



## **STAFF AND PARTICIPANT HANDBOOK**

**Adopted: January 15, 2010**

**Revised: June 1, 2011**

**Revised: June 22, 2012**

**Revised: March 13, 2013**

**Revised: February 18, 2014**

**Revised: January 31, 2015**

**Revised: January 30, 2016**

**Revised: May 30, 2020**

### **Contact Information**

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## **Program Organizational Chart**

1. Board of Directors
  - i. President / Director
    1. Vice President / Assistant Director
    2. Treasurer
    3. Secretary
    4. Board Members
  - ii. Coordinator(s)
    1. Mentors
      1. Participants

### **Mission**

Our mission is to provide an opportunity for ~~youth~~-youth\_ with visual impairments to experience a glimpse of post secondary outcomes (employment, college, etc) through development of mentoring relationships, real world applications, and identification of available resources.

### **Vision**

Our vision is to empower and create a community of lifelong learners who will have the tools necessary to be successful in their education, careers, and lives.

## **Human Resources Policies and Procedures**

### **Staffing Plan and Position Titles**

The President shall submit a staffing plan, including position titles, to the Board of Directors at the end of each year for the upcoming year. The President shall submit revisions throughout the year as program activities dictate additions or eliminations of positions.

### **Qualifications and Selection of Staff**

#### Qualifications

1. Should be current or former college students or currently or formerly employed, depending upon assignment.
2. Be committed to providing mentoring.
3. Be available for the entire period of the program for which they are under consideration.
4. Have knowledge of resources typically found on any college campus or in any employment setting.
5. Possess leadership skills appropriate for their assignment.
6. Knowledgeable of transition opportunities and difficulties for students with visual impairments.
7. Be able to develop and maintain appropriate relationships with good interpersonal communication skills.
8. Be able to supervise participants and communicate expectations effectively.
9. Be able to resolve conflicts, administer consequences, and treat all fairly.
10. Be able to assist with teaching or leading of activities.

#### Process

1. Annual Staffing Plan
  1. Applications for the upcoming year shall be made available by November 1<sup>st</sup> of each year. Interviews shall be conducted for all new staff applicants. Returning staff applicants need not participate in an interview unless the President determines one is necessary (i.e. change of position or questionable performance the previous year). The interview committee shall consist of:
    1. The President
    2. The Vice President
    3. Others as deemed appropriate
  2. Each candidate shall submit two references.
    1. The reference person should not be a family member or friend.
  3. All individuals may be required to pass a criminal background check.

## **Expectations of all EYE Retreat Staff**

1. Provide a welcoming and nurturing environment for participants.
2. Enforce and adhere to all established rules, policies, procedures, and expectations.
3. Report any illegal or dangerous situations immediately.
4. Not disclose any confidential or sensitive information.
5. Act as role models and in a professional manner at all times.
6. Attend all required meetings and trainings.
7. Provide advice and mentorship equally and appropriately to all participants.
8. Ensure participants arrive and depart activities in a timely manner.
9. Supervise and monitor participants during all activities.
10. Be available to participants and remain within the general area of participants during activities.
11. Participate in all activities and encourage participation.
12. Organize, supervise and lead assigned activities or workshops.
13. Check-in regularly with supervisors and/or subordinates.
14. Ensure that all facilities utilized are clean, orderly, and safe.
15. Oversee general operation of all programming, schedules, and meals.

Note: Qualifications and expectations for volunteers and specific program staff will be determined by the President as deemed appropriate and communicated to each individual.

## **Employment Status**

1. All staff are considered “volunteers” as they are not compensated for their services or provided any benefits associated with their positions.
2. All staff are considered “at will” and there is no warranty of continuation from year to year or within the same role.
3. No staff member is considered an employee of or has any claim of gainful employment against the EYE Retreat.

