

PART I: EMERGENCY PREPAREDNESS OVERVIEW

In order to achieve our goal of transforming young lives through science, we recognize that creating safe learning environments is an essential component. Our young people must be safe to learn, take risks, explore their potential, and gain skills to become science leaders.

Proactively assessing, protecting against, and managing risks is the best way to ensure that our students are able to learn and grow in a safe environment and that we can continue to deliver tuition-free programming as a trusted member of our community.

The purpose of the Emergency Preparedness Manual is to prepare for emergencies related to natural and human caused threats and hazards with the goal of:

1. Limiting injury and damage due to emergencies and
2. Quickly returning to normal operations following an emergency.

The Manual focuses on direct threats to health or safety and does not include matters of cyber security and physical security, which are included in our “Operations Manual” and “Facility & Supply Manual”, respectively.

The development of this Manual was informed by internal assessment of risks associated with organization activities; best practices from sources including Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS) guidance, San Diego Unified School District (SDUSD) emergency response plans, American Camp Association (ACA) and Association for Zoos & Aquaria (AZA) Guidelines; and input from practitioners including leadership at City Heights Rec Center, City Heights Library, ProKids Golf and emergency response personnel including San Diego Police Department, SWAT Team, and SDUSD School Police Services.

For the purpose of this Manual, the following definitions are used to understand the term “emergency preparedness”:

Emergency is defined as: Any occasion or instance--such as a storm, flood, tsunami, earthquake, landslide, fire, explosion, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety.” (Adapted from: FEMA, *Guide For All-Hazard Emergency Operations Planning* (SLG 101), 1996, p. GLO-2)

Preparedness is defined as: Activities, procedures, policies, training, and systems developed and implemented prior to an emergency that are used to support the prevention of, mitigation of, response to, and recovery from emergencies.” (Adapted from: NFPA, *NFPA 1600*, 2007, p. 8 and White House, *HSPD-8*, December 2003)

The following policies in [Ocean Discovery’s Policy Guide](#) inform the development of and procedures within this manual.

RISK ASSESSMENT

Ocean Discovery conducted a risk assessment (see appendix) of organizational activities, and identified fifteen, that posed the greatest likelihood and impact.

Natural Hazards/Disasters

1. Extreme Heat
2. Venomous Animals
3. Windstorm
4. Earthquake
5. Fire

Human-Caused

1. Medical Emergency/Injury
2. Water-Related Accident
3. Transportation Accident
4. Disruptive behavior, Weapons, Assault
5. Missing Child
6. Power Outage, Gas Leak, Chemical Spill
7. Active Shooter
8. Bomb Threat and Explosions
9. Suicide – Self-harm
10. Intruder (during off-hours)

The Emergency Preparedness Manual addresses prevention, response, and recovery for each of these risks.

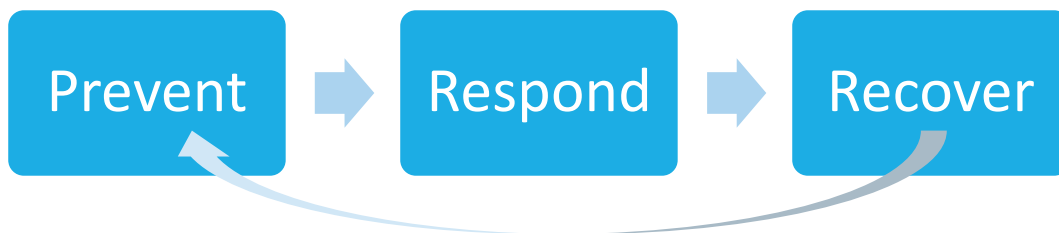
NOTE: The “COVID-19 Prevention Program, Policies, & Procedures” addresses risks and associated prevention, response, and recovery related to COVID-19.

CORE PRINCIPLES

Two primary principles are at the core of Ocean Discovery Institute’s approach to Emergency Preparedness:

1. Preparedness Cycle – Prevent, Respond, and Recover

Ocean Discovery Institute has adopted and adapted FEMA’s Preparedness Cycle. Importantly, the Preparedness Cycle is a feedback loop where lessons learned through emergency Response and Recovery are used to improve Prevention against future threats.



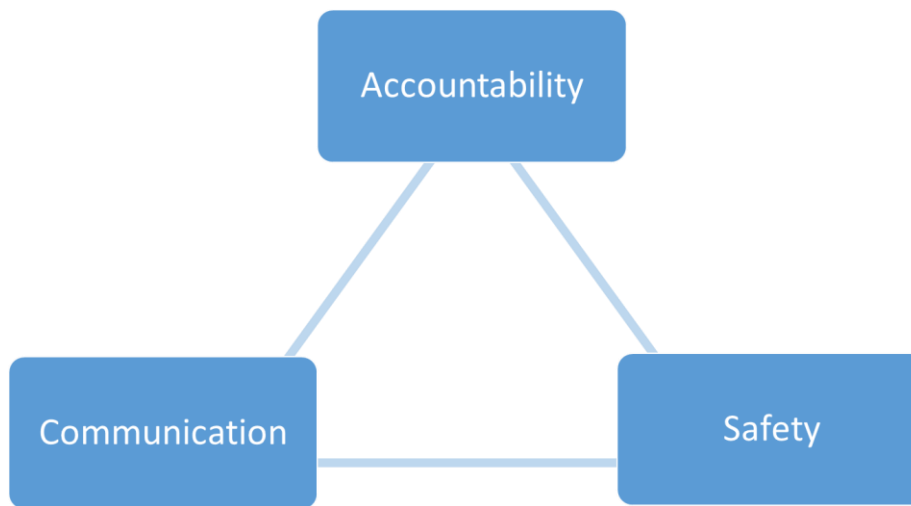
The stages of Prevent-Respond-Recover include:

- **Prevent:** The capabilities necessary to avoid, protect against, or stop an imminent threat. This stage is the most critical in limiting injury and damage. Thus, to the extent possible, Ocean Discovery anticipates what could go wrong or compromise the safety of participants and enacts procedures to Prevent against these potential threats and hazards. Examples: Proactive risk assessment, staff training, safety briefing prior to activities, facility access restrictions, regular water breaks, routine student head counts

- **Respond:** The capabilities necessary to save lives, protect property and the environment, and meet basic human needs in an emergency situation. Examples: Evacuation procedures, safety equipment/supplies available onsite, procedures for most likely/high impact emergency scenarios
- **Recover:** The capabilities necessary to return to a normal or an even safer situation following an emergency. Examples: System backups, alternative work location, critical roles and job functions identified, debrief and enhancement process

2. The ASC Approach – Accountability, Safety, Communication

In order to ensure every staff member is enabled to support each stage of the Preparedness Cycle to the greatest ability, Ocean Discovery developed “The ASC Approach”. The ASC Approach is comprised of the following components:



As the figure suggests, all ASC components are of equal importance and should be considered at all times.

- **Accountability:** The act of being responsible for each individual under one’s supervision until either a positive/approved transfer is made to another individual (if required) or when that individual completes his/her experience. Examples: Regular head counts while students are in the water, printing attendance rosters, having teachers bring rosters to field trips.

PREVENT: ASC Yourself

- Who am I responsible for?
- How will I make sure I maintain accountability for these individuals throughout their participation?

RESPOND: ASC Yourself

- Where are all of the individuals in my care? Do I have everyone with me?
- Is everyone safe?
- When does my accountability end? How does it transfer to someone else?

RECOVER: ASC Yourself

- Have we maintained appropriate records?
- What follow up is needed with the individuals who were in our care?

- **Safety:** The actions and resources necessary to preclude or minimize injury and damage. Examples: First aid trained staff, bringing safety equipment in the field, routine hazard assessment walk through.
 PREVENT: ASC Yourself
 - What could go wrong? Do I have the equipment/resources needed to prevent or respond to a hazard or emergency?
 - How can I prevent injury?
 RESPOND: ASC Yourself
 - Is the scene safe? What steps should I take to ensure safety of the group?
 - What resources, training, and/or tools can I use?
 RECOVER: ASC Yourself
 - What resources were used that may need to be replenished?
 - What resources could have aided in prevention or response that should be integrated for the future?

