



RISK MANAGEMENT & EMERGENCY RESPONSE PLAN

Model Legislature & Court

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Plan Purpose & Scope

The Risk Management and Emergency Response Plan (RMERP) is intended to provide guidelines, considerations, and procedures designed to protect program participants, mitigate risk for the organization and contractors, and to plan for response to an emergency or disaster occurring in conjunction with events associated with the California YMCA Youth and Government Model Legislature and Court program.

This Risk Management and Emergency Response Plan prioritizes the protection of life, care and well-being of youth participants, and minimal disruption and/or resumption of program activities as conditions allow.

This plan specifically addresses Training and Elections I, Training and Elections II, and the Model Legislature and Court conferences. Foundations of this plan and procedures contained herein may also be applied to Advisor and Volunteer Training and Spring Conference, as appropriate. Nothing contained in this plan is intended to provide response plans for individual YMCA or academic program activities that occur prior to delegation arrival at statewide conferences. Individual delegations are expected to prepare and plan for emergencies or crisis that may occur outside of statewide conference activities.

Venues that are used at each applicable conference may vary from year to year. Appendices and venue-specific plans should be developed and reviewed annually to ensure that each venue has adequate advance planning. While some venues change periodically, the following venues are regularly used and will be significantly incorporated into this plan:

- Locations in Fresno:
 1. Fresno Convention Center - 848 M Street, Fresno, CA
 2. Valdez Hall - 702 M Street, Fresno, CA
 3. Doubletree Convention Center - 2233 Ventura Street, Fresno, CA
 4. Radisson Fresno - 1055 Van Ness Avenue, Fresno, CA
- Locations in Sacramento:
 1. Sacramento Convention Center - 1400 J Street, Sacramento, CA
 2. California State Capital Building - 10th and L Streets, Sacramento, CA
 3. Hyatt Regency Sacramento - 1209 L Street, Sacramento, CA
 4. Sheraton Grand Sacramento - 1230 J Street, Sacramento, CA

This plan is intended to serve as the Fire Safety Plan for any events planned by California YMCA Youth & Government that meet requirements of California Fire Code §404.2.2. This plan shall be reviewed annually or upon any significant changes in major facility design or other operational conditions.

RISK MANAGEMENT GUIDELINES

In an effort to prevent emergencies, ensure participant safety, and mitigate risk and financial loss, the risk management guidelines play a critical role in program safety. All members are expected to understand and adhere to all program rules, the Code of Conduct, and the Risk Management Guidelines.

Safety & Wellness Advisors

The Safety and Wellness Advisors (SWA's) provide day to day supervision for program delegates in support of delegation advisors, core staff, and volunteer staff. SWA's are responsible for ensuring that all participants are in compliance with the Code of Conduct and work with delegation advisors to facilitate the enforcement of the Code of Conduct, including disciplinary action against any participant. Discipline may include participant warnings, restrictions at conference, or removal from the program. Violations of the Code of Conduct and the options for discipline are outlined in the Code of Conduct.

SWA's are responsible for providing program oversight at hotel locations and providing periodic patrols of all conference venues.

SWA's will be recruited annually at a number determined by the CEO, dependent upon program enrollment and number of hotels and meeting facilities.

Conference Security

California YMCA will hire private security and/or local police to provide additional security to the event locations. Hired security officers are primarily responsible for monitoring conference boundaries and addressing situations involving non-program participants that are affecting participants, especially delegates.

Additionally, many facilities, including hotels and conference centers, will have security on site and will have facility-specific security procedures. California YMCA should obtain applicable procedures in advance of conferences to ensure that program emergency procedures are compatible with venue procedures and to enhance cooperation during an emergency.

Accounting for Participants

Accounting for the location of all program participants after an emergency is highly dependent upon the effort taken to account for all participants before an emergency.

Conference Registration and Check-In

To ensure that accurate rosters of volunteers, advisors, and delegates are available during conference, all participants are required to register by the designated date.

At conference check-in, delegations are required to submit accurate records of which registered participants are present. Any falsification of delegation rosters is a serious violation of California YMCA Code of Conduct and may lead to expulsion of delegates and/or advisors and will require notification to the Chief Executive of the local YMCA or school.

Advisors will update the program when a delegate or advisor leaves conference early or arrives after check-in.

Conference Attendance

Delegation advisors are responsible for ensuring that delegates are present for all conference meetings. Additionally, advisors are responsible for accounting for the whereabouts of delegates during the hours before and after conference meetings, during social activities, and during travel to and from conference. Advisors are also responsible for ensuring that delegates understand the attendance requirements. While it is not possible to be sure of the physical location of every delegate during conference, each delegation is

required to develop protocols for monitoring delegate and advisor locations at any time during the conference day.

California YMCA will support advisors in accounting for delegates by notifying advisors when volunteer staff become aware of a delegates absence from session, especially when absences are chronic or disruptive to session activities. However, role will not be taken at each session.

Advisors with delegates in independent programs (including media, lobbyist, court programs, and others) will take additional attention to ensure that students are working on task and in mutually agreed upon locations.

Delegate Absences & Missing Delegates

In the event that a delegate is absent from session the delegation advisor is tasked to locate the delegate by contacting that delegate by phone and checking their hotel room. Advisors should be aware of delegates' social groups and check with friends as well.

In the event that program staff report the absence of a delegate from session, they will contact the conference Help Desk with the delegate name, program area, delegation, and note whether the absence is for one or more sessions. The help desk attendant will contact the delegation advisor. The advisor will contact the help desk when the delegate is located.

When a delegate is absent from a conference session or cannot be located during social activities or outside of the conference schedule, the delegate is considered to be missing after one hour of unsuccessful contact efforts.

Advisors are to notify the YMCA office as soon as a delegate is considered missing. Parents will be notified by the lead advisor once a student has been classified as missing, although delegation advisors may contact parents at any point at their discretion.

The President/CEO, Senior Director for Program Services, and the Lead Risk Management volunteer will consult on all missing person incidents to determine if a thorough program search should be done or if the student should be reported to local law enforcement. Generally, a thorough search should be conducted prior to notification of law enforcement, unless there is reason to believe the student has left the program area, has medical issues, or other circumstances that place that student at a more significant risk. Any student missing for more than four hours will be reported to local law enforcement. Any notification to local law enforcement will also require the notification to the parent and local YMCA CEO or school executive.

Any person who becomes aware of the location of a missing delegate or who locates a missing delegate are to notify the YMCA conference office as soon as possible. The YMCA staff who receives the report will notify all volunteers and core staff involved in the search.

Badges & Identification

All program participants, core staff, guests, and contracted vendors will wear a conference badge at all times, excluding when in their hotel rooms. Conference badges will include the participant's first and last name, delegation or volunteer assignment, and the California YMCA emergency phone number. Additional information may be included by the program to facilitate participant identification, conference role assignments, or program-wide messaging.

Badges may be worn on a lanyard or pinned to clothing. The badge must be displayed on the outer layer of clothing above the waist in a location that can be easily be seen. Displaying badges on hats or other

accessories is not allowed. Decoration to the badge may be permitted as long as the decoration does not decrease the visibility of the information provided on the badge.

The content of badges may not be altered without the consent of California YMCA. Errors in the badge content should be reported as soon as possible. Badges may only be worn by the person to whom the badge is assigned. Badge switching is prohibited by the Code of Conduct and discipline for doing so is outlined in the Code.

In addition to the material printed by California YMCA, the Lead Advisor will ensure that all badges include the name and phone number of at least two advisors (one if the delegation has one advisor) on the back of the badge.

Delegate Supervision

California YMCA requires that delegates be supervised at all conferences in a ratio which is dependent upon the advisor's participation in the training programs provided prior to each conference year. Advisors who attend:

- Advisor/Volunteer Training Conference (AVT): 1 advisor per 12 delegates
- 1-Day Advisor Training: 1 advisor per 10 delegates
- No training: 1 advisor per 7 delegates

Training does not transfer between years and must be renewed annually. Advisors who are not registered with California YMCA as delegation advisors, even if registered as guests or program volunteers, are not counted toward the supervisory ratio.

Advisor ratios must be observed from arrival at conference until departure. Advisors who leave conference at any time do not count toward the supervisory ratio. Delegations must remain in ratio, even if advisors leave conference.

All advisors must show identification when arriving at conference and must have completed the program risk management requirements of Livescan fingerprinting clearance and mandated child abuse training.

At conferences where delegates may be spread around multiple venues, advisors should endeavor to be present at as many locations where their delegates are present as possible. If, at any time, delegates are at a hotel location (except public spaces or meeting rooms), one advisor should be on the hotel site. When an advisor cannot be on the site, advisors should take steps to ensure that delegates are supervised, know how to reach advisors, and understand expectations of conduct and safety. Delegates who are at hotels due to illness should be frequently checked on by advisors. Delegations with limited advisor availability should consult with the Safety and Wellness Advisors, Risk and Emergency Management, or other advisors to ensure adequate supervision of delegates.

Delegations will develop internal policies, in cooperation with and approval from the branch CEO or school executive, to address delegate supervision at delegation activities outside of conferences and during travel to and from conference. If these policies differ from those of California YMCA, those policies should be communicated to parents of delegates.

It is not recommended that advisors are alone with any single delegate, except during emergencies. Delegations will develop internal policies addressing single advisor supervision and management of delegates to mitigate risk to both advisors and delegates. Program volunteer staff should not be alone with a single delegate at any time, excepting emergencies, or when it is otherwise required for privacy reasons.

