

Subject: Staff--Accountability
Policy Number: I-2
Pages: 2
Original Date: 04/13/2013
Review Date:
Approval Date: 04/13/2013
Approved by: Resolution Number 13-66

POLICY

: Kaw City:

Whenever a staff calls in sick or is going to be gone due to leave time or travel, it is the responsibility of the supervisor to make sure this information is relayed to the front reception desk in the administration building.

Any staff in Kaw City who is working and needs to leave the complex (travel to another location or city for any reason), must notify the reception desk in the administrative building they are either leaving or gone for the day, and also let the reception desk know when you have returned.

The purpose is not to be invasive or track your location, but to maintain an accurate accounting of who is in Kaw City and who is not, in case of inclement weather, fire, or an emergency situation. The Kaw Nation need to know who is here; who is not, and make sure everyone is accounted for and safe.

Newkirk Staff:

When you come to Kaw City for business please let the front desk know you are here, so in case of emergency, you can be directed where to go, and be accounted for. Please let the front desk know when you are leaving. You do not have to sign in or obtain a badge; just let the desk know you are here on business. Again, we want to make sure of who is here and in case of emergency be able to make sure you are safe. Kaw City staff should also do the same when working in Newkirk.

Visitors:

All Visitors to our offices in the main complex are required to check in at the front reception desk and obtain a visitors badge. This includes visitors to the Museum, tag office, or EPA.

Visitors to Social Services, Enrollment, or the library are not required to come to the administration building to check in, however these 3 departments need to establish a list for

visitors effective Monday, and you must track all visitors who are in your buildings, especially minor children who do not have a parent with them.

Visitors to Title VI will continue to be tracked as they currently are in Title VI.

All Visitors to the main complex will be required to checkout upon leaving and return the badge. This includes persons obtaining tags, attorneys, persons here for court, or any reason. Any person who does not have a visitors badge, will be asked to check in and obtain one. Anyone who refuses to do so, will be asked to leave the premises.

Fire Emergency:

In the event of a fire the main complex primary evacuation location will be the large tree in the North parking lot. If a fire is in the center of the building, employees may be required to evacuate to the rear of the building, and if possible, then proceed around the complex to the primary location.

Social Services, and the Library must designate a primary fire evacuation location and notify this office of its location as soon as possible.

Newkirk offices:

The emergency Management Director is charged with setting up and coordinating with all Newkirk offices and Directors, how the Newkirk staff and visitors will be tracked, and where the primary evacuation locations are. If this information is already available, please advise this office of the plans.