

City Of Waterville

Warming and Cooling Center Operations Plan



2023

Table of Contents

Introduction	2
Purpose	2
Scope.....	2
Definition of Centers.....	2
Background	2
Hazards Identification and Assessment	3
Extreme Weather Response	6
Coordination with Emergency Management Agencies	7
Services	7
Facilities	8
Staffing	8
Procedure.....	9
Operations	9
IC/Management	9
Logistics.....	10
Operations	10
Finance and Administration.....	11
Public Safety.....	11
Operational Guidelines	12
Activation	12
Internal Alerting and Notifications	13
Public Alerting and Notifications	13
Before Opening the Warming/Cooling Center	13
Infectious Disease Considerations	13
Communication.....	14
Cleaning and Disinfecting.....	14
Deactivation	14
Level of Care.....	15
Recommendations for Warming/Cooling Centers.....	15
Warming/Cooling Center Operation Resources	15

Introduction

Purpose

This plan outlines a response for implementing a Warming/Cooling Center during extreme cold/warm weather. This plan aims to ensure, as best as possible, that residents will have a safe space during inclement weather so that they may not be put in harm's way due to extreme weather conditions. This SOP will strive to ensure the safe and effective operations of the Warming/Cooling Center for staff, volunteers, and its guests. This plan will also include effective methods of communication with the public and coordination with other agencies to ensure the town and its residents have the information and resources needed. The City of Waterville is susceptible to numerous threats and hazards that may require its residents to seek services.

Scope

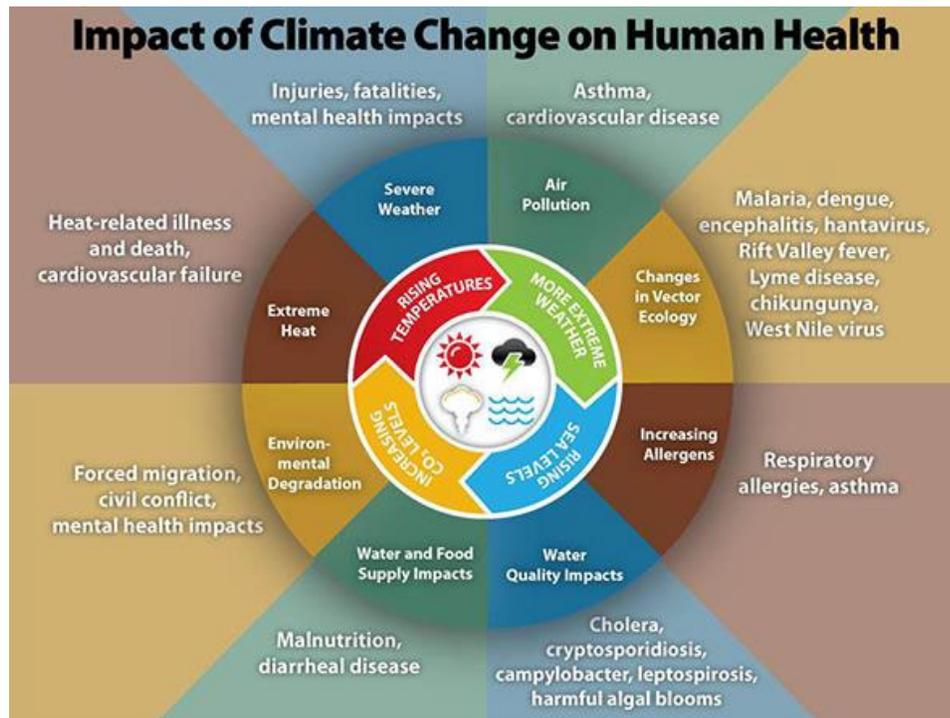
This plan provides protocols and procedures for activating, operating, and deactivating the Warming/Cooling Center. It details activation and operating procedures, staff and volunteer requirements and roles, communication flow, and types of care provided.

Definition of Centers

- A Warming or Cooling Center is a temporary facility made available during extreme temperatures when normal coping mechanisms in the home are ineffective or unavailable.
- During power outages, the Center can be opened to provide public information, charging stations for electronic devices, and power for medical equipment.
- **Centers are not overnight shelters or homeless shelters.** They are open for a limited number of hours for a limited number of days and provide limited services. Centers are not daycares for children, the elderly, or others who cannot care for themselves. It is assumed that individuals using the Centers can return to their homes when closed.