## **Attendance and Duty Hours**

1. The duty hours of each staff member are determined by the President in accordance with program needs.
2. Absences must be communicated to and approved in advance by the President. This includes absences during scheduled meetings, program activities, or trainings. Excused absences include: Illness, death in the immediate family, inclement weather, or other reasons as deemed appropriate and reasonable by the President. Those who are habitually absent may be subject to disciplinary measures, including up to recommendation for termination.

## Conflicts of Interest

All ~~elected EYE Retreat~~ Officers, Board Members, and ~~staff members~~ employees must report ~~annually~~ to the President or Board of Directors, ~~President~~ any potential conflicts of interest regarding their participation in the EYE Retreat's operations. Conflicts of ~~i~~nterest may include personal or financial benefits as a result of their position or that of another associate. ~~- It is the policy of the EYE Retreat to prohibit a~~Any such activities are prohibited as a condition of EYE Retreat's tax-~~exempt~~ status. The full Conflict of Interest Policy is available upon request.

## Gifts and Transactions

All EYE Retreat staff are prohibited from accepting, soliciting, or providing gifts or transactions in any form (monetary, goods, services, etc).

## Ethical Behavior and Whistleblower Protection Policy

All EYE Retreat directors, officers, and employees are required to observe the highest standards of business and personal ethics while conducting their respective duties and responsibilities, and are required to report any suspected violations of EYE Retreat policies, applicable laws and regulations, or standards of business or personal ethics to the Secretary, President, or Board of Directors. The full Ethical Behavior and Whistleblower Protection Policy is available upon request.

## Evaluation of Direct Contact Staff

All EYE Retreat involved in direct contact with participants will be evaluated by the President or designee using the North Carolina Educator Evaluation Instrument. The North Carolina Educator Evaluation Instrument evaluates individuals based on the following five standards:

- Educators demonstrate leadership
- Educators establish a respectful environment for a diverse population of learners.
- Educators know the content they teach.
- Educators facilitate growth for their learners.
- Educators reflect on their practice.

## Evaluation of the Supervisory and Support Staff

Members of the EYE Retreat staff involved more specifically with administrative or support roles will be evaluated using the North Carolina School Executives Standards. These standards include:

- Strategic Leadership
- Instructional Leadership
- Cultural Leadership

- Human Resources Leadership
- Managerial Leadership
- Micro-political Leadership

## **Vacancies**

Vacancies occurring throughout the year shall be filled following an interview by the interview team outlined previously. These positions should be advertised for at least five days, unless circumstances prohibit such a period of time and the interview committee shall meet as soon as practical.

## **Document Retention**

The ~~President Secretary~~ shall maintain files for each staff member, including all documents related to their hiring, evaluation, and discipline as well as for any participants who have attended any EYE Retreat programs. Documents to be retained include applications, waivers, incident reports, and any other documents deemed appropriate by the Board of Directors.

Staff members shall have the right to review their file given five (5) days notice is provided to the President in writing. The full Document Retention and Destruction Policy is available upon request.

## **~~Whistleblower Policy~~**

Staff may request transfers from one position to another through the vacancy procedures outlined previously as they become available.

The President reserves the right to transfer or reassign staff temporarily or permanently to meet the operational needs of the program. These changes shall be communicated to the staff member in writing and state the reason for the change. The President shall provide as much advance notice as reasonably appropriate.

## **Termination and Suspension**

Staff members are subject to disciplinary actions through temporary (up to 364 days) or permanent suspension (termination). Reports of violations of EYE Retreat policies and procedures shall be investigated by the President or in ~~his or her~~their absence the Vice President. The investigation shall include the alleged violation, interviews with parties involved, and review of any evidence submitted.

If the alleged violation occurs during activities that do not require overnight sleeping, the President shall have five (5) days from the date of initial report to investigate and render a decision. Depending on the allegations, the President may temporarily suspend the staff member pending the outcome of the investigation and/or appeal. Upon notification of the decision, the staff member shall have three (3) days to appeal to the full Board of

Directors. The staff member shall provide the appeal in writing and explain the basis for such appeal. The decision of the Board is final.

