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Section I: A. General Information

1. Overview, Mission, and History

a. Overview

The Community Campus facility is owned and operated by the Foundation for Seacoast Health, a private charitable foundation created in 1984 when Portsmouth Hospital was sold to Hospital Corporation of America. The proceeds of that sale were placed in a charitable trust, to be used to improve the health and quality of life of Seacoast citizens residing in the following nine towns:

- Portsmouth, NH
- Newington, NH
- Newcastle, NH
- Rye, NH
- Greenland, NH
- North Hampton, NH
- Kittery, ME
- York, ME
- Eliot, ME

The Community Campus tenants lease space from the Foundation at below-market rates. Each tenant is an independent, non-profit organization that relies on grants and contributions to support its operation.

In addition to the Foundation for Seacoast Health, ten organizations currently make their homes at the Community Campus:

- Bonnie CLAC
- Community Child Care Center
- Families First of the Greater Seacoast
- InfoLink/Medical Financial Assistance
- New Heights
- Portsmouth Early Education Program
- Rockingham Community Action Portsmouth Head Start Center
- Rockingham County Child Advocacy Center
- Steppingstones- The Kremple Brain Injury Foundation
- Seacoast Outright

b. Mission

In many ways, the Community Campus is like a commercial building -- a facility that leases space to independent, non-profit organizations. Yet the Community Campus is also an idea and a vision -- a community where:

- Every tenant is committed to improving the lives of families and children.
- Tenants share space and resources, working collaboratively to provide coordinated care.
- It's easy for consumers to get the services and assistance they need.
- Every employee is there because they want to help others.
- Agencies and their employees actively share ideas, activities and resources

The Foundation for Seacoast Health facility and grounds are smoke-free. Signage both inside and outside will reinforce this tenet. Tenants are expected to reinforce this policy with their clients in support of the health promotion mission of the Foundation for Seacoast Health.

In addition to the Ten organizations that lease space for their programs at the Community Campus, health-related nonprofit organizations may use the campus facilities and grounds for sports events, meetings, seminars, health and education classes and fundraising events. These organizations must be located in one of the following communities: Portsmouth, Rye, Newcastle, Newington, Greenland, and North Hampton, NH; and Kittery, Eliot and York, Maine.

c. History

The idea of a community campus began with the desire to give nonprofit organizations and their clients a high quality, permanent home. Many of the community services funded by the Foundation for Seacoast Health have long struggled with facilities that were cramped, run-down, temporary or inaccessible. A decade of planning and research has been invested in the Community Campus project, and almost every health-related organization in the Seacoast contributed its ideas and opinions about what the Campus should look like.

d. For More Information

To learn more about the Community Campus and its history, call the Foundation for Seacoast Health: 422-8200, log onto: ffsh.org or email the Foundation for Seacoast Health at ffsh@communitycampus.org

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Section I: A. General Information

2. Hours of Operation

a. Normal Operating Hours

- The normal business operating hours are Monday through Friday from 7:00 a.m. to 6:00 p.m.
- Agencies using the conference rooms are expected to end their meeting by 9 p.m. and vacate the building by 9:15 p.m.

In Case of Closure

- The Community Campus (including all agencies) will be closed on the following days: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day.

- b. For More Information:** Contact the Foundation for Seacoast Health, Campus Administrative Coordinator at 422-8200.

Section I: B. Campus Web Site and Computers

1. Web Site

Description and General Policies and Procedures

The Foundation for Seacoast Health maintains a Community Campus web site. The site includes general information about the Campus and each of the organizations located on-site. It also provides links to the individual organizations and to other sites in the community. The web site address is: www.communitycampus.org

2. Computers

a. Description and General Policies and Procedures

- The Foundation for Seacoast Health is responsible for maintaining the Campus server, cables that connect from the outside of the building to the building, and cables/lines within the walls of the building.
- The Foundation for Seacoast Health is responsible for maintaining the Campus Web Site.
- Organizations that are located at the Campus are responsible for maintaining their own computer hardware and software.
- In essence, the Foundation is responsible for anything “up to the walls”. The organizations are responsible for maintaining everything “from the walls to their computers.” This does not include Families First and New Heights, which have their own server and equipment.
- Organizations that wish to add or change e-mail accounts shall contact the Campus Administrative Coordinator.
- Organizations are responsible for remembering their own passwords. The Foundation does not keep copies of the passwords.

- b. For More Information:** Contact the Foundation for Seacoast Health at 422-8200.

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Section I: C. Campus Coordinating Team

A. Campus Coordinating Team

1. Description and General Policies and Procedures

a. General Info.

The Campus Coordinating Team consists of the director of each of the organizations located on-site at the Community Campus. The Team meets the third Tuesday of every month to discuss issues that have an impact on all of the organizations located at the Campus.

b. For More Information Contact: The Foundation for Seacoast Health at 422-8200.

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Section I: D. Use of Common/Shared Space

1. Meeting Rooms

a) Who may use the meeting rooms:

- Community Campus tenants

- Nonprofit health related organizations located in New Hampshire.

- New Hampshire nonprofit organizations that are not health related but whose main base of operations is within the Foundation's nine-town catchment area.

- Public schools and public instrumentalities located within the Foundation's nine-town catchment area.

b) Exceptions:

- The Foundation for Seacoast Health reserves the right to waive the above restrictions and/or any fees for entities that the Foundation chooses to host/sponsor.

- Organizations that do not meet the criteria noted above may apply to the President/CEO of the Foundation for Seacoast Health who has the sole authority to grant an exception.

c) To Reserve a Meeting Room:

- To reserve a meeting room, call the Campus Administrative Coordinator. Meeting room requests must be made ten days in advance of the event.

- As other groups may be utilizing the same room as your group prior to or following your function, please adhere to the times agreed upon.

d) Room Use Fees

Free Use

The following types of organizations may use the Campus Meeting Rooms at no cost:

- Community Campus tenants

- Nonprofit health related organizations whose primary base of operation is within the Foundation's nine-town catchment area.

- Public schools and public instrumentalities within the Foundation's nine-town catchment area.

- Foundation grantees whose primary base of operation is outside of the nine-town catchment area if the sole purpose of the meeting/gathering is to promote or implement a FSH funded program.

