

## **Family Services Division Policy Manual: Appendix 12** **Response to Staff Safety Incidents**

*March 2016*

### **Immediate Safety Concern:**

- If immediate law enforcement response is needed, the district director or designee **should contact law enforcement immediately**. Following the call to law enforcement, the district director or designee should contact the staff safety coordinator (Shannon Morton) via phone **(802) 585-9183** or email [Shannon.Morton@vermont.gov](mailto:Shannon.Morton@vermont.gov). If Shannon is not in the office, notify the assigned policy and operations manager.
  - Staff safety coordinator will alert the appropriate policy and operations manager of the situation
  - Staff safety coordinator will follow up with law enforcement
  - Staff safety coordinator will connect with BGS
- [FS-110 form](#) completed and sent to [AHS.DCFFSDStaffSafetyIncident@vermont.gov](mailto:AHS.DCFFSDStaffSafetyIncident@vermont.gov)  
If BGS security accommodations are needed, the person submitting the form shall indicate this in the subject line of the FS-110 email.
- BGS forms submitted here <http://bgs.vermont.gov/security/incidentreport>

### **All Other Safety Concerns:**

- [FS-110 form](#) completed and sent to [AHS.DCFFSDStaffSafetyIncident@vermont.gov](mailto:AHS.DCFFSDStaffSafetyIncident@vermont.gov)  
If BGS security accommodations are needed, the person submitting the form shall indicate this in the subject line of the FS-110 email.
- BGS forms submitted here <http://bgs.vermont.gov/security/incidentreport>
- If there is no immediate planning needed staff safety coordinator (or policy and operations manager) will contact district director or supervisor (whoever completed the FS-110) via email within one business day of FS- 110 completion and make arrangements for a call. Involved staff should be included unless they decline involvement.
  - Staff safety coordinator will follow up with law enforcement as needed
  - Staff safety coordinator will connect with BGS as needed
  - Staff safety coordinator will connect with policy and operations manager as needed
- The purpose of the call will be to document steps already taken as well as future planning. This will happen with all FS-110s.

### **BGS Security Requests:**

- Additional BGS security or other building modifications must be approved by the Director of Operations or Senior Policy and Operations Manager prior to proceeding. Following request and approval, the staff safety coordinator will coordinate with BGS and the district office to arrange for approved items.
- If BGS security accommodations are needed, the person submitting the form shall indicate this in the **subject line** of the FS-110 email, email must include contact number to be reached at by staff safety coordinator and BGS after FSD/DCF approval is given.