

Nisqually Tribe Youth Center

Policies & Procedures

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1. WELCOME

2. ABOUT THE NISQUALLY TRIBE COMMUNITY YOUTH CENTER ("CENTER")

(Insert a brief history about the Puyallup Tribe of Indians, the history of the Youth and Community Center and the future of the Center)

2.1.MISSION STATEMENT

Youth and Community Center Mission

We are honored to support and preserve culture, lending praise and acknowledging our ancestors. We provide a friendly, healthy, and safe environment in our community. We are teaching confidence, teamwork, and leadership to future generations.

3. EMPLOYEES AND VOLUNTEERS

3.1. VOLUNTEERS¹

Volunteers are vital to the Center's programs and the Center encourages any parent or other adult to become a volunteer. Volunteers tutor, teach classes, help with special events, fundraise, work in the office, participate on programs and help with building, repair and maintenance projects. The Executive Director or their designee will interview all volunteers. Additionally, volunteers will undergo a comprehensive nationwide criminal background check and Community Services Department will screen volunteers for sex offenses.

3.2. BACKGROUND CHECK²

For the safety of the Center's youth, all employees and volunteers must complete an identification verification, FBI and/or Washington State Police background check. Moreover, Human Resources will conduct background checks with tribal law enforcement agencies or tribal administration offices with reservations on which employees and/or volunteers have lived or worked. In addition to the criminal background check, Human Resources will also conduct a children's protective services background check. The Center will verify all references, including past employment and education credentials. After the initial verifications, the Center or its designee will routinely subject employees and volunteers to periodic verification updates.

Furthermore, the Center adheres to the following policies as well:

- Employment and volunteering is conditional upon the prospective employee or volunteer giving Nisqually Tribe the right to do a criminal and children's protective services background check
- Failing to disclose relevant information in the employment or volunteer application, as later revealed in the background check, is grounds for immediate termination
- All employees and volunteers are required to disclose future convictions
- All employees and volunteers agree to sign any and all releases relevant to present and future background checks
- All background checks will be updated yearly

3.3.SCREENING FOR SEXUAL OFFENDERS

The Center will collaborate with the Nisqually tribal Police Department to screen all employees and volunteers upon hiring or commencing volunteer service for sex offenses as defined in the Tribe's Sex Offender Registration Notification Act (SORNA) code.

The Center will collaborate with Human Resources and regularly screen all employees and volunteers in

3.4.ORIENTATION 3

Human Resources and the Community Services Director or their designee will provide all new Center employees and volunteers with a copy of this handbook during their first week with the

Center. All new employees and volunteers will review and become familiar with the contents herein. Additionally, all new employees will complete personnel paperwork, payroll information and any other forms required by the Center and Human Resources.

3.4. IDENTIFICATION'

All employees and volunteers are required to wear identification badges at all times.

3.6. EXPENSE REIMBURSEMENT ⁵

On occasion, employees or volunteers may be required to incur expenses. The appropriate Program manager or their designee must pre-approve all purchases. Employees and volunteers must submit their purchase requests according to the Tribe's purchase ordering system and must make purchases through approved vendors. If purchases are unavailable through the Tribe's normal ordering system, employees must get prior approval from the Program Director to request a check or request reimbursement from the Tribe.

The Center will reimburse employees for business-related mileage in their personal vehicles. The Center will use the mileage rate established by the Tribe. Under no circumstances will management approve

travel if the employee does not have a valid driver's license and current automobile insurance.

3.7. TRAINING ⁶

The Center and the Tribe may provide trainings that benefit employees and enhance the ability of employees to perform their job duties. Occasionally there will be mandatory in-house training. Center management or Human Resources will give advance notice when mandatory training sessions will be held.

All employees and volunteers are required to have current CPR and First Aid Certificates, a Food Handlers Card and certification of annual TB testing. Employees and volunteers are required to keep their certifications up-to-date and are required to submit a copy of the certification to the Program Director. Copies of the certification will be placed in the employee's or volunteer's personnel file.

3.8. TOBACCO USE^{7?}

The Center prohibits smoking and tobacco use on its premises, except as allowed for in cultural or traditional activities. The Center will clearly indicate the no tobacco use policy through signage and in publications. Any adult who wishes to use any form of tobacco in a purpose that is not cultural or traditional must leave the premises.

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3.9.DRUGS AND ALCOHOL⁸

All employees and volunteers will comply with the Tribe's drug and alcohol policies, which are available at Human Resources department.

The Center prohibits drugs and alcohol on premises and the Center will clearly indicate the policy through signage and in publications. Anyone in possession and/or under the influence of drugs or alcohol will be required to leave the premises and may be reported to Tribal Police.

3.10. PERSONAL RELATIONSHIPS⁹

Employees and volunteers are to maintain professional relationships with youth. Employees and volunteers are not to contact youth outside of work without the approval from their director, or their designees, and parent/guardian of the youth.

3.11. PHYSICAL CONTACT¹⁰

Inappropriate touching of youth is strictly prohibited and cause for immediate termination, in addition to a report being made to the proper authorities.

Employees and volunteers are to avoid physical confrontation with youth-except in cases of immediate

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danger to other youth. Employees and volunteers are not to isolate themselves and individual youth without being able to be observed by other employees or adults.

3.12. PERSONAL USE OF THE FACILITY ¹¹

Management prohibits employees and volunteers from having personal use of the building, program vehicles or program equipment outside of the Center's hours of operation, without prior written approval from the Program Director or their designee.

4. HEALTH, SAFETY & SECURITY

4.1. SAFETY AND HEALTH

All employees and volunteers will comply with all equivalent standards of the Washington Industrial Safety and Health Act (WISHA). Direct all questions to the Program Director or Human Resources at the Tribe.

4.2. SERIOUS DISEASE NOTIFICATIONS ¹²

If a licensed medical authority diagnoses an employee or volunteer with a serious or infectious disease, the Center requires that they inform the Program Director as soon as possible. This information will be kept confidential.

The Program Director or their designee will work

closely with the employee or volunteer and their physician to ensure that the employee or volunteer are able to perform their job duties safely and according to their job description while ill. The employee or volunteer may continue to work or volunteer as long as there are no consequences to others around the employee or volunteer.

The Center will comply with applicable regulations concerning employees or volunteers exposed to blood or other potentially infectious materials. Employees and volunteers are responsible for abiding by all applicable safety regulations.

4.3.BLOOD BORNE PATHOGENS 13?

All employees and volunteers will receive initial and ongoing training on the risks of exposure to blood borne pathogens and measures to reduce or eliminate risk. Attendance is mandatory for blood borne pathogens trainings. Employees and volunteers must adhere to the Center's infectious disease control policies.

Universal precautions for infectious disease require that employees consider blood and most bodily fluids to be potential carriers of infectious disease. The Center strictly enforces this policy and the concept of universal precautions.

To protect youth, employees and volunteers will follow the following guidelines if anyone is at risk for being, or has been, in contact with blood and body fluids:

- Employees, volunteers and youth will keep all open cuts or sores covered
- Employees and volunteers will clean and disinfect any spills of blood or bodily fluids
- Employees and volunteers must wear gloves when cleaning and disinfecting any cuts, sores and contaminated areas
- Employees and volunteers will dispose of all cleaning materials in a plastic bag, secured with a tie
- Employees and volunteers will disinfect any brushes, brooms, mops, dust pans or the like used to clean contaminated areas
- Employees and volunteers will place contaminated clothing into a sealed plastic bag and send the bag home under appropriate parent/ guardian oversight

4.4.INFECTION CONTROL PRACTICES¹⁴

The best way to control the spread of illness and reduce infections is for employees and volunteers to:

- Wash hands and personal property at appropriate intervals
- Disinfect all surfaces that can spread bacteria

4.5.EXCLUSIONS OF ILL YOUTH¹⁵

The Center will not allow youth with any of the following symptoms at the Center:

- Auxiliary (under the arm) fever of 100° For higher any one of the following:
- Diarrhea

- Earache
- Signs of irritability or confusion
- Sore throat
- Rash
- Vomiting on two (2) or more occasions within a 24-hour period
- Draining rash or sore
- Eye discharge or pinkeye
- At the recommendation of employee or volunteer

Youth can return to the Center after:

- A medical diagnosis to rule out bacterial infection OR
- 24 hours on antibiotic treatment

Youth with open oozing sores, which cannot be covered, will not be allowed at the Center until:

- 24 hours after starting antibiotic treatment OR
- Sores are healed

The Center reserves the right to request a written release from a licensed medical authority before allowing youth to return to the Center.

