

PLANS FOR CAMP LOCATION (6/28 - 9/1/2023)

ARLINGTON CENTER FOR THE ARTS
(20 ACADEMY ST, ARLINGTON, MA 02476)

A. NATURAL DISASTERS & EMERGENCY PLANS

1. FIRE AND BUILDING EVACUATION PLAN (105 CMR 430.210 (A))

Fire evacuation routes are posted in each classroom. Fire/building evacuation routes and procedures are communicated to all staff in teacher and counselor training sessions and handbooks.

Building Evacuation Procedures:

1. Gather children at the classroom door. Teachers/counselors should take clipboards with class lists and attendance records.
2. Teachers should close all windows and doors.
3. Teachers lead children out of the building via the posted evacuation routes. Counselors will follow the group to be sure that everyone exits.
4. Once safely gathered outside, teachers/counselors should use attendance records to check that all children are accounted for.
5. Stay together as a group until given notice that it is safe to go back into the building.
6. If the building is closed for a prolonged period, children should be taken by foot to the Robbins Library (700 Massachusetts Ave, Arlington, MA 02476). This will be determined and communicated by the Education & Programs Manager, Camp Director, Executive Director, or Camp Coordinator.

Fire Drills:

During camp seasons, ACA conducts a fire drill each week on Tuesday. The Camp Coordinator (or other assigned staff member) will go to each classroom individually and announce that this is a fire drill

When teachers and counselors hear the announcement, they will quickly organize the students to walk quickly and carefully in a single file with counselors and teachers at front and back of the line to the nearest exit as outlined in each classroom area.

Once outside, the teacher and counselor for their group will organize the group into a line. Once it has been confirmed that all students are accounted for, the group will be permitted to reenter the building and head back to their assigned classroom.

2. Disaster Plan (CMR 430.210(B))

Tornado or High Winds

If the students are indoors:

1. Gather the children at the classroom door. Teachers/counselors should take attendance.
2. Teachers will lead students to the basement level, away from windows
 - a. Group will be split between elevator lobby and restrooms in senior café on ground floor
3. Crouch down against the floor and cover the back of your head and neck with your hands.
4. Each group will remain "in place" until contacted by the Camp Coordinator, Camp Director, Education & Programs Manager or other authorized ACA staff members.

If the students are outdoors:

1. Gather the children at the nearest entrance to the building. Teachers/counselors should take attendance.
2. Teachers will lead students to the basement level, keeping away from windows.
3. Crouch down against the floor and cover the back of your head and neck with your hands.
4. Each group will remain "in place" until contacted by the Camp Coordinator, Camp Director, Education & Programs Manager or other authorized ACA staff members.

Flash Floods

If the students are indoors:

1. Teachers/counselors should take attendance
2. Each group will remain "in place" until contacted by the Camp Coordinator, Camp Director, Education & Programs Manager or other authorized ACA staff member.

If the students are outdoors:

1. Gather the children at the nearest entrance to the building. Teachers/counselors should take attendance.
2. Teachers will lead students to the third floor (where camp is located).

Each group will remain "in place" until contacted by the Camp Coordinator, Camp Director, Education & Programs Manager or other authorized ACA staff members.

Lightning

If the students are indoors:

1. Avoid using the telephone (except for emergencies)
2. Avoid contact with running water.

If the students are outdoors:

1. Go inside the building immediately

2. Teachers/counselors should take attendance once inside.
3. Each group will remain "in place" until contacted by the Camp Coordinator, Director of Education, or other authorized ACA staff member.

Wildfire

Office staff including the Camp Coordinator will monitor local radio or television stations for updated emergency information.

1. Follow the instructions of local officials
2. If the safest location is determined to be inside the building, staff will follow the "Tornado or High Winds Guidelines" above.
3. If evacuation is advised, staff will follow the "Building Evacuation Procedures."
4. If you are trapped, crouch in a pond or river. You cannot outrun a fire.

3. Lost or Missing Camper Plan (CMR 430.210(C))

If a child who has been checked into the program is discovered missing, the Camp Coordinator, Camp Director, Education & Programs Manager and other authorized ACA staff members will be notified immediately. During the search, the most senior staff member must be in charge of the entire search to avoid confusion and wasted time. When reporting a lost child, ACA will provide the following information:

- The name, age, hair color, eye color, approximate height, weight and description of clothing of the missing camper.
- Last place the camper was seen
- What the child was wearing
- Other information that would be helpful (glasses, hairstyle, jewelry worn etc)
- All staff will be notified verbally of an "Amber Alert" that a camper is missing
- Staff will immediately guard all exit doors of the building and account for all campers and keep them "in place" until the lost camper is found
 - o Conduct a search in bathrooms, classrooms, hallways, and other areas of the building and check with other employees in the building.
 - o Extend search to the outside of the building.
 - o Check office records to see if the camper was picked up by parents/guardians or made special arrangements. If not, contact the parents/guardians if the camper was picked up without notifying the office.
 - o Notify emergency personnel (911) if the camper is not found immediately or if the child requires emergency medical intervention.
 - o The search must continue until all campers are accounted for

4. Traffic Control Plan (CMR 430.210(D))

Vehicular traffic enters via Academy Street or Maple Street. During drop-off and pick up times, parking is available in the parking lot behind the building, in the brick roundabout in front of the building, or on

nearby streets. Counselors are trained to keep children safe, in a single file-line when walking outside and crossing any streets.

B. Day Camp Contingency Plan (105 CMR 430.211)

ACA Camp unregistered camper, no show, late or absent policy

1. Children who are registered and on the camp roll but fail to arrive for a given day's activities:

If a camper who is registered and on the attendance list for a program does not arrive by 10:30am, the Camp Coordinator will a) double check attendance and/or roll call and b) contact the camper's Parent or Guardian to determine if the child will be attending the program that day. If a Parent or Guardian knows that the camper will be late or absent from the program for any period, they must contact the ACA Office in advance (48hours notice is requested).

2. Children who fail to arrive at the point of pickup following a day's activities:

Should a camper be missing at the point of pick-up at the end of the program the Camp Coordinator will a) double check attendance and/or roll call b) check with the Main Office to see if the camper was picked up early by parents and c) check areas in accordance with our lost camper plan.

3. Children who appear at camp without having registered and or without a parent/guardian:

A child may not check into our program without a parent or legal guardian. Should a child arrive without a parent or guardian, the Camp Coordinator will a) try to locate the parent/guardian b) find out how the child arrived and with whom c) call the child's parent/guardian if the child's phone number is obtained.

Campers must be registered and have all required camp paperwork on file before they can be dropped off. Before a child can be dropped off, the parent/guardian must fill out all required forms, including: registration form, emergency contact, medical and first aid forms.

Additional Emergency Preparedness Planning

5. Emergency Communication System (CMR 105 430.213)

ACA shall post a directory of mobile phone numbers for each staff member, counselor and teacher in the office. In a situation that requires emergency communication, staff will be contacted via their mobile phones.

6. Protocol for the Appropriate Identification and Handling of Unrecognized Persons

Arlington Center for the Arts operates in a shared building, and therefore requires campers under the age of 11 to travel through the building only with supervision. Counselors and staff are trained to report unknown persons to the camp office. They will be reminded weekly to report any unknown persons to a staff person.