

Application Date:



Arbor Youth Service, Inc.
536 West Third St.
Lexington, KY 40508
859-254-2501
Fax 859-226-9392



Safe Place Site Agreement

Company: LFUCG Division of Family Services

Address: Family Care Center, 1135 Red Mile Place

City: Lexington State: KY Zip: 40504

Hours of Operation: 6:30 a.m. - 5:30 p.m., Mon-Fri

Primary Contact: Elaina Howard

Secondary Contact: Joanna Rodes

Phone: 859 288-4040 Fax: 859-288-4061

Email Address: ehoward2@lexingtonky.gov

Application Date:

Responsibilities of Safe Place Locations

1. To designate responsibility for Safe Place program to a management level employee (who is at least 21 years of age at each site.)
2. To provide a safe environment (such as an employee's lounge or a manager's office) where the youth in crisis can wait until a Safe Place volunteer can respond and to check on him/her as needed.
3. To be supportive of the youth, to relay information about him/her to your shelter staff and to keep such information confidential.
4. To display the Safe place sign in a highly visible area on the outside of the building or display the Safe Place decal on the entrance that the youth would use when requesting help and to keep the Safe Place procedure sheet in a location where all employees can have easy access to.
5. To inform all new employees about Safe place, including the procedures to follow if a youth requests help.
6. To install the Safe Place sign on the building or provide funds to offset the cost if this is not possible.
7. To remove the Safe Place sign from the building if site is no longer participating with Safe Place program.

Responsibilities of Sponsoring Agency to Safe Place Locations

1. To hold an orientation for employees at each location prior to its opening as a Safe Place site.
2. To provide procedure sheets that includes step-by-step instructions for Safe Place.
3. To dispatch Safe Place volunteers to assist at the request of the Safe Place location.
4. To make available a Safe Place sign and other materials for purchase.

Annual Membership Fee: \$100.00 covers signage, materials, and training fees.

Arbor Youth Services, Inc. accepts the responsibilities to the Safe Place locations

I understand and accept the responsibility of being a Safe Place location.



Safe Place Coordinator



Company Representative