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\$25/Hour Fee:

The following types of organizations will be charged \$25.00 per hour for use of Campus conference rooms:

- NH nonprofit health related agencies whose primary base of operation is outside of the Foundation's nine-town catchment area.
- Nonprofit agencies within the Foundation's nine-town catchment area who are charging a fee for the programs they are offering.
- NH nonprofits that are not health related, but whose primary base of operation is within the Foundation's nine-town catchment area that are using the rooms for health related programs, educational programs, or for organizational or capacity building meetings.

\$35/Hour Fee:

The following types of organizations will be charged \$35.00 per hour for use of Campus conference rooms:

- Nonprofit agencies outside of the Foundation's nine-town catchment area who are charging a fee for the programs they are offering.

e) Audio-Visual Equipment and Fees

- The Community Campus has limited audio visual equipment for rent, there is no charge for Community Campus tenants. Currently an overhead projector, portable screen, TV/VCR and a PA System are available on a first come, first serve basis. All conference rooms have white boards mounted on the walls with accompanying eraser and dry-erase magic markers. Movable flip-chart easels are available at no cost if you provide your own paper. Rental fees for the audio-visual equipment are noted in the terms of the Conference Room Booking Contract.
- Fees for AV equipment rental and special set-up fees (this includes Community Campus tenants) maybe requested to be paid in advance. The check should be made payable to the Foundation for Seacoast Health.
- All outside audiovisual vendors must comply with Community Campus operating policies.
- Audio levels should be kept compatible with other activities occurring in the facility.

f) Contracts

- Off-site organizations that wish to use a meeting room must complete and sign a "Meeting Room Standard Contract." To request a contract, please contact the Campus Administrative Coordinator at 422-8200.
- Off-site organizations will also receive a "Meeting Rooms Check List" with the contract. Upon completion of the use of the room, the room must be returned to its original condition and the "Check List" must be completed, signed, and returned to the Campus Administrative Coordinator.

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Section I: D. Use of Common/Shared Space

g) General policies and procedures

- The booking party is responsible for adhering to the times agreed upon for use of the conference rooms, gym and/or AV materials.
- The booking party is responsible for the set-up of the meeting room beyond the standardized set-up. The booking party is also responsible for returning the meeting room to its standardized set-up immediately after usage. Charges will be assessed and added if the room is not returned to its appropriate set-up.
- The booking party is responsible for the tidiness of the meeting room(s) used. Basic cleaning products are available in the larger rooms, as are carpet sweepers. For smaller rooms, cleaning materials are available from the Campus Receptionist. Fees will be charged for any clean-up required by the Foundation or Sodexho/Marriott staff.
- Only the use of drafting tape is permitted to affix anything to the walls, floors or ceilings of rooms.
- The Foundation does not assume responsibility for theft, damage, or loss of any articles brought into the Community Campus facility.
- The booking party assumes all responsibility for damages to property and injuries to persons arising from the booked event and the actions of its members, guests, exhibitors, and invitees. The Foundation may require proof of insurance coverage and amounts it specifies. The Foundation reserves the right to cancel or stop functions at which unlawful or improper activities may or do occur.
- If any property damage is incurred, directly or indirectly, as a result of any member of your group, the group will be responsible for payment, repair, and/or replacement costs and any other costs relating to the collection of said damages.
- The Foundation for Seacoast Health reserves the right to cancel or end meetings by booking party(s) that do not adhere to the above mentioned requests. Booking parties who repeatedly abuse the meeting room(s) will not be welcome to return.

h) Room layouts

The Foundation for Seacoast Health facility and grounds are smoke-free. Signage both inside and outside will reinforce this tenet. Tenants are expected to reinforce this policy with their clients in support of the health promotion mission of the Foundation for Seacoast Health.

Section I: D. Use of Common/Shared Space

2. Teaching Kitchen

a. Description and General Policies and Procedures

- The Teaching Kitchen is available for use by organizations located at the Community Campus.
- To reserve the Teaching Kitchen contact Foundation for Seacoast Health, Campus Administrative Coordinator at 422-8200.

b. For More Information: Contact at Foundation for Seacoast Health, Campus Administrative Coordinator- 422-8200

Teaching Kitchen Guidelines

Clean Up

- **Please leave the kitchen clean, clean, clean, when you leave!** This is probably the most important thing we can do to maintain a useful and pleasant place to cook. Never leave dirty dishes in the sink.
- If the kitchen is NOT spotless when you arrive, please call the Campus Administrative Coordinator at 422- 8200. Once you let Campus Administrative Coordinator know about the problem, please do not discuss it with others. Gossip won't fix the problem and it could certainly hurt our relationships with one another.
- Be sure to wipe down all counters, put away food, wash all dishes, and return all dishes etc. to their proper place in the cupboards.
- Please be gentle when cleaning non-stick pots and pans.

Pots, Pans, Knives & Other Equipment

- All utensils, pots, pans, etc. will be considered shared. If you leave something in the kitchen, please assume it can be used by others, and will be used responsibly.
- Do not leave any sharp knives in reach of children.
- All pots and pans should remain in the kitchen (do not take them to classrooms).
- If you do borrow something, please leave a note on the white board.
- To help prevent the spread of disease, please cut all meat/poultry on the red cutting board. Do not use the red cutting board for non-meat items.

Leftover Food

- When possible, store leftover food in your own agency.
- If you need to store food in the Teaching Kitchen, please let Campus Administrative Coordinator know and be sure it is labeled with the agency name, date, and the name of the staff person responsible. A roll of white tape and a marker can be found on top of the refrigerator.
- Everyone is encouraged to compost all of our food waste that is not meat or dairy. Please help us in this effort to reduce the waste stream and produce top quality soil.

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Section I: D. Use of Common/Shared Space

3. Gymnasium

a) Description and General Policies and Procedures

- Eligibility for Use: The Gymnasium is now offered for usage to Non-Profit Agencies located in the communities of Portsmouth, Rye, New Castle, Greenland, Newington and North Hampton, New Hampshire as well as Kittery, Eliot, and York, Maine.
- Hourly Fees: There is an hourly fee for the rental of the Gymnasium.
- Prohibited Events: Religious and/or political services or rallies are not permitted to occur at the Community Campus or its surrounding properties.

b) Rules Covering Usage

- Supervision: The Foundation for Seacoast Health and New Heights expects each User Agency to provide a level of supervision for the safety of all of their participants. We also expect the User Agency to assume responsibility for keeping the Gymnasium and adjacent areas clean after each event.
- Black-Soled Shoes: Please note that black-soled shoes that leave scuff marks are not permitted in the Gymnasium. All food and beverages are to be confined to the Café area located just outside of the Gym. Chewing gum is also not permitted in the Gym.
- Time Allocations: As other groups are utilizing the Gymnasium, we ask that all User Agencies be aware of their time allotments and plan accordingly.
- Right to Cancel: The Foundation and New Heights reserve the right to cancel or stop functions at which unlawful or improper activities may or do occur.

c) To Reserve The Gym

- Evening Use: To book the gymnasium Monday through Friday between 5:30 pm and 9:30 pm, please contact New Heights at 422-8235.
- Daytime Use: To book time from 8:00 am until 2:00 p.m. M-F or during the weekend between please contact the Campus Administrative Coordinator at the Foundation for Seacoast Health at 422-8200.

