities
- Ensuring clear communication channels during emergency and non-emergency safety events

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.