If the alleged violation occurs during an activity that requires overnight sleeping, the President shall immediately investigate any reported violations and render a decision as soon as it is practical to do so. Depending on the allegations, the President may temporarily suspend the staff member pending the outcome of the investigation and/or appeal. The decision of the President is final while the overnight program is in operation. Upon conclusion of the overnight program, the staff member may appeal the decision of the President to the full Board of Directors. The decision of the Board is final.

### **Resignation**

Staff members shall provide a minimum of thirty (30) days written notice prior to resigning. This resignation shall be provided to the President.

### **Leaves of Absences**

Requests for a leave of absence up to 365 days shall be provided in writing to the President, including the reason for and proposed length of absence. At the discretion of the President, the position may be temporarily filled by the vacancy procedures outlined in this manual pending the return of the staff member on leave.

If the President denies a leave of absence, the staff member shall have five (5) days to request review by the full Board of Directors. Such requests shall be in writing.

### **Grievances**

All EYE Retreat staff are encouraged to settle disputes and misunderstandings amongst themselves. The grievance process here is intended to serve two purposes, including 1) a mediation opportunity and 2) formal appeal of decisions rendered by a person in a supervisory role (excluding discipline).

Step 1: In step one, the grievant and other parties shall meet informally with the immediate supervisory individual. This informal meeting shall serve as a mediation time, in which each party articulates their concerns and a resolution is sought. If no resolution is agreeable, the process continues to step two. The supervisory individual present shall not render a decision, but simply facilitate the discussion.

Step 2: In step two, the grievant and other parties shall meet formally with the President. This formal meeting shall serve as a forum for each party to articulate their concerns and seek resolution by action of the President. Each party agrees to adhere to the resolution imposed by the President. The President shall document the decision in written form.

Step 3: If the grievance includes the President, the grievant and other parties shall meet formally with the Board of Directors. The purpose of such a meeting is to serve as a

forum for each party to articulate their concerns and seek resolution by action of the Board of Directors. Each party agrees to adhere to the resolution imposed by the Board of Directors.

### **Bullying and Harassment**

Bullying and harassment means acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, including race, ethnicity, ancestry, color, national origin, gender, socio-economic status, academic status, gender identity, physical appearance, sexual orientation, pregnancy, religion, age, mental, physical, developmental or sensory disability, or by an association with a person who has or is perceived to have one or more of these characteristics, and which constitute a pattern of gestures or written, electronic or verbal communications.

All persons are encouraged to and should report suspected violations of this policy to the President. Reports of discrimination, harassment, or bullying can be made anonymously.

### **Dating and Relationships**

All staff members are prohibited from dating, courting or entering into a romantic or sexual relationship with any participant enrolled in any EYE Retreat program regardless of the person's age.

### **Due Process**

Under the Constitution of the United States, all citizens have the right to due process of law. This means that all individuals must be informed of the charges against them, the evidence against them, and be given an opportunity to respond to the accusations. It shall be the policy of the EYE Retreat to ensure all individuals have these opportunities.

### **Discipline Methods**

1. It shall be the policy of the Envisioning Youth Empowerment Retreat to prohibit the use of corporal punishment, seclusion, and restraint as a means of discipline. Seclusion is defined as any separation of a participant from his or her peers in a separate room without the ability to leave freely (in room suspensions, nighttime in room restrictions, and those with single rooms do not apply). Restraint is defined as the use of any mechanical device (excluding legally permissible devices such as handcuffs or seatbelts) to restrict the free movement of a participant.
2. All staff members are encouraged to use positive reinforcement, peer mediation, and calming strategies as a means to address misbehavior. Positive reinforcement is defined as providing a reward (free time, staying up late, etc) for showing acceptable behavior. The idea is to reward those for following the rules verses



punishing rule breakers. Calming strategies may include deep breathing, time away from the group, or debriefing with another person.