4.6.FIRST AID¹⁶

The Center requires all employees and volunteers to have current CPR and First Aid certifications see *TRAINING*.

The Center has First Aid kits in the following locations:

- List the locations of First Aid kits

Employees and volunteers will take portable First Aid kits on field trips, camps and sporting activities. On an annual basis, the Executive Director or their designee will ensure that First Aid kits are fully equipped.

4.7.HEPATITIS VACCINES¹⁷

If exposed to Hepatitis A or B, employees and volunteers will need the Hepatitis A or B vaccine series unless they have proof that they have already received the vaccination or are documented to be immune.

4.8.HIV/AIDS AWARENESS¹⁸

All employees and volunteers must receive HIV/AIDS awareness training. The Center will schedule such mandatory trainings as part of its annual operating plan see *TRAINING*.

¹⁶ Grandview Early Learning Center Employee Handbook

¹⁷ Grandview Early Learning Center Employee Handbook

¹⁸ Grandview Early Learning Center Employee Handbook

4.9.SAFETY 19

Employees and volunteer safety depends on the safety consciousness of everyone. Employees and volunteers are to observe the equivalent to WISHA policies and the special safety rules applicable in the work area, as well as the general rules of safety:

- Employees and volunteers are to immediately report any injury, safety hazard, or property needing repair to the Program Director
- Employees and volunteers are to keep individual work areas clean and orderly at all times
- Employees and volunteers shall not allow unauthorized persons to operate equipment or to have access to restricted areas
- If employees or volunteers are assigned a job or task requiring protective clothing or equipment, they shall use such clothing or equipment
- Employees and volunteers are to store all materials, supplies and equipment in their proper places
- Employees and volunteers are not run or engage in horseplay on work premises
- Employees and volunteers are to drive safely and courteously when operating a vehicle as part of work
- Employees and volunteers are to use appropriate equipment or assistance if their job duties include lifting heavy objects

4.10. SECURITY²⁰

Access to the Center's premises is limited to persons who have a legitimate reason to visit. Unauthorized persons may present a risk to youth, employees, volunteers and visitors. If employees or volunteers notice an unauthorized person or witness conduct that they think is suspicious, they are to report it immediately to the Program Director or their designee.

If an employee or volunteer believes there is a threat to their personal safety or that of another employee, volunteer, visitor or

[Type text]

child, they are required to notify the Executive Director and Tribal Police immediately, and adhere to the emergency plans herein- see *PARENTS/GUARDIANS AND VISITORS*, and see *SCREENING ADULTS/NISITORS*.

4.11. ON-THE-JOB ACCIDENTS AND ACCIDENT REPORT²¹

If an employee or volunteer is injured or suspect that they have been injured on the job, they must notify the Program Director immediately. It is the Program Director's, or their designee's, responsibility to help the employee or volunteer evaluate the situation and assist in obtaining appropriate medical assistance, should that be necessary.

Refer to Nisqually Tribe Worker's Compensation Plan for more information and guidance for work-related injuries. This information is available in the Human Resources Department or in the office at the Center.

4.12. LICE POLICY²²

The Center has a no lice and nit policy. If a youth is found to have head lice while at the Center, an employee or a volunteer will contact the family and ask them to pick up their youth immediately. Lice are considered contagious, and as such, the Center must look after the best interests of all youth at the Center.

In the event of a lice outbreak, all youth, employees and volunteers will have their hair checked for lice and nits by an employee or volunteer. Those with lice or nits will be sent home with instructions for removing the lice and nits. Anyone sent home for lice or nits, will not be allowed to return to the Center until they are lice and nit free.

Nits are easier to see than lice. Nits are small gray-white oval objects firmly attached to the bottom of the hairs and, unlike dandruff, are difficult to remove. Lice live about thirty-five (35) days with eggs hatching in eight (8) to nine (9) days. Symptoms of lice include:

- Itching of the head
- Evidence of lice or nits (eggs) in the hair
- Redness or scratch marks behind ears or the back of the neck

Anyone can get lice, which is a common occurrence in a youth care setting. Lice do not carry disease and are mainly just a nuisance.

4.13. MEDICATION MANAGEMENT³

As a last resort, the Center will administer prescription or non-prescription medication only with prior written consent of the youth's parent/guardian on the Center's Medication Form. **Medications should be administered from home if possible.** The Center reserves the right to refrain from administering medications to youth.

4.13.1. Prescription Medications

If the Center agrees to administer prescription medication, prescription medications must be kept in the original container from ~~the pharmacy and~~ labeled with:

- Youth's first and last name
- Medication name
- Dosage amount

- Frequency of dosage
- Length of time (e.g., days)
- Health provider's name

4.13.2. Non-Prescription Medications (over the counter drugs). If the Center agrees to administer non-prescription medication, non-prescription medication must be:

- In its original container
- Labeled with the dose and frequency

Management

- Age appropriate for the youth

4.13.3. Administering of Medicine

The Center will keep all medications inaccessible to youth and will keep all medications at the proper temperature. If the Center agrees to administer medication, the Center will only administer oral medication, topical medication eye drops and ear drops. The Program Director will administer the medication and will note in a log the date, time, medication, dosage and youth who received the medication. The Program Director will receive annual training on administering medication by the Tribe's Human Resources department or their designee.

4.13.4. Incident Review Process

All medicine related incidents will be referred to the Tribal Administrative Manager for their review.

4.13.5. Recordkeeping and Privacy

The Center will maintain medicine-related documents for at least three (3) years and will ensure the privacy and confidentiality of all documents with the standards equivalent to the Health Insurance Portability and Accountability Act (HIPPA).

5. FOOD SERVICE SAFETY

All stages of food service operations shall meet the standards equivalent to federal, state and local fire, health, sanitation, safety codes, building codes, regulations, licensure requirements and other provisions relating to the public health, safety and welfare applicable to each congregate nutrition site, food preparation site and food service vendor/caterer.

Specifically regarding food, food service and the food worker, the food service provider shall meet the standards equivalent to the Washington Administrative Code (WAC) 246-215, Food Service WAC 246-217, Food Worker Cards Revised Code of Washington (RCW) 69.06, and Food and Beverage Establishment Workers' Permits.²⁴

5.1 INSPECTION REPORTS²⁵

Food service providers must have in their official files a copy of all current Food Service Inspection Reports (or their equivalents) completed by tribal, state or local health department employees, or a

Registered Sanitarian, for each congregate nutrition site, food preparation site and food service vendor/caterer used in the nutrition program.

To be current, the date on the report must not exceed one year since issuance. If for any reason a congregate nutrition site, food preparation site, or food service vendor/caterer does not have a current Food Service Inspection Report, the food service provider must take immediate action to achieve compliance. Immediate compliance may entail hiring a private Registered Sanitarian, or working with the local health department, to expedite an inspection.

5.2.FOOD AND BEVERAGE SERVICE HANDLERS PERMITS²⁶

All food service workers, either paid or unpaid, are required to earn their Food and Beverage Service Worker's Permit issued by the State of Washington-see *TRAINING*.

