



**BOYS & GIRLS CLUBS**  
OF GREATER AUGUSTA

# SAFETY MANUAL

“KEEP KIDS SAFE”



**POLICY STATEMENT:**

The purpose of the transportation program is to provide safe transportation of Club members. The Club adheres to all Georgia Highway Patrol regulations regarding vehicles, drivers and safety procedures.

**PREVENTIVE ACTION:**

The following preventative actions should be taken when transporting children:

- Check vehicle carefully before each trip. Complete inspection form before each trip.
- Report any problems to President & CEO or supervisor immediately.
- Strictly obey all safety laws.
- Enforce vehicle rules, stopping if necessary to ensure orderliness of riders.
- Drive defensively at all times.
- Do not hurry - even if late.
- Drive in slow lane in freeway.
- Always keep in mind that large vehicles such as buses and vans are slow moving and require more response time and greater space in dealing with emergency situations.
- Check vehicle for first aid kit and fire extinguisher before leaving.

**VEHICLE SAFETY RULES:**

The following rules must be followed when transporting children:

- Staff should always accompany an orderly line of children to and from vehicles.
- Children should not be in parking lot without a staff member.
- One staff member should be present during boarding and departing vehicles. Staff should be standing at the door helping the children.
- Staff only should open and shut doors. Children are never to touch the doors.
- In the use of a van, children are to only use the cargo door. No children should enter nor exit through the passenger door.
- Every child must sit in a seat. No one should sit on a lap, on the tire well, on the armrest or on the floor.
- All passengers including the driver must wear a seat belt.
- A staff member should check all children's seat belts to make sure they are fastened and tight.
- The engine should not be started until the seat belt check has been completed. Seat belts are to remain fastened until the vehicle engine is turned off.
- All fingers, hands, and faces must remain inside the vehicle. Nothing should be put on the windows.
- No kicking or putting feet on the seats.
- Children must remain facing forward.
- No eating or drinking is allowed in the vehicles (staff and children).
- All papers and trash should be discarded after each use.
- When two staff are in the vehicle, one drives and the other rides in the back seat to observe.

**RESPONSE TO VAN/BUS EMERGENCIES:**

If a vehicle is involved in an accident, check on condition of children, staff, and others involved. Remove persons from vehicles only in the event of immediate danger (i.e. fire). Keep in control of the situation and have children remain in their seats.

Have someone call emergency personnel at 911 and stay with the injured. When you are able, call or have someone call the Club to report the incident. If there is no answer, call (at home, if necessary) the Unit Director, President & CEO, The Administrative Office or the other Clubs until you have reached your supervisor.

Do not leave the scene and do not let others leave. Get license numbers of all vehicles involved and do not tell anyone but emergency personnel what has happened. Once you are back at the Club, fill out, along with the Unit Director, a detailed accident/incident report. Include all names, telephone numbers, and details of the accident and deliver the report to the President & CEO within 12 hours of the incident. No one is allowed to talk to media. Only the President & CEO or his designee will be the spokesperson.

**WHEN INVOLVED IN A MINOR ACCIDENT WHILE TRANSPORTING CHILDREN:**

1. Pull over
2. Check for any bumps or injuries; begin emergency first aid treatment as needed.
3. Calm children by acting in a calm manner yourself.
4. Evacuate vehicle if necessary.
5. Notify police and Club.
6. Get information on other driver if another vehicle is involved.
7. Drive back to Club after police investigation is complete if vehicle is operable or call Club to arrange for another vehicle to pick up passengers.
8. Report incident to supervisor and President & CEO upon returning from trip.

**WHEN INVOLVED IN A MAJOR ACCIDENT WHILE TRANSPORTING CHILDREN:**

1. Determine extent of injuries; prioritize need for treatment; begin emergency first aid as needed. Put older child/adult in charge of injured if you need to perform CPR or other emergency medical treatment.
2. Calm children.
3. Evacuate van safely. Seek assistance from passersby if needed.
4. Seek assistance in calling proper authorities and Club and dealing with injured.
5. Keep children in a safe place.
6. Arrange for uninjured to be transported back to Club.
7. Inform the Unit Director and President & CEO of the incident as soon as possible. (Have the police contact the Club if necessary from the accident scene.)

**AFTER ACCIDENT ON THE FREEWAY:**

1. Try to pull to the shoulder so vehicle can be safely evacuated.
2. Check for injuries and begin emergency treatment. If any passenger is not breathing, begin CPR immediately. Apply pressure to slow bleeding from major trauma.
3. Keep everyone in seats until injured can be removed, then evacuate vehicle when safe.
4. Try to stay calm and keep feelings and voice under control.
5. Assist in arrangements for transporting uninjured back to Club.
6. Seek assistance in contacting authorities, treating injuries and evacuating to safety.
7. Driver and riders meet with professional counselors for help in dealing with psychological effects of major accidents.

**TRANSPORTING MEMBERS IN PERSONAL STAFF VEHICLES:**

Unless it is an EMERGENCY, staff will not transport members in their own personal car or vehicles.

**TRANSPORTING MEMBERS HOME:**

Members are not to be transported home unless pre-approved by the President & CEO. If a staff member needs to transport a member home, the following procedures should be followed:

- The Boys & Girls Club vehicle must be used.
- A Member Transportation Form should be completely filled out.
- The time the staff person leaves the Club with the member should be logged on the form.
- Staff should call the Club to log on the answering machine the time the member was dropped off at home.
- The Unit Director or President & CEO must be informed before the member is transported.
- Two staff members **MUST** transport the member together.
- A member should never be left at a home without an adult relative present at the house. If the parent or guardian has given written permission for the member to be dropped off at home, this requirement can be waived. The written permission slip should be kept in the member's file.

**SHARED-USE RESTROOMS:**

- On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty.
- Youth shall follow the “rule of three” in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adult will remain outside the restroom door to provide auditory surveillance.
- Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective.
- In a shared-use facility, Boys & Girls Clubs will utilize the best practice of shutting the exterior door to the restroom and using an “Occupied” sign outside of the door to alert others that they must wait until Club members have exited the restroom before they can enter.

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Administration/Management**  
**Topic: Incident Report**

The Incident Report is to be filed by the Unit Director for any flagrant action, incident or accident that occurs within or on the premises of their facility or vehicle, in relationship to their staff, members, vehicles, or facilities.

Examples would include, but are not limited to, incidents:

- When members are suspended
- Any time law enforcement is called or when they come to a facility
- Any type of abuse is reported for or about staff, members, parents
- When vehicle accidents occur
- Any time members or staff are injured
- Referrals are required to outside agencies
- When staff or members are threatened
- When those in responsible positions may receive calls from parents, media, or others about an occurrence at a facility or in a vehicle.
- Inappropriate activity between adults and youth and multiple youth
- Missing children
- Threats made by or against staff, members, and/or volunteers

The following information shall be included in an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

It should be forwarded to the Director of Operations immediately but no longer than 12 hours. A copy is kept at the unit and those relating to specific members should be placed in their file.

The objective is to provide instantaneous information to those in responsible positions so that they can respond in an appropriate manner when questioned concerning any incidents that occur.

