

# Safety & Security Policy (4.6)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

## Purpose

The purpose of this Safety & Security Policy is to provide clear procedures that protect the physical and emotional safety of students, staff, and visitors at Good Days Adolescent Special Needs Center (GDC). This policy establishes preventive measures, emergency procedures, and reporting requirements to maintain a secure and supportive environment.

## Section 1: Policy Statement

GDC is committed to maintaining a safe and secure facility where all individuals are protected from harm. Staff are trained to recognize, report, and respond to safety risks in accordance with local, state, and federal regulations.

## Section 2: Access Control and Facility Security

Access to GDC facilities is strictly controlled to ensure the safety of all individuals on-site. Visitors must sign in and out at the front desk and wear a visitor badge at all times.

Security measures include:

- Locked entry points during program hours.
- Use of surveillance cameras in designated public areas.
- Staff supervision of entry and exit points.
- Immediate reporting of suspicious activity to the Director.

## Section 3: Staff and Student Identification

All staff are required to wear visible identification badges while on duty. Students are supervised at all times and must be signed in and out by an authorized parent, guardian, or designee.

## Section 4: Emergency Preparedness

GDC maintains an Emergency Response Plan that includes procedures for fire, severe weather, lockdowns, medical emergencies, and other critical incidents. Staff are trained annually on emergency procedures, and regular drills are conducted to ensure readiness.

Emergency preparedness includes:

- Monthly fire drills and quarterly safety drills.
- Posted evacuation routes in all rooms.
- Accessible first aid kits and emergency contact lists.
- Coordination with local law enforcement and emergency responders.

### **Section 5: Incident Reporting**

All accidents, injuries, safety hazards, or security concerns must be reported immediately to the Director. An Incident Report (Form E5) must be completed and filed within 24 hours of the event.

### **Section 6: Supervision and Ratio Requirements**

Adequate staff-to-student ratios must be maintained at all times to ensure effective supervision and quick response during emergencies. Staff are never to leave students unsupervised, including during transitions, activities, or restroom breaks.

### **Section 7: Building and Environmental Safety**

The facility is inspected regularly to identify and address safety risks such as electrical hazards, blocked exits, or damaged equipment. The Director oversees compliance with all building codes, fire safety standards, and ADA accessibility requirements.

### **Section 8: Security of Personal Belongings**

Students and staff are encouraged to keep personal belongings in designated areas. The Center is not responsible for lost, stolen, or damaged personal items.

### **Section 9: Visitor and Vendor Policy**

All visitors, contractors, and vendors must check in at the reception desk, present identification, and be escorted by staff while on the premises. Unscheduled or unauthorized visitors will not be permitted beyond the reception area.

### **Section 10: Safety Training and Continuous Improvement**

All staff participate in ongoing safety and crisis response training. Feedback from drills and incidents is reviewed by the Director and used to improve procedures, policies, and safety readiness.

### **Section 11: Acknowledgment**

All staff and families must review and acknowledge this Safety & Security Policy during onboarding or enrollment. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026