

SAFETY AND EMERGENCY PLAN

Overview

The National Youth Science Foundation's (NYSF) Safety and Emergency Plan (Plan) is established to implement, promote, and maintain a safe environment during activities conducted, sponsored, or supervised by staff of the NYSF. This Plan serves as a guide and reference with a goal of maintaining a high level of safety awareness and emergency response. Central to this plan is the desire to preserve the well-being of all persons affiliated with the NYSF.

This Plan is not meant to act as a substitute for training activities in safety and emergency management, first aid, rescue breathing and cardiopulmonary resuscitation (CPR), or the use of Automated External Defibrillators (AEDs). Neither does this Plan supplant laws and regulations that promote health and safety.

Training

Training is an integral component of this Plan. Prior to the start of each NYSF program, each employee will receive a copy of this plan and will be trained in its implementation. Employees who do not submit documentation of current, national certification in first aid and cardiopulmonary resuscitation (CPR) will be given the opportunity to complete a nationally recognized training program (American Red Cross or equivalent) and exhibit proficiency in these skills as required by the training program. Successful completion of this training is a condition of their employment. Employees will also receive instruction in handling emergencies specific to the NYSF's setting including the use of an Automated External Defibrillator (AED). Appropriate information is posted or otherwise conveyed to participants and guests. Employees with more advanced training or licensure are exempt from the applicable components of this section.

Employee Responsibilities

Employees are responsible for following the policies and procedures set forth in this Plan at all times. Certain employees are assigned additional specific responsibilities in accordance with this Plan. Summaries of these additional responsibilities follow; more thorough detail is provided in the following sections of this Plan. In cases when the following staff are not available or assigned, the program director or, in her/her absence, the executive director will make other arrangements to cover these specific responsibilities. In cases when the NYSF contracts with a third-party to provide space or services, the NYSF will endeavor to select service providers who can provide services similar to those prescribed below.

- Executive Director – The Executive Director of the NYSF maintains authority and responsibility for the implementation of this Plan. The Executive Director provides for annual review of the Plan and communicates necessary revisions to the Trustees of the NYSF and Program Directors.
- Program Director – The Program Director of a NYSF program maintains authority and responsibility for the implementation of this Plan in that setting. These responsibilities include: scheduling inspections (see Facility section), facilitating training, maintaining documentation, notifying local emergency organizations and requesting that the Program Director be contacted in case of local emergencies, and accommodating variations in program staffing. The Program

Director will provide an overview of this Plan during a meeting of all staff members scheduled on the first full day of the program.

- Medical Director/Nurse – The Medical Director/Nurse is responsible for conducting the initial medical assessment of illness and injuries and maintains communications with other professional medical personnel as necessary.
- Unit Leaders/Student Mentors – The Unit Leaders/Student Mentors insure compliance with this Plan in each of the residential quarters occupied by participants and staff members. This Plan will be reviewed with participants and staff during the first evening’s cabin meeting or similar gathering.
- Assistant Directors – The Assistant Directors insure compliance with this Plan in the residential spaces occupied by guests and staff members and in bathhouses as prescribed by the Program Director.
- Food Service Coordinator – The Food Service Coordinator supervises all kitchen staff and insures compliance within the kitchen and dining hall.
- Program Area Coordinators – The Program Area Coordinators (typically physical science, natural science, computer science, applied arts, and outdoor recreation) insure compliance with this Plan in his/her program area.

Facility

The NYSF routinely operates programs in leased facilities. Prior to the start of a NYSF program, the Program Director will inspect the facility for safety and dangers. The inspection documents the overall condition of the facility with respect to insuring the safety of all participants and minimizing the risk of loss due to any situation, including fire, and to insure compliance with applicable regulations. The Program Director will verify the sufficiency of fire extinguishers and fire/smoke detectors. Current telephone numbers of the nearest emergency medical, fire, and hazardous incident service providers will be posted in the program office and conspicuously in other locations. The Program Director will use the Facility Inspection Checklist included at the end of this document.

Injuries and Other Medical Emergencies

All program employees shall be adequately trained (current American Red Cross Certificate or equivalent) to render first aid and cardiopulmonary resuscitation (CPR). First aid supplies shall be readily available during all program activities.

When an injury occurs, the following procedure shall be followed:

1. Staff will assess the situation, stabilize the patient, and follow prescribed procedures for administering first aid and CPR. This includes immediately seeking emergency medical services when appropriate.
2. Staff will notify the Medical Director/Nurse of the injury as quickly as is appropriate.
3. The Medical Director/Nurse shall conduct a medical assessment of the patient and his/her injuries and determines an appropriate course of action. When appropriate, care will be sought at the nearest professional emergency medical facility.

