

**BUILDING USAGE POLICY  
YOUTH PROGRAMS**

This operating instruction establishes uniform procedures for operation and utilization of the Hurlburt Field Youth Center. It applies to personnel assigned to the Airman & Family Services Flight who administer and control operations at the Youth Center Facility. The Youth Director is responsible to ensure compliance.

**1. PURPOSE:** The objective of the Youth Center facility usage guide is to provide an accurate description of the use and maintenance of the program facility during the hours of operation for school age program, youth sports, Open Recreation and Teen program.

**2. REQUIREMENTS FOR STAFF AND VOLUNTEERS:**

2.1 The supervisor on duty will ensure that a comprehensive opening/closing inspection is accomplished daily. Any items found to be in disrepair will be annotated on the inspection form and Civil Engineers (CE), 884-6683, will be notified with applicable work orders. In the case of technological malfunction IT will be notified (884-3855) and electronic work ticket submitted when necessary. The designated building custodian or alternate will maintain a log of all work order requests and follow up on each request at least every 30 days and annotate status of the request until the item is replaced/repared and or closed.

2.2 School Age programming for before and after school care takes place Monday through Friday, 0600-0830 and 1430-1730 respectively during the school year. During all out-of-school time the program operated full time Monday through Friday from 0600 to 1730.

2.3 Open Recreation programming during school year takes place from 1600-1900 Monday –Thursday, 1600-2100 on Friday and trips/events 1500-2100 on Saturdays. When there are special events and outings Friday or Saturday the Open Recreation program is closed. Summer programming is camp on Tuesday and Thursday 0800-1700 and Monday, Wednesday and Friday hours are 3-6 pm. Saturday trips are as scheduled.

2.4 Teen programming during the school year takes place from 1430-1900 Monday – Thursday, 1430-2100 Friday and Trips/events on Saturdays and during early outs at 1215. When there are special events and outings Friday or Saturday the Teen program is closed. Summer programming is camp on Monday, Wednesday and Friday 0800-1700 and Tuesday and Thursday hours are 1500-1900. Saturday trips are as scheduled.

2.5 Operations Desk may be accessed from 0600-1700 Monday-Friday. All pertinent registrations and payments are made during this time. Operation desk staff maintains phone listing for director, coordinators and flight chief in the event of a building emergency.

2.6 IAW AFI 34-249, AF Youth Programs takes precedence over all other youth programs for utilization of the facility and/or associated equipment or supplies.

//SIGNED//

SHARON BREWER, DAFC

Chief, Airman & Family Services Flight

## HURLBURT FIELD SCHOOL AGE PROGRAM TRANSPORTATION POLICY

Transportation of youth is a significant responsibility. This policy outlines comprehensive practices and procedures to be followed when transporting youth to and from the program and/or an alternate site (field trips).

**Qualifications for Drivers:** Any driver who transports youth for the program must possess a valid operator's license which authorizes driver to operate the class of vehicle being driven for the state in which the program is located. Additionally, the results of a positive driving record are on file and updated annually.

**Permission to Transport:** All youth who are transported must have signed parental transportation permission on file.

**Drop-Off and Pick-Up Points:** Designate a safe (protected from traffic) drop-off and pick-up point in the vicinity of the program and/or field trip destinations. Drop-off and pick-up points shall be supervised by an adult who can visually monitor and assure that youth are clear of the perimeter of all vehicles before any vehicle moves. Discuss plans for loading and unloading with the youth, families, teaching staff and drivers prior to transport.

**Safety Precautions:** All drivers and teaching staff shall ensure the following:

- Vehicle safety restraints – when youth are driven in a motor vehicle other than a bus, school bus, or a bus operated by a common carrier, ensure youth are transported only if they are fastened in an approved safety seat (car seat/booster seat), seat belt, or harness appropriate to the youth's weight and age and the restraint is installed and used in accordance with the manufacturers' instructions for the car seat and the motor vehicle.
- Staff requirements - at least one staff member per group of youth shall hold valid first aid and CPR certificates.
- Handling of emergency situations – have written instructions and a treatment plan if a youth has a chronic medical condition that could result in an emergency (asthma, diabetes, seizures, etc.). Keep instructions/map in the vehicle for the quickest path to the nearest hospital from any point on the route.
- Emergency equipment and information – each vehicle shall have a fully equipped first aid kit, emergency identification and contact information (AF Form 1181) for all youth being transported; and, a cellular phone (minimum 1, 1 per vehicle preferable).
- Daily Vehicle Checks-Vehicle operators and other staff are required to do a daily check of all seats on the vehicle to ensure that all children's belongings have been taken off.
- Medications – maintain and administer medications in accordance with the Child & Youth Flight Administration Instructional Guide .
- Reporting of emergencies - report any emergencies, injuries or delays beyond the scheduled arrival and return time to the program immediately.
- Youth supervision – the level of supervision will be maintained in accordance with AFI 34-249 and the Positive Guidance and Appropriate Touch Instructional Guide
- Youth and safety - teach youth safe transportation behavior and safety rules with terms and concepts appropriate for their age and stage of development

