

RESIDENT ADVISOR PROTOCOLS IN BLA

Roles and Tools

Roles:

- Act as MOD (as needed)
- Ensure overall well-being of Ocean Leader. This includes:
 - monitoring medicine, behavior
 - facilitating communication home.
 - celebrates birthdays in Bahía de los Ángeles.
 - responding to student incidents.
- Lead student trip to/from BLA
- Lead Self-Reflection
- Manage Safety Officers

Tools

The table below provides the location of the primary documents used in this process.

Documents & Location

Document	Location
Student Departure from San Diego to Bahía de los Ángeles and Student Departure from Bahía de los Ángeles to San Diego	smb://192.168.1.8/Master Files/LI/Summer Intensive Science Programs/Ocean Leader Intro to Research Program/Transportation smb://192.168.1.8/Master Files/LI/Summer Intensive Science Programs/Ocean Leader Intro to Research Program/Transportation
Emergency Preparedness Manual	smb://192.168.1.8/Master Files/Risk Management/Emergency Plan/Emergency Plan Implementation Tools/Manual Emergency Plan/Emergency Preparedness Manual 2022-07.docx

How to calendar the role of the Resident Advisor in BLA

This process takes about ~2 hours. Your schedule should have significant time available as ‘buffer’ to respond to student needs.

BLA Schedule

See, [“How to prepare your calendar for your role in BLA.”](#)

Daily

Schedule time to do the following

- 6am to 6:30am. Play Wake-Up Music. Count students at wake up to ensure we account for all students (15 minutes)
- Check in with the Safety Officer 1x/ day. Eat lunch, run an errand with them. (30 minutes)
- At each meal (breakfast, lunch, and dinner) [implement daily medical care.](#)

Updated 6/8/2023.

- 1:05 to 1:45PM. Lead Self-Reflection from. Include time to prepare and complete task.
- 2:30 to 3:55PM Schedule time to lead Student Communication during “Salud” from. Include time to prep and close technology.

Day 1-3

- At all meals -breakfast, lunch & dinner. (15 minutes)
 - Have students wash their hands prior to the meal.
 - On the first day, introduce students to how to wash their plate out and encourage them to begin as soon as they are done to reduce the bottleneck around dishwashing. Reinforce as needed.
- Prep for Birthday for the program. (30 minutes)
See, "[How to celebrate birthdays during the program.](#)"

With the arrival/ departure of each volunteer group (where a Safety Officer is arriving)

- Note arrivals in your calendar and schedule some buffer time.
- Prepare and orient the Safety Officer. (1 hour)
See “Part 4: Summer/ Ocean Leader Intro to Research/ Staff Protocols: Safety Officer.”

How to act as the MOD

See training on the portal.

How to ensure the overall well-being of all Ocean Leaders

Monitor student medicine & behavior.

- Join [meeting with the Program Manager and the Medical Advisor \(Adam Pacal\)](#) to review existing medical conditions. This is scheduled by the Program Manager.
- Student Medicine
Students are responsible for their own prescription medication.
Administer only substances that could be abused or misused (students shouldn't have any of these). These include pain medication like Vicodin, Norco, Percocet, oxycodone and anxiety medication like alprazolam, Xanax, klonopin, clonazepam, or valium.
Over the counter medications should be limited but can be taken according to their instructions. If someone is requiring regular use of the medications, such as Tylenol or Ibuprofen, then find out if there is a more serious issue going on.

Implement daily medical care at each meal (breakfast, lunch, and dinner)

- Review Medical Log.
- Administer prescription/ over the counter medicine (as needed). Note when medication was given and for what reason, and record in medical log.
- Check in on pre-existing conditions. Note updates/notes on pre-existing conditions and track in medical spreadsheet. Update Program Manager if there is an existing problem, treatment plan (i.e., can't go in the water today or needs to take meds at a certain time), and they will communicate with Lead Staff accordingly.
- Assess student behavior and health. Look out for any students acting differently than normal (e.g., lethargy, lack of appetite, attitude change, etc.).

Facilitate communication home.

- How to facilitate student phone calls home. [See Salud](#)

Know your Ocean Leaders

- Review student case management notes and/or meet with the Program Manager and Coordinator to learn about students.

Celebrate birthdays in BLA

[How to celebrate birthdays during the program](#)

How to respond to student incidents

- Utilize emergency response procedures and Safety Officer
- Communicate with family.
- Send completed “Incident Response Form” to SD MOD.

How to lead Student Travel to BLA

Refer to your role on travel days. This can be found in “Student Departure from San Diego to Bahía de los Ángeles” and the “Student Departure from Bahía de los Ángeles to SD.”

