



**Zephyrus Arts Institute**  
Program Policies & Leadership Procedures

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# PROGRAM PROPOSAL & AUTHORIZATION

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## SECTION 1.01 PROGRAM REQUIREMENTS

All programs must be approved by the Board of Directors and must remain consistent with the mission, vision, and values of the organization.

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## SECTION 1.02 PROGRAM COORDINATOR

The Board of Directors shall recognize a Program Coordinator who shall be responsible for the management and general operations of the respective program. The Executive Director shall oversee all operations and may act as the Program Coordinator should the appointed Program Coordinator be unavailable.

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## SECTION 1.03 PROGRAM COORDINATOR RESPONSIBILITIES

The Program Coordinator shall be responsible for the proposal, development, and day-to-day operations of his/her/their program.

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## SECTION 1.04 PROGRAM PROPOSAL

The Program Coordinator shall provide a detailed program proposal to the Board of Directors. The program proposal shall include a detailed overview and purpose of the program, research, calendar of events, an operational budget, and proposed leadership/management structure. The Program Coordinator shall provide a detailed list of needs and resources required from Zephyrus Arts Institute.

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## SECTION 1.05 PROGRAM RESEARCH

The Program Coordinator shall provide to the board of directors detailed program research with special regards to community impact, participation, and potential partnerships. This information shall include preliminary interest data from all stakeholders, comparable participant financial obligations such as tuition, membership, or general fees, and other pertinent information that would be used in the consideration of the program by the board of directors.

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## SECTION 1.06 CALENDAR OF EVENTS

The Program Coordinator shall provide the board of directors a confirmed calendar of events which includes but is not limited to, secured performance or event dates, rehearsal schedules, and other important dates both used internally and external communications. The calendar of events shall include all deadlines and important dates such as conflicts with potential holidays or events.

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## SECTION 1.07 PROGRAM BUDGET

The Program Coordinator shall provide a detailed budget in the program proposal which shall include all fixed and variable revenues and expenses. All programs are expected to be self-sustaining operations. Budgets should account for all processing fees and peripheral expenses. Budgets that operate with an initial deficit shall be reviewed with special consideration by the board of directors and funds must be secured prior to the approval of the program budget.

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## SECTION 1.08 PROGRAM CARRYOVER, EXCESS FUNDS

The program budget shall include a general fee that is equal at least 10% of gross program expenditures. This item shall be factored into breakeven calculations and shall be raised from the funds generated within the program. The program carryover are funds set aside for future operations, additional program development, general expenses, and other purposes as determined by the board of directors. All funds raised within programs are intended to be reserved for respective program operations. However, the board of directors reserves the right to allocate funds as it resolves.

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## SECTION 1.09 INSTITUTE FEE

The program budget shall include an institutional fee that is equal at least 5% of gross program expenditures. This item shall be factored into breakeven calculations and shall be raised from the funds generated within the program. The institutional fee are funds set aside for future administrative costs, program development, general expenses, and other purposes as determined by the board of directors.

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## SECTION 1.10 PROGRAM CASH FLOW

Budgets shall be constructed with respect to the timeline of Participant's financial payment plans. Payment due dates, fundraising campaigns, individualized donations, scholarships, and discounts must be applied to the Program's operating budget and proposal.

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**SECTION 1.11 LEADERSHIP & MANAGEMENT STRUCTURE**

The Program Coordinator shall outline all potential roles and leadership positions within the Program Proposal. The Program Coordinator shall provide all preliminary information for leadership which shall include but is not limited to the full names, phone numbers, e-mail address, mailing address, and any other pertinent information of leadership. Leadership added after the proposal is submitted shall be reviewed and approved by the board of directors on a rolling basis. It is suggested that the Event Coordinator nominates a Health & Wellness Coordinator, a Social Media and Marketing Coordinator, as well as additional Coordinators to ensure smooth operations and compliance with internal and partnership policies. Otherwise, these roles and responsibilities are under the duties of the Event Coordinator.

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**SECTION 1.12 CONTINUITY OF LEADERSHIP**

The Program Coordinator shall include a clear delegation of duties to support staff in the Program Proposal should any individual on the leadership team be incapacitated or unable to perform their duties, especially in the event of the unexpected absence of the Primary Program Coordinator or other key personnel significant to program operations.