Child Abuse or Adult Conduct Complaints

Any complaint about improper conduct between an adult advisor or volunteer and a minor delegate are to be reported immediately to a member of the core staff of California YMCA. The President/CEO is responsible for initiating investigation into any such complaint and ensuring notification is made to the local YMCA CEO or school executive. During investigation of such conduct violations, advisors or volunteers may be removed from the program or from delegate supervisory positions until the investigation is complete, at the discretion of the President/CEO and/or at the direction of the local YMCA CEO or school executive.

All program volunteer staff, core staff, and advisors are mandated to report any instance of child abuse. If any report of adult conduct that meets the standards for suspected child abuse is reported, report will be made immediately as mandated by state law. Report for suspected child abuse will not be delayed due to internal investigation. Police will be notified as required by law and/or when the nature of the investigation and complaint otherwise warrants. Delegates who are suspected of being victims of child abuse, by YMCA volunteers or advisors or by any other adult, will be provided any additional support needed, including medical, mental health, or other personal care.

Prohibition of Discrimination & Sexual Harassment

California YMCA sponsors programs that encourage productive and respectful debate. All youth participants are free to exercise their full liberties (including the right to express their personal convictions on social, religious, economic, and political issues). While California YMCA honors free expression and speech, language or actions that include hate speech, attempts to incite violence, constitutes any form of bullying, or otherwise is egregiously offensive will not be tolerated. Program volunteers and advisors should work with delegates to develop communication skills that allow the delegate to express themselves without creating an unsafe or hostile environment for others. Delegates may not be censured because they express political beliefs or perspectives that are unpopular.

California YMCA Youth & Government operates all programs without regard to race, color, ancestry, religious or political beliefs, national origin, gender, sexual orientation, gender identity, marital status, domestic partnership status, veteran status, physical or mental disability, medical condition (including genetic characteristics), or any other consideration made lawful by federal, state or local laws.

Sexual harassment, including unwanted sexual advancement or other verbal or physical conduct of a sexual nature, will not be tolerated. Any reported sexual harassment, sexual abuse, sexual battery, or sexual assault will be investigated immediately and reported to law enforcement as appropriate.

Provision of First Aid and Medical Care

At all conferences, California YMCA will provide a First Aid station for provision of basic first aid care to all program participants. California YMCA will provide First Aid/CPR training to persons in positions designated by the President/CEO. These positions may include core staff, Safety and Wellness Advisors, First Aid volunteers, and/or Risk Management volunteers.

First aid may include provision of:

- band aids or other bandages
- limited medications to treat basic ailments including minor pain, rash, allergies, digestive issues
- treatment for minor injuries including scrapes, blisters, burns

- stabilization of minor injuries with ACE bandage or tape
- provision of water, cooling, heating, or other environmental comfort

All providers will have valid certification for First Aid and CPR. Certification will be provided to California YMCA prior to provision of first aid care. First Aid volunteers will provide care based on two factors:

1. His/her training and experience
2. Request of the advisor, when such request is appropriate and supported by #1

Any First Aid volunteer who has valid certification and training that exceeds basic First Aid/CPR may exercise a level of care that exceeds basic first aid when:

1. that care is within his/her training and experience
2. the materials needed to provide that care are present and provided by either California YMCA or the patient (volunteers are not permitted to bring personal supplies without the expressed consent of California YMCA)
3. when that care is needed to ensure the safety and well-being of the patient

All First Aid volunteers will conduct a basic review of the patient's condition prior to administering any direct care. Based upon the volunteers training and experience, that review may include the patient's:

- current condition
- medical history and conditions
- medications
- activities prior to illness/injury
- other symptoms
- vital signs
- body temperature

If, at any time, the First Aid volunteer is unsure of the stability or condition of the patient, he/she is to recommend referral to urgent care or the hospital, depending upon the circumstances.

No medication or care is to be provided to any minor without an advisor present and expressed consent of the advisor, except in emergencies. Advisors are to be present prior to provision of care, except in emergencies. All treatment and provision of First Aid materials will be documented by the provider on a treatment form. Signature of the adult patient or advisor of a minor is required.

The transfer of any program participant to urgent care or hospital will be reported promptly to the California YMCA headquarters office for attendance tracking and notification of illness or injury. Transport may be made by taxi, rideshare service, or other means approved by the participant's YMCA. Transport of any participant by emergency medical service (ambulance) will be reported to the President/CEO as soon as possible. If the person transported is a delegate, the lead advisor will be notified immediately, if an advisor is not present during the incident.

If the illness or injury is suspected to have been caused by interaction with any conference venue, the hotel or venue manager should be notified as soon as possible and the cause should be investigated by Risk Management to ensure there is not an ongoing threat to program participants.

Conference Boundaries

California YMCA will establish and publish conference boundaries prior to each conference. Boundaries are established to provide access to necessary services and routes to conferences venues while ensuring that delegates are located within a space that can be adequately supervised and does not pose undue risk to participants. Daytime and nighttime boundaries will generally differ, with nighttime boundaries being restricted to the areas immediately surrounding the program venues. Boundaries apply to all participants. Advisors may not escort delegates outside of program boundaries without the expressed consent of California YMCA core staff, excepting during program scheduled "delegation dinners," for which program-wide consent is granted.

Boundaries will be published on maps in the program schedule and will be marked with a-frame style signs.

In addition to boundaries, designated walking routes may be established for sites where delegates walk from central venues to remote venues. Walking routes will be established considering lighting, traffic, distance, and line of sight. Walking routes will be published in the program schedule and marked with signs, when possible. Walking routes are mandatory and shall be observed by all advisors and delegates.

Contracted security will generally be assigned to supervise conference boundaries and walking routes and will report problems with delegate or advisor compliance to Safety and Wellness Advisors.

In coordination with these efforts, all program participants are required to walk in groups of two or more when traveling to and from remote venues, to areas that are within boundaries but outside of the program area (K Street Mall, for example), and after dark.

Driving and Transportation

Delegations are responsible for transportation to and from conferences. Once at conference, California YMCA may provide transportation for participants to get to and from remote hotels, off site venues, or special events. Transportation will generally be provided through hired conveyances.

Use of private vehicles is generally discouraged. The President/CEO must approve any non-emergency transportation of any program participant using a private vehicle. Core staff will be insured and authorized to transport participants during all conferences. Once at conference, delegation advisors are prohibited from using private or YMCA vehicles to transport any program participant without permission from California YMCA. Permits will be provided to authorized drivers to signify approval. When driving, advisors and YMCA volunteers must follow the rules of their YMCA.

Delegates are prohibited from driving at any conference.

EMERGENCY RESPONSE PLAN

The Emergency Response Plan is an all-hazards plan designed to address the response to be taken by program core staff, volunteers, advisors, and delegates in the event that an emergency or disaster occurs during a conference of California YMCA Youth & Government.

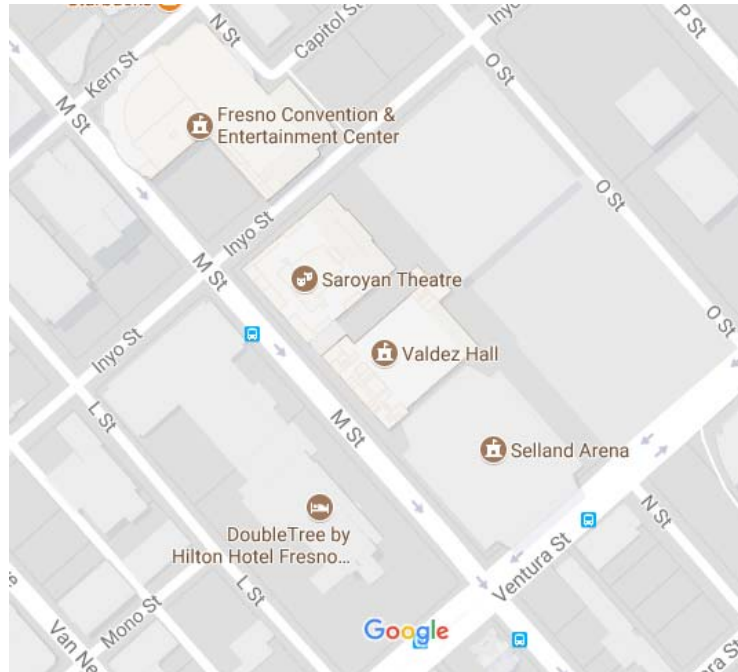
Emergencies are dynamic and circumstances change quickly so these guidelines could change during response. Always follow the directions of emergency responders.

Facilities Overview

The planning and response required for any emergency during conference relies heavily upon the facilities being used and the manner in which they are used. This section provides a basic overview of each major facility, the manner in which it is used by the California YMCA, any specific hazards associated with that facility, and other conditions that should be considered to mitigate risk to program participants.

Fresno Convention Center

The Fresno Convention Center is a 66,000 square foot exhibit hall facility in Fresno, California. The Convention Center is used during Training & Elections I and II for joint session involving all program participants, breakout meetings of smaller groups, social activities, and program support activities. The Convention Center serves as the California YMCA main office during conference. The Fresno Convention Center is generally closed to the public during YMCA events and venue security support the program in access control.



The Convention Center is located in an urban neighborhood, surrounded primarily by commercial and office space. There is not a significant impact by crime, traffic, or other negative influences during the times that program is taking place. The City of Fresno has worked closely with the California YMCA to ensure that the environment remains safe and that negative issues are responded to in a timely and effective manner.