## Field Trip Checklist

- Investigate and Plan
  - Cost, time, goals and objectives
- T&C Specialist Approval
- Management Approval
- Coordinate with site to be visited
  - Designated contact person
  - Schedule
  - Fees
  - Parking
  - Programs
  - Use of facilities (meal area, restrooms)
  - Directions
  - Pre-visit
- Coordinate with food service personnel (meal/snacks) at least 3 weeks prior to trip
- Coordinate transportation at least 3 weeks prior to trip to include back up plan in the event of vehicle malfunction
- Request Parent Volunteers at least 2 weeks prior to trip
- Permission Slips – distribute 1 week prior to trip
  - Monies collected, if applicable
- Trip Necessities
  - AF Forms 1181 (copy) for each child
  - Medications/AF Form 1055 (if applicable)
  - Cell Phones (1 minimum, 1 per vehicle preferable)
  - Detailed Itinerary
  - Emergency phone numbers
  - Route to nearest hospital
  - Fully equipped first aid kit
  - Monies, if applicable
  - Signed Permission Slips for each youth – backup plan if not received for some youth
  - “Bag of Tricks” (garbage bags, extra clothes, tissue, books, card games, Ziploc bags, etc.)
  - Coolers for food and drinks
  - Paper products (napkins, cups, etc., if applicable)
  - Pre-moistened cleaning toilles/alcohol based hand rub

**Operation and Maintenance of Vehicles:** Motor vehicles used to transport youth shall be maintained in a safe operating condition and have a current registration. Vehicle operators must be properly trained and qualified to operate assigned vehicles. It is the vehicle operator's responsibility to ensure the safety of all vehicle occupants by performing daily pre-trip vehicle safety checks using AF Form 1800, Operator's Inspection Guide and Trouble Report. Correct, if possible, and/or report any unsafe conditions. The Youth Director or designee must also ensure that preventative vehicle maintenance is carried out according to the manufacturer's specifications; maintenance records are available for each vehicle, showing dates of regular and at least quarterly inspections and preventative maintenance. The following information must be kept in the vehicle at all times (DD Form 518, Accident-Identification; AF Form 1800 and SF 91, Operator's Report of Motor Vehicle Accident).

SHARON BREWER, GS-13, DAFC  
Chief, Airman & Family Services Flight

I have read, understand and will adhere to Hurlburt Field School Age Program Transportation Policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ETHICS POLICY  
YOUTH PROGRAMS

This operating instruction establishes necessary guidance for all Youth Programs employees to ensure a code of ethics is maintained at all times while employed within 1 SOFSS, Airman & Family Services Flight, Youth Programs.

**1. RESPONSIBILITIES:** The Youth Programs Director is responsible to ensure all employees receive initial and annual training regarding ethics. The Training and Curriculum Specialist or supervisor will provide and document all training for all Youth Programs employees.

**2. PROCEDURES:**

2.1 Managers within Youth Programs maintain the primary responsibility for exhibiting and serving as role models with the highest levels of ethical behavior, integrity and decision-making.

2.2 All Youth Programs staff will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, promoting professional business relationships, demonstrating consideration of the rights of others and the highest principles of ethical conduct.

2.3 Youth Programs employees will not engage in activities or behaviors that are a conflict of interest with, or in any way undermines, the mission, purpose, vision, or interests of 1 SOFSS.

2.4 Youth Programs employees will strive to meet the highest standards of Air Force core values for quality performance, service before self, integrity and honesty.

2.5 Youth Programs employees will communicate directly, respectfully, honestly and openly and avoid misrepresentation. Employees will not make false or misleading entries in any books, records or reports, invoices, timesheets, or other official documents or aid others in doing so.

2.6 Youth Programs employees will fully support diversity; promoting a work environment that embraces the similarities and differences all people contribute to the organization.

2.7 Youth Programs employees will respect and act fairly toward all those with whom they come into contact with, and refuse to engage in or tolerate any form of discrimination or harassment.

2.8 All Youth Programs employees will take responsibility for their actions and decisions and remain careful stewards of the funds and resources entrusted to them. Staff will ensure that organizational assets and transactions are handled with the strictest integrity; executed in accordance with applicable procedures, authorization and documentation.

2.9 Youth Programs employees will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets copyrighted material or other organizational resources for any unlawful, unethical or inappropriate purpose.

SHARON BREWER, DAFC  
Chief, Airman & Family Services Flight

I have received training and understand I must follow the requirements outlined in the Ethics Policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

## **HURLBURT FIELD AFB SCHOOL AGE PROGRAM SUPERVISION PROCEDURE**

This procedure provides specific guidelines on supervisory requirements within the school age program and adjacent playground areas as well as supervision requirements during field trips a/o outings outside of facility. Program staff will adhere to the following detailed guidelines in order to appropriately supervise all children/youth at all times.