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**SECTION 1.13 LEADERSHIP APPOINTMENTS**

Program Leadership is expected to be suggested by the Program Coordinator. However, program leadership shall ultimately be appointed by the Board of Directors. Titles, duties, responsibilities, and other forms of authorization shall be reserved by the Executive Director unless otherwise approved by the Board of Directors.

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**SECTION 1.14 PRE-CONSIDERATION**

The Program Coordinator shall act in a timely manner with respect to deadlines, marketing, approval, and planning. The Program Proposal shall be provided to the President of Board of Directors and the Executive Director prior to the consideration of the board of directors.

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**SECTION 1.15 CONSIDERATION**

The Program Proposal shall be approved by the President of the board of directors and Executive Director. If approved, the Program Proposal shall be submitted to the Board of Directors by the Executive Director for consideration. The Program Coordinator may be asked to attend the board of directors meeting to address any potential questions, concerns, or to provide additional information.

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**SECTION 1.16 APPROVAL / DISAPPROVAL**

The Program Proposal may be amended, approved, tabled, or disapproved to be considered an official program of Zephyrus Arts Institute.

# ORGANIZATION CULTURE & EXPECTATIONS

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## SECTION 2.01 EXPECTATIONS

Zephyrus Arts Institute expects all participants to conduct themselves in respectable manner. Communication is vital for the success of our programs. Reports by the Program Coordinator may be required by the Executive Director and / or President of the Board of Directors and to be made available in a timely manner.

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## SECTION 2.02 TEAM-ORIENTED OPERATIONS

Zephyrus Arts Institute expects all participants to operate in a team-oriented environment.

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## SECTION 2.03 PUNCTUALITY & TIME MANAGEMENT

Zephyrus Arts Institute expects all participants to be punctual, on-time, and to follow schedules determined by the Program Coordinator , staff, and / or the Board of Directors.

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## SECTION 2.04 DIVERSITY & INCLUSION

Zephyrus Arts Institute expects a safe and welcoming environment for all persons.

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## SECTION 2.05 REPUTATION & RESPECT

Zephyrus Arts Institute expects all participants to conduct themselves in respectable manner that is careful not to damage the reputation of Zephyrus Arts Institute or its programs.

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## SECTION 2.06 SEXUAL RELATIONSHIPS

Staff or volunteers shall not pursue or engage in any sexual behavior or relationship with any program participants at any time.

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## SECTION 2.07 PROFESSIONAL BOUNDARIES

Staff must act professionally at all times in their relationships and interactions with program participants. The relationships between staff and program participants is not equal. Staff has a duty to set professional boundaries as leadership positions inherently have a unique position of trust, care, authority, and influence. Staff must take responsibility for establishing and maintaining professional boundaries at all times. Matters of personal nature, including but not limited to family matters, mental health, contract removal, or disciplinary measures must include at least one additional staff member or director.

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# GENERAL PROGRAM OPERATIONS & EXPECTATIONS

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## SECTION 3.01 EXPECTATIONS & NEEDS

The Program Coordinator shall report to the Executive Director any substantial changes or information that affects the program's viability or operations.

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## SECTION 3.02 COMMUNICATION RECORDS

Individualized @zephyrusarts.org e-mail accounts may be made for each program. It is expected that all official business for the program shall be conducted with this account or at the least, be copied on all correspondence to keep in the spirit of and compliance with our record keeping policies.

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## SECTION 3.03 INTERNAL PROGRAM COMMUNICATION

The Program Coordinator shall be responsible for the internal coordination and communication with Program Leadership and Participants. Furthermore, all operational communication regarding the program shall include a carbon copy of the Executive Director.

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## SECTION 3.04 PARTICIPATION DOCUMENTS

Program Participants, volunteers, and the leadership team are subject to policies and procedures set forth by the board of directors. The Program Coordinator shall be responsible for the distribution and acquisition of required documents.

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## SECTION 3.05 MEMBERSHIP / PARTICIPATION AGREEMENTS

Program Coordinators may require Membership or Participation Agreements. Any contract drafted by the Program Coordinator must be approved by the President of the Board of Directors prior to release to the Participants. Agreements must be submitted to the President of the Board no later than two weeks prior to the release date.

