



TEXAS
Health and Human
Services

★ Abilene State Supported Living Center ★

OUR MISSION:
To empower people to make choices
that result in a life of dignity and
increased independence.

AbSSLC News

Abilene SSLC

Week of March 9th, 2020

AskAdmin Texting Group & Send Word Now

As evidenced over the weekend, the ability to reach all staff quickly during an emergency, or campus situation, is critical. Our outside phone lines went down Friday night and we used our texting groups to broadcast alternate phone numbers to reach the campus.

If you have not joined the two groups, please take time to do it **now**. These groups are not used for routine communication but only in a serious situation and the occasional (but rare) test.

To sign-up for AskAdmin (our local group):

Text the keyword **AskAdmin** to **474747**

To sign-up for Send Word Now (the State group):

See the directions @

<S:\Forms\Flyers\SWN - Quick Registration Instructions.docx>

It is **strongly recommended** you sign-up for both groups!

Mileage Logs

As a remember, Mileage Logs are due by the 3rd working day of each month. These reports are required by State Office Fleet Services and are an important part of our records.

The logs must be **hand delivered & signed** at the Motor Pool – do not put these in campus mail.

Called 911? Remember to call the Switchboard next!

Notifying the Switchboard allows Security to meet the fire truck & ambulance at the gate to lead them in.

Life Safety Code Tip of the Week

No excessive accumulations of trash or clutter. Home wastebaskets are of a non-combustible (metal) material.

Campus Visitors

As a reminder **all** visitors to campus must stop at the Switchboard – they cannot simply go to the home/department. This includes food deliveries, including food delivered by family members.

Current procedures (as part of the Corona virus precautions) require that any visitor to the campus complete a questionnaire at the Switchboard before they are allowed to proceed into campus.

Please help enforce this rule with your family or anyone else that may have a valid reason to visit you at work.

Word of the Week

Get



The generic sign "GET" starts with your hands in loose, open, claw shapes held away from the body. Pull your hands back towards your body and change them so they become "S" hands.



Scan
the
Code!

See the AbSSLC Newsletter
on your phone