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**BOYS & GIRLS CLUB
OF WESTERN LANE COUNTY**

ELEMENTARY PROGRAM

EMERGENCY OPERATION PLAN

CATEGORY: Child Safety	APPROVED: December 18, 2024
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 21, 2024
CONTACT: BGCWLC CEO	NEXT REVIEW: November 7, 2024

Elementary Program Emergency Operation Plan

The Boys & Girls Club of Western Lane County (Club) believes that safety is of utmost importance. This Emergency Operation Plan (EOP) is designed to provide guidance for some common emergency situations and the Club acknowledges that not all potential emergency situations are covered.

Preventative Action

Staff, volunteers, and board members will review the EOP during onboarding, annually, and upon any changes. If changes are made to the EOP, an updated copy will be provided to all staff, volunteers, and board members.

Emergency procedure drills shall be conducted quarterly. When drills are conducted, staff will record and document dates, times, number of Club members in attendance and note if anything of significance occurred. A modified EOP, including the location of emergency exits and evacuation routes, shall be posted in all rooms/at all exits (an example is located on the last page of this document.)

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.

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.

First Aid Trained Staff: At least one Club staff trained in CPR/First Aid must be present on-site during Club programming or trips.

Emergency Equipment

AED: Located on the front emergency cart.

Fire Extinguisher: Located on the front emergency cart.

First Aid Bag: Located on the front emergency cart (emergency information is in first aid bag)

Portable Radios: Located on the radio cart in back storeroom (staff will have during program)

Safety Vests: Located on the front emergency cart.

Designation Evacuation Site

- North Field
- Main Gym

Designated Reunification Sites

- North Location- Siuslaw Middle School Gym (Blue Key on Club Key Chain)
- East Location- First Community Credit Union
- South Location- BGCWLC Teen Center

Staff Responsibilities

Elementary Site Director

- Contacts Siuslaw School District (541-997-2651)
- Contacts Club CEO
- Liaison for emergency services
- Oversees all operations & coordinates Reunification Site
- Directs all media inquiries to Siuslaw School District and BGCWLC CEO
- Conducts staff debrief as needed

Elementary Program Manager/Youth Development Professionals

- Call 911
- Call EC Cares & Head Start 541-997-1513, if emergency could present danger for them.
- Call Club Teen Center Site Director & Administration Office if the emergency could present danger to them, or if their assistance is needed.

If an evacuation of the building is necessary, the Program Manager and/or Youth Development Professionals should also:

- Take AED & first aid bag
- Take radios & cell phones
- Search all program areas including restrooms, multi-purpose gym and all alcoves
- Take attendance
- Call parents/guardians of any injured members

Club CEO

- Handles all communications with the media (both local and county/statewide)
- Composes letter for parents/guardians with explanation of events (as appropriate)

Emergency Situations

Bomb Threat or Suspicious Package

- Staff should guide everyone to calmly evacuate the building leaving all possessions inside the Club and lead them to the Designated Evacuation Site.
- If safe to do so, designated staff should:
 - Take laptop/tablet/attendance sheet to verify presence of all members/assist with member release to parent/guardian.
 - Take radios & cell phones.
 - Search all program areas including restrooms, multi-purpose gym and all alcoves to make sure all members are out closing doors behind them.
- Once outside, take attendance.
 - If all Club members are accounted for, radio **“ALL MEMBERS ARE PRESENT.”** If all Club members are not accounted for, radio number of missing Club members and their names.
 - If safe to do so, designated staff should search all program areas again.
- The Site Director or Program Manager will consult with the CEO to determine if it is safe to re-enter and resume normal programming.
 - If a program closure is not required, **“ALL CLEAR, RETURN TO PROGRAM”** will be announced. This will indicate that members and staff may then return to the building and normal operations will resume.
 - If a program closure is required, **“PROGRAM CLOSURE”** will be announced and everyone will be relocated to the Designated Reunification Site and parents/guardians will be notified as soon as possible.

Earthquake

- At the first sign of an earthquake, staff will announce **“LISTEN UP EARTHQUAKE”** which signals everyone to immediately take cover under tables.
 - If anyone is outside on the white-top, playground, track or in the field they should shelter in place away from loose items if possible.
- When safe to do so, evacuate the building. Keep as far from the building as possible and designated staff should:
 - Take AED and first aid bag.
 - Take laptop/tablet/attendance sheet to verify presence of all members/assist with member release to parent/guardian.
 - Take radios & cell phones.
 - Search all program areas including the restrooms, multi-purpose gym and all alcoves to make sure all members are out.
- Once outside, take attendance.
 - If all Club members are accounted for, radio **“ALL MEMBERS ARE PRESENT.”** If all Club members are not accounted for, radio number of missing Club members and their names.
 - If safe to do so, designated staff should search all program areas again.
- The Site Director or Program Manager will consult with the CEO to determine if it is safe to re-enter and resume normal programming.
 - If a program closure is not required, **“ALL CLEAR, RETURN TO PROGRAM”** will be announced. This will indicate that members and staff may then return to the building and normal operations will resume.
 - If a program closure is required, **“PROGRAM CLOSURE”** will be announced and everyone will be relocated to the Designated Reunification Site and parents/guardians will be notified as soon as possible.

