

# Ocean County Artists Guild

# Teaching Artist Handbook

Revised 11/11/2021

Replaces all previous versions

This Handbook is geared towards youth and adult classes.

Not all categories may apply to adult classes

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**Our 3 Guiding Commitments**

**1. Always be about the student**

To engage, we must be excited. Our teaching artists adapt courses based on the interests of the community . They spotlight the student’s own ideas while providing enough structure to produce a successful learning environment.

**2. Great teachers only**

We contract only accomplished professional artists who are also experienced teachers. They must love the arts and have a passion to spark our student’s creativity. The artistic and cultural backgrounds of our teachers are as diverse as the students we serve.

**3. Do what no one else does now**

Ocean County Artists Guild is unique in offering a wide range of art forms, serving students of all ages and celebrating their accomplishments.

## **Habits of Mind**

“Habits of mind” is a term used to describe higher level thinking skills and tendencies that people use to solve problems. These essential characteristics shape how we respond to challenges or new situations and build a foundation for life-long learning.

Ocean County Artists Guild classes focus on building five key habits of mind central to the creative process: critical thinking, imagination, reflection, courage & risk-taking, and persistence & diligence.

### **Critical thinking**

Considering differing views, making sense of them, and drawing meaningful distinctions. In the practice of art, students can find meaning in differences, leading them to know their own minds and be more confident in their choices.

### **Imagination**

Intellectual inventiveness used to generate, discover, or restructure ideas or imagine alternatives. When students are encouraged to imagine possibilities, they gain confidence in their own capacities to innovate.

### **Reflection**

Contemplation of a subject, especially one's assumptions and thinking, for the purposes of deeper understanding and self-evaluation. This habit opens the pathway for us to know our own mind and be true to ourselves, a key component of realizing one's own potential.

### **Courage & risk taking**

Being adventuresome; choosing to step out of one's comfort zone in order to learn or try new things, even in the face of failure. In the arts, “failure” and imperfection are perceived as valuable learning experiences that help us grow.

### **Persistence & diligence**

Persevering in task through to completion; remaining focused. Looking for ways to reach one's goal in the face of obstacles. The arts create the type of challenges that inspire personal motivation; this activates a high level of involvement, full engagement, and thus, discipline.

## **Teaching Artist Guidelines**

Our faculty consists of professional artists who are skilled and dedicated teachers. We look for people who feel a commitment and responsibility to the community and an obligation to share their talent.

### **Teaching Artist Expectations**

- Maintain a safe and supportive atmosphere
- Share your gifts, enthusiasm and inspiration
- Model creative risk-taking
- Model respect for yourself, others and the classroom
- Check in regularly with staff
- Communicate clearly and respectfully with staff, parents, youth and adult students
- Ask for help when you need it
- Be willing to stretch your own creative edges
- Be flexible
- Communicate directly with OCAP Staff if issues arise and seek support, when needed

### **Classroom Management**

It is helpful to set expectations for youth/students conduct from the onset of the class. Examples:

- Be respectful of themselves, each other and staff
- No bullying
- No drugs or alcohol
- Refrain from using iPods, cell phones
- Support a climate of encouragement, creative risk-taking and authenticity

### **Opening and Closing Procedures**

1. Arrive at least 15 minutes prior to your class start time.
2. Studio or classroom must be left clean. Tables either put away or left in position for next class (verified thru the office). Do Not push tables or chairs against the walls.
3. If you are the last class - shut lights, lock building

### **Drop off and Pick Up Information (Children's Classes)**

1. Use the Drop off/Pick up form for all children classes
2. You are responsible to wait until all children are picked up
3. Never allow a child to wait outside

## Registration Policy

Same day registration forms are to be filled out and payment attached. Place it in black box in the reception area. Late registration may apply.

## Refund Policy

1. Any request for a refund must be made in writing to [info@ocartistsguild.org](mailto:info@ocartistsguild.org) prior to the start of the second class. A pro rata refund minus cost of the first class and a \$15.00 processing fee will be issued. There are no refunds for student absences.
2. In case of a medical withdrawal pro rata refund policy applies and a \$15.00 administrative fee will be charged.
3. If the OCAG has to cancel a class due to low enrollment a full refund will be made.
4. In the event a class or workshop is cancelled by OCAG due to inclement weather or other situation beyond our control, Instructors will make every effort to notify students in a timely manner. The organization will make every effort to reschedule the session. If a student is unable to attend the rescheduled session, no refund will be made. OCAG is registered with STORM WATCH/Dan Alexander and WOBM and WJRZ radio stations.
  5. If the state of NJ should require closing, make up sessions will resume upon opening, no refunds. See #4.
  6. OCAG has the right to change class policies (such as mask requirements) during any class without resulting in a refund if the student decides to leave.