As the site of joint session, the Fresno Convention Center requires additional planning and mitigation to ensure the safety of participants during an emergency and compliance with California Fire Code.

Valdez Hall

Valdez Hall is a more than 32,000 square foot multi-purpose meeting space that is used for food preparation and service and breakout meetings. Valdez Hall is generally closed to the public during YMCA events and venue security support the program in access control.

Valdez Hall is located across the street from the Fresno Convention Center and the surrounding area considerations are equivalent. In addition, the Selland Arena and the William Seroyan Theater are directly adjacent to the Hall. These venues are not used by the California YMCA but will host events during conference that could require additional safety protections for program participants. Additionally, should an emergency occur while these venues are being used, up to an additional 10,000 people could be

present, which could further stress the resources of the City of Fresno and could significantly impact area traffic.

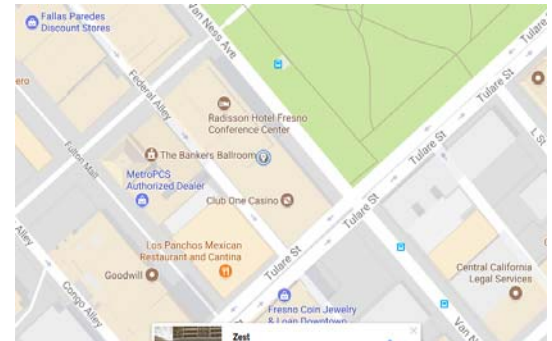
Doubletree Convention Center:

The Doubletree Convention Center is a full-service hotel and conference facility. The facility is used for both participant housing and for meeting space during conferences. The Doubletree Convention Center is open to the public during YMCA events. Facility security, however, strictly enforces internal conduct rules and restricts access to those persons with a validated need to be in the building.

The Doubletree Convention Center is located across the street from Valdez Hall and the surrounding area considerations are equivalent.

Radisson Fresno Conference Center:

The Radisson Fresno Conference Center is a full-service hotel and conference facility. The facility is used for both participant housing for meeting space during conferences. The Radisson Fresno Conference Center is open to the public during YMCA events.



The Radisson Conference Center is located approximately .4 miles from the downtown facilities. Routes to be used by participants using the facility as a hotel and as a meeting space will be designated in advance and marked by A-frame signs. Security, advisors, and SWA's will be on route during peak times to supervise groups traveling in the area. The routes, while the safest available, pass past a large park, a generally vacant block of office buildings, and a large casino.

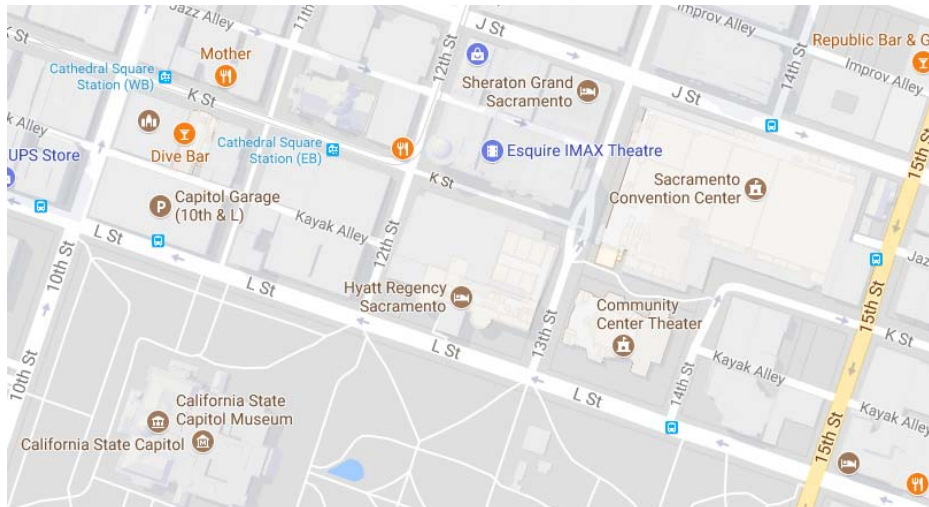
While crime has not been a significant issue along this route, there is a transient population and a great deal of adult activity in front of the casino that requires additional consideration for program security and risk mitigation.

Sacramento Convention Center

The Sacramento Convention Center is a 134,000 square foot exhibit hall in downtown Sacramento, California. The Convention Center is used during the Model Legislature and Court conference for joint session involving all program participants, breakout meetings of smaller groups, social activities, and program support activities. The Convention Center serves as the California YMCA main office during conference. The Sacramento Convention Center is not closed to the public during YMCA events. Venue security and Sacramento Police support the program By restricting access to those person with a validated need to be in the building.

The Convention Center is located in a highly populated urban neighborhood, surrounded by commercial buildings, office buildings, and a variety of restaurants, nightclubs, and other public businesses. While crime has not been a significant issue for the program in this area, there is a transient population and active nightlife in the area that requires additional consideration for program security and risk mitigation.

As the site of joint session, the Sacramento Convention Center requires additional planning and mitigation to ensure the safety of participants during an emergency and compliance with California Fire Code.



Hyatt Regency Sacramento

The Hyatt Regency Sacramento is a full-service hotel and conference facility. The facility is used for participant housing, program support activities, and for meeting space during conferences. The Sacramento Hyatt Regency is open to the public during YMCA events. Facility security, however, strictly enforces internal conduct rules and restricts access to those persons with a validated need to be in the building.

The Hyatt Regency Sacramento is located across the street from the Sacramento Convention Center and the California State Capital and the surrounding area considerations are equivalent.

Sheraton Grand Sacramento

The Sheraton Grand Sacramento is a full-service hotel and conference facility. The facility is used for participant housing, program support activities, and for meeting space during conferences. The hotel also houses the program first aid office during conferences. The Sheraton Grand Sacramento is open to the public during YMCA events. Facility security, however, strictly enforces internal conduct rules and restricts access to those persons with a validated need to be in the building.

The Sheraton Grand Sacramento is located across the street from the Sacramento Convention Center and the surrounding area considerations are equivalent.

California State Capital Building

The California State Capital Building houses the California State Assembly and Senate houses along with legislator offices, meeting rooms, historic museum exhibits, and other public offices. The building is used for meetings of the full MLC Senate and Assembly, smaller breakout sessions, and houses the main office for the Youth Governor.

The building is subject to a high level security presence by the California Highway Patrol, who serve as the state police force in California. The building is open to the public but all persons entering are subject to security screening, including identification verification, x-ray examination of belongings, personal metal

detector inspection, and exclusion of prohibited items. Any issues with the public are handled by the California Highway Patrol in an expeditious and efficient manner.

In addition to minor inherent risk of activities in a location of significant public interest, there is increased risk to the YMCA in the use of this facility due to the sensitivity and significance of the building, materials contained in the building, and the symbolic value of the facility to the program.

Participant Housing & Meeting Space

In addition to the large facilities detailed above, many other facilities house program participants, including core staff, volunteer staff, advisors, delegates, interns, and program visitors. Additionally, many satellite spaces are used for program meetings and sessions during conferences. Hotels and other venues are evaluated and selected annually. In evaluating which facilities will be used for participant housing and meeting space, core staff consider safety, location, facility size, availability, amenities, and facility support of program needs. Program participants are encouraged to provide feedback to core staff regarding the safety and appropriateness of any hotel for program use.

California YMCA will ensure that emergency plans are developed for any facility used for program purposes. Those plans, along with this plan, will be made available to any affected participant.

Responsibilities of Key Personnel

The safety of program participants, especially the youth delegates, the care and safety of the facility, and proper response to any emergency is the responsibility of all program participants. This responsibility is especially shared by the YMCA core staff, volunteer staff, and advisors. This section reviews the overall responsibilities of each position before, during and after an emergency. Based on the position, additional specific duties may be detailed under “Threat-Specific Procedures.”

California YMCA President/CEO

The California YMCA President/CEO GMC is responsible for directing all planning, preparedness, and response actions affecting program participants at sponsored conferences. He/she will serve as the primary point of contact for emergency responders and the incident commander should an emergency occur. The President/CEO may be asked, in the absence of a directive from emergency responders, to make decisions regarding the suspension, cancellation or other interruption of an event. The President/CEO directs program-wide communication and serves as the liaison to local YMCA executive leadership unless such responsibilities are expressly delegated.

In the event that the President/CEO is not present at an event or is otherwise unable to fulfill the duties required during an emergency, he/she shall designate an interim leader and notify key staff of that designation. In the absence of such designation, the Senior Director of Marketing and Business Development shall assume the role.

Senior Director of Marketing & Business Development

The Senior Director of Marketing & Business Development is responsible for supporting the President/CEO and other relevant emergency response staff in communication to program participants, local YMCA leadership, parents, community and city agency leadership, facility staff, advisors, and volunteer staff.

The Senior Director serves as the primary contact for the Lead Volunteer for Risk and Safety Management and leads all efforts in planning, training, and response by the Risk and Safety Management volunteer staff.

The Senior Director is responsible for developing communication plans, including the emergency notification plan. During an emergency, he/she will coordinate parent contact, critical information dissemination, social media monitoring and utilization, and youth reunification processes.

The Senior Director is responsible for developing contacts with local businesses that may support California YMCA and its participants after an emergency with the goal of either resuming program activities, returning participants to their local area, or sustaining participants in the program area until they may return to their local area.

The Senior Director may also assume program leadership and the duties of the President/CEO in his/her absence.

Senior Director of Program Services

The Senior Director is responsible for continuity of programming during minor emergencies and when conditions otherwise allow.

Event Operations Managers

The Event Operations Managers are is responsible for the safety and management of facilities used by California YMCA during program activities, in conjunction with facility management. The Manager will serve as the primary point of contact with facility management when emergencies are facility-specific or facility-induced. California YMCA will determine which Event Operations Managers are primarily responsible for which facilities prior to conference.

The Event Operations Managers are responsible for ensuring that systems are in place to affirm that all points of ingress and egress and all emergency exits remain clear and accessible at all times. The Managers are responsible for affirming that all program participants are evacuated, accounting for the condition of all program evacuees during an emergency, and reporting to the President/CEO

Safety Programs Lead Volunteer

The Safety Programs Lead Volunteer serves as the leader for the Safety and Wellness Advisors, Risk & Emergency Management, and First Aid teams. He/she is the primary contact for the President/CEO in the development of the safety programs for California YMCA Model Legislature and Court.

The Lead Volunteer oversees development and maintenance of the Risk Management and Emergency Response Plan in support of the core staff.

Risk & Emergency Management Lead Volunteer

The Risk and Emergency Management Lead Volunteer serves as the subject matter expert and provides leadership to volunteer staff and advisors for matters related to risk management and emergency preparedness, planning, and response. The Lead Volunteer, based upon his/her experience, knowledge, and training, may provide recommendation to the core staff on training, response, communication, and program continuity issues. The Lead Volunteer will be consulted and will assist core staff, volunteers, and other participants in responding to and addressing emergency conditions.

Safety & Wellness Lead Advisor

The Safety & Wellness Lead Advisor is responsible for providing leadership to the SWA team and for developing operating procedures for the SWA team. The Safety & Wellness Lead Advisor will be the point of contact for the President/CEO and the Safety Programs Lead Volunteer for significant issues related to delegate safety or conduct. During an emergency, the SWA Lead Volunteer will work with other safety program lead volunteers and core staff to deploy SWA volunteers to evacuated facilities to restrict access or to evacuation points to supervise and assist program evacuees.

Safety & Wellness Advisors

Safety & Wellness Advisors (SWA's) are responsible for providing support to the Event Operations Manager by ensuring that all points of ingress and egress and all emergency exits remain clear and accessible at all times. Any safety issues must be resolved or reported to the Events Operations Manager immediately. The SWA's, in conjunction with facility staff, will facilitate the evacuation of any/all program participants from the facility upon an evacuation order or hazardous condition. SWA's may also be asked to provide facility security to restrict access during and after an emergency.

SWA's report any safety issues to the Safety Programs Lead Volunteer or a member of the Risk & Emergency Management team as soon as possible.

Risk Management Volunteer Staff

Risk Management Volunteer Staff are responsible for evaluating and monitoring safety and emergency preparedness conditions at all program facilities. During an emergency, the Volunteer Staff work with core staff to evaluate and report on facility condition, consult with program staff and advisors on facility viability, and with facility staff and the Event Operations Manager to facilitate reoccupation of the facility. The Volunteer Staff will evaluate evacuee safety and care and direct Safety & Wellness Advisors and other involved parties on actions to ensure adequate evacuee care.

Professional Security (Third Party)

California YMCA will hire professional security to provide security at conference boundaries. Security may also be called to a facility during or after an emergency to assist with evacuee safety, restrict facility access, or provide other emergency response support.

Emergency Medical Personnel

Emergency Medical Personnel (which generally includes Paramedics, Emergency Medical Technicians, and Firefighters), are responsible for providing emergency medical services to all program participants. During an emergency, responsibilities generally reserved for emergency medical personnel may be performed by other qualified individuals in the absence of available emergency personnel (i.e.: doctors, nurses, off-duty emergency medical personnel, police personnel, first aid trained-persons, etc.).

First Aid and Medical Volunteer Staff

First Aid and Medical Volunteer Staff include program volunteers who are present during conference to provide limited medical care to program participants. Volunteer staff may provide initial care and basic life support services (CPR, AED, First Aid) while Emergency Medical Personnel is requested. Volunteer Staff are designated based upon their level of training and certification.

First Aid and Medical Volunteer Staff serve as a critical preparedness tool by monitoring participant health and reporting significant concerns appropriately. Large gatherings of people from multiple regions are

more likely than other populations to be affected by non-routine illnesses and other medical ailments that can transmit quickly.

During an emergency, First Aid and Medical Volunteer Staff may support Emergency Medical Personnel in providing front-line first aid, triage, and other medical support service, based upon his/her training and abilities.

In the event of an illness or health related emergency, the First Aid and Medical Volunteer Staff, in consultation with the Safety Programs Lead Volunteer, will make recommendations and plans, in cooperation with local medical authority, on the management of infected persons, sanitation, and infection management.

Volunteer Staff

Volunteer staff who are assigned to work in program areas will support the core staff and the Safety Programs volunteers during and after an emergency. If an emergency occurs during a program session, the program volunteer staff will safely lead the participants in their session to the designated evacuation zone and remain with them until further directions are provided by the YMCA. If a lockdown is advised, the volunteer will either lockdown participants in the current location or relocate participants to a suitable lockdown location.

Volunteer staff will report safety issues related to a venue or participant to the YMCA emergency phone number as soon as possible. Volunteer staff will ensure that all facilities being used by their group are set up in a manner that does not endanger their participants. This includes ensuring the room capacity is observed and that rooms are not used in a way that blocks any point of egress.

Delegation Advisors

Delegation advisors are responsible for front line supervision and safety of delegates from the YMCA they represent. Advisors are required to educate delegates about the Code of Conduct, emergency plans, personal care and safety expectations, participation expectations, and ensuring that delegates are compliant with program expectations at all times. Secondly, delegation advisors provide adult supervision to all youth delegates in the program, ensuring overall program safety. Advisors are responsible for direct contact with delegate parents, YMCA, and/or their home community, excepting extraordinary circumstances when communication is driven by core staff. Advisors are required to fulfill specified and scheduled additional program support duties supporting the safety and logistics of the program in support of SWA's, Risk Management staff, Logistics staff, and core staff.

Local Police Department

The local Police Department is responsible for providing law enforcement services to program facilities at all times. This includes deterring and preventing crime, and responding to reports of crimes in progress, crimes already committed, and/or the threat of crime. Local police will also generally respond to other emergencies, including, but not limited to, fire, medical emergencies, natural disasters, significant disruptions, or civil disturbance. Fresno and Sacramento Police serve as the primary police agencies for the facilities used by California YMCA; however, police officers from other local jurisdictions may be present and responding to emergencies during events or major emergencies.

Certain speakers may also warrant additional dignitary protection based upon that speaker's security needs. Speakers are responsible for providing such protection and ensuring that emergency procedures are followed.

Fire Department

For the purposes of this plan, the term “Fire Department” may refer to the local fire department. The fire department is responsible for activities related to the prevention and suppression of fire and the management of hazardous materials incidents. The fire department may also respond to medical emergencies.

Crisis Management Team (CMT)

The Crisis Management Team (CMT) is the group of core staff and volunteers that are responsible for the management of any emergency, disaster, or crisis, in cooperation with local authorities and facility management. The CMT coordinate all communication, provision of care, and account for all program participants during the emergency response and recovery.

The CMT consists of the following standing members:

- President/CEO
- Senior Director for Program Services
- Senior Director for Marketing and Business Development
- Event Operations Managers
- Lead Volunteer, Safety Programs
- Lead Volunteer, Safety and Wellness Advisors
- Lead Volunteer, Risk and Emergency Management
- Advisor Development Team member

Depending upon the nature of the emergency, additional people may be included in the CMT, at the discretion of the President/CEO or his/her designee.

When possible, the CMT should endeavor to meet in a common place, outside of the area immediately affected by the emergency with access to the internet and telephone.

CMT Go Pack

The CMT will develop and maintain a "go pack" with the materials that would be needed to manage and emergency without notice. The pack should contain, at minimum:

- List of important phone numbers, including:
 - Local emergency responders
 - Local hospitals
 - Facility management
 - California YMCA Board of Directors
 - Insurance provider(s)
 - Volunteer staff
 - Lead advisors
 - Participant YMCA CEO's
 - Vendors who may provide transportation, care, or shelter during emergencies
 - Local mental health providers
- Facility and surrounding area maps for all venues in use
- Emergency Plan

- Communications templates
- Mobile phone chargers
- Laptop computer, charger, and Ethernet or air card

Program Participant Materials

To ensure that all program participants are aware of the California YMCA Risk Management and Emergency Plan (RMERP), materials will be provided that allow each participant to understand their role and how to respond to an emergency.

Volunteer Staff

All program staff will have access to the complete EMERP. Additionally, each volunteer will be provided an emergency packet at check in that will include:

- Emergency evacuation plans for each facility that he/she will have sessions in or will otherwise have official duties within.
- Two-sided Emergency Procedures flyer with basic response instructions for each defined emergencies
- List of all Lead Advisor telephone numbers
- Printed roster of all participants (lead volunteer only)

Additionally, volunteers will receive the emergency evacuation area of refuge for his/her assigned hotel.