Background

The residents of Waterville are increasingly impacted by extreme temperature events each year. The Centers for Disease Control and Prevention (CDC) have developed a chart outlining changing weather conditions and their corresponding health impacts:



(Image from: <https://www.cdc.gov/climateandhealth/effects/default.htm>)

Meteorological circumstances, demographic traits, individual behavioral choices, and geographical considerations might enhance health risks during an extreme heat/cold event. The elderly, infants, and young children; the unhoused, socially isolated people; individuals with pre-existing medical conditions; individuals who take certain medications; individuals who work outdoors or in extremely cold or hot environments; individuals who lack proper air conditioning or don't use existing air conditioning; and individuals who don't have proper heating or don't use existing heating are all at higher risk of experiencing negative health effects from extreme weather.

Hazards Identification and Assessment

During the summer months, the City of Waterville should monitor the National Weather Service (NWS) forecasts for impending heat waves. These forecasts project the maximum and threshold heat index¹. The NWS will issue either a Heat Advisory or an Excessive Heat Warning. Maine CDC has a third category, Heat Emergency. Below is a chart with the criteria for each.

¹ The heat index is what the temperature feels like to the human body when relative humidity is combined with the air temperature.

Extreme Heat Events	
NWS Heat Advisory	<i>2+ hours of 95-104°F or 100-104°F for any amount of time</i>
NWS Excessive Heat Watch	<i>Prolonged period of dangerous excessive heat possible within 48 hours</i>
NWS Excessive Heat Warning	<i>Prolonged period of dangerous excessive heat possible within 2+ hours of 105°+</i>

NOAA's National Weather Service

Heat Index

Temperature (°F)



Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
- Extreme Caution
- Danger
- Extreme Danger

Equally, during the winter months, the City of Waterville should monitor NWS for impending extreme cold weather. The NWS also uses specific weather terms to ensure residents know what to expect in inclement weather.

Winter Weather Advisories - A winter storm event (sleet, snow, freezing rain, snow and blowing snow, or a combination of events) is expected to meet or exceed local winter weather advisory criteria in the next 12 to 36 hours but stay below warning criteria.

Winter Storm Warning - A winter storm event (heavy sleet, heavy snow, ice storm, heavy snow, blowing

snow, or a combination of events) is expected to meet or exceed local winter storm warning criteria in the next 12 to 36 hours.

Winter Storm Watch - Conditions are favorable for a winter storm event (heavy sleet, heavy snow, ice storm, heavy snow and blowing snow, or a combination of events) to meet or exceed local winter storm warning criteria in the next 24 to 72 hours.

Blizzard Warning - That an event is imminent or expected in the next 12 to 36 hours. Sustained wind or frequent gusts greater or equal to 35 mph will accompany falling and/or blowing snow to frequently reduce visibility to less than ¼ mile for three or more hours.

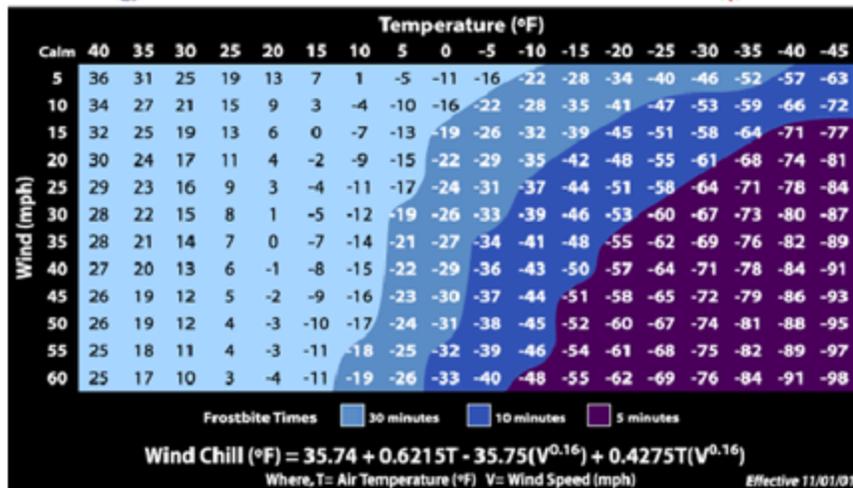
Wind Chill - A term used to describe what the air temperature feels like to the human skin due to the combination of cold temperatures and winds blowing on exposed skin.