- **Communication:** The transmission of emergency preparedness information to relevant stakeholders (e.g., students, other staff members, parents), between sites, with emergency personnel, and/or to the group at hand (e.g., students, volunteers). Examples: Bringing a radio into the field, having cell phone numbers in phones, posting emergency numbers in the Information Center.
 PREVENT: ASC Yourself
 - What do the individuals in my care need to know before their participation to prevent injury or minimize risk?
 - How will I maintain communication with the Manager on Duty and/or home base?
 RESPOND: ASC Yourself
 - Is it life threatening? What are the emergency services I have access to?
 - How can I notify the MOD and/or others that need to know immediately?
 RECOVER: ASC Yourself
 - Who needs to be communicated with about the incident (e.g., parents, insurance, SDUSD)?
 - What communication is needed to support individuals following an emergency response?

STAFF EMERGENCY RESPONSE RESPONSIBILITIES

During an emergency situation, it is critical that all employees have a clear understanding of their roles and responsibilities to ensure all emergency procedures are properly implemented. The following outlines the key emergency response roles and high-level descriptions of responsibilities.

Employees

Every employee is responsible for their own health safety, as well as the safety of their fellow employees and the students in their care. Each employee is responsible for complying with all organizational safety policies and procedures; local, state, and federal regulatory standards; and all rules and regulations that apply to their own actions and conduct on the job.

Management

The role of managers in all aspects of emergency preparedness is of vital importance. Managers are the front line of a good safety program with day-to-day knowledge of what is being done, who is doing it, how the job is done, and under what conditions it is being done. Managers are responsible for assessing risk related to their activities and those of their team and putting in place appropriate prevention measures. Managers are also responsible for the consistent execution of these measures through documentation, systems, trainings, and/or quality control checks.

In the event of an emergency, management may be assigned a leadership role by the Incident Manager to support in the overall response effort.

Manager on Duty

The Manager on Duty is an assigned position, based on the following criteria:

- Senior and/or experienced staff
- Strong manager and comfort in decision making
- Strong knowledge of organizational policies and procedures
- Trained in all Emergency Procedures
- First aid/CPR/AED Certified

A single Manager on Duty is on “Duty” every day the Living is open from the time the building is opened until the building is closed. More than one person may serve as Manager on Duty over the course of a day; however, no more than one will be on “Duty” at any given time at a given location. All staff will be notified who the Manager on Duty is each day through: 1) notification during daily Morning Announcements, and/or 2) posting in the “Information Center.”

When an incident occurs, the Manager on Duty becomes the Incident Manager and is responsible for overall incident management and decision making from the time they assume responsibility until the “All Clear” is called. The Incident Manager may transfer responsibility to another, more qualified responder or senior level staff. If a transfer of responsibility is made, prompt and clear communication will be made to all responding staff.

When staff are in Bahía de los Angeles (BLA) for the program or planning purposes, a BLA Manager on Duty will be assigned for each day. Generally, the BLA Manager on Duty will be consistent throughout the course of a trip. If a change is made (for a duration of a day or longer), notification will be made to the SD staff by email to the primary and secondary San Diego Point of Contact.

Safety Officer

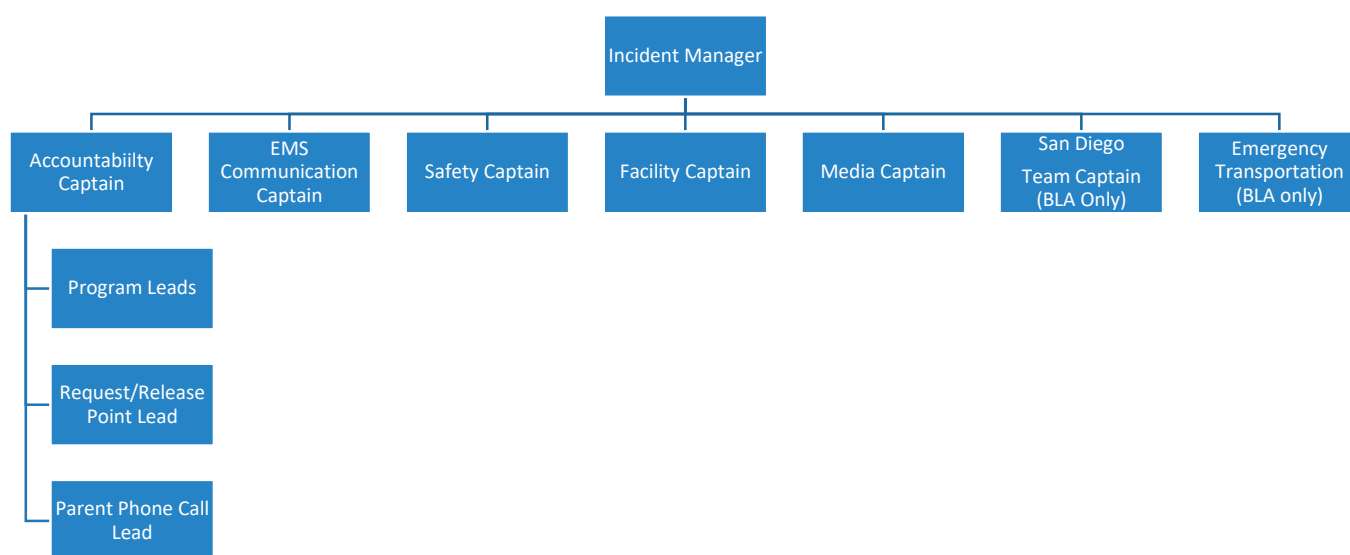
In some settings (e.g., while with students in Bahía de los Angeles, large events), a Safety Officer may be designated. This is typically an individual who is a certified medical doctor, paramedic, or EMT. The level of certification is determined based on the healthcare needs of the activity and in compliance with Ocean Discovery policies and ACA standards. The Safety Officer’s primary role is to prevent and respond to medical incidents. Their name will be posted while on duty and staff should notify the Safety Officer when medical concerns and incidents arise. The Program or Event Manager will assign the Safety Officer to activities/locations/times based on assessed risk. The Safety Officer will be accessible for communication (e.g., by phone, radio, in-person communication) at all times while on duty.

The Safety Officer will work with the Manager on Duty who will lead overall incident response.

Incident Response Team

During an emergency, the Incident Manager will assign staff to be part of the Incident Response Team (see chart below for example). A “Captain” structure is used, similar to Ocean Discovery event roles. Staff assigned to these positions are responsible for performing the functions of their specific role. The protocols for each position assignment will be provided by the Incident Manager when assigned.

The number of personnel required and positions which need to be activated on the Emergency Response Team will depend on the size and complexity of the incident. Additionally, one person may have multiple roles depending on the size and scope of the emergency and people on-site. The duties of each position may be performed by the Incident Manager directly or delegated as the situation demands. Generally, all Managers on Duty will be trained on each assignment.



During In-School Programs: Staff vs Teacher Roles

Whether at the school site, Living Lab, or another field location, Ocean Discovery staff should defer to the classroom teacher and school for incident response. Once initial actions are taken to ensure safety of the students and scene, notify the classroom teacher and Ocean Discovery Manager on Duty to coordinate response steps. All parent communication and transportation of students should be done through the school. Be ready to assist, as needed.

REGION-WIDE EMERGENCIES

Region-wide emergencies (e.g., earthquake, wildfires, major blackout), particularly those that occur during non-work hours, often raise the question of whether employees are to report to work either during the emergency or at the start of his/her next work day. The following has been established for communicating with staff during emergencies.

Incident Manager: The Incident Manager will determine if the facility should be closed and/or if modified operations are necessary (e.g., shortened day, staff may report but no programming) and notify all staff via an “All

Staff" email, text, and phone message as able given the emergency. The Incident Manager will call individuals to report to the site as the emergency requires.

Employees: All staff are responsible for checking phone and email for information about whether and/or where to report to work, and to participate in the response outside of your standard work hours, if instructed by the Incident Manager. You will be compensated for additional hours worked during emergency response. If you are instructed to report to work but are unable to do so because you are affected by the emergency, you must notify your supervisor if possible by phone and email.

