

## CBC YOUTH PROGRAMS SAFETY GUIDE

These guidelines are intended to supplement, not supersede, CBC's [Environmental Safety & Health](#) programs and plans and [Emergency Management Procedures](#), and to help CBC employees and volunteers implement the CBC Youth Programs Policy.

### I. Site Safety

- Communicate potential risks for injury to parents/guardians utilizing an Acknowledgement of Risk and Consent for Treatment form.
- Collect signed Acknowledgement of Risk and Consent for Treatment forms from parents/guardians.
- Provide a safety orientation to communicate potential hazards and safety procedures, and emergency evacuation. Document the safety orientation.
- Inform Youth and parents/guardians of requirements for site-specific safety attire, such as closed shoes, clothing that covers skin on arms and legs, personal protective equipment, nitrile gloves, safety goggles, laboratory coat, and avoidance of loose hair or clothing.
- Closely supervise any activity that poses a potential risk of injury. Certain high-risk activities should be demonstrated rather than tried by Youth.

Observe the Rule of Three/Two-Deep Rule and maintain trained adult supervision to Youth participant ratios. The following minimum adult to Youth ratios are recommended by the American Camp Association. (Early Learning Programs or Licensed Child Care facilities are required to comply with Washington State Foundational Quality Standards for Early Learning Programs ([Chapter 110-300 WAC](#)) and Foundational Quality Standards for School-Age Programs ([Chapter 110-301 WAC](#))).

Age	Day-only Program	Overnight Program
5 years and younger	1:6	1:5
6-8 years	1:8	1:6
9-14 years	1:10	1:8
15-17 years	1:12	1:10
Mixed age group: ratio for youngest child in group		

- Take precautions when releasing Youth for bathroom breaks, such as taking group bathroom breaks, checking bathroom occupancy prior to sending Youth under 12

into bathrooms, and monitoring the bathroom entrance and exit while Youth are inside.

- Ensure proper supervision and signage to prevent Youth from wandering away or inadvertently entering areas that may pose additional risk to safety, such as height hazards, water features (e.g., pools or fountains), stairwells, private rooms, or other areas where youth could be isolated from the group.
- If an activity is located where people not affiliated with the activity can easily enter into the space, ensure there is a clearly designated space for the Youth Program to prevent those who are not part of the Youth Program from entering without permission.
- Release Youth only according to written directions from the authorized parent or legal guardian, or to an authorized parent, legal guardian, or other adult specifically designated by the custodial parent or legal guardian and only after confirming their identification.
- Comply with Washington State law regarding prohibited duties as identified in the Washington Administrative Code ([WAC 296-125-030](#)), which prohibits Youth to:
  - work with power-drive circular saws, band saws and guillotine shears,
  - work on elevated surfaces more than 10 feet above the ground,
  - work in elevated noise areas,
  - be exposed to hazardous materials, including hazardous chemicals, biohazards such as human blood, or radioactive materials, (unless specific exemptions apply for learners age 16 and 17 as part of a vocational education program).
  - See Washington State Department of Labor & Industries Prohibited Duties and WAC 296-125-030 for a list of additional prohibited activities.
- Youth are not permitted to take part in activities that require respiratory protection, hearing protection, or hard hats.

## II. **Emergency Planning**

- Prior to the start of a Youth Program, it is important to familiarize yourself and Youth Program Personnel with [CBC's Emergency Management Procedures](#) for information to help you respond appropriately to incidents such as active shooter, shelter in place, fire, or bomb threat. [CBC's Emergency Preparedness Plan](#) contains more detailed and additional information to help you respond to various emergencies and incidents, including earthquake, medical emergencies, civil disturbance, power failure, and suspicious package.
- Subscribe to [CBC's Emergency Notification System](#) (ENS) to receive text and/or email alerts of emergencies or incidents that affect campus safety or security.
- In an emergency, stay calm, and help Youth participants to remain calm.
- If you are required to change locations to respond to an emergency, take attendance of Youth when you arrive at each new location. If the emergency requires that you shelter in place, take attendance periodically if possible, considering the need to maintain safety and security which may require remaining quiet or undetected.

## **A. Communication**

- Collect multiple modes of contact information from parents (phone numbers, email addresses, additional emergency contacts). Keep hard copies of Youth emergency contacts on hand at all times.
- Keep contact information for Youth Program Personnel, your supervisor, and CBC Security & Safety on hand at all times.
- Communicate the following to parents through orientation, a handbook, or program information:
  - Reunification location and procedures,
  - Procedure for releasing Youth to a parent/guardian and necessary documentation/identification to facilitate release,
  - Expectations for parent/guardian experience at assembly points (e.g., traffic congestion, delays in reunification as staff follow procedures to ensure Youth safety, etc.), and
  - Main methods you will use for communication after an event.
- Be prepared to use different methods of communication in case regular communication methods are unavailable.
- Notify parents that they may also sign up for [CBC ENS](#).