### Dress Code

1. All staff and participants should dress appropriately for the types of activities and weather conditions. However, please be mindful that some activities may necessitate somewhat professional attire.
2. Under no circumstances, should tank tops, daisy duke shorts, or other similar clothing be worn.
3. What constitutes appropriate attire is at the sole discretion of the President.

### General Expectations of Participants

1. At a minimum, attempt to fully participate in all activities.
2. Show respect to Retreat staff, participants and presenters.
3. Notify staff of any concerns, problems, or needs.
4. **For safety and legal reasons** we are required to keep certain kinds of medications secured throughout the Envisioning Youth Empowerment (EYE) Retreat. This includes any controlled medications like psychotropic medications, most ADD/ADHD medications, and narcotics. Please make sure that **all** medications you bring are in the bottle they came in from the pharmacy with **your name** on the bottle.
5. Be honest and truthful at all times.
6. Follow directions of staff, presenters, and all other adults.
7. Be conscious of your own safety and that of your peers.
8. Adhere to the off-[campus](#) travel policy.
9. Remain in the presence of staff when away from campus.
10. Be mindful of noise levels while in the cottages, campus buildings, and restrooms.
11. Dress appropriately for program activities. Dress or clothing that attracts undue or negative attention is not acceptable. Shoes are required in all areas of campus.
12. Adhere to the assigned schedule of events in a timely manner.
13. Turn out lights promptly at the designated time.
14. Be accountable for the decisions you make regarding your own actions and behaviors.

**Note: The President and/or Board of Directors of the Envisioning Youth Empowerment (EYE) Retreat have the authority to dismiss any participant who violates these expectations, as well as any other generally-accepted rules of conduct (not necessarily covered in the expectations) which, in the President's professional judgment, are essential to the educational goals of the program.**

### Internet and Technology

The goal of providing network/Internet access for participants and staff is to support education and research consistent with the educational objectives of the EYE Retreat. Transmission of any material in violation of any federal or state laws is prohibited. This

includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of policies set by the hosting facility.

### **Reporting of Violations**

Violations of the expectations should be reported to the President. When reporting infractions, it is important to note the circumstances that lead up to the behavior, the actual behavior, and what actions, if any, that have already occurred. The President shall develop a written report of each incident, [which includes information regarding](#) background, evidence, procedures followed, and disciplinary actions taken.

### **Search and Seizure**

It shall be the policy of the EYE Retreat to report any suspected violations of local, state, or federal law to the appropriate law enforcement agencies. The EYE Retreat shall not conduct a search or seizure unless there is a clear and immediate threat to staff or participant safety.

### **Smoking, Alcohol, Weapons, and Drugs**

1. The use and possession of weapons are prohibited. It is the policy of the Envisioning Youth Empowerment Retreat to report violations to law enforcement.
2. It shall be the policy of the Envisioning Youth Empowerment Retreat not to permit the consumption of alcohol by any person during the operation of ~~the~~ any program.
3. It shall be the policy of the Envisioning Youth Empowerment Retreat not to permit the consumption of tobacco products in undesignated areas or by those not of legal age.

### **Specifically Prohibited Activities for Participants and Staff**

1. Theft or verbal/physical assault on others.
2. Tampering with fire alarms, extinguishers, or hoses.
3. Possession, sale, or use of alcohol, tobacco products, or drugs.
4. Possession of weapons of any kind, including all guns, all knives, all explosives, and/or any other implement that could be used as a weapon.
5. Violation of any state or federal laws, including rules established by the host facility.
6. Failure to sleep in assigned dorm room.
7. Possession of matches, lighters, or any other flammable device.

**Note: The President and/or Board of Directors of the Envisioning Youth Empowerment (EYE) Retreat is not responsible for any lost, stolen, or misused property. All property brought on campus is done so at the participants' own risk. Parents/guardians are responsible for any damages to property by their minor children. Participants over the age of 18 are responsible for any costs associated with theft or damages to property.**

## General Operations Policies and Procedures

### Academic Integrity

Academic integrity is a core value of [the](#) EYE Retreat. Students will be violating the academic integrity policy if they:

- represent the work of others as their own;
- obtain assistance from another when the student is expected to perform independently;
- give assistance to another individual when that individual is expected to perform independently; [or](#)
- offer false data.