PART II: EMERGENCY PREVENTION, RESPONSE, RECOVERY

EMERGENCY PREVENTION

Prevention and protection activities are considered long before an emergency. In order to be prepared for and prevent or reduce the impact of emergencies associated with the breadth of risks identified, we have the following in place:

PREVENTION & PROTECTION PRACTICES

Assigned Roles: A single, on-site Manager on Duty is assigned to daily support in identification and addressing of potential hazards, support staff in responding to issues before they escalate, and being an initial point of contact in emergency response. This assignment is communicated to all staff. When needed to move into “respond” additional roles may be assigned. *Additionally, in Bahía de los Angeles a Safety Officer, the person on-site with the highest medical training, is identified and posted.*

Safety Resources: Each “home base” location, the Living Lab in San Diego and the Field Station in Bahía de los Angeles, is equipped with an:

- (1) Information Center and
- (2) Safety Equipment and Supplies for use by all staff as needed.

In the event of an emergency, an

- (3) Emergency Response Box/Binder is available for use by the Manager on Duty and those activated to support the response effort.

Certifications: All Managers on Duty and program staff are certified in First Aid and CPR/AED.

Training and Drills: Trainings are facilitated regularly with an emphasis on prevention first and to empower staff to take action when needed to respond.

Safety Orientation: Staff and students are oriented to written safety regulations and emergency procedures which must include: (1) Identification of boundaries for activity spaces; restricted areas (staff only); and living areas (Residential camp); (2) Community Agreements and expectations for appropriate behavior; (3) Precautions concerning natural or physical hazards of the site; and (4) Evacuation procedures and what to do in case of emergency.

Program/Department Procedures: Department and program-specific protocols, practices, and trainings integrate prevention and protection measures specific to the activities of that department/program. (See Appendix C for detailed list.)

Safety Review: On an annual basis the Associate Director reviews current procedures and in light of new risks identified or introduced, changes to laws or regulations, and patterns that emerge based on incident reports filed. During the review, corresponding enhancements will be documented as well action to be taken (e.g., action, no action). Enhancements will be made more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses. No less frequently than every three (3) years, a licensed healthcare provider familiar with Ocean Discovery programming and resources available at program locations reviews the emergency

preparedness manual and related policies.

Insurance: Annually the Director Talent & Culture and Associate Director meet with insurance broker(s) to review organizational activities and ensure the adequate insurances are in place.

Consent to Participate: All personnel (staff, students, volunteers) sign a release of liability prior to participation.

SAFETY EQUIPMENT & EMERGENCY RESOURCES

Each home base location (the Living Lab in San Diego and the Field Station in Bahía de los Angeles) is equipped with the following for use by staff as needed:

INFORMATION CENTER

An “Information Center” is located within a central point for all staff to access in order to gain key information on staff, the facility, and emergency procedures. Emergency information included in the information center are:

- Current Manager on Duty
- Prevent, Respond, Recover diagram
- ASC diagram
- Response Procedure Overview diagram
- Evacuation Procedure Overview diagram
- Safety & Emergency Resource List (see Appendix by location)
- Emergency Response Binder (see below for contents)
- *Safety Officer on Duty (BLA only)*

MANAGER ON DUTY CLIPBOARD

While “on duty” each Manager on Duty has an MOD clipboard with the following accessible:

- Emergency Contacts (“cheat sheet” with most often used numbers, see “Forms & Templates” section)
- MOD Protocol
- Evacuation Protocol
- Lockdown Protocol
- ASC Form
- Incident Report Form
- Incident Manager Protocol
- *BLA Evacuation to the US Incident Manager Procedure (BLA only)*

SAFETY EQUIPMENT AND SUPPLIES

In the Living Lab and Field Station, the following safety equipment and supplies are accessible. Equipment and supplies are inventoried, restocked, and serviced as needed and on a routine schedule as outlined in the “Facility and Supply Manual”.

| Supply | Location in Living Lab | Location in BLA Field Station |
|---|---|---|
| <i>Emergency Response Backpack/Box</i> | <ul style="list-style-type: none"> Information Center | <ul style="list-style-type: none"> Information Center Fisler Residence |
| <i>First Aid Kits</i> | <ul style="list-style-type: none"> Transitional Storage Canyon Level Storage Copy Room General Group Supply Bins Field Backpacks | <ul style="list-style-type: none"> Storage Room Field Backpacks |
| <i>AED</i> | <ul style="list-style-type: none"> Near Ocean Alcove | <ul style="list-style-type: none"> Storage Room, on Field Trips |
| <i>Trauma Bag* with Oxygen</i> | <ul style="list-style-type: none"> Transitional Storage not for use/storage only | <ul style="list-style-type: none"> Storage Room for use by trained personnel (Safety Officer on student trips) |
| <i>Backboard</i> | <ul style="list-style-type: none"> Transitional Storage not for use/storage only | <ul style="list-style-type: none"> Storage Room for use by trained personnel (Safety Officer on student trips) |
| <i>Flashlights</i> | <ul style="list-style-type: none"> Canyon Level Storage | <ul style="list-style-type: none"> Storage Room (student trips) |
| <i>Water</i> | <ul style="list-style-type: none"> Electrical Room | <ul style="list-style-type: none"> Kitchen |
| <i>Emergency Food Rations</i> | <ul style="list-style-type: none"> Electrical Room (shelf stable snacks) | <ul style="list-style-type: none"> Kitchen Food supplies can be used) |
| <i>Latrine Supplies</i> | Includes Lugabaloo, toilet paper, Hand sanitizer/moist towlettes <ul style="list-style-type: none"> Electrical Room | NA |
| <i>Shower and Eye Wash Station</i> | <ul style="list-style-type: none"> Sci-Tech Lab | NA |
| <i>Fire extinguishers</i> | <ul style="list-style-type: none"> Near the Innovation Alcove In the Kitchen Near the Ocean Alcove Near the Cleaning Closet In Elevator Room In the Eco Lab In Transitional Storage In Scientist-in-Residence Vehicles | <ul style="list-style-type: none"> Vehicles Kitchen Staff House (1 for staff trips) |
| <i>Sprinkler System</i> | <ul style="list-style-type: none"> Manual operation in the Kitchen and Scientist in Residence Automatic activation by heat | NA |
| <i>Knox Box</i> | <ul style="list-style-type: none"> Outside main gate | NA |
| <i>Fire Alarm</i> | <ul style="list-style-type: none"> System activated by smoke, heat, or pull station Panel in MDF Room | <ul style="list-style-type: none"> Smoke detectors |
| <i>Intrusion Alarm</i> | <ul style="list-style-type: none"> Activated during closing | NA |
| <i>Handheld Air Horn</i> | <ul style="list-style-type: none"> Info Center | <ul style="list-style-type: none"> Boat Safety Kits in Storage Room |
| <i>Bull Horn</i> | <ul style="list-style-type: none"> Info Center | <ul style="list-style-type: none"> Storage Room |
| <i>Batteries (for bull horn, flashlights)</i> | <ul style="list-style-type: none"> Canyon Level Storage | <ul style="list-style-type: none"> Storage Room |

| | | |
|-----------------------------------|---|--|
| <i>Personal Flotation Devices</i> | <ul style="list-style-type: none"> • Dive Locker | <ul style="list-style-type: none"> • Storage Room |
| <i>Throw Ring</i> | <ul style="list-style-type: none"> • Dive Locker | <ul style="list-style-type: none"> • Storage Room (student trips) |
| <i>Rescue Cans</i> | <ul style="list-style-type: none"> • Dive Locker | <ul style="list-style-type: none"> • Storage Room (student trips) |
| <i>Marine Radio</i> | NA | <ul style="list-style-type: none"> • Staff Office • Handheld radios brought in the field |
| <i>Satellite Phone</i> | NA | <ul style="list-style-type: none"> • Staff Office |

For BLA Field Station items, those which are for student trips (i.e., not required on all trips, including staff only trips) are identified. Items designated for student trips may be brought on additional BLA trips if activities and/or trip personnel deem necessary.

EMERGENCY RESPONSE BACKPACK/BOX

Each site maintains an Emergency Response Backpack/Box (see Emergency Response Backpack/Box Appendix for contents) which contains vital information about the site and emergency procedures. In the event of an evacuation, the Emergency Response Backpack/Box should be carried out of the site to the designated safe area. The Emergency Response Binder will be inventoried and updated and/or restocked semiannually by the Associate Director, or designee. In addition, individuals who are on call for emergency response during off-hours have a copy of the Emergency Response Binder which includes necessary Response resources to be kept at home/accessible while not on-site.