The Center will maintain copies of the all food server's Food and Beverage Service Workers' Permits.

5.3.CONTAMINATION ²⁷

5.3.1. Physical Contamination

Physical food contamination includes objects in food that may cause injury if eaten, including but not limited to broken glass, jewelry, adhesive bandages, staples and fingernails.

Prevent physical food contamination by:

- Carefully washing all fruits and vegetables
- Closely examining all prepared food
- Keeping the food preparation area clear of items that may fall into food

5.3.2. Chemical Contamination

Chemical food contamination includes chemicals, such as soaps, cleaners, sanitizers and pesticides that cause serious injury if ingested.

If chemicals need to be stored in the kitchen, then they should be stored below food and below the food preparation area. If chemicals are not needed in the kitchen, then they should be stored elsewhere.

Prevent chemical food contamination by:

- Keeping only approved chemicals near the food
- Storing all chemicals below food and beneath the food preparation area
- Labeling all chemicals
- Using only approved food storage containers
- Ensuring that all kitchen equipment is properly working
- Ensuring that food is properly protected when cleaning the kitchen

5.3.3. Biological Food Contamination

Biological food contamination includes the spreading of parasites, viruses and bacteria through food.

Prevent **parasite** food contamination by:

- Cooking pork, beef and fish to proper temperatures
- Use fish that has been specially treated to kill parasites, for raw fish dishes like sushi
- Use approved water sources

²⁶ Found in research
conducted by David Whited
²⁷ **Washington State Food & Beverage Workers' Manual**

Prevent **virus** food contamination by:

- Not working with food if ill with diarrhea, vomiting or fever
- Thoroughly washing hands twice-once after using the restroom and again upon entering the kitchen
- Using gloves or utensils, instead of bare hands, when handling ready-to-eat foods, like sliced fruits and sandwiches
- Washing, rinsing and sanitizing all equipment used during food preparation

Prevent **bacterial** food contamination by:

- Keeping food at the proper hot or cold temperature, above 140° F for hot food and below 41° F for cold food
- Not working with food if ill with diarrhea, vomiting or fever
- Thoroughly washing hands twice-once after using the rest room and again upon entering the kitchen
- Using gloves or utensils, instead of bare hands, when handling ready-to-eat foods, like sliced fruits and sandwiches
- Washing, rinsing and sanitizing all equipment used during food preparation

5.3.4. Cross-Contamination of Food

Cross-contamination is the spread of bacteria from raw meat to other food.

Prevent food **cross-contamination** by:

- Washing hands after handling raw meat
- Washing and sanitizing all food-contact surfaces that touch raw meat
- Preparing raw meat away from other food
- Using a separate cutting board for raw meat
- Storing raw meat below other food in the refrigerator and freezer

5.4. PERSONAL HYGIENE²⁸

5.4.1. Illness, Infections And Wounds

Food workers will not work with food if they have:

- Diarrhea, vomiting or jaundice
- Diagnosed infections that can be spread through food,

²⁸ Washington State Food & Beverage Workers' Manual

including Salmonella, E. coli or hepatitis A or B.

- Infected and uncovered wounds
- Continual sneezing, coughing or runny nose

5.4.2. Hand Washing

Food workers must thoroughly wash their hands before handling food and periodically throughout the day, and are required to wash their hands after:

- After using the restroom
- After handling raw meat, fish or poultry
- After handling garbage or dirty dishes
- After taking a break, eating or smoking

²⁸ Washington State Food & Beverage Workers' Manual

- After sneezing, coughing or blowing the nose
- After handling animals or using chemicals

Food workers must wash their hands for at least twenty (20) seconds and scrub their hands with warm water and soap for at least ten (10) to fifteen (15) seconds.

5.4.2.1. Hand Sanitizer

Food workers may elect to use hand sanitizer after washing their hands with soap and water; however, hand sanitizer is not a substitute for washing with soap and water.

5.4.3. Miscellaneous?

- Food workers may not eat, drink or use any type of tobacco while in the food preparation area
- Food workers must use hair restraints, including hair nets, barrettes, braids or the like, as appropriate
- Food workers must have trimmed fingernails

5.5. BARE HAND CONTACT AND GLOVES²⁹

5.5.1. Bare Hand Contact

Food workers are not permitted to handle ready-to-eat food with their bare hands. Ready to eat food includes, but is not limited to:

- Washed produce that is consumed raw, like sliced fruit, salads and garnishes
- Breads and bakery items, like cakes, pies and tortilla chips
- Food that has already been cooked, like pizza, hamburger, hot dogs and tacos

5.5.2. Utensils And Gloves

Food workers must use utensils, including tongs, scoops, deli papers or single-use gloves, to keep from touching ready-to-eat food.

Food workers must wear single-use gloves if they have sores, bandages or cuts on their hands.

²⁹ Washington State Food & Beverage Workers' Manual

Rules for wearing single-use gloves:

- Wash hands before wearing gloves
- Change gloves that get ripped
- Change gloves that are contaminated
- Change gloves between handling raw foods and ready-to-eat food
- Throw gloves away after use
- Never reuse gloves
- Never wash gloves
- Wash hands after wearing gloves

²⁹ Washington State Food & Beverage Workers' Manual

5.6.SELF -SERVE

5.6.1. Uncooked Fish, Meat And Poultry³⁰

Uncooked meat, fish and poultry may not be offered at self-service stations, such as

buffets and salad bars, except as permitted under standards equivalent to the Washington Administrative Code.

5.6.2. Tableware, Containers And Utensils³¹

- Self-serve diners are required to use new, clean tableware for repeated servings from the self-serve station
- Drinking containers may be used for repeated self-serve if the pouring utensil does not contact the lip-contact area of the drinking container.
- Utensils must be handled, displayed and dispensed so that contamination of food- and lip-contact surfaces is prevented
- Knives, forks and spoons that are not pre-wrapped are required to be presented so that only their handles are touched by food servers and self-serve diners
- Knives, forks and spoons that are pre-wrapped are required to have intact wrapping or be dispensed from an approved dispenser
- Unwrapped, ready-to-eat food must be protected from contamination by using:³²
 - Condiment dispensers or single-use packets
 - Utensils for each individual item and/or container at the self-serve station
 - Sneeze guards
 - Extra tableware for a clean plate for repeated servings
 - Self-serve stations must be monitored by a certified food worker-see *FOOD AND BEVERAGE SERVICE JL4.NDLERS PERMITS*

6. YOUTH AT THE CENTER

6.1.ENROLLMENT AT THE CENTER³³

All parents/guardians having legal custody of their are the only persons allowed to enroll their youth at the Center. Enrollment includes filling out the contact information, designated persons including parents who can pick youth up at the Center, medical information and previous injuries form. Parents/guardians are also responsible for keeping their youth's file up-to-date.

Parents/guardians must update their file with changes of address, contact phone numbers, emergency information or the like immediately after the changes take place.

6.2.PICKING YOUTH UP AT THE CENTER

The Center requires parents/guardians to designate who can pick-up their youth from the Center. Parents/guardians will designate these people, including themselves, when they enroll their child at the Center. Parents/guardians must make any changes in writing and in person of the designated pick-up persons at the Center.

³⁰ Washington State Retail Food Code, Chapter 246-215
Washington Administrative Code (WAC) ³¹ Washington
State Retail Food Code, Chapter 246-215 Washington
Administrative Code (WAC) ³² Washington State Food &
Beverage Workers' Manual
³³ Nisqually Youth
Center Handbook

The Center will require all persons picking youth up from the Center to show identification. In no event will the Center release youth to any person without these procedures in place.

