



Emergency Guidelines for Parents

At the Boys & Girls Club of Oyster Bay-East Norwich, **Child Safety** is Job No. 1. We work every day to create a safe, fun environment, so youngsters can have every opportunity to be successful in life. Because there is nothing more important than the safety of our youth members, the Boys & Girls Club has implemented the RAVE emergency alert system, which provides fast and reliable technology that creates a direct connection with 911, first responders, and on-site personnel to activate an immediate response to an emergency. When Rave Panic Button is used to contact 911, key employees and staff members are notified about the nature of emergency that is underway and are also told that first responders have been notified.

How Will the Club Respond to an Emergency?

In the event that an emergency occurs at the Boys & Girls Club, there are four possible plans to be executed: Evacuation, Go-Home/Family Reunification, Intruder, and Shelter-In-Place, each of which is briefly described below.

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) 922-4888

Secondary Evacuation Site:

St. Dominic's Chapel
93 Anstice Street, Oyster Bay, NY 11771
(516) 922-4488

Go-Home/Family Reunification Plan

This plan returns members to their homes and families as quickly as possible and in an orderly fashion. 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.

Intruder Plan

Security measures at the Club are designed to prevent intentional physical or psychological harm to a member, staff member, volunteer, guest or other person. In the event of an intruder, staff will utilize the RAVE system to notify local law enforcement and homeland security of the situation. Staff members will immediately direct youth into another area for their protection and wait for directions from law enforcement.

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.

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 while being transported in an authorized vehicle by the Boys & Girls Club, 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. The Clubhouse has diagrammed evacuation procedures posted in the following areas: 1) Child Care Room; 2) Arts & Crafts Classroom; 3) Learning Center; 4) basement level at elevator; and 5) on the second floor at elevator. Emergency exit signs are posted throughout the building, as well.

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 phone, Remind app, 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:

Website: www.bgcoben.org

Emergency E-Mail Addresses:

Cathy Barrundia, Program Director:
Cbarrun@bgcoben.com

Olivia Lane, Child Care Director
Childcare@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)

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.

IMPORTANT

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. In addition, parents should periodically review their alternate arrangements with the Club (in writing) and with their child, in the event of an emergency which would prevent a parent from being able to pick up a child.

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:

Child Care Director, ext. 16

Olivia Garcia

Childcare@bgcoben.com

Program Director, ext. 19

Cathy Barrundia

Cbarrund@bgcoben.com

