

# SAFETY AND SECURITY OVERVIEW

## STUDENT PROGRAMS

### WHAT ARE CLOSE UP'S SAFETY AND SECURITY GUIDELINES?

For over 50 years, Close Up Foundation has provided the highest quality hands-on educational program in the country. From the moment students arrive until they return home, we are committed to providing a safe, secure, and memorable experience. All Close Up activities are designed with your student's safety in mind, and our unsurpassed record on student safety demonstrates that your child's safety and security is our top priority.

### PROGRAM STAFF

- **Program Leader:** Oversees safety and academic integrity while managing instructional staff. Available via cell phone to teachers and Close Up staff, with contact information provided during Teacher Orientation.
- **Senior Program Instructor:** Trained to assist program leaders in program administration.
- **Program Instructor:** Key to student engagement, conducting headcounts, monitoring students, creating a safe learning environment, implementing curriculum, and providing site information.
- **Curriculum Department:** Supervises, supports, and advises program leaders, escalating concerns to the manager of student programs who is on-call for emergencies.

### HIRING, TRAINING, AND DEVELOPMENT OF STAFF

- Most Curriculum Department staff begin as program instructors or in classrooms. They receive significant training and professional development for advancement.
- Program instructors are recruited and managed by program leaders under the manager of student programs. Candidates must:
  - Hold a degree from an accredited institution.
  - Pass a criminal background check and fingerprinting.
  - Receive a positive reference check.
- Program instructors undergo 120 hours of training on policies, logistics, curriculum, and CPR/First Aid.
- Ongoing instructional and supervisory support includes training, coaching, and observation.

### PROGRAM STRUCTURE

- Each student is assigned to a workshop group and hotel room, ensuring staff always know their location.
- Each workshop group of 20-25 students is supervised by a program instructor. Two workshop groups travel together on a charter bus.
- Upon arrival, students receive a 1-800 emergency number, staffed at all times, printed on their nametag and schedule, for use if they are ever separated from the group.
- Students share rooms with same-gender peers typically from the same school, arranged for supervision. Night supervision includes a program instructor at the hotel who serves as the overnight emergency contact.
- Close Up collaborates with adult participants to address student concerns and communicates with teachers and, if necessary, parents regarding disciplinary actions.

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### MEDICAL CARE ON PROGRAM FOR STUDENTS

- Close Up partners with Georgetown University Children's Medical Center for medical advice and emergency services. There are no onsite medical personnel on program.
- Program assistants coordinate medical care and can escort students for non-urgent needs.
- Teachers are informed of ongoing care during the day. In the evening, teachers assist with urgent care needs.
- Program leaders and teachers communicate student condition updates to parents/guardians.
- During out-of-town programs without a program assistant, teachers help supervise and care for unwell students.
- On all programs, Close Up strives to accommodate students with special needs or chronic conditions.

### NIGHT SUPERVISION

- Night monitors are present at the hotel from 10:00pm (high school) or 9:30pm (middle school) until 6:00am, with the manager of night monitors conducting spot checks.
- Night monitors enforce curfew, ensuring only authorized individuals are in hallways and assisting students as needed.
- All night monitors must pass a background check, a reference check, and an interview, and complete extensive training.

### PROTOCOL FOR EMERGENCIES AND EVACUATION ON PROGRAM

- The Washington metropolitan area is safe, with robust law enforcement across multiple agencies. Close Up staff follow their directions during emergencies. Instructors are familiar with emergency exits and protocols at the sites we frequent on program.
- In case of evacuation (at the Capitol Complex or a Smithsonian museum, for example), staff gather participants, account for safety, and respond as needed.

### EVACUATION PROCEDURES

1. If students must leave a location, they will reconvene at the bus drop-off and continue the program or move to a safe location.
2. In an emergent situation, staff will guide participants to safety using Metro if accessible. In large-scale emergencies, fares are waived.
3. Staff will account for all participants and report back to leadership, using landlines if cell phones fail.
4. Once safe, participants will resume the program at the hotel or in the city.