

GREAT FUTURES START HERE.



POLICIES FOR THE PROTECTION OF YOUTH

MISSION STATEMENT

We provide youth opportunities for growth that inspire and empower them to reach their full potential in the classroom, at home, and in our community.

SAFETY STATEMENT

Boys & Girls Clubs of Bend strives to provide a safe, positive environment that produces a sense of physical and emotional safety for all its members. All staff members hold a position of responsibility when it comes to providing a safe, positive environment for our members. Our first obligation must be to the emotional, physical and mental well-being of all members who are entrusted to our care.

ABUSE PREVENTION

The priority of Boys & Girls Clubs of Bend is the physical and emotional safety of its members, staff, and volunteers. Boys & Girls Clubs of Bend maintains a zero-tolerance policy for child abuse.

Boys & Girls Clubs of Bend implements policies and procedures for members, employees, volunteers, visitors or any victims of sexual abuse or misconduct to report any suspicion or allegation of abuse.

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:

- Any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.
- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- 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.
- 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:

- Targeting specific youth for special attention, activities, or gifts.
- 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.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other “accidental” touches.

MANDATED REPORTING

Every staff member or volunteer of Boys & Girls Clubs of Bend who becomes aware of or has suspicion of child abuse or neglect must immediately report this to Club leadership. You will be asked to write a written report of what was observed or discussed with the child or parent. Your supervisor will decide who the appropriate person is to make the report to the Department of Human Services (DHS) and it is your responsibility to ensure the report is filed with the necessary entities. The Program Director needs to immediately notify the Director of Program Administration each time a report is made to DHS.

REQUIRED TRAINING

Boys & Girls Clubs of Bend conducts and reports through a BGCA-approved process the following training annually for all staff members and volunteers with direct repetitive contact with young people:

- BGCA Spillet
 - Abuse and Risk Management
 - BGC Basic
 - Abuse Prevention Refresher
 - It Happened To Me
 - Bullying Prevention
 - Abuse Risk Prevention for Volunteers
 - Sexual abuse between minors
 - Trauma informed
- RRCAN*
- Darkness to Light (Every 2 Years)
- CPR/ First AID (Annually)

*Must be completed before direct contact with youth

PHYSICAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs of Bend is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Side hugs Handshakes High-fives and hand slapping Holding hands (with young children in escorting situations)	Full-frontal hugs or kisses Showing affection in isolated areas Lap sitting Wrestling or piggyback/shoulder rides Tickling Allowing youth to cling to an adult's leg

VERBAL INTERACTIONS

Every staff member and volunteer of Boys & Girls Clubs of Bend is required to maintain appropriate verbal interactions with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
Positive reinforcements Child-appropriate jokes (no adult content) Encouragement Praise	Name calling Inappropriate jokes (adult-only content) Discussing sexual encounters or personal issues Secrets Profanity or derogatory remarks Harsh language that may frighten, threaten, or humiliate youth

ABUSE AND SAFETY RESOURCES

Boys & Girls Clubs of Bend prominently displays BGCA-approved collateral that shares ethics hotline, crisis text line and safety helpline information with members, staff, volunteers, and families. We also share all safety policies with parents and guardians upon receiving a youth membership application.

PROHIBITION OF PRIVATE ONE-ON-ONE INTERACTION POLICY

Boys & Girls Clubs of Bend is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, BGCB prohibits all one-on-one interactions between Club members and staff and volunteers (including board members). All staff and volunteers must abide by the following:

- Ensure all meetings and communications between members and staff or volunteers are never private (see definition below).
- Ensure in-person meetings take place in areas where other staff and/or members are present.

- Communicate to another staff member whenever an emergency arises that necessitates an exception to this policy.
- Never initiate private or isolated one-on-one contact with a member.
- Never have a private or isolated meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat and social media between only a staff member or volunteer and a single member.
- Never transport one Club member at a time. This includes transportation in Club or leased vehicles.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist or similar professional. All exceptions shall be documented and provided to Club leadership in advance. If an emergency arises that necessitates an exception to this policy, the emergency exception shall be communicated to Club leadership as soon as practicable, and ideally before engaging in one-on-one interaction.

ONE-ON-ONE INTERACTION POLICY GUIDANCE

The following guidance should be used when implementing related policies and procedures.

DEFINITION OF ONE-ON-ONE INTERACTION

One-on-one interaction is defined as any private contact or communication (including electronic communication) between any Club participant and an adult, including adult staff, minor staff, volunteers, board members and others who might encounter members during regular programming and activities.

Private contact/communication is any communication, in person or virtual, that is between one youth member and one adult (18 or over) that takes place in a secluded area, is not in plain sight and/or is done without the knowledge of others. Private places can include but are not limited to vehicles, rooms without visibility to others, private homes, and hotel rooms.

Examples of private contact include but are not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
- One staff member transporting one member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one member and one staff member or volunteer.

Public contact/communication is any communication or meeting, in person or virtual, that is between at least three individuals, including two staff and one member, one staff and two members, or variations of these combinations. Examples of public contact include but are not limited to:

- Meeting in plain sight of others (e.g., in a quiet corner of an active games room).
- Transporting members via public transportation (bus, taxis, train, air, etc.) or transporting multiple members.

- Electronic communications (text, video, social media, etc.) between multiple members and adults (e.g., group chats).
- Public places can include but are not limited to buses, airports, shopping malls, restaurants, and schools.

IMPACT ON MENTORING PROGRAMS

Mentorship is a key component of Boys & Girls Club programming and has a tremendous positive impact on members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors can adjust their practices to include:

- Holding mentor and coaching sessions in areas where other staff and/or members are present or can see you – for example, in large rooms where meetings are visible but not heard.
- Copying parents, staff, or other members (when appropriate) on written and/or electronic communications.
- Scheduling meetings during Club hours and at the Club site.
- Documenting interactions between mentors and youth.

IMPACT ON PARTNERSHIPS WITH LOCAL ORGANIZATIONS

- All local mentors are required to abide by Club policies, including background check requirements and prohibition of one-on-one interaction.
- External mentors are required to abide by all Club safety policies and procedures.
- A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the member; these procedures should be clearly communicated to parents or guardians.
- Every interaction between mentor and youth will be documented and maintained.

IMPACT ON TRAVELING TO AN OFF-SITE EVENT OR ACTIVITY

- When traveling to external events such as Keystone, Youth of the Year, or other off-site events, the one-on-one policy shall continue to be followed.
- Should the Club take responsibility for transporting members to and/or from an event, one staff member should not transport one single child at any time in a vehicle. Accommodations shall be made to ensure at least three people (two staff and one member, or one staff and two members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport). If one child remains to be dropped off, two adults (18 or over) must be present in the vehicle.
- If this arrangement presents staffing or budget challenges, consider the following:
 - Inviting parents or guardians to attend and/or chaperone their child.
 - Including additional youth (e.g., Junior Youth of the Year) and/or staff in travel plans.
 - Coordinating with other Clubhouses or nearby organizations to travel together.
 - Traveling with additional staff or members.

- Parents and guardians should also provide written consent in each instance in which a member travels to any off-site event. *NOTE: Parents or guardians are never allowed to provide consent for one-on-one interaction.*
- Similar practices should be in place when coordinating field trips.

IMPACT ON TRANSPORTATION TO OR FROM CLUB

When transporting members to and/or from a Club-sponsored event or activity, single members should not be transported alone with one staff person. If one child remains to be dropped off, two adults (18 or over) must be present in the vehicle.

Consider the following to accommodate single children:

- Modify bus or van routes so single children are not picked up first or dropped off last.
- Use a bus aide if available.
- Pick up and drop off children in groups.
- Modify staff schedules to ensure multiple staff are present.

EXCEPTIONS TO THE POLICY

Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a member is at risk and a private, one-on-one communication is deemed necessary by Club leadership.
- In emergency situations that could create a safety risk, exceptions can be made (e.g., if a member is not picked up by a parent and leaving them alone at the Club could be a safety risk).

Should exceptions need to be made, the Club shall have policies in place to monitor interactions, including but not limited to:

- Disclosing the meeting to Club leadership and regularly checking in with the member and adult during conversations.
- Placing time limits on conversations.
- Meeting in rooms with clear sight lines (e.g., rooms with windows or glass doors).
- Documenting the interaction.
- In an emergency, disclosing the situation to another staff member before engaging in one-on-one interaction.

SUPERVISION AND FACILITIES POLICIES

SUPERVISION

Boys & Girls Clubs of Bend is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate adult staff (18 or over). To ensure appropriate supervision, all staff, and volunteers:

- Must abide by the prohibition of private one-on-one interaction policy.
- Must abide by all BGCB's disciplinary policies and procedures.

- Must ensure that at least one adult staff (18 and over) is present when supervising members.
- Must always maintain proper supervision ratios of 1: 20
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must ensure that all youth staff and volunteers are supervised by an adult (18 and over) staff member.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.
- Must never use electronic devices such as cell phones, PDAs or other communication devices while supervising members unless for Club purposes, as defined in the Acceptable Technology Use Policy.

RESTROOM USAGE

Boys & Girls Clubs of Bend is committed to providing a safe, clean environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

- There will be either a designated adult restroom or procedures to ensure adults and minors never utilize a restroom at the same time.
- The Club will either have single-user restrooms or multi-user restrooms with single stalls that can be secured from the inside.
- When using restrooms at public facilities during field trips, a minimum of three youth will be escorted by one staff member, who will wait outside the main entrance of the restroom.

RESTROOM MONITORING

Restrooms shall be regularly monitored by designated staff according to a schedule set by Club leadership. Monitoring includes walk-throughs, inspections and/or any (but not necessarily all) of the best practices outlined below:

- Implementing procedures to limit the number of children using restrooms at the same time.
- Prohibiting younger children and teens from sharing a restroom.
- Positioning staff near restroom entries to maintain auditory supervision of space.
- Designing or renovating multi-user restrooms to eliminate outer doors, while maintaining privacy with individual stalls.

Staff observing unacceptable restroom conditions or incidents shall:

- Immediately notify Club leadership of the incident.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible in compliance with the Club's Incident Reporting Policy.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility. All exit doors shall have an audible alarm to discourage unauthorized use to exit or

enter the facility. Only designated adult staff (18 or over) shall be authorized to possess keys and/or badges to open any facility. If an employee is supervising a scheduled activity, they shall be responsible for the security of their program space.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean, and free of hazards and obstructions. All storage closets and other unused spaces are to be locked during operational hours.

Damage to facilities shall be repaired in a timely and reasonable manner. Damages that pose imminent risk to the health and safety of members, staff or volunteers shall be repaired immediately. If immediate repair to damage that poses imminent risk is not possible, Club leadership shall determine whether temporary or permanent closure of the facility may be required. Any damage to a facility that results in an incident deemed critical to BGCB shall be reported to the appropriate authorities as a critical incident.

FOOD AND DRINK

Any distribution, preparation, or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on site, required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be properly and securely stored.

SCREENING, BACKGROUND CHECKS, AND ONBOARDING

Boys & Girls Clubs of Bend 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 Bend 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. Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.

- 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).
- 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.

Such checks will be conducted prior to employment and annually upon hire.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs of Bend will not employ potential staff or engage potential volunteers if such individual:

- Refuses to consent to a criminal background check.
- Makes a false statement in connection with such criminal background check.
- Is registered, or is required to be registered, on a state or national sex offender registry.
- Has been convicted of a felony consisting of:
 - Murder
 - Child abuse
 - Domestic violence
 - Abduction or human trafficking
 - A crime involving rape or sexual assault
 - Arson
 - Weapons
 - Physical assault or battery
 - Drug possession, use or distribution in the last five years
 - Has been convicted of any misdemeanor or felony against children, including child pornography.

