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**Safety Policies and**

**Emergency Operation Plan**

## Screening and Onboarding Policy

Boys & Girls Clubs of the Sequoias is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

##### **Background Checks**

Boys & Girls Clubs of the Sequoias conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

See the following Background Check section for specifics on background check policy

##### **Interviewing**

Boys & Girls Clubs of the Sequoias will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

##### **Reference Checks**

Boys & Girls Clubs of the Sequoias conducts reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate’s eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, Boys & Girls Clubs of the Sequoias provides reference materials when asked by other Member Organizations.

##### **Staff and Volunteer Onboarding**

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up-to- date employee policies and procedures manual or handbook that articulates current:

* + 1. Conditions of employment;
		2. Benefits;
		3. Rights and responsibilities of employees;
		4. Club safety policies

Before working with any Club members, all staff and volunteers shall be given an orientation that includes an overview of the following:

* + 1. The organization’s mission, goals, policies and procedures and schedule;
		2. Job descriptions and performance standards for their position;
		3. The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
		4. Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;
		5. Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
		6. Completion of the required Child Abuse Prevention Trainingsapproved by BGCA.

**Background Checks**

1. Criminal background checks shall be secured on all staff, including youth workers (minors), prior to employment, volunteer engagement or other affiliation thorough continuous monitoring or at least every 12 months thereafter.
2. Criminal background checks shall be secured on all board members and any individual serving on a board standing committee prior to volunteer engagement or other affiliation through continuous monitoring or at least every 12 months thereafter.
3. Criminal background checks shall be secured on all volunteers and third-party professionals who have direct, repetitive interaction with young people prior to volunteer engagement or other affiliation through continuous monitoring or at least every 12 months thereafter.
4. Criminal background check findings shall be reviewed for felony and misdemeanor crimes (barrier crimes) when making employment or volunteer decisions for staff, board members, or volunteers
5. Name‐based or fingerprint‐based record searches shall be used in any combination, but the background check shall at a minimum:
	* 1. Verify the person’s identity and legal aliases through verification of a social security number.
		2. Provide a national Sex Offender Registry search.
		3. Provide a comprehensive criminal search that includes a national search.
		4. Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction *(a current list of jurisdictions can be found at* [*www.bgca.net/childsafety)*.](http://www.bgca.net/childsafety%29)
		5. Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.
6. Barrier crimes include
	1. Any misdemeanor or felony against children, including child pornography.
	2. A felony consisting of, but not limited to:
		1. Murder
		2. Child abuse
		3. Domestic violence
		4. Abduction or human trafficking
		5. A crime involving rape or sexual assault
		6. Arson
		7. Weapons
		8. Physical assault or battery
		9. Drug possession, drug use or distribution of drugs in the last five years.
	3. In addition, the following will disqualify a person from being accepted or serving as an employee or volunteer:
		1. Refuses to consent to a criminal background check.
		2. Makes a false statement in connection with a criminal background check.
		3. Is registered or required to be registered on a state or national sex offender registry.
7. Reference checks shall be conducted on any potential candidate for employment or potential volunteer with direct, repetitive interaction with young people. Reference checks must ask for information on all previous work and volunteer experience with a Boys & Girls Club. Information should include the candidate’s eligibility for rehire/volunteering and must be obtained prior to extending an offer for employment or volunteer service

**Youth Workers**

1. BGCS does not employ minor employees (under the age of 18)
2. BGCS does not allow minors who are not members of the Boys & Girls Club to volunteer at the Club.
3. BGCS does provide Work-Based Learning experiences to its members ages 13-18.
4. The Work-Based Learning program is distinguished from employment of minors and non-member youth volunteers in that:
	1. Participants are part of a program that occurs in the Club to develop employability skills, knowledge and work experience.
	2. It does require compliance with state and federal child labor laws.
	3. Participation is intended to build developmental and workforce readiness skills. The program participant is the primary beneficiary.
	4. Participants are eligible for attendance-based stipends and financial incentives.
	5. Participants must complete mandatory safety training.
	6. Participants count as youth in Staff-to-Youth Ratios.
	7. Participants are counted in the registered membership and ADA.
5. In some cases, BGCS may employ a minor that is receiving paid work experience through one of our WIB work experience partners, CSET, Proteus, SEE and Co. In this case, the youth will be treated as employees and as such BGCS will require:
	1. Background checks
	2. Reference checks
	3. Required BGCA and BGCS onboarding and safety training.
	4. A shirt/name badge designating the youth as youth worker when they are on duty.
	5. Sign in and out of MTS when beginning and ending work.

In addition, adult supervisors of youth receiving paid work experience:

1. Are required to take the BGCA required training for supervisors of minor employees.
2. Are prohibited from any one-on-one interactions with the youth worker. All policies governing behavior and relationships between adult staff and volunteers and Club members apply to the Club staff-Youth worker relationship.