### **Supervision guidelines within facility and adjacent playgrounds:**

- Children/youth will be under the care of program staff with completed criminal history background checks at all times. Staff: child ratios, IAW AFI 34-249, will be maintained at all times to provide adequate supervision and ensure children/youth's health and safety.
  - If due to limited room/area capacity or utilization, this is not feasible, a Closed Circuit Television (CCTV) will be set to maintain continuous coverage of the program area with one teaching staff. Rotation through all other areas will continue via other monitors.
  - When CCTV surveillance is used, the one program staff in the room/area and the administrative staff monitoring the CCTV have completed fingerprints check.
- If one program staff is sufficient to supervise a group of children/youth, a second program staff is in the building to assist in case emergencies occur.
- Convex mirrors may be used to augment program staff's ability to provide direct supervision when the physical environment limits direct supervision by sight or sound.
- All children/youth should be easily seen (if not in the direct line of sight, then by looking up or slightly adjusting one's position) by at least one member of the program staff.
- A specific teaching staff (documented on AF Form 1930) will be directly involved in the supervision of a ratio group of children/youth.
- A system (choice board, safety) is in place to assist program staff in knowing where children/youth are at all times to include transitions.
- A system is in place to allow program staff to know which children/youth are in the restroom and how long they have been there.
- The number of children/youth assigned to an individual program staff for a specific activity is based on the ages, abilities, developmental levels and needs of the children/youth and the type, complexity and level of risk or difficulty of the activity in which they are engaged.
- Older children/youth permitted more independence will be supervised as follows:
  - Written parental permission is on file including a transportation agreement, if applicable, when older children/youth have permission to leave the program for lessons or other activities, such as participating in the open recreation program after 1700hrs. each day.
  - Program staff are aware of where older children/youth are and check on them at regular intervals when they have permission to be out of direct supervision (such as in specified areas).
- Program staff will purposefully position themselves on the playground to ensure all children can be seen and heard at all times.
- During all operating hours lights will remain on in all program areas, closets with windows, toilets, offices and storage areas. If it is not possible to view into closets, storerooms, etc. they are kept locked during hours of operation.
- Windows in the walls and doors must remain unobstructed to enhance visual monitoring.

- Volunteers, non-management interns, and students will be under teaching staff direct line-of-sight supervision when they are interacting with children.
- NOTE: Do not count persons under age 18 and volunteers in staff-to-child ratios and do not allow them to be alone with children/youth.

**Arrival and Departures** will be supervised by implementing the following practices:

- Parents will bring children/youth into, and pick them up from, the designated room/program area. Parents will sign children/youth in/out utilizing AF form 1930 or parents have given written permission for the child/youth or staff to check him or her in/out for home or school.
- Program staff will release children/youth only to persons listed on the child/youth's AF Form 1181, or for whom the parents have provided written and verbal authorization.
- Have a system in place to ensure all children/youth are picked up from school.
- Contact parents when children who arrive by bus do not arrive at the program when expected
- Children/youth may not be released to siblings less than 14 years of age.
- Children/youth may not be permitted to leave unaccompanied.
- Children/youth may not be permitted to leave for school and regularly scheduled activities without written parental permission.

**Learning Experiences that may require increased supervision** include those experiences with higher than normal potential for injury, to include field trips and outings. These experiences will be supervised as follows:

- Program staff will adjust staff: child ratios for experiences that pose a risk for injury.
  - Examples of high-risk activities are: woodworking, cooking and outdoor experiences where the use of equipment could cause an injury to children/youth.
  - Program staff will determine if additional staff is needed in a specific area to ensure the safety of children/youth when equipment is in use that could cause injury.
- Active and positive supervision should be used at all times, especially when children/youth are involved in high-risk experiences, and involves:
  - Knowing each child/youth's abilities
  - Establishing clear and simple safety rules
  - Being aware of potential safety hazards
  - Standing in a strategic position
  - Scanning activities and circulating
  - Focusing on the positive rather than the negative to teach children/youth what is safe for them and others

**Lost or Missing Children/Youth** – Counting children/youth regularly (recorded on AF Form 1930) is the best measure to ensure accountability. Program staff will utilize the following procedures when they become aware of a missing/lost child/youth:

- If a child/youth appears to be missing from the program:
  - Contact the Supervisor on Duty immediately.
  - Stay calm and ensure the other children/youth are provided required supervision. All additional staff members will begin a search.

- Check the playgrounds, the parking lots, and all program areas to ensure the child/youth has not hidden or been locked in anywhere within the boundary.
- After a sweep of the facility and grounds the Supervisor on Duty will contact the security police and the parents.
  
- If a child/youth is detected as missing/lost from an alternate location:
  - Notify the Supervisor on site immediately.
  - Keep the rest of the group together and re-check the AF Form 1930. Notify the program Supervisor on Duty if away from the facility on an outing/field trip.
  - Stay calm and ensure the other children/youth are provided required supervision. All additional staff members will begin a search of the area.
  - After a sweep of the area the Trip Supervisor will contact the security section at the location, the installation security police and the parents.

**Plan for Staff Coverage** – Flexible and/or substitute staff are used to maintain ratios in case of emergencies or when program staff is absent. Emergencies may include transportation of a child in need of medical care, staff illness or base closures due to weather, etc. Youth Center and/or Child Development Center staff may be needed to ensure adequate supervision. All personnel who live on base will be mission essential employees and will be called to duty during base emergencies.

Supervision is basic to the prevention of harm. To be available for supervision or rescue in an emergency, staff must be able to see and hear children/youth at all times. Adults who are involved, aware and appreciative of children/youth's behaviors are in the best position to safeguard their well-being. Please address any questions or concerns regarding this policy to the undersigned.