### **Incident Investigation**

Boys & Girls Clubs of Greater Augusta takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

### **BGCA Critical Incident Reporting**

Each Member Organization shall immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, each Member Organization shall report the following critical incidents to BGCA within 24 hours:

- a. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by a current employee or volunteer; or any Club-related instance by a former employee or volunteer.

Boys & Girls Clubs of Greater Augusta Safety Policies  
Updated November 2025

- b. Any instance or allegation of child abuse, including physical, emotional, or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
- c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
- d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury, or death; or a mental health crisis with a child requiring outside care.
- e. Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- h. Any misappropriation of organizational funds in the amount of \$10,000 or greater, or any amount of federal funds.
- i. Any criminal or civil legal action involving the organization, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- j. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- k. Any other incident deemed critical by the Member Organization.

The incident report differs from a behavior situation. A behavior situation is a tool used to record less serious member behavior problems that will be forwarded to the Unit Director from program staff to assist with member discipline. Its primary use is to deter behavior and correct problems. It is placed in the members file and does not require being sent to Administrative Office.

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Human Resources**  
**Topic: Background Check & Barrier Crime Policy**

The Boys & Girls Clubs of Greater Augusta is committed to selecting and retaining the best staff and volunteers to serve its youth. As a part of the initial selection process and on an on-going basis, The Boys & Girls Clubs of Greater Augusta will:

- (1) Conduct criminal background checks of all employees, including minors, board volunteers, who serve on a standing or enumerated committee, advisor or otherwise.
- (2) Conduct background checks on all volunteers, including minors who have direct repetitive contact with Club members.

Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, (a) verify the person's identity and legal aliases, (b) provide a national Sex Offender Registry search, and (c) provide a national criminal record search. Such checks shall be conducted prior to employment and at regular intervals. Fingerprint checks are good for 5 years however; all employees will adhere to a yearly first advantage/enterprise advantage record search.

All background checks findings shall be considered when making employment or volunteer decisions. The Boys & Girls Clubs of Greater Augusta will not consider an applicant eligible for employment or volunteer service, if such individual:

- refuses to consent to a criminal check
- makes a false statement in connection with such criminal background check
- is registered, or is required to be registered on a State or National sex offenders registry
- is dishonest on job application
- has been convicted of any misdemeanor or felony against children, including child pornography.
- has been convicted of felony consisting of any of the following, but not limited to:
  - murder or manslaughter
  - child abuse or child neglect
  - a crime against children, including child pornography,
  - spousal abuse
  - a crime involving rape or sexual assault,
  - arson or
  - physical assault, battery
  - felony stalking
  - abuse of elderly and incapacitated adults
- drive by shooting
- robbery
- abduction for immoral purposes
- pandering
- felony violation of protective order
- extortion by threat
- felony terroristic threat
- felony possession of drugs within (7) years of date of application

**Other crimes which may exclude volunteers/staff temporarily from service:**

- DUI- 1 year following conviction
- Possession/Distribution – (5) years following conviction
- Shoplifting – (5) years following conviction
- Simple Assault – (5) years following conviction

All pending charges for barrier crime (except crime against minors) and convictions for other crimes revealed through background checks shall be reviewed on a case-by case basis to determine if individual poses a safety risk to children and to organization. No individual may be found ineligible because of pending charges, except those for barrier crimes. However, an individual may ultimately be found ineligible if the previously pending charges results in a conviction which indicates that the individual ineligible unless or until such charges are subsequently dismissed or the individual is found not guilty.



The Boys & Girls Club is committed to protecting the health and safety of its employees, members, and the general public by maintaining a drug free workplace which meets or exceeds the requirements outlined in the Federal Drug Free Workplace Act of 1988 and complies with any and all state and federal statutes. The illegal manufacture, distribution, dispensation, possession, or use of alcohol or drugs in the workplace is strictly prohibited. The illegal use of drugs includes the use of illegal drugs and the illegal use of prescription drugs that are considered "controlled substances." Under this policy, an employee cannot come to work under the influence of alcohol or illegal drugs. All full time, part time, seasonal, and contracted employees of any age working at the Administrative Office, Club Units, Teen Centers, and/or Outreach Facilities, are covered by this policy. Any employee in violation of the DRUG FREE WORKPLACE policy will be terminated from employment with the Boys & Girls Club.

#### **EMPLOYMENT REQUIREMENT:**

All offers of employment are conditional on applicants testing negative for the presence of illegal drugs. Employees will be asked to submit to a drug and/or alcohol test based on reasonable suspicion that their ability to perform work safely or effectively may be impaired. Any conditional applicant who refuses to submit to, tampers with, or fails to pass the pre-employment drug test will be ineligible for hire. If an employee refuses to consent to testing, fails to appear for testing, fails to cooperate with the testing procedures, or tampers with the test, he or she will be subject to termination. The testing of employees will occur during a regular work period and the organization will pay all costs associated with the test. Testing occurs at an off-site testing facility.

- Conditional applicants must complete test the same day or no later than closing time of the labs on the following day after being requested to be tested by the organization. The individual being tested will be required to read and sign a form consenting to take and to release the results of the test to the Boys & Girls Club. A copy of the Drug Testing Request form will be provided to the applicant upon request.
- Employees asked to submit to testing based on reasonable suspicion will be required to report to the test site immediately. Employee will not be allowed to drive to the site, staff will take the individual to the site or make arrangements to have the person transported.
- The employee being tested must have a photo I.D. or an approved person must verify their identity.
- The employee being tested may asked to show proof of prescription medication(s) currently being taken.

#### **DRUG TESTING PROCESS:**

The drug-testing process is designed to balance our respect for individuals with the need to maintain a safe and productive workplace free from the illegal use of drugs and the use of alcohol. Substance abuse testing may involve urine, blood, or breathalyzer testing or any other means of testing not prohibited by federal or state law. Urinalysis testing will include, but will not be limited to testing for the presence of; amphetamines, cocaine, opiates, phencyclidine, and THC. Breathalyzer or urinalysis testing may be required to detect the presence of alcohol.

The Boys & Girls Club uses specific testing sites. Names of those sites are available through the Administrative Office. The organization assures that testing will be taken in a manner that guarantees its reliability. All drug tests taken for Boys & Girls Clubs of Greater Augusta will be:

- Conducted in a laboratory where samples are analyzed and screened for the presence of illegal drugs
- Taken under reasonable and sanitary conditions
- Properly documented with accurate labels and any relevant employee input, including information about the employee's use of prescription or non-prescription drugs
- Collected and stored in a manner to prevent contamination, adulteration, or misidentification
- Positive tests will be confirmed by a second test, which will be different than the first test
- The employee being tested should avoid drinking large amounts of fluids. Another test may be required if the results are determined to be "watered down".

**CRISIS MANAGEMENT PLAN:**

This Crisis Management Plan was written for the safety and protection of Club Members, Staff, volunteers and facilities of the Boys & Girls Clubs of Greater Augusta. It is imperative that each staff member and volunteer read and understand the information included in this plan.

It is the responsibility of the Unit Directors that all of the Preventative Action steps described in this plan are put into effect. The Unit Directors are also responsible for ensuring each staff member is informed and aware of how to execute the items described in each of the crisis situations.

Routine evacuation drills and inclement weather drills are to be performed monthly. These drills must be documented on the Crisis Response Drill Form and kept on file in the Administrative Office. Consult with the Director of Operations on scheduling these drills.