### Accidents

The EYE Retreat does not provide medical care or an [on-site](#) nurse. A first aid kit is available to staff for minor injuries of participants and staff. Following any injury, a staff member shall complete a written report of the injury, including the location of the accident, cause of the accident, type of injury, treatment provided, and date/time of emergency contact. The emergency contact on file for each staff member or participant shall be contacted.

### Dorm Visitation

It shall be the policy of the Envisioning Youth Empowerment Retreat to prohibit in room visitation by persons (staff or participants) of the opposite sex. Specifically, the following rules shall apply to dorm visitations:

1. In the event it becomes necessary for a staff member to have a private conversation with a participant or staff member of the opposite sex, a second staff member shall be present. This rule does not apply to meetings under the official grievance procedures, if the participant or staff member is reporting a confidential violation of policy or procedure, or if time is of the essence during an emergency and time does not permit the presence of another staff member.
2. In the event any participants or staff members wish to work collaboratively with those of the opposite sex in the dorms, such work may be conducted in a room not designed for sleeping so long as the door remains open at all times.
3. These rules are not applicable to any meetings that may occur in public locations or buildings outside of the dorms.
4. This policy does not prohibit the President, Vice President or Dorm Coordinators from conducting a very brief walk-thru or safety check of hallways or dorm rooms. Any situations beyond a very brief walk-thru or safety check shall follow the procedures above for meetings within the dorms.

### Enrollment

The EYE Retreat is open to any person with visual impairment or coexisting disability on a space-available basis. The EYE Retreat does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law. However, the President/Director or designated committee reserves the right to deny any application at their sole discretion.

Once all available slots are filled, applicants will be placed on a waitlist. Students will be admitted from the waitlist as places become available in the order that the applications were received. Participants may reapply to attend the EYE Retreat more than once, but those applications are accepted at the sole discretion of the President or designated committee in accordance with program availability.

### **Grading**

The grading process for the EYE Retreat shall consist of the following:

P = Passing  
S = Satisfactory  
F = Failing

Passing is earned by those who meet all expectations and objectives of a course. Satisfactory is awarded to an individual who meets some of the expectations and objectives of a course. Failing is given to a person who does not meet any of the expectations or objectives of a course. Incomplete grades are only permissible under extreme circumstances and must be approved by the President.

### **Illnesses**

In order to prevent communicable disease at the EYE Retreat, the following guidelines have been developed. These guidelines should be used to help determine if a participant should be sent home early.

1. Cold symptoms such as: runny nose, congestion or persistent coughing.  
—Temperature of 100 degrees or over. Symptoms to watch for are f
3. Episodes of diarrhea or vomiting in the last 12 hours.
4. Sore throat for longer than 2 days.

### **Photographs and Videos**

It shall be the policy of the EYE Retreat, including all its staff, not to publish, distribute, or alter any photo or video taken of any participants under the age of eighteen without parent permission. This includes uploading such items to any social networking sites.

## Supervision

1. It shall be the policy of the Envisioning Youth Empowerment Retreat to provide what is considered to be “standard supervision” of participants while inside physical facilities.
2. Standard Supervision is defined as having general knowledge of the whereabouts of the participant and actively and regularly verifying those whereabouts. In other words, participants do not need to be under direct supervision as long as you are aware of their location and you check in with them or they check in with you regularly to ensure they remain at the verified location.
3. Staff shall conduct a headcount upon arriving and departing each location.
4. Participants under the age of 18 are not, under any circumstances, to leave the host facility, unless under the supervision of a staff member.
5. Participants must remain under direct supervision of staff members at all times while outside and/or traveling from one location to another.
6. Direct supervision is defined as being within direct voice contact with participants without the use of communication devices.
7. Participants under the age of 18 with parent permission and those over the age of 18 may travel [off-campus](#) given the following guidelines:
  - a. Off-campus travel is only permitted during designated hours.
  - b. Weather conditions, program activities, or other factors may limit or prohibit off campus travel at the sole discretion of the President.
  - c. A staff member must accompany any participant off campus and they must travel in groups of three (a staff member counts as one of the required three) or more.
  - d. Participants must provide the location of their destination and an estimated return time.
  - e. Participants under the age of eighteen must have parent permission to travel off campus for non-EYE Retreat scheduled activities.
  - f. Those traveling off campus must report their intended destination, method and route of travel, and estimated return time.
  - g. The EYE Retreat reserves the right to request law enforcement conduct welfare checks of missing persons or those who fail to return at the designated time.

