



BOYS & GIRLS CLUB  
OF WATERTOWN

COMMITMENT

TO SAFETY

# Emergency Operations Plan



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**BOYS & GIRLS CLUB**  
OF WATERTOWN

*Updated August 2025*

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**BOYS & GIRLS CLUB**  
OF WATERTOWN

The mission of the Boys & Girls Club of Watertown is: To inspire and enable all young people to realize their full potential as productive, responsible and caring citizens. To accomplish this mission, the Club must strive to provide a safe and secure place for all members. This document provides an overview of how we plan to address a disaster or emergency that may interrupt our Boys & Girls Club community.


This plan has been developed in accordance with guidance provided by:

- Boys & Girls Club of Watertown Local Emergency Operations Plan (LEOP)
- FEMA guide: "Comprehensive Preparedness Guide 101," version 2.0
- FEMA guide: "Developing Emergency Operations Plans for Houses of Worship" guide

The Boys & Girls Club of Watertown leadership will maintain a board-led safety committee that regularly focuses on safety and will have oversight and responsibility for the emergency operations plan. The board-led safety committee will be responsible for reviewing and updating the emergency operations plan annually. This EOP will also be Board approved annually.

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

Boys & Girls Club of Watertown

	
Board Chair Signature	Date
	
Board Safety Committee Chair Signature	Date
	
Chief Executive Officer Signature	Date



# Community Snapshot

**Table 1: Contact Information**

<b>Boys &amp; Girls Club of Watertown</b>		
<b>Boys &amp; Girls Club of Watertown</b>	<b>605-886-6666</b>	<b>605-886-2632</b>
Name of Local Club	Phone Number	Fax Number
<b>1000 3<sup>rd</sup> Ave NE</b>	<b>Jim Sumner</b>	
Facility Address	Facility Coordinator	
<b>Liz Brownell</b>	<b>www.bgcofwatertown.com</b>	
Chief Executive Officer	Website Address	
<b>Kelly Jaderborg</b>	<b>NA</b>	
Development Director – Communications & Social Media Handle	Additional Social Media Handle	
<b>Jenna Moffatt</b>		
Board of Directors Safety Committee Chair		

*Table 1 Contact Information*

**Table 2: Administrator’s Names & Positions**

<b>Administrator’s Names &amp; Positions</b>			
<b>Name:</b>	<b>Liz Brownell</b>	<b>Position:</b>	<b>CEO</b>
<b>Name:</b>	<b>Brittany Foyt</b>	<b>Position:</b>	<b>Director of Operations</b>

*Table 2 Administrator’s Names & Positions*

## The Local Club Leadership Team

The Local Club Leadership Team consists of the CEO as well as the designated leaders of the Boys & Girls Club. These leaders include: Liz Brownell, the CEO, along with Louis Canfield and Brittany Foyt who will act as the on-site Emergency Coordinators.

The eight-person Leadership Team consists of: CEO, Director of Operations, Human Resource Director, Finance Director, Development Director, Teen Center Manager and Membership and Data Coordinator.

In addition, the CEO has appointed the Behavioral Health Social Worker to coordinate crisis counseling activities (this role is explained in detail below).

## **The Local Club Leadership Team is responsible for:**

- Training a small group of staff and/or Club leaders in basic emergency action. This includes taking rosters with them if they must be evacuated.
- Keeping parents and response agencies informed of emergency plans and revisions.
- Assigning roles to the members of the Emergency Management Team.
- Utilizing present communication capabilities and integrating future capabilities into the emergency plan.
- Identifying a specific evacuation location on campus/off campus for members and visitors required to leave the building.
- Executing periodic safety checks.
- Inviting emergency personnel to visit the local Club on a regular basis to alleviate anxiety of membership following a crisis.
- Designating a staff member to be at the hospital to collect information about injuries and to report the information back to the local Club.
- Designating a staff member to notify family members of the injured.
- Designating someone to assist with identifying the injured and the fatalities.
- Designating sufficient personnel to handle phones.
- Developing a strategy for post-crisis orientation for staff and members/families.
- Having a roster giving the names of members who are off campus at the Boys & Girls Club related activities.
- Reviewing plans for on-campus and off-campus emergencies.
- Making notifications to the community about cancellation and re-start of services in the local Club.
- Conducting drills and tabletop exercises.

