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

ELEMENTARY PROGRAM

EMERGENCY OPERATION PLAN

CATEGORY: Child Safety	APPROVED: December 1, 2022
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: November 28, 2022
CONTACT: BGCWLC CEO	NEXT REVIEW: November 28, 2023

Emergency Operation Plan

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

Designation Evacuation Site

- North Field

Designated Reunification Sites

- North Location- Siuslaw Middle School Gym
- 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
- Composes letter for parents/guardians with explanation of events (as appropriate)
- Conducts staff debrief as needed

Elementary Program Manager/Youth Development Professionals

- Call 911
- Call EC Cares & Head Start (541-997-1513) if the emergency could present danger for them.
- Call Club Teen Center Site Director & Administration Office if the emergency could present danger to them.

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

- Take trauma bag, AED, Vests and laptop or tablet
- Take attendance clip board 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
- Take attendance when at your Designated Evacuation Site.
- Call parents/guardians of any injured members

First Aid Trained Staff

- At least one Club staff trained in CPR/First Aid must be present on-site during Club programming. If needed, provide first aid within the scope of training until emergency services arrive.

Club CEO

- Handles all communications with the media (both local and county/statewide).

Emergency Announcements

For attendance purposes the following prompts are to be used.

- 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 first and last name.

To initiate or lift a facility lock down the following prompts are to be used.

To initiate: Calmly and clearly announce “**Listen Up! Safe Zone!**”

To end: Calmly and clearly announce “**All Clear**” **3 times**.

Lock Down Procedures

If an announcement of “**Listen Up! Safe Zone!**” occurs:

- Staff will immediately perform designated sweep duties.
- Lock all doors.
- Instruct everyone to move to the **Safe Zone** (Elementary school kitchen).
 - 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 first and last name.
 - 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 evacuation 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.

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, to shelter in place, or to leave the campus to seek shelter at one of the Designated Reunification Sites.

If evacuation is required

- Elementary Site Director will announce “**ALL CLEAR**” **3 times** followed by an announcement to evacuate the building. **DO NOT EVACUATE THE BUILDING UNTIL THIS ANNOUNCEMENT HAS BEEN MADE.**
- Staff should guide Club members to calmly evacuate the building and lead them to the Designated Evacuation Site.
- Once the group has arrived at the Designated Evacuation Site retake attendance.
- If any staff and Club members were outside and sought shelter at a Designated Reunification Site, contact them and inform them it is safe to meet at the Designated Evacuation Site.

Evacuation Procedures

Fire

- Fire alarm will sound, and everyone will evacuate the building.
 - If safe to do so, designated staff should:
 - Take AED, trauma bag, safety vests, and laptop or tablet.
 - Take 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 being sure to close 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 first and last name.
 - If safe to do so, designated staff should search all program areas again.
- When the emergency situation has ended, an “ALL CLEAR” 3 times will be announced. This will indicate that members and staff may then return to their program inside the building.
 - 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 required, parents/guardians will be notified as soon as possible.
 - If a program closure is not required, everyone will be let back in the building and normal operations will resume.

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 necessary and designated staff should:
 - Take AED, trauma bag, safety vests, and laptop or tablet.
 - Take 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 first and last name.
 - 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 and CEO to determine if it is safe to re-enter.
 - If a program closure is required, everyone will be relocated to the Designated Evacuation Site and parents/guardians will be notified as soon as possible.
 - If a program closure is not required, everyone will be let back in the building and normal operations will resume.

Active Shooter

- When safe to do so, quietly evacuate the building and designated staff should:
 - Take AED, trauma bag, safety vests, and laptop or tablet.
 - Take 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 being sure to close doors behind them.
- Staff should lead the group to a Designated Reunification Site.
- Once the group has arrived at the Designated Reunification Site 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 first and last name.
 - 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 required, parents/guardians will be notified as soon as possible.
 - If a program closure is not required, everyone will be let back in the building and normal operations will resume.

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 or tablet
 - Take 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 being sure to close 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 first and last name.
 - 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 required, parents/guardians will be notified.
 - If a program closure is not required, everyone will be let back in the building and normal operations will resume.

Power Outage

If a power outage occurs prior to start of programming:

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

If a power outage occurs when Club members are present:

- Notify Siuslaw School District (541-997-2651)
- Notify Club CEO
- Notify 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.

Emergency Equipment

AED: Located on the front emergency cart.

Fire Extinguisher: Located on the front emergency cart.

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

Safety Vests: Located on the front emergency cart.

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