**Safety Training**

1. All staff members and volunteers with direct, repetitive interaction with young people shall receive BGCA-approved child abuse prevention training before they are allowed to provide services to young people. This training must be completed and documented annually.
2. All staff members and volunteers with direct, repetitive interaction with young people shall receive BGCA-approved mandated reporter training before they are allowed to provide services to young people. This training must be completed and documented annually.
3. All staff members and volunteers with direct, repetitive interaction with young people shall receive BGCA-approved grooming prevention training before they are allowed to provide services to young people. This training must be completed and documented annually.
4. All staff members and volunteers with direct, repetitive interaction with young people shall receive training on BGCS’s safety policies and procedures before they are allowed to provide services to young people. This training must be completed and documented annually.
5. Training for youth workers serving as work-based learning participants shall be completed and documented before they begin working with other young people in the Club.
6. Training for all Club staff that supervise youth workers serving as work-based learning participants shall be completed and documented before they begin supervising young people in the Club.

**Staff to Youth Ratio**

1. Staff to youth ratios shall not exceed 1:20 at each Club
2. Staff to youth ratios shall not exceed 1:8 at any activity away from the Club

**Child Abuse Prevention and Response**

**Child abuse** is when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. **Sexual abuse** or misconduct may include but is not limited to:

* + 1. Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
		2. Sexual activity with another who is legally incompetent.
		3. Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
		4. Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone’s neck or shoulders and/or pulling against another’s body or clothes.
		5. Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

**Grooming** is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

* + 1. Targeting specific youth for special attention, activities, or gifts.
		2. Isolating youth from family members and friends physically or emotionally. This can include one-on- one interactions such as sleepovers, camping trips and day activities.
		3. Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other “accidental” touches.

**Policies to Prevent Child and Sexual Abuse**

1. General

Encourage and enforce proper personal boundaries at the Club. The following are strictly prohibited:

1. One-on-one interactions between youth and staff, volunteers and board members when not visible to other staff members or Club members
2. Treating members as personal children, peers or siblings.
3. Displaying favoritism or intimacy with any member.
4. Inappropriate language, gestures, touching or materials.
5. Off-site fraternization with members.
6. Electronic fraternization with members.
7. Technology and other media
8. Technology and Other Media

The following are not allowed:

* 1. Any Material that is sexually explicit, provocative, inappropriate, unwholesome or unprofessional on any computer or personal device in the Clubhouse or a computer owned by the Club.
	2. Communications to other staff or members that is unprofessional, inappropriate or unwholesome.
	3. Communication with members by email, text or social media, except for Club purposes approved by your supervisor.
	4. Communication with members by online games after Club hours.
	5. Sharing home or personal email addresses with members.
	6. Sharing any magazines, literature, photos, videos or music with members that would be considered inappropriate or “adult” in nature. Such materials shall not be present on Club premises.
	7. Any inappropriate personal photos in their office or on their person.
1. Physical Contact
	1. Staff should primarily express themselves to members with physical contact through handshakes, “high-fives,” or fist-bumps
	2. A hug, pat on the back, or placing arms around the shoulders of a member must only be done in public or plain view of others.
	3. Members are not to ‘hang on’ or sit in the lap of employees.
	4. Do not touch members through a pat on the buttock, backrub, massage or other similar touching.
	5. Physical contact between staff and members through athletic activities must be Club supervised.
2. Verbal Communication

The following are not allowed:

* 1. Using language of a sexual, vulgar or provocative nature.
	2. Speaking in a teasing, degrading or sarcastic tone.
	3. Sharing personal information with members such as one’s love life, sex life, romances or other similar information.
	4. Sharing personal phone numbers with a member.
	5. Communications with members by telephone/cell phone for social or any other purposes except for Club matters.
1. Off -Site or Campus Contact

The following are prohibited unless approved in advance by the Director of Operations or CEO:

* 1. Socializing with members off-site or campus.
	2. Performing any service for the family of a Club member.
	3. Sharing any activity that is not Club sponsored with the family of a Club member.
	4. Entertaining members in an employee’s residence.
	5. Entering the home of a member.
1. The Appearance of Impropriety
2. There should be few, if any, instances when staff must be alone with a member.
3. If an employee confers with a member in an office or room, the door must always be open, even if the member wishes to speak in confidence.
4. Members are not to wear clothes or have access to personal belongings of employees.
5. Transportation
6. At least three individuals must be present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
7. On Club trips adult staff shall never share a room with one member or be alone in a room with a member.
8. On Club trips bed, blankets or sleeping bags may not be shared between staff and a member.
9. Secrets and Confidentiality
10. If a member asks a staff not to reveal a secret, the staff should advise the member that in some instances they may be required to reveal the secret, especially if the secret carries potential harm to themselves or others. In such cases the staff must reveal it to the proper authorities.
11. Accusation or Impropriety
12. Record keeping is a necessary means of protecting all staff and members. If an employee is accused of impropriety or is a witness to an incident which is the basis of such an accusation, write down all details (date, time, who was present, who said what, who did what) before memory fades.
13. In the course of an investigation into accusations of impropriety, employees must never withhold information or provide false or misleading information out of loyalty to a friend or co-worker.
14. All staff hold positions of responsibility and their first obligation is to the emotional, physical and mental well-being of the members.
15. Restroom Use
16. The number of restroom users at one time shall be limited by staff by issuing restroom passes and keys.
17. Club staff shall regularly monitor and inspect restrooms.
18. Staff shall ensure they are not using restrooms at the same time as youth.
19. Should separate restrooms be unavailable, staff shall post a sign stating, “Restroom in use by staff or adult. Do not enter.”
20. If inappropriate conduct is observed, staff shall notify unit director
21. Staff shall ensure restrooms are regularly cleaned and sanitized.
22. Staff shall immediately notify Club leadership if repair is needed.
23. Staff shall document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