## **Staff**

Staff participation during a day-to-day emergency response will be coordinated through the local Club Leadership Team. Staff will be responsible for:

- Becoming familiar with all aspects of the plan.
- Executing duties as outlined in the EOP.
- Being familiar with all avenues of exit at each building.
- Accounting for all members under their supervision during the crisis. Reporting to the Local Club Leadership Team any missing or injured members.
- Following a prearranged plan of transportation and supervision to appropriate shelters.
- Key staff are required to be CPR/First Aid certified.

## **Emergency Management Team**

When activated, the Emergency Management Team roles and responsibilities include:

**Brittany Foyt:** Emergency Management Team Lead (Incident Coordinator)

- Briefs Local Club Leadership Team on incident specifics and response operations.
- Immediately identifies themselves as the Emergency Management Team Lead to the appropriate public safety personnel responding to the incident.
- Remains near the incident location (at the facility or as close as possible).
- Coordinates each emergency response effort at the site level.
- Ensures that necessary notifications are made.
- Ensures all team members are assigned duties and they understand all emergency procedures.
- Ensures proper emergency communication.
- Delegates needed emergency actions.
- Should be first aid and CPR certified.
- If requested, assists county or city emergency responders involved in crowd control and building evacuation.
- Maintains hand-held radios to coordinate with other team members as deemed appropriate.
- Schedules trainings for the Emergency Management Team.
- Communicates ongoing and evolving emergency response plans.

**Jim Sumner:** Building Coordinator (Facility/Operations Coordinator)

- Knows the floor plans of each building and the emergency evacuation procedures for any emergency – medical, fire, tornado, active shooter, etc.
- Provides status reports and briefings to the Emergency Management Team Lead.
- Serves as a lead on emergency planning activities and works closely with the Emergency Management Team Lead on emergency response coordination.
- Assists with recruiting Emergency Management Team members.

**Liz Brownell:** Safety Response Liaison (or team)

- Reports to the Incident Coordinator after a building evacuation that their assigned section has been cleared.
- Helps implement and announce lock down/shelter in place procedures.
- Works in coordination with the Building Coordinator to minimize hazards.

**Megan Fischbach:** Behavioral Health Social Worker: Crisis Counseling Liaison (or team)

- Assesses the need for onsite mental health support.
- Determines if there is a need for outside agency assistance.
- Provides a liaison to local services or to the BGCA Child and Club Safety team.
- Manages the well-being of those from the local Club who are responding to the incident, members and staff and reports their status to the Club Director or CEO.

**Liz Brownell or Board President:** Media Liaison

- Develops strategies for addressing media inquiries.
- Meets the media and communicates a consistent message (statements, interviews) to be delivered to the community. They will serve as the key spokesperson with all media outlets.
- Refers to the Club Communication Plan for further guidance.

**Brittany Foyt and Megan Fischbach:** Parent Liaison (or Coordination team)

- Coordinates response to parents who may arrive at the local Club with inquiries about the incident and the well-being of the children involved.
- Advises parents of the situation and advises them whether their child was involved in the emergency.
- Assists those who wish to take their child home after the emergency has been cleared.
- Works with Media Liaison to ensure consistent messaging.

**Jill Comes and Kat Anderson:** Finance Liaison (or team)

- Tracks resources that may be needed to help local Club and/or members respond and recover from the event.
- Coordinates interactions between regular teams such as HR or accounting.
- Maintains recording keeping for possible reimbursement by insurance agencies, government entities or others.

## Response Protocols

This section outlines Boys & Girls Club specific emergency response protocols.

**Emergency Procedures:** This explains how the Boys & Girls Club will respond during an emergency. The Local Club Leadership Team will initiate building lockdown or evacuations and will designate who is authorized to make such decisions. All designees will be made aware of their responsibility and the scope of their authority to act. This section outlines procedures to be performed by the designated individuals when deemed appropriate. Designated individuals will be relieved of such responsibility upon the arrival of the Local Club Leadership Team or local emergency responders.

### Normal Operations (Day-to-Day Activities)

Examples of when the Local Club Leadership Team will conduct normal day-to-day activities include instructional activities, trips, and classes.

#### Procedure

- ✓ Continue normal safety measures such as inquiring about suspicious persons, ensuring exits and entrances are secure, etc.
- ✓ Explain evacuation procedures to all staff and members.