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## SECTION 3.06 SENSITIVE INFORMATION

The Program Coordinator shall take reasonable care of sensitive documents and information. The Program Coordinator is responsible for securing documentation and proper storage. All sensitive information, including copies of contracts, agreements, releases, or other related documents shall be surrendered to the Executive Director at the conclusion of the program or before if the information is not needed for daily operations. Under no circumstance shall copies of sensitive data be kept after the program has ended and all copies shall be destroyed. Original documents must be submitted to the Executive Director.

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## SECTION 3.07 CHANGES IN SCHEDULING OR LOCATIONS

The Program Coordinator shall report to the Executive Director any changes to event schedules or location changes. This information shall be promptly communicated to stakeholders and the calendar of events updated accordingly.

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## SECTION 3.08 AGREEMENTS & CONTRACTS

The Program Coordinator shall forward all potential Agreements, Contracts, and legal documents to the President of the Board of Directors. The Program Coordinator does not have the authority to enter into contracts on behalf of Zephyrus Arts Institute or its programs.

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## SECTION 3.09 FINANCIAL CONTROL: INVOICES, RECEIPTS, & REIMBURSEMENTS

The Program Coordinator has the option to coordinate the purchase of approved items from the budget and to be reimbursed at a later date to streamline operations. All reimbursements shall require an itemized invoice, a paid-in-full receipt, and contact information for the reimbursed party to be processed. Otherwise, all invoices shall be submitted to processing@zephyrusarts.org. Items that are over budget must be approved by the President of the Board of Directors.

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## SECTION 3.10 PROGRAM CONCLUSION

It is expected that the Program Coordinator will report to the the board of directors at the conclusion of the event. The report shall include the actual community impact, actual participation numbers, actual budget, and suggestions to improve future program operations.

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## INFORMATION & TECHNOLOGY — SHARED DRIVE

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### SECTION 4.01 EXPECTATIONS & NEEDS

The Program Coordinator shall maintain accurate and up-to-date records accessible on the Program's shared drive.

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### SECTION 4.02 SHARED DRIVE SERVICE

The shared program folder will be created and shared by the President of the Board of Directors. It is the responsibility of the Program Coordinator to contact the board President for access.

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### SECTION 4.03 OWNERSHIP

All documents, creative material, folders, and data stored within the Program's shared drive shall be under the ownership and operation of Zephyrus Arts Institute.

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### SECTION 4.04 DATA STORAGE

All official program proposals, budgets, membership documents, rosters, and other pertinent program information shall be stored on the Institute's official shared Google Drive. Documents must be updated to accurately reflect the current operations of the Program.

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### SECTION 4.05 PERSONAL USE

Under no circumstance shall the program's shared folder be used for personal use.

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### SECTION 4.06 SHARING & PERMISSIONS

The Program Coordinator shall share all appropriate documents with program leadership, appropriate staff and volunteers, as well as the board of directors unless otherwise stated within this policy.

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### SECTION 4.07 SENSITIVE DATA

The Program Coordinator shall treat sensitive data with due diligence. All sensitive information shall not be made public and documents shall be considered restricted access. Sensitive data shall include but is not limited to, Medical Records, Background Check Applications, Background Check Results, and Complaints.

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### SECTION 4.08 RESTRICTED DOCUMENTS & ACCESS

Restricted documents shall only be made accessible by the Program Coordinator, the Executive Director, and the President of the board of directors.

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### SECTION 4.09 DOCUMENT MANAGEMENT

It is expected that the Program's shared folder remains organized and easy to find documents.

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### SECTION 4.10 SHARED FOLDER STRUCTURE

The primary (parent) shared folder shall include the following subfolders:

- Approved Program Proposal
- Approved Budget
- Quick Access Staff & Participant Roster
- Invoices & Receipts Folder

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### SECTION 4.11 RESTRICTED FOLDER STRUCTURE

The primary (parent) restricted folder shall include the following subfolders unless otherwise approve by the board of directors:

- Background Check Applications
- Background Check Results



- Medical Releases
  - Other Appropriate Sensitive Documents
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#### **SECTION 4.12 DOCUMENT RETENTION**

All pertinent and important documents shall not be erased, deleted, or removed unless otherwise stated within this policy. This includes information and documents that may be useful in planning and consideration of future program operations.

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#### **SECTION 4.13 TRANSFERABILITY**

Access to all folders, drives, documents, or other information shall easily be transferred, without hesitation, to the appropriate Program Leadership or individual(s) as requested by the Board of Directors.