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d. Gym Fees

**Monday-Friday
Daytime Hours**

- All day use of gym (8-4) by a NH nonprofit agency, public school, or public instrumentality is \$300.00.
- Hourly rate for gym use is \$50.00/hr.

Evenings and Weekends

- \$75.00/hr. for use of gym and required supervision/custodial services.

Set-Up Fees

- Chair Set-Up and Breakdown cost is \$50.00

AV/Equipment Rental Per Hour

- | | |
|----------------------|---------|
| • Lectern | \$ 5.00 |
| • Overhead Projector | \$10.00 |
| • Screen | \$ 5.00 |
| • PA System | \$10.00 |
| • TV/VCR | \$10.00 |

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4. Common Playroom

a) Description and General Policies and Procedures

- Eligibility for Use: The Common Playroom is available for use during evenings and weekends.
- Hourly Fees: There is an hourly fee for the rental of the Common Playroom.

b) Who may use the Common Playroom:

- Nonprofit health related organizations located in New Hampshire.
- New Hampshire nonprofit organizations that are not health related but whose main base of operations is within the Foundation's nine-town catchment area.
- Public schools and public instrumentalities located within the Foundation's nine-town catchment area.

c) Exceptions:

- The Foundation for Seacoast Health reserves the right to waive the above restrictions and/or any fees for entities that the Foundation chooses to host/sponsor.
- Organizations that do not meet the criteria noted above may apply to the President/CEO of the Foundation for Seacoast Health who has the sole authority to grant an exception.

d) To Reserve the Common Playroom:

- To reserve the Common Playroom, call the Campus Administrative Coordinator. Common Playroom requests must be made ten days in advance of the event.
- As other groups may be utilizing the same room as your group prior to or following your function, please adhere to the times agreed upon.

Evenings and Weekends

- **The Common Playroom is not available to off Campus agencies during weekdays.**
- **\$50.00/hr. for use of Common Playroom.**

Set-Up Fees

- **Chair Set-Up and Breakdown cost is \$50.00**

5. Playing Fields

- a. **For More Information:** Contact the Campus Administrative Coordinator at 422-8200.

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Section I: E. Special Events

1. General Policies and Procedures

a. Who May Use

The Community Campus shall be non-profit, non-partisan, and non-sectarian and shall take no part in or lend its influence of facilities, either directly or indirectly, to the nomination, election, or appointment of any candidate for political office in city, country, state, or nation. Subsequently no organization may use the facility for partisan political activities.

b. Reservation Procedure: Contact the Foundation for Seacoast health Campus Administrative Coordinator at 422-8200.

c. For More Information: Contact the Foundation for Seacoast Health Campus Administrative Coordinator at 422-8200.

2. Live Music

Special arrangements must be made with the Foundation for Seacoast Health for performance of live music. Music should be kept at a level compatible with other events occurring in the facility. The common meeting rooms are not intended to be used for rehearsal or performance space.

The Foundation for Seacoast Health facility and grounds are smoke-free. Signage both inside and outside will reinforce this tenet. Tenants are expected to reinforce this policy with their clients in support of the health promotion mission of the Foundation for Seacoast Health.

Section I: F. Food Services

1. General Policies and Procedures

- The Foundation for Seacoast Health contracts with Sodexho to provide all food services for the Community Campus.
- Sodexho, in connection with the Foundation for Seacoast Health, is providing services at low cost to non-profit 501(C)(3) agencies.
- In, general, off-site organizations also including the Community Campus tenants are not permitted to bring outside food to the common areas or conference facilities at the Campus unless given special permission by the Foundation for Seacoast Health.
- Campus agencies/organizations are not permitted to contract with external vendors for any food to be served on-site.

2. Catering Policies and Procedures

- All requests for refreshments must be submitted to Sodexho ten (10) days prior to the day of the services requested.
- To order food, call Sodexho at 422-8262 or submit a catering request form to the Sodexho office at the Campus.
- Organizations that have un-paid catering bills of \$100 or more must pre-pay any future catering events, regardless of size, until such time as their bill is paid in full.
- In the event that collection is necessary, the booking party will pay the Foundation for Seacoast Health reasonable attorney fees and other reasonable collection costs and expenses, including court fees.
- In the event of breach of this agreement by the booking party, the Foundation for Seacoast Health may keep the deposit and the booking party shall be obliged to reimburse the Foundation for Seacoast Health for any damage costs incurred by reason of breach thereof.

3. Potlucks

Organizations may hold potlucks in their designated spaces or the Teaching Kitchen. Organizations may not host potlucks in the common/shared space areas of the building (i.e. meeting rooms, cafeteria, etc.) unless they have special permission to do so from the Foundation for Seacoast Health.

4. For More Information: Contact the Foundation for Seacoast Health Campus Administrative Coordinator at 422-8200

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Section I: G. Parking and Roads

1. General Policies and Procedures

a. Overview

Parking is available at no charge. Parking on the grass is not permitted. For groups greater than 25 participants, participants must park on the quarry road (see sign at circle)

- b. For More Information:** Contact the Foundation for Seacoast Health Campus Administrative Coordinator at 422-8200.

2. Drop-Off Areas

- Visitors may park in the drop-off circle in front of the main entrance to the building for periods not to exceed ten minutes.
- Buses and vans may park in the straight portion of the driveway in front of the main entrance and the New Heights entrance to the building while dropping off and picking up clients and visitors.

3. Staff and Visitor Parking

- During the day, staff may park in the lower front lot and in the upper back parking lot. If both of these lots are full, they may also park in the lower back lot.
- During the day the upper front lot, the lot next to the Foundation offices, and the curved lot adjacent to the Families First Health Center are for clients and visitors only.
- After dark, staff and visitors may park in any of the lots.
- When an organization sponsors a meeting or event for more than 40 people, they must make special parking arrangements in advance with the Facility Manager.

