

April 2010



Mandatory Training:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
						
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Staff Review Human Services Licensing Act for HTC/SES (not consumers)

Tornado Drill

Flood Safety Training

Review Right-to-Know and Poison Safety

Fire Drill (HTC), other programs need two per year

Motor Vehicle Staff Review; ODC DVS Data Privacy Policy. (Do not need to sign acknowledgement sheet, just turn in a Form 16)

Internal Inspections:

Fire Extinguishers

AED Battery

First Aid Boxes

Emergency Alarms/Exit Lights

Vehicle Inspection

Review Minor Accident/Illness Report

Internal Inspection

Emergency Drill (as needed)