Reviewed by: \_\_\_\_\_

*Zollie Ford*



HAZARDS POLICY  
YOUTH PROGRAMS OPERATION

This operating instruction is established to provide necessary guidance regarding hazards within Youth Programs facilities and playing areas. This operating instruction is in compliance with applicable Air Force Instructions.

**1. RESPONSIBILITIES:**

1.1 Youth Programs' staff will make every effort to insure youth are protected from hazards and kept in a safe and fun environment.

1.2 Potentially harmful items such as medicines, poisons, cleaning agents or other toxic substances are kept away from youth participating in Youth Programs' facilities and locked in cabinets and/or janitorial closets.

1.3 Youth Program facilities are kept clean and free of debris or other trash. Trash is removed daily.

1.4 All facilities are maintained in good condition, and are free from existing dangers such as asbestos, lead-based paint and other toxic chemicals and fumes.

**2. PROCEDURES:**

2.1 Safety-task certified Youth Program employees will conduct daily safety inspections inside Youth Program facilities and on all outside playing areas during opening and closing procedures. An in-depth monthly inspection will be completed and documentation maintained on file with daily inspections.

2.2 All sports playing fields and other areas used for games and practices will be inspected 6 weeks prior to season play and daily during season play, deficiencies noted, work orders for repair filed with Civil Engineers (CE) and followed up on regularly until repaired and results maintained on file. Identified hazards will be corrected prior to use by youth, volunteers, staff and officials.

2.3 Facility safety discrepancies requiring corrections from Civil Engineer (CE) personnel will be submitted via work order (332) by Youth Program designated facility custodian or alternate and tracked via a log with follow up every 30 days until closed. All 332 submissions will be routed through the 1 SOFSS/FSFY, 1 SOFSS/FSF and 1 SOCES/CE.

2.4 Youth Program staff will conduct operational safety inspections on all vehicles prior to use by employees when transporting staff and/or youth. Deficiencies will be annotated on the vehicle trip ticket or AF1800.

2.5 Vehicles with deficiencies that pose an immediate and serious hazard to youth or staff will not be utilized until corrections have been completed to deem the vehicle safe to operate. Requests to repair/replace Youth Program vehicles will be routed through the 1 SOFSS/FSFY, 1 SOFSS/FSF, 1 SOFSS/FSCT offices and tracked until completion by facility manager.

//SIGNED//  
SHARON BREWER, DAFC  
Chief, Airman & Family Services Flight



DEPARTMENT OF THE AIR FORCE  
1ST SPECIAL OPERATIONS WING (AFSOC)  
HURLBURT FIELD FLORIDA

MEMORANDUM FOR YOUTH PROGRAMS STAFF & VOLUNTEERS

FROM: HURLBURT AFB SCHOOL AGE PROGRAM  
1 SOFSS/FSFY

SUBJECT: Privacy & Confidentiality Procedures

It is imperative that staff maintain the highest levels of confidentiality, protecting the privacy and rights of children and families within our program at all times. The guidelines for issues related to confidentiality and privacy at the Youth Program are as follows:

**Children's Records:**

1. Confidentiality of children's records and reports must be maintained at all times adhering to Privacy Act standards.
2. Staff and volunteers are not authorized to discuss and/or disclose any personal information about the children and families in the program to anyone other than colleagues for professional purposes or the child's parent(s) or legal guardians.
3. Any reports or paperwork that contains the child's name are considered part of their official records and will be made available to the parents on request.
4. All children's records are maintained in a locked file cabinet behind the front desk and they are only to be accessed by Authorized Staff, School Age Coordinator and Youth Director for official purposes. Parents and legal guardian may request access to children's file at any time. Children's record is kept on file for three years, after a child has left the program.

**Staff Records:**

5. All staff records are kept and maintained and locked in a file cabinet in the School Age Coordinator's, office. Only the School Age Coordinator or designee has access to these records. All staff records are kept for thirty days after the staff has left the program.

Employee/Volunteer Initial \_\_\_\_\_

## HULBURT FIELD SCHOOL AGE PROGRAM FAMILY INVOLVEMENT AND SUPPORT PLAN

19 Sept. 2014

The School Age Program subscribes to a family focused approach and submits that a family program offers the following benefits:

1. Acknowledges the families' primary responsibility for the education of their children and supports their involvement in the entire process.
2. Acknowledges the youth as part of a dynamic unit to better understand the individual circumstances and resources that affect the youth/family unit.
3. Facilitates ongoing dialogue between families and program staff so as to support individual youth's interests and to meet their needs.
4. Maintains a center program relevant to the needs of families, recognizing and acting on parental expectations in a culturally/linguistically sensitive fashion.
5. Supports the home language when possible, and provides or arranges for translation services, if needed.
6. Offers a variety of parent educational opportunities to enhance parenting skills and promote family resiliency.
7. Helps families access and develop their community resources.