Self-Reporting

To ensure those in service to BGCB continue to meet the minimum qualifications for their position, employees are required to notify the Business Manager/ CEO if they are convicted of a crime previously listed after their hire date or between annual background checks .

Failure to report relevant convictions may result in disciplinary action, up to and including termination. If BGCB receives a report of a relevant conviction, a new criminal history check may be required to confirm the report.

DRUG TESTING

Boys & Girls Clubs of Bend will conduct a drug test upon offer of any position within the Club. Any employees who test positive for THC usage will not be permitted to drive on behalf of the Club.

DMV BACKGROUND CHECKS FOR DRIVERS

Boys & Girls Clubs of Bend will conduct an annual DMV background check for all potential employees and employees celebrating each year of service who will be or are operating Club

vehicles. A passing report is defined in the BGCB Driving policy and required before any employees may begin driving Club-owned vehicles.

INTERVIEWING

Boys & Girls Clubs of Bend will conduct behavioral-based interviews with every candidate for employment or program volunteer service. BGCA will provide behavioral-based interview questions for local use. In-person interviews are preferred, but virtual interviews can take place as appropriate.

REFERENCE CHECKS

Boys & Girls Clubs of Bend 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 Bend provides reference materials when asked by other Boys & Girls Clubs.

STAFF AND VOLUNTEER ONBOARDING

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

- Conditions of employment
- Benefits
- Rights and responsibilities of employees
- Club safety policies
- Any other important employment-related information

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

- BGCB's mission, goals, policies and procedures and schedule
- Job descriptions and performance standards for their position
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time
- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.
- Completion of the required Child Abuse Prevention Trainings approved by BGCA.

YOUTH WORKER POLICIES

Boys & Girls Clubs of Bend is committed to providing a safe environment for youth workers. As part of that commitment, the organization implements policies, procedures and training for the protection of youth workers.

“Youth worker” is used as an umbrella term to describe all minors, defined as youth under the age of 18, who work in the Club as official employees, non-member youth volunteers or work-based learning participants. The language below describes how youth workers will be permitted to work at BGCB.

Distinguishing Youth Worker Categories

Generally, three categories of youth work at BGCB – those who are participating in a work-based learning program, those who are official employees and those who serve as volunteers.

It is important to distinguish between the three types of youth workers because the work-related roles, level of responsibility and recommended safety precautions are different for each. Clear distinctions can help establish parameters and guidelines for youth workers to prevent safety-related scenarios from taking place involving other Club youth.

The following chart outlines some of the key differences between the categories of youth workers as they relate to general Department of Labor guidance, Movement membership requirements/foundational policies and BGCA safety recommendations.

Distinguishing Youth Worker Categories			
Worker Type	Minor Employee	Work-Based Learning Program Participant	Non-Member Youth Volunteer
General Department of Labor Guidance for Youth Worker Distinctions <i>*Clubs should contact their state labor office to verify local child labor standards affecting minors under 18.</i>			
General Definition	Official employee of the Club; not participating in a job readiness program through the Club.*	Participant in a job-readiness program that occurs in the Club workplace to develop employability skills, knowledge and work experience.	Other youth who complete volunteer services in the Club on a repetitive basis, but not through the work-based learning program.
Child Labor Law Requirements	Requires compliance with all Tribal, state and federal child labor laws ; some states require work permits .*	Requires compliance with all Tribal, state and federal child labor laws ; some states require work permits .*	Requires compliance with all Tribal, state and federal child labor laws ; some states require work permits .*

Purpose of the Position/Role	Employment is intended to meet Club staffing needs – <i>Club is the primary beneficiary.</i>	Participation/selection is intended to build developmental and workforce readiness skills – <i>young person is the primary beneficiary.</i>	Approval of volunteer service is intended to support Club needs – <i>Club is the primary beneficiary.</i>
Compensation	Salaried or waged employee, meeting minimum wage requirements.*	Eligible for participation/attendance-based stipends and financial incentives.*	Unpaid
Implications for Membership Requirements and Foundational Policies			
Training	Must complete all staff training and professional development required for Boys & Girls Club Member Organizations, in addition to mandatory safety training for minor employees.	Must complete mandatory safety training for work-based learning participants.	Must complete all volunteer training required for Boys & Girls Club member organizations, in addition to mandatory safety training for non-member youth volunteers.
On Duty Staff/ Club Member Participation	Minor employees are paid employees whose primary responsibility is that of an employee. Minor employees should not be participating in Club activities while on duty.	A work-based learning program participant is a Club Member and should be treated as such, not as an employee. They are permitted to participate in Club activities.	A non-member volunteer is neither paid nor a member. Their primary responsibility is their service to the Club. They should not be participating in program activities.
Permitted relationship to Club Staff and Member	Minor employees are official employees of the Club; because of this they must disclose any relationships outside of the Club. As minors, they are not permitted to communicate independently with Club staff.	Work-based learning program participants are Club members. They are subject to all member-staff relation policies.	Minor volunteers are not subject to restrictions in communication with other minors outside of the Club.

SAFETY GUIDELINES AND STANDARDS FOR MINOR EMPLOYEES

BGCB will follow specific guidelines and standards regarding youth workers, including:

1. Federal and state child labor laws
2. Boys & Girls Club membership requirements relevant to minor employees
3. BGCB Policies

Federal and State Child Labor Laws

Child labor laws protect workers under the age of 18, particularly in hazardous jobs and tasks. These laws ensure that work schedules do not negatively affect youth education, especially during the school year. Child labor laws apply to all youth workers, paid and unpaid, including volunteers and minor employees.

Specific child labor laws exist at both the federal and state levels, and it is essential to understand and comply with both. In situations where federal and state laws differ, the U.S. Department of Labor stipulates that the more protective standard applies. (For a list of state labor offices and child labor laws, visit <https://www.dol.gov/agencies/whd/state>).

Child labor laws cover youth in three age groups: 14-year-olds and under, 14- to 15-year-olds and 16- to 17-year-olds. Once youth reach 18 years of age, they are no longer subject to child labor laws. Each local organization should contact its state's labor office and review the child labor laws to determine if the minimum age for its state is stricter than the federal guidelines, which tasks and occupations employees can do based on their age and whether they need a certificate of work (i.e., work permit).

Following are guidelines for Federal Child Labor Laws:

Ages 16-17

All youth under the age of 18 are prohibited from working in hazardous occupations, including doing the following tasks:

- Driving a motor vehicle, including golf carts, on public roads as part of their job. Seventeen-year-olds may occasionally use a vehicle to run an errand for an employer but may only do so during daylight hours and if they have completed a driver's education course. They must also wear seat belts.*
- Transporting other youth as part of their job duties.
- Operating power-driven bakery machines, including dough mixers used in pizza restaurants.
- Driving or riding power-driven hoisting apparatus, including non-automatic elevators, forklifts and cranes, or riding on freight elevators.

*While not prohibited in all cases by federal law, minor employees should not drive any vehicles for errands, to transport youth or for any other assignment.

Ages 14-15

Youth in this age group may work or volunteer in various jobs outside school hours but:

- May not use ladders or scaffolds or work from windowsills to wash windows outside. o May not work in freezers or meat coolers or prepare meat, except when packing it away from prohibited areas.
- May not operate most power-driven machinery.
- May not load or unload goods from trucks, railroad cars or conveyors.
- Are prohibited from working the following hours: During school hours except as part of a work experience or career exploration program. Before 7 a.m. or after 7 p.m., except during summer months, when the evening hour is extended to 9 p.m. More than three hours on a school day or more than 18 hours during a school week. More than eight hours on non-school days or more than 40 hours during non-school weeks.

*State laws might be stricter than federal requirements, so it is essential to understand and follow state guidance on acceptable working hours, as well as the total number of hours youth can work.

Minor employees ages 14-15

Youth in this age group may:

- Perform office and clerical work.
- Work as a cashier.
- Sell, model, create artwork and work in advertising departments.
- Perform grounds maintenance and clean-up work, including using a vacuum cleaner or floor waxer but not a power-driven mower or cutter.
- Wait on tables and work in kitchens, including using dishwashers, toasters, popcorn poppers and blenders.
- Prepare salads and other food, but only at lunch counters or in areas where the work can be seen from the counter

Under Age 14

Children under the age of 14 are not permitted to work in any job covered by the Fair Labor Standards Act (FLSA).

Boys & Girls Club Membership Requirements Relevant to Minor Employees

Several requirements are in place for Boys & Girls Club Member Organizations that help ensure the protection and safety of youth. All membership requirements that affect employees also must be followed for minor employees. This includes but is not limited to Membership Requirements 1.2, 1.3, 1.4, 1.5, 2.0, 2.1, 2.8, 2.9 and 3.4. Consult BGCA's Key Governance Documents for more information. We will highlight three of those requirements that have relevance to minor employees – background checks on minors, prohibition of one-to-one interactions and policies and training for youth workers and supervisors.

Background Checks on Minors

BGCB conduct 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 members per the Background Check policy. This applies to all minor employees as well as non-Club member teen volunteers.

Even though some states seal juvenile court records and prohibit employers from using such records for employment purposes, some states do not. Therefore, it's always possible that the minor applicant may have been involved in criminal activities in one or more of those other states. Accordingly, the local organization needs to verify the applicant's identity and legal aliases (if any) by verifying their Social Security number as part of the background check process.

Because the minor does not have legal authority to enter into an agreement or give consent in his or her own capacity, it is necessary to acquire parent or legal guardian consent to authorize the background check.

Participants of work-based learning programs are not staff, but rather Club members participating in a Club-sanctioned program; therefore, they do not need to complete background checks before beginning their work-based learning experience.

Prohibition of Private One-on-One Interactions

BGCB is committed to providing a safe environment for members, staff and volunteers, including youth workers. BGCB has put systems in place to prevent one-on-one interactions between youth members and all Club staff and volunteers.

Private one-on-one interactions between youth and staff or volunteers, including board members, are prohibited. This applies any time at the Club, in vehicles, in person or by phone, text, internet, social media or any other means. This policy extends to adult staff and volunteer interactions with all minor employees and includes minor employees' interactions with other youth.

All staff, whether they supervise youth workers or not, will understand and adhere to the organization's policy governing one-on-one interactions. Staff will remember to treat youth workers as youth in and outside the Club environment. This includes making sure that adult staff will not:

- Carpool with youth workers for any reason.
- Invite youth workers to after-work non-Club-sponsored events.
- Text, use social media or participate in online gaming with teens.
- Interact with youth workers one-on-one or outside of the Club
- When hosting offsite events such as a training session at another public location or Club site, the Club could arrange for a van to transport staff so that youth workers can safely get to and from the event and not violate the policy.
- When hosting work-related social events such as celebrations, the Club should consider not hosting the event at a staff member's house but rather at a restaurant or other public location.
- Teens who are 18 years old but still in high school and enrolled in the work-based learning program should be treated as teens, not adults, and treated accordingly under the prohibition of one-on-one contact policy.

Training for Minor Employees and Supervisors

BGCB is committed to ensuring that youth workers understand the safety implications of working in the Club. All youth workers, including minor employees and work-based learning participants, will participate in the required number of hours of safety training each year before they work with any Club members. These trainings will be

incorporated into the onboarding of youth workers. After participating in these trainings, youth workers at a minimum will:

- Know their rights and responsibilities as a youth worker at the Club.
- Understand their role as a youth worker and expectations around safety.
- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement organization-wide rules and policies that pertain to safety.
- Understand their role in supervising other youth.