4. Speed

- To ensure the safety of those entering and leaving the Campus, we ask that vehicles do not exceed 15 miles per hour while on the Campus driveway or parking area.

5. Snow Removal

- We will make every effort to plow and clear as much as needed during a storm. This includes the sidewalks, parking lots, and roadways leading up to the Campus.
- If a staff person is told that the Campus roadways, parking lots or outdoor walkways are icy or slick, s/he will check the area personally, and then call the Facility Manager (422-8200) to report the problem.

The Foundation for Seacoast Health facility and grounds are smoke-free. Signage both inside and outside will reinforce this tenet. Tenants are expected to reinforce this policy with their clients in support of the health promotion mission of the Foundation for Seacoast Health.

Section I: H. Care of Facility

1. Housekeeping

a) Services Provided By Sodexo/Agency Responsibilities

- Sodexo and the Foundation for Seacoast Health have developed cleaning schedule that includes both the frequency of cleaning and a delineation of which tasks are completed by Sodexo and which are the responsibility of the individual agencies.

b) Hazardous Waste Disposal

- On-Site Agencies/Organizations are responsible for the safe disposal of any hazardous waste they incur. Each agency/organization must contract with a qualified organization to remove the hazardous waste. The contract must be approved by the Foundation for Seacoast Health.

c) Recycling

- The Foundation for Seacoast Health provides recycling bins to agency and they are also located in the cafeteria, teaching kitchen and in the New Heights area.

d) Disposal of Computer Related Equipment & Appliances

- All materials that have a charge for disposing are the responsibility of each agency.

e) Procedure for Requesting Changes

- To request changes in the cleaning schedule or duties or to voice questions and concerns, please call the Sodexo at 422-8262.

f) For More Information

- Call the Sodexo at 422-8262.

f) Housekeeping Schedules

2. Furniture

Unless otherwise marked, all furniture in the facility belongs to the Foundation for Seacoast Health.

3. Wall Mounted Objects

- Agencies may not mount any items on spaces outside of their designated area unless permission is granted from the Foundation for Seacoast Health
- Agencies wishing to mount items on walls within their designated spaces may use drafting tape for this purpose.
- If an agency wishes to permanently mount an item on the wall in their designated space, they must submit a "Work Request Form" to the Foundation for Seacoast Health Campus Administrative Coordinator.

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4. Maintenance

a. General Policies and Procedures

- Organizations are responsible for maintaining and repairing their own furniture and equipment.
- The Foundation for Seacoast Health will maintain and repair the Campus building.
- When repairs are needed, please complete a “Work Request Form” and submit it to the Campus Administrative Coordinator.

b. For More Information: Contact the Campus Administrative Coordinator at 422-8200.

5. Pets

- With the exception of seeing-eye and other assisted living dogs, no pets are allowed in the Campus facility or on the grounds unless specifically authorized by the Foundation for Seacoast Health in writing, contingent upon owner agreement to abide by all regulations.

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Section I: I. Safety and Security

1. Code of Conduct

The Foundation for Seacoast Health and the Community Campus exist for the sole purpose of promoting the health and well being of our community. It is therefore, of primary importance to us that we model this commitment in everything we do at the Community Campus. At the Campus we strive to ensure that every interaction we have with staff, clients and visitors is characterized by mutual respect. Specifically, we:

- Listen to one another;
- Encourage one another;
- Respect the uniqueness of each program and individual;
- Seek solutions to problems that meet the needs of both parties;
- Model behavior that promotes physical and emotional health;
- Work together as a team to strengthen the health and well being of our community.

2. Disruptive Behavior

a) Overview

- **What is disruptive behavior?** Disruptive behavior is any behavior on the part of a client, staff member or visitor to the Campus that you fear might become violent. Disruptive behavior also refers to inappropriate or obscene behavior such as indecent exposure.
- **When in doubt, err on the side of safety:** If you are concerned that a situation is or may become violent, err on the side of safety and call the police.
- **Stay Calm:** One of the best ways to keep an incident from escalating is to stay calm.
- **Call 911:** always call 911 before you call for help within the building.

b) Procedures

- **Stay Calm.**
- **Ask The Individual To Leave The Building.**
- **Call 911.** Tell the dispatcher your name, agency and that you are at the Community Campus. Tell the dispatcher that you have an individual in your agency who is refusing to leave. Note, it is sometimes helpful to tell the individual that you plan to call the police. This statement may be enough to resolve the immediate situation. However, there are times when telling the individual you plan to call the police will only escalate the problem. In these situations, it is wiser to call the police without notifying the disruptive individual. Thus whether or not to tell the individual that you plan to call the police is ultimately a judgement call.

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- **File Incident Report.** Once the incident has been resolved, immediately complete an incident report and submit it to the Foundation President/CEO. If the incident has also resulted in an injury, you must also complete the accident report on side two of the incident report. An incident report should be filed any time there is violence, a threat of violence, vandalism, or other disruptive behavior such as indecent exposure. If two or more agencies witness the incident, just one of the agencies must file the incident report. Incident and accident report forms are due by the end of the day on which the incident occurred.
- **Prepare A “Barment Letter.”** The Foundation for Seacoast Health has the right to bar individuals from the Community Campus. If you are concerned that an individual may be a threat to the safety of anyone at the Campus, call the President/CEO of the Foundation for Seacoast Health, explain the situation and ask him/her to initiate a barment letter. A barment letter is a written document signed by the President/CEO of the Foundation for Seacoast Health and served by the police that advises an individual that s/he is no longer welcome at the Community Campus. If the individual comes on site after having been served with a barment letter, this constitutes cause for immediate arrest by the police. The barment letter is issued at the discretion of the Foundation for Seacoast Health. In order to rescind a barment letter, the Foundation must send written notice to the individual.