Crisis Management Plan is also referred to as Emergency Operations Plan. BGCGA's leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually.

BGCGA always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served. All staff are CPR and first aid certified upon hire.

**Boys & Girls Clubs of Greater Augusta**

**Procedure Type: Program**

**Topic: Emergency Evacuation Plan for Crowds**

Emergency evacuation procedures, when dealing with teens in hostile, large crowd situations, should be thoroughly discussed and understood by all adult staff. Large events such as dances, sports activities, etc., should include the specific role and position of every staff member in the event of a serious, "hot situation".

Depending on the size of the crowd and the layout of the club, each staff person should be assigned a task that ensures the immediate safety of the general public. An individual who also has clear and immediate access to a telephone should be designated to make any emergency calls. A "hot" or indicator word should be given which sets off the appropriate and safe actions of the staff. This activity should be rehearsed in a fashion similar to a fire drill.

**POLICY STATEMENT:**

In the event of a fire, the Club's main priority shall be the safety of its members. The President & CEO should be notified of the fire (regardless of size) after the members are safe and the fire department is on the scene. The top priority is securing the area and addressing the needs and safety of the members and staff.

**PREVENTATIVE ACTION**

- Staff shall conduct fire drills on a monthly basis. Staff shall treat all fire drills/alarms as if there was a fire.
- The Unit Director shall record the dates and times that drills are conducted.
- The Fire Department emergency telephone number (911) shall be posted at all phone locations.
- The emergency evacuation plan, including the location of emergency exits and evacuation routes, shall be posted in all rooms and reviewed with members monthly by all staff.

**FIRE DRILL PROCEDURES:** All groups shall exit according to the diagrams posted in each facility and proceed to the designated areas. The staff member in charge of their particular area will check for members that possibly have not left the facility. Each Unit Director will conduct a safety check with each staff member to ensure total safety of members and verification of the clearance of their specified area. Teach your members to walk without any talking, to move quickly, to watch and listen carefully. This behavior should be maintained until members are back in the Club. The staff member in charge of an area is responsible for designating another employee to ensure any physically handicapped individual is assisted to safety. All employees should be made aware of the shortest routes to an exit, which is handicapped, accessible during a staff/employee meeting.

**RESPONSE TO EMERGENCY:**

- The staff's first responsibility is to evacuate all members from the building. This should be done immediately without concern for property.
- The Unit Director and/or Program staff should call 911 to report the fire.
- After notifying Fire Department, staff should immediately see that all members are removed from building.
- Members will evacuate through the nearest exit and assemble at a designated location. It is important for the staff to gather all the members in one location. This will make it easier to get a head count and to determine if anyone is missing. It will also keep the youth out of the way of the emergency equipment and prevent additional injuries. Additionally, this will provide a central location for parents to pick up their children. Do NOT let members run home or walk home during the fire. Frantic parents will swarm the Boys & Girls Club when word of a fire spreads. It is important for their child to be at the Club when they show up. To help avoid confusion, a list should be compiled at the assembly area of children present. These names should be checked off the list as parents and/or guardians pick them up.
- The designated assembly areas are to be posted.
- Be aware of the location of the exit doors in your building.
- When evacuating the building, assemble your group and lead them to the nearest exit. Then direct them to the designated assembly area.

The following staff have specific areas of responsibility:

- Unit Directors: to direct members to exits and to check the entire building, if it is safe to do so, to determine if everyone is out.
- Learning Center Staff: To evacuate the building, checking all rooms.
- Game room Supervisors: Evacuate game rooms through front door and direct members to assembly area.
- Arts & Crafts Supervisor: To evacuate Arts & Crafts room and direct members to assembly area.
- All Other Staff: To evacuate their areas through the nearest exit and to assemble the members in the designated area. Be prepared to assume additional responsibilities since staff with assigned responsibilities may be out of the building when the fire starts.

Be calm, but firm with members in regards to the behavior and cooperation needed from them.

**DEFINITION:**

Any explosive device either present or alleged to be present on the premises which may or may not have exploded.

**TELEPHONE WARNINGS:**

The most common way of receiving bomb threats is by telephone. Proper action by the person receiving the call is listed below.

- Remain Calm. Do not panic.
- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Complete the “Bomb Threat Checklist”. Record as much information as you can.
- If the caller does not give the location of the bomb and the time it is set to go off ask the caller to give you this information.
- Call 911 or delegate for someone to call 911.
- Notify the Operations Director and the President & CEO.
- Evacuation
- If evacuation of employees, members and visitors becomes necessary, it will be conducted only upon the decision of the Unit Director after consulting with the local police.
- The Unit Director and/or his/her designee, will announce “Code Black” three times over the intercom system.
- Staff will evacuate members and visitors to designated areas.
- Staff will take roll and report any missing persons to the Unit Director and keep students calm and quiet.
- Only after the “All Clear” is given by the Unit Director will employees, members and visitors be allowed back in the building.
- Cell phones, radios, pagers and microwaves should not be used during a bomb threat.

**PROCEDURE:**

- The staff member who becomes aware of the abduction should notify the Unit Director and provide description of the student and other pertinent information.
- The Unit Director and/or his/her designee will announce “Code White” three times over the intercom system.
- All staff upon hearing “Code White” announced, will institute a lock down and roll call will be taken.
- The Unit Director will contact 911 with the following pertinent information regarding the abduction. A description of the member’s clothes worn that day, picture of student (if available), abductors description and vehicle.
- The Unit Director will notify the Operations Director and the President & CEO.
- The Unit Director or his/her designee will contact the parents/guardian of the abducted child.
- The Unit Director will document the incident in writing including the pertinent time.
- All media inquiries should be referred to the Spokesperson for the Organization.

**Boys & Girls Clubs of Greater Augusta**

**Procedure Type: Program**

**Topic: Weapons**

**DEFINITION:**

Any article used to inflict bodily harm and/or intimidate other persons. Examples are firearm, knives, chains, clubs, razors, etc.

**PROCEDURE:**

The staff person who becomes aware of a weapon on the grounds will:

- Remain calm. Do not draw attention to the weapon.
- Notify the Unit Director.
- Provide the following information:
  - Name of person suspected of bringing the weapon
  - Location of the weapon
  - Whether the person has threatened anyone
  - Any other pertinent details known
- The Unit Director will notify law enforcement if necessary.

**Boys & Girls Clubs of Greater Augusta**

**Procedure Type: Program**

**Topic: Serious Injury**

**DEFINITION:**

An emergency involving an accident, allergic reaction, sickness or injury in which the immediate concern is to aid the affected person.

**PROCEDURE:**

- Stay with the effected person(s)
- Administer First Aid
- Disperse the crowd if necessary
- Contact 911 as necessary to protect the safety and wellbeing of the individual(s) involved.
- Contact the Director of Operations and the President & CEO
- The Director of Operations and/or the President & CEO will:
  - send medical emergency information to the hospital if applicable
- Contact the parents/guardian and notify them of any decision to transport the student for emergency medical care.



**DEFINITION:**

Severe Thunderstorm Watch: Conditions are such that a severe thunderstorm may develop in a specific area.

