
PROCEDURE: General Safety Precautions	NUMBER: 1.1
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1. Wear institutional uniform or clothing with approved logo.
2. Use your employee identification.
3. Be trustworthy and professional.
4. Be visible in the community.
5. Keep an open line of communication by:
 - a. Notifying your supervisor where you are going, who your teammate is, what route you are taking, and your estimated time of return.
 - b. Informing your supervisor if you expect to return late.
 - c. Notifying your supervisor when you have returned.
6. Carry a cell phone and program your speed dial to contact:
 - a. Your "In Case of Emergency contact" (ICE contact)
 - b. Your supervisor and/or alternative agency contact
 - c. 911 (or other local emergency number)
 - d. Local law enforcement
7. Memorize those emergency phone numbers
8. Always use seatbelts while driving.
9. Prepare your car with an all-weather emergency kit, including food, water, and a flashlight.
10. Carry county and/or city maps and study your route before leaving your house or your office.
11. Use the Buddy System when possible.
12. Be knowledgeable of cultural norms.
13. Be alert for non-verbal communication.
14. Be aware of your surroundings all the times.

15. To minimize risk, do not carry large amounts of money or other valuables. In the event that you are under threat of robbery, do not resist. Let them have what they want and leave the area as soon as possible. Be sure to notify your supervisor.
16. Be aware of dangerous animals (i.e. dogs) that can attack without warning.
17. Use common sense and pay attention to your instincts—if you perceive that something is not right...it probably is not.
18. If, at any time while working in the community, you identify imminent danger to yourself or to another person, call 911.
19. If you become aware of dangerous activities, excuse yourself and calmly leave the area. When it is safe, call your supervisor.
20. If you do a home visit, follow the protocol for *“Safety of Community Workers at Home Visits.”*
21. If you transport a patient, follow the *“Safety of Community Workers While Transporting Patients”* protocol.
22. If you encounter emergencies or road blocks during your field work, follow the protocol for *“Safety of Community Workers during Emergencies and Road Blocks.”*

Approval Date _____

Revision Date _____