Wind Chill Warning - Wind chill temperatures reaching -30°F are expected, resulting in dangerously cold conditions.

Extreme Cold Events	
Wind Chill Advisory	<i>-20°F to -29°F are expected to meet or exceed in the next 12-48 hours</i>
Wind Chill Watch	<i>Conditions are favorable for wind chill temperatures to meet, or exceed, local wind chill warning criteria in the next 12-48 hours</i>
Wind Chill Warning	<i>Wind chill temperatures reaching -30°F are expected, resulting in dangerously cold conditions.</i>



NWS Windchill Chart



The municipal office and residents are advised to listen carefully to the radio, television, and NOAA Weather Radio (Call sign: KHB54; Frequency: 162.550 MHz) for the latest winter storm watches, warnings, and advisories.

Extreme Weather Response

Identification of Imminent Extreme Weather Event: The City of Waterville local EM will regularly monitor reports to be aware of weather conditions. When local forecasts and conditions fall within the parameters, the local EM will alert the necessary town officials.

Alert/Notification: Public and private partners, staff, and volunteers will be notified when the set-up and operation of the Warming/Cooling Center are initiated.

Activation of Warming/Cooling Center: To have the Warming/Cooling Center operational to offer a center in an extreme weather emergency, the selected site must be prepared, and the necessary resources must be available. This process is known as activating the Warming/Cooling Center.

Operation of the Warming/Cooling Center: The operation of the center refers to the actual operation of the Warming/Cooling Center in the expected weather event. A critical step to be taken at the beginning of operations is the clear designation of the management authority and decision-making persons.

Deactivation of the Warming/Cooling Center: The deactivation refers to the closure of the Warming/Cooling Center after an extreme weather event. This includes cleaning and restoring the site to its original condition, inventorying available resources, identifying needs for the next activation, and transitioning guests back into the community when resources permit.

Coordination with Emergency Management Agencies

The operation of Centers, especially during large-scale emergencies and disasters, should be coordinated with the emergency management system in Waterville and Kennebec County when they are opened:

- Ensure that the Center is meeting all applicable laws and regulations.
- Avoid duplication efforts by other agencies and organizations.
- Obtaining support from a broader system of public needs exceeds the operator's capabilities (e.g., transition to an overnight shelter, access to social services, additional staffing).

Maintain situational awareness (knowing what is happening with all aspects of the emergency so operators can make informed decisions. Please notify the Kennebec County Emergency Management Agency of any Warming or Cooling Center openings through the following email:

Kennebec County Emergency Management Agency, ema@kennebec.us

This information will be forwarded to MEMA Duty Officer, Individual Assistance Officer, Mass Care Coordinator, MEMA PIO, and 211 Maine. Upon notification, the MEMA Mass Care Coordinator will post the location in WebEOC and on MEMA's Mass Care webpage.

If the Center is to be part of a larger response, successful coordination with other parts of the response requires that operators be trained in the National Incident Management System (NIMS) and the Incident Command System (ICS). Free online training is provided by the Federal Emergency Management Agency (FEMA). ICS forms might be used in place of the forms provided in this Guide.

Services

- Before opening Centers, operators should determine the public's needs and the operator's ability to meet them. Minimal needs include tables and chairs, television, charging stations, and information updates regarding the incident. Prolonged or particularly severe temperature conditions might require expanded services.
- **If food is to be provided, consultation with the local health authorities is essential before opening a Center. Pre-planning might be required to meet health regulations.**
- Staff certified in psychological first aid, first aid, cardiopulmonary resuscitation (COR), and automated external defibrillation (AED) should be available during operating hours. Medical services beyond first aid are not provided at centers.
- Staff should know how they can support individuals with functional needs. Service animals must be allowed to accompany their owners. The Center facility must comply with the Americans with Disabilities Act (ADA).