Severe Thunderstorm Warning: Indicates that a severe thunderstorm has developed and will probably affect the areas stated.

**PROCEDURE:**

- The first person who becomes aware of the severe thunderstorm watch or warning should notify the Unit Director.
- The Unit Director or designee will announce over the intercom system that there is a severe thunderstorm warning.
- The Unit Director or designee will contact the Director of Operations.
- In the event of a Thunderstorm Watch, all employees should:
  - Monitor local radio stations and weather radios for the latest weather information.
  - Keep students and visitors inside.
- In the event of a Thunderstorm Warning, all employees should:
  - Be prepared to relocate all students and visitors to the inner areas of each building.
  - Avoid using the telephone except in emergencies.
  - During periods of particular high winds, keep students and visitors away from glassed areas as much as possible.
- The Unit Director will announce "All Clear" when the Thunderstorm Watch or Warning ends.

**DEFINITION:**

In the event of a tornado, the Club's main priority shall be the safety of its members.

**PREVENTIVE ACTION:**

Staff shall conduct tornado drills on a monthly basis. The Unit Director shall record the dates and times that drills are conducted. The tornado emergency plan shall be posted in all rooms and reviewed monthly with members by all staff.

**RESPONSE TO EMERGENCY:**

- When a tornado approaches, your immediate action may mean life or death.
- If severe weather conditions develop, turn on a radio and/or television for information. This would also include a severe thunderstorm warning, as conditions can change quickly.
- A TORNADO WATCH indicates weather conditions are such that tornadoes may develop.
- A TORNADO WARNING indicates the actual sighting of tornadoes in the area and implies that those in the path of the tornado should seek shelter.
- When either a Tornado Watch or Tornado Warning is given, the staff should contact the Director of Operations and the President & CEO.
- In the event of a TORNADO WARNING all staff and members should take shelter in the locker room, bathrooms or the meeting room. A specific staff member will be designated to be in charge of the room while another staff member checks the rest of the building and directs members to the proper locations.
- During any type of severe weather, members should not be allowed to go outside or to stand in doorways watching a storm. No member will be allowed to walk home during a local severe weather warning.
- If sufficient warning is not given during a TORNADO WARNING and members and staff are not able to move to the designated areas, then members need to find the safest shelter possible. Members could get under sturdy tables, against inside walls and away from windows. Members should be trained by staff in how to properly seek shelter and protect themselves.

**POLICY STATEMENT:**

In the event of a Hurricane Warning and a mandatory evacuation of Richmond County, the vital records and assets of the organization need to be secured to prevent damage and to ensure continued operations and services, in the event of this type of natural disaster. The media sources will be contacted by the President & CEO and/or his designee with Club closing and opening information.

**PREVENTIVE ACTION:**

- When a hurricane develops in the tropics, staff should monitor the Weather Channel and local radio stations.
- When a hurricane watch or tropical storm warning is issued, the President & CEO should contact key staff members to discuss potential actions.
- Administrative staff should begin preparing and organizing files, records and computer discs for storage.

**RESPONSE TO EMERGENCY:**

Clubs will automatically close until evacuation order is lifted. Clubs will stay open until parents safely pick up all members. All Staff will be provided with phone numbers where key staff can be contacted outside of the immediate evacuation area for information on when the Clubs will be reopening. These outside phone numbers should be for the President & CEO and Unit Directors. Answering machines should be changed at all clubs to reflect club closings. Members should be informed to monitor answering machines on updates about when the clubs will reopen. (Unit Directors should reprogram the answering machines as soon as the President & CEO announces when the club will reopen.) Full-time programming staff should secure the facility to minimize damage to property.

Administrative staff should pack the following records:

- Computer backup tapes
- Original Copies of Articles of Incorporation and Bylaws
- Original Copies of IRS 501c3 Ruling Letter
- Original Copies of Deeds of Gifts, Trust Agreements and other Legal Documents
- Official Minutes book for corporate and area boards
- List of Board of Directors
- Capital Campaign records
- Procedure Manual
- Employee Handbook
- Blank Checks
- Copy of financial reports for present and previous year
- Payroll records
- Employee files
- Present year and previous year bill & invoices
- Present year bank statements
- Tax records and bills
- Inventory list
- Current Grant records
- Audit files
- Insurance files
- Rolodex & key contact lists
- Petty cash boxes
- The President & CEO is responsible for securing and removing records and/or designating a specific staff member with that responsibility.
- President & CEO should contact the Board Presidents with evacuation notification and contact phone numbers

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Program**  
**Topic: Hurricane Watch/Warning (Page 2 of 2)**

Each Unit should:

- Remove & store education computers in Unit Director's office (carefully disconnect equipment to avoid damage.)
- Secure on tables stacked two high: printers, monitors, cables, power cords, surge protectors
- Secure program documentation material on tables with computers: CD's, diskettes, manuals
- Place file cabinet on top of table
- Store Program Items in storage cabinet on shelves above table height and/or on top of table

Membership & Reception Area

- Remove the following from file cabinet and give to Unit Director:
  - Money bag
  - Receipt books
  - Membership Roster books
  - Program Registration file
- File cabinet key holders: Unit Director, President & CEO, Administrative Personnel Arts & Crafts
- Secure all supplies on tables or above table level on shelves and in storage cabinets in Games room storage.
- Place all equipment on table when possible.

Unit Director's Office:

- Secure computer & printer on top of file cabinet.
- Place file drawers below table height on desk.
- Remove books and materials from shelves below desk height.
- Remove all resource materials from floor.

Note: Taping of windows and doors will be determined by the amount of time available to staff after they address the priority evacuation tasks. The President & CEO should be contacted for guidance in this area.

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Program**  
**Topic: Suspected Child Abuse (Page 1 of 2)**

The job of protecting children starts in the community. While certain people are required by law to report child mistreatment, anyone can make a report of suspected abuse. “Everyone is encouraged to report suspected child abuse or neglect, the law requires persons in some professions be required to report. They are called ‘mandated reporters.’” The sooner the authorities know about a child, the faster they can move to help. Georgia law requires people in certain professions to serve as mandated reporters. Mandated reporters include childcare workers.

**POLICY STATEMENT:**

All Club employees are required by law (Georgia Code) to report all suspect cases of child abuse. Child abuse is any act or omission or commission that endangers or impairs a child’s physical or emotional health and development. The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention.

**PREVENTATIVE ACTION:**

- All staff shall receive training regarding child abuse/neglect indicators.
- All staff shall receive training regarding appropriate discipline and supervision of members.
- Look for signs of abuse, children who are maltreated are:
  - often left home alone
  - in the neighborhood for long periods without supervision
  - frequently hungry
  - dressed inadequately for the weather
  - absent from school frequently
  - bruised or have other marks of physical violence
  - withdrawn or overly aggressive
  - not receiving needed medical attention

If BGCGA staff or volunteers see one or more of these signs or suspects that the children are in danger, the situation should be reported to the county Department of Family and Children Services (DFCS).

