

Safety Checklist for Hotel visits

STEPS TO TAKE AS YOU ARE LEAVING THE OFFICE, DURING THE VISIT, & AFTER

General Safety:

- Utilize team approach whenever possible
- Listen to your instincts and feelings; be cautious and use common sense
- Ensure your supervisor and colleagues are aware of your outreach schedule and informed of an expected time of return to the office (notation on in/out board, shared access to calendars, etc.)
- Make sure your cell phone is always charged and accessible, with access to emergency services contacts
- Know whether there will be cell phone reception in the area, and call the hotel to inquire around options for common space to meet with clients,
- Wear shoes and clothing that make it easy to move quickly; avoid wearing excessive jewelry and scarves
- Avoid carrying a purse/briefcase when possible
- Keep photo identification visible during all visits

Vehicles & Driving:

- Please take fleet vehicle when available

Parking:

- Try to park where you can see your vehicle while you are outreaching at the hotel, back into parking space, to afford an easier exit, whenever possible
- Choose a parking space that is well lit or offers a safe walking route, keep outreach to daylight hours, whenever possible.
- Lock car and leave unnecessary personal items/valuables at home or in trunk

Approaching & Entering the Space:

- Alert onsite management in advance of your visit, whenever possible. Call to inquire around public meeting spaces, utilizing current outreach teams for best practices. Review Rm numbers with front desk
- Prepare/assemble minimum of what is necessary for visit. Laptop on/screening if on paper/resources lists out Anything to minimize gathering items, turning things on, when in the motel room
- Be alert and observant; walk confidently and purposefully
- Pay attention to your immediate surroundings; visually review any people or activity taking place
- When possible, enter a door within plain sight
- Be alert for danger when entering buildings and hallways
- Pause at the door before knocking to listen for activity inside (loud fighting, animals, other disturbances, etc.)
- DO NOT ENTER IF YOU FEEL UNSAFE**

During the Visit:

- Be aware of entrances and exits, remember Listen to your instincts and feelings; be cautious and use common sense
- Wait for a person to answer the door; do not enter unless someone greets you
- If an unfamiliar person answers the door, find out who the individual is. If there are people present you feel are a threat, reschedule the visit.
- Use your photo identification badge to confirm identity when introducing yourself to clients
- Maintain personal and professional boundaries; use non-threatening body language and remain calm and polite
- If you need to complete screenings in the rooms, leave the door open and avoid sitting on the bed. Maintain clear space between you and the door and position yourself so that you are closest to the exit, even if door is left open
- If there is a concern about pets, ask the family to put them in another room for the duration of your visit
- Take note of any smells associated with substance abuse
- If you are in danger or feel there is a safety risk, leave immediately if you can

**Do not stay in a dangerous situation! You have permission to get out! When in doubt, GET OUT
Contact your immediate supervisor and share any safety concerns with your team leaders ASAP**