6.3.CODES OF CONDUCT

Youth at the Center agree to refrain from the following activities:³⁴

- Cursing, swearing, racial remarks and/or any form of verbal abuse
- Intimidation, bullying, harassment, fighting or/and other forms of threatening behavior or abuse
- Consumption of food and beverages in non-designated areas
- Consumption of alcohol, drugs or tobacco-except as allowed for m cultural or traditional activities
- Music containing inappropriate language
- Dress deemed inappropriate or offensive by employees
- Theft, fraud and/or falsifying documentation
- Sexual harassment
- Inappropriate conversations, language, gossip and/or sarcasm
- Entering non-public areas without employees consent
- Causing damage to the building or its contents
- Any other rule or code of conduct that the Center incorporates

Youth at the Center must agree to refrain from the proceeding and must sign a code of conduct contract.

6.4.YOUTH DRUG AND ALCOHOL POLICY

The Center has a zero tolerance policy for alcohol and drugs, legal or illegal. The Center prohibits alcohol and drugs on the premises. Any employee, volunteer, visitor, parent and youth engaged in the following will have violated the Center's drug, alcohol and substance policy:

- Possession and/or use of tobacco or any tobacco product for any purpose other than traditional or cultural activities
- Selling alcoholic beverages
- Distributing alcoholic beverages
- Possessing, using or being under the influence of alcoholic beverages
- Selling legal or illegal drugs or controlled substances
- Distributing legal or illegal drugs or controlled substances
- Possessing, using or being under the influence of legal or illegal drugs or controlled substances

Violation of the Center's drug, alcohol and substance policy will have the following consequences:

- (insert the consequences for youth whom break the Center's drug policy)

³⁴ Metro Parks -Eastside

6.5.PARENTS/GUARDIANS AND VISITORS

The Center requires that all parents/guardians, volunteers, employees and visitors sign in upon entering the Center and sign-out upon exiting. The Center requires that all parents/guardians, volunteers and visitors wear badges that clearly identify them as either a **"visitor" or a "volunteer."**

Sign in and sign out sheets will collect the name, address, date, time and signature of the parent/guardian, volunteer and visitor.

The Center will clearly indicate the visitor policy through signage

and in publications. The Center will clearly indicate its compliance

with the Tribe's code through signage and publications-see *SEXUAL OFFENDER REGISTRATION AND NOTIFICATION ACT*.

6.6.SUN PROTECTION POLICY³⁵

Parents/guardians are responsible for the application of sunscreen to their child before coming to the Center. Parents/guardians should consult a physician or pharmacist for product information regarding sunscreen that provide waterproof, daylong protection with a rating of 30 SPF or higher.

For field trips, especially during the summer months, employees or volunteers will administer sunscreen to youth, as long as parents/guardians have signed the written consent form on the Center's registration form.

With parent/guardian request, the Center can monitor the use of sunscreen and/or long sleeve shirts that are brought from home. Parents/guardians may choose to authorize and send in sunscreen to be applied during Center hours, but the Center cannot guarantee the effectiveness of any sunscreen product. Sunscreen and lip balm are considered non-prescription medications and all policies for such must be adhered to-see *MEDICATION MANAGEMENT*.

6.7.ELECTRONICS/MOVIE POLICY³⁶

The goal of the Center is to provide safe, fun and enriching activities

to youth. Therefore, the Center does not encourage bringing personal electronics to the Center.

The movie policy of the Center is to show movies that are rated G or PG. In certain instances, the Center may show a PG-13 movie to teenaged youth with advance parental notice. Parents may elect to have their child not watch the movie by notifying a Center employee. Employees or volunteers will provide alternative activities to youth not watching the movie.

³⁵ Nisqually Youth
Center Handbook
³⁶ Nisqually Youth
Center Handbook

7. GENERAL POLICIES

7.1. INCLEMENT WEATHER POLICY³⁷

In the event of inclement weather, the Nisqually Tribe has adopted the policy of the Yelm school district.

All parents/guardians, employees and volunteers are urged to phone the Center for updates during inclement weather. In the event an employee or volunteer is unable to report to work due to inclement weather, they must immediately contact their supervisor to arrange for substitute staffing-see *EARLY CLOSURE, EXTREME WEATHER AND ENERGY EMERGENCIES*.

7.2. CONFIDENTIALITY³⁸

Personal identifiable information and situations regarding youth, families and other employees or volunteers may be sensitive and confidential. Such information will never be discussed casually, either during a scheduled work shift or while on personal time away from the Center. Employees and volunteers should always keep discussions with parents/guardians on a professional level. In addition, employees and volunteers should not discuss confidential information concerning the Center, which they gained during employment, or after their service with the Center ends.

Disclosure of such confidential information is a serious matter and a breach will result in disciplinary action **up** to and including termination, as well as criminal charges to the fullest extent of the law.

When and if there is any criminal investigation or allegation towards a Center employee, the Executive Director or their designee will advise employees of:

- The fact that there is an investigation
- The need for employees to step forward and offer relevant information that they feel may be appropriate to the investigation
- Reiterate the Center's policy regarding sharing of confidential information

7.3. MANDATORY REPORTING POLICY³⁹

Center employees and volunteers are mandated reporters, which

require them to report any suspected case of abuse or neglect. Employees and volunteers are to report their suspicions to the Executive Director or their designee, who will pursue the issue with law enforcement and Children's Services (CS). The Puyallup Tribal Codes stipulates that "those persons mandated to report a case of known or suspected abuse or neglect who knowingly fail to do so or willfully prevent someone else from doing so shall, after adequate notice and hearing,

37 Grandview Early Learning Center Employee Handbook
38 Grandview Early Learning Center Employee Handbook
39 Grandview Early Learning Center Employee Handbook

7.4. PROFESSIONAL PAPERS AND RESEARCH STUDIES⁴⁰

The Puyallup Tribal Council must approve any request to conduct a study or research involving the Center, its youth, physical facilities, programming and the like. When the study or research is complete, a final copy of the research document must be given to the Center and to the Tribe for their use.

7.5. PRIVATE VEHICLES⁴¹

Transportation of youth in an employee or volunteer's private vehicle is not allowed, unless approved in advance, in writing, by the Executive Director. Employees and adult volunteers must show proof that their vehicle is insured to the required levels, have a valid Washington State driver's license and a clean driving record.

7.6. CENTER SUPERVISION⁴²

The Center must have at least two employees or volunteers at least twenty-one (21) years old or older on duty at all times.

7.7. LOST AND FOUND⁴³

Parents/guardians should label their child's belongings with their child's name. The Center cannot be held responsible for lost items. At the end of each day, employees or volunteers will place all unclaimed articles in a lost and found box.

7.8. COMMUNICATION⁴⁴

Center employees and volunteers are encouraged to develop a friendly and professional relationship with parents/guardians by engaging in daily conversation. However, employees and volunteers should remember the primary responsibility during operating hours is the safety and supervision of the youth entrusted to the Center. If a parent/guardian wants to discuss something at length, please refer them to the Executive Director or their designee.

7.9. CLOSING-see *ABANDONED YOUTH POLICY*⁵

For the safety and well-being of youth, the Center forbids employees and volunteers from

leaving youth unattended after the Center closes. If an employee or volunteer cannot remain with the youth, the employee or volunteer will:

1. Contact the youth's parents/guardians

2. Contact the youth's emergency contact
3. After one hour past regular closing, call Tribal Police dispatch.
4. If there is no response from police after 30 minutes, contact police again.

⁴⁰ Tulalip Tribes' Boys & girls Club
Employee Handbook ⁴¹ Tulalip
Tribes' Boys & girls Club Employee
Handbook ⁴² Tulalip Tribes' Boys
& girls Club Employee Handbook
⁴³ Nisqually Youth Center
Handbook
⁴⁴ Nisqually Youth
Center Handbook
⁴⁵ Tulalip Tribes' Boys & girls Club
Employee Handbook

7.10. FIREARMS OR WEAPONS⁴⁶

The Center has a zero tolerance weapons, explosives and firearms policy. The Center prohibits weapons, explosives and firearms on the premises. Employees may detain individuals and contact law enforcement to have such individuals removed from the *premises*.-see *LOCKDOWN*.