Boys & Girls Clubs of Bend ensures that all supervisors and coordinators of youth workers understand their rights and responsibilities. All Club staff who supervise or coordinate the youth worker program – which includes minor employees, work-based learning participants and non-member teen volunteers – shall complete Boys & Girls Clubs of America-developed training annually.

Supervising minor employees is complex and proper training will help supervisors understand some of these complexities before they begin the program. BGCA has developed training opportunities in Spillett Leadership University that cover important topics such as:

- Understanding and communicating the roles and responsibilities of minor employees, volunteers and minor employees.
- Understanding and following child labor laws.
- Strategies for supervising youth safely.
- Facilitating safety training for youth workers.
- Preparing and supervising youth for their role.
- Responding to or escalating youth worker notifications of suspected child abuse, sexual harassment, or violations of youth worker rights

BGCB Policies

Employee Responsibilities

Organizational Leadership are responsible for:

- Hiring, onboarding, and supporting minor employees and addressing their concerns
- Developing policies and procedures to protect youth workers
- Adequately training site supervisors and coordinators
- Verifying proper insurance coverage for all youth workers
- Providing adequate resources
- Review and ensure compliance with applicable state and federal regulations for youth workers

Program Directors are responsible for:

- Ensuring compliance with Club policies for all youth workers in all facilities where youth will be working
- Maintaining a safe working environment

- Making sure that hazards are removed from the workplace
- Ensuring that all youth workers' assignments comply with child labor laws and are supervised
- Ensuring that all Club staff who supervise youth workers complete supervisor training and understand their role and responsibilities
- Managing conduct while providing discipline when necessary
- Managing youth-to-staff ratios to ensure a safe environment

Work-based Learning or Volunteer Coordinators are responsible for:

- Supporting and training work-based learning participants and addressing their concerns
- Onboarding, supporting, and training non-member youth volunteers while following state and federal guidelines
- Communicating safety information to youth and parents/ caregivers
- Processing all paperwork to ensure that the proper permissions are secured
- Providing support for problem solving and open communication
- Establishing a procedure for routine meetings with supervisors
- Ensuring that youth complete all necessary safety trainings, can safely operate equipment, and have a safe and healthy workplace

Direct Supervisors are responsible for:

- Overseeing youth workers day-to-day assignments
- Following state and federal child labor laws when planning tasks and assignments
- Completing training for supervising youth workers
- Protecting youth from harassment or abuse as the first line of defense
- Ensuring that equipment operated by youth workers is legal and safe for them to use
- Respond to or escalate any disclosures or complaints from youth workers about their own or others health or safety during their time at the Club

Youth Workers have the responsibility to:

- Follow all safety rules and instructions.
- Use safety equipment and protective clothing when appropriate/required.
- Keep work areas clean and neat.
- Know what to do in an emergency.
- Report any health and safety hazards to their supervisor.
- Contact the site supervisor or human resources if their direct supervisor doesn't address an unsafe condition.

Youth Workers Rights

BGCB is required by law to provide the following:

- A safe and healthful workplace.
- Training about health and safety, including information on chemicals that could be harmful to employees' health.
- Training about what to do in an emergency.

- Necessary protective clothing and equipment, such as gloves or goggles.

Youth workers have the right to:

- Report safety problems to the state agency that enforces workplace health and safety regulations.
- Refuse to work if the job is dangerous to their life or health.

Distinction of Youth Workers on Duty

BGCB will put the following procedures in place so that all staff and other youth can easily recognize when Club members are in the role of a Club member or that of a youth worker.

Youth workers must:

- Sign into the program to record their presence.
- Wear a Club shirt specific to the role of youth worker.
- Check in with their supervisor.

Assignment of Youth Workers

Peer-to-Peer Interactions

Minor Employees are expected to disclose all relationships with Club Members to their supervisor. Minor employees will only be assigned to supervise member groups that are at a minimum of two years younger than the minor employee. At no time should minor employees be supervising member groups of the same age as the minor employee. An adult staff member will be assigned to accompany any minor employee regardless of the age of the group being supervised.

Interactions with Youth Outside of Assigned Duties

Youth who work in the Club as employees or volunteers may have pre-existing relationships with Club members. Youth are expected to disclose those relationships with the human resources manager or volunteer coordinator at the beginning of their service.

Minor employees and non-Club member teen volunteers should not interact with youth outside of their Club peer group outside of the Club environment, unless the youth in question are siblings or a pre-existing relationship has been disclosed to the supervisor and/or coordinator before work begins.

Work-based learning participants are participants in a Club-sanctioned program and therefore are not affected by this protocol.

Internal Reporting Policies and Procedures for Youth Workers

BGCB is committed to providing a safe environment for members, staff and volunteers, including youth workers. As part of this commitment, any minor employee, work-based learning participant or non-Club member teen volunteer who becomes aware of an incident, as defined in this policy, shall immediately report and submit the incident to Club leadership. Club leadership will assist youth workers in completing an incident report.

Mandated Reporting

BGCB is committed to providing a safe environment for members, staff and volunteers, including youth workers. Every staff member, volunteer and youth worker who becomes aware of or has suspicion of child abuse or neglect shall immediately report to organization leadership. In such cases, youth workers may report the incident to their supervisor or another designated Club employee, who will then report to the appropriate authorities. All adult staff and volunteers will be educated on the protocols and procedures for reporting before youth workers become involved. The organization will provide support mechanisms for youth workers to access once their report has been submitted, to help limit any traumatic effects. Youth workers will receive such support on a timely basis.

DRUG AND ALCOHOL FREE WORKPLACE POLICY

Boys & Girls Clubs of Bend is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, BGCB 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. BGCB also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

- Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.
- 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.
- 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.
- Employees must notify their supervisor and/or Club leadership immediately of any criminal drug or alcohol violation.
- Employment with BGCB 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.

Boys & Girls Clubs of Bend 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 BGCB has reasonable suspicion to believe that the employee has violated this policy.

SMOKING POLICY

Boys & Girls Clubs of Bend 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 of Bend properties except for external areas where it is specifically authorized, outside and out of sight from Club activities and off Club property. 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 person 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 characteristics or behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

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

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

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

INSPECTION AND TESTING

Boys & Girls Clubs of Bend 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 BGCB 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 BGCB is the property of BGCB, 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.

See reasonable suspicion protocol:

REASONABLE SUSPICION PROTOCOL

Step 1: Receive Complaints

Concerns that an employee is under the influence often come from co-workers or even clients or vendors before a supervisor or manager notices. Managers do not want to send an employee for testing based on hearsay or gossip, but they should document the complaint or concerns of co-workers who bring this information forward. Managers should take a few extra minutes to ask what the employee observed, when the employee observed it and if others witnessed or commented on this situation. The employer should also determine if the behavior is new or has happened in the past (possibly indicating a pattern of behavior).

Step 2: Observe the Employee

Firsthand observation should be made by two witnesses, preferably two members of management. Immediately upon notice of this type of concern, the employee's supervisor or available manager should go to this employee's work area for firsthand observation. The observer may be able to view the employee from afar, but usually the supervisor will need to talk with the employee directly to observe any smell, eye dilation, slurred speech or other behaviors. The supervisor who performed the initial observation should seek a second member of management to confirm initial suspicions. The second observer should perform his or her own firsthand observation of the employee.

Step 3: Remove the Employee from Safety-Sensitive Areas

If the employee is working around children, machinery or heavy equipment or is in any other type of safety-sensitive job, or is acting out in a way that appears to be a safety concern for the employee or others, managers may need to immediately remove the employee from the work area and ask him or her to wait in a conference room or an office.

Step 4: Document Observations

Both observers should clearly document, including any abnormal behaviors. The observers should be as specific as possible in their descriptions but not attempt to diagnose the situation. For example, an observation may include:

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

Step 5: Assess the Situation

After the situation has been clearly documented, managers need to assess what they know and observed to determine next steps. If both observers witnessed behaviors that create a suspicion and the documentation supports this suspicion, then managers may proceed with

Step 6: Consult Supervisors

If there is disagreement, managers may need to bring in a third party to also observe and help make a determination. Managers may decide that a reasonable suspicion of use of drugs or alcohol does not exist and that no further action is necessary other than documentation of the complaint and subsequent observations.

Step 7: Meet with the Employee

When reasonable suspicion testing is warranted, two members of management (and preferably HR) should meet with the employee. Those leading the meeting should clearly explain what has been observed and documented by management and that, in order to rule out the possibility that the employee is in violation of BGCB's drug and alcohol policy, BGCB will send the employee for a drug or alcohol test. Explaining it in this manner shows the employee that the employer has not jumped to any conclusions, but is simply following procedures, and if the employee is not under the influence of drugs or alcohol at work, the test will prove this.

Step 8: Prepare Transportation

Employers should not allow employees suspected of being under the influence behind the wheel of a vehicle; therefore, the manager should ensure the employee does not have to drive to the testing center or home afterward. Often employers coordinate with a local cab company for these types of trips. The cab fees and tip should be paid by the employer. The manager will need to coordinate with the cab company or driver on whether the employer can be billed or must pay upfront. It is a good idea to work out this arrangement in advance so that it is available when needed. Another option, if feasible, would be to have a manager escort the employee to the testing center and drive the employee home afterward.

Step 9: Send the Employee for Testing

The manager should contact the drug test facility to advise that an employee is on the way for reasonable suspicion testing. The employer should arrange for the cab company to arrange a ride home after testing.

Step 10: Wait for Test Results

The employee needs to know what to do and expect the following day. In most cases, the employer does not want an employee to return to work until the test results are available. Employers are not obligated to pay a nonexempt employee for any time or days he or she must spend off work waiting for test results; however, the employer may be required to pay exempt employees for this time off work according to the Fair Labor Standards Act salary basis (29 C.F.R. §541.602).

Step 11: Respond to Employee's Refusal to Take the Test

A policy may state that this refusal will be treated as a positive drug test result or will result in immediate termination of employment. If the employee refuses a cab and attempts to drive home, the employer should never attempt to physically restrain the employee. BGCB should note the employee's type of car and license plate and contact the authorities to report concern that the employee is suspected of driving under the influence.

Step 12: Respond to Negative Test Results

If the drug or alcohol test results are negative, the manager should contact the employee and return him or her to the previous job and work shift as soon as possible. Many employers pay the employee for all work shifts and hours he or she missed while waiting for the negative test results (even if the employee is not required to be paid).

Step 13: Respond to Positive Test Results

Again, the employer must refer to its company policies and precedence. If BGCB has an employee assistance program (EAP), it is a good idea to provide contact information for this service regardless of whether the individual's employment is continued. Depending on company policy, the employer may offer a last chance agreement allowing the employee to seek counseling, treatment or both and return to work with the understanding that they will be terminated if under the influence at work again. An employer does have the option to terminate immediately for positive test results if this is the employer's common practice, policy or precedence.

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.

MEMBER AND EMPLOYEE SEARCH AND QUESTIONING AGREEMENT

Boys & Girls Clubs of Bend is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, BGCB 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. Likewise, the Boys & Girls Clubs of Bend hold a zero-tolerance policy for violence in the Club. Items designed or intended for use as a weapon are not permitted in the Club. This includes but is not limited to knives, blades, bow and arrows, and real or toy guns. Leadership staff at the Club may seize an item which is evidence of a violation of law, Club policy or rules, or which the possession or use of is prohibited by law, policy or rules.

A search may be conducted when there is reasonable suspicion to believe that evidence of a prohibited item is present in a particular place and/or a particular member has possession of a prohibited item at school. A search of Club property assigned to Club members, including but not limited to cubbies, lockers, or desks, may occur from time to time if Club staff have reason to believe that the property contains items which may be hazardous to the safety or health of members or contains items which may belong to someone else. Club staff may seize prohibited items and evidence.

