

14.05 Emergency Police/Fire Calls

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide a current list of senior administrative staff and their telephone numbers to emergency personnel and to follow certain procedures in the event an emergency call is received.

Procedure:

The Director of Facilities is responsible for supplying a current list of senior staff contact information to the local police and fire departments serving each of its work sites.

In the event that an administrator or director receives a call claiming to be from a police or fire department, he or she must verify authenticity by calling the notifying department using the telephone number listed in the local directory.

Whenever responding to an emergency call at a Goodwill worksite, employees **MUST NOT** enter the parking area without definite confirmation that the police or fire department has arrived. **UNDER NO CIRCUMSTANCE IS AN ADMINISTRATOR, DIRECTOR or OTHER EMPLOYEE TO ENTER A FACILITY IN RESPONSE TO AN EMERGENCY CALL UNLESS ESCORTED BY POLICE OR FIRE PROTECTION.**

Employees must immediately notify the CEO/President and Director of Facilities of the emergency call and submit a written Incident Report detailing the event.