## Pet Policy

OCAG is responsible for assuring the health and safety of all employees, guests and students. Therefore, OCAG does not permit employees, guests or students to bring their pets inside the building. While on the grounds pets must be leashed. Service animals are always welcome.

## Program Evaluation

Teaching artists are required to support OCAG's program evaluation efforts, including: completing feedback surveys, administering surveys to students for select classes, and completing all surveys within one week of receipt. ***Student's Class/Teacher Evaluation OCAG (Page 19)***

## Professional Development

Teaching artists are required to attend any training/professional development events offered by OCAG.

## Missing Class

If you cannot make one of your classes due to illness:

1. Call the office immediately to give notice and problem-solve the situation.
2. Arrange a make-up class date or substitute and notify OCAG of your solution writing via email. Be sure to include the substitute's name.

Please note: substitute must be an OCAG teaching artist unless arranged in advance.

If a class is cancelled with less than 48 hours' notice due to inclement weather or unforeseen emergency, the OCAG will make every reasonable effort to reschedule that class at a mutually agreeable time.

## Media and Photo Consent

Teaching artists are required to obtain parental consent for use of any photographs, video or audio recording the likeness or voice of their students. Without such consent neither the teaching artist nor OCAG may use the images or audio recording. OCAG may request that teaching artists collect such permissions from time to time for use in publications about OCAG to demonstrate the impact of our work.

***The Media and Photo Consent Form*** ([Page 20](#))

## Expense Reimbursement

Expenses for supplies should be kept to a minimum by using supplies on site and by reusing supplies from class to class. OCAG will reimburse art supplies that are pre-approved by the Office. Supplies purchased by OCAG remain the property of OCAG and must be used for OCAG's class.

- Teaching artists must complete an ***Payment Request for Reimbursement*** ([Page 22](#)) for all approved supplies
- Receipts for supplies must be included with the expense reimbursement form
- OCAG may also be able to provide supplies. Please ask to see what is available in our storage.

## Teaching Artist Paperwork Timeline

**Before Each Class Session Starts:**

- Submit ***OCAG Instructor Class Agreement*** ([Page 17](#)) *form is changed*  
2 months before class starts.
- [Submit W-9 form](#) ([Page 18-click for printable PDF](#))

- Identify storage and materials needs (if any)
- Request a Classroom Assistant if needed

#### **First Week Of Class:**

- Record all students in attendance on the Class list. Continue each week.

#### **Third Week of Class**

- Submit expenses for reimbursement on the [Payment Request for Reimbursement form](#) (page 22)

#### **Second to Last Class**

- Submit completed ***Student's Class/Teacher Evaluation OCAP*** (Page 19)

## **ADA Policy**

Ocean County Artists' Guild (OCAG) is committed to creating an inclusive and welcoming community where lives are transformed and enriched through the shared experience of art. Making the arts accessible to all people is a priority. We encourage and develop the participation of a broad cross section of citizens, including, but not limited to, diverse ethnic populations, individuals with disabilities, all genders, older adults, children, and women. Accessibility involves both the facilities used for programs and offices, as well as the content of the programming activity, or product. The studio, galleries, parlor, office and bathrooms located on the first floor are wheelchair accessible from the side entrance. If an individual requires other special modifications to assist with their disability, OCAG requires a request in writing by mail or email. All requests must be received 15 calendar days in advance of the program or event.

Ocean County Artists' Guild Attn: ADA Coordinator (Steve Abruzzese)

PO Box 1156, Island Heights, NJ 08732-1156

email: [info@ocartistsguild.org](mailto:info@ocartistsguild.org)

### **Access Availability**

Ocean County Artists' Guild (OCAG) is committed to enabling *all* visitors to experience its classes and workshops, exhibitions and public programs. We recognize the diversity of our community's abilities and needs and, when necessary, modifications will be made to allow the fullest level of participation possible. For more information, please contact OCAG's ADA Coordinator by phone at (732) 270-3111 or email at [info@ocartistsguild.org](mailto:info@ocartistsguild.org). All special requests must be received 15 calendar days in advance of the program or event in writing by mail or email.

### **Getting Around the Building**

OCAG provides barrier-free access in most areas on the first level for visitors using wheelchairs or walkers. A ramp leads up to the side door. The entrance is wheelchair accessible. A wheelchair-accessible restroom is located on the first floor. