

## TEAM LEADER NOTES



## EMERGENCY PROCEDURES

- Smaller than a band aid be SURE to tell them to see a physician (even for a small scratch).
- Bigger than a band aid call 911
  - Isolate the problem
  - Provide on-site assistance at the level you are personally comfortable/trained
  - Do not transport individuals in your personal vehicle.
  - call 911
  - Report to Rendezvous leader
  - Make notes
    - who
    - what
    - how
    - witnesses
    - on site response
  - SAVE your notes! Have some one else initial and date them.
  - Avoid talking to media. Direct inquiries to Project coordinator \_\_\_\_\_

**HAZARDOUS MATERIALS.** Your rendezvous coordinator or a specially designated person may choose to make one call to the authorities about hazardous materials that are not an immediate threat found at clean up sites after the event. Please check with them about the procedures at your location. Refer to the Special Handling guide for more detailed information about hazardous materials.

- Hazardous material is any tank, cylinder, cartridge or potentially pressurized container, barrels, medical waste, drug paraphernalia, fire arms, weapons, needles and anything that strikes you as unsafe to handle.
- Team Leaders trained in Special Handling are wearing \_\_\_\_\_ vests. If you have one available, refer the situation to them.
- DO NOT TOUCH or move. Do NOT allow volunteers to touch or move.
- Mark the location using your phone GPS (photos would be helpful) or make notes of general location and landmarks.
- Report the materials as appropriate. (See contact card information. Fill in information for each location)
- Notify your rendezvous coordinator
- If it is an emergency situation call 911 or local authorities
- If a volunteer is exposed to a potentially hazardous material follow emergency procedures.
- Needles can be picked up by the team leader if you have nitrile gloves under your leather gloves and you have one of the needle containers or a sturdy plastic container like those used for laundry detergent. If not, mark the location and notify a special handling Team Leader or your rendezvous coordinator.
- Plastic bottles with the lids on that have strange colored fluid and/or are bloated should NOT be touched as they could contain meth waste and be very dangerous.
- Drugs can be dangerous if handled. Leave in place and notify police and/or rendezvous coordinator.
- Do not approach homeless shelters. These should be reported to the police.

## CLEAN UP DAY

- Plan to arrive at or before the start of registration.
- Check in – with the rendezvous coordinator.

- Get site map
- Learn group gathering procedure
- Clarify any questions about trash placement and transportation
- Assist with registration and talking to volunteers as you are able
- **Waivers – everyone needs to have a signed waiver. Check with the coordinator to see what your responsibilities are relative to collecting/filing/preserving waivers.**
  - Waivers should have an emergency contact number on them. If you have a waiver that does not have that, please ask the volunteer to fill it in.
  - Make sure you or your rendezvous coordinator has waivers sorted by clean up site and/or team leader to facilitate finding contact information.
  - If you collect waivers, be sure to turn them in or store that as per the requirements of your rendezvous site.
- **Gathering your group. Follow rendezvous specific instructions**
  - May have a sign
  - Be prepared to be respond with arm waving when your site is called
- **Safety talk (You may give this individually to your group or it may be done at the rendezvous location. It won't hurt to go over it again once your group assembles at the clean up site.)**
  - Fill in any necessary site specific information (contact number, water etc)
  - Gather your group in a location where everyone can hear.
  - Make sure your group is paying attention
  - Thank them for participating
  - READ the safety talk to the group
  - Ask for questions
  - Tell them to HAVE FUN.
- **Recycling**
  - Two bag system for recycling
    - One for trash
    - One for clean-ish bottles and cans only
    - Follow disposal directions specific to your site
- **BAGS**
  - Collect trash in mesh bags.
  - Empty mesh bags into blue trash bags.
  - One blue bag will hold 6-8 mesh bags about half way full.
- **PICTURE**
  - Encourage your group to participate in the photo.
  - Take other photos as you are able
- **Clean up**
  - Check event specific hours to be sure you are done in time for trash collection and/or lunch if provided.
- **Trash collection and placement**
  - Notify event coordinator the location of any trash left on site.
  - Notify event coordinator of any hazardous materials found.
- **LUNCH (if provided)**
  - Tell volunteers to wash their hands with soapy water
  - DO NOT USE OR PROVIDE HAND SANITIZER.

- Direct them to the lunch spot