## **B. Medical Emergencies and Non-Emergencies**

- Medical Emergencies
  - Do not move an injured person unless they are in immediate danger.
  - Stay with the injured person and have another individual go outside to meet emergency responders.
  - Inform the emergency responders of any additional medical information listed on the Acknowledgement of Risk and Consent for Treatment form.
  - Contact the Youth's parent/guardian to inform them of the incident.
  - Notify the Youth's parent/guardian if the Youth is taken to the hospital by emergency responders. At your discretion and depending on the circumstances, you may accompany Youth to the hospital and remain with them until their parent/guardian arrives or they are released. Bring the medication treatment form to the hospital (if applicable).
- Non-Emergency Medical Incident
  - At least one Youth Program Personnel should be certified to provide basic first aid or know the location of the nearest first-aid certified individual and be able to contact them.
    - Contact the Youth's parent/guardian to inform them of the incident.
    - All injuries, emergency and non-emergency medical incidents must be documented by completing an [accident report](#). Submit the report to CBC Campus Security and the Vice President for Administrative Services.

## **C. Fire/Evacuation**

- Prior to the start of a Youth Program:

- Review evacuation procedures to identify the nearest exits, best routes, and assembly sites with Youth Program Personnel.
- Know how to contact your Building Captain.
- Ensure that exits, routes, and assembly points are manageable for Youth in your program.
- Ensure that all doorways and paths of egress, such as staircases, are kept clear of any obstructions.
- A fire/evacuation drill should be held with each group of participants during the first 24 hours of a new session.
- During an emergency:
  - Follow instructions from your Building Captain or emergency responders.
  - Take attendance each time you arrive at a new location.

#### **D. Severe Weather**

- In the case of needing to shelter in place until the weather emergency passes:
  - If outdoors, seek shelter.
  - Take attendance every time you move locations.
  - Take cover under a sturdy object or against an interior wall.
  - Monitor [CBC ENS](#) alerts and local media.
  - Wait for the all clear before leaving your safe place.
- In the case of extreme heat or unsafe air quality:
  - If outdoors, go inside.
  - Take attendance every time you move locations.
  - End program activities early or cancel program activities if unsafe air quality prevents program activities, especially any outdoor physical activity.
  - Communicate procedures for ending early or canceling the program ahead of time to parents/guardians.

#### **E. Lost or Kidnapped Youth**

- In the event of a lost Youth Program participant:
  - Assemble the participants in a common assembly area and match the headcount against the attendance sheet.
  - Thoroughly and continually search the facility and adjacent outside area(s).
  - Ask Youth Program Personnel, and other participants when they last saw the missing Youth.
  - Immediately contact 911 and Campus Security & Safety (509) 542-4777 or on-campus extension 7777 (Pasco Campus), or (509) 539-8167 or on-campus extension 4021 (Richland Campus) to help find the missing Youth. Provide the following information:
    - Youth's name and age
    - Address
    - Physical and clothing description of the Youth
    - Medical status, if appropriate
    - Time and location Youth was last seen
    - Person with whom the Youth was last seen

- Notify your supervisor.
- Have Youth's information including picture, if possible, available for the police upon their arrival.
- The supervisor will coordinate notification of the parent/guardian(s) of missing Youth and inform them of the steps being taken.

#### **F. Reunification**

Reunifying Youth with their parents/guardians after an incident is a top priority.

- i. Share your reunification plans with Youth Program Personnel and parents/guardians.
- ii. Work with Campus Security & Safety to designate a specific primary and secondary location (in case the primary location is inaccessible) for Youth within mass assembly areas. When identifying an area, consider:
  - An area that allows multiple groups to congregate together
  - Proximity to supplies and support
  - Proximity to likely reunification points for parents/guardians
- Create a plan to reunite Youth with their parents/guardians:
  1. Require identification or documentation necessary to release a Youth participant to an adult.
  2. Document who the Youth participant left with.
  3. If a Youth participant has been taken to receive first aid or other care somewhere else, Youth Program Personnel should be designated to accompany the Youth to that location. Communicate who has been designated to accompany the Youth and their departure from the assembly point to the other Youth Program Personnel.
  4. Youth age 16 and older may be allowed to leave independently once contact has been made and the arrangement confirmed with a parent/guardian, and it has been determined that the outside environment is safe for travel. Document each confirmation and departure.
  5. Coordinate with CBC Campus Security & Safety to send periodic updates to reassure parents of the well-being of their children during the reunification process. Even if there is no news it can be helpful to let parents know that that things are unchanged.

#### **G. After an Emergency**

- Be mindful of Youth participants' emotional needs and communicate concerns to parents/guardians.
- Encourage CBC employees to access care through the [Employee Assistance Program](#) (EAP).
- Review and revise your emergency plans or program operations based on your experience during and after the emergency.

### **III. Additional Resources**

**A. Site Safety**

- [CBC's Environmental Safety & Health](#)
- [Prohibited and Hazardous Employment for All Minors \(WAC 296-125-030\)](#)
- [Washington State Department of Labor & Industries Prohibited Duties](#)

**B. Emergency Preparedness**

- [CBC Emergency Notification System \(CBC ENS\)](#)
- [CBC's Emergency Preparedness Plan](#)
- [Ready Kids](#) provides tools and information to help before, during and after disasters