

Quiet Valley Living Historical Farm
1000 Turkey Hill Road
Stroudsburg PA 18360
Ph.: 570-992-6161 E-mail: farm@quietvalley.org

Grid # 604-K

Security and Evacuation Plan
January 2005

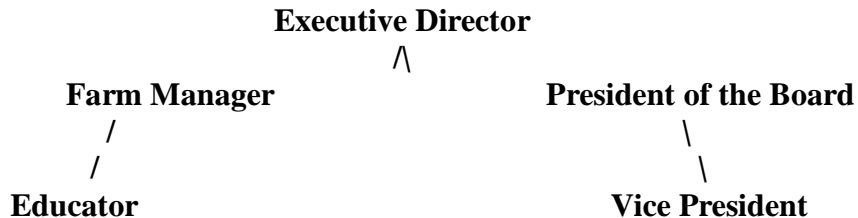
I. Purpose

Quiet Valley Living Historical Farm (QVLHF), a not-for-profit 501(C) (3), is committed to ensuring the safety and comfort of all visitors and staff as they participate in the programs and events offered. Toward this end, the Board of Directors has initiated this plan to address any issues that may arise during an individual's or group's time at the farm.

The purpose of this plan is to provide guidelines for staff and visitors to address the needs for action in situations as they occur, in a timely and orderly fashion.

II. Chain of Command

With the support of the Board of Directors, the Executive Director will be responsible for coordinating all responses to emergencies as they take place. Should the Executive Director be unavailable, the Farm Manager would be placed in charge.



III. Notification

By notification of the Executive Director (or the next in command), the office secretary will place telephone calls as directed.

Should the media call for information about a situation, no one is to give out information except for the person in charge.

The Executive Director or Farm Manager must respond to all security alarms.

IV. Emergency Contact Numbers

Emergency contact numbers shall be placed at all telephones.

State Police	911
Ambulance	911
Blue Ridge Hook and Ladder Fire Co.	911
Pocono Medical Center	570-421-4000
Monroe County Control Center	911 (emergencies)
Office	570-992-4500
Poison Control Hotline	1-800-722-7112
Grid #	604-K

V. Telephone Tree

A telephone tree will be kept to alert all staff members and Board of Directors in the case of emergency. The telephone tree will be enacted only at the order of the Executive Director or Farm Manager.

In the case of visiting school groups, there must be a form at the office and at the gift shop providing an emergency contact number and back-up number for each group.

VI. Weather Emergencies

At the discretion of the Executive Director, in consultation with the Farm Manager, the site may be closed for weather emergencies including, but not limited to, snow storms, thunder storms, flooding or tornadoes.

Should it be necessary to close the facility when guests are present, the staff will escort the guests off the property. If the weather is too severe, the staff will escort the guests to a safe location on the farm and await further instructions.

At all times, staff must remain calm.

The Executive Director or Farm Manager will instruct the staff.

Only designated lead teachers will be given information as needed by the director when dealing with school classes. No other adults should be apprised of the situation by the staff.

The insurance company must be notified in a timely fashion. All damage must be photographed and left as it is until the insurance adjuster has called. The Executive Director must write up an incident report as soon as possible, with corroborating reports filed by witnesses.

Weather alert radios will be located in the business office and Gift Shop.

VII. Fire/Chemical Spills

1. Staff must know the location of all fire extinguishers and fire exits.
2. Staff must report any problem or suspected problem to the person in charge for that day.
3. Staff will lead guests to safety first. Human life is valued above all else.
4. Farm Manager will advise evacuation procedures for all animals and designate staff to assist.
5. Guests will be instructed in a calm but firm manner.
6. Executive Director must immediately contact Emergency Services.
7. Evacuation plans will be filed in the office and Gift Shop.
8. Executive Director must file all pertinent reports.

VIII. Injuries

All injuries to staff and guests must be reported immediately to Executive Director or person in charge.

1. Staff injuries will be evaluated and treated if appropriate. In the case of adult (18 and over) staff, the Executive Director will determine the need for a trip to the Emergency Room or the need to call the ambulance. If capable, the staff person will participate in this decision.
2. Staff injuries for persons under 18 will be treated with the approval of a parent or guardian, if the injury is serious.
3. For adult guests, assistance will be offered. No medications will be given!
4. For children and youth, the parent, teacher or other responsible adult will be consulted. School classes will have their own first aid kit. No medications should be dispensed by the farm staff.
5. If the injury involves body fluids, clean-up will be done by the Executive Director or responsible staff person. Safety procedures, including the use of gloves, must be followed. All other staff and guests should be removed from the site during clean-up.
6. First aid kits will be located in the office and Gift Shop. Only staff adults over 18 may have access to the first aid kits. Gloves and other equipment needed will also be available in these locations.
7. If it is necessary to call for an ambulance, the staff should keep the other guests clear of the accident site.

IX. Lost Children

1. All lost children must be reported immediately to the person in charge.
2. Staff will be assigned areas of the farm to search.
3. Some staff will remain with guests, as instructed by the person in charge.
4. The Executive Director or person in charge will carefully question the persons with the lost child, to determine where the child was last seen.
5. Staff will report findings only to the person in charge.
6. If the missing child has not been located in a timely manner, the person in charge will determine the necessity of calling authorities to assist.

X. Violence, Threats or Criminal Activity

1. Staff must be alert at all times to inappropriate behavior.
2. Should a guest become threatening or violent, immediately seek help from other staff.
3. Alert the director or person in charge immediately.
4. Do not attempt to challenge or stop activity that could cause injury to staff or guests.
5. Report any suspicious activity to the person in charge as soon as possible, without alarming other guests.
6. Remain calm. Do not take unnecessary risks.
7. Personal safety of guests and staff is of primary importance.
8. The Director or person in charge will determine if there is a need to notify the authorities.

XI. State of Emergency

Quiet Valley will recognize all times State of Emergency Proclamations declared by local, state or national authorities and will act accordingly.

XII. Media

In times of emergency, only the Executive Director or the person in charge will speak to the media. Media persons must have proper identification. Formal statements will be issued by the Executive Director, in consultation with the Farm Manager and the President of the Board of Directors.