### Impending Severe Weather

Examples of situations where impending severe weather protocol may be initiated by the Local Club Leadership Team include thunderstorm watch and warnings, tornado watch and warnings, hailstorms, high winds, winter weather events, flashfloods, etc.

#### Procedure

- ✓ Review emergency procedures and have them posted in all rooms.
- ✓ Monitor weather bulletins including weather radios, TV and/or radio news broadcasts.
- ✓ Keep staff and members informed concerning the weather situation.
- ✓ Activate “spotters” when appropriate.

### Heightened State of Security/Preventative Lockdown Protocol

Examples of situations where heightened state of security/preventative lockdown/lock-in protocol may be initiated: bomb threats, weapons on campus, a major crime or law enforcement chase near the local Club and civil disturbances that pose a threat to members and staff.

#### Procedure

- ✓ The Local Club Leadership Team will inform all local Club staff and members that the heightened state of security/preventative lockdown protocol is being implemented by the use of the intercom system, walkie-talkie, or other established method of communication.
- ✓ If members are not in a room at the time the warning is announced, they should proceed to their assigned meeting place. Local Club leaders (including small group leaders) will lock their doors once the hallways near their rooms are clear of members. If leaders observe imminent danger near their room, they should immediately secure their room and notify a Boys & Girls Club staff member of the danger.

- ✓ If no imminent danger has been detected, leaders should brief members that the local Club has been placed on a heightened security status as a precaution and that no imminent danger has been detected. Members should be given instructions as appropriate as to what they should do during the lockdown protocol. Local Club staff should also report any suspicious activity to the main office immediately.
- ✓ While the lockdown protocol is in effect, leaders should not open room doors unless clearance is obtained from the local Club leadership or local law enforcement.
- ✓ Law enforcement will determine the validity of the threat.

### Heightened State of Security Requiring Evacuation Protocol

Examples of situations where heightened state of security requiring evacuation protocol may be initiated: a bomb threat has been deemed as credible, release of chemicals that adversely affect the health and safety of members or staff; any other event that requires the evacuation of the building.

#### Procedure

- ✓ The Local Club Leadership Team will inform all Boys & Girls Club staff that evacuation protocol is being implemented by use of the intercom, walkie-talkie, or other established method of communication. Personnel in areas without intercom/phone/radio capability will be notified in person or via a written message regarding the situation.
- ✓ All members and staff shall evacuate the building immediately and proceed to their pre-determined assembly areas outside and away from the building (**NW High School Parking Lot**).
- ✓ Members should be given instructions as to what they should do during this protocol. Staff not assigned to room duties should follow the Boys & Girls Club procedures for evacuating the building. They should also report any suspicious activity to the Local Club Leadership Team immediately.
- ✓ Once at their assembly areas, staff should report the status of their members to the Local Club Leadership Team and/or appropriate staff member.
- ✓ Staff shall carry a current member roster and emergency contact information with them anytime the building is evacuated to their assembly areas.
- ✓ Children without their parent/guardian will not be allowed to leave their assembly areas unless the leader obtains authorization from the Local Club Leadership Team.
- ✓ If activities are occurring outside, those outside should be warned and informed not to come back inside of the building.
- ✓ Following an evacuation, no one will enter the building until it has been cleared by law enforcement.

#### Response

##### During an Evacuation

- ✓ Leaders should make sure all members are out of their rooms and adjoining restrooms and workrooms.
- ✓ Groups will proceed to their designated assembly areas. Once there, leaders will make note of members who are not present and furnish those names to local Club staff members as soon as possible.
- ✓ The first staff member out will be instructed to hold open the exit door(s) until all persons in the group have evacuated. This procedure is to be continued until the building is clear.
- ✓ Leaders will close, but not lock doors, before they follow their members out of the building.

- ✓ Leaders will remain with their group until the law enforcement sounds an “all clear” signal.
- ✓ Staff members will gather lists of unaccounted persons from staff members to provide to the Local Club Leadership Team and emergency response personnel.

## Family Reunification Protocol After an Evacuation

- ✓ Parents who are not with their children at the time of an evacuation will be notified, when it is safe, where they can be reunited with their children.
- ✓ Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags, if available.
- ✓ Designated personnel, assisted by law enforcement will coordinate the signing out of those in the reunification site. Anyone picking up a child, under the age of 18, must be a verified person on the minor’s check out card authorized to pick up the child.
- ✓ A mental health professional or counselor should be assigned or secured to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- ✓ Reunited families should be encouraged to leave the reunification site promptly.

