

Polk County Wisconsin

HOLD-IN-PLACE

Policy 503

Effective Date: March 11, 2008

Revision Date:

The Polk County Board of Supervisors recognizes that the safety of employees and the public is of paramount importance in the provision of County services. Employees have a right to expect guidelines in place to assist in their safety.

It will be expected that the employee take an active role in protecting first themselves, and then their fellow workers and public, by following the procedures created by the Safety Committee if a Hold-in-Place is declared.

The objective of the Hold-in-Place is to quickly and calmly secure both employees and public visitors in a safe location if/when a life threatening situation becomes imminent within a county building.

It will be the protocol of this policy that any employee observing a life threatening incident and/or individual is authorized to enact a Hold-in-Place following the procedures set in place by the Safety Committee. It will be the responsibility of the Department of Employee Relations to provide employee training, as well as conduct mock drills annually. The Safety Committee is responsible for monitoring the effectiveness of the procedures and making any necessary updates to the procedures to ensure the optimum safety for our employees and visiting public.