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#### **SECTION 4.14 ACCESS, REMOVAL**

The Program Coordinator shall be responsible for the proper maintenance and access and subsequent removal of access to all shared folders and documents. It is expected that the Program Coordinator remove all staff, volunteers, and other privileged individuals from access to official program documents and files at the end of the program or at the time of the severance of an individual with the program or institute, whichever comes first. Under no circumstance shall access be denied to the Executive Director or President of the Board of Directors.

# MEDICAL GUIDE

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## SECTION 5.01 PURPOSE

This Medical Guide and Emergency Plan shall be adopted by all programs of Zephyrus Arts Institute unless otherwise approved by the board of directors. This guide is to provide a quick reference for Program Leadership and it is the responsibility of the Program Coordinator.

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## SECTION 5.02 DOCUMENTS & RECORDS

Each program shall maintain accurate records of the following unless otherwise approved by the Board of Directors:

- a. Staff Roster
  - b. Participant Roster
  - c. Calendar / Event Schedule
  - d. Attendance Roster
  - e. Travel Roster, if applicable
  - f. Medication Form
  - g. Individual Medical Release Waivers
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## SECTION 5.03 RESPONSIBILITY & ACCURATE RECORDS

The Program Coordinator shall be responsible for keeping accurate and updated records.

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## SECTION 5.04 ACCESSIBILITY

Hard copies of emergency documents shall be easily made accessible at any function or event and shall be the responsibility of the primary Program Leadership or Executive Director. Electronic copies shall be made easily available to all program leadership via the Program's official Google Drive. Documents shall be maintained and updated as appropriate.

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## SECTION 5.05 STAFF ROSTER REQUIREMENTS

The staff roster shall include the following:

- a. Legal Name
  - b. Preferred Name
  - c. Position / Role
  - d. Phone Number
  - e. E-mail Address
  - f. Mailing Address
  - g. Profession / Employer, if applicable
  - h. Allergies and Medical Conditions
  - i. Emergency Contact Information
  - j. CPR Certification Status
  - k. Other Pertinent Information
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## **SECTION 5.06 PARTICIPANT ROSTER REQUIREMENTS**

The Participant roster shall include the following:

- a. Legal Name
- b. Preferred Name
- c. Date of Birth
- d. Phone Number
- e. E-mail Address
- f. Mailing Address
- g. Employer, if applicable
- h. Allergies and Medical Conditions
- i. Emergency Contact Information
- j. Additional Emergency Contact Information
- k. Other Pertinent Information

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## **SECTION 5.07 CALENDAR / EVENT SCHEDULE**

The Program Schedule must be added to this document and made easily accessible to volunteers, staff, and participants.

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## **SECTION 5.08 ATTENDANCE AND ATTENDANCE ROSTER**

Attendance must be recorded by program leadership for each function or in the event of an extended break, such as a lunch break or an afternoon break. It is expected that if a minor is absent from roll call then Program Leadership shall immediately contact the participant and if unable to reach the individual, then leadership is to contact the parent / guardian immediately. If habitual tardiness or absences occur with a minor, Program Leadership shall contact the parent or guardian to address this issue.

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## **SECTION 5.09 TRAVEL ROSTER**

A travel roster shall be kept in the event the Program provides transportation to alternate event locations. Each vehicle shall have an adult Chaperone who maintains a complete roster of Participants who will ride in the provided vehicle. All vehicles must account for all Participant travelers before leaving locations.

# MEDICATION & ASSOCIATED FORMS

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## SECTION 6.01 PURPOSE

Medication and related Forms shall be kept and stored in a secure location but shall remain easily accessible in the event of an emergency.

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## SECTION 6.02 MEDICATION FORM RESPONSIBILITY

The medication form shall be the responsibility of the Program Leadership, Executive Director, or other authorized personnel.

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## SECTION 6.03 MEDICAL RELEASE FORM

A Medical Release Form shall be signed by all participants, including staff and volunteers, and it shall be made available by Zephyrus Arts Institute. No other form shall be permitted. It is the responsibility of the Program Leadership to use the most up-to-date Medical Release form. Contact the Board President, Secretary, or Executive Director for the most recent form.