Advisors

All advisors will have access to the complete EMERP. Additionally, each volunteer will be provided the following information at least one week prior to each conference:

- Emergency evacuation plans for all conference facilities and the hotel(s) where they are assigned

Delegates

It is the responsibility of advisors to communicate emergency plans to their delegates. This should include:

- what actions to take when there is an emergency, specifically for earthquake, fire, and active shooter
- where to evacuate
- how communication will be handled
- how delegates with disabilities and functional needs should communicate their needs to program leadership.

Safety Programs Emergency Response Book (Red Book)

The Red Book will serve as the primary resource for volunteers on the Safety team who are required to respond to support response to an emergency at any conference facility. The Red Book will include the following:

- Facility Information Sheet, including
 - Facility name, address, phone number
 - Map, including written directions from main conference site
 - Conference facility management contact information (meeting facilities only)
 - Hotel management contact information (hotel only)

- Nearest hospital and urgent care facility
- Delegation listing (hotel only)
- Names and contacts for all advisors (hotel only)
- Program areas (meeting facilities only)
- Names and contacts for all lead volunteer staff (meeting facilities only)
- Evacuation/Areas of Refuge primary and secondary location
- Emergency Notification System activation instructions
- Core Staff contact information
- Lead Volunteer staff contact information
- Phone numbers for local hospitals, urgent care, applicable city/county agencies
- Transportation provider telephone numbers

Emergency Preparedness & Planning

The effectiveness of emergency response is heavily rooted in the actions that are taken to prepare, plan, train, and test emergency response and safety plans. The following section outlines some specific aspects of the preparation and planning for the California YMCA Risk Management and Emergency Response Plan. Additionally, YMCA volunteer and core staff will participate in training and preparation activities and will comply with local, state, and federal regulations relating to the safety of program participants.

Facility Safety

The Event Operations Managers and staff designated by the Safety Programs Lead Volunteer are responsible for regular and frequent inspections of all facilities used by California YMCA to ensure that facilities are set up in a manner that facilitates the fast and efficient evacuation of participants. This includes, but is not limited to:

- All emergency exits are clearly marked, accessible, and unlocked.
- All exits are free of furniture or other items that might restrict free egress
- All designated evacuation zones are available for use

Issues or concerns about facility safety will be referred to the Event Operations Manager for the designated facility. Issues that are not addressed in a reasonable time frame will be referred to the President/CEO.

Safety & Fire Prevention Equipment

All venues and facilities utilized by California YMCA Youth & Government will be equipped with equipment and systems that meet local, state, and federal requirements.

Venue and facility management are responsible for all such equipment and will be notified of the requirement to notify California YMCA of any mandated equipment that is out of order. If mandated systems or equipment is out of order and a fire watch is mandated by the California Fire Code and the local Fire Marshal, notification will be made by the facility to California YMCA. California YMCA may communicate, as appropriate, fire watch conditions to the advisors in the affected areas.

Emergency Training and Exercises

California YMCA employees and designated volunteer staff and advisors with specific safety responsibilities must be familiar with the Risk Management and Emergency Response Plan and participate in training and exercises that support the organization's readiness efforts.

Evacuation Drills

There are no California Fire Code regulations specifically mandating or prescribing conditions for evacuation drills. However, California YMCA recognizes the important role that evacuation drills play in determining the readiness of our staff, volunteers, venue and facility management, and program participants. Therefore, evacuation drills will be conducted on a periodic basis, at least once per program year. Drills will be conducted using program areas of varying size and locations that allow multiple venues to be assessed. Drills may be coordinated with and announced or unannounced to program staff leading such programs but will be done in sensitivity to the curriculum and goals of the program areas.

The Senior Director for Programs is responsible for the scheduling, facilitation, and documentation of evacuation drills. The Lead Volunteer for Risk Management will evaluate and assess drill goals. The CEO will be advised and will approve all evacuation drills.

Emergency Exercises

The CEO, or his/her designee, may request that the Lead Volunteer for Risk Management facilitate emergency exercises to test the readiness and response of the YMCA core and volunteer staff for any emergency, such as earthquake, fire, or active shooter. For such exercises, additional training or planning may be provided in advance. Exercises will be used to improve planning and training. It is recommended that YMCA core and volunteer staff participate in a minimum of one emergency exercise annually.

Emergency Communications

Emergency Notification System (ENS)

California YMCA has contracted with a mass notification system that will be used to send emergency notifications by text to advisors and/or delegates in the program. The audience for various messages will be determined based on the nature of the emergency and of the communications.

Mobile Phone App

The Cal YMCA mobile phone app is able to send push notifications for the purpose of sending emergency information. All participants are encouraged to download the app and enable push notifications to ensure timely receipt of information.

Emergency Telephone Number

The YMCA will acquire a telephone number that will be designated for use for all program participants to report any safety issue or request for response from any member of the Safety Programs team, including reporting an emergency, requests for First Aid/Medical team response, or need for a Safety & Wellness Advisor for conduct or other issues. The phone will have text and voice calling capabilities.

The Emergency Telephone will be a mobile phone that is monitored by a Lead Volunteer from one of the Safety Programs areas. The Lead Volunteer for Safety Programs is responsible for ensuring the phone is monitored at all times, beginning from the published times that program check in begins through the end of the program published in the schedule.

The Emergency Telephone Number will be prominently printed on all program badges and in the conference program.

Safety Programs will have an office or desk at each conference that will be staffed when possible where reports can also be made.

Pre-Event Safety Procedures

To ensure that all safety measures are in place and ready prior to any joint session or other session with occupancy in excess of 1,000 persons, the following procedures shall be followed for each event:

- Upon arrival, Risk Management volunteer staff will check all fire exits to ensure that they are unlocked, operable and free of debris or other blockages.
- The Emergency & Risk Management Lead Volunteer will brief all SWA and Risk Management volunteers on their duties as related to safety and review safety equipment assignments (flashlights, radios, etc.) All applicable volunteer shall check their equipment before reporting to their post. Posts will be assigned based on venue configuration, evacuation routes, and safety considerations. Posts will always include points of ingress and egress, evacuation routes, and major safety corridors. Volunteers on posts may perform additional duties while on post but are required to remain on site and continue responsibility for the duties of their post during the duration of the event.
- Upon arrival at assigned positions, volunteer staff shall check all applicable doorways, corridors/hallways to ensure they are clear and accessible.
- Volunteer staff will monitor the area around their post in an effort to identify any person who may be unable to self-evacuate due to disability or other functional need. If appropriate, the volunteer staff may inquire with the delegation advisor to confirm if evacuation assistance may be needed in the event of an emergency. All volunteers shall be mindful that not all disabilities or functional needs can be visually identified. Needs due to mental, psychological, or emotional challenges may impede self-evacuation and will need to be identified by the person or their advisor, or may only present during crisis.

Evacuation Procedures

Each facility used for large sessions of YMCA participants will require unique and specific evacuation plans based upon the configuration and use of the facility. The facility is responsible for ensuring that facilities have the required evacuation plans posted and approved by the local authority. California YMCA is responsible for ensuring that adequate staff are on hand to facilitate a safe and orderly evacuation to a pre-designated location(s) large enough to accommodate the number of program participants in the venue.

Prior to each conference, the President/CEO will work with the Lead Volunteer for Safety Programs and the Lead Volunteer for Emergency & Risk Management to ensure that all facilities, including hotels, conference centers, and meeting spaces, have adequate evacuation plans and that areas of refuge are identified for each space and communicated to advisors and volunteer staff who may be responsible for the evacuation and movement of evacuees.

The following procedures are intended to serve as a guideline for the safe and orderly evacuation of the specified areas in the event of any emergency. Emergencies are dynamic and unique so it is understood that exceptions and/or changes to the procedure may be appropriate based on the circumstance. Staff must be sure to communicate with their supervisors throughout an evacuation and remain calm, especially if deviation from the normal procedures is needed.

Basic Evacuation Procedures

Evacuation of any facility in use during conference may be deemed necessary due to an earthquake, significant power outage, fire, hazardous material incident, criminal incident or civil unrest, explosion, or similar type of event. When an evacuation is deemed necessary, all building occupants will leave the building immediately and orderly via the nearest designated exit. Evacuation is mandated upon the sounding of a fire alarm or by order of the YMCA CEO (or his/her designee), facility management or any emergency responder. YMCA core staff, Risk Management Volunteers, and SWA's are responsible for knowing the primary and alternate evacuation zones in and around the specified facility and for providing reasonable assistance to program participants. Risk Management Volunteers and SWA's are expected to remain at the evacuation site with the patrons until released by emergency responders or the CEO (or his/her designee). One member of the core staff, designated by the CEO, will remain at the evacuation site and provide leadership to volunteers and evacuees and serve as the liaison to emergency response personnel.

The evacuation of disabled persons will be given a high priority in all emergencies. If the emergency is not limited to the facility and affects the area surrounding the facility, the city, or region, assistance from emergency responders and public safety personnel may be delayed. YMCA staff and volunteers will be responsible for the care and safety of program participants until emergency assistance can be obtained and is on site.

Generally, a fire alarm will be activated for all attached spaces upon activation of any pull station, heat detector, smoke detector and/or fire sprinkler. It is important to note that not all hotels have centrally managed systems and local smoke alarms may be used. The lack of presence of visible smoke or fire is not an indication that an emergency is not present. All alarms shall be treated as emergencies. Elevators will generally not be available for use and shall not be used while a fire alarm is sounding.