## Valuables

Participants and all staff are discouraged from keeping large sums of money during any EYE Retreat activities. The EYE Retreat is unable to provide any secure locations to ensure the safety of any valuable items, including cash, electronics, etc. Staff and participants bringing such items do so at their own risk.

## Visitors and Visitations

It shall be the policy of the EYE Retreat to require all visitors [to](#) check-in and check-out at designated areas to ensure participant safety. All visitors must wear an I.D. badge.

All staff members should not have any personal visitors while on duty, unless specific arrangements have been made with the President or an emergency situation exists. Visitors wishing to attend EYE Retreat activities must seek permission from the President and complete all necessary paperwork. Approval of such requests is at the sole discretion of the President.

## **Emergency Policies and Procedures**

### **Overview**

Emergencies, by nature, are unpredictable, but oftentimes avoidable or otherwise diminished in severity with proper planning. Please review the following procedures and guidelines carefully to ensure you are aware of the appropriate responses in the event of an emergency. Remember that it is impossible to list every possible emergency that may occur so your professional judgment will be necessary in many cases.

### **Purpose**

The purpose of this plan is to outline the responsibilities, responses, and resources needed in order for the EYE Retreat staff and participants to prepare for, respond to, and recover from emergencies before, during, and after the EYE Retreat.

### **Scope**

This policy applies to all EYE Retreat staff members and participants as well as all activities, on and off campus, associated with the EYE Retreat.

### **Implementation**

It shall be the responsibility of the President, or, in [his or her](#) absence, the most senior staff member present, to implement this plan.

### **Operational Status**

The President has the authority to cancel, delay, or alter any activities in order to ensure the safety, health, and best interests of the participants. The President shall monitor local weather conditions and communicate with local authorities as needed.

### **Tiered Levels of Emergency**

Code Green: Code Green is the signal for normal schedule. It means that the EYE Retreat is operating under normal conditions. EYE Retreat leadership team should remain vigilant for the possibility of safety hazards.

**Code Yellow:** Code Yellow is the signal for heightened alert and caution. This could be because of excessive heat, criminal activity in the general area, or a missing person. It means that the EYE Retreat is continuing with normal schedule, but making minor adjustments to programming in order to respond to a minor emergency situation. The emergency operations team may or may not notify parents, participants, mentors, or others about the reasons for program changes or type of emergency depending on the circumstances.

**Code Red:** Code Red is the signal for a lockdown or shelter in place situation. This could be because of a tornado, severe thunderstorm, or criminal activity. It means that the EYE Retreat is cancelling or temporarily suspending all programming in order to respond to an immediate emergency situation. Mentors, participants, and volunteers should seek shelter immediately according to the plan outlined below. The emergency operations team should provide mentors and participants with accurate and reliable information about the situation immediately and also develop a plan for notifying parents of the situation and/or response.

### **Communications Plan**

**Automated Messages:** The EYE Retreat shall maintain an account with DialMyCalls so that automated texts and phone calls can be quickly and easily disseminated to parents and others to notify them of an emergency.

**Email:** The EYE Retreat shall maintain an email directory of parent and participant emails to notify them of an emergency.

**Announcements:** The EYE Retreat shall ensure that accurate and reliable information is provided to mentors and participants immediately following an emergency. Updates will be provided as appropriate.