Those who have not been picked up from the reunification site by a certain time will be taken to a secure area until a family member comes. Media Liaison and Parent Liaison will relay the message to the local Club community of the new pick-up site where family members can pick up their loved ones.

# Communications

This section discusses information collection (including emergency alerts and warnings), information dissemination, communication equipment usage and protocol for dealing with the media during emergencies and disasters.

## Information Collection

During an emergency or disaster incident, the Local Club Leadership Team expects to collect information in a variety of ways including media alerts, NOAA Weather Radio Alerts, messages from other local Clubs, etc. Below are methods the Boys & Girls Club will use for collecting information from various sources during all phases of an emergency:

- Scan information sources like weather reports, law enforcement alerts, National Oceanic and Atmospheric Administration (NOAA) radio alerts, crime reports, websites and hotlines for mental health agencies, emergency management agencies, social media, bgca.net and relief agencies assisting in all aspects of emergency response and recovery.
- Be prepared to provide answers to the various questions for each of the identified types of information:
  - What is the source of the information?
  - Who analyzes and uses the information? (ex: CEO, Emergency Management Team Leader)
  - How is the information collected and shared? (ex: Is the Media Liaison collecting and then sharing to local media outlets? Is the information coming from a NOAA radio or local news broadcast?)
  - What is the format for providing the information to those who will use it? (ex: Email blasts, if power is still on, solely using local media outlets)

- When should the information be collected and shared? (ex: As soon as the information can be received, after the event occurs)

## Information Dissemination

To establish effective communication during an emergency incident, the Boys & Girls Club will collect all information relevant to the persons and events involved in the emergency and disseminate appropriate information to all parties involved. Information will be shared with parents, families, law enforcement agencies, medical service agencies, local media representatives and the general community. Effectively managing communications will minimize issues caused by falsehoods or rumors.

To address inquiries from the media, the Boys & Girls Club will follow the following media specific protocol:

- ✓ Local Club Media Liaison or designated staff member will be responsible for working with the media. All media requests will be directed through the Local Club Leadership Team or the Emergency Management Team lead.
- ✓ As soon after an emergency as is reasonably possible, the Local Club Leadership Team will meet to establish relevant position statements on topics about which the media have questions.
- ✓ A list of local media outlets will be kept on hand so the community can quickly be informed of the event that has taken place. Examples include radio stations, television stations and newspapers.

## Administration, Finance, and Logistics

In the event of an emergency or disaster, the Local Club Leadership Team Lead will be responsible for identifying additional resources to meet the needs. This section covers general support requirements and the availability of services and support for all types of incidents, as well as general policies for managing resources. It also identifies and references policies and procedures that exist outside of this plan. Plus, this section outlines each action regarding the administration and management of an emergency or disaster at the Boys & Girls Club.

- The Finance Liaison will be the individual who will oversee administrative responsibilities and requirements that will be used to provide accountability for finances and resources that are used.
- The Boys & Girls Club will use Trax Attendance Manager, Pro-Care and Microsoft Excel as the methods by which accurate logs of key activities will be maintained. (Examples of activities to maintain include when a lockdown, evacuation, reunification, protocol goes into effect, when a message goes out to the community about the event that occurred and when the last child is picked up from the reunification site)
- The Boys & Girls Club will use database, QuickBooks, and hard copies as the methods for maintaining vital records.
- The Boys & Girls Club will use web-based tracking programs for replacement of assets.

The Boys & Girls Club will use the following methods, QuickBooks, web-based tracking programs, and hard copies, for keeping financial records; tracking resource needs; tracking the source and use of resources; acquiring ownership of resources; compensating the owners of private property used by the local Club.

# Plan Review and Maintenance

The Local Club Leadership Team shall approve this plan and review annually, and present for formal approval to the CEO and Board of Directors.