Facilities

Facilities should be selected carefully to ensure:

- They are easily accessible to all.
- Features are compliant with the Americans with Disabilities Act (ADA) (See www.ada.gov)
- Safety hazards are mitigated
- Roads to the facility are kept open
- The facility is available for the duration of the incident
- The space will accommodate the expected number of people
- Kitchen facilities are available if food is to be served
- The heating/ventilation/air conditioning system is operable, or generators are available
- Lavatory capacity is sufficient for the expected number of people
- The number of electrical outlets is sufficient for charging stations and medical equipment
- Refrigeration is available for medications
- Space is available for specialized purposes (e.g., first aid, play, quiet, pets)

Staffing

- Centers can be operated by volunteers and/or employees of government agencies or non-governmental organizations (e.g., non-profit, faith-based, community).
- As recommended by the Maine Emergency Management Agency (MEMA), all staff members should receive the following training:
 - National Incident Management System:
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>
 - Incident Command System:
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b>
 - Including Individuals with Functional Needs:
<https://training.fema.gov/is/crslist.aspx?all=true>
 - Psychological First Aid: <http://www.nctsn.org/content/psychological-first-aid>
 - First Aid/CPR/AED
 - Bloodborne Pathogens
 - Food Safety
- All staff members should receive Job Action Guides for the tasks they will perform (e.g., ensuring the health and safety of all guests and staff; greeting guests; signing them in; orienting them to the Center; making them comfortable; assisting with charging of electronic devices; providing verified information about the emergency; assisting individuals with functional needs and accommodating diverse populations; ensuring food safety; and maintaining records).

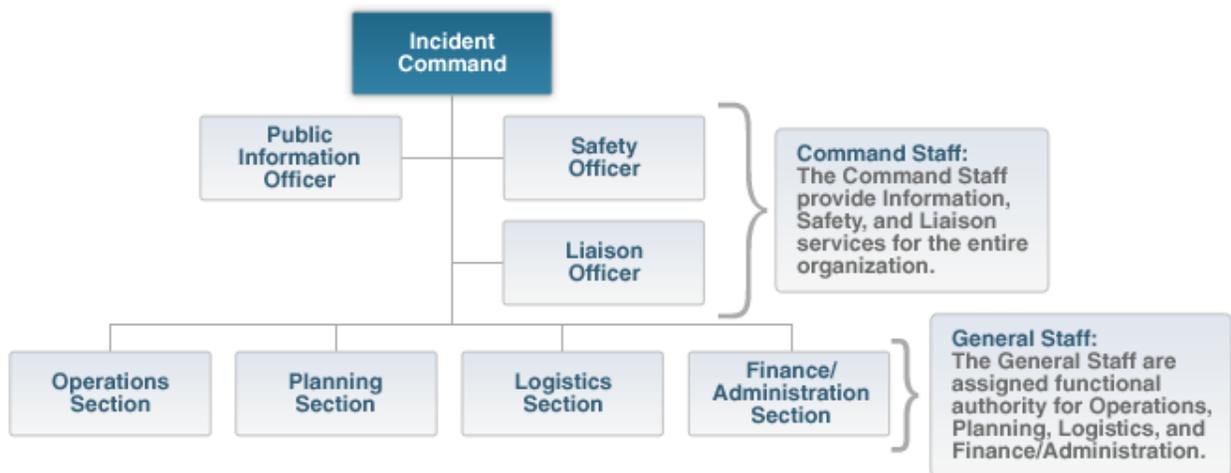
Procedure

Operations

The City of Waterville will have a clear decision-making structure for staff and volunteers, including a designated person who will make final decisions about operational issues and the removal of a guest/resident if necessary. Staff and volunteers will have clearly defined roles with varying levels of responsibility and be given appropriate training to perform those roles well and confidently.

For the Warming/Cooling Centers, the Incident Command System (ICS) will be utilized to ensure efficient and effective center management. The ICS is a management tool for the command, control, and coordination of emergency response and is widely used within agencies responsible for public safety and public health during emergencies.

Note: An individual may assume multiple roles during the Warming/Cooling Center operation due to the number of staff and volunteers.



(Image taken from: <https://www.hsaj.org/articles/13773>)

IC/Management

Director: The Director or their designee is responsible for overall operations. This position oversees the escalation of each event, set-up, opening, event management, and deactivation of the Warming/Cooling Center for each event. The Director oversees the Warming/Cooling Center's key functions, such as guest care, staffing levels, development and maintenance of staff and volunteer schedules, and any additional needs that may arise.

Center Manager: The Warming/Cooling Center is successfully run under the direction of the Center Manager. After each Warming/Cooling event, the Center Manager works with the Director and Facility Lead to ensure the facility is appropriately managed and returned to the state where it was discovered. Before the Warming/Cooling Center opens, they ensure the location is in good shape. The facility Manager is also in charge of space distribution, service animal setup areas, and warming/cooling facility signage. During certain occurrences, the Center Manager makes decisions and answers to the Director. They are also in charge of putting procedures and plans into place to guarantee efficient flow at each location for entry and exit. The Director will work with the Center Manager to identify volunteer roles and responsibilities for these activities.