### **Specific Procedures**

**Thunderstorms:**

1. A severe thunderstorm watch means that a severe thunderstorm is possible and you should continue to monitor the forecast.
2. A severe thunderstorm warning means a severe thunderstorm is approaching the area and you should seek shelter immediately.
3. Seek shelter in the nearest appropriate building or vehicle.
4. If there is no safe shelter, crouch down and wrap your hands around your legs/knees, similar to a squatting position.
5. Do not stand together if caught outside without any shelter.
6. Consider cancellation and/or relocation of outdoor activities.

#### Heat:

1. A heat advisory is issued when the heat index is expected to range from 100 to 105 degrees.
2. An excessive heat warning is issued when the heat index is expected to exceed 110 degrees.
3. Monitor participants during outdoor activities for heat related injuries.
4. Provide water as needed.
5. Provide opportunities for frequent breaks.
6. Consider alternative locations for activities.

#### Tornado:

1. A tornado watch means that a tornado is possible and you should continue to monitor the forecast.
2. A tornado warning means a tornado has been spotted on the ground in the area and you should seek shelter immediately.
3. Move to an interior hallway farthest away from any doors and/or windows.
4. Kneel on the floor with your head against an interior wall. Cover your head with your hands.
5. Remain in your location until an all clear is announced.
6. Consider cancellation and/or alternative programming until the impact is assessed.
7. Contact parents and guardians.

#### Hurricane / Tropical Storm:

1. A hurricane / tropical storm watch means that hurricane or tropical storm conditions are possible in the watch area within the next 48 hours.
2. A hurricane / tropical storm warning means that hurricane or tropical storm conditions are expected in the warned area within 24 hours.
3. Possible scenarios:
  - a. If a hurricane or tropical storm were to threaten the coast prior to the start of the Retreat, a decision would be made 48 to 96 hours in advance of the storm regarding whether the Retreat is cancelled or held as scheduled.
  - b. If a hurricane or tropical storm were to threaten the coast after participants have already arrived on campus, a decision would be made as soon as practical regarding early cancellation of the Retreat or continuation of the schedule either regularly or on an amended version.
  - c. In the extremely unlikely event subsection (b) of this section were to occur and we are unable to send participants home early, we may need to be prepared to shelter in place.
4. Remain in an interior room without any doors or windows, if possible.
5. Gather batteries, alternative light sources, and first aid supplies.
6. Gather nonperishable foods and water.
7. Contact parents and guardians regarding plans.



Fire:

1. Identify emergency exits closest to your location.
2. Become familiar with the fire evacuation procedure for the facility.

Missing Participants:

1. Conduct a headcount at the start and end of each activity. Record attendance as necessary.
2. Upon discovery of a missing person, immediately conduct a headcount.
3. Attempt to determine the last known location of the person(s) and any other helpful information in locating them.
4. Contact the President immediately if not located.

Medical:

1. Become familiar with the medical needs, allergies, or other disabilities of your participants.
2. Determine if the medical situation is a life threatening emergency or a minor emergency.
3. If a minor emergency, refer to your participant information sheets to determine allergies, medications, or medical history.
4. Provide basic first aid as needed.
5. If clearly a serious medical emergency, call 911!
6. Contact a President so that a parent or guardian can be notified.

Criminal:

1. Remember to remain calm and gather as much information as possible about the suspect(s) or victim(s).
2. Gather as much of the facts as possible.
3. If possible, contact a President prior to notifying law enforcement so a determination can be made regarding the most appropriate actions.
4. If it is clearly an emergency situation, call 911.

Lockdown or Shelter in Place:

1. Seek shelter in the nearest room. Allow others to seek shelter with you.
2. Lock all doors and windows. Close blinds and turn off lights.
3. Turn off all cell phones and other electronic devices.
4. Do not open or unlock the door or windows under any circumstances.
5. Remain in shelter until an all clear is given.
6. Signals for lockdowns and all clear will be provided at Orientation.

