

File: BA – LITTLE RECERS PROGRAM PROCEDURES
Location of Program: Blackburn Hall
30 Stone Street, Walpole

1. Fire Evacuation Plan & Drills
 - a. A fire drill shall be held at BLACKBURN HALL at a staff orientation or training prior to the start of the *Little Recers* Program to train all staff in proper fire evacuation procedures.
 - b. In the event of an emergency, staff and counselors will be trained to dial 911 from the nearest telephone. Staff will also be trained to know the property location at 30 Stone Street, downtown.
 - c. In the event of a fire, the designated meeting space from Blackburn Hall will be at the backstop at Stone Field.
 - d. All means of egress at Blackburn Hall are marked, will be shown during fire drills, and are outlined below:
 - i. On the Bottom Floor
 1. Two side doors facing northward toward Stone Field into the parking lot
 2. Side door facing southward toward Stone Street leading upstairs next to Temp. Fire Station
 3. A backdoor through the Recreation Office facing eastward toward the Library out into the parking lot
 - ii. On the Second Floor
 1. Front door facing westward toward Fire Station down stairs onto an access road
 2. Side door facing southward toward Stone Street leading down stairs next to Temp Fire Station
 - iii. On the Top Floor
 1. There is only one mean of egress from the Top Floor
 - e. A fire drill checklist will be available to assist the Program Director with the process (see attached) and to document that fire drills have been performed.
 - f. In the event of an active fire or fire drill,
 - i. The *Little Recers* Program Director (or designee) will activate, or direct someone else to activate, the fire alarm. Anyone within the immediate area of danger must be notified and all doors within Blackburn Hall will be closed to confine fire and smoke, but not locked.
 - ii. The Program Director (or designee) will call 911 from a cell phone and provide the emergency services operator with the following information:
 1. Building Location: Blackburn Hall – 30 Stone Street
 2. Location of the fire in the building
 3. Known information about the fire/smoke
 4. Call-back telephone number – The cell phone number of the caller
 5. The caller should not hang up until the emergency services operator does so
 - iii. Meanwhile, counselors will instruct children to stop what they are doing, leave everything in the building, and line up in single file outside of Blackburn Hall. Staff and counselors will, under no circumstances, leave the campers that are under their direct care.
 - iv. After conducting a headcount, one counselor will lead the line and one counselor will trail the line to the designated meeting space. Counselors

will stay with their group to reassure campers and prevent any upset or panic.

- v. The Program Director (or designee) shall bring the roll book and take attendance once every group has arrived at the designated meeting space.
- vi. Staff will be instructed to await further instruction from on-scene fire officials. Program staff, counselors, and children must remain at the designated area until the fire drill/alarm has ended.
- vii. At the end of the program day, the Recreation Director will notify parents of the fire and provide any follow-up information or instructions.



TOWN OF WALPOLE RECREATION DEPARTMENT

135 School Street - Walpole, Massachusetts 02081
Phone: (508) 660-6353 Email: Recreation@Walpole-MA.gov

Fire Drill Check List

In the event of a fire, the Program Director (or designee) should

- Notify anyone in the immediate area of the danger
- Activate, or designate someone else to activate, the fire alarm if it has not yet been sounded
- Evacuate the building assisting children and staff under their direction
- Call 911 to give the following information:
 - Jarvis Farm – 30 Stone Street
 - Location of the Fire
 - Any known information about the fire or smoke
 - Phone number of the caller
 - Do not hang up until the emergency services operator does so

Date: _____

Time: _____

Meeting Place: _____

Number of Kids: _____

Number of Counselors: _____

Comments: _____

Emergency Call?: _____

Check for Stragglers: _____

Request for Activation of Alarm: _____

Bring Day's Attendance Roster to Meeting Place: _____

Arrival at Meeting Place: _____

Take Roll Call at Meeting Place: _____

Initial of Person Completing Form: _____

2. Disaster/Emergency Plans

a. General Evacuation Procedures

- i. If the Recreation Department is advised by authorities to evacuate an area, the department will do so immediately and in an orderly fashion. A designated area will be assigned by the Recreation Director depending on the location and nature of the problem. The Program Director (or designee) will bring the attendance roster to the designated area, ensure that all children are accounted for, and locate any missing children.
- ii. In the event that there is no power or water available,
 1. Parents will be contacted to pick up their child for the day.
 2. If children are already en route, the parent will be called and emailed to notify them that there will be no program for the day.
 3. Counselors will stay with the children until all the children have been picked up
- iii. In the event that children need to be transported to an emergency facility, including, but not limited to an emergency shelter, staff will use their personal vehicles. Passengers will be instructed to wear their seatbelts.