**STEPS FOR REPORTING:**

First: clarify with the student that the abuse is ongoing & has not happened in the past or been dealt with through the courts or law. This should happen in a private area away from others. Second: Inform supervisor in a private area without the child present and discuss the situation. The Operations Director and the President & CEO should be notified immediately. Why isn’t the child included? Out of need to assess the situation. Also the more often a child repeats a story, the more they embellish it. If possible, you only want the child to tell their story once to you, then to the investigator if one comes out. Third: If the situation warrants, notify authorities. If a child is in immediate danger (obviously being beaten or left alone overnight, for example), the police should be called immediately. In all other cases, reports should be made to the DFCS office in the county where the child lives. People who call to report suspected abuse do not have to be sure maltreatment has occurred. They simply report what they have seen or heard. The authorities will investigate and confirm whether or not abuse has occurred. People who call are asked to give the name and location of the child and the name of the suspected perpetrator. Reports are confidential and those who call

do not have to give their name. However, it is most helpful to the child in the long run if the reporter is willing to give his or her name and address and, if necessary, testify in court.

## **Boys & Girls Clubs of Greater Augusta**

### **Procedure Type: Program**

#### **Topic: Suspected Child Abuse (Page 2 of 2)**

#### **INTERVIEW GUIDELINES:**

- Use a private, quiet room. Meet with the child with another adult/staff.
- Begin with comfortable information (where the child lives, any brothers or sisters, etc.)
- Be “up front”. Explain why you wish to talk to him or her. Share with the child your concern about any visible marks, the child’s health, safety, etc.
- Ask only questions which relate to your concerns and the child’s condition. Do not go into detail or extended questioning.
  - Use open-ended questions... “Could you tell me more?”
  - Use empathetic expressions... “Gee, that must have been painful.”
  - Use clarifying statements... “I’m a little confused about that.”
- Don’t go beyond assessment. Once you have enough information to suspect possible abuse, turn it over to DFACS and the Boys & Girls Clubs President & CEO and Operations Director. The Boys & Girls Clubs staff are not qualified or trained investigators.

Caution: Don’t delay reporting a child abuse situation while you gather more information that is needed to initiate the investigation.

In addition to the phone calls, the Unit Director will fill out a detailed incident report and include everyone the incident was reported to. The report will be delivered to the Director of Operations and President & CEO within 12 hours following the report of abuse. What Will Happen Next

If a child is under age 18 and appears to have been abused or neglected by a parent or caretaker, DFCS will begin investigating immediately. If the child is not in imminent danger, a caseworker will visit the family within 5 days. If the person who makes the original report wants to know what DFCS did, he or she can call the department and find out whether the maltreatment was confirmed.

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Program**  
**Topic: Crisis Response Drill Form**

The Unit Director is responsible for conducting routine evacuation and in climate weather drills on a monthly basis. These drills must be documented and kept on file in the Administrative Office. Complete this form in its entirety and submit it to the Administrative Assistant within 24 hours.

Date \_\_\_\_\_ Time \_\_\_\_\_

Crisis Simulated \_\_\_\_\_

# of Staff Participating \_\_\_\_\_ # of Students Participating \_\_\_\_\_

Comments:

Concerns:

Corrective Action:

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Program**  
**Topic: Bomb Threat Checklist**

**INSTRUCTIONS:**

Be calm. Listen. Do not interrupt the caller. IF possible, signal to someone else the nature of the call. Instruct the other person to call 911 if you are still on the phone with the caller. Keep the caller talking. Obtain the following information if possible:

Caller Name: \_\_\_\_\_

Caller Address: \_\_\_\_\_

Description of caller:

\_\_\_\_\_ Male          \_\_\_\_\_ Female

\_\_\_\_\_ Young          \_\_\_\_\_ Middle Age          \_\_\_\_\_ Elderly

Race: \_\_\_\_\_

Exact Words of Caller:

If the caller remains on the line, ask the following questions:

- What time will the bomb explode?
- Location of the bomb
- What kind of bomb?
- Why did you place the bomb here?
- Where are you now?

As accurately as possible describe the caller's voice:

Loud	Soft	High Pitch	Low Pitch	Stutter
Fast	Slow	Distorted	Clear	Slurred
Lisp	Disguised			

Background Noise:

Office Machines	Factory Machines	Music	Animals
Voices	PA System	Radio	Cell Phone
Street Traffic	Airplanes	Traffic	Sirens

Employee Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Boys & Girls Clubs of Greater Augusta Safety Policies  
Updated November 2025



## **Boys & Girls Clubs of Greater Augusta**

### **Procedure Type: Program**

#### **Topic: Inclusion**

#### **INCLUSION PRINCIPLES:**

- Staff at the Boys & Girls Clubs of Greater Augusta value youth of different abilities and support inclusion.
- Within the Clubs, staff and members will be constantly involved in the best ways to support all youths' needs within the after-school program.
- Within each educational component, teaching and learning styles and organization will be flexible to ensure youth are able to benefit. Grouping to support youth identified with additional needs will be part of this process.

**ACCESS TO THE ENVIRONMENT:** All Boys & Girls Clubs of Greater Augusta facilities are single-story and handicap accessible. There are accessible toilets for all youth. Separate staff toilets are available. There are good lighting and safety arrangements for visually impaired youth. No child will be excluded from any learning activity due to their impairment or learning difficulty, unless it is clearly of benefit to that individual and leads toward inclusion.

**ENROLLMENT:** Youth with additional educational needs are considered for enrollment to the Boys & Girls Clubs of Greater Augusta on exactly the same basis as for youth without additional educational needs.

#### **RECRUITMENT PLAN FOR 21ST CCLC PROGRAM:**

Students Tapping Academic Resources for Success (STARS) Program is what we call our 21st Century Community Learning Centers academic tutoring program for enrolled 1st -8th graders (South The CSRA 1st-5th and Washington County 2nd-9th). Members will be recruited for the STARS program amongst members currently enrolled in the Boys & Girls Clubs as well as through other media outlets and flyers. These participants will include special populations such as students with special needs and private school students. Both special populations will be recruited by the Program Director and Club Director from the school administration, counselors and parents. Interested parents will then enroll their student in the program following the general application process for the Boys & Girls Clubs of Greater Augusta.

#### **TERMINOLOGY, IMAGERY AND DISABILITY EQUALITY**

The Club is aware of the impact of language on youth within the Clubs. We work with the youth to understand the impact of the words they use, and deal seriously with derogatory name calling related to "special education needs" or disability under our Anti-Bullying Policy. The Clubs implement the Youth for Unity program to teach inclusion.

**Disability Equality and Trips:** The Boys & Girls Clubs of Greater Augusta try to make all trips inclusive by planning in advance and using accessible places.

**Evaluating the Success of the Clubs' Inclusion Policy:** the inclusion policy is monitored annually.

**Dealing with Complaints:** If a parent wishes to complain about the provision or the Policy, they should, in the first instance, raise it with the Unit Director/Operations Director.

If the issue cannot be resolved within 10 working days, the parent can submit a formal complaint to the President & CEO in writing or any other accessible format. The President & CEO will reply within 10 working days. Any issues that remain unresolved at this stage will be managed according to the Boys & Girls Clubs' Complaints Policy and forwarded to the Board of Directors.

Boys & Girls Clubs of Greater Augusta Safety Policies  
Updated November 2025

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Program**  
**Topic: Field Trips**

**FIELD TRIP POLICY**

Boys & Girls Clubs of Greater Augusta is structured to provide a safe place for children to learn and explore. To that extent, it is of utmost importance that we make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.