See the “Forms & Templates” section in this manual for a checklist of contents.

FIELD SAFETY EQUIPMENT

When activities take place in the field, safety equipment is brought/worn for immediate accessibility. For all field activities staff bring a roster (Accountability), field first aid kit (Safety), and phone or radio (Communication) to communicate with the home site and/or emergency services. All safety equipment must remain with the group. Additional safety supplies may be needed based on activity, location, and duration. The Program/Event Manager is responsible for identifying equipment needs, ensuring availability, and integrating into appropriate materials (e.g., curriculum, supply checklist).

WATER SAFETY EQUIPMENT

When participating in waterfront or boating activities, students must be monitored at all times by approved staff and within staff ratios for the given activity. In addition, water safety equipment is available for use based on activity, including:

- ❖ Waterfront activities: throw ring, rescue cans
- ❖ Boating activities: PFDs worn by staff and students, EPIRB
- ❖ Night (low light conditions) Activities: whistle, safety light on PFD

TRAVEL SAFETY KIT

In the case of travel where communication to the Living Lab may be limited or through remote areas with little access to emergency resources (e.g., driving to BLA) a Travel Safety Kit is available in each trip/caravan. The Travel

Safety Kit includes vital information about the trip, emergency procedures, and safety equipment and resources. It also includes supplies to support roadside emergencies and communication. The Travel Safety kit will be stocked and inventoried by the trip lead prior to each trip.

See the “Forms & Templates” section in this manual for a checklist of contents.

EMERGENCY RESPONSE

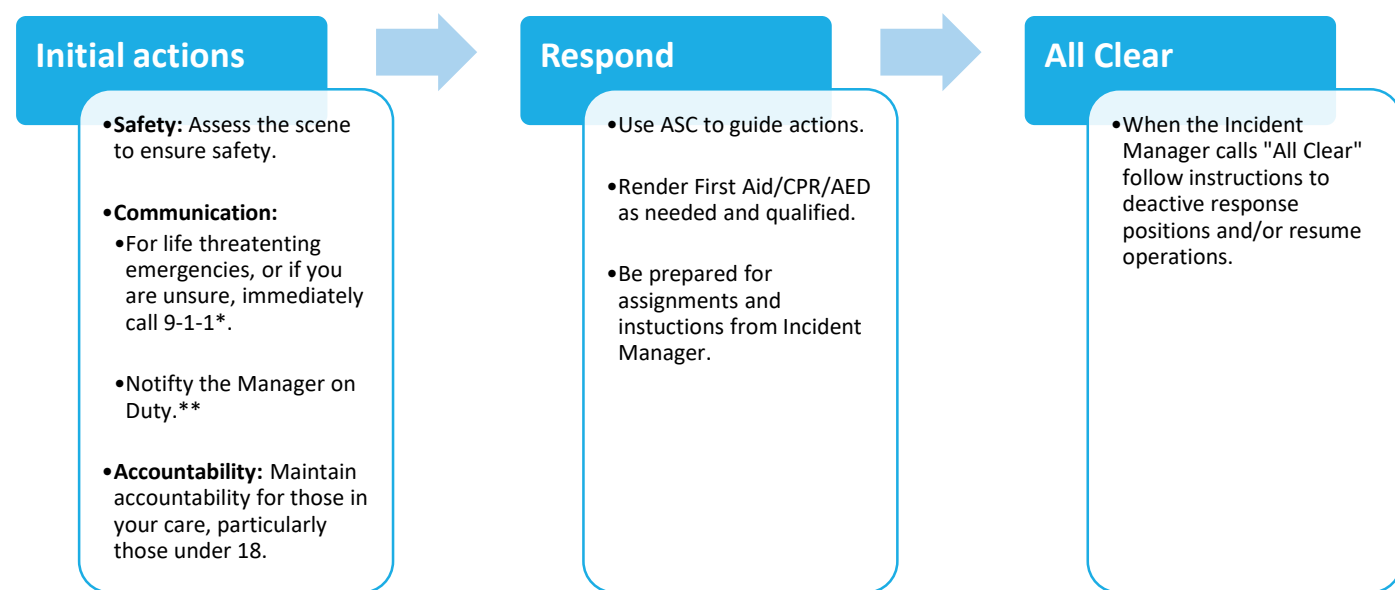
This section addresses response to emergency situations (“incidents”) at the Living Lab facility, Bahía de Los Angeles (BLA) field station, or other areas where Ocean Discovery activities take place.

Experience has shown that simplicity and training are the keys to effective emergency operations. Therefore, the emergency response is organized around the *ASC Approach* and designed with simplicity and flexibility in mind. The order of steps should be dictated by the situations and include **first (1) the protection of people (staff, students, volunteers, teachers, partners, etc.), followed by (2) containment of the incident and evaluation of the situation.**

EMERGENCY RESPONSE PROCEDURE OVERVIEW

All employees are expected to take action as able and appropriate in an emergency situation. While each incident and the corresponding response will vary, the same basic procedure guides the response as summarized below.

Upon the detection of an incident, all staff should:



*In BLA: Notify the Safety Officer.

**In BLA: A Manager on Duty is located at the Field Station. If in the field, Radio Channel 16 “Ocean Discovery Emergencia, Emergencia” to alert the Field Station.

During Response the following general principles apply:

- All actions within procedures are considered “as needed and safe to do so”.
- Ocean Discovery staff will defer to emergency responders.
- All employees that are trained in First Aid/CPR may offer aid. If aid is required beyond training and ability, advanced medical care should be given by a professional.
- In any life-threatening situation, all staff shall take immediate action to provide for the safety of staff, students, and other occupants without waiting for directions from the Manager on Duty/Incident Manager.
- Focus efforts on occupant accountability and control, particularly those under the age of 18. This responsibility may transfer through the documented return, release, or reunification of each individual.
- Employees present at the scene must monitor the situation and provide regular updates to the Incident Manager, but otherwise maintain confidentiality.
- Because of our relationship with SDUSD, the 911 dispatcher may coordinate with the SDUSD School Police Services dispatcher to coordinate response with SDUSD.
- All responding staff members are under the direction of the Incident Manager until the situation is resolved and the Incident Manager calls “All Clear”.

Procedures specific to the identified hazards and threats are included the Incident Manager Procedures section of this manual and in the Emergency Response Binder.

EVACUATION OVERVIEW

Evacuation will take place when it is determined to be safer outside the building than inside (fire, explosion, active shooter, etc.) or in another area of the building and staff, students, and visitors can reach the evacuation location without danger. Any of the following types of individuals may be at onsite when an evacuation or shelter-in-place is signaled: staff, program participants during the school day, program participants during out-of-school time, volunteers, visitors, public.

Once an evacuation has been initiated, it should generally be completed, even if the situation becomes resolved or “safe” in mid-evacuation. This will reduce loss of control and the potential for injuries or loss of accountability from reversing direction in “mid-stream”.

EVACUATION AUTHORITY

The following may order an evacuation:

- Executive Director
- Associate Director
- Manager on Duty
- Safety Officer
- Public Safety Official

ACCOUNTABILITY DURING EVACUATION

Accountability is crucial during any movement of individuals onsite and takes four areas into consideration:

- (1) control of the movement of all occupants to the evacuation point;
- (2) searching facilities to ensure all occupants have evacuated;

- (3) taking roll of all occupants at the evacuation point; and
- (4) control of the return, release, and/or reunification of all occupants.

Procedures are intended to maximize accountability, with particular focus on students under the age of 18 whose care parents have entrusted to the organization by enrolling them in Ocean Discovery programs. This responsibility continues until:

- A positive transfer is made to an appropriate individual (e.g., Emergency Contact, parent/family member)
- The program period ends (if participants are approved to walk home on their own)

Ocean Discovery staff will ensure that all occupants take part in the evacuation. This will be done through:

- the notification system at the onset of an evacuation,
- direction from staff to the designated evacuation assembly area,
- and a sweep of the premises following evacuation.