**Incident Reporting**

##### **Reporting within BGCS**

Whenever a critical incident occurs at a Club, the communications chain needs to be put into play. After making sure the emergency has been attended to and all members and staff are safe, the senior person on-site needs to contact their supervisor as soon as possible with information about the incident. The supervisor then contacts their supervisor and so on through the following chain: YDP – Unit Director – Area Director – Director of Operations – CEO – Board President. If one of the persons in the link is not able to contact their supervisor, they shall contact the next person up the chain who is available, leaving a voice or text message in the meantime. After the communications chain has been activated, the senior person on-site must immediately prepare a written incident report to be emailed or texted to each person on the chain and also to the Administrative Assistant. At the first opportunity, the Administrative Assistant must make sure each of the persons on the reporting chain have received the written incident report. The Administrative Assistant will print the incident report and place it in a master Incident Report binder.

##### **Mandated Reporting**

Every staff member or volunteer of Boys & Girls Clubs of the Sequoias who becomes aware of or has suspicion of child abuse or neglect must immediately report to Club leadership. The staff member or volunteer, however, is responsible for ensuring the incident is reported to the appropriate authorities according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA) within 24 hours via the critical incident system.

**Critical Incident Reporting to BGCA**

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

1. 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.
2. 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.
3. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
4. 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
5. Any instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or exploitation (Club-related or not) alleged against any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse; sexual misconduct; harassment; or Club-related exploitation against a volunteer or visitor.
6. Failure of an inspection by a childcare licensing agency or organization.
7. Any instance or allegation of a felony-level criminal act committed at a Club site or during a Club- sponsored activity.
8. Any misappropriation of organizational funds in the amount of $10,000 or greater; or any amount of federal funds.
9. 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.
10. Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Club brand.
11. ﻿Any other incident deemed critical by the Member Organization.

# Physical Injury and Illness

# First Aid/CPR Certification

1. All Club personnel are required to obtain and maintain a current certificate of completion of an approved First Aid and CPR course for youth and adults within six (6) months of employment.
2. At least one staff member or volunteer with CPR/First Aid training will be on-site during hours of operation.
3. At least one staff member with CPR/First Aid training will be present during any trip away from the Club.

# First Aid Kit

1. The Unit Director is responsible for keeping a stocked first aid kit at the Club. The kit must contain a thermometer, bandages, and antiseptic.
2. When administering first aid, always use gloves. Clean open cuts and wounds with water or antiseptic solution. Do not use topical creams or ointments on any member.

# Injury

1. Staff must determine the extent of the injury and administer emergency first aid as necessary.
2. If an ambulance is needed, call 911.
3. An incident report must be completed and turned in to the Site Coordinator/Unit Director. The report must be entered into MTS.
4. Notify the child’s parents. Have the parents notify the hospital giving permission for treatment. If parents cannot be reached, have the child’s medical release form ready.
5. Activate communication chain.

# Illness

* Any youth with a temperature of over 100 degrees must be sent home.
* If a member vomits, their parent or guardian will be contacted and they will be sent home.
* If a member is sent home due to illness, they must not return for at least 24 hours.
* Clean up any bodily fluids and sanitize the area with bleach..

# Lice

* If a member has lice, their parent or guardian will be contacted and the child must be sent home.
* Parents will be given a brochure on how to get rid of lice.
* Parent must accompany members into the building after a 24 hour period to show staff that lice have been killed.

**Transportation Policy**

Boys & Girls Clubs of the Sequoias is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. Boys & Girls Clubs of the Sequoias only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in Club vehicles or other vehicles approved by Club leadership (such as rental car or van).

##### **Drivers:**

1. To be eligible to transport Club members;
	1. Staff or volunteers must have a valid driver’s license.
	2. Staff or volunteers must be at least 23 years of age.
	3. Staff or volunteers must have a vehicle safety assessment report on file from a licensed driving school.
	4. Staff or volunteers must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization
	* .
2. When transporting youth, drivers:
	1. Must keep an updated list of all youth who are transported to and from the Clubhouse and Club- related activities.
	2. Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); log must be signed daily to ensure compliance.
	3. Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
	4. Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities.
	5. Must only transport members in official Club vehicles or vehicles approved by Club leadership.
	6. Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
	7. Must never transport Club members in personal vehicles.
	8. Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

##### **Vehicle**

1. Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
2. Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
3. Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
4. Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.
5. Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
6. Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
7. Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
8. The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

##### **Shared-use Restrooms**

1. 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.
2. 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.
3. 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.
4. 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.

##### **Accident or Emergency Protocol**

1. Driver should immediately notify Club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) with transporting members to and from the Clubhouse or Club-related activities.
2. Staff shall immediately inform Club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination.

Through the appropriate use of Club and community resources, Boys & Girls Clubs strive to mitigate the immediate effects of an emergency and its long-term effects on Club operations and mission by being prepared to effectively respond to and recovery from an emergency.**Drug- and Alcohol-Free Workplace Policy**

**Drug/Alcohol**

Boys & Girls Clubs of the Sequoiasis committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

1. Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
2. Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law 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 any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.
3. 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.
4. Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
5. Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.
6. Boys & Girls Clubs of the Sequoias 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 policy.