**PROCEDURES AND PRACTICES- INCLUDING RESPONSIBLE PERSON(S):**

- The Boys & Girls Clubs of Greater Augusta will notify parents in advance of all field trips requiring transportation; this includes any activities conducted away from Club property.
- A parent or legal guardian will be asked to sign an informed consent form for all field trips requiring transportation.
- A first aid kit along with Club member's emergency contact numbers, and a student roster will be taken on all offsite activities.
- At least one staff person with current First Aid and CPR certification must accompany children on offsite activities.
- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Whenever possible the Operations Director will visit the field trip site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities
- Children present will be counted before leaving the Clubs, during the field trip, and again at the time of departure for return to the Clubs to ensure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A staff member will be assigned to each group of children. Staff members will always accompany children to public restrooms.
- All Club members must wear identifying information that includes the Club name. These items are provided by the Club prior to field trips and typically include T-shirts or wrist bands. All students shall wear closed toe shoes in the Clubs and on field trips.
- If a child has medication needs, the child will be responsible to take and administer the medication as needed.
- Boys & Girls Clubs of Greater Augusta will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand, and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by the Unit or Site Directors with the parents and parents will sign the Consent form. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policies and procedures handbook located at each club.
- Lunches and snacks will be provided on field trips however; students may bring their own additional snacks.

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Human Resources**  
**Topic: Drug Free Workplace**

The Boys & Girls Club of Greater Augusta is committed to providing a safe environment for members, staff, and volunteers. The Organization maintains a drug and alcohol free workplace. The unlawful or improper use of drugs, including marijuana, a Schedule I narcotic at the federal level, controlled substances or alcohol in the workplace presents a danger to everyone.

As a federal grantee, The Boys & Girls Club of Greater Augusta has a duty to comply with the requirement of the Drug-Free Workplace Act of 1988.

Employees are prohibited from reporting to work or working while under the influence of alcohol and/or using illegal or unauthorized drugs. Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities. Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

Employees taking a legal drug, which potentially affects job safety or performance, is responsible for notifying their supervisor and/or Club leadership. If the organization and the employee's physician have determined that the substance does not adversely affect the employee's ability to perform the employee's job duties, the employee may commence work. An employee will not perform his or her job duties unless such a determination or reasonable accommodation is made.

Employees must notify their supervisor and/or Club leadership, within five (5) days, of any criminal drug statute violation.

Employment with the organization is conditioned upon full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Boys Clubs of Greater Augusta further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Program**  
**Topic: One on One Interaction Policy**

The Boys & Girls Club of Greater Augusta is committed to providing a safe environment for members, staff, and volunteers. To ensure safety, the Organization prohibits all one-on-one interactions between youth and staff and volunteers, including board members.

Staff/Volunteers shall not:

- Initiate one-on-one contact with a member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time. This includes personal and private vehicles.
- Volunteers are not allowed one on one interaction without the presence of another staff member

Staff/Volunteers shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff if an emergency arises.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency. All exceptions will be documented and provided to Club leadership.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

**Boys & Girls Clubs of Greater Augusta**  
**Procedure Type: Program**  
**Topic: Restroom Policy**

The Boys & Girls Club of Greater Augusta is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults. Having clear policies and procedures is an important step in preventing behaviors such as bullying, sexual misconduct, fighting, and vandalism. Restrooms will be regularly monitored by designated staff at a schedule set by Club leadership. Monitoring includes walk-throughs and inspections set by Club leadership.

Best practices used by Clubs include:

- Issuing restroom passes or keys
- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom
- Limiting the number of restroom users at one time
- Positioning staff near restroom entries
- Implementing a restroom inspection and monitor schedules
- Designing restrooms to eliminate doors but maintain privacy

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed
- Ensure restrooms are regularly cleaned and sanitized

Staff observing unacceptable restroom conditions shall:

- Immediately notify Club leadership.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the organization will take appropriate disciplinary action, up to and including termination.

#### Soft Lockdown (Heightened State of Security/ Preventative Lockdown Protocol):

The Soft Lockdown Protocol is a preventative measure used when conditions indicate that a higher-than-normal threat is present on or near the property. This might be implemented for the following situations:

- A fight involving numerous individuals, gangs, or weapons.
- Implementation of a lockdown by another school in the system or local area.
- An intruder or suspicious person on property.
- The presence of a disruptive, potentially violent, or unstable person on property.
- Major crime or police chase near school.
- Report of a firearm on property.
- Dangerous animal on or near property.
- Information received that indicates the possibility of a weapons assault on property.

#### Response:

- Director will announce that a Soft Lockdown is being implemented. Areas without intercoms should be notified in the most appropriate manner (bullhorn, phone, messenger, radio, etc.)
- All members will be kept in program areas with the doors locked.
- Staff without classes will monitor areas for members not in class. Members will be immediately sent to their appropriate area.
- Staff without classes will limit access to their workspace and report any suspicious activity to the Director.
- Teachers will not allow members to leave class unless approved by the Director
- Personnel and activities outside the building may be required to move inside.
- In the classrooms, teachers will explain the soft lockdown protocol to the members. They will explain that this is a heightened security procedure and there is no imminent danger.
- Staff will not open doors for anyone unless cleared by the administration.

#### Hard Lockdown (Actual Crisis Response):

A hard lockdown is used when an actual crisis has occurred. A hard lockdown might be implemented for the following situations:

- Shots being fired on or near the club.
- Threats involving weapons of mass destruction that have the potential for immediate danger to those at the Club site.
- A stabbing or other violent act the club.
- An explosion near, but not on-site.
- A hostage situation or an armed barricaded subject on or near the club.
- Natural disasters or hazardous materials incidences.

#### Responses:

- The director will announce that the hard lockdown is being implemented.
- Teachers lock their doors and ask members to move away from windows and to sit on the floor.
- If possible, staff without classes will monitor the halls for members not in class. If safe, members will go to their classes. If not safe, members will go to the nearest classroom.
- Staff who are engaged in outside activities will determine as quickly as possible if it is

safer to return to the building or to leave property. If the decision is to leave club, the administration will be notified of the location and the number of people evacuated. A list of names of the evacuees will be prepared as soon as possible.

- In the classrooms, teachers will explain the hard lockdown protocol to the members. They will tell the members that an apparent crisis situation has developed. They will advise members to remain quiet and review emergency evacuation procedures with them.
- Members will not be allowed to leave the room unless approved by the Director.
- Teachers will not open the door for anyone unless it is a staff member that they recognize by sight or voice.
- Cell phones, microphones, walkie-talkies, pagers, portable radios, or any device that transmits radio waves will not be used! Energy transmitted from radio waves is capable of detonating explosives.

#### Bomb Threat and Explosion Procedures:

- As in all threatening situations, the direct responsibility of all personnel is member safety. Control of the bomb status situation is the responsibility of the local safety officials. A bomb threat is defined as the possibility that an explosive device is present in the school or on the property and the potential exists for an explosion. Threats may be received by phone, e-mail, facsimile, mail, package, in person, or any other manner of notification.
- Upon receiving a threatening phone call, the person taking the call will:
  - Record the time the call was received, the date, and the number of the line on which the call was received.
  - Obtain as many details as possible. **DO NOT HANG UP!**
  - Refer to bomb threat checklist. All staff members with phones have copies of the checklist. A copy of the checklist is in the appendix of this document.
  - While still on the phone, attempt to get the attention of someone else in the office so that an administrator can be notified immediately.