- When possible or practical, the members should be present when a search of personal possessions is conducted.
- Members may be notified that a search of assigned district property has occurred and will be notified of any evidence or prohibited item seized, as appropriate.
- Strip searches are prohibited, however, members may be required to remove outerwear and empty pockets or other areas where prohibited items may be hidden.
- Pat-down searches may be conducted when reasonable under the circumstances.

INDICENT MANAGEMENT POLICIES

Clear reporting policies and procedures are an important element in responding to incidents that might occur in Clubhouses. Staff and volunteers must at a minimum immediately report

and document all safety incidents that might affect staff, volunteers, members, and others who visit Clubhouses.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth
- Inappropriate activity between multiple youth
- Allegations of abuse
- Bullying behavior
- Inappropriate electronic communications between adults (18 or over) and youth
- Minor and major medical emergencies
- Accidents, including slips and falls
- Threats made by or against staff, volunteers and/or members
- Physical assaults and injuries, including fights
- Missing children
- Criminal activity, including theft and robbery
- Other incidents as deemed appropriate by Club leadership

Safety incidents include those that occur during Club programs, on Club premises and/or during a Club-affiliated program or trip.

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report, and submit the incident to their supervisor. The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Clubs of Bend follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth
- Inappropriate activity between multiple youth
- Allegations of child abuse
- Any form of child pornography
- Criminal activity, including assault, theft, and robbery
- Children missing from the premises

INCIDENT INVESTIGATION

Boys & Girls Clubs of Bend takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation. In the event that an incident involves an allegation against a staff member, volunteer or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

TRANSPORTATION INCIDENT PROTOCOL

1. In the event of a traffic incident involving a Club vehicle, the staff driving the vehicle is to remain on the scene and acquire necessary resources to respond to the incident.
2. If there are injuries or major damage to any vehicle or property, Club staff are to call 911.
 - a. Staff are to comply with all police orders and investigations at the scene.
 - b. Any media inquiries are to be directed to the CEO
3. If emergency services are not needed or emergency services have been dispatched, staff are then to call the Program Director (or Head of Program if the Program Director is unavailable) and inform them of the incident.
4. If there are Club members in the vehicle when the incident occurred, staff are to remain with them for supervision.
5. When there is adequate supervision of Club members by an additional staff, they are to exchange information with the other driver(s) involved in any traffic collision(s).
 - a. If a vehicle is struck without an occupant, staff need to make an attempt to contact the owner of the vehicle. If an owner cannot be located, a note with contact information and insurance information is to be left in plain view on the struck vehicle.
6. All insurance investigations or inquiries are to be directed to the CEO.

BGCA CRITICAL INCIDENT REPORTING

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

- 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.
- 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.
- Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.

- 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.
- Any instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct, harassment, or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional, or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
- Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
- Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
- Any misappropriation of organizational funds in the amount of \$1,000 or greater, or any amount of federal funds.
- Any criminal or civil legal action involving BGCB, its employees, or volunteers, as well as any changes in the status of an open organization-related legal action.
- Negative media attention that could compromise the reputation of the Member Organization or the Boys & Girls Clubs of America brand.
- Any other incident deemed critical by the Member Organization.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or BGCB being placed on provisional status.

GREAT FUTURES START HERE.



CLUB: _____ DATE: _____
CLUB MEMBER INJURED: _____ AGE: _____
PARENT/GUARDIAN NAME: _____
CONTACT NUMBER: _____
ADDRESS: _____ CITY: _____ STATE: _____

TIME OF ACCIDENT: _____ LOCATION: _____
NATURE AND EXTENT OF ACCIDENT (PROVIDE DETAILS): _____

FIRST AID/TREATMENT ADMINSTERED (IF ANY): _____

RESPONSE TO ACCIDENT
WAS 911 CALLED: _____ TIME: _____ BY WHOM: _____
WHO RESPONDED: _____
WAS A PARENT/GUARDIAN NOTIFIED: _____ BY WHOM: _____
NAME OF PERSON(S) NOTIFIED: _____

NAMES AND CONTACT INFORMATION OF WITNESSES:
1. NAME: _____ PHONE: _____
2. NAME: _____ PHONE: _____
3. NAME: _____ PHONE: _____

STAFF MEMBERS ON DUTY: _____

PROGRAM DIRECTOR: _____

(Signature of Staff completing form) (Position) (Date)

**This form must be completed and 2 copies made: 1 for the parent/guardian of the injured and 1 to the Program Director.*

GREAT FUTURES START HERE.



Incident Report Form

Club Member Name: _____ Date: _____
Other Club Members Involved: _____
Report Completed By: _____
Other Staff Witnesses: _____

Injury to Other Club Member(s) Physical Aggression Making Inappropriate gestures
 Destruction of Club Property Report of Abuse or Neglect Using inappropriate language
 Other: _____

Explanation of Incident: _____

Staff Response: Supervisor Notified: When: _____ 1:1 with Club Member Club Service
 First Aid Report to DHS Other: _____
Supervisor Response: Call Home 1:1 with Club Member Family Meeting
Communication with School Suspension Warning Report to DHS Plan B Conversation:
When: _____

o Referred to: _____

Signature of Staff Completing Form

Position

Date

Signature of Supervisor

Position

Date

*This form must be completed and 2 copies made: 1 for the parent/guardian provided by parent request and 1 to the Program Director

Suicide Risk Response Procedure

When a staff member witnesses or is notified that a Club member is engaging in behavior or making comments that suggests there is cause for concern regarding suicide or self-harm the following procedure will be followed.

Concerns Warranting a Risk Assessment:

- Direct threat "I'm going to kill myself"
- Indirect threat "I might as well be dead", "I won't be around much longer", "Nothing matters", "I want to fall asleep and never wake up"
- Writing, journaling, or drawing about death or suicide
- Making statements about helplessness/hopelessness
- Staff noticed concerning physical signs (marks or cuts)
- Third party report of concern for member
- Disclosures of past attempt to kill or harm self

Assess Situation & Initiate Procedure

1. Call 911 if there is **immediate danger** (ex. Member is holding a weapon and threatening to harm self or others or if the member is attempting to leave or has barricaded themselves in an area where staff do not have line of sight after making a threat to self, others, or reported information about thoughts of suicide or self-harm.)

2. If there is **no immediate danger**, staff notifies Program Director immediately and informs them of situation. Program Director will assess situation and decide which response is necessary. If a member risk assessment is deemed necessary, Program Director notifies Director of Youth & Family Services, or an alternate supervisor, and begins a *Member Risk Documentation Checklist*. Inform the Club member that you will need to tell the Program Director or alternate supervisor.

***At no time during this process promise the situation or information shared will be kept confidential from a parent/guardian or supervisor.**

**If Program Director is unavailable or unable to be reached for a reasonable amount of time (15 minutes) notify one of the following in order listed:

1. Devan Richards, Director of Youth & Family Services
2. Whitney Eskelson, Director of Program Administration
3. Bess Goggins, CEO

***All decisions regarding the member following the disclosure **MUST** be made by the Program Director and at least one above mentioned alternate supervisor. Program Director/alternate supervisor will consult with one other alternate supervisor prior to making any finalized decisions about member and/or contacting parents/guardians of member.

****If you are off site and unable to begin the process immediately, keep the Club member close to you until you are able to contact a supervisor and supervisor takes Club member. At no time should the Club member be out of staff sight until released to parent/guardian.

3. **Program Director** or alternate supervisor will gather additional information about the situation by asking questions outlined on the *Member Risk Documentation Checklist*.
 - a. Complete 1st and 2nd page of *Member Risk Documentation Checklist*
 - b. Consult with one of the above stated alternate supervisors to determine recommended procedure for next steps.

Potential next steps may include:

- *Safety Plan*
- Parent/guardian notification
- *Release of Information* signed by parent/guardian
- *Parent Contact Acknowledgement Form* signed by parent/guardian
- Refer to community resources

Parent/Guardian Notification

1. Program Director or alternate supervisor will call parent/guardian.
 - a. Inform the parent/guardian of the situation and inform them that **they** will need to meet with Program Director upon their arrival at Club before the member can leave the facility.
 - i. * The Club member will only be released to a parent/guardian or law enforcement, mental health (not a relative or other authorized pickup). You may explain this procedure to the parent/guardian if necessary.
2. Meet with the parent/guardian in a private area when they arrive (you may give Club member a choice of if they would like to be a part of this meeting).
3. Inform them of the situation and concerns for the Club member as reported by Club member.
4. Explain the Club's procedures following a reported concern or disclosure and follow parent notification procedure provided on *Member Risk Documentation Checklist*.
5. Share with them questions asked and the member's responses and be sure to ask if they had prior knowledge or if this matched their observations.
6. Review *Safety Plan* with parent/guardian.

7. Ask the parent/guardian if the member currently has a therapist and inform them that you would be willing to personally make contact with mental health services to share the documented concern.
 - a. If the answer is yes they have a therapist, ask the parent to sign a *Release of Information* with the current's therapists name and contact phone number listed.
 - b. If the answer is no they do not have a therapist, ask the parent to sign a *Release of Information* checking all boxes pertaining to mental health and the school.
 - c. *If the parent/guardian refuses to sign the *ROI* and allow Club staff to communicate directly with outside mental health agencies restate that it is the Club's recommendation based on the concerns and provide them with contact information for local mental health resources.
8. Explain importance of removing and/or locking up any dangerous items in the home (ex. Firearms, medications, alcohol, specific items member mentioned, etc.).
9. Ask the parent/guardian to sign the *Parent Contact Acknowledgement Form* confirming they were notified of the reported concerns.
10. Release the Club member to the parent/guardian.
 - *Provide parent/guardian with copies of:
 - Release of Information*
 - Parent Contact Acknowledgement Form*
 - Safety Plan*

If you are unable to reach a parent/guardian leave a message requesting they call back as soon as possible and in the message let them know a meeting at Club will need to happen before the member can leave. Document the times you attempted to call.

If you are concerned that notifying the parent/guardian of the reported concern could result in abuse and/or neglect first consult with an alternate supervisor. It may be necessary to contact the Department of Human Services (if after hours dial DHS emergency reporting #). If additional assistance is needed contact local law enforcement non-emergency line.

Refer to Community Resources

Provide the family with contact information for additional community supports such as:

- Deschutes County Crisis Team
- St Charles Behavioral Health Services
- Deschutes County Behavioral Health

Required Documentation & Follow Up

- A. Document the entire interaction following the outlined documentation procedure and give original documents to Director of Program Administration prior to Club member return and no later than 1 business day.
- B. Provide Director of Youth & Family Services with copies of all documentation prior to Club member return and no later than 1 business day.

- C. If parent/guardian signed *Release of Information* to communicate with current therapist of Club member consult with Director of Youth & Family Services to discuss contact with therapist. If DYFS is not available within 1 business day consult with Director of Program Administration.
- D. Follow up with parent/guardian and Club member **within two weeks**.
- E. Program Director will notify staff team of concerns prior to the return of the Club member. Staff do not need full details, however should be given enough information to understand the needs of the Club member and behaviors to watch for.

GREAT FUTURES START HERE.



Member Risk Documentation Checklist

Club Member Information

Club member name: _____ Age: _____
School: _____ Grade: _____
Parent/Guardian: _____ Phone: _____
Program Director notified: _____ Date & time: _____

*At no time during this process promise the situation or information shared will be kept confidential from a parent/guardian or supervisor.