##### **Smoking**

Boys & Girls Clubs of the Sequoias will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities.

Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Clubs properties except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

##### **Reasonable Suspicion**

Staff and or volunteers shall immediately notify Club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or tested for drugs or alcohol in accordance with the Club’s drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

1. Odors (smell of alcohol, body odor or urine);
2. Movements (unsteady, fidgety, dizzy);
3. Eyes (dilated, constricted or watery eyes or involuntary eye movements);
4. Face (flushed, sweating, confused or blank look);
5. Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
6. Emotions (argumentative, agitated, irritable, drowsy);
7. Actions (yawning, twitching); or
8. Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

1. Repeatedly calling in sick;
2. Being absent directly before or after holidays and weekends;
3. Repeatedly damaging inventory or failing to meet reasonable work schedules; and
4. Being involved in frequent accidents that can be related to the use of drugs or other substances.

##### **Inspection and Testing**

Boys & Girls Clubs of the Sequoias 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 (see “Reasonable Suspicion” above).

Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit to testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee’s doctor.

**Prescription Medication and Legal Drugs**

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor’s orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee’s or volunteer’s ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

## Technology Acceptable Use Policy

##### **Club Member Usage**

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy as part of the Membership Application and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

1. Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.
2. Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.
3. Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.
4. Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.
5. Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.
6. Monitoring and inspection: Boys & Girls Clubs of the Sequoias reserves the right to monitor, inspect, copy, and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection.
7. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.
8. Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member’s personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.
9. Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies, including, if applicable, referral to local law enforcement.
10. Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:
	1. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
	2. Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
	3. Personal attacks, including prejudicial or discriminatory attacks;
	4. Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
	5. Knowingly or recklessly posting false or defamatory information about a person or organization; or
	6. Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
11. If a member is told to stop sending communications, that member must cease the activity immediately.
12. Cyberbullying:
	1. Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.
	2. Examples of cyberbullying include, but are not limited to:
		1. Harassing, threatening or hurtful text messages, emails, or comments on social media.
		2. Rumors sent by email or posted on social networking sites.
		3. Embarrassing pictures, videos, websites, or fake profiles.
13. Members may not attempt to gain unauthorized access to the Club’s network, or to any other computer system through the Club’s network. This includes attempting to log in through another person’s account or accessing another person’s files. Members may not use the Club’s network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
14. Monitoring and inspection: Boys & Girls Clubs of the Sequoias reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of the Sequoias reserves the right to inspect and/or review personally owned devices that are brought to the Club.
15. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections, but the member may be barred from bringing personally owned devices to the Club in the future.
16. Internet access: Personally owned devices used at the Club must access the internet via the Club’s content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. Boys & Girls Clubs of the Sequoias reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club’s internet service.
17. Loss and damage: Members are responsible for keeping the personal device with them at all times. Staff are not responsible for the security and/or condition of the member’s personal device. Furthermore, the Club shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.
18. Parental notification and responsibility: While the Boys & Girls Clubs of the Sequoias Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of the Sequoiasto monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.
19. Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of the Sequoias Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Boys & Girls Clubs of the Sequoias Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.
20. Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.
21. Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

##### **Staff and Volunteer Usage**

Before a staff member can use Club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

1. Club devices: Shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.
2. Personally owned devices: Shall include any and all staff-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.
3. Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized Club staff and for Club purposes or management of other Club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.
4. Authorized use: Personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.
5. Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.
6. Monitoring and inspection: Boys & Girls Clubs of the Sequoias reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the Club. Staff may refuse to allow such inspections. If so, the staff member may disciplinary action up to and including termination
7. Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of the staff member’s personal device.
8. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.
9. Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies, including, if applicable, referral to local law enforcement.
10. Inappropriate communication includes but is not limited to:
	1. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
	2. Information that could cause conflict.
	3. Personal attacks, including prejudicial or discriminatory attacks.
	4. Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
	5. Knowingly or recklessly posting false or defamatory information about a person or organization.
	6. Communication that promotes the destruction of property, including the acquisition of weapons or other destructive devices.
11. If a staff member is told to stop sending communications, he/she must cease the activity immediately.
12. Staff must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online.
13. Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well- being of the Club, Club staff, Club members or community is subject to disciplinary action.
14. Examples of cyberbullying include but are not limited to:
	1. Harassing, threatening or hurtful text messages, emails, or comments on social media.
	2. Rumors sent by email or posted on social networking sites.
	3. Use of embarrassing pictures, videos, websites, or fake profiles.
15. Communication with Club members: Staff may never use personal devices to communicate directly with a single Club member. Proper protocol dictates that all communication between staff and Club members must include an additional staff member and at least two Club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.
16. Boys & Girls Clubs of the Sequoias reserves the right to monitor staff and volunteer communication and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow Club procedures to access the Club’s internet service.
17. Loss and damage: Staff are responsible for keeping devices with them at all times. Supervisors and the Club at large are not responsible for the security and condition of any staff member’s personal device.
18. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.
19. Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

**Emergency Operations Plan**

**General**

* Key to any crisis management plan is the emergency preparedness of the team. All personnel will be trained annually in dealing with emergencies and as such the contents of the emergency plan are included in this manual. Key points are as follows:

* The Club has basic emergency procedures covering any major event that would disrupt the delivery of services to members. These include child abuse/neglect, earthquake, fire, missing child, pool accident, transportation accident, weapons, and violent behavior.
* All employees receive crisis management training.
* In the event of an emergency requiring police, fire, or medical response, staff should call 911 immediately.
* In all emergencies, all questions should be referred to the CEO and staff should direct reporters, insurance investigators, etc., to the CEO.
* All exit doors are to be kept free of obstructions and in operable condition.
* Outside assembly areas are designated for times when the buildings must be evacuated.
* When an accident occurs, a responsible adult staff is to remain with the injured person to ensure that the he/she is not disturbed and to keep the area clear for emergency personnel.
* On site staff in charge should be notified immediately of all emergencies. This person shall follow established procedures and direct staff to:
	+ Ensure the safety of all members, guests, and staff.
	+ Control existing injuries so they do not become worse.
	+ Notify the appropriate emergency authority if they have not already been notified.
	+ Limit damage to the facility and equipment (only after completing a, b, and c).
* The Staff member in charge shall maintain Membership roster with phone numbers in order to communicate in an emergency.
* The decision to open or close a building should be based on the following criteria:
* Threat to individual lives.
* Safety of operating conditions
* Availability of staff and resources to serve the anticipated Members.
* d. Input from government officials (ie. police, fire, etc.) In the event that the building cannot be occupied, Club staff and members should utilize the nearest safe public facilities. If safe to do so, Staff should leave a note on the building announcing where you have gone.
* For all emergencies, as soon as possible, the on-site staff-in-charge should contact the Communication Chain as described below. In the case of serious misconduct that endangers the physical or psychological welfare of members, the onsite staff-in-charge is authorized to immediately suspend staff or volunteers engaged in the misconduct.
* In the case of a traumatic event or workplace trauma, assessment, and group

 psychological debriefing is mandatory within 48 hours of the incident.

* First aid and emergency supplies shall be inventoried quarterly and maintained to ensure an adequate supply. An Emergency Binder is to be kept at each club at the front desk. The binder is to include:
	+ Worker’s Compensation information
	+ Basic First Aid
	+ Emergency Binder, including Communication Chain and phone numbers

# *External Notifications*

* In the event of a crisis appropriate responders to the crisis should be contacted immediately. Call 911

# *Utilities*

* Southern California Gas Company
* Questions about gas odor or carbon monoxide:  **1-877-238-0092**
* The appropriate calls should be made as soon as possible. The caller should clearly:
* Communicate the problem
* Describe the scope of the problem
* The address of the facility
* A contact and phone number of the person at the facility to greet emergency personnel dispatched.

#

# *Internal Notifications-Communication Chain*

* Whenever 911 or emergency personnel are contacted, or any other crises occurs, internal notifications should be made. The Communication Chain should be activated. The communication chain, starting at the club level as follows:
* Area Director
* Director of Operations
* CEO
* President of the Board of Directors
* This is designed as a Communication Chain so that once contacted the person on the tree will call the next person on the chain. Once contact is made the caller should:
* Describe the nature and scope of the crisis
* Describe the actions taken
* Give the phone number of the key personnel involved in the crisis, as well as their location.
* As soon as possible, the staff-in-charge writes an incident report and is sent out to each person on the chain.
* All staff should be aware that once a crisis has begun all communication to external sources besides emergency personnel will be from the CEO or designee. There should be no information given to the media by program staff. The CEO is to act as spokesperson for the Club.

## If the facility is unusable then an alternative site will be identified and set up by key personnel of the crisis team as headquarters.

##

## Child Abuse/Neglect

* All Club employees are required by law to report all suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected, or if a child shares information leading staff to believe abuse or neglect has taken place, the report must be made.

## *Preventive Action for* *Child Abuse/Neglect*

* All staff shall receive training regarding child abuse/neglect indicators and mandatory reporting.
* All staff shall receive training regarding appropriate discipline and supervision of members.

## *Response to Emergency* *Child Abuse/Neglect*

* Once abuse/neglect is suspected staff shall:
* Report to appropriate local law enforcement or county child welfare agency. Document date, time, person spoken to, outcome of conversation. Reports may be made to:

Tulare County Sheriff’s Office

Any City Police Department (not school security)

Tulare County Child Welfare Services

* Inform supervisor.
* Complete the written report and submit within 36 hours to law enforcement or child welfare services.
* Staff is to never directly communicate with parent regarding suspected abuse. If police or C.W.S. want to interview the child, check their identification and then assist them in any way possible.
* Contact BGCA as a “Critical Incident”

# Earthquake

#### In the event of an earthquake, the Club’s main priority shall be the safety of its members. In an earthquake, as in any emergency, it is extremely important to follow instructions and remain as calm as possible. Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened by the main shock.

## *Preventive Action:*

## Staff shall conduct internal and external hazard assessments of facilities, particularly the storage of heavy, breakable items. All heavy items shall be at ground level or bottom shelf or bolted to the wall.