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## SECTION 6.04 MEDICATION FORM REQUIREMENTS

The individual Medication Form shall include a list of all medications that need to be administered during program hours and events, including over the counter medication. The medical form shall include the Drug Name, Dosage, Time of Day Given, Only By Request, and Special Instructions. Additionally, the form shall include a parent or guardian contact number as well as any additional instructions provided.

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## SECTION 6.05 MEDICATION PACKAGING & STORAGE

Medications must be in the original pharmacy labeled container or the original manufacturer's container. Participants shall only bring the amount of medication needed for the duration of the program or event. Prescription medication must have the Participant's name on the prescription bottle. Any sample prescription medication must be accompanied by a signed physician prescription.

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## SECTION 6.06 PRIVACY

It is the responsibility of the Primary Program Coordinator to collect, store, and protect sensitive information of Program staff, volunteers, and participants. All forms containing sensitive information shall be managed with reasonable care to protect the information individuals. Hard copies of the Medical Release Form shall be kept by the Primary Program Coordinator in safe and secure location for the duration of the Program event. At the conclusion of the Program, the Primary Program Coordinator shall destroy any copies of sensitive information and provide the Executive Director all original documentation.

# MEDICAL EMERGENCIES & PROCEDURES

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## SECTION 7.01 PURPOSE

This section shall provide as a guide to address medical situations and emergencies.

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## SECTION 7.02 EMERGENCY SITUATION

Health and safety is of utmost importance. In the event of an emergency, Program Leadership shall immediately contact the proper Emergency Services / call 911. The Program Leadership shall contact the Emergency Contact provided on the appropriate Medical Release form and/or Emergency Contact document. As soon as reasonably possible, Program Leadership shall contact the Executive Director and the President of the Board of Directors.

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## SECTION 7.03 EXAMPLE SITUATIONS OF EMERGENCY SERVICES

The following situations may prompt immediate emergency services:

- a. Pain in the middle of lower right side of the abdomen
  - b. Severe headache or stiff neck and eyes unable to view light directly
  - c. Vomiting blood or blood in stool
  - d. Confusion or lethargy
  - e. Chest pains
  - f. Fever over 101 degrees F
  - g. Cannot keep down liquids or foods for more than 24 hours
  - h. Fever with abdominal pain
  - i. Sign of moderate dehydration
  - j. Vomiting and diarrhea both present at the same time.
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## SECTION 7.04 SEVERE NAUSEA AND VOMITING

Program Leadership may provide the following treatments if required. However, medical forms and waivers must be consulted BEFORE administering any food to assure there are not any allergies or restrictions.

- a. Drink small amounts of water, sports drinks, or clear liquids.
  - b. If able, provide light, bland food such as crackers
  - c. Avoid greasy foods as well as juices
  - d. No solid foods until vomiting has stopped
  - e. When vomiting is under control, small amounts of food may be provided.
  - f. Monitor for dehydration dry lips, mouth and sunken eyes, rapid breath or pulse.
- 

## SECTION 7.05 DEHYDRATION & MEDICAL ATTENTION

Participants shall seek medical attention immediately for the following:

- a. Have not urinated in 8 hours
  - b. Have had a seizure
  - c. Have become disoriented or confused
  - d. Have a weak or rapid pulse
  - e. Feel very tired or fatigued
  - f. Feel dizzy when standing
  - g. Too sick to take in fluids
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## SECTION 7.06 DEHYDRATION & MODERATE SYMPTOMS

Participants may have mild dehydration with the following symptoms:

- a. Thirst
- b. Dry or sticky mouth
- c. Small amounts of urine
- d. Dark yellow urine
- e. Headache
- f. Muscle cramps

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## SECTION 7.07 HEAT STROKE SYMPTOMS

If Participants are suspected of heat stroke, immediately call 911. Example symptoms include but are not limited to:

- a. Core body temperature above 104 degrees F
- b. Fainting
- c. Throbbing headache
- d. Dizziness and light-headedness
- e. Lack of sweat despite the heat
- f. Red, hot, and dry skin
- g. Muscle weakness or cramps
- h. Nausea and vomiting
- i. Rapid heartbeat, may be strong or weak
- j. Rapid, shallow breathing
- k. Confusion, disorientation, or staggering
- l. Seizures

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## SECTION 7.08 HEAT STROKE TEMPORARY TREATMENT

If Participants are suspected of heat stroke, immediately call 911. Until emergency services arrive, the following may be used as cooling strategies:

- a. Place in a tub of cool water or a cool shower
- b. Spray with a garden hose
- c. Soak with cool water
- d. Fan while misting with cool water
- e. Place ice packs or cool wet towels on the neck, armpits, and groin
- f. Cover with cool damp sheets
- g. Avoid sugary, caffeinated, or alcoholic beverages
- h. Avoid very cold drinks to prevent stomach cramps
- i. Begin CPR if the person loses consciousness and shows no signs of circulation, such as breathing, coughing, or movement.