The following goals and objectives are inherent to the Family Involvement & Support plan:

1. *Provide emotional support* – Many parents/guardians face the challenge of balancing the demands upon their time, energy, and financial resources, while trying to build and maintain healthy relationships within their families. The program offers support through educational services and ongoing practical guidance that influences the well-being and development of their children/youth; partnership with other parents is encouraged.
2. *Encourage information-sharing* between parent and staff and promote acquisition of new skills – A two-way flow of information is essential to provide consistency and continuity of school age care. This can be accomplished through formal and informal parent/staff conferences, daily communication, newsletters, and follow-up. Staff developed workshops, program observations, video presentations and group trainings provide the opportunities to share expertise.
3. *Foster family participation in program's activities* – While parents have the opportunity to determine the type and degree of their own involvement, they are invited to participate on advisory committees, quality improvement working groups, and in special events, to be involved in decisions about their children/youth's program, and to assist in creative as well as routine duties.
4. *Facilitate the use and development of community resources* – The program informs families about availability and access to community resources (health, mental health, assessment, educational services and other early education programs) and provide liaison, referral and coordination functions to various services, if needed.

The Family Involvement & Support plan is implemented by using the following strategies:

1. Informal contacts, initial orientation, ongoing dialogue, parent bulletin boards, newsletters and parent handbooks offer opportunities to exchange/share information about youth and program activities on a regular basis.
2. The program's open-door policy states that families are welcome at all times; parents are invited to visit the program at their convenience and communicate to staff and school age coordinator any and all ideas or suggestions. Parents are also encouraged to discuss other issues, concerns or differences in perspectives. Should difficulties or differences arise, the program is committed to work with parents to find mutually agreeable solutions through open dialogue, meetings, and other culturally sensitive approaches.
3. The program has an active Parent Advisory Board comprised of parents and staff. This board meets quarterly to develop the overall "family involvement" calendar; to plan community or enrichment activities; to address parents' suggestions, ideas, and concerns; and to assist families and program staff in negotiating differences, if necessary.
4. Informal daily conversations with parents provide a time for information exchange and shared problem solving. Formal conferences may be arranged by request. Informal conferences/verbal exchanges take place on a daily or weekly basis. The content of conferences are kept confidential and specific to individual needs.
5. Open house, parent workshops, and parent involvement activities are additional opportunities for families to visit the center, to meet other families, and to become involved with the program.

Hurlburt School-Age Program realizes the importance parents play in the education and development of their children/youth; and, strives to share this responsibility with families by respecting their ideas and concerns, encouraging involvement in the program and providing support in an effort to establish and maintain collaborative relationships with each child/youth's family.

Reviewed by: \_\_\_\_\_

*Zallie Ford*

**NONAPPROPRIATED FUND ANTI-  
ROBBERY AND BURGLARY PROCEDURES**

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This Operating Instruction (OI) establishes procedures required of activities/personnel to follow in the event of an actual, attempted, suspected, or simulated robbery/burglary and complies with requirements in AFI 34-202 and AFMAN 34-212.

**The primary consideration during any robbery is always safeguarding and preservation of human life.**

**1. Responsibility.** Managers are responsible for ensuring all employees have been trained on procedures to follow when a robbery occurs. This OI provides managers the information needed to train employees. Flight Chiefs and Managers are responsible for implementing the procedures outlined in this OI.

1.1. Annually activity managers **must** provide Anti-robbery and Burglary Training to all employees. All employees should read this OI as part of their annual training.

1.2. Activity managers must provide 1 SOFSS/FSR with documentation that this training has been conducted.

1.2.1. Documentation **must** contain a list by name with signatures of each employee who was provided Anti-Robbery and Burglary Training.

1.3. A copy of these instructions will be conspicuously posted in every area where Appropriated and Nonappropriated Funds are kept, e.g., inside of each cashier cage, by each sales counter, by each safe, by each cash register, etc.

**2. Robbery "Hold-Up" Instructions.**

2.1. **DO NOT RESIST!** Stay as calm as possible and observe the robber's actions and appearance. Obey the commands of the robber explicitly. Cooperation and observation may give the suspect a false sense of security and the suspect may say or do something to help in future identification.

2.1.2. Give the robber the amount demanded and if possible include marked money.

2.2. Make it a regular practice to observe customers with whom you conduct your daily business. Watch for outstanding features/peculiarity about people you deal with. This enables you to give a reasonable/accurate description in the event of an actual robbery.

2.3. If you have access to a burglar alarm system, press the hand or foot pedal if you can do so without alerting the robber. Otherwise, press the alarm as soon as the robber leaves the building.

2.4. After the robber leaves, immediately telephone Security Forces (SF), extension 911. Call 884-7777 if 911 is busy.

2.4.1. Avoid discussing details of the robbery with others before reporting observations to the security police.

2.5. To the best of your ability, after the robber leaves the scene, determine the direction and method of escape. If by vehicle, what color, make or model; what was the license plate number, etc. Post personnel at entrances/exits and lock the doors to prevent personnel from coming in or out of the facility. This prevents the robber from returning to the facility to seek refuge and prevents a hostage situation. It also protects any possible witnesses.

2.6. Always protect the scene of the incident, such as all objects that may have been handled by the robber, i.e., countertops, pens, cash boxes, doorknobs, etc. These objects may contain latent fingerprints. Also protect footprints or any other type of evidence left at the scene.