3. Building Security

- a) **Keys** The building uses an electronic key card system for all external doors. The electronic keys are individually programmed. Requests for electronic keys must be submitted by the agency/organization director to the Foundation for Seacoast Health Campus Administrative Coordinator. The request must state the name of the staff person, the areas to which that person may have access to in the building.
 - Requests to change the hours, areas of access, etc. must be directed to the Foundation for Seacoast Health Campus Administrative Coordinator.
 - The building uses manual keys for all internal doors. The agency/organization director must make a request for additional keys to the Foundation for Seacoast Health Campus Administrative Coordinator.
 - Lost keys must be reported by the agency/organization to the Foundation for Seacoast Health Campus Administrative Coordinator.
 - The agency will be responsible for the replacement cost of lost key cards and manual keys. The replacement cost for lost key cards is \$10.00. The replacement cost for lost manual keys is \$5.00.
 - The agency/organization director is responsible for retrieving keys and notifying the Foundation for Seacoast Health Campus Administrative Coordinator when a staff member leaves employment.
 - The agency/organization director is responsible for notifying the Foundation for Seacoast Health Campus Administrative Coordinator when an employee’s access areas/times need to be changed.

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b) Security Systems

- The building is secured with both manual and electronic locks and an alarm system. In addition, the building uses strategically placed security cameras to assist us in ensuring the safety of clients, visitors and staff.
- The building is divided into three security zones. A description of the zones and procedures for “disarming” and “re-arming” the system after hours can be found in the “Security Zones and Procedures” memo in this manual.
- Video camera tapes may be viewed only for security purposes and only with the authorization of the Facility Manager. Tapes are recycled on a regular basis.

c) Weapons Policy

The Foundation for Seacoast Health prohibits entry on/in its property/buildings of any person who is carrying a firearm, knife, or other weapon, including a licensed concealed handgun, except authorized security personnel and law enforcement officials.

d) Security Zone System and Procedures Memo

In an effort to increase the ease of use and its flexibility, we have made some changes to the alarm system in the building, effective today. We now have three zones in the building:

Zone 1. New Heights, main entry lobby, and the entire first floor.

Zone 2. The entire lower level, minus Families First.

Zone 3. Families First Health Center only.

In the past, the system became armed automatically at midnight, turning itself off at 6:00 am, Monday-Friday. It remained on all during the weekend, unless de-activated by the use of a key card. This approach will stay the same. The changes involve the new zones.

When the system is on (armed) after hours and on weekends, using a key card disarms the related zone **only**. If you enter via the main upper entry, only Zone 1 will be disarmed, and if you walk down the stairs or use the elevator to enter the lower level (Zone 2), the alarm will be triggered, and the police WILL respond. If you enter via either lower level entry with a key card, only Zone 2 will be de-activated, and the alarms triggered if you go upstairs. Since Zone 3 (Families First Health Center) is isolated, a key card must be used to enter it, eliminating the chance of tripping the alarm by mistake. A caution rope and sign will be installed across the upper and lower ends of the stairways to remind people, as well as signs in the elevators.

After a person who has come in after hours or on the weekend is ready to leave, we are asking that they re-arm the system by keying in a simple code number on the keypad located at either the upper main entry vestibule, or the lower main entry vestibule. The number and procedure will be posted at each keypad. That way, we will not have to wait until midnight for it to re-arm itself automatically. When you are ready to leave, please be sure no one else is in your zone, otherwise they will trigger the alarm when they walk in a corridor, not aware that the system has been re-armed. After you arm the alarm at the keypad, you must exit via the adjacent door. Do not re-enter the building. Please make sure that all exterior doors are closed at all times.

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These signs will be placed at the top and bottom of all stairs and elevators on the weekends

STOP! STOP! STOP!

PLEASE READ THIS BEFORE MOVING BEYOND THIS POINT!

HAVE YOU ENTERED THE BUILDING AFTER REGULAR HOURS OR ON THE WEEKEND? BY USING A KEYCARD TO ENTER, YOU HAVE DISARMED THE SECURITY SYSTEM ON THE FLOOR ON WHICH YOU ENTERED **ONLY**. DO NOT USE THE STAIRS OR ELEVATOR TO ENTER ANOTHER LEVEL WITHOUT FIRST USING YOUR KEYCARD TO DISARM THE SECURITY SYSTEM ON THAT LEVEL. TO DO THIS, PRESENT YOUR CARD TO A READER AT THE VESTIBULE OF THAT LEVEL, JUST AS YOU DID TO FIRST ENTER THE BUILDING.

THIS SIGN IS LOCATED AT THE KEYPAD FOR THE LOWER LEVEL MAIN ENTRANCE

Use this keypad to re-arm the security system for the lower level, zones 2 and 3.
Enter the number 3579 if you are arming only the lower level, excluding Families First Health Center.
Enter the number 2468 if you are arming only the **Families** First Health Center. Once you arm the Health Center, you will need to arm the lower level as well with the other code number.
Then press the 'Enter' button. The screen should read 'Masterarm?'.
Press "Enter" again.
You may then leave. Do not re-enter the building without first using your keycard at the reader.

THIS SIGN IS LOCATED AT THE KEYPAD FOR THE UPPER MAIN ENTRANCE

Use this keypad to re-arm the security system for the upper level and New Heights, zone 1.
Enter the number 1234.
Press the 'Enter' button. The screen should read 'Masterarm?'.
Press 'Enter' again.
You may now leave. Do not re-enter the building without first using your keycard at the reader.

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4. Vandalism

a) **What is Vandalism?:** Vandalism is any intentional damage to the Campus facility, furniture, equipment or grounds that results in a need for repairs, re-painting, or professional cleaning.

b) **Procedures:**

- **Complete an Incident Report:** Upon discovery of the problem, complete an incident report and submit it to the Foundation President/CEO. An incident report must be submitted for any vandalism that occurs (see definition above). Incident reports are due by the end of the day on which the incident occurs.
- **Take Appropriate Action To Resolve Problem:** The Foundation for Seacoast Health will review the problem with the reporting agency. The Foundation will then determine what action should be taken to resolve the problem and to prevent further vandalism.

5. Bomb Threats

a) BOMB THREAT PROCEDURES

- **LISTEN:** Bomb threats are most likely to be called in over the phone. If you are the one receiving the call, stay calm, listen to the caller's information. As you listen to the caller try to pay attention to other factors such as background noises, the caller's accent, special demands or instructions, special knowledge about employees or locations within the building
- **CALL 911:** Once the bomb threat has been made, call 911 and inform the dispatcher. Tell the dispatcher your name and agency and that you are calling from the Community Campus. Inform the dispatcher of the threat that has been made.
- **CONTACT the FOUNDATION FOR SEACOAST HEALTH:** Contact the Foundation for Seacoast Health (422-8200) and explain the situation.
- **ANNOUNCE EVACUATION:** If the Foundation President/CEO decides to evacuate the building, a Foundation for Seacoast Health Managerial Staff Member will use the Public Announcement System to initiate the evacuation. S/he will state:

“This is an emergency. Evacuate the building. Do NOT use walkie-talkies, computers, or cell-phones, until further notice.”

