



# November 2010

**Mandatory Training:**

HIPPA Rule/Confidentiality Policy

Hypothermia/Frost Bite/Winter Blizzard Safety

All time studies due to Office Support Generalists by the middle of December

Fire Drill HTC (other Divisions need two per year.)

Internal Inspections:

- Fire Extinguishers
- AED Battery check
- First Aid Boxes
- Emergency Alarms/Exit Lights
- Internal Inspections
- Vehicle Inspection
- Review Minor Accident/Illness Reports
- Emergency Drill (as needed)
- Emissions Tests

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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 <b>ODC Closed</b>	26 <b>ODC Closed</b>	27
28	29	30		<b>Thanksgiving</b>		