If Program Director is unavailable or unable to be reached for a reasonable amount of time (15 minutes) notify one of the following in order listed:

1. Devan Richards, Director of Youth & Family Services
2. Whitney Eskelson, Director of Program Administration
3. Bess Goggins, CEO

Identification of Risk

The Club staff initiating the member risk checklist has notified the Program Director that the Club member may be at risk of suicide or self-injury because they have observed at least one of the following:

(check all that apply):

- Direct Threat "I'm going to kill myself"
- Indirect Threat "I might as well be dead," "I won't be around much longer," "Nothing matters," "I want to fall asleep and never wake up."
- Writing, Journaling, or Drawing about death or suicide
- Making statements about helplessness/hopelessness
- Staff noticed concerning physical signs (marks or cuts)
- Third party report of concern for member.
- Disclosure of past attempt to kill or harm self.

Please explain your concerns or provide any necessary elaboration on checked items (how information was obtained, direct quotes, precipitating events, etc.).

Signature: _____ Date: _____

Supervisor continue on back of form.

Assess Situation

A. Review the above reported concern with the Club member.

“It sounds like one of our staff is concerned about you because ...”

“I’m checking in with you because _____ and I care about your safety.”

“I’d like to talk with you about _____ (what the staff reported).”

B. Gain additional information about the situation using the following questions. Document responses as reported.

1. Have you ever felt like this before? Yes/ No

If yes, ask the following:

When? Do you know what caused you to feel this way then or now?

2. Have you ever tried to harm yourself before? Yes/ No

If yes, ask the following:

a. How (What method was used)?

3. Have you ever tried to kill yourself? Yes/ No

If yes, ask the following:

a. When (How long ago)?

b. How (What method was used)?

c. Did you tell anyone or does anyone know?

4. Are you currently having thoughts of killing yourself? Yes/ No

5. Do you currently have a plan to kill yourself? Yes/ No

If yes, what is your plan? What would you do? Would you tell anyone? Who?

If no, what do you think your plan would be? Would you tell anyone? Who?

6. Does anyone know or have you told anyone how you are feeling? Yes/ No If yes, then who and when?

7. Do you think that you think that things can improve? What are some of your goals for your future?

C. Begin *Safety Plan* with Club member and initial below when complete.

_____ *Safety Plan* Completed

Parent/Guardian Notification

A. Parent/Guardian notified: _____ Parent/Guardian notified by: _____

*Staff initial the following as completed. All must be completed before releasing Club member to a parent/guardian.

- Parent was informed of reported concern
- Parent reported previous knowledge of reported concern? **Y / N**
- Parent reviewed *Safety Plan* and received a copy
- Parent was asked if member has current therapist
Answer: **Y / N** Therapist name: _____
- Parent signed *Release of Information* for contact with mental health and was provided a copy
- Parent was advised to remove/limit access to dangerous items in the home.
- Parent signed *Parent Contact Acknowledgement Form* and was provided a copy
- Follow up with member and parent scheduled
Scheduled for: _____ Completed: _____

B. If parent was unable to be contacted:

<u>Date</u>	<u>Time</u>	<u>Result</u>	
		<u>No Answer</u>	<u>Left Message</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The parent/guardian could not be reached or refused to come get their Club member. The member was not allowed to leave or go home unescorted and the following action was taken.

- Staff remained with member until parent/guardian was notified
- Contacted law enforcement non-emergency line if member left at Club 30 minutes' after Club Closure
- Contacted Deschutes County Crisis Line (541) 322-7500 ext. 9 after hours

C. Parent/guardian not notified due to concern that report could result in abuse and/or neglect of the Club member. The following action was taken:

- Staff contacted DHS (541) 548-9499 (after hours use emergency reporting line from the menu)
- Staff contacted local law enforcement non-emergency line (541) 693-6911

Refer to Community Resources

*Staff initial the following as completed. All must be completed before releasing Club member to a parent/guardian.

_____ Parent was given a Deschutes County Crisis Line Card
_____ Parent was given contact information for Devan Richards, DYFS
_____ Current therapist was contacted by Club staff to inform of concern and events.
Date: _____ Staff name: _____

If no current therapist,
_____ Parent was given contact information for Deschutes County Behavioral Health
_____ Parent was given contact information for St. Charles Behavioral Health Services

Document & Follow Up

*Staff initial the following as completed. All must be completed **prior to the return of the Club member and no later than 1 business day after report.**

_____ Above documentation procedure was followed and includes

- *Member Risk Documentation Checklist*
- *Safety Plan*
- *Release of Information (ROI)*
- *Parent Acknowledgement Form*

_____ Original copies of above forms given to the **Director of Program Administration.**
_____ **Director of Youth & Family Services** provided with copies of all documentation.
_____ Staff team notified of reported concern and *Safety Plan.*
_____ *Member Risk Behavior Log Form* completed and filed in Behavior Log.

_____ Follow up with member and parent scheduled

Completed: _____.

TECHNOLOGY ACCEPTABLE USE POLICY

Boys & Girls Clubs of Bend is committed to providing a safe use of technology and online safety for members, staff, and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

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 and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

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.

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.

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.

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.

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.

Monitoring and Inspection

Boys & Girls Clubs of Bend 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.

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.

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.

Communication with Club Staff

Members may never use personal devices to communicate directly with a single Club staff. 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.

Inappropriate Use

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.

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:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment
- Personal attacks, including prejudicial or discriminatory attacks
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others
- Knowingly or recklessly posting false or defamatory information about a person or organization
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying

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 called 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.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

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.

Digital Citizenship

Club members shall conduct themselves online in a manner that is aligned with the Boys & Girls Clubs of Bend 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 Bend 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.

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 Bend 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.

Parental Notification and Responsibility

While the Boys & Girls Clubs of Bend 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 Bend to 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.

Club Owned and Operated Equipment

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 only to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

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:
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.

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.

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.

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.

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.

Monitoring and Inspection

Boys & Girls Clubs of Bend 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

Loss and Damage

Staff are responsible for keeping personal 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. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

Inappropriate Use

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.

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. Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is called 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.

Examples of cyberbullying include but are not limited to:

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- Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with Club members

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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 Bend 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. Staff must follow Club procedures to access the Club's internet service.

Password and access

To prevent unauthorized access, personal and Club-owned 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.

TRANSPORTATION POLICIES

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

DRIVERS

Prospective drivers must allow for DMV background check and be cleared to transport youth per the barrier crime policy of BGCB.

- A driver with ONE of the following major violations appearing on their driving record in the past three years is considered ineligible to operate a company vehicle:
- DWI/DUI, reckless driving, hit and run, leaving the scene of an accident, vehicular assault, vehicular manslaughter, driving while license is suspended or revoked, racing or

speeding contest, eluding a police officer, felony utilizing a vehicle, passing a loading or unloading school bus

- A driver with MORE THAN TWO preventable or at-fault accidents and/or the following moving violations in the past three years is considered ineligible to operate a company vehicle
- Exceeding the speed limit, negligent driving, failure to obey traffic signal or sign, too fast for conditions, following too close, improper lane use, crossing the center line, wrong way on a one way, failure to yield. Improper passing or lane change, other moving violations- not including equipment violations.
- Boys & Girls Clubs of Bend will conduct an annual DMV background check and drug screening for all employees driving Club vehicles. Any candidate or employee who tests positive for THC or any other prohibited drug will not be permitted to drive for the Club

Drivers must adhere to the following policies and guidelines:

- Must have at least three years experience operating a vehicle.
- Must provide a valid driver's license and personal auto insurance policy.
- Prior to driving members in a Club-owned vehicle, all employees are required to conduct a training drive with their supervisor or the Business Manager to familiarize themselves with the vehicle.
- Must utilize all available safety measures in any Club-owned vehicle. This includes but is not limited to: lane assist, back up cameras, etc.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

GPS Navigation: Employees should program the route before driving and turn on voice commands before leaving. They shouldn't wait until they are lost to check the map. If they need to look closely, they should pull over when safe to do so. When a smartphone is used as a GPS navigation device, it should be placed in a secure dashboard cradle and not otherwise used.

Music & Podcasts: Trying to change the audio while driving is extremely dangerous, especially when it is streaming from a smartphone. Drivers should set up a playlist that lasts for the entire drive, and program the radio presets before driving. Audio volume should be kept to a level that does not distract the driver and enables staff to monitor passengers.

Drowsiness: Drivers are free to take breaks as needed in order to stay alert on the road. Staff should never drive while drowsy.

Eating, Drinking, and Smoking: Drivers are prohibited from any activity that requires them to take a hand off of the wheel. Drivers are never permitted to smoke within a Club owned vehicle, regardless of passengers.

- Must keep an updated list of all youth and staff who are transported to and from the Clubhouse and Club-related activities.

- 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.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving transportation of members to and from the Clubhouse or to and from Club-related activities as stated in the accident procedures.
- Must only transport members in official Club vehicles or other vehicles approved by Club leadership.
- 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 the vehicle.
- Must never transport Club members in personal vehicles.

VEHICLE

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

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF BEND

PRETRIP VAN CHECKLIST FORM

Date: _____ Mileage on Vehicle: _____ Name of Driver: _____

Walk around vehicle prior to departure	Hazard Indicators on Dash
Emergency Kit, First Aid Kit, fire Extinguisher	Clean and Free of Trash
Tire Leak. Damage	Member Roster
Dents/ Scratches	Sufficient Gasoline for trip/ Payment for Additional Gasoline

Notes:

Monday	Tuesday	Wednesday	Thursday	Friday
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Date: _____ Mileage on Vehicle: _____ Name of Driver: _____

Walk around vehicle prior to departure	Hazard Indicators on Dash
Emergency Kit, First Aid Kit, fire Extinguisher	Clean and Free of Trash
Tire Leak. Damage	Member Roster
Dents/ Scratches	Sufficient Gasoline for trip/ Payment for Additional Gasoline

Notes:

Monday	Tuesday	Wednesday	Thursday	Friday
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SHARED-USE RESTROOMS

- The Club will only go on field trips to locations that offer single use restrooms or can be booked for private use by the Club.

ACCIDENT OR EMERGENCY PROTOCOL

- First, call for medical assistance for anyone who is hurt.
- Secondly, ensure that all passengers are in a safe location and controlled location. For example, if the vehicle is in the roadway and subject to being struck again, then the passengers should be moved well off the roadway to a place that is safe from further accidents and controlled in that Club members can't easily wander off or be approached by strangers, the first responsibility of the Club drivers is the medical and physical safety of Members.
- Take precautions to protect the vehicles involved in the accident from being hit by oncoming traffic. If it is legal and vehicles are drivable, move them off to the side of the road. Call police or state patrol in any accident. Remain at the accident scene until released by the authorities.
- Protect the scene of the accident from fire, and try to prevent environmental damage from the engine or cargo fluids leaking into nearby storm drains. Place warning reflectors behind the scene or station someone to direct traffic to allow oncoming traffic to slow or stop in time. Do NOT use flares if there is any possibility of a gasoline spill.
- Get the names of any witnesses and note them on the accident report form. Additional witnesses can be written in the margins.
- Fill out the accident report as soon as possible.
- The 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.
- Take plenty of pictures of all vehicles, the position of the vehicles, the road conditions, and any signs or hazards that may have contributed to the accident from multiple angles and distances. Get photos of the complete skid marks if any exist.
- Do not make any statements of responsibility for the accident. In some states, even saying "I'm sorry" can be considered a statement of responsibility. Of course, any questions asked by investigating law enforcement personnel should be answered, but do not provide additional information or opinions.

GREAT FUTURES START HERE.



