

Annual Safety Review Summary 2008

The agency maintained all health and safety requirements during 2008. The agency passed the annual fire inspection of all sites. All safety equipment was maintained as required. General maintenance and cleaning were performed on a regular basis.

The agency had two notable events that occurred during the year. The first was a break in that occurred in May. Access was gained through a first floor window of the 624 building. The thieves were able to gain access to the first floor clinical offices and the common areas of the entire building. The petty cash was taken from the front office and personal property was taken from two offices. A police report and MUI were filed regarding this incident. No suspects were ever located by police. The screen was repaired and security cameras were installed in the front offices of all agency locations.

The second notable event occurred in September. The Fairfield County and surrounding areas were struck by a serious wind storm that caused extensive damage and knocked out power for three days in the Lancaster office. Clients who reported to the agency were seen and the staff maintained as many functions as possible during the outage. Telephones were transferred to the Columbus office location after power was restored and one line of contact was maintained in the Lancaster office. The MIS Coordinator and supervisory staff will work on plans to access the agency's computer system's remotely in the event of an outage as the lack of computer access was the most significant difficulty staff experienced.