

### How Will the Club Respond to an Emergency at the Club?

In the event that an emergency occurs at the Club, there are three possible plans to be executed: Go-Home Plan, Shelter-In-Place Plan, and an Evacuation Plan, each of which is described below.

#### Go-Home Plan

This plan returns members to their homes and families as quickly as possible. The Club maintains names, phone numbers, and addresses of emergency contacts for each child. It is for this reason, that it is important to advise the Club if the name or number of an emergency contact person changes.

#### Shelter-In-Place Plan

Members are kept in the building if the conditions are unsafe outside and the building is the safest place to be. Designated areas of the building are identified as the safest for members and staff in certain situations, and they are to remain in these areas until otherwise notified. Members will be escorted by staff at all times during the Shelter-In-Place Plan.

#### Evacuation Plan

All members, staff, and any other building occupants, will be required to leave the Club and go to an alternate location. This may mean going outside to the field across the street until an "all clear" signal is given, or in some circumstances, members and staff may need to be transported and housed temporarily in another location. In the case of an emergency, members and staff will be evacuated to the following locations:

#### Primary Evacuation Site:

St. Dominic's High School Auditorium  
110 Anstice Street  
Oyster Bay, NY 11771  
(516) 922-4488

#### Secondary Evacuation Site:

St. Dominic's Chapel  
93 Anstice Street  
Oyster Bay, NY 11771  
(516) 922-4888

### How Will the Club Respond to an Emergency When Off Site or on a Field Trip?

When it is determined that an emergency has occurred off site, on a field trip, or in a Boys & Girls Club vehicle, the supervisor in charge will follow these procedures: Call 911 immediately, determine the extent of injuries and prioritize the need for treatment, remain calm and keep members calm, perform First Aid or CPR, if necessary (one certified staff person will be on trips per every 75 children), evacuate vehicle if it is safe to do so, and wait for emergency responders to arrive.

#### Emergency Planning Drills

The Club conducts one fire drill per month. Additional drills and simulations will be conducted throughout the year including the Intruder Drills, Shelter-In-Place Drill and Evacuation Drills.

### Should I Come to the Club During an Emergency?

We strongly encourage parents NOT to come to the Clubhouse during an emergency, unless directed to do so. While it is a natural instinct in an emergency to want to safeguard your child, it is important to remember that doing so may interfere with the Club's ability to respond to the situation. The Club staff will be actively working along with the local emergency responders at all times to ensure the safety of all members.



### Information During an Emergency

In the event that the Club's telephone lines are busy during an emergency, the Club will make every effort possible to contact parents, if not by telephone, then either by cell phones, e-mail, automated telephone messages, and/or social media site updates. Club staff will have access to members' emergency contact information, which they will keep with them during an emergency. Below lists some important information to have on hand in the event of a Club emergency:

- ♦ **Web site:** [www.bgcoben.org](http://www.bgcoben.org)
- ♦ **Emergency E-Mail Addresses:**  
[Jmweiner@bgcoben.com](mailto:Jmweiner@bgcoben.com)  
[Lrubin@bgcoben.com](mailto:Lrubin@bgcoben.com)
- ♦ **Control Desk:** 516-922-9285, ext. 21

#### Other Important Phone Numbers:

- ♦ **Office Receptionist (until 5 p.m.),** ext. 10
- ♦ **Club Location:** 1 Pine Hollow Road, Oyster Bay, NY 11771
- ♦ **Local Emergency Responders:**  
**Police:** Dial 911, or contact 2nd Precinct, 7700 Jericho Turnpike, Woodbury, New York, 516-573-6200
- ♦ **Fire/Ambulance:** Dial 911, or contact the Atlantic Steamer Fire Department at 624-3215 or 922-5414
- ♦ **New York State Office of Children & Family Services:**  
L.I. Regional Office  
Division of Child Care Services  
Perry Duryea State Office Building  
250 Veterans Memorial Highway, Suite 2A-20  
Hauppauge, NY 11788  
(631) 240-2550 (Main Telephone Number)  
Keith Fitzpatrick  
Children and Family Services Specialist  
(631) 240-2560 (Direct Telephone Number)

### **How to Plan Ahead**

The most important thing a parent can do in order to secure the safety of their child during an emergency is to make certain that the Club has up-dated emergency contact information and to periodically review with the Club (in writing) and with their child alternate arrangements made in the event that an emergency prevents a parent from being able to pick up a child.

### **General Information**

The Club has established emergency and safety plans for off-site trips, as well as situations that may arise while in the Clubhouse. Each of these plans is coordinated with local police, fire, and other officials in county or state-wide agencies. There are five general categories that the Club's Emergency Guidelines Plan addresses. They are: Acts of Violence, such as intruders, violent behavior, assault, or missing or abducted children, Bus or Auto-Related Accidents, Medical Emergencies, Natural Disasters, and Media Relations.

### **For Additional Information...**

For additional information on any of the Club's Emergency Guidelines, please contact the appropriate staff member at 516-922-9285, at their extension:

**Bilingual Outreach Coordinator**, ext. 13

Cathy Barrundia  
[Cbarrund@bgcoben.com](mailto:Cbarrund@bgcoben.com)

**Child Care Director**, ext. 19

Lorraine Rubin  
[Lrubin@bgcoben.com](mailto:Lrubin@bgcoben.com)

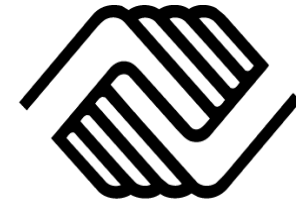
**Program Director**, ext. 16

Jean Marie Weiner  
[Jmweiner@bgcoben.com](mailto:Jmweiner@bgcoben.com)

### **The Club is located at:**

One Pine Hollow Road  
Oyster Bay, NY 11771-4713  
(516) 922-9285  
Fax (516) 922-6918  
[www.bgcoben.org](http://www.bgcoben.org)

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**Boys & Girls Club**  
of Oyster Bay-East Norwich  
**The Bahnik Youth Center**



# **A Guide for Parents: Emergency Guidelines Information**