

Be trustworthy and professional.

Wear name tag.

Wear MEP branded shirts or vest as much as possible

Dress appropriately: comfortably and professionally

Consider placing a MEP car magnet on your vehicle

Have your license, MEP ID, fully charged phone, and keys on you at all times

Be visible in the community.

Notify your supervisor, family member, or friend where you are going, what route you are taking, and your estimated time of return.

Inform your supervisor, family member, or friend if you expect to return late.

Notify your supervisor, family member, or friend when you have returned.

Develop a code word or phrase to use with your supervisor, family member, and friend if you are in trouble and need their assistance when you call them.

Absolutely do not distribute the personal phone numbers of your colleagues without their permission.

Carry a cell phone and program your speed dial to contact:

- a. Your “In Case of Emergency contact” (ICE contact)
- b. Your supervisor and/or alternative agency contact
- c. 911 (or other local emergency number)
- d. Local law enforcement

Memorize those emergency phone numbers

If you are a female employee, consider having a male record your outgoing message on your voicemail.

Always use seatbelts while driving.

Prepare your car with an all-weather emergency kit, including food, water, warm extra clothes and a flashlight. Make sure your car is in good working condition and that you have sufficient gas for the day.

Lock your vehicle at all times and keep your computer and other confidential work documents in the trunk of your car when not in use.

Consider carrying mace or pepper spray

Carry county and/or city maps and study your route before leaving your house or your office. If you have a GPS, use it!

Use the Buddy System when possible.

Know the population that you work with: be knowledgeable and respectful of cultural norms.

Pay attention to your own behavior as well as the behavior of those around you: be aware of non-verbal communication.

Be aware of your surroundings at all times.

Be aware of dangerous animals (i.e. dogs) that can attack without warning.

To minimize risk, do not carry large amounts of money or other valuables. In the event that you are under threat of robbery, do not resist. Let them have what they want and leave the area as soon as possible. Be sure to notify your supervisor and local law officials

Use common sense and pay attention to your instincts—if you perceive that something is not right...it probably is not. Leave the area.

If, at any time while working in the community, you identify imminent danger to yourself or to another person, call 911 and leave the area.

If you become aware of dangerous activities, excuse yourself and calmly leave the area. When it is safe, call your supervisor.

Whenever possible, notify farm employer or manager upon visiting worker housing.

Take advantage of professional development opportunities related to safety such as self-defense courses, defensive driving, drug id, and safety trainings.

If you do a home visit, follow the procedure for “*Safety of Community Workers at Home Visits.*”

When possible, conduct your business at the doorstep.

If you transport a patient/client/student, follow the “*Safety of Community Workers While Transporting Patients/ Clients/ Students*” procedure.

If you encounter emergencies, road blocks, or traffic stops during your field work, follow the procedure for “*Safety of Community Workers during Emergencies and Road Blocks.*”

Pre-schedule home visits and call to verify the individual will be present prior to leaving home

No home visits after dark unless pre-scheduled and accompanied by someone else.

Politely knock on the door and announce who you are, where you work, and why you are there.

At all possible times, park the car in a well-lit unobstructed area. Be aware of farm vehicle routes. Park the car in the direction you will be leaving to allow for a quick exit if necessary.

Trust your instincts: Assess your feelings and thoughts as well as what the client may be thinking and feeling and leave if your instincts tell you to leave.

Never enter a house if there is yelling, screaming, smell of drug usage, breaking glass etc. coming from the home or if you notice fire arms.

When you enter a home be aware of the nearest exit and have your keys and cellphone on you at all times.

Avoid sitting on upholstered couches or furniture as they may harbor infestations.

If you notice drugs or drug paraphernalia, do not confront suspected drug activity.

Provide an unassociated reason for leaving and leave.

Be respectful.

Be aware of cultural norms and non-verbal communication, especially those related to interacting with the opposite gender.

Set behavioral limits through your dress, attitude, and language. Identify how and when communication should occur.

Avoid providing personal information—such as address and personal phone number. Provide your work contact information for follow-up.

If you feel threatened at any time during a home visit, excuse yourself, immediately leave the area, and notify your supervisor.

Report incidents that occur not only to your supervisor but also by completing an “Incident Report.”