## Exercising the Plan

The Local Club Leadership Team will practice this plan annually to ensure all stakeholders are aware of the plan and understand their role. The Local Club Leadership Team may choose from several different types of exercises to practice the facility Emergency Operations Plan. Below are descriptions of the different types of exercises, the Local Club Leadership Team may choose to conduct:

- **Tabletop exercises** are small group discussions that walk through a scenario and the courses of action a local Club will need to take before, during and after an incident. This activity helps assess the plan and resources and also facilitates an understanding of emergency management and planning concepts.
- During **drills**, local emergency management officials, community partners and relevant local Club personnel should use the actual Club grounds and buildings to practice responding to a scenario.
- **Functional exercises** are similar to drills but involve multiple partners. Participants react to realistic simulated events (ex: a bomb threat, or an intruder with a gun), and implement the plan and procedures using the [Incident Command System](#).
- **Full-scale exercises** are the most time-consuming activities in the exercise continuum and are multi-agency, multi-jurisdiction efforts in which resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment. An Emergency Operations Center is established (usually by the local emergency management agency) and the [Incident Command System](#) is activated.

The Boys & Girls Club will decide about how many and which types of exercises to conduct after consideration of the costs and benefits. The Boys & Girls Club will also consider having representative(s) participate in larger community exercises to ensure that efforts are synchronized with the entire community's efforts.

The Local Club Leadership Team will take the following steps to conduct the exercises effectively:

- ✓ Include local emergency management officials and community partners.
- ✓ Communicate information in advance to avoid confusion and concern.
- ✓ Exercise under different and non-ideal conditions (ex: time of day, weather).
- ✓ Debrief and develop an after-action report that evaluates results; identifies gaps or shortfalls; documents lessons learned.
- ✓ Discuss how the plan and procedures will be modified, if needed, and specify who has the responsibility for modifying the plan.

# Appendix A: Crisis Situations and Disaster Plan

Fire

Winter Storms

Tornado

Parents Under the Influence

Suspected Child Abuse or Neglect

Violent Parent

Bomb Threats, Explosions, and Suspicious Packages

Missing Child

Kidnapping

Intruder, Suspicious Person

Weapon on Site

Active Shooter

Sexual Assault

Civil Disturbance

Accidents: Injury, Illness, Suicide and Death

## Fire

The safety and wellbeing of all members and staff shall be of primary concern.

- When the alarm goes off, staff must take the alarm seriously.
- Remain calm and be loud enough to be heard by members.
- Gather the members together in your area and escort them to the nearest exit.
- Designate a staff to print a fire drill report from KidTrax to cross reference youth in the building.
- All staff and their area members will gather in a defined meeting place.
- Staff must check restrooms, closets, un-utilized program areas and office areas.
- Staff members will be the last to leave the building ensuring all members are out.
- All staff and members will remain at the rally point until cleared to re-enter the building. (NW corner of parking lot or for inclement weather go to LATC).

## Winter Storms

The safety and wellbeing of all members and staff shall be of primary concern.

- If school is cancelled for the entire day, all Boys & Girls Club programming will be closed.
- If school is dismissed early due to a storm, the Main Site will likely be open after school is dismissed, depending on the severity of the weather. The closing time will be determined depending on the severity of the weather.
- Staff will not leave a facility during winter storms until all children are picked up.

- The Leadership Team will refer to the storm procedure document found on the Google Drive and will take appropriate actions depending on the weather situation.

## **Tornado**

The safety and wellbeing of all members and staff shall be of primary concern.

- Designate job responsibilities such as room sweeper and stair monitors.
- When the siren goes off, remain calm and take seriously.
- Gather the members in your area and escort them to the designated tornado shelter.
- Designate a staff to print a fire drill report from KidTrax to cross reference youth in the building.
- Staff must be the last ones to leave their area and ensure all members are out of the area and in the designated tornado shelter.
- Staff must remain with the members in the designated area. (*Remain Calm*)
- Staff and members may leave the designated shelter once the all clear is given by their supervisor.
- Emergency Kit (Radio, flashlights, etc.) will be available in the lower-level custodial room.
- Grades 1-12 will go to the Teen Lounge and Theater.

## **Parents Under the Influence**

- Try to stall them long enough to have somebody contact the police.
- If you are all by yourself, contact the police as soon as they have left the building. (Attempt to get the license plate number, car description and where they are heading).
- Never try to physically stop them.
- Fill out necessary paperwork and documentation.
- Contact your Supervisor about situation and inform the CEO of the situation.

## **Suspected Child Abuse or Neglect**

- As a State Licensed program, we are mandated reporters for child abuse and/or neglect. If abuse or neglect is suspected please follow the organizational procedures.
- Call SD Child Protection Services is 1-866-239-6787.
- Child Care Protection Services is 605-882-5000.
- Contact your Supervisor about situation.
- Document what you saw or heard.
- Your Supervisor may assist you in calling Child Protection Services.
- Inform CEO of the pending situation.