VEHICLE ACCIDENT REPORT FORMS

Driver's Accident Report

Date: _____ Time: _____ Location: _____

Name of Driver: _____ Vehicle License Plate: _____

Witnesses' Names & Statements:

Witnesses' Names & Statements:

Witnesses' Names & Statements:

Description of the Accident:

Signature: _____

Keep a blank copy of this form in the vehicle at all times.

Supervisor's Accident Report

Date of Accident: _____ Time of Accident: _____

Location of Accident: _____

Name of Driver: _____ Vehicle License Plate: _____

Description of the Accident:

Unsafe acts and/ or unsafe conditions:

Actions to be taken to prevent reoccurrence:

Signature: _____

Supervisors should visit the scene, interview the driver and witnesses, and use this form to document findings following the accident.

GREAT FUTURES START **HERE.**



DOWNTOWN EMERGENCY OPERATIONS PLAN

Contact Information

Boys & Girls Clubs of Bend- Downtown
500 NW Wall St Bend, OR 97703

P: 541-617-2877

F: 541-617-2800

Bgcbend.org

Social: @BGCBEND

Club Mission Support Team

CEO: Bess Goggins

Bess@bgcbend.org

VP of Development: Alice Ivie

Alvie@bgcbend.org

Director of Program Administration: Whitney Eskelson

Weskelson@bgcbend.org

Program Director: Amanda Mahaney

Amahaney@bgcbend.org

Business Manager: Jeffrey Beach

Jbeach@bgcbend.org

Director of Youth & Family Services: Devan Richards

Drichards@bgcbend.org

Organization Profile

Criteria		Description/Comments
Facility Capacity		<i>T</i>
Facility Campus Type		<i>Single Building, use of space at neighboring Bend Church</i>
Type of Surrounding Community		Downtown Bend, Commercial
Total Number of Buildings		<i>1 & use of Bend Church</i>
Type of Building Materials		<i>Primarily Brick</i>
Name of Each Building on Campus		<i>Main Club, JR Club</i>
Total Number of Floors		<i>3</i>
Approximate Total Square Footage		<i>Total for each building, Click here to enter text.</i>
Year of Construction		<i>Each building Click here to enter text.</i>
Are the following pieces of equipment and campus locations checked on a regular basis?	Fire/Life Safety Systems (i.e., fire pump, fire panel, alarm system) & Life Systems (AED)	<i>Yes</i>
	HVAC	<i>Yes</i>
	Fire Suppression	<i>Yes</i>

	Fire Extinguishers	Yes
	Smoke/Heat Detectors	Yes
	Generators	Yes
	Security Alarm	NA
	Kitchen	Yes
	Playground	NA
Were mechanical, custodial, and electrical rooms found to be locked?		
Were all chemicals properly stored, labeled and in their original containers?		
Average # of visitors weekly		
Average # of visitors daily		
Names & credentials of members/families who work in public safety (law enforcement, fire, EMS).		
Local Emergency Management Agency Contact Information		

Facility Information

Size & Type Building (per Building)		Members & Staff		Rooms	
#of buildings	1	# of members	75-150	# of interior rooms	22
#of floors	3	# of adults	25-40	# of miscellaneous rooms	3
# of entrances and exits	4	# of staff	25	# of kitchens	1
Type of structure	Brick, 3 story building	Is there an AED machine on the campus?		# of bathrooms	3
Approximate square footage	Click here to enter text.	Where is it?		# of rooms-total	22
Maximum capacity	Click here to enter text.	Are there people trained to use it? Who?	0	# of elevators	1

Roles & Responsibilities

The Local Club Emergency Response Team consists of the CEO, as well as the designated leaders of the Boys & Girls Club. These leaders include: VP of Development, Director of Program Admin, Business Manager, Program Directors, Outcomes & Development Assoc. The CEO has designated Whitney Eskelson, Director of Program Administration to act as the Incident Lead Supervisor. In addition, the CEO has appointed Director of Youth and Family Services coordinate crisis counseling activities (this role is explained in detail below).

The Local Club Emergency Response 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.

Youth Development Professional Staff are responsible for:

- 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.

Emergency Response Team

Incident Lead Supervisor- Whitney Eskelson, Director of Program Administration

- 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 certified.
- If requested, assists county or city emergency responders involved in crowd control and building evacuation.
- If available, 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.

Building Coordinator (Facility/Operations Coordinator)- Jeffrey Beach, Business Manager

- 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.

Safety Response Liaison- Amanda Mahaney, Program Director

- Reports to the Incident Lead Supervisor 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.

Crisis Counseling Liaison- Devan Richards, Director of Youth & Family Services

- 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.

Media Liaison- Alice Ivie, VP of Development & Bess Goggins, CEO

- Develops strategies for addressing media inquiries.
- Meets the media and communicates a consistent message (statements, interviews) to be delivered to the community.
- Refers to the Club communications plan for further guidance.

Parent Liaison (or Coordination team)- Emma Green, Club Member Services Coordinator & Whitney Eskelson, Director of Program Administration

- 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.

Finance Liaison- Jeffrey Beach, Business Manager

- 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 Clubs of Bend 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.

Situation Overview

Day-to-Day Disturbances	Natural	Technological	Human-Caused
Most likely to happen during regular operating hours	Resulting from acts of nature	Involves accidents or the failures of systems and structures	Caused by the intentional actions of an adversary
<ul style="list-style-type: none"> • Fires • Internal power outages • Unintentional equipment failure • Member health challenges • Unintentional emergencies that suddenly make the facility uninhabitable 	<ul style="list-style-type: none"> • Flooding • Severe weather • Hurricanes • Tornadoes • Wildfires • Wind • Earthquakes • Sinkholes • Drought 	<ul style="list-style-type: none"> • Hazardous materials release • Utilities failure • Transportation incidents • Structural collapse • Radiological release • Dam failure • Explosions or accidental releases from industrial plants 	<ul style="list-style-type: none"> • Missing child (kidnapping) • Domestic violence • Organized terrorism attack • Civil disturbance • Cyber attack • Active shooter • Chemical agent attack • Biological attack

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.

- 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.

Evacuation Procedures

All staff shall supervise an orderly evacuation of the facility.

The designated evacuation site is the Des Chutes Historical Museum lawn located at 129 NW Idaho Avenue.

1. The Incident Lead Supervisor will instruct all YDPs to evacuate their program areas and shall call the Fire Department upon notification of any fire and acquire any additional resources needed to end any incident.
2. The Incident Lead Supervisor will also inform Junior Club of any emergency.
3. Each assigned director will become the staff in charge of their designated floors and shall be in charge of checking their floor(s) to assure that all occupants have exited the building.
 - a. Crisis Counseling Liaison – Charged with clearing the first floor
 - b. Building Coordinator – Charged with clearing the second and third floors
 - c. Safety Response Liaison- Charged with clearing the Brick Room, the hallway behind the stage and the Gym
 - d. Staff not assigned to room duties should follow the Boys & Girls Clubs of Bend’s procedures for evacuating the building. Members should be given instructions as to what they should do during this protocol. They should also report any suspicious activity to the Local Club Leadership Team immediately.
4. Emergency Management Team will communicate with the Incident Lead Supervisor via radio or verbal communication. Emergency Management Team shall immediately radio the Incident Lead Supervisor once their designated floor(s) are clear of occupants. If staff need to communicate any concerns or secondary emergencies, the specified staff will serve as their point of contact to the Incident Lead Supervisor.
5. Once at their assembly areas, staff should report the status of their members to the Local Club Leadership Team and/or appropriate staff member.
6. All staff and Club members shall remain at the pre-designated evacuation point until the Incident Lead Supervisor has been cleared by the responding emergency agency that they are cleared to re-enter the building.
7. If a Club member is injured and is transported in an ambulance, it is the duty of the Membership Services Coordinator to inform the parent(s)/guardian(s).
8. If the building is unsafe to re-enter, the Incident Lead Supervisor will have the Emergency Management Team begin relocation to the Education District Lawn (Outdoor A) for designated pick-up and drop-off of Club members.
9. Club members will remain with the staff with whom they evacuated the building until they are picked up by an appropriate adult(s).
10. The Parent Liaison Team will serve as the contact point between parents and Club members, and will be charged with verifying identification of parents before Club members are released to an appropriate adult(s).
11. All Incident Lead Supervisors and Directors will have a copy of a KidTrax fire drill report in an emergency response kit. They will be required to note time of departure for each Club member on the fire drill report.

12. At no time shall staff release a Club member to an adult before they have checked in with the Parent Liaison Team.
13. All media inquiries shall be directed to the Media Liaison. During emergency proceedings, staff need to do their best to shield Club members from all media outlets and ensure that the Media Liaison is the only point of contact for the media.

Notes:

- 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.
- 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.

Natural Emergency

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, hurricanes, brush fires, etc.

- 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.

TORNADO

1. In the event of a tornado, staff shall direct Club members to move to the first floor
2. Members will be instructed to shelter under a desk or table away from all windows
3. After the tornado has passed, the Incident Lead Supervisor will decide whether the Club activities may resume or if evacuation is needed
 - a. If evacuation is needed, follow the evacuation procedures and member/guardian reunification process

FLOOD

1. In the event of a flood, staff shall direct Club members to move to the third floor
2. Members will be instructed to shelter in place.
3. If water begins to enter the building, members will be instructed to sit on tables and chairs up and out of the water.
4. The Incident Lead Supervisor will decide whether the Club activities may resume or if evacuation is needed
 - a. If evacuation is needed, follow the evacuation procedures and member/guardian reunification process

EARTHQUAKE

1. In the event of an earthquake, staff shall direct Club members to drop to the ground, take shelter under a sturdy desk or other furniture that will prevent injury from falling debris, and hold on to the furniture while covering their head and neck for the duration of the shaking.
 - a. If there is not enough space for all occupants to shelter under furniture, they shall immediately proceed to the nearest corner towards the inside of the facility away from glass and loose overhead structures.
 - b. Those in the Learning Center shall shelter under tables and desks, all persons that cannot safely get under a desk shall utilize pillows and cushions to cover their head and neck while sheltering near the wall closest to the sink.
 - c. Those in the Games Room shall shelter under the pool tables, bumper pool tables, foosball tables, tables, available doorways and archways, and near the games room ramp covering their head and neck.
 - d. Those in the Gym shall have all persons take shelter around the outside walls of the gym avoiding the stage area and area under the third floor sound booth.
 - e. The Brick Room shall take shelter under tables and chairs and the brick wall farthest away from the windows and then use cushions from the chairs and couches to cover their head and neck.
 - f. Those on the Third Floor shall take shelter under the tables and chairs and utilize the wall near the elevator and stairwell walls to take shelter.
2. Once shaking has stopped, the Incident Lead Supervisor shall evaluate the facility to determine if it is safe to stay in the facility.
3. If it is determined that the building is safe, the Incident Lead Supervisor shall prepare all persons in the facility to prepare for aftershocks.
4. Triage first aid situations taking care of the most life threatening injuries first.
5. Do not treat first aid issues if there is a planned evacuation until you get to the evacuation site unless a person is critically injured and waiting would put their life at risk.
6. If the earthquake has spurred volcanic activity make sure windows and doors are shut to prevent ash from entering the building.
7. If the building is deemed unsafe to occupy, the Incident Lead Supervisor should immediately initiate evacuation protocols to the front of the school district Education Building lawn farthest away from city gas lines.

- a. In the event of an evacuation, if there are any dangers due to fallen debris, staff should direct members away from such routes of evacuation to prevent injury.
- b. A note should be placed on the entrance to the building state where the Club has evacuated to, and where parent/child reunification will take place.
- c. Boys & Girls Clubs of Bend will comply with all governmental orders of evacuation and will follow all emergency broadcast safety protocols and orders of evacuation.
- d. If there are aftershocks once the building has been evacuated, all persons should lie flat on the ground away from trees and other falling debris and cover their head and neck with their arms.
- e. Parent/child reunification shall take place at the evacuation site following Boys & Girls Clubs of Bend pick up procedures taking note of: Who is picking up the child as verified by picture identification and time when the child was picked up.