Additionally, a "Roll Call" will be administered at the evacuation assembly area to account for:

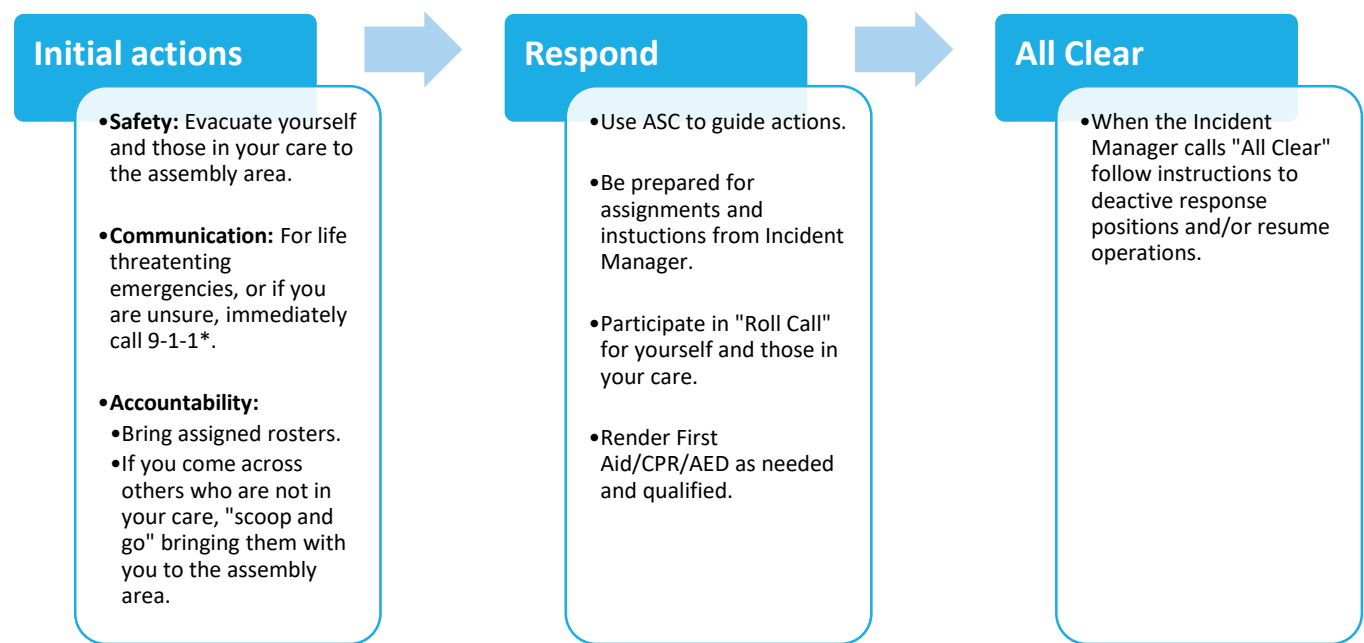
- at the Living Lab, all individuals "Checked-In"
- *at the Field Station, all individuals on-site at the time of evacuation*

Generally, the goal is to return students to their school site (if during the school day) as this is where parents will be looking for their child, or home (if outside of the school day) as quickly as is safe to do so.

In the event that the Incident Manager feels that students are to be released, or that notification of parents/guardians is warranted, he/she shall advise the coordination and tracking of parent/guardian notification.

EVACUATION PROCEDURES

During an evacuation, all staff should:



*In BLA: Notify the Safety Officer.

During Evacuation the following general principles apply:

- Persons with Disabilities: Persons with disabilities may need special assistance. Program Leads are responsible for identifying students with disabilities who are participating in his/her program and may need assistance and assigning staff to assist them. Other persons are responsible for alerting the nearest staff member that they are in need of assistance.
- If the incident that caused the evacuation requires the response of a public safety agency, the Incident Manager must approve return to the facility by all occupants or initiate release of occupants from the evacuation point.

EVACUATION CATEGORIES

In order to establish standardization and consistency with SDUSD facilities as the majority of students and teachers visiting the site will be affiliated with the District, Ocean Discovery uses the following evacuation categories:

ON SITE EVACUATION

OFF-SITE EVACUATION

**IN-PLACE SHELTERING
("LOCKDOWN")**

ON-SITE EVACUATION

On-site evacuation involves the movement of all occupants to a safe location within the facility or grounds. Reasons for selecting On-Site Evacuation may include, but are not limited to:

- Odor in a classroom or a small area
- Small fire that may be easily extinguished
- Minor hazardous material spill/accident

The On-site Evacuation assembly areas are generally designated as:

Living Lab

- Primary Location: Watershed Plaza
- Secondary location: The Commons (canyon level courtyard)

BLA Field Station

All evacuations will be treated as an "Off-Site Evacuation"

OFF-SITE EVACUATION

Off-Site Evacuation involves the movement of all occupants to a safe location outside of the facility or grounds. Reasons for selecting Off-Site Evacuation may include, but are not limited to:

- Fire alarm sounds
- Large fire
- Gas leak
- Credible bomb threat/found bomb

- Explosion
- Earthquake (after initial shaking has ceased)

The Off-site Evacuation assembly areas are generally designated as:

Living Lab

- Primary Location: Corner of 43rd Street and Fairmount Avenue near the Manzanita gathering space
- Secondary location: Joint-Use Field at Florence Joyner Elementary

BLA Field Station

- *Parking Lot*

IN-PLACE SHELTERING (“LOCKDOWN”)

In some circumstances, it may be safer to have all occupants remain inside the facility rather than to be outdoors. Lockdowns are defined as the act of confining students, staff, and all occupants in a secured location until the emergency or threat is over.

Such situations might include, but are not limited to:

- Hazardous material incident near facility/grounds
- Weather events including lightning and wind storms
- Fire near the facility/grounds
- Explosion hazard near the facility/grounds
- Dangerous person or circumstance near the site
- Police activity near the facility/grounds (e.g., active search for dangerous suspect(s))

Based on the situation and level of threat, the Incident Manager may order a “Complete” or “Modified” Lockdown as defined by:

COMPLETE LOCKDOWN

Complete and immediate lockdown of the entire site.

All operations and instructional activities are halted.

All occupants move to Canyon Level Storage to shelter in place.

In BLA: All occupants move to Classrooms.

Employees or any other visitor will not be granted access to the site for the duration of lockdown unless authorized by Incident Manager in coordination with law enforcement.

MODIFIED LOCKDOWN

Complete and immediate lockdown of the entire site.

All operations and instructional activities may continue inside buildings.

All occupants transition activities to indoor locations.

Employees or any other visitor will not be granted access to the site for the duration of lockdown unless authorized by Incident Manager in coordination with law enforcement.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to the selection of their victims. They are often unskilled marksmen and/or do not have specific targets.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes. Before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Our procedures follow the Homeland Security recommended protocol of Run, Hide, Fight. Accountability is in notifying individuals to flee the area. Roll call and accounting for specific individuals will be completed post incident and under the direction of emergency personnel.

In summary:

- All staff are authorized to take immediate action to protect students and themselves. **Act immediately** if you or your students:
 - Hear a sound that might be gunfire
 - See something that looks like a weapon being carried or used on or near the site
 - Sense any other indication of active shooter/armed assailant threat
- Quickly evaluate which option will best protect you and your students. Communicate and act quickly.

Run

If there is an accessible escape path – evacuate the premises (consider 2 ways out)

Yell – Run, Run, Get out! Don't carry anything with you.

Hide

If safe evacuation is not possible, **find a place to hide where the active shooter is less likely to find you.** Barricade entrances, remain silent, and

Fight

As a last resort, and only when your life is in imminent danger, **attempt to disarm and/or incapacitate the active shooter.**

- Call 9-1-1 and the office as soon as it is safe to do so.

BELL SYSTEM NOTIFICATION

LIVING LAB

If a situation requires immediate action, the bell system should be utilized. The method for initiating Evacuation or In-Place Sheltering depends on the situation and immediacy of movement.

- **Fire alarm** to signal fire emergency and/or evacuation to the Off-Site Evacuation area.
- **PA message – “Lockdown”** to direct students and staff to implement “Complete Lockdown”.
- **PA system, message “Earthquake – DROP, COVER, and HOLD”** and staff command “DROP” for earthquake emergency.
- PA system/bullhorn, phone calls, and runners as appropriate to supplement the above notifications.
- Hand-held air horn in the event of a failure of the bell system (e.g., without power).
- PA system, phone, email, or in-person communication by the Incident Manager or public safety official to communicate to communicate “All Clear” to signal the end of the incident response.