b. Tornado or High Winds

In the event of a Tornado or High Winds,

- i. The Program Director (or designee) will instruct all program staff, counselors, and participants to gather in Lower Blackburn Hall.
- ii. Program staff, counselors, and participants will be instructed to stay away from glass-enclosed places or areas with wide-span roofs, such as Upper Blackburn Hall.
- iii. If program staff, counselors and participants are not near Blackburn Hall and there is no suitable structure nearby (such as Town Hall or the Library), staff and participants will be instructed to lie flat in the nearest ditch or depression and use their hands to cover their head.

c. Flash Flood

In the event of a Flash Floods,

- i. The Program Director (or designee) will instruct all program staff, counselors, and participants to evacuate low-lying areas, including Lower Blackburn Hall.
- ii. Program staff, counselors and participants will be instructed to avoid small rivers or streams, like Memorial Pond and Spring Brook, as well as low spots, canyons, and dry riverbeds.
- iii. Program staff, counselors and participants will be instructed to not walk through flowing water more than ankle deep.
- iv. If Department counselors and staff are in a vehicle, they will be instructed to not drive through a flooded area, even if it looks shallow enough to cross.

d. Lightning

- i. In the event of lightning while inside,
 1. Program staff, counselors, and participants will be instructed to avoid using the telephone (except for emergencies) or other electrical appliances
 2. Program staff, counselors, and participants will be instructed not to take a bath or shower
- ii. In the event of lightning while outside,
 1. Program staff, counselors, and participants will be instructed to take safe shelter inside Blackburn Hall immediately.

2. If staff, counselors, or participants are swimming, they will be instructed to get out of the water immediately and move to a safe shelter away from the water
3. If staff, counselors, or participants are in a wooded area, they will be instructed to seek shelter under thick growth of relatively small trees.
4. If you feel your hair standing on end, squat down with your head between your knees. Do not lie flat.
5. Staff will be instructed to avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

e. Wildfire

In the event of wildfire in the area,

- i. The Program Director and Recreation Director will listen to local radio or television stations for updated emergency information.
- ii. The Program Director (or designee) and will follow the instructions of local officials. Wildfire can change direction and speed suddenly. Local officials will be able to advise of the safest escape route, which may be different than you expect.
- iii. If trapped, staff will be trained to
 1. Crouch in a pond or river, if available
 2. Lie flat and cover your body with wet clothing or soil.
 3. If water is not around, look for shelter in a cleared area or among a bed of rocks.
 4. Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

3. Lost Camper Plan

- a. Upon notification of a missing child, the most senior-ranking person on site (such as the Recreation Director, Program Coordinator, or Program Director) shall be responsible for implementing the Lost Camper Plan to avoid confusion or wasted time.
- b. The individual in charge will first check attendance records to determine if the child was picked up by parents or legal guardians or made other special arrangements.
- c. If the child has not already been picked up or made any other special arrangements, the individual in charge should get a detailed description of the missing camper and give it to counselors, instructors, and lifeguards. The description should include:
 - i. Child's name and age
 - ii. Last place the child was seen
 - iii. What the child was wearing
 - iv. Other information that could be helpful
- d. The individual in charge will use a megaphone to alert all staff that a child is missing and ask the child to report to a designated area.
- e. At this point, all program participants at all locations must report back to their counselor so that head counts can be taken.
- f. Using a megaphone, if available, the individual in charge will ask the child to report to a designated area.
- g. A staff member will be assigned to conduct a search of bathrooms, closets, under stairwells, on the third floor, fields, and around the building. While the search is being conducted, all campers should be moved to one central location, such as Upper Blackburn Hall, for a roll call.
- h. If the child still has not been found at this point, counselors will be paired into groups of two and asked to check the Blackburn periphery, including along Spring Brook, the Municipal Parking Lot, The Woodward Playground, and Memorial Pond. Counselors conducting this search will bring a radio to communicate with the designated individual in charge.
- i. If the child still has not been found at this point, the person in charge will call Center Pool and lifeguards will be instructed to activate the Lost Swimmer Plan.
- j. If the child has still not been found at this point, the most senior-ranking person on site, must immediately:
 - i. Contact the parent/legal guardian to determine if the child was picked up without notifying the department staff; and
 - ii. Notify emergency personnel (911) if the child is not found immediately or if the child requires emergency medical intervention.
- k. Counselors must continue to search the vicinity. The search must continue until all children are accounted for.
- l. If/when the child is found, the individual in charge should signify to all staff that the child has been found to conclude the search. The Program Coordinator responsible for the program must document the situation and the Recreation Director will notify the parent/guardian at the end of the day.

