



# **Longmont Y**

## **Emergency Procedures and Safety Practices for YMCA Staff & Volunteers**

### **Reporting an Emergency**

To report emergencies call 911 and give the following information:

1. Properly identify who you are and your relationship to emergency.
2. Nature of emergency.
3. Give the exact location.
4. Give the phone number you are calling from.
5. Do not hang up until dispatcher indicates he is clear on the location.

All accidents involving person, property or vehicle must be reported promptly to the YMCA office.

### **1. Keeping the "Y" office informed**

\*YMCA staff needs to be informed.

During the following most emergencies, it will be necessary to inform others of what has happened.

- a. If the emergency is away from the YMCA, inform the YMCA immediately.
- b. If necessary, staff on duty will notify the YMCA president.
- c. DO NOT AT ANY TIME ADMIT **NEGLIGENCE OR LIABILITY** ON THE PART OF THE YMCA OR ANYONE REPRESENTING THE YMCA.

### **2. Working with the Media under Emergency Conditions**

When the YMCA experiences an accident, lost or missing person, drowning - anything unexpected and detrimental - chances are a YMCA staff person will have to handle the initial contact with the media. The following procedures are to be taken:

- a. Do not make any statements regarding the incident. Simply say: **"Our policy is this situation is to refer all inquiries to our President at the YMCA office."**
- b. Make an effort to be courteous and helpful to the media if they need assistance in contacting the YMCA office.
- c. All program participants and spectators should be kept away from the scene of the accident.
- d. Be wary of casual conversation. Remember, even if a reporter has put away his pencil and note paper, he is still on the job and still has the right to quote you.

### **3. Child Molestation and Abuse**

- a. If a case of child abuse is suspected by a volunteer, it must be reported immediately to the YMCA or the director of the program.
- b. The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child on the same day on which the first report was made.
- c. Data concerning the child will be obtained through discussions with the initial report and other staff involved.
- d. After the information is secured, the YMCA staff person will contact the *Intake Case Worker*.
- e. On the same day that the case is first reported verbally to the YMCA Staff directors and the police, it must be reported to the President of the Longmont YMCA. The report will be documented on the **YMCA Incident Report Form**. A copy must be sent within 5 days to Social Service and the President.

### **4. In Case of Missing or Absent Program Participant**

#### **If a participant is missing:**

- a. Never leave the other program participants unattended.
- b. Determine by a quick search that he/she is really missing.
- c. When reasonably sure he/she is missing, arrange for a search to continue while taking steps listed below.
- d. Notify a person in authority at the YMCA.
- e. Program Supervisor will contact parents if the missing person is a child. If an adult, notify spouse or relative.
- f. Notify the nearest appropriate authority (e.g. Police, Sheriff's Department, Park Ranger, Fire Department, Rescue Team).
- g. Have all the details and be prepared to give the authorities as much of the following information as possible.
  - The location and contact phone number.
  - Name, address, and age of the person involved.
  - Occupation, if he/she is an adult.
  - Name of his/her parents (or next of kin) and telephone number.
  - Names and addresses of lead.
  - Background information on the event.
  - Complete details on how the person disappeared, including his/her known movements and actions while still with the group,
- h. Cooperate with the authorities.
- i. When the immediate emergency has passed or you are relieved, write a statement with all the facts as you know them, fill out a **YMCA Incident Report Form**.

## **5. If a Parent is Late**

From time to time, parents will not be at a program site to pick up a child at the conclusion of a program.

- a. All attempts should be made to contact the parent or others by phone from the program site, if possible.
- b. After a reasonable amount of time (suggestion: 15-20 minutes), the child should be transported to the YMCA.
- c. At the YMCA, continue to call the parents.
  - Do not leave the child with office staff.
  - Attempt to contact all members on the registration forms,
- d. Contact the Program Coordinator.
- e. Supervisor will contact Police if they feel the parents(s) cannot be contacted after a reasonable amount of time (suggestion: 2 hours).
- f. If the Police take control of the child, leave a note for the parent and continue to call parents.
- g. The YMCA's procedures in this area should be communicated to parents at enrollment time.

**Under NO CIRCUMSTANCES should a Volunteer take a child home with them!**

## **6. Fire Emergencies**

- a. Call Fire Department or 911.
- b. Evacuate the building per the escape plan.
- c. Contact the YMCA that there is a fire at the off-site location.
- d. The first priority is the safety of all persons. Do not leave any persons unattended.

## **7. Inclement Weather Conditions**

- a. Monitor the weather conditions by radio.
- b. If outside, seek shelter; if inside, seek interior hallway, closet, bathroom away from windows.
- c. Do not leave any participants unattended.

## **8. Insurance**

Interpretation of insurance is very complicated. Therefore, if you are asked about the insurance coverage of the YMCA, you are to refer those questions to the YMCA President at 303-776-0370.

Volunteers should not make statements concerning liability either on the part of the Association or insurance company.

## **9. Serious Illness/Accident**

- a. First Aid should be given immediately by a certified person. In most cases, the injured person should not be moved.
- b. Notify the YMCA.
- c. Staff/Volunteer should be deployed to control the situation. All program participants or spectators should be kept away.
- d. If more than first aid is necessary, the injured person should be taken to the nearest hospital by ambulance.
- e. When the immediate emergency has passed or you are relieved, write a statement with all the facts as you know them and fill out an YMCA Incident Report Form.

## **10. Important Telephone Numbers**

- Fire 911
- Police 911
- Ambulance 911
- YMCA 303-776-0370
- Program Director 720-652-4736

When an emergency exists, do whatever must be done to put things in order first.