



**BOYS & GIRLS CLUBS**  
OF ELKO

# Emergency Operations Plan Policy (EOP)

For

## Boys and Girls Clubs of Elko

# Fire Emergency

When fire is discovered:

Activate the nearest fire alarm.

- Notify the local Fire Department by calling 911.

Supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation.
- Perform an accurate head count.
- Provide the Fire Department personnel with the necessary information about the facility.

Administrators must:

- Ensure that all employees have evacuated the area.

**Fire drills are conducted monthly.**

## Severe Weather and Natural Disaster

**Tornado:**

- Seek inside shelter.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

**Earthquake:**

- Stay calm and await instructions from the administrator.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Evacuate as instructed by the administrator.

**Flood:**

If indoors:

- Be ready to evacuate as directed by the administrator.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

## Lockdown

### Hard Lockdown

**Hard lockdowns** happen when there's a more direct danger to BGC or our facility. Staff and members should remain locked inside. Hard lockdowns can require additional precautions, like avoiding windows and doors and waiting for rescue.

## **Soft Lockdown**

During a **soft lockdown**, staff and children may be encouraged to stay out of the hallways and inside classrooms or be allowed to move through the building, but not leave the building until the lockdown is lifted.

Soft lockdowns happen when the threat is external from the Boys & Girls Club and usually suggests no impending risk to students, so activities should continue.

## **Bomb Threat**

In case of a threat stay calm.

Contact local law enforcement as soon as possible.

Notify your supervisor immediately.

## **Suspicious Package**

If you feel a package is suspicious alert the director on duty.

Do not move the package and leave where it is.

Contact local law enforcement.

## **TRAINING**

Training/drill schedule are conducted monthly.

Developed and shared with local first responders, such as fire department and law enforcement agencies.

## **EOP ANNUAL REVIEW**

Boys & Girls Clubs of Elko 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.

## **FIRST AID AND CPR TRAINING**

Boys & Girls Clubs of Elko always maintains a minimum of one CPR- or first-aid-trained staff on site during all operating hours when members are being served.

## **KEY DEFINITIONS**

**Emergency:** An emergency is any event, natural or man-made, whether expected or unexpected, that places life or significant Club assets in danger or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

**Mitigation:** Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters or emergencies. For mitigation to be effective, we need to take action now — before the next emergency occurs — to reduce human and financial consequences later.

**Preparedness:** Preparedness helps everyone act quickly and decisively in the face of a disaster or emergency and can minimize loss of property and prevent death and injury. An effective emergency plan should include steps to ensure that those with disabilities or special needs are provided with a proper evacuation strategy.