Fire

- Fire alarm will sound, and everyone will evacuate the building.
 - If safe to do so, designated staff should:
 - Take AED and first aid bag.
 - Take laptop/tablet/attendance sheet to verify presence of all members/assist with member release to parent/guardian.
 - Take radios & cell phones.
 - Search all program areas including restrooms, multi-purpose gym and all alcoves to make sure all members are out closing doors behind them.
- Evacuate to Designated Evacuation Site and take attendance.
 - If all Club members are accounted for, radio **“ALL MEMBERS ARE PRESENT.”** If all Club members are not accounted for, radio number of missing Club members and their names.
 - If safe to do so, designated staff should search all program areas again.
- The Site Director or Program Manager will consult with the Siuslaw School District & BGCWLC CEO to determine if it is safe to re-enter and resume normal programming.
 - If a program closure is not required, **“ALL CLEAR, RETURN TO PROGRAM”** will be announced. This will indicate that members and staff may then return to the building and normal operations will resume.
 - If a program closure is required, **“PROGRAM CLOSURE”** will be announced and everyone will be relocated to the Designated Reunification Site and parents/guardians will be notified as soon as possible.

Lockdown

Reasons for a Lockdown include weapon onsite, a major crime or law enforcement chase near the Club, or a civil disturbance that poses a threat to members and staff.

- At the first sign of a potential threat, staff will announce **“LISTEN UP! SAFE ZONE!”**
- Instruct everyone to quickly and silently move to the **Safe Zone** (Elementary school kitchen). If staff and Club members are engaged in outdoor activities when a lockdown is initiated, the staff will need to decide if it is safer to try and re-enter the building or to seek shelter at one of the Designated Reunification Sites. Staff should notify other staff what their plan is if possible.
 - If safe to do so, designated staff should:
 - Take AED and first aid bag.
 - Take laptop/tablet/attendance sheet to verify presence of all members/assist with member release to parent/guardian.
 - Take radios & cell phones.
 - Search all program areas including restrooms, multi-purpose gym and all alcoves to make sure all members are out closing doors behind them.
 - Take attendance, if all Club members are accounted for, let other staff know **“ALL MEMBERS ARE PRESENT.”** If all Club members are not accounted for, radio number of missing Club members and their names.
 - Staff should tell members that the club has been placed on a heightened security status as a response to a potential emergency. Staff should then calmly review emergency procedures with members to prepare them for possible evacuation.
 - Everyone should remain in the **Safe Zone** until instructed otherwise by another staff member, the CEO, or uniformed emergency services. Staff on lockdown should not open the door. Emergency response personnel may enter the room using a master key.
- Upon exit from the **Safe Zone**, **“PROGRAM CLOSURE”** will be announced and everyone will be relocated to the Designated Reunification Site.
- Once the group has arrived at the Designated Reunification Site retake attendance.
 - If all Club members are accounted for, let other staff know **“ALL MEMBERS ARE PRESENT.”** If all Club members are not accounted for, share number of missing Club members and their names.
 - If safe to do so, designated staff should search all program areas again.
 - If a lockdown situation occurs, programming will be canceled for the remainder of the day and parents/guardians will be notified for pickup.

Power Outage

If a power outage occurs prior to start of programming:

- Notify Siuslaw School District (541-997-2651), Club CEO & Site Director
- Siuslaw School District, CEO and Site Director will determine if programming should be cancelled for the day
- Parents/guardians will be notified by Club staff

If a power outage occurs when Club members are present:

- Have members sit quietly in a group.
- Notify Siuslaw School District (541-997-2651), Club CEO & Site Director
- Siuslaw School District, CEO and Site Director will determine if programming should be cancelled for the day
 - If a program closure is required, parents/guardians will be notified by Club staff, and normal pickup procedures will be followed.
 - Club members will remain with Club staff until pick up occurs.



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ELEMENTARY EMERGENCY PROCEDURES

*****Specific verbal commands, staff duties, and extensive procedure information can be found in the Elementary Program Emergency Operation Plan.*****



Fire: Staff will grab emergency items, and everyone will evacuate with designated staff and attendance will be taken. Other staff will complete sweep of building, ensuring doors are closed after searching each area.



Earthquake: Everyone should shelter under tables (café, pool, ping pong, air hockey, or art). If anyone is outside in the garden, backyard, or at the park they should shelter in place away from loose items if possible. When safe, staff will grab emergency items, and everyone will evacuate with designated staff and attendance will be taken. Other staff will complete sweep of building, ensuring doors are closed after searching each area.



Active Shooter: Staff will grab emergency items, and everyone will evacuate with designated staff and attendance will be taken. If evacuation is not possible, the designated lockdown area(s) should be used until evacuation is possible. Other staff will complete sweep of building, ensuring doors are closed after searching each area.



Bomb Threat or Suspicious Package: Staff will grab emergency items, and everyone will evacuate with designated staff and attendance will be taken. Other staff will complete sweep of building, ensuring doors are closed after searching each area.



Power Failure: If power failure prior to members arrival notifies Siuslaw School District of closure at 541-997-2651. If power failure occurs while program is in session notify CEO and determine next steps. Members will shelter place utilizing battery operated lanterns if appropriate.

Emergency items are AED, First Aid Bag, and laptop or sign in sheet

Elementary Evacuation Maps