4. Maintaining an appropriate level of privacy as required by the Health Insurance Portability and Accountability Act (HIPAA), the Medical Director/Nurse or other staff member will notify the Program Director of the injury. Information about the cause of the injury, witnesses to the incident, situation of the incident, and the date and time of the injury, will be documented.
5. Using professional judgment and maintaining an appropriate level of privacy as required by the Health Insurance Portability and Accountability Act (HIPAA), the Program Director will notify the Executive Director and Chairman of the NYSF's Board of Trustees of the nature and severity of the injury.

Fire Safety

Fire prevention is a priority of the NYSF. Consistent with this priority, open flames (e.g. burning of candles, smoking) are not permitted inside any program structure, except when adequate safety precautions are implemented and documented. Cooking by open flame is only allowed in the Dining Hall Kitchen or similar area under the supervision of the Food Services Supervisor. Smoking is permitted only in designated areas; at Camp Pocahontas, the designated smoking area is the gravel driveway behind the dining hall.

In case of a structure fire or comparable emergency event, affected structures should be evacuated and everyone should convene in the primary predetermined location: at Camp Pocahontas, the Green; at the Green Bank Observatory, the parking lot between the bunkhouse and the Residence Hall; and at the National Youth Science Center (NYSCenter), the parking lot. Emergency services should be contacted as soon as possible by calling 9-1-1. The Program Director should be notified as quickly as is practical. A secondary site shall be identified in case the primary location is unsafe: at Camp Pocahontas, the secondary site is the Archery Field; at the Green Bank Observatory, the radio telescope in front of the Science Center; and at the NYSCenter, the gravel roadway (RiverStone Road) between the Research and Education Center and the Research Support Building. Designated staff members will complete a roll call to verify that all persons are safe. Everyone should remain at this location until the Program Director or his/her designee issues a dismissal.

Motor Vehicle Safety

Only approved Foundation staff members may operate motor vehicles under the control of the Foundation. To be designated as an approved driver, the staff member must be at least twenty-one years old, possess a valid operator's license, and complete a training session that covers the following topics:

- Safe loading guidelines: load from front to back in a manner that maintains the lowest possible center of gravity.
- Passenger safety guidelines: the driver and all passengers must wear safety belts.
- Driving safety guidelines: obey all laws, back carefully, be aware of vehicle limitations, including the impact of vehicle weight, braking capacity, and road conditions.
- Vehicle maintenance guidelines: maintain fuel levels and correct tire pressure.

When an accident occurs, the following procedure shall be followed:

1. If there any injuries, follow the procedure provided above.
2. Document names, addresses, telephone numbers, operator's license numbers of persons involved and of witnesses, and license plate number and state of each vehicle involved.
3. Notify the Program Director promptly.

Documentation, Review, and Report

The Program Director is responsible for maintaining an accurate file and coordinating all accident/injury-reporting procedures. The Program Director reviews major accidents that arise on or are connected with the Foundation's programs including reports of serious accidents and fires. The Program Director submits recommendations to correct hazardous conditions and recommends essential changes in existing policies to improve safety efficiency, physical or structural alterations required to eliminate or control hazards, and provide programs designed to create and maintain interest in safety. The Program Director includes any materials pertinent to safety in his/her annual report to the NYSF Board of Trustees.

The Executive Director will conduct a root cause investigation of major accidents in order to identify all the contributing factors that led to the accident, including failure to follow procedures, inadequate training, improper maintenance, failure to enforce rules, weather conditions, etc., so that factors contributing to the accident are eliminated.

Facility Inspection Checklist

Safe and Orderly Operating Conditions

T	F	Item	Notes/Corrective Action Needed
		All areas are clean and orderly.	
		There are no obvious hazards.	
		Equipment is stored properly.	
		Emergency exits are marked.	
		Sufficient lighting is available.	
		Ventilation is sufficient.	

Fire Safety

T	F	Item	Notes/Corrective Action Needed
		Fire extinguishers are clearly accessible in each structure.	
		Fire extinguishers are marked with current inspection tags.	
		Combustible materials are minimized.	
		Flammable and combustible liquids are properly labeled and stored.	

Electrical Safety

T	F	Item	Notes/Corrective Action Needed
		Extension cords are not used in place of permanent wiring.	
		Protective covers are present on all boxes, raceways, fittings, etc.	
		There are no obvious frayed wires.	
		Access to electrical panels is clear and unobstructed.	
		Access to switches and circuit breakers is clear and unobstructed.	
		Ground-fault Circuit Interrupters (GFCI) pass testing.	
		Power cabinets and breakers are properly labeled.	