Logistics

Logistics Lead/Coordinator: The Logistics Lead/Coordinator ensures that all operational functional areas have access to the resources needed to provide acceptable levels of care. This entails placing orders, taking stock, distributing, and evaluating all of the resources that are accessible.

Volunteer Coordinator: All volunteers are recruited, trained, orientated, scheduled, and supported by the volunteer coordinator. The volunteer coordinator will create curricula, job descriptions for volunteers, working contracts, policies, procedures, and volunteer schedules. To maintain consistency throughout the organization, particularly concerning logistics, food, transportation, and other resources, the Volunteer Coordinator will collaborate closely with the Operations Coordinator. A communications strategy for the warming/cooling center is created and carried out in collaboration with the Director by the Volunteer Coordinator.

Food Service Coordinator: The Food Service Coordinator oversees all food operations if food is to be provided at the facility. The main responsibility of this post is to ensure enough food is available at the Warming/Cooling Center. They are responsible for delivering the food to the Center.

Operations

Registration (Intake/Exit) Lead: The Registration Lead puts methods and tactics into place to ensure that intake and exit processes run smoothly and efficiently at the site. The Lead will determine the volunteer roles and duties for these activities in collaboration with the Center Manager.

Security Lead: The Center Manager and the Security Lead work together to implement the Safety Plan for the center. The Security Lead is in charge of ensuring that all areas of the center designated as off-limits are properly secured, routinely checking for security breaches, reporting to the Center Manager, and continuously scanning the facility for potential hazards.

Resource Lead: The Resource Lead attempts to ensure the optimum level of comfort for each

individual. They coordinate with guests if there are any special needs to be met. In addition, this person also makes information available about community resources.

Finance and Administration

Finance and Administration Coordinator: The Finance and Administration Coordinator manages data gathering to satisfy reporting standards, monitors all expenditures incurred throughout the operational season, and ensures that important aspects are tracked properly. They also maintain track of the visitor registration logs.

Public Safety

Police Department: The Police Department will work closely with the Director, Center Manager, and Safety Lead to ensure the safety of staff, volunteers, and guests at each Warming/Cooling Center. Depending on staff availability, the Police Department will check in throughout the hours of operations to ensure safety goals are being met.

Fire/Emergency Medical Services: The Fire Department and Emergency Medical Services (EMS) will be on call for medical needs at the center.

Operational Guidelines

Activation

The Director and team will determine if local weather conditions fall within the set parameters for an activation. The Warming/Cooling Center will be activated if the National Weather Service Gray issues:

Extreme Heat Events	
NWS Heat Advisory	<i>2+ hours of 95-104°F or 100-104°F for any amount of time</i>
NWS Excessive Heat Watch	<i>Prolonged period of dangerous excessive heat possible within 48 hours</i>
NWS Excessive Heat Warning	<i>Prolonged period of dangerous excessive heat possible within 2+ hours of 105°+</i>
Extreme Cold Events	
Wind Chill Advisory	<i>-20°F to -29°F are expected to meet or exceed in the next 12-48 hours</i>
Wind Chill Watch	<i>Conditions are favorable for wind chill temperatures to meet, or exceed, local wind chill warning criteria in the next 12-48 hours</i>
Wind Chill Warning	<i>Wind chill temperatures reaching -30°F are expected, resulting in dangerously cold conditions.</i>

Note: This is provided that the necessary manpower is available.

In addition to those listed in the table above, consider aggravating circumstances, including Winter Storms, Blizzards, Nor'easters, Ice Storm watches and warning and/or infrastructure impacts such as rolling blackouts or brownouts.

Internal Alerting and Notifications

Initial Notification 72 hours before the event

Advisory Notification 48 hours before the event

Action Notification 24 hours before the event

During these notification phases, municipal officials, local emergency management director, staff, and volunteers begin coordinating the operating hours of the center and what services can be provided.

Public Alerting and Notifications

Initial Notification 72 hours before the event, educating the public of the risks depending on the extreme temperature emergency via social media, town website, and mass notification alerting system.

Advisory Notification 48 hours before the event, continuing to educate the public about the risks of the imminent weather emergency.

