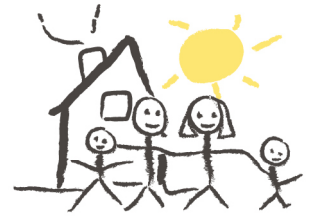


# Wheatland Crisis Society



Wheatland Crisis Society  
Box 2162  
Strathmore, AB T1P 1K2  
403-934-6634  
[www.strathmoreshelter.com](http://www.strathmoreshelter.com)

To all WCS staff:

Please be reminded that the work we do within WCS involves vulnerable people who often live in high risk situations. The nature of the work requires all staff to have keen risk assessment skills and excellent safety planning skills. In keeping with this, it is an expectation that all staff be aware of their surroundings and employ sound judgement when arriving and leaving their shifts within WCS. When WCS determines that a particular circumstance exceeds the normal risk threshold, a reminder is sent to all staff.

Please review **EXTREME SECURITY** procedures.

Staff should take the following steps to ensure personal safety when coming and going from work:

- Employees will not enter the building if any suspicious persons or vehicles are observed in the vicinity. Any suspicious activity will be reported to CEO or designate.
- During shift change, employees will observe colleagues enter and leave the building.
- Employees will review all client security status before beginning other shift duties.
- Clients should be monitored as they leave the building and reminded to be vigilant and cautious of their surroundings.
- Employees must ensure that clients give accurate arrival and departure times, including emergency contact information.
- Personal alarms must be worn by a minimum of one crisis employees per shift.
- Employees will call the shelter prior to leaving your vehicle to enter the building
- Employees will park where visible and in close proximity to the main entrance, when possible.
- All employees will be notified via email or phone if security risk is determined to be high or extreme.
- CEO or designate will collect swipe cards and keys
- Employees must call for clearance to enter the building
- Incoming employees must be met immediately by current shift worker at the entrance.

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- All appointments with clients and outside agencies will be cancelled until further notice.
  - New clients will not be admitted into the program until further notice.

The above list represents best practice in a extreme-risk environment.

Sincerely,

Wheatland Crisis Society