* Staff shall receive first aid and CPR training.
* Staff shall receive earthquake preparedness training including:
	+ - Safest place in each room
		- Location of all exits
		- Location of utility shut-off valves
		- Storage site for emergency evacuation kit and equipment
		- How, where, and when to evacuate
* Children shall be taught earthquake preparedness training, including:
* Safest place in each room
* Location of all exists
* How to safely evacuate
* Staff shall conduct earthquake drills annually.

## *If you are Inside a Building when an Earthquake Strikes*

* Take cover under a desk, table, doorway, or sit/stand against an inside wall. Try to choose a spot away from windows, glass, bookcases, file cabinets and outside doors and walls.
* Do not attempt to leave the building until the shaking stops. This will remove you from the hazards of downed power lines, falling debris, etc
* When the shaking has stopped check for injury. Do not move seriously injured people unless they are in immediate danger of further injury. Staff should assist uninjured Club Members to evacuate the building in a calm and orderly fashion.

## *If you are Outside a Building when an Earthquake Strikes*

* Move away from the building, outside structures and utility wires. Watch for falling glass, electrical wires, poles and other debris.
* When shaking has stopped, report to your assigned safe assembly area away from the building.

***Following an Earthquake***

* Staff shall follow established procedures:
* Calm down and reassure the children.
* Take the children to a safe place.
* Take attendance and assess the medical condition of children.
* Provide first aid as needed.
* If safe to do so, verify building is clear, checking all rooms, toilets, backpack space, storage areas, etc.
* Check for the smell of natural gas.
* Don’t use the telephone, except for emergency use.
* Record the name of each child and the adult who retrieved them
* Do not leave until all children have been retrieved by their parent/guardian.
* Seek assistance in calling proper authorities.
* Call Administration office and tell someone to print a fire drill report from MTS.
* If building re-entry is not advised, move occupants to assigned safe assembly area.

# Fire

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

## *Preventive Action*

* No fire/flames ae allowed in the buildings (eg: candles).
* Staff shall conduct fire drills annually. The Staff in-charge shall record the dates and times drills are conducted.
* The Fire Department emergency telephone number (911) shall be posted at all phone locations.
* Staff shall be shown where fire extinguishers are annually and how to use them.
* The emergency evacuation plan, including the location of emergency exits and evacuation routes, shall be posted in all rooms.
* Each Club shall have a designated safe area in case of evacuation.
* Staff shall treat all fire alarms as if there was a fire.

## Response to Emergency

* The Staff shall sound the fire alarm and call 911.
* Staff shall supervise an orderly evacuation of rooms to a pre-designated area, taking with them a member roster. Take emergency evacuation kit.
* The staff-in-charge shall check the building for occupants before exiting the building.
* Staff and members shall remain in the designated evacuation area until the staff-in-charge indicates that is clear to re-enter the building.
* Administer first aid, if needed.
* If building re-entry is not advised moved to assigned safe assembly area.

## *Fire Extinguisher Usage:*

* Fire extinguishers are only capable of extinguishing very small, contained fires. If you do not understand how to operate the extinguisher, do not attempt to use it. Call 911.

## What To Do If You Are Trapped In a Fire:

**Do:**

* Use common sense
* If your clothing catches fire, drop to the ground and roll.
* Crawl to evacuate any area filled with smoke and stay within 24” of the ground.
* Close as many doors as possible between you and the fire.
* If trapped inside a room, seal the bottom of the door with a cloth material.

**Don’t:**

* Panic.
* Run.
* Open any door that is hot to the touch.
* Re-enter the building for valuables left behind.

# Missing Child

* A member shall be considered missing if he/she:
* Has not signed out at the end of the day
* Does not return to the group at the end of a field trip or outing.

## Preventive Action

* Notify parents of their responsibility to inform their child to stay at the Club.
* Inform members of the Club procedures through New Member Orientation.
* Staff shall be trained in-group supervision techniques.
* On walking trips:
* If there are two staff present, they shall place themselves in front and behind the group.
* If there is one staff, he/she shall place him/herself at the back of the group after instructing the group to stop at each intersection.
* Staff shall take roll before departing and before returning on field trips.
* On field trips:
* Staff shall take roll after members enter the vehicle – before departing and before returning.
* In most cases, members are to stay in sight of staff members.
* If older members are allowed to leave the adult supervisor, they shall be given explicit instructions on when and where to meet.

## Response to Emergency for Missing Child

* If a child is missing, staff shall:
* Search for the child in the club building and grounds, or the area around any field trip or outing. Remember: the members who are not missing must continue to be adequately supervised and away from the area being searched.
* Call 911 with description of the child.
* If on a field trip or outing where security is available, notify security.
* Notify the parent. Ask the parent to check at home, and call us when the child is found.
* Activate Communication Chain.
* Call an emergency staff meeting and provide staff an outline of the situation.
* If appropriate, arrange for counseling assistance for members and staff.
* When child is found, contact the appropriate parties as needed.
* Contact BGCA as a “Critical Incident”

# Child Abduction

## Preventive Action

* Notify parents of their responsibility to inform their child to stay at the Club with only club staff and not to leave with anyone they do not know.
* Inform members of the Club procedures through New Member Orientation.
* Staff shall be trained in-group supervision techniques.
* Members must sign out when leaving the Club, including time they leave.
* Front desk must be staffed at all times Club is open.