## **Violent Parent**

- Call another staff member into the area.
- Inform parents you will call the police if they don't calm down immediately.
- Isolate the parent from youth if possible, but never alone.
- If parent remains hostile, call the police immediately.
- Contact the active Manager on Duty.
- Inform CEO of the situation.

## **Bomb Threats, Explosions, and Suspicious Packages**

Any bomb threat, explosion or suspicious package will be regarded as a danger. A bomb threat, explosion or suspicious package may be received at any time by anyone.

- The safety and wellbeing of all members and staff shall be of primary concern.
- Train all front desk staff on the protocol.

- If the bomb threat is written, the note should be evaluated by law enforcement to assess the validity of the threat. Clubs should not attempt to evaluate the validity of the threat on their own.
- If the bomb threat is received by telephone, the person receiving the call should:
  - Record phone number on caller identification if available.
  - Take note of specifics of conversation.
  - Immediate reporting of any bomb threat will be made to 911 and the Local Club Leadership Team by the person who received the call.
- Law enforcement will determine if the threat is credible and take the necessary actions.
- Any suspicious packages found should not be touched or disturbed in any way.
- Start the evacuation process.
- Announce over the intercom and radios: *"We have a bomb threat. Please prepare to move your members to the assembly area that will be designated during this announcement."*
- Use the same procedures as for a fire drill to supervise your members.
- If evacuating the building, members and staff will be moved at least **1,000** feet away from the building. Everyone should face away from the building.
- Establish an Incident Command Post outside the building, at least 1,000 feet away from the facility.
- After the building is evacuated by the search teams, law enforcement will lead the search of all areas.

## Missing Child

- Notify Director/Supervisor immediately.
- Call for a sit down right away.
- Designate staff to check facility and grounds for missing child, including restrooms, closets and other program spaces and offices.
- Manager on Duty should call 911 with description of the missing child.
- Communicate with the parents at all times.

## Kidnapping

- An appropriate lockdown should occur if any threat is indicated that a kidnapping is about to occur or has taken place and any additional threat or danger is perceived.
- Notify local law enforcement immediately after kidnapping or potential kidnapping occurs.
- Notify Club Leadership Team/Supervisor immediately for support.
- Communicate situation and/or any updates to legal guardian.
- Identify siblings of the missing child who are also in the facility and make sure they are monitored at all times.
- Provide law enforcement officers with a picture, a description, clothing, including shoes, and any information available regarding the child's whereabouts. Also, note the direction that the abductor may have fled, the description of the vehicle and any notable characteristics.

## Intruder, Suspicious Person

- Notify the Club Leadership Team immediately when an intruder/suspicious person is on the Club's property. The Local Club Leadership Team will determine if additional law enforcement presence is necessary.
- If necessary, front desk staff will press and hold the panic button in the top drawer behind the counter.
- Discourage members and staff from opening locked doors for others as this will breach security.

## Weapon on Site

- Any person who has a weapon of any type on the campus should be immediately reported to the law enforcement and the Club Leadership Team / Supervisor.
- Contact law enforcement, either 911 or non-emergency number depending on the severity of the situation.
- Describe in detail to law enforcement the person's race, sex, clothing, behaviors, and the type of weapon.
- If a weapon is suspected:
  - Call 911.
  - Stay out of view of the person.
  - Work with law enforcement as directed.
  - Under the advisement of the law enforcement officers, consider the following options, and notify staff:
    - Evacuate the building (do not use the fire alarm).
    - Maintain control and keep members calm.
    - Be ready to implement the Family Reunification Protocol if necessary.
- If a weapon is visible:
  - Call 911.
  - Stay out of view of the person.
  - Work with law enforcement officers as directed.
  - Under the advisement of the law enforcement officers, consider the following options, and notify staff:
    - Evacuate the building (do not use the fire alarm).
    - Maintain control and keep members calm.
    - Be ready to implement the Family Reunification Protocol if necessary.

## Response for Members

- Contact the CEO as soon as possible.
- Calm others.
- Do not approach the person who has a weapon.
- Do not attempt to confiscate the weapon.