- **EVACUATE YOUR OWN AGENCY:** As soon as a P.A. System evacuation announcement is made, evacuate staff, clients and guests from your agency to your established outside meeting spot. All agencies will meet at one of the two designated evacuation sites outside of the building: either the Front Meeting Place (located on the sidewalk to the left of the building as you face the main entrance –see attached map) or to the Lower Level Meeting Place (located at the entry to the walking paths across from the entrance to the lower level of the building – see attached map).

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- **CLEAR PUBLIC AREAS:** The Foundation staff will clear all public areas of the building using the attached “Emergency Evacuation Plan.”
 - ❑ The InfoLink staff will be responsible for evacuating visitors from the lower lobby, lower lobby bathrooms, cafeteria, kitchen and library. (alternate = FSH Admin. Asst)
 - ❑ The New Heights Administration will be responsible for evacuating visitors from the main lobby, New Heights lobby, gym and the locker rooms.
 - ❑ The Families First Site Coordinator will be responsible for visitors from the Families First lobby and public bathrooms. (alternate = FF Prgm. Dir.)
- **TAKE PRECAUTIONS:**

DO NOT: pull the fire alarm or use any electronic instruments such as: two-way radios, cell phones, or computers as these could trigger an explosive device.

DO NOT: move or disturb any items you see in the building. This includes items that you recognize such as brief cases, etc. It is important to leave everything behind.

 - **WAIT:** Once you have evacuated the building, wait for further instructions from the Foundation for Seacoast Health Managerial Staff Member. S/he will talk to the emergency personnel and issue instructions to each meeting site regarding what to do next.

b) Bomb Threat Flow Chart

c) Emergency Evacuation Sites: Maps

6. Emergencies Requiring Building Lock-Down

a) What Is A Lock-Down?:

- A lock-down is a temporary procedure designed to isolate a violent or potentially violent situation until the situation is resolved or until a controlled evacuation of the building is possible. A lock-down serves to protect people by minimizing confusion and panic and by isolating the violence so that it impacts the fewest number of people.

b) When To Use A Lock-Down:

- Any time there is a person in the building who is threatening another person with physical violence it is appropriate to institute a lock-down.
- It is also appropriate to use a lock-down if a child is lost and there is a need to secure exits.
- Examples of possible lock-down situations include: an intruder with a gun or other weapon; a hostage situation, lost child, etc.

c) Who May Initiate A Lock-Down?

Foundation for Seacoast Health Managerial Staff Member.

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LOCK-DOWN PROCEDURES

1. **Call 911:** Alert the police and fire department of a high risk situation.
2. **Notify the Foundation for Seacoast Health (422-8200):** Explain the situation. A member of the Foundation for Seacoast Health managerial staff will determine whether or not to initiate a lock-down. If the Foundation for Seacoast Health determines that a lock-down is needed, the following Public Announcement will be made over the intercom. It will state:

“This is an emergency. Begin a lock-down. Stay away from place in which incident is occurring.”

3. **Lock-Down Classrooms and Offices:** When a lock down is announced:
 - Lock the door to the classroom/office.
 - Move staff and children away from the door and any windows.
 - Remain calm.
 - Do not allow anyone to enter or leave the room.
 - Await further instructions.
4. **Clear Public Areas:**
 - The InfoLink staff will be responsible for moving staff, clients and visitors from the lower lobby, lower lobby bathrooms, cafeteria, kitchen and library into Classrooms 1,2, and the Board Room. (alternate = FSH Admin. Asst)
 - The New Heights Administrative Staff will be responsible for moving staff, clients, and visitors from the main lobby, New Heights lobby, and gym to the locker rooms.
 - The Families First will be responsible for moving staff, clients, and visitors from the Families First lobby and public bathrooms to the Families First administrative office area.
5. **Clear Exposed Areas:** Staff who are in exposed areas will be responsible for moving people from:
 - The Indoor Play Area to through the bathroom to the PEEP OT/PT Room.
 - The New Heights upper level to the New Heights’ Movie Room.
 - The New Heights lower level to the gym.
 - Clear Outdoor Play Grounds: Staff who are outside on the playgrounds will be responsible for moving people from:
 - The big outdoor playground to the nearest classroom.
 - The CCCC infant-toddler playground to the CCCC classrooms.
 - The Families First outdoor play area to the Families First children’s room.
6. **Evacuation Following Lock-Down**
 - If emergency personnel, in consultation with a Foundation for Seacoast Health Managerial Staff Member determines that the building must be evacuated, emergency personnel (police and fire) will implement the evacuation.
7. **All Clear**
 - Once the danger has passed or the lock-down drill has been completed, the Foundation for Seacoast Health managerial Staff Member will use the Public Announcement System to state “All Clear”

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e) **Lock-Down Flow Chart**

7. Evacuation to Off-Campus Site

- a) **When Would This Occur?:** All staff, clients, and visitors will be evacuated to an off-site “staging area” if it becomes unsafe to remain in the Campus building and it appears that it will not be safe to return to the building for the remainder of the day. Some examples of situations in which this might occur include: the presence of toxic fumes, fire or smoke, a hostage situation, etc.
- b) **Who Will Decide If We Need To Evacuate To An Off-Campus Site?** The Foundation for Seacoast Health and emergency personnel such as the fire department, police, etc.
- c) **Where Is The Off-Campus Evacuation Site?** National Wrecker has agreed to serve as our Off-Campus Evacuation Site. Should we need to evacuate to National Wrecker, a Foundation for Seacoast health Managerial Staff Member will call Ralph Cresta, Owner of National Wrecker at 436-3200 and all agencies will evacuate to National Wrecker.

If for any reason, National Wrecker is not available, a Foundation for Seacoast Health Managerial Staff Member will call the Operations Manager of Northern Utilities (Sharon Eon) at 1-800-552-3047 ext. 5386 and all agencies will evacuate to Northern Utilities.

National Wrecker and Northern Utilities are located next door to one another and are both within easy walking distance of the Campus.