#### Administrative Responsibilities:

- Call 911 on another line. Tell them the names of the evacuation and reunification sites.
- Call the telephone company's annoyance tracing center at 780-2969, dial 0, and ask for a supervisor to expedite the process.
- Decide the evacuation site to be used.
- Signal- "Teachers and staff, please proceed with an extended evacuation to (name of evacuation site). "Please turn off and do not use any cell phones, microwaves, walkie-talkies, two-way radios, pagers, or any other device that emits radio waves."
- Notify the Support Center.
- Monitor building to make sure that it has been cleared.
- Do not search the building until law enforcement arrives, although staff should report anything unusual as they exit the building.
- Law enforcement will determine the legitimacy of the call.
- If law enforcement determines the legitimacy of the call, three outside agencies are available to collaborate with local law enforcement. Director or designee familiar with the building conducts the search assisted by emergency personnel.

#### Staff Responsibilities:

- After the evacuation announcement, proceed immediately with the evacuation to the announced site. Follow the evacuation protocol.

- During the evacuation avoid all cars and parking areas.
- DO NOT USE CELL PHONES, PAGERS, RADIOS, MICROWAVES, OR ANY DEVICE THAT OPERATES ON RADIO FREQUENCIES. TURN THEM ALL OFF!
- In leaving the building be alert for any suspicious item. If you notice something, report it, but do not touch it or disturb it in any manner. Suspicious packages may include:
  - Lumps, bulges, or protrusions.
  - Lop-sided or heavy-sided appearance.
  - Handwritten addresses or labels from companies with incorrect information or address components.
  - Excess postage or a small package or letter indicates that the package was not processed by the post office.
  - No postage or hand-canceled postage.
  - Handwritten notes (ex. "to be opened in the privacy of ...")
  - Improper spelling of common names, places, or titles.
  - Generic or incorrect titles.
  - Leaks, stains, or protruding wires, strings, tape, etc.
- In exiting the building members will take only personal items with them that are in their immediate possession. No member will be allowed to go back in search of possessions.
- Staff will take their roll book and a copy of the club safety plan with them to the evacuation site.
- At the site, staff will report all members for whom they cannot account to the Director or the evacuation site coordinator.
- Remain at the evacuation site until an administrator announces that it is safe to return to the building or you are instructed to go to the Family Reunification Site.
- If transported to a reunification site, follow the Family Reunification Protocol.
- Be alert to the potential for secondary explosive devices.

#### Explosion Prior to Evacuation:

- Instruct members to take cover under desks or tables.
- Preferred position: kneeling on floor, face down, hands covering head.
- Remain in this position until flying debris stops
- Assess medical condition of injured, provide first aid as possible, and await instruction from administration or emergency personnel.
- Be alert to the possibility of secondary explosives.
- Check attendance if the group was not together at the time of the explosion.

#### Intruder Procedures:

- The presence of an intruder or suspicious person on property represents a potential danger to the safety of members and staff. An intruder or suspicious person is alien to the school environment and is uninvited and unwelcome.
- The signal, if any, will vary according to the degree of potential danger as assessed by the Director and the administrators. Announcements may be:

#### SIGNAL

"Staff, please lock your doors. We are having a soft lockdown."

"Staff, please lock your doors. We are having a hard lockdown."

"Staff, please evacuate to (name of site)."

#### Preparedness, Prevention, and Routine Procedures:



- Free access to the building is restricted by having as few doors as possible unlocked from outside.
- On locked outside doors, signs direct visitors to the main entrance and office.
- All visitors are required to sign in and out in the main office and wear a visitor badge while in the building.
- Members and staff are discouraged from unlocking outside doors.
- BGC employees are encouraged to periodically check outside doors for security.
- Doors to remain unlocked are the main entrance doors and the doors to the gym.
- Approach any unidentified individual with caution, but in a non-threatening manner. Direct that person to the main office.
- If the person fails to comply, contact the office immediately giving a description of the individual, location of the intruder, and behavior exhibited.

#### Administrative Responsibilities:

- Monitor situations involving visitors. Intervene when situations appear to have the potential for violent or hostile confrontations.
- Involve the Operations Director as needed.
- Call the appropriate protocol if necessary.
- If necessary, call for more law enforcement.
- Notify the Support Center if necessary.

#### Staff Responsibilities:

- Ask, in a non-threatening manner, if you can be of assistance to the individual.
- Help direct the individual to the main office by accompanying him or her to the office.
- If the unidentified individual becomes violent, hostile, or exhibits any irrational behavior, let the office know that immediate attention is needed at the location of the individual.
- If an unidentified person is visibly armed with a weapon, seek protection in a nearby classroom and
- Immediately notify the office. Give the location of the individual at the time you noticed him or her. A staff member should not attempt to disarm anyone in possession of a weapon.

#### Fire and Fire Drill Procedures:

The speaker strobe device will transmit a siren alarm accompanied with a strobe light and a recorded message.

#### Administrative Responsibilities for Fire Drills:

- Sound the fire alarm for immediate evacuation.
- Monitor the halls for clearance and closed doors.
- Determine and record the time required for evacuation.
- Note any unusual situation or suggestion for evacuation improvement.
- Monitor the evacuation sites for distance from the building.
- Sound the alarm for members to return to program areas.
- Monitor members' return to program areas.
- Administrative Responsibilities for Fire Evacuations:
- Sound the fire alarm for immediate evacuation.
- Notify the Fire Department by calling 911. Provide essential details such as possible breaks in gas lines, electrical fires, or specific hazards.
- Notify the Support Center.

- Designate a staff member to meet the first responder and provide a set of master keys. This staff member will have a walkie-talkie.
- Account for all members and staff members after evacuation.
- Monitor evacuation distance and make adjustments as needed. If advised, evacuate to alternate evacuation site.
- Instruct those with cars parked in access areas to clear the way for emergency vehicles.
- Compile a list of members for whom teachers cannot account.
- Assist the Firefighters as needed.
- Designate staff members to take emergency kits to the evacuation site.
- If building is unsafe for return, initiate Family Reunification Protocol.
- If instructed by Firefighters, contact gas and electric companies to turn off all utilities to the building.
- If the building is safe to return, sound signal for return to site.
- Assign duties to staff without classes.

#### Staff Responsibilities for Fire Drills:

- Post an evacuation map in classroom. Prior to drill, instruct members on exit route.
- Take roll book to evacuation site and check attendance once you have reached your designated area.
- Close, but do not lock, doors as you leave.
- Instruct members to take only valuables out with them. Do not allow members to go to their cubbies to retrieve possessions.
- Check the room and be the last to leave.
- When outside, make sure members are a minimum of 300 feet from the building (the length of a football field).
- At the signal, return to your classroom.