4. Lost Swimmer Plan

- a. In the event that a Little Recers child is missing from the pool area, the most senior-ranking person on site (such as the Recreation Director, Aquatics Director, or Head Lifeguard) shall be responsible for implementing the Lost Swimmer Plan to avoid confusion or wasted time.
- b. Lifeguards must immediately clear the swimming area. Using a megaphone, the designated person in charge must ask the child to report to the main lifeguard area, as the child may have left the area.
- c. The individual in charge should get a detailed description of the missing camper and give it to counselors, instructors, and lifeguards. The description should include:
 - i. Child's name and age
 - ii. Last place the child was seen
 - iii. What the child was wearing
 - iv. Other information that could be helpful
- d. The individual in charge must contact emergency personnel (911) and notify the dispatcher that they have a possible lost swimmer. Delays in contacting emergency numbers (911 if available) must be avoided.
- e. A search of both the Center Pool and Wading Pool will be conducted.
- f. While the search is being conducted, counselors should move the remaining campers to one central location, such as the grassy area beside the Wading Pool.
- g. If the child still has not been found at this point, counselors will be paired up into groups of two and asked to check the pool periphery, including bathrooms, showers, changing rooms, parking lots, playgrounds, wooded areas, fields, and all other areas surrounding the pool area.
- h. If the child has still not been found at this point, the most senior-ranking person on site, must immediately:
 - i. Contact the parent/legal guardian to determine if the child was picked up without notifying the department staff; and
 - ii. Notify emergency personnel (911) if the child is not found immediately or if the child requires emergency medical intervention.
- i. Lifeguards must continue to search the entire waterfront. The search must continue until all children are accounted for.
- j. If/when the child is found, the individual in charge should signify to all staff that the child has been found to conclude the search. The Program Coordinator responsible for the program must document the situation and the Recreation Director will notify the parent/guardian at the end of the day.

5. Blackburn Hall Traffic Plan

This traffic plan is designed to keep all children safe and to protect children who are arriving and departing by car. Parents will be asked to follow these steps:

a. Drop-off

- i. Please observe the 5 MPH speed limit and be mindful of other cars when arriving at Blackburn Hall.
- ii. Please park your vehicle using the designated parking spaces bordering Stone Field, make a complete stop, and turn off your engine before anyone exits the vehicle.
- iii. Please accompany your child to the check-in desk inside Blackburn Hall and hand in any necessary paperwork.
- iv. When leaving the parking lot, please use either exit onto Stone Street, via the main access road onto East Street, or onto School Street by the Town Hall, again observing the 5MPH speed limit and being mindful of other cars.

b. Pick-up

- i. Please observe the 5 MPH speed limit and be mindful of other cars when arriving at Blackburn Hall.
- ii. Please park your vehicle using the designated parking spaces bordering Stone Field, make a complete stop, and turn off your engine before anyone exits the vehicle.
- iii. Please pick up your child from the check-out desk inside Blackburn Hall. At no time will a child be allowed to wander on outside premises by themselves.
- iv. When leaving the parking lot, please use either exit onto Stone Street, via the main access road onto East Street, or onto School Street by the Town Hall, again observing the 5MPH speed limit and being mindful of other cars.

