



Policy and Procedure # 290

Kimbel Building Operations, Safety, and Security

Approval: _____ Effective Date: 5/8/24

POLICY: It is the intention of EFI to maintain the Kimbel Building a safe and secure environment to work in. Operations at the Kimbel Building shall be conducted safely and securely as outlined in the policy below.

PROCEDURE:

1. The Kimbel Building shall be maintained as a secure facility by;
 - A. Having all visitors and potential clients and vendors use the front entrance, sign in and wear a visitor's badge when necessary.
 - B. Report people in the building who do not work in the office and are unattended. Employees shall report the person or persons to their supervisor.
 - C. Keeping all external doors closed.
 - D. In the event that any employee of EFI receives or is notified of any search warrant, subpoena, investigation, inquiry or other legal action involving the agency, the Executive Director will be immediately contacted by telephone, e-mail, cell phone, fax etc. Copies of all legal documents served against EFI and /or its employees will be immediately copied and faxed or hand delivered to the Executive Director. Under no circumstance will any records, files, receipts, or forms of documentation be released without authorization from the Executive Director of EFI.
2. Kimbel Building parking lot and EFI grounds safety shall be monitored by all Kimbel building Employees:
 - A. Employees who observe suspicious activity on any EFI property shall report their observations to local authorities and/or their Director and the Executive Director.
 - B. Employees returning EFI vehicles after hours who notice suspicious vehicles or persons on EFI grounds shall remain in their vehicles, drive away from the area if prudent and shall report to the local authorities and the Executive Director. Employees in this situation may wait for law enforcement supervision before changing vehicles.
3. When temperatures fall below freezing, employees are to monitor the condition of the Kimbel Building parking lot and be aware of "black ice" that may form on the asphalt. Employees shall wait in their vehicles until such time as ice melting products have been applied or shall proceed only very slowly and with great caution.
4. Employees shall keep EFI clients safe when there are any hazardous conditions present on EFI grounds or parking area. Employees should contact other office employees for assistance and guidance if hazardous conditions exist.