



## YSO Policy: Emergency Disaster Plan

It is important to be prepared for emergencies at your YSO.

This policy is from an Out-of-School-Time youth program handbook. This organization has a program that uses the school's facilities. For this policy, BE SAFE recommends the following:

- Include a specific plan for youth and staff members with disabilities and for pregnant youth and staff (*included below is a sample of an individualized plan for a participant with a disability*);
- Include a procedure for emergency after-care (*for example, how to recognize common trauma responses*);
- Include a list of trauma-informed resources as a reference for youth and their families to access after an emergency;
- Take attendance of youth in the program each day. In the event of an emergency, it maybe impossible to know if all youth are present and following the evacuation/lockdown procedures.

### Policy:

Our program has an emergency and disaster plan which follows the school's procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to all staff and volunteers. Evacuation plans are posted in prominent locations in each room or area in which the OST program operates. The program holds monthly fire drills and semiannual disaster drills which are documented. The program is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

### Procedures:

Evacuation site: If there is an emergency or disaster which requires us to leave our site, we will evacuate to \_\_\_\_\_. If that site does not work out, our back up evacuation site is \_\_\_\_\_.

We will transport the youth to the evacuation site by walking.

### The program emergency and disaster plan is as follows:

The person in charge is the Site Manager.

The person with decision making authority is the Program Specialist.

People who will be notified in an emergency are the school office, Program Specialist, Program Manager and parents.

### Emergency telephone numbers:

Emergency medical personnel: 911

Fire Department: LOCAL NUMBER

Paramedics: 911

Ambulance Service: LOCAL NUMBER

Police: LOCAL NUMBER

Poison Control: 1-800-222-1222

### Personnel assignments for specific tasks during emergencies and disasters:

Site Manager: Contact the school office of the emergency and collect the roll book.

Staff Assistant 1: Gather youth into a line and keep them calm.





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Staff Assistant 2: Gather youth into a line and keep them calm.

### Lockdown (Emergency Protocol)

In case a situation arises where the facility needs to be locked down:

- a. All building maintenance personnel meet in the main office.
- b. Code words notifying lockdown is in process. (i.e. *The lights in the office need to be changed.*)
- d. Staff shut and locks all doors and stay in room until further notice.
- e. Staff take roll, account for all youth.
- f. Be aware, stay calm, and follow all existing building safety procedures.

### Stranger Accesses Building (Emergency Protocol)

In case of unknown individual/group, person(s) with a weapon, etc. on the premises.

- a. Staff and students remain in room
- b. Shut and lock all doors and windows.
- c. Staff take roll, account for all youth.
- d. Wait for code word(s) for further assistance.
- e. Be aware, stay calm, and follow all existing building safety procedures

### Fire (Emergency Protocol)

In case of fire the following steps will be taken by staff:

- a. Youth line up in a single row
- b. Staff take roll book
- c. Exit according to evacuation plan/map (See posted evacuation plan/map)
- d. Remove youth from the premises
- e. Staff take roll, account for all youth
- f. Wait until it is clear to re- enter the school

### For individuals with disabilities/pregnant individuals

Agency M recognizes that individuals with disabilities may require assistance with alerting, evacuating, and sheltering in the event of an emergency. The agency therefore asks all individuals who may need assistance in an emergency to self-identify themselves to the agency. Once an individual has self-identified, Agency M shall work with the individual to develop a personal emergency plan that includes specific evacuation procedures, sheltering procedures, and means of communication in the event of an emergency. The agency is also committed to training its employees to identify and assist persons who may need assistance in an emergency.