How to lead Self-Reflection

TBD

How to manage Safety Officers

Health and Safety is of the utmost priority in the program. Every staff member is CPR/First Aid Certified, is water trained, and is trained on facilitating emergency responses. This section of the Manual describes the day-to-day procedures we enact to ensure consistent monitoring of students’ mental and physical well-being. This section pertains to minor incidents; for major incidents, refer to the “Emergency Preparedness Manual.”

The Safety Officer is a volunteer position that acts as the primary point of contact for all medical incidents with the program, which includes joining program components where attention to safety is more present (i.e.: snorkels with inexperienced swimmers). In addition, they replenish the public first aid inventory weekly. Ideally, we have 2 safety officers present with each shift.

In cases where a Safety Officer is not secured, Brian can act as the off-site Safety Officer. He will not be scheduled for program, but he will be given a radio and will be available in emergencies. He should still be oriented to tools etc.

The Resident Advisor ensures the Safety Officer is oriented and prepared for their role. This includes an onsite orientation upon arrival, regular communication throughout the program, debrief, and appreciation.

Prepare for the tools for the Safety Officer

- Assess their schedule.
 - If they are a lifeguard,
 - they should always be in the water when students are in the water. SO + 1 normal staff. This includes all field days, salud etc.
 - 2x/ day they will assess the overall safety of the group. During Lunch and Dinner. Staff will check in with you about any needs/ concerns.
 - 2x/ week conduct Inventory and maintenance of safety gear conducted.

- Print out the updated “Emergency Preparedness Manual.”
- Update the medical log and include in the tools for the Safety Officer.

Prepare the Safety Officer for their role:

- Meet with the SO to review the Inventory of supplies in Bahía de los Ángeles (in the ‘upon arrival’ section below).
- Include them in all the training and orientation with all volunteers.
- Meet with them to review their role and answer their questions.

Prior to arrival (in Bahía de los Ángeles)

- Update the name of the Safety officer on the org chart in the Information Center.

Upon arrival

- Coordinate a “Field Station Orientation” given by the Mentor Manager with others arriving on the same day.
- Review the Orientation to tools and locations.
 - Public first aid and storage for restocking
 - Oxygen tanks (3)
 - Trauma board and tape
 - EMT bag
 - Radios (in garage, staff office, staff house)
 - Staff first aid
 - SAT phone
 - Travel Safety Kits
 - Activity Rosters. Used for every activity where students are taken off site to do a head count at the beginning and end of each activity.
 - Throw rings, Life Saving Cans
 - Water Safety whistle
 - AED
- Review the “Emergency Preparedness Reading BLA MOD (on the portal).
 - Orient to the Marine Radio. The Safety Officer and Manager on Duty will be available via radio on Channel 16 either by the Field Station radio or handheld radio when off-site.
 - Part 2: Emergency prevention, response, recovery/ Emergency Prevention/ Safety Equipment & Emergency Resources.”
 - Focus on the Information Center
 - Part 4: Incident Manager Emergency Response Procedures/ Emergency Response Procedures/ BLA & Incident Response Team Procedures.”
 - Appendix F: BLA Site Information
- Introduce to staff, noting MODs.
- Review existing medial conditions (e.g., asthma, diabetes) and medications from student and staff “Fit to Travel” forms.
- Review the current conditions of students and staff. Use the Medical Log. Share any turnover notes from the previous Safety Officer, if applicable.

- Orient to our Water safety training. See Portal.
- Regular maintenance and inventory all safety gear. This should happen 2x/ week – every Tuesday and Saturday. Check and restock field first aid kits using the inventory list. Restock all inventory:
 - Public First Aid

- Staff Only First Aid
 - EMT Bag
 - Zip tie a note to the zipper with Safety Officer's initials and date of last check.
 - Check pressure on all oxygen tanks.
 - If at 1500 or less, send tank back to get new one.
- Review schedule

Day Before Departure

- Gather any "turnover notes" that should be shared with the next Safety Officer. If there is cross-over between Safety Officers, facilitate them sharing notes directly.
- Give personal thank you for their time, expertise, etc.
- Confirm time they will be leaving and note for morning meeting/high five tunnel coordination.
- Encourage them to "like" us on facebook to stay up to date on program activities and photos.
- Conduct debrief/ send in follow up thank you email with the following questions:
 - What worked particularly well for your experience? (from the orientation through your whole experience)
 - Do you have any suggestions that would improve your experience?
 - What are your ideas for improvement for workshop, talks, etc. for the future?
 - What are your ideas for your involvement if you were to come back next year?
 - Any other thoughts?

