Greetings All Arc Staff,

Recently, our agency partnered with the Baltimore County Police & Department of Homeland Security. We worked with their teams to determine our vulnerability in the community and security for our staff and the people with support.

The Baltimore County Department of Homeland Security was able to complete a Vulnerability Assessment at our Headquarters, Assist us in an Active Shooter Tabletop Exercise/Drill & help our internal staff learn the process of Vulnerability/Security Assessments that we then can apply to all of our locations.

Based on the Vulnerability Assessment findings and the Tabletop Exercise, and in an effort to keep our staff and the people we support safe, The Arc Baltimore is implementing the following security procedures:

**Staff Security Procedures:**
- Effective immediately, staff must wear their Arc assigned ID Badge at all times when on The Arc properties. In the situation where this may be a work hazard, the badge will need to be carried in your pocket or on your person and readily available to display if needed.
- All Staff without their badge will need to wear a temporary ID Badge.
  - Temporary badges can be obtained from the front desks at 7215, Seton & through your Day Center manager

**Visitor Security Procedures:**
- All Visitors (excluding Supported individuals) must wear a temporary Visitors Badge at all times when on The Arc Properties.
  - Temporary badges can be obtained from the front desks at 7215 & Seton and your Day Center manager
  - All Visitors must report to the Front desk at 7215 & Seton and Sign in and Sign out when completed
  - All Visitors will be announced to the designated staff before allowed to leave reception areas at Seton & 7215

**Lost Badge Amnesty:**
- In an effort to make these new procedures feasible, all staff who have lost their badge, may receive a new badge at no cost.
If replacement badge is needed, please see Anita Zellner in Human Resources on the following dates/times:
  - Wednesdays from 2:00 to 4:00 PM
  - Thursdays from 10:00 to 11:00 AM & 2:00 to 4:00 PM

Access to our Locations:
- No one will be allowed entrance to our locations without the Arc ID Badge or a temporary Staff/Visitors Badge Displayed at all times

Reminders:
- Please lock all purses and valuables in a drawer or overhead
- At any time, if you see something troubling or unusual, please report these incidents to myself, JK Ferrell, Director of Safety & Risk Management, John Sanford, Director of Facilities or your immediate supervisor

We are continuing to review other security/safety measures that the Department of Homeland Security recommended through this year. Stay tuned for updates.

Please communicate with your staff at our homes and locations that badges must be worn at all times. If staff are not wearing their badge, they will be asked to display their Arc ID when in Arc Facilities.

Please let me know if you have any questions. Thank you.

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