

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MID CENTRAL COAST

## **POL015-2 Safety Drills**

The Boys & Girls Clubs of Mid Central Coast (BGC MCC) conducts emergency drills on a regularly scheduled basis to ensure the safety of all members, volunteers and staff. All members and staff shall be trained on the proper procedures for each drill type according to the BGC MCC Emergency Operation Plan (EOP). Following each drill, staff reviews what went well, what areas need improvement and discuss ways to improve. When necessary, procedures are updated and members are retrained. Emergency responders are not required to observe security drills, however, BGC MCC annually provides them with a notification at least 72 hours prior to holding drills and invite a representative to attend and observe the drill. The BGC MCC drill schedule meets all local and state requirements. Our school-based Club Directors will coordinate schedules and ensure consistent terms and language are being used with their local school district. The Area Director or designee is responsible for scheduling all required Safety Drills.

Parent consent is notated via a signed BGC MCC Parent Agreement.

The following drills/exercises are conducted for practice at each site:

DRILL	Number of Times conducted Annually
1. Fire	2
2. Bomb Threat	1
3. Missing Child	1
4. Shelter in Place	2
5. Intruder/Suspicious person	1
6. Weapon on Campus	1
7. Active Shooter	1
8. Civil Disturbance	1
9. Chemical, Biological, Hazardous Materials	1
10. Earthquake/Tornado	2

The Area Director or designee decides how each drill will be conducted.

- full member/volunteer/staff participation
- small group instruction
- Staff Training
- tabletop exercises (TTE)

An Annual Drill Schedule and Log for each club site are maintained on project management software. Drill details and drill outcomes are entered into online project management tool for each club site by the Club Director or designee.

**Reviewed and Approved:**  
12 / 15 / 2024

**Date:** \_\_\_\_\_

**BY:** 

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CEO *Daniel Lillard*  
\_\_\_\_\_  
Board Chair