



IN AN EMERGENCY

WHEN YOU HEAR IT—DO IT!

Inside the Club: MEMBERS



Code Red (Full Lockdown)

- Stay with staff.
- Door locked
- Phones off
- Stay silent.
- Follow staff direction.



Code Yellow (Modified Lockdown)

- Stay with staff.
- Door locked.
- Continue with activities and phones may be on.
- Follow staff direction.



Code Green (All is Clear)

Activities may resume as normal.

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Inside the Club: STAFF

Code Red (Full Lockdown)



- Supervisor Calls 911 and has another staff notify CEO as soon as they're able.
- Club doors are to be closed and locked.
- Members are to stay with staff in the nearest lockable program room. Phones and voices are silent. Stay away from visible windows if possible. Await further notice from management.

Code Yellow (Modified Lockdown)



- Club doors are to be closed and locked.
- Members can continue with their activities in their rooms (except for front room children, who are to be taken to the closest program room. Await further notice from management.

Code Green (All Clear)



- The situation is under control; activities may resume as normal.

Code Blue (Medical Emergency)



- **Check**— to see if the member needs immediate care.
- **Call**—Notify the supervisor over the walkie- talkie or send child if administering critical care.
- **Care** for child until relief or emergency personnel arrive.
- **Supervisor** will call 911 and CEO and arrange for members to be removed from area and notify guardian of injured member.

Code White (Missing Child)



- Child cannot be found or we have seen someone take the child.
- Notify Supervisor and remove the children from the area.
- Supervisor calls 911, then CEO and guardian of missing member.

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Code Orange (Emergency Situation with Possible Evacuation)

This code is used in the event of a possible evacuation due natural disaster or other threat.



- **FIRE**—If there is a fire in the club staff are to take their members in a single file line to the nearest safe exit and meet at the outside designated area.
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- **EARTHQUAKE**—In case of an earthquake, stay in place, away from windows, duck and cover as possible. When shaking has stopped, check for any injuries and provide care as needed. Notify Supervisor of any injured members and their condition. Await for further instruction from supervisor. Be prepared to evacuate if instructed to do so and meet at the designated area. **Management will make sure to get injured members out as soon safely possible.**
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- **BOMB THREAT**— Supervisor will call 911 and notify staff to evacuate to newly designated area or to shelter in place. Staff will be given further instructions. Supervisor will notify CEO.
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- **HAZMAT**—In the case of an obvious emergency (unusual odor, eyes/throat burning or other apparent indicators, notify supervisor and remove children from immediate area or evacuate to designated area if full club is effected.
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- **TORNADO/FLOOD OR OTHER**—Shelter in place and wait for further instruction from Supervisor. Supervisor to call CEO.

Under evacuation conditions, member and staff safety is a priority.

Supervisor will take charge of making assignment for getting the emergency backpack and checking building for any missing or injured staff or children if they can safely do so.