**3. Observations.** It has been determined through years of experience in conducting investigations that when a person commits a crime he/she will, in the majority of cases, perform the same acts, use the same type of weapons, and make the same statements during the robbery. This is called, "Method of Operation." Observations not only include the physical description of the robber, but also the manner in which the crime was committed. Try to make a mental note of as much of the following as possible, and complete AF Form 439, **Robbery Checklist**, posted at doorways, next to registers, and fund storage rooms.

3.1. **Age, height, and weight.** Compare the subject's height and weight with your own or compare height with an object on the door..

3.2. **Color of hair.** Notice if hair is curly or straight, worn chopped or long, on which side it is parted, and whether the hair is thick, or the subject is bald or partially bald. Was there a beard or mustache? What color is it and is it short or long?

3.3. **Color and shape of the eyes.** Are the suspect's eyes small or large, squinted, set close together or far apart? Also state the eye color.

3.4. **General shape of the face.** Is it round or full, slender and sharp featured, high cheekbones, thick or thin lips, large or small nose, etc? Do the ears protrude or are they close to the head and are they large or small? Is the complexion light or dark?

3.5. **Hands.** Whether large or small, rough or smooth, tattooed and fingers intact. Watch for jewelry, especially unusual designs in rings.

3.6. **Scars or marks.** Watch for scars, moles, pockmarks, wrinkles, heavy eyebrows, good or bad teeth, and possible gold teeth.

3.7. **Clothing.** Pay attention to the type of clothing worn. Was it dirty and ragged or clean and neatly pressed? Was it well assembled or a hodgepodge of various kinds of clothing?

3.8. **Voice.** Does the subject have a well-modulated voice or was it loud and grating? Were words pronounced clearly or mumbled? Try to remember the robber's exact wording.

3.9. **Weapon.** What kind of weapon was used? Was it a gun, rifle, knife, club, etc.? If it was a gun, was it dark metal or nickel-plated? Which hand did the robber hold the weapon? How was the weapon used?

3.10. **Witnesses.** Try to get the name, address, and phone number of any witness(es) that can identify the robber or give additional information to the security police.

4. **Burglary "After Hours" Precautions.** In the event of an actual, attempted or suspected burglary after hours, the following actions are taken:

4.1. Protect all objects handled by the suspect, such as safe doors, countertops, cash boxes, doorknobs, etc. These objects may be checked for latent prints.

4.2. If entry into the premises was forced, protect all objects in the immediate area where the suspect entered. Also protect footprints, tire marks, or any other evidence left at the scene.

4.3. Immediately call SF so actions can be initiated to investigate the crime scene.

5. **Duress Alarms.** Duress alarms, often referred to as silent alarms, allow on-duty personnel to sound the alarm in event of a robbery or other emergency. The activation switch must be located in a place to permit unseen activation. The system must be tested to see if the alarm can be activated without being observed and if it is easily accessible. Each alarmed facility must conduct a check of the alarm system at least once a month. Contact SF at 884-6666 before testing. If the duress alarm fails during an attempted robbery, contact SF at extension 911.

## 6. General Information.

6.1. Contact the activity manager without delay and ask for specific instructions.

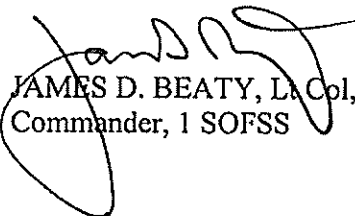
6.2. The activity manager immediately notifies the FSS Commander and the Resource Manager.

6.3. For activities who store \$7,500 or more overnight and have marked money that was stolen, the activity manager should notify SF of the denominations and serial numbers of the marked money. See FSS OI 34-6 for additional marked money procedures.

Supersedes FSS OI 31-2, 18 Mar 2011

OPR: FSR (Ms. Wanda Costin-Morales)

Certified by: FSS/CD (Mr. Roger Noyes)

  
JAMES D. BEATY, Lt Col, USAF  
Commander, 1 SOFSS

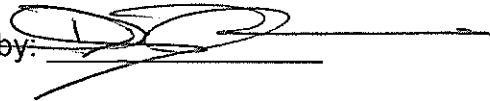
## HURLBURT FIELD YOUTH PROGRAMS CLEANING AND SANITATION PROCEDURE TASK FREQUENCY TABLE

The routine cleaning and sanitation procedures must be implemented as described below (see Frequency table). This policy represents one of the most important steps in reducing the spread of infectious diseases among youth and staff in Youth Program settings. Routine cleaning with soap and water is the most useful method for removing germs from surfaces in the Youth Program facility. However, some items and surfaces require an additional step after cleaning to reduce germs to a level that is unlikely to transmit disease. This policy provides program staff with detailed guidelines and task frequency that must be adhered to in order to reduce the spread of infectious diseases and maintain a healthy, clean environment.

- **Cleaning** is defined as removing dirt and soil with soap and water and includes wiping dust or other visible dirt from objects with a clean rag/towel that has been dampened with a mixture of water and soap.
- **Sanitizing** is defined as removing dirt and certain bacteria to a level that the spread of disease is unlikely with a sanitizing solution of ¼ cup household liquid chlorine bleach mixed in 1 gallon of tap water, mixed fresh daily. All unused bleach solution is discarded at the end of each day.
- Bleach solution shall be stored in a non-brand name container or spray bottle, clearly labeled as “BLEACH WATER” and with the date and time the solution was mixed. Kept out of youth’s reach at all times.
- Ventilation and sanitation are used to control odors in inhabited areas of the facility and custodial closets.