- d) **How Will We Get There?** Bruce Transportation (964-2322) and McCrillis (207-439-1941) have both agreed to provide transportation to the Off-Campus Evacuation Site for us in the case of emergency. In the case of an emergency, a Foundation for Seacoast Health Managerial Staff Member will call the bus companies and make arrangements for everyone at the Campus.
- e) **How Will Our Clients Get Home?** Each agency will be responsible for setting up their own plan for getting clients from the off-campus evacuation site to their homes. The Facility Manager will ask the local radio stations WOKQ (749-9750) and WERZ (436-7300) to announce these plans.

8. Accident or Injury

a) **General**

- Every staff person who works at the Community Campus, shall work to ensure the safety of the staff, clients, and guests at the Campus.

b) **Accidents or Injuries Within Designated Spaces**

- Every Campus agency/organization is responsible for establishing and implementing policies and procedures for the agency for responding to accidents or that take place within their designated space and/or during one of their programs, activities or events.

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c) **Accidents or Injuries In Public or Shared Spaces at the Campus**

i. Responsibility To Support and Assist:

- If someone is injured or involved in an accident in any of the common/public/shared areas of the Community Campus, the staff person(s) closest to the victim will respond immediately to offer support and assistance.

ii. In Case Of Life Threatening Accidents or Injuries

- **Call 911:** If the staff person or anyone else present, has any concern that the injury may be life threatening, the staff person shall call 911 and request an ambulance immediately.
- **Stay with the injured person:** The staff person will then remain with the injured party until the ambulance arrives.
- **Call Families First:** The staff person shall also call the Families First Health Center (Tel: 8208 ext. 110) and request their assistance until the ambulance arrives.
- **Comfort and Assist:** While awaiting the ambulance, the staff shall do all s/he can to comfort and assist the victim.
- **Call in Support Persons:** If the injured person is connected to one of the organizations in the building call that organization and request that a staff person from the organization come to stay with the injured person until an ambulance arrives. If the injured person is not connected to one of the organizations in the building call the Foundation for Seacoast Health (422-8200) so that one of their staff can remain with the injured person until help arrives.

iii In The Case of Minor Injuries

- **Bring the Injured Person To Families First:** If the injuries are clearly not life-threatening and the injured person can walk easily, walk him/her to the Families First Health Center. If the injured person cannot easily walk to Families First, call the Families First Health Center (Tel: 8208 ext. 110) and request assistance.
- **Call in Support Persons:** If the injured person is connected to one of the organizations in the building call that organization and request that a staff person from the organization come to stay with the injured person until an ambulance arrives. If the injured person is not connected to one of the organizations in the building call the Foundation for Seacoast Health so that one of their staff can remain with the injured person until he lp arrives.

d) **Role of Families First Health Center:** Families First is not an emergency room. However, they do want to help.

i. The Families First Health Center CAN:

- Triage injured persons and help them decide whether to go to the emergency room, call an ambulance, or see their own primary care provider for follow-up.
- Provide assistance in the case of a life-threatening injury while waiting for the ambulance to arrive.
- Provide basic first aid.

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- ii. The Families First Health Center CANNOT:
 - Provide urgent care services such as stitches, x-rays, etc.

e) Reporting Requirements

- Agency/organization staff shall complete a Foundation for Seacoast Health Accident report for any incident or accident that occurs on-site that results in injuries of any kind. Accident reports shall be submitted to the Foundation for Seacoast Health by the end of the day on which the incident/accident occurs.
- If the accident or injury occurs in an agency/organization's designated space or during one of the agency/organization's programs, activities, or events, the agency/organization shall also complete the accident/injury report required by their own organization and attach this report to the Foundation for Seacoast Health Accident/Injury Report.

f) Accident Prevention

- If a staff person is told that the Campus roadways, parking lots or outdoor walkways are icy or slick, s/he will check the area personally, and then call the Foundation for Seacoast Health at 422-8200 to report the problem.

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Section I: I. Safety and Security

9. Fire Safety

a. Fire Alarms and Extinguishers

- Fire extinguishers are located near all of the building exits. The Facility Manager is responsible for having the extinguishers certified once a year.
- Agencies are encouraged to also purchase fire extinguishers for their offices.
- Fire alarm pull stations are also located throughout the building. The pull stations will trigger a response from the Portsmouth Fire Department.

b. Fire Drills

- The Foundation for Seacoast Health will conduct one announced fire drill per month. All staff persons of agencies/organizations located at the Community Campus and their clients and guests present at the time of the announced fire drill are encouraged to vacate the building.

If the fire alarm is activated without prior notice, all persons within the Community Campus facility are expected to vacate the premises immediately and go to previously designated safe locations outside of the facility.

- If a medical procedure is in progress or an individual is not able to easily vacate the building for medical reasons, during an announced fire drill, the individual may be “sheltered in place.” A contact person from that agency must immediately inform the Facility Manager or his designee via walkie-talkie who has remained in the facility and where they are located. The Facility Manager or his designee will immediately inform the fire personnel of the same.
- Tenants will be notified if work is being done on the fire alarm system. If the alarm should inadvertently sound, tenants, clients and guests will be notified of same and will be advised that they may remain in the facility.
- Every agency/organization is responsible for establishing their own evacuation routes and internal policies (i.e. attendance plan, etc.) for use during fire drills. Agencies/organizations are required to keep a copy of their evacuation route on file with the Foundation for Seacoast Health.
- All agencies will meet at one of the two designated evacuation sites outside of the building: either the Front Meeting Place (located on the sidewalk to the left of the building as you face the main entrance) or to the Lower Level Meeting Place (located at the entry to the walking paths across from the entrance to the lower level of the building). See attached “Emergency Evacuation Sites: Map” for more details.
- Every participating agency/organization is responsible for “sweeping” their own designated areas during fire drills.

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- The InfoLink staff will be responsible for evacuating visitors from the lower lobby, lower lobby bathrooms, cafeteria, kitchen and library. (alternate = FSH Admin Coord)
- The New Heights Office Administrator will be responsible for evacuating visitors from the main lobby, New Heights lobby, gym and the locker rooms.
- The Families First Site Coordinator will be responsible for visitors from the Families First lobby and public bathrooms. (alternate = FF Prgm. Dir.)

c) Emergency Evacuation Sites: Maps

d) Individual Agency Evacuation Plans

10. Alcohol

No alcoholic beverages may be brought into or served on the premises of the Community Campus without prior written approval for the Foundation for Seacoast Health.