#### Staff Responsibilities for Fire Evacuations:

- When instructed, implement Evacuation Protocol.
- Take roll book to the designated evacuation site and check attendance once you have reached your designated evacuation area.
- Notify the administration of members for whom you cannot account.
- Close, but do not lock, doors as you leave. If you have a window in your room that opens, make sure it is closed.
- Turn off electrical or gas equipment.
- Instruct members to take only valuables out with them. Do not allow members to go to lockers or cubbies.
- Instruct first member in line to hold the exit door open for all other members.
- Send members with disabilities to the main office IF possible.
- Check the room and be the last to leave.
- Assure that members exit the building in a quiet and orderly manner.
- When outside, make sure members are a minimum of 300 feet from the building (the length of a football field).
- Return to your site ONLY if signaled to do so.
- Staff without classes will check with Director for assignments.
- Keep members out of areas that will be used for emergency vehicles.
- If the building is not safe to re-enter, follow Family Reunification Protocol when announced to do so.
- If the building is cleared for return, return your classrooms in an orderly manner. Check

- roll when you return to the club.
- You may attempt to extinguish a small fire with the fire extinguisher, however, leave large fires to professional Firefighters.
- Never attempt to extinguish any fire that might involve explosives or hazardous materials.
- Do not use water on electrical fires.

Severe Thunderstorms and Tornadoes: Unlike hurricanes where there is usually advanced notice, severe thunderstorms and tornadoes can develop suddenly and without warning. Thunderstorms and tornadoes occur frequently in Georgia. The following definitions will be used:

Thunderstorm: A thunderstorm may consist of thunder, lightning, high winds, rain, and hail. A severe thunderstorm may be a precursor to a tornado.

- Watch — a severe thunderstorm may develop in local area. Take appropriate precautions.
- Warning — a severe thunderstorm has developed in local area. Take appropriate action as indicated for the safety of all who may be affected.

Tornado: A tornado is a local storm with whirling winds of tremendous speeds that can exceed 100 miles per hour. These storms are generally small and short-lived, but they are the most violent of all atmospheric phenomena.

- Watch — weather conditions are such that a tornado may develop. Monitor weather radio and other media for updates.
- Warning — a formed tornado has been sighted and may affect the given areas. Protective measures must be implemented immediately.

Signals:

- Watch — “Faculty and staff we are under a tornado (severe thunderstorm) watch. Please be
- alert to the possibility of worsening conditions.”
- Warning — Will be undulating and extended sounding of the class change buzzer.

Thunderstorms

Administrative Responsibilities

Preparedness:

- At least monthly, inform staff and members about severe weather and emergency procedures to be used if needed.
- Designate a safe sheltering location for members in mobile classrooms.
- Develop with teachers a response program for special needs members.
- Develop with coaches, club staff, a response program for after hour emergencies.
- Assure that trees surrounding the building are more wind resistant by removing damaged limbs and pruning them to allow for the wind to blow through them.

Outside Procedures:

- If possible, get into the building as soon as possible.
- Never seek shelter under isolated trees, near metal fences, or in exposed shelters (i.e. baseball dugout).

- Avoid open fields and high places in areas where there is no shelter.
- If it is impossible to avoid an open field, position yourself in a crouch position.
- If possible, seek shelter in a ravine, ditch, etc. Do not lie flat. The balls of your feet should be touching the ground.
- Avoid electrically conductive overhead objects such as wires or transformers.
- Do not touch metal objects (i.e. aluminum bats, golf clubs, tennis rackets, chain link fences etc.)
- Remove shoes with metal cleats.
- If swimming, leave the water immediately.
- Vehicles should not be parked under an electrical wire.
- In a vehicle, avoid touching exposed metal parts.

#### INSIDE PROCEDURES:

- Stay inside.
- Move members who are housed in portable units into the main building.
- Members should not be near glassed areas especially if there are high winds.
- Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm is over.
- Lightning can travel through telephone lines. Avoid using the phone.
- Do not handle flammable liquids in open containers.
- Turn off and unplug electrical equipment (i.e. TV sets, computers, etc.)

#### After the Storm:

- Avoid wet or damaged electrical lines.
- Avoid lanterns, matches, or other flammable material until it is determined that there are no leaks from gas lines or other materials that could ignite.

#### Tornadoes

##### Administrative Responsibilities:

- Using resource personnel from GEMA (Georgia Emergency Management Agency) and the local EMA (Emergency Management Agency), evaluate the entire site and develop a plan for safe facility use. Because of the wide roof span, do not incorporate the use of the gym as a safe facility area. All teachers with classes in the gym will take their classes into the main building.
- The staff in the mobile unit will take his or her class into the main building.
- Designate best areas to serve as shelters (interior hallways away from windows).
- Develop a special alarm sound that is different from the fire alarm.
- Keep first aid supplies available and updated.
- At least monthly, inform staff, and members about procedures for severe weather.
- Post diagrams of the building with routes to sheltered areas.
- Conduct practice tornado drills.
- Follow evacuation procedures applicable to the emergency.
- Designate staff member to monitor weather reports.
- Prepare for the possibility of activation of the alarm and/or sprinkler systems.

#### Actions:

- Monitor weather conditions using the weather radio or other media (TV, Computer, etc.)
- Use signal appropriate to the conditions. If electricity is interrupted, use runners or bullhorn to make announcements. Call or send messenger to mobile unit. Make sure

message gets to the mobile unit.

- As warranted by conditions, move all members from outlying buildings and outside facilities into the main building.
- Do not allow members to board buses or leave in cars if severe weather warnings are issued.
- In the event of a sighting, call 911 and the Central Office.
- After the tornado, consult with local emergency management officials regarding the structural integrity of the facility prior to re-entry.

#### Watch to Warning Responses:

- Move all members into the main building.
- Designate staff members to secure the building by closing all windows and doors.
- Direct everyone to seek cover where floors and walls meet.
- Direct faculty and staff to secure, if possible, all articles that could become missiles.
- Check with the transportation director for verification that the contracted bus personnel are instructed in proper actions for tornado sightings while members are on the buses being transported to or from school. Some tornado safety considerations for buses are:
- If possible, drive away from the tornado's path, evacuate the bus, and seek protection.
- Take shelter in a designated building or strong structure on the bus's route.
- If no safe buildings are available, evacuate the bus and direct members to a ditch or hollow. Have them lie face down with their hands over their heads. Avoid utility poles and overhead wires. Keep members away from the bus so that it cannot be turned over on them.

#### Staff Responsibilities for a Tornado Warning:

- If a warning is issued, staff will instruct their members to move to their designated area.
- Staff are to close classroom doors after the members exit to their designated tornado security area.
- Staff will check attendance and report to the office the names of missing members.
- Members will be seated on the floor with their backs to corridor walls, away from glass areas.
- Available coats and jackets should be used to cover heads, arms and legs, so as to reduce the number of injuries from flying missiles of glass and other debris.
- Books will be used to cover heads.
- Members will be located as far as possible from all exterior walls in corridors, particularly if they contain windows or doors.
- Provide appropriate assistance to members with special needs.

#### Members will:

- Sit on floor with backs to walls,
- Bend knees,
- Put heads down on their knees,
- Take books with them and put books over their heads, and
- Take coats (if have them) and use coats for body cover.

**\*TORNADO SAFETY AREAS:** Never place a member in front of a door or in an area that is enclosed in glass. Members are to sit with their backs to the wall knees bent and head placed on their knees. If possible cover head with a book or jacket.