

Statement: PFLAG Jersey Shore recognizes the importance of providing a space where LGBTQ+ people, their families, and allies can gather to engage in peer-to-peer support, learn about resources, and build community relationships. We also understand the importance of taking steps to engage in planning for safety considerations at our in-person events. The PFLAG Jersey Shore board adopts the following safety plan which will govern all in-person events we invite the community to attend.

Standards of practice:

- 1) Meeting locations are not posted on the chapter's website, social media, and other public facing methods.
- 2) Meeting attendees must sign up for text alerts to receive meeting location information. Sign-up form will include home address & reason for attending. Those who do not have the technology or capacity to do so will be provided assistance to ensure equal access to our meetings.
- 3) Attendees must update their sign-up form every six months.
- 4) Meeting locations will only be held in secure facilities. PFLAG board members and facilitators will become familiar with each facility, its security measures, and understand evacuation routes.
- 5) Support meetings must have two facilitators/board members always present. Meetings where this cannot occur will be canceled/changed to be held virtually.
- 6) A contract with a security company will be maintained to ensure security presence at all meetings.
- 7) Walkie-talkies will be used to maintain clear communication between the security guard, youth-group leaders, and adult support meeting facilitators at each meeting.
- 8) Facilitators will keep a mobile phone with them at all times in case of the need to contact emergency services.

Support Meeting Arrangements:

- 1) Meeting rooms will be set up to provide a clear route of access/egress.
- 2) Facilitators will sit opposite each other to provide a clear view of the entire room.
- 3) A facilitator/board member/volunteer will be stationed at the entrance door to the meeting space to allow entrance prior to the start of the meetings. Once the meeting starts, entrance to the meeting space will be provided by the security guard.
- 4) All attendees will be instructed to sign-in using a QR code. Each attendee, regardless of attending alone or in a family/group, must sign in individually.
- 5) New attendees will be met upon arriving and engaged in conversation to further assess the purpose for attending.
- 6) Access to the meeting space will be cut off at 6:40 pm, after which no one will be admitted.
- 7) If the chapter is on heightened alert from information indicating a potential safety concern, local police will be contacted prior to the in-person event for guidance and support.

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- 8) Anyone who leaves the meeting space during a meeting must be provided reentry by the security guard.
- 9) If the facilitator(s) are concerned for safety due to the behavior/comments of an attendee at any time, they will call for a break and discuss how to move forward with the other facilitator/board members. If in doubt, the meeting can be canceled with the group being provided a general reason without disclosing private information.

Emergency Procedures:

- 1) During any emergency, a facilitator/board member will identify themselves as the Safety Officer (person in charge of directions) to the group.
- 2) If the emergency requires **evacuation**:
 - a. Provide the group with clear instructions on where the evacuation routes are, how to access them, and where to meet following evacuation.
 - b. Radio the security guard and youth group leaders informing them of the need and reason to evacuate.
 - c. The Safety Officer will designate someone to contact 911. Provide emergency services the name & address of the meeting location, reason for emergency, approximate number of attendees, and any other pertinent information.
 - d. If possible, attempt to take a headcount. Upon arriving at the meeting location, confirm everyone has evacuated, and follow instructions from emergency personnel.
 - e. When possible (but should not interfere with previous steps), the Safety Officer will instruct a facilitator/board member to initiate contact with the Chapter President/designee.
- 3) If the emergency requires to **shelter in place**:
 - a. The Safety Officer will instruct the group to remain in the meeting space. Provide the group with the reason, identifying any facts necessary to maintain safety. Facilitators/board members will monitor exits to prevent anyone from leaving.
 - b. Radio the security guard and youth group leaders informing them of the need and reason to shelter in place.
 - c. The Safety Officer will designate someone to contact 911. Provide emergency services the name & address of the meeting location, reason for emergency, approximate number of attendees, and any other pertinent information.
 - d. If the shelter in place is due to an aggressive intruder, and evacuation is not possible, instruct the group to remain quiet, and move them to the most interior & protected place in the meeting location.
 - e. Do not open any doors until you are able to confirm the instruction is provided by emergency personnel. If necessary, a code word will be used by facilitators/board members prior to opening any doors to ensure it is safe to do so.
 - f. When possible (but should not interfere with previous steps), the Safety Officer will instruct a facilitator/board member to initiate contact with the Chapter President/designee.

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4) If the emergency is due to a **medical issue**:

- a. The Safety Officer will instruct which facilitator/board member(s) should manage the emergency and the other(s) will remain with the rest of the group.
- b. If possible, move the person who is having the emergency to a separate space for privacy.
- c. Check the victim and identify reason for emergency. Gather as much information as possible (name, age, medical/health issues, medications, emergency/family to contact on their behalf).
- d. The Safety Officer will designate someone to contact 911. Provide emergency services the name & address of the meeting location, the reason for emergency, and any information you can gather from the victim.
- e. Remain with the victim until emergency personnel arrives and takes the person for treatment.

If at any time a medical emergency occurs, 911 will always be called. If the victim does not want emergency personnel to treat them, they can make that decision once they are on scene. Do not allow the victim to dictate whether to contact 911.

Meeting Location Information:

- Address for each meeting goes here
- Address for each meeting goes here

Notification System:

- Name, phone number, and board roles go here for contact and phone tree

For medical situations, [chapter president] is the only party needing to be notified. For all other issues, the phone chain will be used to ensure all board members are notified.

Following an incident, the board will hold a debrief session to review the steps taken during the event and determine any further necessary actions. The board will establish plans post-event to meet with all those involved, provide an after-action report, and hold space for an open discussion. PFLAG National will be notified by the Chapter President of any incidents.

***The PFLAG Jersey Shore Safety & Security Plan will be reviewed annually and updated as required**