7.11. GANG ACTIVITY AND ASSAULT⁴⁷

The Center has a zero tolerance policy regarding gang activity and violence of any sort. The Center will not allow individuals in the facility that wear gang paraphernalia, gang colors or appear to be engaged in gang type of activity. An employee will report all gang activity to Tribal Police.

7.12. SEXUAL OFFENDER REGISTRATION AND NOTIFICATION ACT(SORNA)

The Center and its policies and procedures will comply with the Tribe's code. The Center will clearly indicate its compliance with the Tribe's code through signage and publications.

8. SPORTS AND RECREATION

S.I.CONDUCT AND SPORTSPERSONSHIP

All youth participating in athletics will adhere to the Center's code of conduct, good sportspersonship and the direction of their coaches, employees and volunteers.

8.2.FORMS

In order for youth to participate in any sports activities at the Center, youths' parents/guardians must fill out the following forms:

- Enrollment Form
- Parent/Guardian Permission Form⁴⁸
- Medical Emergency Authorization Form⁴⁹
- Participation History⁰
- Physical Exam Form⁵¹
- Concussion Information Sheet⁵²
- Any other additional sports-specific forms, including but not limited to Football Warning Form⁵³ and/or Soccer Registration Form

⁴⁶ Nisqually Youth
Center Handbook ⁴⁷
Nisqually Youth Center
Handbook ⁴⁸ Puyallup
School District
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8.3.COACHES

All coaches, whether as paid employees of the Center or as volunteers, are required to adhere to the same policies and procedures as other employees and volunteers of the Center-see *EMPLOYEES AND VOLUNTEERS*.

8.4.ATHLETES

8.4.1. Liability Waiver

In order to participate in any athletic activity at the Center, the parents/guardians of youth are required to waive any and all liability against the Tribe, the Center, employees, volunteers and staff. Parents/guardians will waive all rights and release all claims that might be held against the Nisqually Tribe, the Youth Center and all employees, volunteers and coaches working on the Center's behalf for any and all injuries or losses which may be suffered because of the parent's guardian's participation or the youth's participation with the Center. Parents/guardians are required to waive any and all liability in the PARENT/GUARDIAN PERMISSION FORM.

8.4.2. Eligibility Requirements⁵⁴

All athletes are required to have on file all the forms listed herein-see *FORMS*.

Prior to competing in sports, all athletes are required to undergo a thorough medical examination and be approved for athletic competition by a medical authority licensed to perform a physical examination. Physical examinations remain valid for twenty four (24) consecutive months unless the medical authority indicates that the physical is good for less than twenty four (24) consecutive months. Athletes are required to submit a statement of physical examination form for each subsequent twenty four (24) month period.

After an illness or injury serious enough to require medical care, athletes are required to present a written release from a medical authority licensed to perform physical examinations. Additionally, in the event of an extended illness or injury, the athlete may require reconditioning before returning to full competition.

8.5.GENERAL SPORTS GUIDELINES⁵⁵

- Youth are required to wear all sports and safety equipment issued by their coach
- Youth are to advise their coach of any poorly fitted or defective equipment
- Youth are to advise their coach if they are ill or have any prolonged symptoms of illness
- Youth are to advise their coach if they have been injured
- Youth are to engage in warm-up activities prior to strenuous activities
- Youth are to be alert for any physical hazards in the locker room and in, or around, the participation area, and they are to advise their coach of any hazards or concerns

⁵⁴ Seattle Schools
⁵⁵ Seattle Schools

8.6.SPORT-SPECIFIC GUIDELINES 6

The following guidelines are sport-specific and complement the above general sports guidelines.

8.6.1. Wrestling and Martial Arts

Wrestlers and those in martial arts will:

- Recognize illegal holds, as defined by the rulebook
- Wear approved, proper-fitting apparel when wrestling with an opponent
- Wrestle a safe distance from all walls and other obstructions
- All wrestling should be done on the mats provided for wrestling

8.6.2. Volleyball

Volleyball players will:

- Be aware of court surroundings, including but not limited to obstacles, projections, bleachers, standards and the like

8.6.3. Track and Field

Track and Field athletes will:

- Recognize the safety rules for restricted areas, including but not limited to javelin, discus, shot put, pole vault and the like
- Stay on the designated running courses
- Check equipment, apparatus, field and pits thoroughly before each use

8.6.4. Tennis

Tennis players will:

- Make certain that the area is clear of others before swinging a racquet
- Ensure that equipment is in proper working and acceptable condition
- Be conscious of other player's positions during doubles play

8.6.5. Swimming

Swimmers will:

- Know the location of rescue equipment in the pool area
- Not enter the water without a coach or a designated lifeguard in the pool area
- Check for clear water before swimming and diving
- Dive only after having been taught basic swimming and diving

skills and dive only under the supervision of a qualified coach

- Not dive or enter the water head-first in an area not so designated or in less than five (5) feet of water at anytime
- Not run while on the pool deck

8.6.6. Soccer

Soccer players will not:

- Kick, trip, jump, charge, strike, hold or push an opponent

⁵⁶ Seattle Schools

- Attempt to kick, trip, jump, charge, strike, hold or push an opponent
- Play in a manner that is considered by the referee to be dangerous, such as kick at a shoulder-high ball when an opponent is trying to "head it"

8.6.7. Gymnastics

Gymnasts will:

- Make certain that trained spotters are available when performing on bars or rings
- Check equipment, matting and apparatus thoroughly before use
- Observe designated areas to avoid collisions with other athletes

8.6.8. Golf

Golfers will:

- Make certain that the area is clear of others before swinging a club
- Not throw the club
- Be aware of the danger of standing in front of, or on the side of, a person who is attempting to hit the ball
- Be aware at all times of other players' positions on the course
- Keep their hands and grips dry to minimize the danger of clubs being accidentally released after a swing

8.6.9. Basketball

Basketball players will:

- Be aware of court surroundings, including but not limited to obstacles, projections, bleachers, standards and the like

8.6.10. Baseball/Softball

Baseball/softball players will:

- Recognize their surroundings, including but not limited to batters warming up, thrown bats, batted or thrown balls, on-deck circle and the like
- Use hard hats while batting, running and hitting in batting cages and during a game

- Familiarize themselves with surroundings and grounds, including but not limited to fences, field conditions, holes, lips on the infield edge and the like
- Be aware of potentially serious injuries to their ankles, knees and legs if they do not follow the correct procedures in base running
- Avoid sliding head-first into bases
- Follow instructions regarding communication between players

8.6.11.Archery

Archers will:

- Discharge their bow only in approved situations as specified by their coach and discharge their bow only in the direction of the targets
- Ensure that their bow and bowstring are maintained

and safe for operation Archery coaches will:

- Maintain all bow and bow strings, record the dates and times of maintenance, and inspect all equipment prior to use by youth

8.6.12.Football

Tackling, Blocking and Running the Ball

Athletes are to make contact above the belt but not with the helmet. Athletes should maintain a balanced position, with bent knees, straight back, slightly inclined body, lifted head and the target area as near to the body as possible, with the main contact being made at the shoulder. This technique prevents or reduces the likelihood of injury.

Disregarding this technique may result in, but is not limited to, shoulder injury, shoulder

separation and/or a pinched nerve. Improper body alignment can put the spinal column in a vulnerable position for injury.

Basic Hitting (Contact) Position and Fundamental Technique

Strained muscle injuries can range from ankle injuries to serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a two-yard area next to the football) illegal.