WILDFIRE

1. In the event of a wildfire, staff shall direct all members inside the Club building
2. All doors and windows will be closed and sealed when possible
3. The Incident Lead Supervisor will decide whether the Club activities may resume or if closure is needed
 - a. If closure is needed, follow the facility closure procedures and member/guardian reunification process

Human-Caused Emergency

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.

- 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. Personnel in areas without intercom/phone/radio capability will be notified by a runner from the Local Club Leadership Team.
- 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 not assigned to room duties should follow the local Club's procedures for limiting access to their workplace. They 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.

BOMB THREAT

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 received by telephone, the person receiving the call should:

1. After the caller disconnects, place the line on hold and dial *69 and/or *57.
2. Take note of specifics of conversation.

If the bomb threat is written,

3. 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.

Response:

1. Notify Local Club Leadership Team.
2. Immediate reporting of any bomb threat will be made to 911 and the Local Club Leadership Team by the person who received the call.
3. It's encouraged for the evacuation site to be looked over and scanned by personnel who are familiar with the evacuation site area and are able to recognize objects not normally there. This search should be completed prior to evacuating members to the site.
4. Start the evacuation process.
5. Announce over the intercom: "We have a CODE GREY at 'Location of Threat' Please prepare to move your members to the assembly area that will be designated during this announcement."
6. 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.
7. Establish an Incident Command Post outside the building, at least 1,000 feet away from the facility.
8. After the building is evacuated the search teams, led by law enforcement, will search all areas.

Note:

- Law enforcement will determine if the threat is credible and take the necessary actions.

- Identification of the person or persons making the threat is very important.
- Any suspicious packages found should not be touched or disturbed in any way.

SUSPICIOUS PACKAGE

In the event a suspicious package is found:

1. Evacuate the building/area immediately.
2. Call 911.
3. Do not touch or move the suspicious package.
4. Notify the law enforcement in charge.
5. The Local Club Leadership Team should confer with the Risk Assessment Team and on-site emergency service commander to make the decision if the members and staff should be evacuated from the evacuation site to the Family Reunification Site.
6. Request transportation to the reunification site, if needed.
7. Implement the Family Reunification protocol, if necessary.

MISSING CHILD

If it is discovered that a child is missing, staff will

1. Conduct a thorough search of the entire facility and grounds for the missing child including restroom, closets, and other potential hiding places.
2. Incident Lead Supervisor or Safety Response Liaison will conduct a walk through of the building, asking all staff of the last time they saw the missing child
3. If child is not found on the premises, Incident Lead Supervisor will call parents/guardians to inform them of the missing child
4. At the parent/guardians request, the Incident Lead Supervisor may call the police to report the missing child.

KIDNAPPING/ ABDUCTION

If it is discovered that a child has been abducted, staff will immediately call 911 to report the abduction and provide a description of the child, abductor, vehicle, and information about the incident.

1. 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.
2. Identify siblings of the missing child who are also in the facility and make sure they are monitored at all times.
3. 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.

4. Notify parents/ guardians of the incident

CHILD ABANDONMENT

1. If a Club member has not been picked up by the designated closing time, the Membership Services Coordinator will wait five minutes before attempting to contact parents or guardians of the Club member(s) still present at the facility.
2. If a parent or guardian cannot be reached, the Membership Services Coordinator will then contact all persons on the emergency contact list, exhausting all resources available in an attempt to contact a person on the authorized pick up list.
3. If the Program Director is not present, they should be informed of the situation. If they are unavailable, the Head of Program should be notified.
4. If a parent/guardian or an authorized pickup cannot be contacted, and 30 minutes have elapsed, the Membership Services Coordinator will then contact the non-emergency police dispatch number (541-693-6911). An incident report should be filled out documenting the incident. Incident reports are located in the Club office or on pages 26-27 of this plan.

REPORT OF WEAPON

A weapon is any firearm, knife, or other object capable of inflicting serious injury or death when used against another person.

- Any person who has a weapon of any type on the campus should be immediately reported to the law enforcement and the CEO.
- Train all front desk staff on the protocol

If a weapon is suspected:

1. Call 911.
2. Stay out of view of the person.
3. Work with law enforcement as directed.
4. Under the advisement of the law enforcement officers, consider the following options, and notify staff:
 - a. Evacuate the building (do not use the fire alarm).
 - b. Maintain control and keep members calm.
 - c. Be ready to implement the Family Reunification Protocol if necessary.

If a weapon is visible:

1. Call 911.
2. Escort law enforcement to the scene.
3. Stay out of view of the person.
4. Work with law enforcement officers as directed.

5. Under the advisement of the law enforcement officers, consider the following options, and notify staff:
 - a. Evacuate the building (do not use the fire alarm).
 - b. Maintain control and keep members calm.
 - c. Be ready to implement the Family Reunification Protocol if necessary.

Lockdown Procedures

LOCKDOWN STAGE 1- “Hold”

There may be situations that require members to remain in their program areas. For example, an altercation in the hallway may require keeping members out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for members who are not in a program area to proceed to an area where they can be supervised and remain safe.

1. The public address for Hold is: *“Hold in your room or area. Clear the Halls.”* and is repeated twice each time the public address is performed. There may be a need to add directives for students that are not in a classroom, at lunch or some other location where they should remain until the hold is lifted.
2. Staff and Members are to remain in their program area, even if there is a scheduled class change, until the all clear is announced.
3. Staff and Members in common areas, like a bathroom or gym, may be asked to remain in those areas or move to adjoining program areas.
4. Staff and Members outside of the building should remain outside unless the emergency management team directs otherwise.
5. It is suggested that prior to locking the classroom door, staff should rapidly sweep the hallway for nearby students.
6. Staff should take attendance, note the time, and conduct business as usual.

LOCKDOWN STAGE 2- “Secure”

The Secure Protocol is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

1. The public address for Secure is: *“Secure! Get Inside. Lock outside doors”* and is repeated twice each time the public address is performed.
2. The Secure Protocol demands bringing people into a secure building and locking all outside access points.
3. Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building.

LOCKDOWN STAGE 3-” Lockdown”

Lockdown is called when there is a threat or hazard inside the Club building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and Club security actions to protect members and staff from the threat.

- The public address for Lockdown is: “**Lockdown! Locks, Lights, Out of Sight!**” and is repeated twice each time the public address is performed.
- The Lockdown protocol demands locking individual classroom doors, offices and other securable areas, moving occupants out of line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence.
- There is no call to action to lock the building’s exterior access points. Rather, the protocol advises leaving the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders’ entry into the building. If the exterior doors are already locked, leave them locked but do have a conversation with your local responders so they understand and can gain access during a Lockdown.
- No indication of occupancy should be revealed until first responders open the door.
- If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.
- The classroom teacher is responsible for implementing their classroom Lockdown. If it is safe to do so, the teacher should gather students into the classroom prior to locking the door. The teacher should lock all classroom access points and facilitate moving occupants out of sight.

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.

LOCKDOWN STAGE 4- "Police Led Evacuation"

In the rare situations where law enforcement is clearing classrooms and escorting students and staff out of the classroom and through the building, it is important to have provided advance instruction on what to expect.

1. There may or may not be any public address notifying students and staff that law enforcement is performing these actions.
2. As officers enter the classroom, students and staff must keep their hands visible and empty. It is unlikely that students or staff may be able to bring backpacks, purses or any personal items with them during a Police Led Evacuation.
3. Students may be instructed to form a single file line and hold hands front and back, or students and staff may be asked to put their hands on their heads while evacuating.

Return To Normal Operations

Once danger has passed, the Boys & Girls Club may return to normal operations.

The return to normal protocol should be used when:

- There is no indication that an above normal level of danger exists.
- Further measures such as evacuation will not be needed.
- It is possible for the functions of the local Club to continue.
- The Local Club Leadership Team will announce that the normal operations are in effect.
- The Local Club Leadership Team will make a brief announcement to update the staff.

Guardian/ Member Reunification

1. In the event of a hazardous event at any Boys & Girls Clubs of Bend facility, Club member and parent reunification shall take place in a controlled environment and manner.
2. If Club members are able to remain in the facility, they shall all be escorted to a single level of the Club not affected by the incident.
 - If the first floor is available all Club members shall be moved to the Games Room and Learning Center.

- If the first floor is not available for use due to the hazardous incident, all Club members shall be moved to the Gym and Brick Room.
 - If the first and second floor are not available for use, parents shall be directed to use the second-floor lobby entrance where the Membership Services Coordinator will turn the second-floor lobby into a pick-up area and all Club members will be moved to the Third Floor.
 - If an incident happens at the Junior Club location, all Club Members will be moved to the main downtown branch for parent/child reunification.
3. If the main Downtown location is evacuated, all Club members shall be moved to the Junior Club site for parent/child reunification.
 4. If both the Downtown site and the Junior Club site are evacuated, staff shall utilize the lawn area in front of the Education Building to set up a controlled area for parent/child reunification.
 - All staff are to form a perimeter around the Club members to ensure their safety and protection from the media and unauthorized adults.
 - Standard procedures for identifying authorized pick-up agents will take place to ensure Club member safety.
 5. If the front lawn of the Education Building is not available for use, staff shall utilize the Museum lawn and parking lot for parent/child reunification.
 6. Standard procedures for identifying authorized pick-up agents shall take place to ensure Club member safety.
 - Parent Liaison and Incident Lead Supervisor will use either TraxSolutions or the *KidTrax Master* document, depending on power/technology status, to ensure that all members are reunited with an adult who is pre-approved and listed for pick up of members.
 - Parent Liaison and Incident Lead Supervisor are not to release any member to unapproved adults. Parent Liaison and Incident Lead Supervisor are to remain with members until all members are reunited with an approved adult.

Facility Closure

Day-to-day operational disturbances consist of situations that could occur on a frequent basis and have the potential to render the primary facility uninhabitable. Examples include sudden power outages, member health challenges, sudden equipment failure and fires. The following policies outline the Boys & Girls Club protocol for facility closings and functions during non-operational hours:

CLOSING

In the event that the Boys & Girls Clubs of Bend must be closed due to an emergency or disaster, the Local Club Leadership Team will issue the notice of the closing. If the BGCB is expected to be closed prior to normal operating hours, staff should listen to local radio and

television broadcasts for updates. However, notifications can also be made via a phone tree to notify all staff that the facility is closed.

If the facility is closed during normal operating hours, an announcement will be made to the staff and a hotline telephone message will be made by the Local Club Leadership Team to the membership and staff.

Functions During Non-Operational Hours

Some functions occur before and/or after normal operating hours of the Boys & Girls Clubs of Bend. These events typically involve fewer individuals, however, safety of the facility and of the participants is still important to the BGCB Emergency Response Team.