Due to the proximity of the Living Lab site to Florence Joyner Elementary School, if we hear a bell notification from the school signaling a Lockdown, Ocean Discovery should activate Lockdown procedures at the Living Lab.

OFF HOURS

- Intrusion Alarm: A third party alarm company will notify On-Call Staff and dispatch police.
- Fire Alarm: A third party alarm company will notify On-Call Staff and first responders.

BLA FIELD STATION

- *Use the bullhorn, radios, and runners as appropriate to signal an evacuation.*
- *Use a hand-held air horn – signaled 3 times in succession – to alert neighbors to radio for police.*
- *Use bullhorn, radios, or in-person communication by the Incident Manager or public safety official to communicate to communicate “All Clear” to signal the end of the incidence response.*

EMERGENCY RECOVERY

An emergency incident or major disaster can have serious effects on Ocean Discovery Institute's operations. This may include the destruction of infrastructure, disruption of management capabilities, etc. The objective of the recovery effort is to minimize the disruption of operations and ensure some level of organizational stability and orderly recovery, including:

- Outlining immediate actions that must take place after an emergency situation.
- Preparing in the event of extended service outages.
- Restoring programs and operations to the widest extent possible in a minimum time frame.
- Considering what can be done to lessen (mitigate) the effects of future incidents.

If an Incident Manager is already in position from the Respond phase, that person shall remain in position for Recover until a clear transition is made and communicated. If an Incident Manager is not in position (e.g., the incident occurs outside of business hours), the first person to receive and alert is the Incident Manager until a clear transition is made and communicated. Similar to emergency response, the number of personnel required and positions which need to be activated on the Emergency Recovery Team will depend on the size and complexity of the incident.

Importantly, Recover provides a feedback loop to Prevent and Respond as systems and procedures will be updated by the Associate Director or other Designee to improve response and/or prevent or mitigate future risk.

PART III: HEALTH & WELLNESS

HEALTHCARE RESPONSE OVERVIEW

As a member of the Ocean Discovery Institute team, you play a key role in maintaining a safe and healthy environment for all participants. While you are not expected to act as a medical professional, you are expected to take the following actions as part of our emergency preparedness and health response system:

1. Know Your Role

- Know your responsibilities and when and how to notify the designated Safety Officer or Manager-on-Duty.
- Be familiar with the signs of common participant health concerns (e.g., dehydration, allergic reaction, emotional distress).
- Stay alert and responsive to changes in participant behavior or physical condition.

2. Respond Within Your Scope

- Administer only the care you are trained and authorized to provide (e.g., basic first aid, CPR, medication assistance if delegated).
- Stay with the participant and keep them calm until help arrives.
- Never attempt to diagnose or treat conditions beyond your training.

3. Use Universal Precautions

- Always wear gloves when dealing with blood, vomit, or other bodily fluids.
- Properly dispose of materials.
- Wash hands thoroughly after any contact.

4. Maintain a Clean and Safe Environment

- Ensure participants follow hygiene protocols (e.g., handwashing, sunscreen application, hydration).
- Report any spills, hazards, or unclean areas to the Manager-on-Duty or facility staff for immediate action.

5. Document and Communicate

- Report all incidents to the Manager-on-Duty, trip lead, or Safety Officer immediately.
- Complete an incident report as soon as possible following a health-related event.
- Ensure all communication is factual, respectful, and kept confidential.

Remember: Prevent – Respond – Recover

Focus on prevention through vigilance and proactive care. When response is needed, follow protocol and escalate quickly. Support recovery with clear communication and care. Procedures specific to the identified hazards and threats are included in the Incident Manager Procedures section of this manual and in the Emergency Response Binder.

STAFF HEALTHCARE RESPONSIBILITIES

All staff have responsibilities to ensure the health and well-being of participants. Procedures for health, safety, sanitation, and security are part of written manuals, pre-program and in-service training, and activity curriculum and protocols. All staff are expected to understand and mandatory reporting policies and procedures, support camp behavior expectations, and provide a positive example.

Program Manager: Healthcare Administrator

Program Managers are responsible for the total healthcare program through the integration of prevention practices and implementation of procedures and supervision of staff.

The Program Manager, or designee, serves as the healthcare administrator and is responsible for monitoring and ensuring health, safety, and sanitation procedures throughout the program. The healthcare administrator is responsible for:

- Training staff in accident/illness prevention with an emphasis on site- and program-based scenarios
- Keeping accurate records
- Assesses injuries and emergencies
- Administering medical treatment to the extent certified and trained
- Communicating with parents/guardians, teachers and/or other staff about student health issues.

And in the case of non-school day programs:

- Reviewing student health history and communicating student needs to the appropriate staff
- Ensuring medications are safeguarded and administered
- Consulting with the designated healthcare provider as needed

The healthcare administrator is generally on-site when program is in session (students are on-site) and is responsible for orienting their backups when absent. Staff trained as “Manager-on-Duty” may serve as a backup for the Program Manager in the healthcare administrator role.

All Staff: Certified First Aider

First-aid/CPR/AED certification is required for all staff and program training includes an emphasis on potential injuries in particular activities or locations. A first aider is an individual who has taken training and is certified to give immediate emergency aid until medical care can be obtained. A first aider is responsible for:

- Secure the scene and ensure safety and accountability for all students in one’s care
- Provide basic first aid (e.g., minor scratches/cuts, bug bites)
- Provide immediate care in the case of injury or medical emergency to their level of training
- Notify the Manager-on-Duty

Administration of medications does not fit this description and is therefore not within the authority of the first aider unless specific instructions have been given by the parent or a physician. This includes medications such as aspirin and Tylenol®.

Instructors/Team Leads are responsible for maintaining high standards of health and safety in activities they lead or support, assure students receive a safety briefing and are ready for activities, for seeing that student health needs are recognized and met, and for supervision of personal hygiene. Instructors are responsible for seeing that health procedures are implemented and that first-aid kits and other required safety equipment are accessible

during program activities. Instructors are alert to symptoms of illness, provide for special needs/accommodations, and report to the healthcare administrator on all treatment/first aid they provide.

Field Trip/Trip Leads are responsible for routine healthcare needs of the designated group including medication administration, documentation, and securing medication, and onsite decision-making and communication with base staff and emergency services as needed.

Program staff/Floor Leads, are responsible for maintaining high standards of health and safety in the activities they supervise. They assure the activity is supervised by qualified personnel and that activity areas and equipment are in safe condition before use.

Foodservice and facility staff are responsible for conducting their activities according to established procedures and regulations. Foodservice contractors or staff are responsible for providing healthy foods, using sound health practices, and implementing sanitation and safety practices. Special dietary needs are recognized and accommodated when possible. If a diet requires something that Ocean Discovery cannot provide, the parent or individual may be asked to provide supplementary foods. Facility staff are responsible for using safe practices and for being alert to environmental hazards and notifying program personnel appropriately.

STUDENT HEALTH SCREENING — OUT-OF-SCHOOL, OCEAN LEADER, AND SUMMER PROGRAMS

At Ocean Discovery Institute, student health and safety begin before a student ever steps into a program. All students participating in out-of-school time programming—whether it's after school, summer camp, or residential travel—are required to submit signed health information annually. This helps us plan for and respond to a wide range of student needs. This process includes:

1. Collecting Pre-Program Health Information:

- **Student Health History**, including:
 - Allergies and dietary restrictions
 - Current medications (prescribed and over-the-counter)
 - Physical, mental, emotional, or developmental conditions
 - Restrictions from activities due to health conditions
- **Permission to Treat:** For any minor, we must have written permission to provide routine care, administer medications, and seek emergency treatment. If a parent or guardian refuses permission, we must have that waiver on file.
- **Emergency Contact Information:** We keep key contact info on file for every student—both on-site and with the group during any off-site programs. This includes:
 - Student name, birthdate, home address
 - Parent/guardian contact info (daytime and cell)
 - At least one additional emergency contact

2. Reviewing Health History

The student's health history is reviewed by the Program Manager (or designee) prior to or within 24 hours of arrival. Any medications brought are collected at arrival. This ensures we're aware of any health needs that may affect participation in day-to-day activities.

3. Informing Staff of Student Needs

Finally—and most importantly—all appropriate staff are informed of any student-specific needs that affect their role as a supervisor, mentor, or instructor. This includes physical, mental, emotional, or developmental needs identified before or during the program.