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## SECTION 7.09 HEAT STROKE PREVENTION

Program Leadership is responsible for being aware of excessive temperatures and the heat index. If possible and appropriate, events, rehearsals, and other functions should be in an air-conditioned environment. If this accommodation cannot be met, it is expected that Program Leadership and Participants will take preventative measures to avoid Heat Stroke. It is recommended to drink 24 ounces of fluid two hours before exercise. During exercise, 8 ounces of water is recommended to be consumed at least every 20 minutes. The following actions may help prevent heat stroke:

- a. Wear lightweight, light-colored, loose-fitting clothing
- b. Use a sunscreen with a SPF of 30 or more

- c. Drink extra fluids and allow unlimited access to water.
- d. Increase electrolyte-rich sport drinks.

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#### **SECTION 7.10 SPRAIN / STRAIN JOINT INJURY**

Seek hospital care immediately if the joint is misshapen or the area is extremely swollen, if the joint or extremity cannot move without severe pain, or if there is severe pain during minimal touch. Seek medical care if the pain is severe or uncontrolled despite over the counter medications, elevation, and ice or if the joint cannot be moved without severe pain.

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#### **SECTION 7.11 SPRAIN SYMPTOMS**

Symptoms may include pain, swelling, bruising, or difficulty moving the joint.

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#### **SECTION 7.12 STRAIN SYMPTOMS**

Symptoms may include muscle spasms, pain, swelling, cramping, and trouble moving the injured area.

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#### **SECTION 7.13 SPRAIN / STRAIN TEMPORARY TREATMENT**

- a. Rest to prevent further injury and stress on inflamed tissue
- b. Ice to counteract the increased blood flow, reduce swelling, redness, and warmth
- c. Compression wrap bandage to keep down swelling
- d. Elevate the injured area to help reduce swelling
- e. Use of anti-inflammatory pain medications such as Ibuprofen

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#### **SECTION 7.14 FRACTURES / BROKE BONE**

Immediately call 911, contact the Participant's emergency contact, and notify the Executive Director and President of the Board of Directors. Take extreme caution if there is any of the following:

- a. The person is unresponsive, not moving, or is not breathing
- b. Heavy bleeding
- c. Gentle pressure or movement causes pain
- d. The limb or joint appears deformed
- e. The bone has pierced the skin
- f. The extremity of the injury is numb or bluish at the tip
- g. Suspected a bone is broken in the neck, head, or back.

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#### **SECTION 7.15 FRACTURES / BROKE BONE TREATMENT**

DO NOT move the person except if necessary to avoid further injury.

- a. Call 911 and follow emergency services instructions.
- b. Stop any bleeding by applying pressure to the wound with a sterile bandage, a clean cloth, or a clean piece of clothing.
- c. Immobilize the injured area and DO NOT try to realign the bone or push a bone back in.
- d. Apply ice packs to limit swelling and to help relieve pain
- e. Treat for shock if the person feels faint or is breathing in short, rapid breaths, lay the person down.

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#### **SECTION 7.16 ANAPHYLAXIS (ALLERGIC REACTION)**

Call 911 immediately. Follow the instructions of the emergency services.

- a. Identify if the individual is carrying an epinephrine auto-injector EPI Pen to treat allergic reaction.
- b. Remove the allergen from the environment (food, insect, etc.)

- c. Have the individual lie still on his/her/their back.
- d. Loosen tight clothing and cover the person with a blanket
- e. DO NOT provide anything to drink or eat.
- f. If the individual is vomiting or bleeding from the mouth, turn the individual on his/her/their side to prevent choking.
- g. If there are no signs of breathing, coughing , or movement begin CPR
- h. Emergency treatment is required even if symptoms start to improve.

