



**NEMO WDB Issuance 08-2017**

**ISSUED: APRIL 18, 2018**

**EFFECTIVE: APRIL 18, 2018**

**To: All Program Operators**  
**From: Diane Simbro, Executive Director**  
**Subject: Emergency / Safety / Security Policy**

1. Purpose: This Issuance is written to provide Missouri Job Centers and NEMO WDB Worksites in the Northeast Region with a Safety and Security Policy Manual. The Policy Manual gives guidelines to staff members for their safety and security in the event of an emergency.
2. Background: The Policy Manual addresses concerns for the safety and security of all individuals in the Job Centers and NEMO WDB Worksites: employees, customers, and visitors. It is essential that managers, supervisors, and staff have the appropriate knowledge and training that prepares them for all types of emergencies.
3. Substance: The Policy Manual (*Click on Link provided below*) offers comprehensive guidelines for the most “critical elements” of a safety and security plan for staff. Each NEMO WDB Worksite will create an Emergency Contact List and ensure that each staff member has the list readily available.

The categories in the Policy Manual provide systematic procedures for what to do before, during, and after the incident. Each section contains resources for further training and preparedness and offers posters, videos, and in-depth websites.

4. Action: Effective immediately, this information should be distributed to appropriate staff
5. Attachments: Link to [Safety and Security Policy](#)
6. Reference: DWD Issuance 11-2014

Diane Simbro, Executive Director  
Northeast Missouri Workforce Development Board