Cleats are restricted to no more than one-half inch to help further prevent knee injuries. A runner with the ball, however, may be tackled around the legs. In tackling, the rules prohibit initial contact with the helmet or grabbing the facemask on the edge of the helmet. Initial helmet contact may result in a bruise; dislocation; broken bone; head

injury; or internal injury such as kidneys, spleen, bladder, etc.

Grabbing the face mask or helmet edge may result in a neck injury which could result in injuries ranging from a muscle strain to a dislocation, nerve injury, or spinal column damage which could cause paralysis or death.

Equipment

Athletes are required to wear all issued equipment and they must immediately report all damaged or ill-fitted equipment to their coaches. Equipment such as shoulder pads, helmets, hip pads and pants must have a proper fit.

8.7. LD TRIPS AND CAMPS

All field trips require parent/guardian permission slips regardless of length of stay or travel. The Executive Director must approve all field trips. These trips require fourteen (14) day prior notice and have two (2) adult supervisors. ⁵

In order for youth to attend field trips and/or camps, their parents/guardians must sign the following forms:

- Enrollment Form
- Parent/Guardian Permission Form
- Medical Emergency Authorization Form

9. EMERGENCY PLANS

The Center has basic emergency procedures covering major unanticipated events. This section outlines the emergency procedures and all employees and volunteers will familiarize themselves with the proper procedures. Additionally, the Center will train employees and volunteers on the emergency policies and the Center will conduct regular drills.

The Center forbids employees and volunteers from making any statements to the media, insurance investigators or the like during or following an emergency, unless direct to by the Executive Director. Employees and volunteers are to refer all questions to the Executive Director or their designee.

9.1.EARTHQUAKE ⁵⁸

9.1.1. Policy Statement

In the event of an earthquake, the Center's main priority will be the safety of its youth. Center facilities, equipment, food, water and supplies will be made available for youth, employees and volunteers.

9.1.2. Preventative Action

- Employees and volunteers will conduct earthquake drills semi-annually and record the date and time of each drill
- Employees and volunteers will conduct internal and external hazard assessments of the facility according to the equivalent of WISHA criteria and policies
- Employees and volunteers will receive First Aid and CPR training
- All employees and volunteers will know where to locate the emergency kit
- Employees and volunteers will receive earthquake preparedness training including: Knowing the safest place in each room
 - The location of all exits
 - The location of utility shut-off valves
 - Storage sites for emergency supplies and equipment
 - How, where and when to evacuate

⁵⁸ Grandview Early Learning Center Employee Handbook

- Employees, volunteers and youth will be taught to "drop, cover and hold" using sturdy tables or desks as protection when possible or use an inside wall away from glass and windows
- Employees and volunteers will conduct earthquake drills twice annually and check emergency kits for appropriate supplies
- Employees will advise parents of emergency procedures and evacuation procedures
- Emergency kits will be located in the following areas:
 - *(Location of Disaster Supply Kit)*
- Each Emergency kit will have the following:
 - *(List of items in the Disaster Supply Kit)*

9.1.3. Response to Emergency

1. Calm and reassure the youth
 2. Move only after the shaking stops
-

⁵⁸ Grandview Early Learning Center Employee Handbook

3. Take the youth, the sign in/sign out sheet, a cellular phone and the emergency kit to a safe place
4. Take attendance and assess the medical condition of youth
5. Provide First Aid as needed
6. Check for safety, including but not limited to gas, water, sewage, electrical, and building damage
7. Be prepared for aftershocks
8. Turn on the radio and listen for instructions from public safety agencies
9. Set up a location for youth and parent/guardian reunification
 - a. Record the name of each youth and the adult who picked them up
 - b. Do not leave until all youth have been retrieved by their parent/guardian
10. Only use the telephone for emergencies
11. Clean up spills
12. If the building is unsafe, evacuate it according to the FIRE AND EMERGENCY VACUATION PROCEDURE

9.2.FIRE AND EMERGENCY EVACUATION (ON-SITE EVACUATION) ⁵⁹

9.2.1. Policy Statement

In the event of a fire or other emergency requiring an evacuation, the Center's main priority will be the safety of its youth.

9.2.2. Preventative Action

- Employees and volunteers will conduct fire drills/evacuation drills on a monthly basis
- The Executive Director will record the dates and times that drills are conducted
- Employees and volunteers will receive First Aid and CPR training
- The alarm company will be warned prior to each drill and all false alarms
- The Fire Department emergency telephone number (911) will be posted at all phone locations
- The emergency evacuation plan, including the location of emergency exits and evacuation routes, will be posted in all rooms

⁵⁹ Grandview Early Learning Center Employee Handbook

- Employees and volunteers will treat all fire alarms legitimately
- Alarms and fire extinguishers should be serviced manually, in addition to employees and volunteers receiving annual training on fire extinguisher use

9.2.3. Response to Emergency

1. One employee will:
 - a. Immediately pick up the sign in/sign out sheet, a cellular phone and a First Aid kit
 - b. Direct all youth, volunteers and visitors to exit the building according to the evacuation plan
 - c. Follow the youth, volunteers and visitors to the designated assembly point
 2. One employee will:
 - a. Count the number of youth, volunteers and employees leaving the Center
-

- b. Check the Center to ensure that no other people are left behind
 - c. Close all the doors
 - d. Meet the youth at the assembly point
3. When the youth reach the designated assembly point, employees will use the sign in/sign out sheet to verify that all youth, employees, volunteers and visitors are present
 - a. Employees will immediately notify the Executive Director if anyone is missing
4. The Executive Director or their designee will call the Fire Department upon notification of any fire
5. Employees, volunteers and youth will remain in the designated evacuation area until the Executive Director or their designee indicates that it is clear to re-enter the building
6. If the building cannot be reentered, employees and volunteers will escort youth to the pre-designated location
 - a. Arrangements should be made with the designated location so that those at the location know that they will be used in an emergency
 - b. Designate a safe zone for van pick-up
 - c. Record name and age of all youth transported with time of departure

9.3.FLOOD, TSUNAMI, LAHARS OR VOLCANO (OFF-SITE EVACUATION) ⁶⁰

9.3.1. Policy Statement

In the event of a flood, lahars or volcanic eruption, the Center's main priority is the safety of its youth and the safe evacuation of everyone to the Tribe's Northeast Townhomes property.

9.3.2. Preventative Action

- Employees and volunteers will receive first aid and CPR training
- All employees and volunteers will know where to locate the emergency kit
- Employees and volunteers will receive preparedness training on evacuation procedures
- Employees will advise parents of emergency procedures and evacuation procedures

9.3.3. Response to Emergency⁶¹

1. Employees and volunteers will calm and reassure the youth
2. One employee will:
 - a. Immediately pick up the sign in/sign out sheet and a cellular phone
 - b. Immediately pick up a First Aid kit
 - c. Direct all youth, volunteers and visitors to exit the building according to the evacuation plan
 - d. Follow the youth, volunteers and visitors out of the building
3. One employee will supervise an orderly evacuation of the facility

⁶⁰ Evacuation route prepared by the Tribe's Public Safety Department

⁶¹ Evacuation route prepared by the Tribe's Public Safety Department

- a. Count the number of youth, volunteers and employees leaving the Center
- b. Close all the doors
4. Youth, employees and volunteers will be quickly moved into transportation vehicles
5. The Executive Director or their designee will check the building for occupants before exiting the building
6. Everyone will evacuate to the Tribe's North side of the center

7. Everyone will assemble in the area at the North side of the center.
8. The Executive Director will use the sign in/sign out sheet to verify that all youth, employees, volunteers and visitors are present at the designated assembly point
9. The Executive Director or their designee will set up a youth and parent/guardian reunification space
 - a. The space will include a safe zone for pick-up
 - b. An employee will record the name and age of all youth transported, with whom and the time of departure
 - c. Employees will not leave the designated area until all parents/guardians have picked up their youth

9.4.EVACUATION ROUTE⁶²

In the event of any emergency that requires the off-site evacuation of the Center, everyone at

the Center will evacuate to the Tribe's Northeast Townhomes property in Northeast Tacoma.