All applicable safety procedures as outlined during normal operating hours are effective during non-operational hours

GREAT FUTURES START **HERE.**



East Bend Emergency Operations Plan

Contact Information

Boys & Girls Clubs of Bend- East Bend

1707 Tempest Dr. Bend, OR 97701

P: 541-386-3009

F: 541-617-2800

Bgcbend.org

Social: @BGCBEND

Club Mission Support Team

CEO: Bess Goggins

Bess@bgcbend.org

VP of Development: Alice Ivie

Alvie@bgcbend.org

Director of Program Administration: Whitney Eskelson

Weskelson@bgcbend.org

Program Director: Amy Hunt

Ahunt@bgcbend.org

Business Manager: Jeffrey Beach

Jbeach@bgcbend.org

Director of Youth & Family Services: Devan Richards

Drichards@bgcbend.org

Organization Profile

Criteria		Description/Comments
Facility Capacity		<i>T</i>
Facility Campus Type		<i>Single building, Apartment Complex</i>
Type of Surrounding Community		Bear Creek Neighborhood, Ariel Glen Apartment Complex
Total Number of Buildings		<i>1</i>
Type of Building Materials		<i>Siding, wood, concrete</i>
Name of Each Building on Campus		<i>East Bend</i>
Total Number of Floors		<i>1</i>
Approximate Total Square Footage		<i>T</i>
Year of Construction		<i>E</i>
Are the following pieces of equipment and campus locations checked on a regular basis?	Fire/Life Safety Systems (i.e., fire pump, fire panel, alarm system) & Life Systems (AED)	Yes
	HVAC	Yes
	Fire Suppression	Yes

	Fire Extinguishers	Yes
	Smoke/Heat Detectors	Yes
	Generators	NA
	Security Alarm	Yes
	Kitchen	Yes
	Playground	Yes
Local Emergency Management Agency Contact Information		

Facility Information

Size & Type Building (per Building)		Members & Staff		Rooms	
#of buildings	1	# of members	25-40	# of interior rooms	9
#of floors	1	# of adults	3-10	# of miscellaneous rooms	2
# of entrances and exits	3	# of staff	3-5	# of kitchens	1
Type of structure	Single Floor Building	Is there an AED machine on the campus?		# of bathrooms	2
Approximate square footage	Click here to enter text.	Where is it?		# of rooms-total	9
Maximum capacity	Click here to enter text.	Are there people trained to use it? Who?		# of elevators	0

Roles & Responsibilities

The BGCB Emergency Response Team consists of the CEO as well as the designated leaders of the Boys & Girls Club. These teammates include: VP of Development, Director of Program Admin, Business Manager, Program Directors, Outcomes & Development Assoc. The CEO has designated Whitney Eskelson, Director of Program Administration to act as the Incident Lead Supervisor. In addition, the CEO has appointed Director of Youth & Family Services coordinate crisis counseling activities (this role is explained in detail below).

The BGCB Emergency Response 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.

Youth Development Professional Staff are responsible for:

- 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.

Emergency Response Team

Incident Lead Supervisor- Whitney Eskelson, Director of Program Administration

- Briefs Local Club Emergency Response 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 certified.
- If requested, assists county or city emergency responders involved in crowd control and building evacuation.
- If available, 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.

Building Coordinator (Facility/Operations Coordinator)- Jeffrey Beach, Business Manager

- 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.

Safety Response Liaison- Amy Hunt, Program Director

- Acts as Incident Lead Supervisor until the Director of Program Administration arrives on site
- Reports to the Incident Lead Supervisor 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.

Crisis Counseling Liaison- Devan Richards, Director of Youth and Family Services

- 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.

Media Liaison- Alice Ivie, VP of Development & Bess Goggins, CEO

- Develops strategies for addressing media inquiries.
- Meets the media and communicates a consistent message (statements, interviews) to be delivered to the community.
- Refers to the Club communications plan for further guidance.

Parent Liaison (or Coordination team)- Amy Hunt, Program Director

- 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.

Finance Liaison- Jeffrey Beach, Business Manager

- 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.

Day-to-Day Disturbances	Natural	Technological	Human-Caused
Most likely to happen during regular operating hours	Resulting from acts of nature	Involves accidents or the failures of systems and structures	Caused by the intentional actions of an adversary
<ul style="list-style-type: none"> • Fires • Internal power outages • Unintentional equipment failure • Member health challenges • Unintentional emergencies that suddenly make the facility uninhabitable 	<ul style="list-style-type: none"> • Flooding • Severe weather • Hurricanes • Tornadoes • Wildfires • Wind • Earthquakes • Sinkholes • Drought 	<ul style="list-style-type: none"> • Hazardous materials release • Utilities failure • Transportation incidents • Structural collapse • Radiological release • Dam failure • Explosions or accidental releases from industrial plants 	<ul style="list-style-type: none"> • Missing child (kidnapping) • Domestic violence • Organized terrorism attack • Civil disturbance • Cyber attack • Active shooter • Chemical agent attack • Biological attack

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.

- 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.

Evacuation Procedures

All staff shall supervise an orderly evacuation of the facility.

The designated evacuation site is the West Side of the Tennis Courts

1. The Program Director (Incident Lead Supervisor) will instruct all YDPs to evacuate their program areas and shall call the Fire Department upon notification of any fire and acquire any additional resources needed to end any incident.
2. The designated evacuation site is on the West side of the tennis courts. The best route to that point will be determined based on the location of the fire.
3. Each YDP shall be in charge of ensuring that all occupants have exited the building.
 - a. Learning Center YDP – Charged with clearing the Learning Center, Kitchen, and Rec Room.
 - b. Games Room YDP – Charged with clearing the Games Room, Front Entry, and Bathrooms.
 - c. Junior Staff will immediately evacuate the building and wait at the corner of the tennis court until they start seeing Club members exit the building. Once Club

members start evacuating, the Junior Staff will lead them to the designated evacuation site.

4. Only YDPs will communicate with the Incident Lead Supervisor via radio or verbal communication. YDPs will immediately radio the Incident Lead Supervisor once their designated areas are clear of occupants.
5. All YDPs and Club members shall remain at the pre-designated evacuation point until the Incident Lead Supervisor has been cleared by the responding emergency agency that they are cleared to re-enter the building.
6. If a Club member is injured and they need to be transported in an ambulance, the Safety Response Liaison shall inform the parent(s)/guardian(s).
7. If the building is unsafe to re-enter, the Incident Lead Supervisor will have the YDPs begin relocation to the Ariel Glen Apartments main office.
8. Club members will remain with the YDPs with whom they evacuated the building until they are picked up by an appropriate adult(s).
9. Safety Response Liaison will serve as the contact point between parents and Club members and will be charged with verifying identification of parents before Club members are released to an appropriate adult(s).
10. The Incident Lead Supervisor and YDPs will have a copy of a KidTrax fire drill report in an emergency response kit. They will be required to note time of departure for each Club member on the fire drill report.
11. All media inquiries shall be directed to the Media Liaison. During emergency proceedings, staff need to do their best to shield Club members from all media outlets and ensure that the Media Liaison is the only point of contact for the media.

Notes:

- 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.
- 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.

Natural Emergency

Examples of situations where impending severe weather protocol may be initiated by the Local BGCB Emergency Response Team include thunderstorm watch and warnings, tornado watch and warnings, hailstorms, high winds, winter weather events, flashfloods, hurricanes, brush fires, etc.

- 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.

Tornado

1. In the event of a tornado, staff shall direct Club members to move to the Games Room.
2. Members will be instructed to shelter under a desk or table away from all windows
3. After the tornado has passed, the Incident Lead Supervisor will decide whether the Club activities may resume or if evacuation is needed
 - a. If evacuation is needed, follow the evacuation procedures and member/guardian reunification process

Flood

1. In the event of a flood, staff shall direct Club members to move to the Games Room
2. Members will be instructed to shelter in place.
3. If water begins to enter the building, members will be instructed to sit on tables and chairs up and out of the water.
4. The Incident Lead Supervisor will decide whether the Club activities may resume or if evacuation is needed
 - a. If evacuation is needed, follow the evacuation procedures and member/guardian reunification process

Earthquake

1. In the event of an earthquake Staff shall direct Club members to drop to the ground, take shelter under a sturdy desk or other furniture that will prevent injury from falling debris, and hold on to the furniture while covering their head and neck for the duration of the shaking. If there is not enough space for all occupants to shelter under furniture they shall immediately proceed to the nearest corner towards the inside of the facility away from glass and loose overhead structures.
 - a. Those in the Learning Center shall shelter under tables and desks, all persons that cannot safely get under a desk shall utilize pillows and cushions to cover their head and neck while sheltering near the wall closest to the sink.
 - b. Those in the Games Room shall shelter under the pool tables, bumper pool tables, foosball tables, Staff desk, available doorways and archways, and near wall without windows.
 - c. People in the Kitchen and eating area shall shelter under the tables and in the arches and doorways. The entrance to the Kitchen and Learning Center can also be utilized.
2. Once shaking has stopped, the Safety Response Liaison shall evaluate the facility to determine if it is safe to stay in the facility.
3. If it is determined that the building is safe the Safety Response Liaison shall prepare all persons in the facility to prepare for aftershocks.
4. Triage first aid situations taking care of the most life threatening injuries first.
5. Do not treat first aid issues if there is a planned evacuation until you get to the evacuation site unless a person is critically injured and waiting would put their life at risk.
6. If the earthquake has spurred volcanic activity make sure windows and doors are shut to prevent ash from entering the building.

- a. If a doorway or window cannot be adequately sealed, a wet towel should be placed at the gap to help filter the air.
7. If the building is deemed unsafe to occupy, the Safety Response Liaison should immediately initiate evacuation protocols.
 - a. In the event of an evacuation, if there are any dangers due to fallen debris, staff should direct members away from such routes of evacuation to prevent injury.
 - b. If the earthquake has spurred volcanic activity, ask Club members to cover their nose and mouth with cloth when walking outside to prevent respiratory damage and find the closest building in which to take shelter. In the event that volcanic activity is spurred by a seismic event and evacuation needs to take place, all persons in the building shall shelter indoors at the safest site with the least structural damage.
8. A note should be placed on the entrance to the building state where the Club has evacuated to, and where parent/child reunification will take place.
9. Boys & Girls Clubs of Bend will comply with all governmental orders of evacuation and will follow all emergency broadcast safety protocols and orders of evacuation. One Staff radio should be tuned to the NOAA (National Oceanic and Atmospheric Administration access by holding down scan).
10. If there are aftershocks, once the building has been evacuated and people are outside, all persons should lie flat on the ground away from trees and other falling debris and cover their head and neck with their arms.
11. Parent/child reunification shall take place at the evacuation site following Boys & Girls Clubs of Bend pick up procedures taking note of: Who is picking up the child as verified by picture identification and time when the child was picked up

WildFire

1. In the event of a wildfire, staff shall direct all members inside the Club building
2. All doors and windows will be closed and sealed when possible
3. The Incident Lead Supervisor will decide whether the Club activities may resume or if closure is needed
 - a. If closure is needed, follow the facility closure procedures and member/guardian reunification process

Human-Caused Emergency

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.

- 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. Personnel in areas without intercom/phone/radio capability will be notified by a runner from the Local Club Leadership Team.

- 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 not assigned to room duties should follow the local Club's procedures for limiting access to their workplace. They 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.

Bomb Threat

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 received by telephone, the person receiving the call should:

1. After the caller disconnects, place the line on hold and dial *69 and/or *57.
2. Take note of specifics of conversation.

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.

Response:

1. Notify Local Club Leadership Team.
2. Immediate reporting of any bomb threat will be made to 911 and the Local Club Leadership Team by the person who received the call.
3. It's encouraged for the evacuation site to be looked over and scanned by personnel who are familiar with the evacuation site area and are able to recognize objects not normally there. This search should be completed prior to evacuating members to the site.
4. Start the evacuation process.
5. Announce over the intercom: "We have a CODE GREY in 'Location of Threat'. Please prepare to move your members to the assembly area that will be designated during this announcement."
6. 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.
7. Establish an Incident Command Post outside the building, at least 1,000 feet away from the facility.
8. After the building is evacuated the search teams, led by law enforcement, will search all areas.