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Office of Compliance Issuance

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Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

STLCOWD Safety Policy

ATTACHMENTS (if any):

(A)– Introduction of MET Center Emergency Procedures and Evacuation Plans

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES: N/A

SUMMARY

St. Louis County Workforce Development (STLCOWD) policy is to ensure safe measures are in place for not only the safety of visitors, individuals and workforce staff.

BACKGROUND

This policy describes the safety guidelines for WIOA-funded buildings and offices. Following designated company procedures is essential for the safety of all visitors or staff working at the job center.

SUBSTANCE

A. SAFETY AWARENESS

An Emergency Response Staff (ERS) contact list will be distributed with designated name(s)/title(s) of staff that will handle emergencies. This list includes staff that will contact law enforcement/emergency personnel, operating emergency equipment, providing medical assistance such as CPR, ordering evacuation or shelter-in-place procedure, and other actions that will be needed in an emergency.

If the designated ERS is/are not available, staff should report the threat to building security, their supervisor or another member of the management team. If staff believe they are in immediate danger, call 911.

B. NATURAL DISASTERS

Stay or move to a safe location. Follow building procedures for natural disasters such as tornadoes, fire, inclement weather, flooding, and other issues that may arise. Staying alert and contacting appropriate staff members (ERS, manager, security, 911, etc.) assists with the safety of everyone.

C. EMERGENCY SITUATIONS – ACTIVE SHOOTER, HEALTH SCARE/CONCERNS

Stay or move to a safe location. Follow building procedures for emergency situations. Staying alert and contacting appropriate staff members (ERS, manager, security, 911, etc.) assists with the safety of everyone.

D. DISRUPTIVE VISITORS/INDIVIDUALS/STAFF

Visitors (or potential individuals to be enrolled) who access the job center and display abusive, violent, or threatening behavior that creates a disruption for staff and other job center visitors, may need to be restricted or barred from entering the job center.

Disruptive behavior refers to patterns of actions that interfere with others' ability to learn, complete work, or function effectively. The following are examples of disruptive behavior (may include but not limited to):

- Disruptive behavior, which includes disorderly conduct, physical abuse, abusive or threatening language, theft, vandalism, other illegal acts during a visit, displaying

violent or aggressive behavior that warrants alarm for the safety and health of other individuals.

When disruptive behavior is exhibited, STLCOWD will initiate an appropriate response. This response may include but is not limited to suspension and/or termination of services, restricting access to the job center, and/or further action(s) for the person/people involved. The type and length of restriction may be permanent or temporary and based on the extent of the act(s).

E. PROPERTY DAMAGE

Visitors, individuals, and staff may be held liable for any damage to property due to misuse, neglect, malicious intent, or negligence during their use of said property. If a visitor, individual or staff willfully causes or attempts to cause physical damage to the facility or equipment, enters unauthorized areas, or refuses to comply with the directives of workforce staff, they will be asked to leave. Staff may arrange with the individual to deliver the services in another manner or at another time.

F. REPORTING

Whenever there is damage, loss of property, or injury to individuals or staff, the incident should be reported to STLCOWD Executive Director immediately. All pertinent information such as police reports, the extent of damage, cause of injury, etc. should be included.

TIMELINE

Immediate and continuous.

INQUIRIES

Please direct all questions or comments regarding this Issuance document to stlcowd@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.

ATTACHMENT A – Introduction of MET Center Emergency Procedures and Evacuation Plans

STLC PUBLIC WORKS BLDG.

“MET” Center Building
6347 PLYMOUTH AVE.
WELLSTON, MO 63133



Emergency Procedures and Evacuation Plans

Rev. 03/2026

INTRODUCTION:

Disasters or other emergencies may strike with little or no warning and can cause great bodily harm to building occupants. Time is a critical factor when responding to emergencies, particularly when there are injuries involved. A basic understanding of common emergency procedures can help save valuable time especially when assisting victims and preventing further damage.

Highly effective emergency response personnel generally received years of training on what to do as a disaster strike. Their training and dedication enable them to take calculated risks while saving others. **As Floor Captain, you are not expected to put your own life at risk during emergencies.** This document is not a first aid reference manual, nor will it instruct you how to rescue victims or put out a fire. Those jobs are reserved for Public Safety professionals. Rather, this procedure and its descriptions are offered as a general framework of emergency response procedures that will hopefully enable you and your co-workers to react to disasters in a more coordinated and less risky manner.

The words “disaster” and “emergency” are often used interchangeably. For purposes of this manual, we will define an emergency as an event that causes (or threatens) a significant disruption of services performed by occupants and requires immediate attention.

The primary objectives during emergencies are:

- Preservation of life and health
- Preservation of public assets
- Restoration of vital services
- Restoration of all other services

PURPOSE:

The purpose of this guide is to familiarize employees and occupants with policies and procedures related to building operations and emergency operations, assigned responsibilities and prescribed procedures to protect and safeguard tenants, visitors, employees and the property within the St. Louis County MET Center Building, in the event of fire or other emergency that may occur. The evacuation plan is designed to ensure the orderly and safe evacuation of all endangered employees to a safe location in the event of an emergency involving fire, tornado, earthquake, severe weather, medical, security and/or bomb threats.

SCOPE:

The provisions contained in this guide are applicable to all tenants, visitors, departments, divisions and personnel within the St. Louis County “MET” Center Building at 6347 Plymouth Avenue, Wellston,

ATTACHMENT A - Introduction of MET Center Emergency Procedures and Evacuation Plans (continued)

STLC PUBLIC WORKS BLDG.

"MET" Center Building
6347 PLYMOUTH AVE.
WELLSTON, MO 63133



Emergency Procedures and Evacuation Plans

Rev. 03/2026

INTRODUCTION - (Continued)

MO 63133 during the time of an emergency.

SAFETY PLAN FORMAT:

Security & Floor Captain shall be responsible for exit traffic flow and orders from these persons shall be followed.

Emergencies of various types will be dealt with in the forthcoming pages, some of which require key personnel to be assigned specific duties.

IMPORTANT PHONE NUMBERS

Emergency Incidents	911
Security Front Desk	(314) 377 - 0447
Mid-County Fire Protection & Ambulance Department	911 or (314) 863 - 4018
Wellston Police Department	911 or (314) 553-8010
MET Center – William Budde	(314) 615 - 7663
Jason Riegelsberger.....	(314) 974 - 0698
St. Louis County Police Security	(314) 615 - 8000
Central County Police Precinct	(314) 567 - 9926