The route to the Northeast Townhomes comprises:

- a. Left onto N Levee Rd. E
- b. Right onto 43'd Ave. E
- c. Right onto 65th Ave. Ct. E
- d. Note: h Ave. Ct. E becomes 43'd St. E
65¹

⁶² Evacuation route prepared by the Tribe's Public Safety Department
m. gymnasium

9.5. EARLY CLOSURE, EXTREME WEATHER AND ENERGY EMERGENCIES ⁶³

9.5.1. Policy Statement

In the event of inclement weather, which may include snow, ice or heavy rainstorms, energy emergencies or other circumstances that require the early closure of the Center, the Center's main priority will be the safety of its youth and families.

9.5.2. Preventative Action

- The Executive Director will, at their discretion, decide to close the Center based on the road conditions, weather reports and decisions made by local school districts
- Employees will make every effort to inform families of closures
 - o This will include, but is not limited to, voice messages on the Center's phone system and signs placed in appropriate areas on the buildings front doors
- Employees will advise parents of emergency procedures

9.5.3. Response To Emergency

1. The Executive Director or their designee will, in conjunction with Chief Leschi Schools and the Puyallup Tribal Administration, decide to close the Center early
2. Employees and volunteers will contact the parents/guardians of youth at the Center to inform them of the closure and to arrange transportation
3. Youth, visitors, volunteers and employees will remain inside the Center until such time that all youth have been transported
4. The Executive Director will use the sign in/sign out sheet to

- verify that all youth, employees, volunteers and visitors are present within the building
5. An employee will record the name and age of all youth transported, with whom and the time of departure
 6. Employees will not leave the Center until all parents/guardians have picked up their youth

9.6. SCREENING VISITORS/ADULTS ⁶⁴

9.6.1. Policy Statement

The Center's policy of screening all adults entering the Center is to ensure the safety of youth-see *PARENTS/GUARDIANS AND VISITORS*.

9.6.2. Preventative Action

- Utilize Safety Fairs to educate parents/guardians
- Screen visitors and adults-see *SCREENING VISITORS/ADULTS*
- Require visitors, adults and youth to sign-in and sign-out when entering and leaving the Center
- Provide clear signage to publicize visitor/adult policy
- If any suspicious unknown persons are on the premises or within the facility, youth, employees or volunteers should notify the Executive Director.
- Employees or volunteers will ask all unknown persons to leave the premises
- Employees or volunteers will call Tribal Police if the unknown person refuses
- Collaborate with Tribal Police to provide education about sex offenders, as practicable.

9.6.3. Response To Emergency

1. Employees and volunteers will ask all visitors to sign in
2. If any suspicious unknown persons are on the premises or within the facility, youth, employees or volunteers should notify the Executive Director.
3. Employees or volunteers will ask all unknown persons to leave the premises
4. Employees or volunteers will call Tribal Police if the unknown person refuses

9.7. LOCKDOWN ⁶⁵

9.7.1. Policy Statement

In the event of a lockdown, the Center's main priority is the safety of its youth. Center facilities, equipment, food, water and supplies will be made available for youth, employees and volunteers. The Center has a zero tolerance weapons, explosives and firearms policy. The Center prohibits on the

premises any person carrying a weapon- see *FIREARMS OR WEAPONS*.

9.7.2. Preventative Action

- All parents and/or visitors to the Center will check in with an employee or volunteer upon entering the building
- Employees and volunteers will conduct lockdown procedures semi-annually and record the date and time of each lockdown
- Employees and volunteers will conduct internal and external hazard assessments of the facility
- Employees, volunteers and youth will be taught to move to an interior wall, away from all doors and windows, sit on the floor, and cover their heads with their hands
- Employees will advise parents/guardians of emergency procedures

⁶⁴ Grandview Early Learning Center Employee Handbook

⁶⁵ Snoqualmie Fall City Elementary School

9.7.3. Response to Emergency

1. The Executive Director or their designee will make the following statement:
 - a. "A stranger is on the premises or in the building. This is a lockdown."
2. Employees or volunteers will immediately call 911 and Tribal Police dispatch.
3. Employees and volunteers will not attempt to disarm an armed individual
4. Employees or volunteers who are physically assaulted should protect themselves as appropriate, but getting free of the conflict should be their primary goal.
5. Employees and volunteers will direct youth to move toward an interior wall, away from the direct line of interior and exterior doors and windows
 - a. If youth are outside, employees and volunteers will direct them to the nearest building and they will follow the preceding procedure
6. Employees and volunteers will lock all interior and exterior doors and windows
7. Employees and volunteers will close all window shades and cover all windows on doors
8. The lockdown will remain in effect until law enforcement verifies that it is safe to resume activities.
9. During the lockdown, parents/guardians must not attempt to enter the building until it has been secured by law enforcement
10. Employees and volunteers will write a police report and incident report documenting the lockdown
11. Group psychological debriefing may be required, based on the recommendation of the Executive Director

9.8. BOMB THREAT⁶⁶

9.8.1. Policy Statement

In the event of a bomb threat, youth, employees and volunteers will evacuate the building according to the evacuation plan. Employees or volunteers will call Tribal Police dispatch at 360-459-9603.

Employees, volunteers and youth will not re-enter the building

⁶⁶ Grandview Early Learning Center Employee Handbook

until law enforcement officials have cleared the building.

9.8.2. Preventative Action

- All parents/guardians, visitors, volunteers and employees will sign in upon entering the Center and sign out upon leaving
- If any suspicious unknown persons are on the premises or within the facility, youth, employees or volunteers should notify the Executive Director.
- Employees or volunteers will ask all unknown persons to leave the premises
- Employees or volunteers will call Tribal Police if the unknown person refuses.

9.8.3. Response To Emergency

If someone makes a bomb threat via the telephone:

⁶⁷ Grandview Early Learning Center Employee Handbook

1. The employee or volunteer should listen to the caller
2. The employee or volunteer should not interrupt the caller
3. The employee or volunteer should attempt to transfer the call to the Executive Director or their designee
 - a. Do not attempt to transfer if:
 - i. The caller threatens to hang up
 - ii. Losing the call is likely
 - iii. If it is not practical to transfer the call
4. If the employee or volunteer cannot transfer the call, they should remain calm and observant
5. Alert the Executive Director or their designee while the caller is on the telephone line
6. The employee or volunteer should write down as much of the message as they can remember, paying special attention to using the exact wording used by the caller
 - a. Note any background noise as well as the caller's voice
 - b. Questions to ask:
 - i. Where is the bomb?
 - ii. When will it go off?
 - iii. What will make it go off?
 - iv. What kind of bomb is it?
 - c. Note the time the call was received and its duration
7. Each phone in the Center should have a card placed near it to assist in how to handle a bomb threat
 - a. These are provided at no charge by Washington State Patrol
8. Evacuate the building according to the evacuation plan
9. Call 911 and Tribal Police dispatch at 360-459-9603
10. Employees, volunteers and youth will remain in the designated evacuation area until the Executive Director or their designee indicates that it is clear to re-enter the building
11. If building cannot be reentered, employees and volunteers will escort youth to the pre-designated location
 - a. Arrangements should be made with the designated location so that those at the location know that they will be used in an emergency
 - b. Designate a safe zone for pick-up
 - c. Record name and age of all youth transported with time of

⁶⁷ Grandview Early Learning Center Employee Handbook

departure.

9.9.YOUTH ABUSE/NEGLECT ⁶⁷

9.9.1. Policy Statement

All Center employees are required by law to report all suspected cases of child abuse.

Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and development-see *MANDATORY REPORTING POLICY*.