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#### SECTION 7.17 POTENTIAL CAUSES OF ANAPHYLAXIS (ALLERGIC REACTION)

Allergens that may cause anaphylaxis include but are not limited to:

- a. Foods, such as shellfish, nuts, peanuts, eggs, and fruits.
- b. Medicines, such as antibiotics, aspirin, over-the-counter pain relievers, allergy shots, and contrast dye for imagine procedures.
- c. Latex or rubber found in surgical gloves, medical supplies, and other household products.
- d. Insect stings, such as from bees, wasps, hornets, yellow jackets, sawflies, and fire ants.

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#### SECTION 7.18 OTHER SYMPTOMS OF ANAPHYLAXIS (ALLERGIC REACTION)

- a. Swelling in the mouth, throat, or other body part
- b. Hives, rash, or itchy skin
- c. Pale skin or skin that is red and warm
- d. Trouble breathing or gasping for breath
- e. Tight chest, dizziness, or fainting.
- f. Stomach pain, nausea, vomiting, or diarrhea.
- g. Anxiety
- h. Low blood pressure
- i. Cardiac arrest

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#### SECTION 7.19 SEIZURES

Call 911 immediately if you suspect an individual having a seizure.

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#### SECTION 7.20 TEMPORARY SEIZURE TREATMENT

Stay calm and assess the environment. Move the individual if he/she/they is in a dangerous place. Do not move individual if the environment is safe. Follow emergency services instructions.

- a. Note the time the seizure starts
- b. Stay with the individual and gently guide them from danger
- c. Cushion the individual's head if they have collapsed
- d. Do not restrain or hold down the seizing individual
- e. Do not put anything in the individual's mouth
- f. Notify the emergency services again if the seizure lasts longer then five (5) minutes.
- g. After the seizure has stopped, put the individual into the recovery position and check their breathing to see if it is back to normal. Check mouth to see that nothing is blocking their airway. If breathing sounds difficult after the seizure has stopped, notify emergency services.
- h. Remain with the individual until they have recovered or emergency services have arrived.



# POWER OUTAGES & NATURAL DISASTERS

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## SECTION 8.01 SAFETY & PRECAUTION

Power outages and natural disasters may occur during Zephyrus Arts Institute events, rehearsals, or functions. Safety and wellness is of utmost importance.

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## SECTION 8.02 HARD COPIES OF IMPORTANT DOCUMENTS

Program Leadership is responsible for having hard copies of important documents and made easily available at Program events or functions. Critical information should be easily accessible in the event of a power outage or inability to connect to the internet.

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## SECTION 8.03 FIRE SAFETY PLAN

- a. Create and communicate a clear fire safety plan to Program Participants.
- b. Designate a refuge area outside of the event space.
- c. Secure important documents such as rosters, emergency contact information, and mobile phone.

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## SECTION 8.04 FIRE SAFETY

- a. Immediately pull the nearest fire alarm pull station as you exit the building. Immediately designate a member of Program Leadership to call 911.
- b. Feel doors for heat before opening to ensure there is not a fire danger on the other side.
- c. Stay low to the ground in the presence of smoke to avoid inhalation exposure. Keep one hand on the wall to prevent disorientation and crawl to the nearest exit.
- d. Go to designated refuge area and await further instructions from emergency personnel.
- e. Program leadership should account for Participants and notify emergency services of missing individuals as soon as possible.
- f. Once away and clear from danger and all participants are safe, contact the Executive Director and President of the Board of Directors.
- g. Program leadership shall immediately contact parents or guardians or other emergency contact.

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## SECTION 8.05 TORNADO / SEVERE WEATHER PRECAUTIONS

It is expected that Program Leadership stays informed of potential severe weather. This includes but is not limited to; winter weather, severe thunderstorms, lightning potential, high winds, and the potential of life threatening events such as tornadoes. If a Program Event is scheduled during a forecasted severe weather situation, then the Program Leadership must be in direct communication with the Executive Director. Cancellations, rescheduling, or reasonable accommodations may be made to ensure the safety of Participants.

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## SECTION 8.06 TORNADO / SEVERE WEATHER NEAR EVENT LOCATION

In the event of imminent severe weather, Program Leadership shall designate a safe zone in the interior of a shelter or building. Gymnasiums and auditoriums may be unsafe in severe weather. If possible, find shelter in another building. Additionally, Participants should seek shelter under a table or desk.