## Response to Child Abduction

* Call 911. Provide the following information if available: description of the child (including clothing worn if known) description of abductor or suspect, description of vehicle.
* Notify all staff and move club members away from the area of abduction.
* Director shall consult with law enforcement to determine whether law enforcement will contact parent or BCGS will contact parent. When the child is found, contact the appropriate parties as needed.
* Activate Communication Chain
* Contact BGCA as a “Critical Incident”
* If appropriate, arrange for counseling assistance for members and staff.

**Serious Injury**

## Preventive Action

* Inform members of the Club procedures through New Member Orientation.
* Staff shall be trained in supervision and safety techniques.
* Facility and equipment is regularly inspected for safety hazards.
* All staff trained in First Aid & CPR

**Response to Severe Injury**

* Stabilize the victim and protect from further injury. If required, apply first aid to control bleeding
* Call 911
* Instruct staff to keep members away from the injury scene and to remain calm.
* Assign adult to guide emergency personnel to victim
* Gather any emergency or medical information on file for first responders.
* Assist first responders as required.
* After consulting with emergency personnel, Director shall contact the parent/guardian of member, or if an adult, next of kin.
* Clean up any bodily fluids and sanitize the injury scene.
* Activate Communication Chain
* An incident report must be completed and turned in to the Site Coordinator/Unit Director. The report must be entered into MTS.
* Contact BGCA as a “Critical Incident”

**Severe Weather**

* In the event of severe weather, the Club’s main priority shall be the safety of its members.

**Preventive Action**

* Practice emergency plan.
* Outdoor premises is maintained (i.e. shrubs, loose tree branches, gravel or rocks)
* Identify the safest area in the club.

**Response to Severe Weather**

* Monitor the situation via media or Internet.
* Alert all staff.
* During a severe weather watch, keep members from attending field trips and away from modular buildings.
* During a severe weather warning, take members to a designated area and take roll.

# Swimming Pool

* There are two types of emergencies: life threatening and non-life threatening.
* Emergencies that are life threatening include those such as when a person stops breathing, is bleeding severely or has been poisoned. Examples of these are a drowning person, a person who is bleeding severely, or a person who has been exposed to chlorine gas. Each situation calls for immediate emergency action by the lifeguard to prevent death or permanent damage to the victim.
* Non-life threatening emergencies are those that may require the action of the lifeguard, but whose danger to the victim is minimal such as:
* A non-life threatening emergency may become life-threatening if not handled properly although the immediate danger to the victim is minimal; the lifeguard still has the responsibility for providing the best care possible.
* Under no circumstances are Members to swim in an area not supervised by lifeguards.

## *Preventive Action*

* Staff shall review posted rules with Members before Members get in pool. Rules shall be enforced at all times.
* Ensure lifeguards are present.
* Staff must assist lifeguard with supervision of children in the pool.

## *Response to Emergency*

* In event of emergency, notify lifeguard and assist lifeguard as instructed.
* Activate Communication Chain
* An incident report must be completed and turned in to the Site Coordinator/Unit Director. The report must be entered into MTS.
* Contact BGCA as a “Critical Incident”

# Transportation

## *Policy Statement*

The purpose of the transportation program is to provide safe transportation of Club members. The Club adheres to all C.H.P. regulations regarding vehicles, drivers, and safety procedures. Members shall not be transported in staff’s personal vehicle.

## *Preventive Action for Transportation*

* Complete log and checklist in van.
* Check vehicle carefully before each trip. Report any problems to Staff in-charge immediately.
* Strictly, obey all safety laws, including ensuring seat belts are in use.
* Enforce all rules, stopping if necessary to ensure orderliness of riders.
* Drive defensively at all times.
* Do not drive unsafe conditions.
* Do not hurry – even if late.
* Do not exceed speed limit.

## *Response to Emergency*

***Minor Accident***

* Pull over to safe area off of busy roads/highways.
* Check for any bumps or injuries/begin emergency first aid treatment as needed.
* Put out reflectors if necessary.
* Calm children by acting in a calm manner yourself.
* Stay in vehicle unless it is unsafe to do so
* Evacuate vehicle safely if staying in vehicle is hazardous. Seek assistance from passerby if needed. Keep children in safe place if evacuated. Notify Director of Operations and C.H.P., and/or police.
* Director of Operations or designee to notify Club insurance carrier.
* If possible, take photographs of each vehicle.
* Get contact and insurance information on other driver if another vehicle is involved.
* 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.
* Do not comment to the media.
* Do not discuss the accident with the other party except to exchange contact and insurance information.
* Accident reports must be completed immediately upon return to the Club.

#### Major Accident

* Call 911
* Pull over to shoulder of road if possible.

Determine extent of injuries/prioritize need for treatment and begin emergency first aid as needed. Put older child or other adult in charge of uninjured if you need to perform CPR or other emergency medical treatment.