- If the person is visible, or if the person is threatening, ask the person in a calm voice for permission to evacuate the rest of the group.
- Evacuate quietly, if allowed.
- If an evacuation is not allowed, keep talking with the person until the law enforcement arrives. Ask them the following:
  - Ask them to stop what he/she is doing.
  - Ask them what is wrong or what do they want?
    - When law enforcement arrives, do as they advise.
    - After the incident, file a report as soon as possible.
    - Identify emotional support needs for staff and members.

## Active Shooter

Active shooter situations are defined as those where an individual is “actively engaged in killing or attempting to kill people in a confined and populated area.”

- If able, those closest to a communications system should communicate the danger and necessary action to respond to the active shooting taking place.
- Upon recognizing danger as soon as it is safe to do so staff or others should alert responders by contacting 911 with as clear and accurate information as possible.
- There are three basic response options: **Run, Hide** or **Fight**.

**Run:** If it is safe to do so, the first course of action that should be taken is to run out of the building and far away until in a safe location. Members and staff should be trained to:

- Leave personal belongings behind.
- Visualize possible escape routes, including physically accessible routes for individuals with disabilities.
- Avoid escalators and elevators.
- Take others with them, but do not stay behind because others will not go.
- Call 911 when safe to do so.
- If a child, let a responsible adult know where they are.

**Hide:** If running is not a safe option, hide in as safe a place as possible. Members and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock doors.
- Barricade the doors with heavy furniture.
- Close and lock windows and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- If possible, use strategies to silently communicate with first responders; for example, in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room’s occupants.

- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room).
- Remain in place until given an all clear by identifiable law enforcement.

**Fight:** If neither running nor hiding is a safe option, as a last resort, when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers or chairs.

- After the scene is secured, the Emergency Management Team will begin to help with triage assessment, providing emergency intervention services and victim assistance, as well as providing family members with timely, accurate and relevant information.

## Sexual Assault

### In the event of a sexual assault:

- Staff should be progressive in interjecting if they witness any signs of sexual harassment and/or sexual assault.
- Call 911 to request law enforcement and EMS.
- A member of the Leadership Team will notify the family of the victim.
- Dissuade the victim from washing, cleaning up or using the restroom, if possible.
- Protect the victim and the assault location. No actions should be taken that would move or damage possible evidence unless it must be done for safety reasons.
- Isolate family members who are on the premises.
- Obtain preliminary statements from the victim and provide to the law enforcement upon their arrival. Remember, leave the investigation to the authorities.
- After the incident, attempt to determine what security factors (or lack thereof) may have contributed to the assault.
- Provide access to counseling or other resources as necessary to any parties needing assistance.

## Civil Disturbance

- If a civil disturbance (community protest, etc.) seems imminent or is taking place, the staff on duty will notify key officials and local public safety agencies, and, if necessary, local law enforcement officials will be requested to handle outsiders who cause disruptions. Staff and members will be instructed to refrain from any verbal exchanges with outsiders when the disturbance is occurring.

## Accidents: Injury, Illness, Suicide and Death

### In non-critical situations:

- Administer first aid, if necessary.
- Contact family members.
- After the accident, fill out the accident form, and have parents sign form.
- Hand form into the Manager on Duty and Director.

**In critical situations:**

- Call 911 and/or emergency medical services and emergency 911 communications.
- Administer first aid to the extent possible.
- Clear space if possible or limit activity near the affected member(s).
- Notify the family of the affected member(s). If the family cannot be contacted immediately, continue attempts to contact family members and keep a record of procedures, times, and actions.
- If the member is transported to a hospital, a staff member should accompany the member.
- Keep a record of procedures administered (first aid, CPR, etc.) the times and actions.
- If violence was involved, keep the incident scene secured. Do not disturb possible evidence. Identify witnesses and keep them separated.
- Inform CEO and Board President.
- Fill out Critical Injury Report from BGCA if necessary.

**In the event of death:**

- Be aware that any situation involving death is considered a crime scene. Secure the scene and restrict activity in and around the crime scene. Trained law enforcement personnel will process the scene.
- Clear location, limit activity up to, and including, a lockdown, if necessary.
- Initiate the Family Reunification Protocol, if necessary.
- Provide available information to staff, and members.
- Media liaison team (CEO and Board President) prepare statements for possible communication.
- Remove personal items of the deceased from room, etc. when allowed by law enforcement and/or medical examiner.
- Stop any pre-incident notices and/or memos of any kind, from inadvertently being sent to the family.
- Fill out Critical Injury Report from BGCA if necessary.

**GREAT FUTURES START HERE.**