- a. Seek shelter indoors such as a bathroom or designated tornado shelter.
- b. Get as close to the ground as possible.
- c. Protect the head and watch out for flying debris.
- d. If severe weather occurs, Program Leadership shall secure the safety and well-being of Participants. Roll call and accounting of all individuals should take place and emergency services contacted immediately.

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## SECTION 8.07 TORNADO / SEVERE WEATHER WHILE TRAVELING

Program Leadership shall make reasonable efforts to protect the safety of all Participants on the road. If a Program is traveling during severe weather, a safe spot should immediately be found and Participants should safely seek shelter inside until it is safe to return on the road.

- a. Program Leadership shall keep a roster of all Participants with them at all times and account for all individuals.

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**SECTION 8.08 LIGHTENING**

Participants should seek shelter indoors in the event lightening is detected within 10 miles of any given event or function. No less than 15 minutes should pass from the last lightening strike to be considered appropriate to resume functions outside.

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**SECTION 8.09 FLASH FLOODS**

Flash floods and other weather anomalies must be taken seriously. Program Leadership should remain aware of potential anomalies and is expected to ensure the safety of all Participants.

# SOCIAL MEDIA & MARKETING

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## SECTION 9.01 OVERVIEW

The Program Coordinator shall manage the program's specific social media and marketing efforts. He/she/they shall assume the role of the program's Social Media and Marketing Coordinator. He/she/they may choose to delegate this responsibility to another member of the leadership team unless otherwise directed by the Executive Director. Appointments of this role shall be approved by the Executive Director.

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## SECTION 9.02 IMAGE AND REPUTATION

All social media posts and marketing material must protect image and reputation of Zephyrus Arts Institute, its programs, participants, volunteers, donors, partners, and staff. Specific requirements regarding the use of logos, banners, or other marketing material may be outlined by the Executive Director or Board of Directors.

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## SECTION 9.03 COMPLIANCE

The Social Media and Marketing Coordinator shall be responsible for cross-referencing any applicable policies and releases. This includes but is not limited to, individual participant Media Releases, copyright issues associated with creative works, and rules and regulations from partnerships. The Program Social Media and Marketing Coordinator shall only promote material for the program and not for Zephyrus Arts Institute.

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## SECTION 9.04 MARKETING REQUIREMENTS

The Social Media and Marketing Coordinator shall be in compliance with any donor, partnership, or sponsorship obligations. This may include use of partnership or donor logos on marketing material, placement of sponsorship marketing material at functions, or mentions of sponsors in public forums. For information regarding these obligations, contact the Executive Director and Program Coordinator. All material must remain consistent with the image, likeness, and values of Zephyrus Arts Institute.

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## SECTION 9.05 REVIEW OF PRINTED MARKETING MATERIAL

Marketing material shall include all pertinent information and must be approved by the Program Coordinator prior to being submitted for print.

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## SECTION 9.06 SOCIAL MEDIA ACCOUNTS & OWNERSHIP

The Social Media and Marketing Coordinator shall be authorized to use accounts as necessary and approved by the Program Coordinator. In no circumstance shall ownership of Social Media accounts be owned by an individual. Furthermore, Zephyrus Arts Institute reserves the right and ownership of all social media accounts and material used by its programs, in its image and likeness.

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## SECTION 9.07 SOCIAL MEDIA REGISTRATION

The Social Media and Marketing Coordinator shall use an official @zephyrusarts.org e-mail account while creating or managing social media accounts. The Social Media and Marketing Coordinator shall contact the Executive Director to setup a correct e-mail account, if applicable.

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## SECTION 9.08 SOCIAL MEDIA ACCOUNTS

Social media accounts shall be created with respect to continuity and ease of access. Usernames, avatars, or handles shall be consistent with the program's mission and created with an emphasis of viability and longevity of the program. Characters or numbers that date the username such as "Program2021" shall not be used. Generalized usernames are encouraged to allow continuity between program seasons and future program communications.

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## SECTION 9.09 TRANSFER

In the event of leadership change, the Social Media and Marketing Coordinator shall transfer, without hesitation, all social media accounts, passwords, and other pertinent information to the Program Coordinator or authorized appointee.

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## SECTION 9.10 ONLINE MATERIAL

The Social Media and Marketing Coordinator shall be mindful of the information and material posted. It is expected that all posts will be reviewed and due diligence conducted before posts are made available to the public.

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