* Calm Club members.
* Stay in vehicle unless unsafe to do so.
* Evacuate vehicle safely if staying in vehicle is hazardous. Seek assistance from passerby if needed. Keep children in safe place if evacuated.
* Evacuate vehicle safely if staying in vehicle is hazardous. Seek assistance from passerby if needed. Keep children in safe place if evacuated. Notify Director of Operations and C.H.P., and/or police.
* Director of Operations or designee to notify Club insurance carrier.
* If possible, take photographs of other vehicles involved in the accident.
* Get contact and insurance information on other driver if another vehicle is involved.
* 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.
* Do not comment to the media.
* Do not discuss the accident with the other party except to exchange contact and insurance information.
* Accident reports must be completed immediately upon return to the Club.

#

# Weapons and Violent Behavior

## Policy Statement

* The Club has a zero tolerance policy for Members possessing dangerous weapons. Members or guests possessing a dangerous weapon shall not be permitted in the Club. A dangerous weapon is a gun, knife, razor, karate stick, metal knuckle, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Police shall be called in cases that clearly involve a gun, or which involve any other weapon used in a threatening manner, and may be called if a Member is in possession of any weapon. The Member shall be subject to immediate disciplinary procedures which may include suspension and/or expulsion from the Club.
* The Club has a zero tolerance policy for violent behavior at any Club site, field trip, or Club event. The police will be called and any member involved shall be subject to immediate disciplinary procedures which may include suspension and/or expulsion from the Club. “Violent behavior” includes but is not limited to: assault with intent to do bodily harm (fighting), arson, sexual assault, and verbal disturbance.
* In all cases involving a weapon or violent behavior, the member’s parent/guardian shall be notified.

## Preventive Action

* All new staff and new members shall receive orientation regarding Club rules and procedures.
* Members are encouraged to solve problems through smart choices, and be sensitive to other people’s feelings.
* Positive staff/member relationships and good communications shall help staff to be informed of potential problems and help resolve difficult situations.
* Staff shall be alert to conflicts between individuals and groups of individuals. Staff shall be able to identify threatening behavior and be aware of individuals who have a history of disruptive behavior.

## Response to Emergency

* The “code word” system shall be used to make staff aware that an emergency exists and to elicit staff support.
* Code words shall be included on staff badges.
* Staff shall maintain visual contact and be prepared to report observations to staff-in-charge or police if called.
* If possible, staff shall ask a disruptive individual to accompany the staff to an area away from other members. Staff shall not persist if the individual is not cooperative
* Staff seek immediate back-up from other staff and shall clear all members from the area. Usually staff-in-charge will determine if the police shall be called, however any staff may make the decision to contact the police.
* Staff is expected to remove others and themselves from range of the weapon if such removal can be done safely.
* Use of force as a response to violent behavior should be the last choice of action for staff and should not be done except to protect oneself or others where serious bodily harm could occur without physical intervention, or to prevent harm. Staff who is physically assaulted may protect themselves as appropriate. Getting free of the conflict should be the primary goal.
* If a person refuses to leave voluntarily:

Call 911. The police, not staff, should remove a disruptive person who refuses to cooperate.

* If a weapon is confiscated by staff, the Site Director shall either turn the weapon over to the police or to the Member’s parent/guardian.
* As soon as possible following resolution of the incident, staff-in-charge shall report the incident to the CEO.
* Staff shall prepare a written report of the incident and a written log/record of any follow-up to the incident that shall be submitted to the CEO.

# Intruder

* In the event of an intruder, the Club’s main priority shall be the safety of its members. Any unauthorized person attempting to access a Club site or any person attempting to have unauthorized contact with a Club member is considered an “intruder”.

# Preventive Action

* Train staff to identify all persons before admitting them into the club or allowing them contact with Members.
* Practice Emergency plan
* Position the front desk to engage and identify all persons who enter.
* Use barriers in large lobbies to prevent persons from entering unnoticed.
* Monitor and post signs on exits to prohibit use except in emergency.

# Response to Intruder

* Evaluate situation and call 911 as needed.
* Use “Code” word to notify staff of intruder
* Secure immediate area to confine the problem.
* If necessary, secure building by locking appropriate doors.
* Activate Communication Chain if police are called. If police are not called, notify Director of Operations.
* Contact BGCA as a “Critical Incident” if police are called.

# I**ntoxicated Member or Adult**

* Staff shall be familiar with signs of intoxication.
* Response to person who is intoxicated:
	+ Stop person at front desk; Do not allow intoxicated individuals in the Club
	+ Use calming tone of voice; ask them to leave.
	+ If Club member is intoxicated, contact parents.
	+ If person refuses to leave, call police.
	+ Contact Area Director, Director of Operations and CEO if police are contacted.

# Bomb Threat

* While receiving a threat, stay on the line, remain calm, use caller ID and encourage conversation. Listen for any voice peculiarities, i.e., male/female, adult/adolescent, emotional state, foreign accent, etc. Using the “code word” notify another staff member while on the phone. That staff member is to call 911 and report the bomb threat, even if you think it is a hoax.
* In the event of a bomb threat, the building shall be vacated in fire drill style; move to an area 500 feet or more from building. (avoid backing up to a fence or other barrier) The building should not be re-entered until cleared by law enforcement officials.
* Take member attendance and make sure the building is clear.
* Remember to keep calm, do not touch anything and do not use radio communications.
* Activate Communication Chain
* Contact BGCA as a “Critical Incident”

**Need to include:**

* **Lockdown**
* **Active Shooter**
* **Suspicious package**
* **Training and drill schedule**
* **Annual review**