Safe Place WA Communications Template

All-staff Message: Program Launch

Greetings,

I’m pleased to announce that our (OFFICE LOCATION) building will begin participating in the Safe Place WA program outlined in Governor [Inslee’s Directive 16-11](https://www.governor.wa.gov/sites/default/files/directive/dir_16-11_0.pdf) (TIME FRAME).

(AGENCY) is participating in the Safe Place WA program because LGBTQ inclusion is both a state priority and an agency priority, as is providing safe harbors for all Washingtonians when needed.

Soon you will see a decal placed on our door(s) that lets our customers know that all are welcome here, and that (LOCATION) is a place people can come if they are being targeted and need a safe harbor.

**What you need to know**

You are unlikely to notice changes to your day-to-day work environment. However, if someone enters the building indicating they are being targeted and seeking safe harbor please do the following:

* Call 911 immediately
* Allow them to stay in the building until the police arrive.

As public servants, this is something we are asking all of our employees to do for our customers. By participating in the program, we send a clearer message to the Washingtonians about our values.

If you have questions or concerns, please talk with your supervisor.

The state of Washington has a long and proud history of honoring diversity. Thank you, in advance, for your support of this important program.

Additional information is available (WEB INFO HERE IF APPLICABLE)