

EMPLOYEE SAFETY PROGRAM TRACKING MATRIX

False Alarm: 5/15/2025

Update: 9/2/2025 RZ

Months Elapsed: >4 months

Project Assignments 29		Completed: 13	Pending Review 15	Cancel or Pause 1	Not Started 1
Assignment #	Deliverable	Category	Reference#	Status	
Assignment 1,2,3,4	Update Facility Emergency Action Plan	Plans	3-6	1. Pending Review	
• Develop an All-HAZARD facility safety plan for City Hall and complexes that can be adopted. The plan will provide general safety actions for (active shooter, power outage, medical, suspicious package, etc.					
Assignment 5	20 Minutes to Safety Training	Employee Safety Training	7	1. Completed	
• Develop a 20-minute All-Hazard safety training calendar that promotes employee safety annually, with different modules monthly (4 th Wednesday of the Month)					
Assignment 6	PA Intercom System	Alert/ Warning	8	2. Completed/ Ready	
• Continue to test the public alert notifications system monthly on the 2 nd Wednesday of the Month.					
Assignment 7	Code Red System	Alert/Warning	9	3. Completed/ Ready	
• Continue to test the Code Red Alert Notification system monthly on the 2nd Wednesday of the Month.					
Assignment 8	Crisis Action Team Emergency Notification	Alerting/ Warning	10	2. Pending/ In Motion	
• Develop an emergency conference bridge line for key departments during an incident that can assess the threat and coordinate actions.					
Assignment 9	Learning Management System	Training	11	4. Completed/ Ready	
• Continue to load 20-minute safety training modules onto LMS for employee delivery scheduled to go out on the 4 th Wednesday of the month.					
Assignment 10	911 connected to City Hall Security	Alert/ Warning	12-13	5. Completed Ready	
• Ensure all 911 internal calls go to City Hall Security as well as the 911 communication center.					
Assignment 11	Emergency Color Codes	Plans	14	3. Pending/ In Motion	
• Develop a color-coded emergency response system associated with facility emergencies and threats (Code Red-Fire, Code Black-Power Outage, Code Silver- Active Shooter, Code Yellow Shelter in Place, etc.)					
Assignment 12	Incident Command System	ERT Training	15	1. Not Started	
• Ensure ERT Team Leaders have taken training on the Incident Command System.					

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Assignment 13	CCTV Cameras (Adjust angles) 6,7,8	Security	16	4. Pending/ In Motion
<ul style="list-style-type: none">Evaluate the angles of all City Hall cameras and surrounding facilities- make sure blind-spots are limited.				
Assignment 14	FD + PD DEC Notification on Active Shooter Incidents	Communication	17	6. Completed/ DEC
<ul style="list-style-type: none">Ensure FD and PD are dispatched on active shooter calls through emergency communications.				
Assignment 15	DER- Safety Meetings	Committee	18	5. Pending/ In Motion
<ul style="list-style-type: none">Ensure a safety committee that represents ERT Team Leaders is in place to evaluate program objectives, which hold all departments accountable for Citywide employee safety, as well as make recommendations.				
Assignment 16-17	Red Book- Flip Book	Plans	19-20	6. Pending/ In Motion
<ul style="list-style-type: none">Redevelop the employee safety handbook that will be a condensed version of the facility safety plan.				
Assignment 18	Healthy Reward Points/ Training	Employee Reward/ Benefits	21	7. Completed/ Ready
<ul style="list-style-type: none">Ensure a process is in place to collect healthy reward points for completing extra training modules on the 4th Wednesday of the Month.				
Assignment 19	Employee Separation	Security/ Safety	22	8. Completed/ Ready
<ul style="list-style-type: none">Update employee separation/ termination policy to include that City Hall Security should be notified.				
Assignment 20	Media/ PIO Communications	Plans	23	9. Completed/ Ready
<ul style="list-style-type: none">Ensure a joint information center is established for large-scale incidents that helps to streamline communication and limits misinformation from going out.				
Assignment 21	Panic Button Testing	Alerting/ Warning	24	10. Completed / Ready to Test

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<ul style="list-style-type: none"> Ensure panic buttons are tested in September, December, March, and June. 				
Assignment 22-	Safety Access Badges	Security/ Access Control	25	11.Completed/ Ready
<ul style="list-style-type: none"> Ensure full access building cards are developed and stored with City Hall security. 				
Assignment 23	Desktop Alerts	Alert/ Warning	26	1. Paused/ Funding
<ul style="list-style-type: none"> Research the possibility of sending out emergency alerts on desktop computers similar to those used by campus universities. 				
Assignment 24	Safety Newsletter	Employee Safety Training	27	8. Pending in Motion
<ul style="list-style-type: none"> Develop a monthly newsletter that continues to highlight safety and promote training (theme based on threat). 				
Assignment 25	City Hall door access	Security/ Access restrictions	28	12. Completed
<ul style="list-style-type: none"> Restrict door access until closer to business hours of operation. 				
Assignment 26	Floor Maps/ AED/ Pull Stations	Safety Plans	29	9. Pending in Motion
<ul style="list-style-type: none"> Continue to update floor maps and AED pull stations- which will be used to quiz employees and emergency/ building features. 				
Assignment 27	Common Council Concerns	Safety Plans	30	10.Ongoing/ Pending In Motion
<ul style="list-style-type: none"> Develop an assignment depository for the Common Council to implement recommendations. 				
Assignment 28	Code Red Community Alerting Protocol	Alert/ Warning	31	11. Pending in Motion
<ul style="list-style-type: none"> Update community alerting notification protocol with Department of Emergency Communications. 				
Assignment 29	Visitor and Parking Policy	Policy	32	13. Completed/ Ready
<ul style="list-style-type: none"> Update policy on restrictions associated with access to governmental parking structures and visitation check-in safety procedures. 				

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