The frequency of cleaning and sanitation for this program is indicated in the chart below. Frequency is increased whenever there are outbreaks of illness, there are known contamination, visible soil, or when recommended by local public health officials to control specific infectious diseases. Staff will complete the room or area checklist daily.

Reviewed by: \_\_\_\_\_

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Area - Classrooms	Who	Clean	Sanitize	Frequency
Countertops, sinks	YC staff	X	X	Daily and when soiled
Cabinets/Millwork	YC staff	X	X	Weekly
Tables/Chairs	YC staff	X		Daily
Food preparation /Service Surfaces	YC staff	X	X	Daily to include before and after contact with food activity, between preparation of raw and cooked foods.
Carpet/Rugs	Contract Cleaners	X		Daily: Vacuum when youth are not present in rooms, or as required to maintain clean and sanitary conditions. Soiled areas are cleaned by blotting, spot cleaning with a detergent-disinfectant, and steam cleaning as needed. Quarterly: all carpet areas in rooms serving youth are steam cleaned once every 3 months, on weekends or after operating hours, to ensure carpets are completely dry when youth are present.
Floors (not including bathroom)	Contract Cleaners	X	X	Daily and when soiled. As a minimum, mop water and bleach solution is changed after cleaning 900 square feet. Monthly – buff Semi-annually – strip/scrub/seal/wax
Doors (knobs & surrounding handles)	YC staff	X	X	Daily and when soiled
Dusting (low)/(high)	YC staff			Monthly/Annually
Utensils, surfaces, and/or items that have been in contact with saliva or other body fluids	Contract Cleaners	X	X	Immediately as needed
Walls (routine cleaning/dusting/spot cleaning)	YC staff	X		As needed
Windows (interior)/(exterior)	Contract Cleaners	X		Quarterly/Semi-Annually
Interior Glass/Mirrors/Other	YC staff	X		Weekly
Trash containers	YC staff	X	X	Daily and as needed
Drinking fountains	YC staff	X	X	Daily
Mops and cleaning rags	Contract Cleaners	X	X	Before and after a day of use, wash, rinse, and sanitize mops and cleaning rags. Mops and rags used for cleaning shall be segregated: one set used for bathrooms areas and a separate set for classrooms, food preparation counters, hallways, lobby, etc.
Toys	YC staff	X	X	Weekly
Dress-up clothes	YC staff	X		Weekly and when soiled

Area - Bathrooms	Who	Clean	Sanitize	Frequency
Hand-washing sinks, faucets, surrounding counters	Contract Cleaners	X	X	Daily and when soiled
Soap dispensers	Contract Cleaners	X	X	Daily and when soiled
Toilet seats, toilet handles, cubicle handles, adjacent walls/partitions	Contract Cleaners	X	X	Daily or immediately if visibly soiled
Toilets/Urinals	Contract Cleaners	X	X	Daily or immediately if visibly soiled
Doorknobs	Contract Cleaners	X	X	Daily
Floors – bathroom only	Contract Cleaners	X	X	Daily
Any surface contaminated with body fluids (i.e., saliva, mucus, vomit, urine, stool or blood)	Contract Cleaners	X	X	<b>Immediately – follow procedures for Standard Precautions</b>

## HULBURT FIELD SCHOOL AGE PROGRAM HIGH RISK ACTIVITIES PROCEDURES

The Hurlburt Field School Age Program committed in giving children a safe place to engage in a variety of activities which foster both social and recreational interests. This policy includes information about supervise children during High risk activities. It will include ratio reductions as well as other pertinent information to ensure that safety of the children participating is the first priority. This letter is to inform parents and staff about these policies.

**High Risks Activities:** Our program establishes and implements activities which challenge children's physical and coordination skills. Children may participate in activities which include items that generate heat and are powered by electricity. Because we want children to experience activities that may develop into a life time skill it is important that we lower staff ratios as well as have closer supervision so that no injuries will occur.

**Water Activities:** Staff must constantly be vigilant in supervising children while participating in open water activities (swimming, snorkeling, kayaking, and rubber tubing.) Because of the inherit risk for injury we lower the staff ratio to 8:1 **for closer supervision**. Staff will also ensure that children are kept well hydrated, sun screen has been adequately applied and that there are rest breaks during these activities. The following rules apply:

- Youth do not enter the water until staff is positioned in the water for supervision.
- Children have properly adjusted equipment for the activity
- Staff facilitates and do not become overly interactive with a few children.
- Staff consistently monitors children for fatigue.
- Staff communicates with each other.

If there is an injury all children will stop what they are doing and listen for further instructions. Staff will ensure accountability of all children going in and coming out of the water. When using a boat or other water vessel, the person who is operating the boat is the primary staff member for instructions. Other staff will assist that staff member with managing the children. \*Person operating boat must have proper license.