Additional Requirements for Residential Programs: Fit-to-Travel Exams and Student Health Screenings – Residential Camps

For our residential program in Bahía de los Angeles, in addition to the health screening outlined above, we require a Fit-to-Travel exam from a licensed healthcare provider. This is necessary due to the remote location and physically active nature of the program. The exam must be completed within 24 months and verifies that the student is physically able to participate safely.

The exam describes the camp environment, possible physical limitations, and verifies medical readiness.

Within 24 hours of arrival at the residential camp, every student receives an in-person health screening by a licensed provider or trained adult under instruction. This screening checks for:

- *Signs of illness, injury, or communicable disease*
- *Changes to health history or new concerns*
- *Any medications students have brought*

This allows us to catch concerns early and make any necessary adjustments to support students.

STUDENTS WITH SPECIAL HEALTH NEEDS

Ocean Discovery is committed to creating inclusive, welcoming, and supportive learning environments where all participants can thrive. Ocean Discovery's programs are not specifically designed for participants with complex special health needs. However, we strive to ensure our programs are accessible to a broad range of individuals and aim to support participation to the greatest extent possible. This includes:

- **Pre-Activity/Enrollment Communication:** Teachers and/or families are encouraged to disclose relevant needs in advance of participation. The more information we receive prior to participation, the better we can evaluate how to prepare for a positive and safe experience.
- **Case-by-Case Assessment:** We assess each request for accommodations individually to determine whether a participant's needs can be safely and effectively supported, given the nature of the program. Factors considered may include program location (e.g., remote or coastal sites), the participant's age and developmental stage, available staffing and training, and the level of supervision or care required.
- **Collaborative Planning:** When a participant has physical, medical, mental/emotional, or behavioral health needs, we work collaboratively with the participant's teacher and/or family and, when appropriate, aides or healthcare providers to determine whether we can provide the appropriate accommodations. If we determine we are unable to safely support a participant's needs, we will communicate openly and explore other ways to remain engaged with the Ocean Discovery community.
- **Staff Training and Support:** All staff receive training in inclusive practices, behavioral support, and responding with empathy to participant needs. When supporting a participant with specific accommodations, staff receive targeted information and guidance relevant to their role.
- **Environmental and Program Considerations:** While we strive to be accessible, certain environmental conditions, program locations, and activities (e.g., rugged terrain, boat-based exploration, or remote areas) may limit our ability to accommodate some needs. We work to reduce these barriers where possible and are committed to ongoing improvement.

Participant information shared for the purposes of inclusion planning is handled with strict confidentiality and shared only with relevant staff on a need-to-know basis. We are committed to upholding the dignity and privacy of all participants and families.

ON-SITE CARE

Ocean Discovery recognizes that not all health concerns require removal from the program environment. Care may be provided in situ or at a designated healthcare area as the situation requires.

Care In Situ

Care may be provided in situ—that is, on the spot—when the illness or injury is minor and the student is able to quickly resume participation in program activities. Examples include hydration support, minor scrapes or bruises, sunscreen reapplication, or emotional check-ins.

Care At Designated Healthcare Areas

Ocean Discovery Institute maintains a designated healthcare area at each home location that is available to provide care in situations where:

- A student, staff, or volunteer cannot participate or needs extended recovery time, or
- Quiet, isolation, or privacy is necessary for safe care.

The designated “Healthcare Center” provides isolation, quiet, and privacy as well as easy access to toilets and available water for drinking and cleaning. *Cot(s) may be used as needed for injured/ill persons (residential programs).*

- **Living Lab (San Diego)** – Canyon View Alcove
- **Field Station (Bahía de los Angeles)** - Staff office that meets the criteria and is equipped for use during residential programming.

When a student is in the healthcare center for medical or wellness reasons, at least one trained staff member must be responsible for supervision. Supervision may be direct (in-person) or nearby depending on the student or staff’s condition and privacy needs, but the staff must be able to monitor and respond promptly. Additional staff support may be required depending on the situation or if multiple individuals are receiving care.

Staff may be acting under the direction of a licensed healthcare provider (on-site or remote) and are responsible for following all prescribed instructions.

OFF-SITE CARE

For any off-site trips or activity locations where the Manager-on-Duty is not present or nearby, a staff member with current First Aid and CPR/AED certification is immediately available for the student group. A designated trip lead is responsible for routine healthcare needs of the designated group including medication administration, documentation, and securing medication, and onsite decision-making and communication with base staff and emergency services as needed. The Program Manager is responsible for ensuring the trip lead is oriented to medications for group participants, general health and safety instructions related to the activity, and other health related considerations.

SANITARY PROCEDURES FOR INFECTIOUS WASTE AND BODY FLUIDS

Maintaining a clean and safe environment is essential to protecting the health of all students, staff, and visitors. Any time staff handle body fluids (such as blood, vomit, urine, feces, saliva with blood, or open wounds), it's important to follow universal precautions and proper sanitation protocols to prevent the spread of illness and infection.

Use Personal Protective Equipment (PPE)

- Always wear disposable gloves when handling or cleaning up body fluids or infectious waste.
- In cases involving large spills or risk of splashing, use eye protection and a mask or face shield if available.
- Replace gloves between students or incidents—never reuse gloves.

Cleaning and Disinfection

- Use approved disinfectants (e.g., bleach solution or EPA-registered products) to clean any contaminated surfaces.
- Clean spills using paper towels or absorbent materials. Dispose of these immediately in a sealed bag.
- Disinfect the area thoroughly after cleaning, and let disinfectant sit for the recommended contact time.

Proper Disposal of Infectious Waste

- Dispose of all contaminated materials (gloves, paper towels, gauze, etc.) in a designated infectious waste bag (e.g., red biohazard bag or labeled sealable trash bag).
- Sharps (like needles or epinephrine auto-injectors) must be disposed of in an approved sharps container—never in regular trash.
- Remove gloves by peeling them off from the wrist, turning them inside out, and placing them directly in the waste bag.

Hand Hygiene

- Wash hands immediately after removing gloves or cleaning up a spill:
- Use soap and running water.
- Scrub for at least 20 seconds.
- If soap and water are not available, use hand sanitizer until you can wash properly.

Always treat any body fluid as potentially infectious. Using proper sanitary procedures protects **you**, our students, and our entire program community

MEDICAL CONSULTATION/MEDIAL SERVICE ARRANGEMENTS

A medical professional is available for advice and consultation. They review and revise medical forms, treatment procedures, and other materials, consults with the program manager (healthcare administrator) as requested, and advises in situations involving hospitalization and when there are parental concerns.

For the residential program in Bahía de los Angeles, a designated "Safety Officer" is on duty at all times. The Safety Officer will be accessible for communication (e.g., by phone, radio, in-person communication) at all times while on duty. He/She conducts daily onsite and in-person consultation with the Resident Advisor, checks current health concerns and/or recent treatments, and reviews the health log and incident/accident reports. In addition, a San Diego-based licensed prescriber or registered nurse is available on call to provide consultation and advice.

Arrangements are made annually for medical services:

- Dr. Adam Pacal – Advising, Annual review, Virtual Consultation
- Dr. Angelina Parra Ruiz – Resident camp Safety Officer in Bahía de los Angeles
- A comprehensive Emergency Resource List is included in the Emergency Response Binder and updated annually

EXTERNAL MEDICAL & MENTAL HEALTH SUPPORT

If a student or staff member's condition exceeds the scope of Ocean Discovery's training, equipment, or capacity to manage safely, external medical or mental health resources must be contacted immediately. Staff are not expected to diagnose or manage complex issues independently.

MEDICAL EMERGENCIES: CALL 911

All staff should **call 911** if a student or staff member:

- Has difficulty breathing, experiences chest pain, or loses consciousness
- Shows signs of a severe allergic reaction (e.g., anaphylaxis) and an EpiPen is not available or not effective
- Suffers a suspected broken bone, head, neck, or spinal injury
- Experiences a seizure, especially if it is prolonged or unexpected
- Has uncontrolled bleeding or a large wound
- Displays symptoms of heat stroke or severe dehydration
- Ingests a potentially toxic substance
- Is otherwise experiencing a serious or life-threatening condition

In BLA, radio channel 16 and call Dr. Parra.

