

	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	14 - Safety Manual			
	Part No./Name	B. General Safety			
	Section No./Name	B-500 Safety Rules			
	Document No./Name	B-520 OFS Safety Bulletin Board			
	Dates	Issue	July 1, 2007	Effective	July 1, 2007

The following information must be posted on the required safety bulletin board in each office.

- Safety Policy Statement from DSS Secretary and OFS Assistant Secretary and/or local agency manager.
- Location of fire extinguisher, alarms, and stairs for each floor.
- Floor plan with Escape Route.
- Name of First Responder.
- Names and phone numbers of Emergency Response Team.
- List of Safety Officers, Floor Wardens and Alternates if different from Response Team, including phone numbers.
- Location of First Aid Station.
- Phone Number to Security if provided in building.
- Phone numbers and address of area hospitals, ambulances, building security, and Fire Department.
- Post correct dialing procedures for 911 (9-911).
- List of persons that completed CPR training.
- Sign designating location of building's emergency procedures manual.
- Safety Rules from Chapter 14, Document: B-510.
- Workers Compensation Compliance Poster.
- ADA information.