Action Notification 24 hours before the event, mass notification alerting system, social media posts, and town website, increasing outreach to vulnerable populations.

Before Opening the Warming/Cooling Center

The Center Manager will walk through the location to make it ready to receive guests. They will note the condition of the facility and equipment and determine if there are any additional needs for the Warming/Cooling Center.

The Center Manager will set up signage inside and outside the Warming/Cooling Center, directing guests where to go. Any additional messages for guests will also be included on the signage.

The Center Manager will establish a registration area for staff, volunteers and guests.

Infectious Disease Considerations

The community uses warming/Cooling Centers to protect health during extreme weather events. However, using the center can result in congregating groups of at-risk persons, such as older adults, immunocompromised, or those with chronic respiratory diseases.

Masks should be provided for staff, volunteers and guests. Current masking and health screenings should be followed per Maine CDC guidelines.

Communication

Ensure signage is understandable for non-English speaking people and those with low literacy. Make accommodations for those with cognitive or intellectual disabilities and those who are deaf, blind, or have low vision.

Cleaning and Disinfecting

Disinfection should be done using an EPA-registered disinfectant.

Staff should wear disposable gloves when cleaning.

Regular cleaning should be maintained for the overall health of your staff, volunteers and guests and to avoid spreading infectious diseases.

Solid waste (trash) should be considered potentially “infectious waste.”

Make hand sanitizer readily available throughout the center.

Prepare for increased use of cleaning products, disposable gloves, masks, hand sanitizer, facial tissues, paper towels, and soap.

Deactivation

Closing the center and returning the facility to a pre-activation condition. Notify the public via communication channels beforehand that the center will be closing. Notify Kennebec County EMA before the center closes.

The Director and Center Manager will have a predetermined plan to close and return the facility to its original operating condition.

If resources and manpower permit, transportation services will be notified that the center will close, and transportation arrangements will be made.

Before departing, individual guests, staff, and volunteers are accounted for and checked off the Intake/Exit form.

The Center Manager will be responsible for keeping inventory of all the supplies used and reporting anything needed for future events.

Warming/Cooling Center staff will confirm the location has been returned to its original condition, all supplies are gathered and accounted for, and the location is secure before leaving.

Level of Care

General Care: Individuals who require a center for extreme weather conditions can access a Warming/Cooling Center to provide a reprieve from the inclement weather. If resources permit, each guest will be offered a chair. Depending on the size of the event and the availability of resources, a meal or snacks may be provided. The Warming/Cooling Center will serve guests with special needs (non-medical) to the best of our ability. This may include guests who are wheelchair-bound, vision or hearing impaired, stable pregnancies, and amputees.

Behavioral Care: Individuals who may be inebriated, combative, actively psychotic, generally disruptive, or a combination of these conditions will be removed to an alternate care center, such as a hospital emergency room or with local law enforcement.

Recommendations for Warming/Cooling Centers

Individuals may seek alternate places to seek respite from inclement weather, such as supermarkets, the library, and any other establishment that is open regularly. However, individuals may feel more comfortable and utilize a designated Warming/Cooling Center if made known. Some considerations for Warming/Cooling Centers are:

- Heating/ Air conditioning or equivalent
- Publicly advertised
- Accessible to people with disabilities
- Access to potable water
- Public restrooms
- Parking access
- Back-up generators
- Adult and child-friendly activities and materials such as newspapers, magazines, books, games, coloring activities
- Expanded hours of operation, including consideration for 24-hour operations and weekend hours
- Area for those with service animals
- Communication services, including internet access and communication materials for those hard of hearing or deaf, low vision, low literacy, non-English speaking guests
- Charging areas for guest devices
- Secure area for those needing to store medication in a refrigerator, such as insulin.
- Set up separate areas - Common, Information, Entertainment, Play, Quiet
- Determine off-limit areas
- Ensure staff are assigned and trained according to their capabilities

Directory

(To be completed by Center Manager)

City Hall	207-680-4200
Local Emergency Management Director	Chief Shawn Esler 207-314-1497
County Emergency Management Director	Sean Goodwin 207-441-6260
Dispatch, Police and Fire, Non-emergency	207-680-4700
Police Chief	Chief Bill Bonney
Fire Chief	Chief Shawn Esler 207-314-1497
Maine Department of Health and Human Services	(207) 795-4300
The Salvation Army	
2-1-1 Maine (For health and human services referrals)	www.211maine.org or 1-877-463-6207
American Red Cross (If overnight shelter must be opened)	24-hour Disaster Services 1-833-583-3111

Warming/Cooling Center Registration

Yes No 1. Do you or does anyone in your household need medical care or have safety concerns right now?

