

**Alameda County
County Administrator's Office Risk Management Unit
Employee Wellness Program**

FACILITY USE NOTICE

On October 16, 2009, the County Board of Supervisors adopted the County Nutrition and Physical Activity Policy. Under the policy, designated rooms where County employees work, whether County owned or leased facilities, may be made available at lunchtime and non-work time to encourage physical activities among employees. Usage will be subject to room availability and compliance with safety and procedural guidelines.

**THIS ROOM HAS BEEN DESIGNATED AND APPROVED FOR
SPECIFIC PHYSICAL ACTIVITIES. PLEASE NOTE THE FOLLOWING:**

1. Only pre-approved physical activities are allowed in this room. Unless specifically notified in writing to the contrary, the physical activities are not sponsored by the County of Alameda.
2. Before using this room for physical activities, employees **MUST**:
 - **REGISTER its use with the designated Agency/Department Wellness Liaison (see contact information below)**
 - **COMPLETE A LIABILITY WAIVER and SIGN IN SHEET available at www.acgov.org/wellness**
 - **COMPLY with the Mandatory "BUDDY POLICY" - Two or more employees must be present at all times during physical activity.**
3. Employees' participation in these activities is on a voluntary basis and is undertaken on their own time. These activities are not part of the employee's work-related duties.

If you have any questions regarding these guidelines, please contact the following Agency/Department Wellness Liaison:

Name _____ Title _____

Email _____ Phone _____

Or, you may contact the County Administrator's Office Risk Management Unit at (510) 272-6698

In Case of Emergency



Step 1

Call 9-1-1 right away! (Dial 9 first if needed for outside line)

Try to stay calm so you can tell the operator your location. Be sure to give the address and phone number that you are calling from.

The nearest phone location is: _____

The phone number of the nearest phone is: _____

The address here is: _____



Step 2:

If someone is injured, find a **First Aid Kit** and make the person as comfortable as possible. Try to help them stay calm until help arrives.

The nearest first aid kit location is: _____