During an evacuation or other emergency, all communication over the radio will be on the safety channel and will be directed by the first SWA on site until he/she is relieved of command at the direction of the Risk Management Lead Volunteer, the SWA Lead, or a senior core staff member. Staff should avoid using the radio unless they are reporting an emergency or when asked to provide information.

During evacuation, all staff should be aware of the likely routes of emergency vehicles. Such routes will be noted on evacuation plans for each facility but may be altered based on conditions in the area and the nature of the emergency. Main roadways and points of building access will be kept clear of traveling and staging evacuees as much as reasonably possible.

While emergency procedures call for YMCA staff and volunteers to coordinate and facilitate the evacuation of the facility, no person is required to perform any duty that is unsafe or for which he/she is not trained and no person shall be required to remain in any location that places him/her at undue risk. Once an employee evacuates a building it is generally not permissible for him/her to reenter during the emergency unless at the direction of an emergency responder. If staff or volunteer are aware of any person who was unable to evacuate, they are to notify their supervisor and/or emergency responders as soon as possible.

Areas of Refuge

It is generally preferred to have a single area of refuge for evacuees during an emergency response. A single refuge area allows for more efficient and accurate dissemination of information, administration of

medical, safety and comfort care, and relocation and reunification, if necessary. Possible areas of refuge will be designated for each facility, depending upon occupancy during YMCA events, nature of likely emergencies or hazards, and the location of people following initial evacuation. When possible, at least two areas of refuge, one indoor and one outdoor, will be designated for each facility. It is the responsibility of the CEO to designate the area of refuge and notify appropriate staff as soon as possible.

While hotels used for each conference may vary, there are major facilities used at each conference. The following table summarizes the current primary and secondary evacuation locations. The detail below outlines each possible evacuation area and how they may be suitably used.

- Downtown Fresno Locations (Doubletree, Convention Center, Valdez Hall)
 - Fresno Convention Center: The convention center is the preferred area of refuge for evacuations affecting the downtown area. Depending on the occupancy and use of the convention center during the evacuation, the Event Operations Manager will determine which space(s) are best suited for refuge. Every effort should be made to find one area within the convention center that can hold all program evacuees if possible.
 - Valdez Hall: Depending upon the placement and number of tables and chairs in Valdez Hall, the facility could hold 1,000 to 3,000 people during evacuation.
 - Doubletree Fresno Convention Center: The Doubletree has a large atrium in the lobby and large meeting rooms in the attached meeting space. When possible, the meeting rooms should be considered for refuge to reduce the impact to the Doubletree operations.
 - Vacant Lot - M & Inyo Streets: The vacant lot at M and Inyo Streets is approximately 30,000 square feet and can safely and reasonably hold 4,000 people for short term evacuation.
 - Parking Lots at Inyo Street/P Street/Capital Street: The two large parking lots adjacent to the back of the Convention Center have approximately 125,000 square feet (reduced with vehicles in the lot), which would accommodate all participants. This location is ideal for evacuees who exit the back of the convention center to reduce movement around the emergency scene.
 - Parking Lots at O Street and Ventura Street: The two large parking lots behind Valdez Hall have approximately 155,000 square feet of space (reduced with vehicles on the lot), which would accommodate all participants. This location is ideal for evacuees who exit Valdez Hall out the back of the facility to reduce movement around the emergency scene.
 - Courthouse Park: The large park, located between M, Tulare, VanNess, and Fresno Streets is approximately 500,000 square feet and safely hold all program participants. Due to the proximity, this location will serve as the primary evacuation zone for the Radisson meeting facilities.

2017 – 2018 EVACUATION ZONES BY FACILITY – FRESNO, CA

FACILITY	PRIMARY LOCATION	SECONDARY LOCATION	INDOOR LOCATION (INCLIMATE WEATHER)
Convention Center	Vacant Lot M & Inyo	Parking Lots Inyo/Capitol/P Street (behind Convention Center)	Doubletree Hotel/ Conference Center or Valdez Hall
Valdez Hall	Vacant Lot M & Inyo	Parking Lots O/Ventura Streets (behind Valdez Hall)	Doubletree Hotel/ Conference Center or Convention Center
Doubletree Hotel Conference Center and hotel meeting rooms	Parking Lots O/Ventura Streets (behind Valdez Hall)	Vacant Lot M & Inyo	Valdez Hall
Radisson Hotel meeting rooms	Courtyard Park	N/A	Convention Center

* Maps will be made available at Fresno MLC conferences of the above listed locations.

- Downtown Sacramento Locations (Hyatt, Sheraton, Convention Center, State Capital)
 - Sacramento Convention Center: The convention center is the preferred area of refuge for evacuations affecting the downtown area. Depending on the occupancy and use of the convention center during the evacuation, the Event Operations Manager will determine which space(s) are best suited for refuge. Every effort should be made to find one area within the convention center that can hold all program evacuees if possible.
 - Hyatt Regency Hotel: The Hyatt has numerous meeting rooms along 13th Street. The meeting rooms should be considered for areas of refuge before the lobby area to minimize disruption to hotel operations.
 - Sheraton Grand Hotel: The Sheraton has three large meeting rooms in the sunken area of the lobby that also includes a large reception area outside the meeting rooms. Meeting rooms should be considered before the reception area to minimize disruption to hotel operations.
 - State Capital Lawn: The approximately 700,000 square foot lawn to the east of the State Capital may be used as an outdoor area of refuge when necessary. The interior of the State Capital is not appropriate for refuge unless ordered by the California Highway Patrol.

Delegation Relocation and Reunification

In the event that an emergency is not resolved within a reasonable amount of time, as determined by the President/CEO and local emergency responders, advisors will be asked to go to each locations where their delegates would have been in session. This is to be determined using rosters by program area that will be provided to the advisors at check in. Advisors will go to each location and check their delegates out with the volunteer staff member who is present with the group. Any delegates not located must be reported to the emergency number. Advisors may have to check both primary and secondary locations before reporting a delegates as not checked in. Delegations with limited numbers of advisors will be matched with other smaller delegations to ensure efficient check in of all delegates.

Shelter in Place and Lockdown Procedures

During some incidents, evacuation may not be appropriate due to ongoing threat to the safety of occupants due to hazardous materials, ongoing criminal activity or other ongoing threats. During such incidents, emergency responders, facility managers, or program leadership may decide to order a lockdown or shelter in place until evacuations can be safely executed. These procedures apply to a variety of incidents, but may be only partially applicable for active shooter incidents, when evacuation or lockdown may be appropriate, depending upon the circumstances. Refer to the "Active Shooter" protocol for more information about evaluation and response to such incidents.

Lockdown Procedures

Lockdown is a sheltering technique used to limit access to a facility, generally due to an ongoing criminal activity (active shooter, riot, local criminal activity, etc.). Building occupants would generally be alerted to an incident through their own observations, by facility staff, or through the program designated notification system. During a lockdown, occupants should close doors, lock (if possible) and/or barricade doors, turn off all lights, and silence all electronic devices. If there is any line of sight into the room that is locked down, occupants should attempt to hide in addition to the measures taken above.

During lockdown, any and all spaces in the venue should be utilized. Assistance from law enforcement or other emergency responders will generally be unavailable until the threat is neutralized. Participants will need to take action, regardless of where they are at the time of the threat. The following procedures apply to venue being used by the California YMCA.

- Upon notification or awareness that a threat or emergency exists that warrants a lockdown, the adult responsible for the group (may be core staff or volunteer staff, depending upon the meeting type) will make an announcement providing instructions to the participants, if time allows.
- If the lockdown order did not come from emergency responders or the program notification system, the responsible adult should immediately contact Police by calling 911 to report the threat or emergency, the number of persons in lockdown, location(s) (if known), and the condition of those people. After police have been notified, a text message should be sent to the California YMCA emergency telephone. It is generally not recommended to make a voice call during active, ongoing threats in order to minimize the noise coming from the lockdown area.
- Lock all doors that can be locked. If doors cannot be locked, barricade doors using any objects that can be moved. When possible, guests should be advised to be very quiet and silence phones, including vibration.
- After there is no further threat, law enforcement, facility security, and/or rescue personnel will check buildings room by room to ensure that all occupants are evacuated.

Shelter in Place Procedures

A shelter in place is an order requiring building occupants to take refuge inside a building, generally due to a hazardous materials incident. Occupants should close all windows and wait for instructions from emergency responders.

- Upon notification or awareness that a threat or emergency exists that warrants a shelter in place, the responsible adult for the meeting will make an announcement instructing participants to stay in their seats and remain calm. When possible, communication will come from program core staff or facility management to program volunteers and advisors regarding the nature of the incident unless providing that information will destabilize the situation or threaten a police investigation.
- If the lockdown or shelter in place order did not come from emergency responders, the meeting leader will immediately contact Police to report the threat or emergency, the number of persons sheltering in place and the condition of those people. The leader calling should provide Police with a contact phone number and the YMCA Emergency phone number so that the program Crisis Management Team can coordinate response and care for the locked down participants.
- If a shelter in place is ordered due to a hazardous materials incident outside the building, the Facility's management may restrict air flow into the building. Do not open windows or doors or otherwise attempt to ventilate the building.
- Should any persons inside the building become ill during the shelter in place, call 911.
- Remain in the building until the "all clear" is given by emergency responders.

Elevator Operations

Many facilities used by California YMCA have elevators. In the event that an elevator is out of order, facility management is expected to verify if there are any program participants inside the elevator. All elevators include a telephone or speaker system to notify facility management or emergency responders of the entrapment. Once the facility has been notified and YMCA program participants are among the trapped persons, facility management is expected to notify California YMCA by calling the emergency number.