Child abuse is defined as neglect, physical or mental injury, sexual abuse and negligent treatment of a youth tmder the age of 18, by a person who is responsible for the child's

⁶⁸ Grandview Early Learning Center Employee Handbook

welfare, under circumstances that indicate that the child's health or welfare is harmed or threatened.

The act of inflicting injury or allowing injury to result, rather than the degree of injury, is the determinant for intervention.

9.9.2. Preventative Action

- All employees and volunteers will receive yearly training regarding youth abuse/neglect indicators
- All employees and volunteers will receive yearly training regarding appropriate discipline and supervision of youth
- All employees and volunteers will receive yearly training on mandated reporting

9.9.3. Response To Emergency

1. Once abuse/neglect is suspected, employees will immediately:
 - a. Inform the Executive Director
 - b. Ask the youth, with another employee present, the "who," "what," "when" and "where" only to the extent necessary to confirm the suspicion of abuse/neglect
 - c. Call Tribal Police and the Children's Services (CS) immediately to report the incident
2. The employee/volunteer will maintain all confidentiality

9.10. YOUTH ABDUCTION

9.10.1. Policy Statement

The Center's policy is to ensure the safety of youth at the Center and educate families to prevent abductions.

9.10.2. Preventative Action

- Develop relationships with parents/guardians
- Encourage parents/guardians to have identification pictures and fingerprints for their youth
- Utilize safety fairs to educate parents/guardians
- Screen visitors and adults-see *SCREENING VISITORS/ADULTS*
- Require visitors, adults and youth to sign in and sign out when entering and leaving the Center
- If any suspicious unknown persons are on the premises or within the facility, youth, employees or volunteers should notify the Executive Director.

- Employees and volunteers will ask all unknown persons to leave the premises
- Employees and volunteers will call Tribal Police if the unknown person refuses.
- Collaborate with Tribal Police to provide education about sex offenders, as practicable.

9.10.3. Response To Emergency

1. Notify the youth's parents/guardians
2. Call Tribal Police at 360-459-9603.

3. Notify the Center's Executive Director
4. Collaborate with Tribal Police to use the Amber Alert System

9.11. MISSING YOUTH⁶⁸

9.11.1. Policy Statement

The Center considers a youth missing if they:

- Do not arrive at the Center when expected by a parent/guardian
- Leave the Center without a parent/guardian's permission
- Do not return to the group at the end of an outing

9.11.2. Preventative Action

- Notify parents/guardians of their responsibility to inform their youth to stay at the Center
- Employees will be trained in group supervision techniques

9.11.3. Response To Emergency

If a youth is missing, employees will:

1. Search for the youth
2. Notify the Executive Director
3. Notify the parent/guardian and request their assistance
4. Suggest to the parent/guardian that they file a missing person report
5. Call Tribal Police at 360-459-9603.
6. Ask the parent/guardian to call us when the youth is found.

9.12. ABANDONED YOUTH⁶⁹

9.12.1. Policy Statement

The Center considers a youth abandoned if they are left at the Center for an hour after the facility closes.

9.12.2. Preventative Action

- Educate parents/guardians about late pickup policies
- Implement late pickup policy

9.12.3. Response To Emergency

1. Contact the youth's parents/guardians
2. Contact the youth's emergency contact
3. After one hour past regular closing, call Tribal Police dispatch at 360-459-9603.
4. If there is no response from police after thirty (30) minutes,

contact Tribal Police again.

⁶⁸ Grandview Early Learning Center
Employee Handbook

⁶⁹ Grandview Early Learning Center
Employee Handbook

9.13. TRANSPORTATION ⁷⁰

9.13.1. Policy Statement

The purpose of the transportation program is to provide safe transportation of the Center's youth. The Center adheres to the standards equivalent to the Washington State Patrol regulations regarding vehicles, drivers and safety procedures. Travel permission forms must be used at all times. If a van is available, the Executive Director should create and implement a regular maintenance plan.

9.13.2. Preventative Action

- Check vehicle carefully before each trip
- Each vehicle should have the registration, proof of insurance and an owner's manual in the vehicle at all times
- Each vehicle should have a first aid kit, hazard kit, fire extinguisher and maps
- Each vehicle should have some type of communication device, like a cellular phone
- Ensure that each vehicle has a spare tire and tools to change a flat tire
- Report any problems to the Executive Director immediately
- Strictly obey all safety laws
- Seat belts must be worn at all times
- Enforce bus rules, stopping if necessary to ensure orderliness of riders
- Drive defensively at all times
- Do not hurry, even if late
- Practice evacuation procedures at least twice a year in local parking lots
- Drive in slow lane of freeway
- Always keep in mind that large vehicles such as busses are slow moving and require more response time and greater space in dealing with emergency situations

9.13.3. Response To Emergency

The employee will:

1. Pull over
2. Assess what issues are primary and which are secondary
3. Determine extent of injuries and prioritize need for treatment
 - a. Begin emergency First Aid, as needed

- b. Put older youth or another adult in charge of the uninjured if the employee needs to perform CPR or other emergency medical treatment
4. Keep calm and calm the youth
5. Put out flares, if necessary
6. Evacuate vehicle, if necessary
7. Keep youth in safe place
8. Seek assistance from a passerby, if needed
9. Call the police, Tribal Police, Emergency Medical Technicians (EMTs), the Executive Director and the Center
10. Arrange for uninjured youth to be transported back to the Center
11. All involved should remain at the scene
12. All police reports should be filled out at the scene

13. Write an incident report discussing the accident and submit it to the Executive Director or their designee

9.14. TRAUMATIC EVENTS⁷¹

9.14.1. Policy Statement

The Center's goal is to provide psychological services to support youth, employees and volunteers who experience traumatic events.

A "traumatic" event is any occurrence that results in serious physical and/or psychological harm to youth or employees. Traumatic events include murder, assault and serious threat with a weapon, such as an armed hold-up, abduction, attempted abduction, fatality or serious injury resulting from an accident or a natural disaster while at the Center on in connection with Center activities.

9.14.2. Response To Emergency

1. The employee in charge at the trauma scene will:
 - a. Notify the Executive Director to assess the incident and determine the response
 - b. Communicate with law enforcement personnel
 - c. Complete the incident report
2. The Executive Director, or their designee, will:
 - a. Contact an approved counseling service to arrange service
 - b. Communicate with families not involved in the incident
 - c. Handle all external communication, including communication with the media, the community, employees and the Nisquall Tribal Council.
 - d. Complete an evaluation of the response to the major trauma event
 - e. Coordinate the workplace trauma assessment and group psychological debriefing, which must be conducted within 48 hours
3. Individuals will be encouraged to seek further counseling on a voluntary basis, as Needed.

9.15. POLICE RESPONSE⁷²

9.15.1. Policy Statement

The Center's policy in an event requiring immediate police

attention is prioritizing the safety of the youth and employees.

9.15.2. Preventative Action

- Build close relationship with the police
- Build close relationship with the fire department
- Be aware of visitors and potential situations in the Center-see *SCREENING VISITORS/ADULTS*

⁷¹ Grandview Early Learning Center
Employee Handbook

⁷² Grandview Early Learning Center
Employee Handbook

9.15.3. Response To Emergency

1. Ensure that youth, employees and volunteers are in a safe area
2. Call Tribal Dispatch at 360-459-9603.
3. Call 911 Call Executive Director

10. STATEMENT OF UNDERSTANDING ⁷³

This confirms that I:

- Have received the Center's policy and procedure manual dated ...
- Understand that the Center Employee Handbook is not an agreement or contract for employment or volunteering
- Understand that the policies and procedures of the Tribe supersede these policies
- Understand that the policies and procedures contained in the Center Employee Handbook may be changed by the Center from time to time
- Understand that this handbook supersedes any prior handbooks or policy manuals issued by the Center