NON-EMERGENCY MEDICAL CARE: STUDENT PICKUP/OFF-SITE CARE

The Manager-on-Duty should consult with the parent/guardian and arrange for pickup if a student:

- Has a fever of 100.4°F or higher that does not resolve or is accompanied by other symptoms
- Has a mild to moderate injury (e.g., sprain, possible fracture) needing further evaluation
- Develops a rash, eye infection, or symptoms suggestive of a contagious illness
- Needs medication that is not on-site and cannot be delayed

In BLA, staff should contact the parent/guardian before seeking off-site care, unless the situation is time-sensitive and consent for treatment has already been granted.

MENTAL HEALTH CONCERNS: WHEN TO INVOLVE EXTERNAL SUPPORT

All staff must notify the Manager-on-Duty if a student or staff member:

- Expresses thoughts of self-harm, suicide, or harming others
- Appears disoriented, detached from reality, or unable to respond to basic communication

- Is experiencing a panic attack or other mental health crisis that does not subside with standard calming techniques
- Has a known mental health condition that is escalating beyond the capacity of on-site support
- Exhibits ongoing or repeated distress that interferes with daily program/work activities and cannot be managed safely

The Manager-on-Duty will take steps to respond, including:

- Notifying parents/guardians immediately
- Following any mental health response procedures included herein
- Contacting mobile crisis response teams, local mental health providers, or emergency services
- Ensuring the individual is never left alone until support arrives

MEDICATION

Ocean Discovery Institute is committed to ensuring the safe and appropriate storage and administration of all medications (staff and student) during programs. All information regarding medications, particularly those of staff, will be handled with strict confidentiality and shared only on a need-to-know basis. It is the responsibility of the designated Healthcare Administrator's (i.e., Program Manager/Manager-on-Duty) to assure proper supervision and use, and to protect against unauthorized use.

Medication Storage:

- All prescription and nonprescription medications (of staff and students) must be stored in a locked container, cabinet, or designated locked area, except when in the controlled possession of the person responsible for administering them. Controlled possession means the medication is under the direct and immediate supervision of either the person to whom it is prescribed or a staff member authorized to administer it.
- Medications that require refrigeration will be stored in a locked refrigerator or a locked container within a refrigerator.
- Exceptions include limited quantities of emergency medications (e.g., EpiPens or inhalers) carried by participants or staff, and a small number of approved medications stored in first-aid kits.
- When medications are administered offsite and it is not reasonable to send the entire supply on the trip, the appropriate dosage may be put into a sealed package or vial (that has not been previously used), with the individual's name, name of medication, and complete instructions for when and how to give it. The package should be in the controlled care of the adult. A written record is required.

Administration Guidelines:

- Prescription medications will only be administered according to the specific directions of a licensed prescriber, as indicated on the original prescription label or in a signed note from the prescriber.
- Nonprescription (over-the-counter) medications will be administered according to written procedures or a signed instruction by a custodial parent/guardian or a licensed prescriber. Medications must be in their original packaging with clearly labeled dosing instructions.
 - ⚠ Without written authorization from a parent/guardian or a healthcare provider OTC medications **cannot be administered by staff**, even if they are first aid certified. If a student is experiencing symptoms and requests or appears to need an over-the-counter medication (e.g., ibuprofen for a headache), but there is no prior authorization the staff member should refer to the designated healthcare provider or Program Manager who will:

- Obtain guidance from a licensed healthcare provider (this can be remote consultation).
- Notify the parent/guardian and obtain guidance.

Staff Medications:

- Staff are responsible for ensuring that their personal medications are securely stored, either in a designated staff-only, locked area (e.g., staff locker, lockable desk drawer, staff house) or by providing them to the designated program Healthcare Administrator.
- Staff who choose to store personal medications with Ocean Discovery must do so confidentially. Staff are not required to disclose medication details unless it may impair their ability to perform job duties.

Medication Recordkeeping:

- All medications administered (routine or PRN) must be recorded in a “Medical Log”.
- The administration of medications on a daily, routine schedule to multiple students and/or staff may be documented on a single form specific to that camp/program session and attached to the health records for that group or individual for storage.

PARENT/GUARDIAN COMMUNICATION

Ocean Discovery is committed to keeping parents and guardians informed about their child's well-being. Depending on the severity and urgency of the situation, we will notify families either immediately by phone or at the end of the program day. Each student's program application contains contact information, as well as designates alternate contacts if the parents/guardians cannot be reached.

Parent notification is initiated by the Program Manager, Manager-on-Duty, and/or the lead healthcare provider but can be delegated to an appropriate staff member. In the event a parent/guardian cannot be reached, we will attempt to reach listed emergency contacts. If parents have questions or concerns about an incident, we encourage follow-up with leadership.

- A. **Immediate phone notification.** Parents/guardians will be contacted as soon as possible by phone if any of the following occur:
 - a. *Medical emergencies*, including suspected broken bones, head injuries, difficulty breathing, seizures, or severe allergic reactions
 - b. *Illnesses that prevent continued participation*, such as vomiting, persistent fever (100.4°F or higher), or symptoms of contagious illness
 - c. *Behavioral incidents* involving harm to self or others, or requiring removal from an activity
 - d. *Emotional distress* that significantly disrupts a child's ability to participate
 - e. *Environmental or safety emergencies*, such as evacuations, lockdowns, or missing camper situations
- B. **End of Day Communication.** Parents/guardians will be notified at pick-up or via written summary (e.g., "Ouch Report") or phone call at the end of the day for:
 - a. Minor injuries (e.g., small scrapes, bumps, bug bites) that were treated on-site
 - b. Mild illnesses (e.g., fatigue, mild stomachache, minor headache) that did not require early dismissal
 - c. Behavior issues that were addressed on-site and did not involve harm or removal
 - d. Any non-urgent matters we believe are important for families to know

It is the responsibility of the parent/guardian to ensure that all emergency contact information on file is accurate and up to date.

Parent notification of a student's injury or illness, including attempts to notify a parent/guardian, is documented on the "Incident Form".

RECORDKEEPING

INCIDENT REPORTING

Any incidents that occur at the Living Lab or during the course of employment with Ocean Discovery Institute or involvement in Ocean Discovery Institute programming must be properly documented and reported. This includes but is not limited to the following types of incidents:

- Accidents or injuries to participants, staff, volunteers, or visitors
- Medical events requiring first aid, CPR/AED, medication, emergency care, or other professional medical treatment
- Any incident where the police or 911 is called.
- An emergency occurs on site (e.g., natural disaster, fire, dangerous criminal activity, etc.).
- Behavioral incidents that involve harm, risk, or significant disruption
- “Near misses” where injury or harm was narrowly avoided
- An accident involving an Ocean Discovery owned vehicle or private vehicle being used for work-related purposes.
- A parent/guardian is notified of a behavioral, accident, or illness incident involving their student.
- A person is issued a suspension from the Living Lab for reasons that may cause a safety concern.

Documentation: Upon occurrence or discovery, incidents must be immediately reported to a supervisor. Forms are available in the Emergency Response Binder and/or medical kit.

- Incident Report Forms must be completed by the staff member directly involved in, discovering, or responding to the situation.
- Reports must be submitted to the Program Manager or designated Manager-on-Duty lead within 24 hours of the incident.
- After review the Program Manager must submit to the Associate Director for review and recordkeeping. In the case of off-site or residential programs, the Program Manager may submit all Incident Reports to the Associate Director upon return.

An **“Employee Injury/Illness Report Form”** is completed when a staff member is involved in an injury, illness or other medical related incident.

“Nonemployee Incident Report Form” is completed when a student or other non-staff member is involved in the incident and are stored separately from Employee forms.

Ocean Discovery conducts an annual review of all incidents, accidents, and near misses. Reviews are conducted by leadership staff and may include input from medical advisors, board members, or other qualified professionals. The analysis identifies patterns, root causes, appropriateness of preventative and/or corrective actions, and opportunities for improving safety practices, training, or program design.

RECORD MAINTENANCE

After each program session, health forms, incident reports, and medical-related records are collected by the Program Manager and submitted to the Associate Director to maintain in secure storage at the Living Lab for the period of statutory limits as defined by California State Law and OSHA regulations. Incident Reports may be made available as needed to the employee impacted and/or their representative.