11. Smoking

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12. Hazardous Weather

- The Community Campus will remain open Monday through Friday regardless of weather conditions. However, in case of extreme weather that presents a safety threat (i.e. hurricane, severe blizzard), the Facility Manager, in consultation with the Foundation President/CEO, will make the decision to close the building to ensure the safety of Campus staff and visitors.
- If the Community Campus does need to close, the Foundation for Seacoast Health will announce the closure on radio stations WOKQ (749-9750) and WERZ (436-7300).
- If an agency/organization decides to cancel or delay programming due to hazardous weather, the agency/organization must notify the Foundation for Seacoast Health (422-8200).

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K. Forms

1. Server Request Form
2. Meeting Room Checklist
3. Catering Order Form
4. Staff Car Registration Form
5. Work Request Form
6. Incident Report Form
7. Accident Report Form

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K-1. Foundation for Seacoast Health **Server Request Form**

Agency: _____

Date Submitted: _____

Authorized Agency Contact : _____

E-Mail Changes

Employee Name

E-Mail Address Name

Add:

Delete:

Change:

Server Folder Request

Name of Folder: _____

Users: _____

Access Level: _____

E-Mail Forwarding Requests/Misc. Requests :

K-2. Meeting Rooms Check List

Date: _____

In order for the Foundation to provide the meeting rooms free of charge to area non-profit agencies, users are required to leave the room(s) in excellent condition. A carpet sweeper is provided in the closets. Tables need to be washed with the spray cleaner provided under the sink and then wiped dry. Any spills on the rug should be cleaned up immediately. All trash should be placed in the provided receptacle. Where applicable, counter tops, cupboard doors and sink basins need to be cleaned and dried. White boards must be completely erased. Tables must be returned to the original room configuration and chairs must be brushed off and placed back into position under the tables. Extra chairs (without arms) taken from closets must be replaced upon the accompanying dolly and returned to the closet. Please turn off the lights and, if applicable, close and lock all the windows before exiting. Please complete and sign this Checklist and return form to the Facility Manager's office at the end of your scheduled time. Your cooperation is greatly appreciated..

Group or Organization Name: _____
(Please Print)

Contact Person's Name: _____ Phone #: _____
(Please Print)

Room Used: _____

TASK	Completed
Rugs - swept	
Tables - cleaned & dried	
Chairs -brushed & replaced under table	
Counters/Sinks - washed & dried	
Cupboard Doors - wiped as necessary	
Whiteboards - erased	
Extra Chairs - placed back on dolly & returned to closet	
Windows - closed & locked	
Tables & Chairs - returned to original room configuration	

Contact Person's Signature: _____

Concerns or Suggestions: _____

Contact Person's Signature: _____

Catering Order Form

Requested by: _____	Bill to:
Location of Function: _____	Date of Function: _____
Number Attending: _____	Internal Or External Circle one
Serving Time: _____	Type of service: Casual or Formal Circle one
Clean up Time: _____	Administrative Approval Name: Title:

MENU

Menu Selection	Price per head
Appetizer:	
Entrée:	
Dessert:	
Beverage:	
Other:	
Per Head Total:	
Function Total (# attendees x p.h. total):	

(For your convenience a Food Service Rep will fill in the prices accordingly upon confirmation)

Confirmations:

Date received in Food Service:	Food Service Rep:	Requesting Party:
--------------------------------	-------------------	-------------------

Formal Specifications:

Buffet	Served Plated
Head Table yes or no	Reception Table: yes no
Tables: round or rectangle	Table clothes: yes no color
Napkins: linen paper color	Flowers: yes no

K-5. Staff Car Registration

Agency: _____

Instructions: Please complete the info. requested below. If you use more than one car to get to and from work, please complete the info. for both vehicles. Thanks!

Name	Make of Car	Model of Car	Color Of Car	State Registered In	License Plate Number

K-6. Foundation for Seacoast Health Work Request

Agency: _____ **Date:** _____

Contact Person: _____ **Room(s) #** _____

(If multiple areas, use space below to itemize)

Description of Request/Problem/Situation _____

=====

For Use By FFSH

Date Rcv'd:

Action Taken:

Labor:

Materials:

K-7. Community Campus: Incident Report Form

Instructions: An incident report must be completed any time an accident, injury, disruptive behavior, or vandalism occurs at the Community Campus (see Campus Handbook for definitions of accidents, injuries, disruptive behavior and vandalism.) The incident report must be submitted to the Foundation for Seacoast Health by the end of the working day on which the incident occurred. In the case of injury requiring medical attention, staff must also complete the accident report located on side two of this report.

Summary:

- **Type of Incident that Occurred:** Accident Disruptive Behavior Vandalism
 Other _____
- **Were There Any Injuries?** Yes No
- **Was Any Damage Done to Campus Property?** Yes No
- **Type of Damage:** _____
- **Who Has Been Notified?**
 Foundation
 Police....Police Department Case #: _____
 Ambulance/Fire Dept.
- **Which Reports Have Been Completed:**
 Foundation Accident Report (see reverse side of this form)
 Agency Accident Report
- **Has A Barment Letter Been Issued:** Yes No

Name of Person(s) Responsible for Incident and His/Her Affiliation to the Campus:

1. _____ 2. _____

Name(s) of Any Injured and His/Her Affiliation to the Campus:

1. _____ 2. _____

Description of Incident: _____

Action Taken By Reporting Agency: _____

Signature: _____ **Organization:** _____

Date: _____ **Phone:** _____

COMMUNITY CAMPUS
K-8. Accident Report

To be completed for any incident or accident that occurs on-site that results in injuries of any kind. Accident reports must be submitted to the Foundation for Seacoast Health by the end of the day on which the incident/accident occurs. If the accident or injury occurs in an agency/organization's designated space or during one of the agency/organization's programs, activities, or events, the agency/organization shall also complete and attach the accident/injury report required by their own organization.

Name of Injured Person _____
Sex _____ Date of Birth _____ Current Age _____

Description of Accident

Date of Injury _____ Time of Injury _____
Terrain _____ Weather _____

Activity when accident occurred: _____

Where accident occurred: _____

Brief Description of Accident:

Describe injury, if any _____

Who saw it happen? _____

Medical Attention

Was a physician consulted? _____ Date/Time _____ Name of Physician _____

Ambulance called? _____ Date/Time: _____

Transported to: _____

If not seen by a physician or transported to a medical facility, was any first aid administered? _____

If yes, describe: _____

Who administered the first aid? _____

Current condition: _____

The above report is true and accurate to the best of my (our) knowledge.

Person(s) who saw the accident)
Date: _____

Agency Submitting Report: _____

Program Director Date: _____