**Heat Generating Activities:** This includes cooking, grilling, working with power tools and woodworking.

Staff will ensure that proper protective items are available for children. Staff and children must wear eye goggles while working with hand or power tools, wood burning equipment, and power garden equipment. Staff will ensure that a 1:2 ratio is maintained while conducting any power tool activity. In addition, all staff must constantly be aware of any other children watching the activities and that there should be a safe zone for observers. Staff will address safety concerns with all children before, during and after the activity.

Below is a table of ratios and other notes for staff to become familiar with. Please note that they **can and should be adjusted based on the skills of the children** doing the activities.

RATIO	ACTIVITY	SPECIAL NOTES
1 ADULT TO 8 CHILDREN	OPEN WATER SWIMMING, KAYAKING BOATING	ENSURE THAT AT LEAST ONE STAFF IS LIFE GUARD CERTIFIED
1 ADULT TO 4 CHILDREN	SEWING	1 CHILD ON MACHINE 3 OTHER DOING A HAND SEWING OR KNIITING WITH STAFF MEMBER CLOSE BY FOR ASSISTANCE.
1 ADULT TO 2 CHILDREN	WOODWORKING/WOODBURNING	STAFF WORKING DIRECTLY WITH CHILDREN AT ALL TIMES. IF USING A POWER TOOL 3 CHILDREN NEED TO OBSERVE AT A SAFE DISTANCE AWAY FROM THE ACTIVITY
1ADULT TO 8CHILDREN	CLIMBING WALL/TOWER	STAFF IS DIRECTLY SUPERVISING CHILDREN AT THE SITE. IF THE SKILL OF CHILDREN IS LIMITED THEN REDUCE TO 1 TO 6
1 ADULT TO 12 CHILDREN	COOKING PROJECTS	1 STAFF ASSIGNED TO DIRECTLY SUPERVISE COOKING ACTIVITY WITH A HEAT SOURCE.
1 ADULT TO 12CHILDREN	SPECIAL ART	1STAFF ASSIGNED TO SUPERVISE ART ACTIVIY THAT REQUIRES A LOW TEMP GLUE GUN. STAFF DIRECTLY SUPERVISING USE OF GLUE GUN WITH 12 CHILDREN PARTICIPATING

**STAFF WILL ADJUST AS NEEDED TO KEEP CLOSE AND SAFE SUPERVISION. IF STAFF MUST STOP OR LEAVE THE AREA THE ACTIVITY WILL BE STOPPED AND STAFF MUST LEAVE ALL EQUIPMENT IN A LOCATION NOT ACCESSIBLE TO CHILDREN.**

DEL MUCCI  
Director, Youth Programs



DEPARTMENT OF THE AIR FORCE  
1ST SPECIAL OPERATIONS WING (AFSOC)  
HURLBURT FIELD FLORIDA

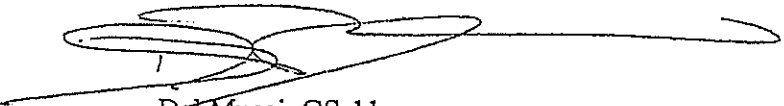
11 Aug. 2014

MEMORANDUM FOR HURLBURT YOUTH PROGRAM STAFF

FROM: 1 SOFSS/FSFY

SUBJECT: Review Safety, Medication, Accident and Injury, and Concerns and Grievances Report for trends or consistencies.

1. This letter serves as a reminder about the policies and procedures for reviewing Safety, Medication, Accident and Injury, and Concerns and Grievances Report for trends or Consistencies.
2. School-Age Coordinator and or Management Designee will be responsible for reviewing these reports quarterly for any trends or consistencies. If any are found, appropriate action will be taken to correct the discrepancy.



Del Mucci, GS-11  
Director, Youth Programs



DEPARTMENT OF THE AIR FORCE  
1ST SPECIAL OPERATIONS WING (AFSOC)  
HURLBURT FIELD FLORIDA

28 Oct. 2014

SUBJECT: HURLBURT YOUTH CENTER STAFF RECOGNITION PROGRAM

Staff's hard work may be recognized in many ways. It may take the form of your own personal pride in a job you know you have done well, or through a smile, handshake, or thank you received from a customer because you have put forth your best effort. It may also take the form of formal awards which are described below:

**PERFORMANCE AWARD-** Performance awards are given to employees to recognize continuing outstanding performance. These performance awards may be given during the annual performance evaluation cycle each year.

**ON-THE-SPOT-CASH-AWARD-** You may be given this award for a specific event or situation that resulted in a unique contribution to your organization. It is recommended by your supervisor and approved by the Commander.

**TIME-OFF-AWARD-** Time off from duty may be granted without loss of pay or charge to leave, in recognition of superior accomplishments or other personal effort which contributed to the quality, efficiency, or economy of operations.

**QUARTERLY AWARD-** Each quarter the NAF Awards committee selects on regular category and one flexible category employee for Employee of the Quarter for the squadron. The recipient will receive a plaque and a monetary award.

**YOUTH CENTER QUARTERLY AWARD-** Each quarter the Youth Center supervisory team will select a Team Member that has made substantial contribution to the program: mentoring teammates establishing strong and dynamic programs and/or enhancing the quality, efficiency or economy of operations. Quarterly award winner will have their framed picture placed in the facility as part of their recognition. An On-The-Spot or Time Off award may be awarded also.

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Del Mucci  
Youth Programs Director