Yes No 2. Are you or anyone in your household required to register with a state or local government agency?

Yes No 3. Do you or does anyone in your household need transportation assistance?

Contact Information for Service:

Date/Time Arrival:

Date/Time Departure:

Name of Registrant:

Gender:

Birth Date:

Street Address:

City, State, Zip:

Phone:

Other Household Members (Attach additional sheet if necessary.)

Name:

Gender:

Birth Date:

Name:

Gender:

Birth Date:

Name:

Gender:

Birth Date:

Name:

Gender:

Birth Date:

Emergency Contact Information

Name of Contact #1:	Phone:	Relationship:
Name of Contact #2:	Phone:	Relationship:
Service Animal		
Which household member uses the services of the animal?		
What service(s) does the animal perform?		
Pets		
Name:	Type:	Color:
Name:	Type:	Color:
Special Dietary Needs /Accommodations		
Actions/Referrals		

Ground Rules

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Resource Request

Submit to Resource Distributor

Center Manager Approval Required

Quantity	Item	Requested By	Date	Time

Staff Check-In and Out

Date _____

Location _____

Name	Time In	Time Out

Staff Hours Tracking

Date _____

Location _____

Approved By _____

Name	Organization	Volunteer/Paid	Time In	Time Out	Total Time
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			
		Volunteer Paid			

Expense Tracking

Date _____

Location _____

All expenditures must be authorized by the Center Manager.

Item	Vendor	Unit Cost	Quantity	Total Cost

Warming/Cooling Center

Injury/Illness Report

1. Date	2. Time	3. Location/Address

4. Name of Injured/Ill Person	5. Date of Birth	6. Affiliation (If Any)
7. Address	8. Phone	9. E-mail

10. Nature of Illness or Mechanism of Injury

11. SAMPLE History	
Signs/Symptoms	
Allergies	

Medications/Medical Conditions	
Pertinent Past History	
Last Oral Intake	
Events Leading to the Incident	

12. Narrative

13. Care Provided

14. Disposition	15. Instructions Provided
<p>Transported by EMS</p> <p>Released to _____</p> <p>Released to self</p> <p>Left Center</p> <p>Remained at Center</p>	

16. What steps were taken to prevent a recurrence?

17. Witness #1 Name	18. Phone	19. E-mail
20. Witness #2 Name	21. Phone	22. E-mail

23. Name of First Aid Provider #1	24. Name of First Aid Provider #2
25. Name of First Aid Provider #3	26. Name of First Aid Provider #4

27. Signature of Injured/Ill Person	Signature unavailable due to nature of the incident.

28. Name of Person Completing Report	
---	--

29. Signature of Attending First Aid Provider	30. Name Printed

Warming/Cooling Center

Safety and Security Incident Report

1. Date	2. Time	3. Location/Address

4. How was incident discovered?		
Observed by Security	Observed by Safety Officer	Reported by Staff
Reported by Guest		

5. Nature of Incident	
Safety Hazard	Unruly/Uncooperative Individual/Group Violence/Threat of Violence
Other _____	
Was 911 called? Yes No	Time of Call _____ Time of Arrival _____
Case applicable _____	Number, _____ if _____

6. Description of Incident

7. Action(s) Taken

8. Parties Involved in Incident

Name #1

Date of Birth

Phone

Address

Name #2

Date of Birth

Phone

Address

Name #3

Date of Birth

Phone

Address

Name #4

Date of Birth

Phone

Address

9. Outcome of Incident

Hazard mitigated by

Incident resolved. Party/parties remained on premises.

Unruly/uncooperative individual/group left premises.

Law Enforcement (9-1-1) arrived and assumed control of incident.

Other _____

10. Staff Involved in Incident	
Name #1	Name #2
Name #3	Name #4

11. Responding Law Enforcement Agency(ies)	12. Responder Names
	Name #1
	Name #2
	Name #3

13. What steps were taken to prevent a recurrence?

14. Name of Person Completing Report	15. Signature

16. Name of Safety Officer or Security Worker	17. Signature

18. Name of Center Manager	19. Signature