Additionally, if there is a volunteer on the elevator, as a passenger or on elevator duty, he/she should first notify the facility using the designated means inside the elevator. After that, if cellular service is available, a call should be placed as soon as possible to the emergency phone number. The report should include the number of participants, delegations, and condition of the trapped passengers.

Facility management will respond and assess the cause of the emergency. Most facilities use elevator service vendors for repairs. Response could take anywhere from 30 minutes to 4 hours. The fire department would be called only to provide medical care and/or to breach the elevator in the event of an emergency or due to an unsafe condition for the entrapped persons.

Once the report is received through the emergency phone, the person receiving the complaint will notify the CMT through text message. Either a Risk Management or Safety and Wellness Advisor volunteer will be sent to the site to assess the situation and report back. The President/CEO will designate a member of the CMT to notify the lead advisor for any delegate in the elevator.

If the advisor(s) want to respond, a single location in the building will be designated and communicated to the CMT and affected advisors. The location will not be in the area of the elevator. One member of core staff will remain in that location to provide information and support to the advisors. Depending upon the situation and the direction of emergency responders, if present, one advisor per delegation may be permitted to the site where the elevator is stuck to ensure that their delegates are being properly cared for.

Emergency Equipment

The following equipment will be maintained in an emergency crate at YMCA conference headquarters, designed to assist staff in responding to and managing emergencies:

- Flashlights
- First Aid Kits
- Orange safety vests
- Disposable rain ponchos
- Emergency mylar thermal blankets
- Latex gloves
- Blank role sheets
- Bullhorns

No employee or volunteer should use equipment that he/she is not trained to use.

All safety equipment must be checked prior to an event. Equipment that is not working or is otherwise flawed but must be reported to the Senior Director for Program Services as soon as possible.

Radio Use

Radios are used during conference to facilitate conference logistics and safety. Radios will be provided to the following core staff and volunteers:

- Lead Volunteer for Safety Programs
- Safety and Wellness Advisors
- Risk Management and Emergency Management volunteers
- First Aid volunteers
- Logistics volunteers
- Safety Programs Office
- Conference Help Desk
- Conference Headquarters Desk
- Senior Director for Program Services
- Event Operations Manager

Depending upon the event, the Senior Director for Program Services may designate additional positions for radio use during conference.

During an emergency, the SWA channel will become the designated channel for emergency operations.

During an emergency, only critical information will be communicated over the emergency channel. The following language will be used to ensure uniform and consistent communications:

- "Code ___": Indicates a program emergency. The code is called three times over the SWA radio channel to advise all persons on the channel that emergency information is to follow. Applicable

emergencies may include large facility evacuation, fire, earthquake, flooding, criminal activity, or multiple injury incidents. Program emergencies are those which place program participants at an imminent or active threat to their health or safety.

- "Code ___": Indicates a missing delegate. The code is called three times over the SWA radio to advise all persons on the channel that missing delegate description is to follow.
- "Stat": Indicates that assistance needed is required without delay.

The type of information to be communicated for various emergencies is covered in the Threat-Specific Procedures.

HAZARD-SPECIFIC PROCEDURES

The following procedures are to be considered by staff, volunteers, and advisors in response to the specified emergencies. As with all emergency procedures, these are considered to be guidelines. Emergencies are rapidly evolving and dynamic incidents where people must consider using whatever means are necessary and appropriate to ensure their safety and the safety of program participants.

While these plans refer directly to emergencies that may occur at a conference site, an emergency condition in one of the home communities of program participants or along routes used to travel to and from conference could affect the ability of participants to return home after conference. Core staff and the Crisis Management Team will work with transportation providers, local YMCA's/school, and conference facilities to make all reasonable efforts to provide accommodations, safe travel, or other means to ensure the safe return of participants to their home region.

When responding to any emergency, be familiar with the general instructions for evacuation, lockdown, and other overall procedures, which are only generally restated here.

WHEN INVOLVED IN ANY EMERGENCY, AFTER CALLING 911 AND ENSURING YOUR SAFETY AND THE SAFETY OF THOSE AROUND YOU, NOTIFY CALIFORNIA YMCA BY CALLING OR TEXTING THE EMERGENCY HOTLINE NUMBER ON YOUR BADGE.

Fire

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm by locating and activating a pull station.
- Call 911. Give your name, department, and the location of the fire. Do not hang up until the dispatcher tells you to do so. *Please note that hotels may not allow 911 calls to connect directly from hotel phones to an emergency dispatcher. Be concise and specific in your report so the operator understands that an emergency is present or imminent.*
- Notify California YMCA by calling the emergency hotline.
- If the fire is small, you may wish to fight it with a fire extinguisher. If you can't extinguish the fire within 30 seconds, close off the area and evacuate.

- If the fire is large, very smoky, or rapidly spreading, or if alarms are sounding, evacuate the building. Look for routes and doors marked with red or green "EXIT" signs. Close doors as you go. Do not open any door that is hot to the touch. Do not enter any space that there is not a clear, breathable path (unless there is no other option). This path may be low on the floor. Alert others in the building who may not have responded to the alarm or who may be unaware of the emergency. Once outside, warn non-emergency responders not to enter the building.
- While exiting the building, assist any person you can who is unable to self-evacuate due to disability, injury, or other cause. If you are unable to do so safely, advise emergency responders as soon as possible. If you are unable to locate an emergency responder, call 911.
- Assist emergency responders by advising evacuees to remain far from the building. If an evacuation site has been identified, usher evacuees to that location. Be mindful of the routes that may be used by emergency response vehicles and assist in keeping them clear.
- When fire alarms sound, do not use elevators. An elevator may become inoperative and a trap. Give assistance to disabled persons in using the stairs.
- Notify either police personnel or firefighters on the scene if you suspect someone is trapped in the building.
- Do not return to the building until instructed that it is safe to do so. Never enter a building when the alarm is sounding. Do not return until emergency responders provide the "all clear" signal, even if the alarm has been silenced.

Earthquake

- When the shaking begins, DROP, COVER and HOLD ON until the shaking stops.



- Remain calm. Stay indoors during the shaking and stay away from windows, and things that may fall. If possible, take cover under a desk or table. DO NOT RUSH FOR THE DOORS.
- If shaking was significant or if there is visible damage to the structure, evacuate the building. If there is an immediate threat, including fire, smoke, structural failure, or ruptured water lines, pull a fire pull station, evacuate, and call 911.
- DO NOT USE ELEVATORS. They may become inoperable and trap occupants. Provide assistance to any disabled or injured persons in using the stairs if it is safe and you are physically able to do so.
- Call 911 if there are serious injuries, significant damage to a building, and/or known trapped persons in the building.
- Earthquakes can also cause fires, hazardous materials incidents and/or serious injuries. Follow the procedures in this plan for additional emergencies, as needed.
- In the event of major damage or destruction, emergency responders will evaluate buildings and determine if/when it is safe for occupancy. Do not reenter a building with visible or suspected structural damage until cleared by emergency responders. Never enter a building when a fire alarm is sounding.

- When evacuating, be mindful of evacuation areas that may pose additional threats, such as proximity to trees, buildings, building overhangs, utility poles, or other items that may fall or tip over during aftershocks or as damage settles.

Criminal Activity/Civil Disturbance

- Do not attempt to apprehend or interfere with a suspect except in case of self-protection. If it is safe to do so, and the activity is endangering other persons, attempt to evacuate or relocate other people in the area.
- If it is safe to do so, get a good description of the suspect(s). Note height, weight, gender, race, approximate age, clothing, method and direction of travel, and name, if known. All of this takes only seconds and is of the utmost help to investigating officers. If the suspect is entering a vehicle, note the license plate number, make and model, color, and other characteristics (stickers, obvious body damage).
- Call 911. Give your name and location. Advise the dispatcher of the situation and remain where you are (if safe) until contacted by an officer.
- In the event of civil disturbance in the area, call the emergency hotline, or 911, if there is an imminent threat or ongoing emergency. Do not interfere with those persons creating the disturbance or with emergency responders.
- For any criminal activity, lockdown if necessary for the safety of the participants or under advisement of emergency responders or YMCA leadership. All lockdowns must be reported to the YMCA emergency number as soon as possible.

Active Shooter

An active shooter incident is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms and there is no apparent pattern or method to their selection of victims. Although advisors, staff, and volunteers have a responsibility to protect delegates, active shooter incidents develop quickly and there may not be time to warn or provide instructions to others. In most incidents, affected persons learn of the threat when they hear gunshots or witness others running or reacting to the shooter.

If you are aware of any active shooting incident, suspected or feared active shooting incident, or other act of significant and ongoing violence, call 911 immediately and then notify California YMCA by calling or texting the emergency hotline number. If you are locked down or "hiding," silence your phone and text the hotline to remain silent.

If faced with an active shooter incident, there are three things you can do that make a difference.

RUN – When an active shooter is in your vicinity:

- If there is a way out, and you can get out, **GET OUT!** This is your first and best option. Get out whether others agree to leave or not.
- Leave your belongings behind.
- Help others from entering the danger zone.
- Call 911 as soon as it is safe to do so.

HIDE – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone (including vibration).
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement.
- Your hiding place should:
 - Be out of the shooters view.
 - Provide protection if shots are fired in your direction.
 - Not trap or restrict your options for movement.

FIGHT – AS A LAST RESORT, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression and commit to your actions.
- Improvise weapons.
- Once the shooter is incapacitated, call 911.

POLICE RESPONSE – When law enforcement officers arrive:

- Keep your EMPTY hands raised and visible with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured and facilitate evacuation as soon as possible.

Severe Weather/Flood

Severe weather is generally limited in this area to significant rainfall which can lead to a flash flood. It is possible, however, to have weather that could include significant wind, funnel clouds, lightning and/or severe hot or cold weather.

With the exception of lightning and funnel clouds, most incidents of severe weather can be predicted and the YMCA, host cities, or venue managers may take specific actions to limit the risk to program participants. California YMCA should consult with the local Emergency Manager when weather is predicted to significantly impact the conference site.

Heavy Rainfall/Flood

When heavy rainfall or flood conditions are predicted (including flash flood or urban small stream flood alerts or warnings), California YMCA staff and safety volunteers should:

- Monitor weather conditions and flood forecasts; consult with venue management and city agencies (potentially including police, public works, emergency services) regarding overall area conditions and anticipated community impact (including roadways that would be used by participants to get to and from the conference site).

- Notify venue management or police if a significant amount of water is coming up out of a storm drain or if surface water levels are visibly increasing. If the water intrusion affects participants, move them to a higher level or evacuate the building, if safe to do so.

Lightning

While lightning strike locations are generally not predictable, thunderstorm warnings are issued to specific regions when unstable weather that can lead to lightning strikes is predicted. California YMCA core staff should consult with local authorities and carefully follow weather forecasts when thunderstorms are predicted, especially during times when participants may be required to be outdoors. Should a thunderstorm with the threat of lightning strikes occur in the area of a conference site, the following procedures apply:

- In the event of a direct lightning strike to any conference building or surrounding grounds, any outdoor events will be suspended until the situation can be assessed. Participants will be advised to remain or move indoors through the emergency notification system.
- If lightning strikes are reported in the surrounding area, YMCA core staff should consult local authorities regarding the safety of the event. Local weather reports and lightning mapping web sites should be consulted. Recommended web site: Intellicast: <http://www.intellicast.com/Storm/Severe/Lightning.aspx>. Additionally, the local Emergency Manager can contact the National Weather Service for additional information, forecasts, and advice.

Severe Wind

Although uncommon, severe wind incidents, with or without rain, can occur in the regions where conferences are regularly held. Severe winds are generally considered in excess of 50 miles per hour, the presence of a funnel cloud, or a tornado in the general area.

California YMCA should consult local authorities and venue managers should severe wind cause damage to the facility or cause any injuries. In the event of a tornado warning or the presence of a funnel cloud or tornado, all outdoor spaces should be evacuated into indoor spaces as quickly as possible.

Epidemic/Pandemic/Outbreak

Epidemics and pandemics are incidents of the spread of an infectious disease that affect very large areas, such as many countries, or smaller regions, like a particular community.

While not as serious as an epidemic/pandemic, an outbreak is the localized or incident-related spreading of an infection, generally within a small region or controlled group, such as a school campus or program, like Youth and Government. The same precautions and considerations shall be made for a declared or known outbreak as for pandemics and epidemics. The risk to the public is possibly greater when the outbreak is limited to the conference population, as program participants interact in close quarters, are more apt to become ill due to alterations in their rest and routine, and may not practice their usual hygiene routines during conference.

Infectious diseases are generally spread through contact with bodily fluids of an infected individual. Some infections, such as HIV/AIDS, are very unlikely to spread due to casual contact. Other infections, especially airborne infections such as many influenza viruses, spread very easily and can be passed on door handles and on other common surfaces.

In the event of a declared epidemic/pandemic/outbreak, the program has a responsibility to the community and to our participants to take all reasonable steps to limit the spread of infection. Holding large events during epidemics/pandemics/outbreaks warrants special consideration, as doing so greatly increases the population and casual interaction and, thereby, the likelihood of introducing an infected person to the community or vice versa. Additionally, due to the geographically diversity of program delegations, holding conference in a location where an epidemic/pandemic/outbreak has been declared, could introduce the infection to otherwise unaffected areas.

During a declared epidemic/pandemic/outbreak, travel within, to, or from an affected area could be prohibited by order of public health. California YMCA should consult local county public health during any declared health emergency to confirm travel restrictions.

If an epidemic/pandemic/outbreak is declared during conference in the area or affect conference participants, the following must be considered:

- California YMCA must review the epidemic/pandemic/outbreak declaration; this document is issued by the County Department for Public Health. The declaration may include an order to suspend all public gatherings, prophylaxis requirements, hygiene requirements or recommendations, and/or screening requirements. If the order does not include such recommendations, or there is yet to be a formal order, core staff should consult with the county Emergency Manager and the Public Health authority to understand the affect on conference participants.
- Whether required or not, core staff should work with facility management and take any steps within their control to ensure that all conference spaces are sanitized before and after each event and that additional hand washing and/or hand sanitizing stations are available to participants.
- Core staff, volunteer staff, and advisors should be briefed on the common symptoms of the infection. Any person who display symptoms of the infection should be quarantined and returned immediately. If the public health order requires reporting of symptoms, the participant should be referred to a local hospital or clinic.
- Signs should be posted at all points of entry and exit informing participants of the pandemic/epidemic/outbreak and encouraging appropriate hygiene and sanitation.

Hazardous Materials Incident

If an uncontrolled release occurs from any type of vessel containing potentially hazardous materials and/or a suspicious/noxious odor is present in and/or around a building, the following steps should be taken:

- Call 911. Provide your name, the location of the emergency, type of material (if known) and the volume of the spill (if known).
- If the spill or leak is inside the building, follow the evacuation procedures if you have any reason to believe the spill presents a danger to the building occupants. It is appropriate to activate a fire alarm pull station to order an evacuation during a hazardous materials incident. It is critical during hazardous materials incidents that all persons be evacuated to a location that is at least 100 yards

from the incident. First responders may order a larger perimeter based on the nature of the incident.

- Notify facility management, if applicable and possible.
- Alert others to the hazard, if possible.
- Report any injuries or illnesses to first responders after evacuating the building.
- Do not return to the area/building until all alarms are silenced AND you are instructed to do so.

Significant Power/Utility Outage

Most facilities used for conference will have only emergency utilities available during an outage to power emergency equipment. The ability of the building to remain occupied during a utility outage depends on the nature of the utility outage, time of day, weather, and facility policies.

Power Outage

With any power outage, the operability of the fire system must be assessed immediately. If fire systems are not operable, a fire watch must be ordered or the facility must be fully evacuated.

Absent any other safety issues, during daytime hours, many facilities may have adequate natural lighting for the safe occupation and/or evacuation of the building without significant assistance. Should power be lost during night hours, facility staff and any adult program participants should coordinate evacuation of the facility as promptly as possible.

Natural Gas Outage

The heating system at most facilities is powered by natural gas. During moderate weather, a natural gas outage will not generally require immediate disruption to the operations of the conference facilities. California YMCA should make the determination of suspension, cancellation or postponement of events at any facility if lack of heating will create a safety or service issue to participants.

Water Outage

A failure or outage of a domestic water system would generally render toilets and sinks inoperable, contributing to a significant hygiene issue. Should the outage occur during an event, California YMCA, in consultation with facility management, will make a determination regarding the continuation of any in-progress conference event, based on the amount of time remaining on the event, availability of alternate restrooms and potable drinking water, etc. If an outage is known in advance of a conference event, California YMCA core staff will decide if the event can proceed and what measures will be taken to ensure participants have access to restrooms, hand sanitation, and potable drinking water.

Significant Medical Emergency

Should a participant suffer a major medical emergency during conference, core staff, volunteer staff, and advisors must act quickly to stabilize the situation and get help in order to resolve the emergency as quickly as possible. While it is ideal that medical emergencies can be resolved without disruption of the conference activity, the care and condition of the person having the medical emergency shall be the first priority.

Should a medical emergency (or emergencies) occur during a conference event:

- Do not move a seriously injured or ill person unless there is a life threatening emergency in the immediate area. This is especially true if the person has suffered a seizure, is injured due to a fall or other traumatic injury, is unconscious, is bleeding heavily, or is having difficulty breathing.
- Have a person in the direct vicinity of the victim call 911. Provide your name, specific location, and telephone number. Provide as much information as possible regarding the nature of the injury or illness. The dispatcher will need to know if the person is conscious, breathing, if they are bleeding, aware of their surroundings and other information based on the nature of the injury or illness.
- If there is a volunteer with a radio in the area, notify the First Aid staff by radio; if the injury or illness is serious, advise them that 911 has been called. Notify the emergency hotline by text or phone call.
- If the injured or ill person is an advisor or delegate, call the Lead Advisor as soon as possible. If the injured or ill person is a volunteer or core staff member, notify the YMCA office.
- If you are capable and knowledgeable, administer first aid and/or keep the victim as calm as possible.
- Do not provide food or water to the victim unless advised by a medical professional.

Blood, Body Fluid, or Infectious Exposures

Biological exposure is any contact between the eyes, mouth, mucus membrane and/or any non-intact skin with blood or other bodily fluid that could carry infection. If you are exposed, immediately wash the area with soap and water or use eye wash for 15 minutes. Notify core staff. They will work with you to seek medical care and complete the required paperwork (for volunteers of California YMCA and core staff).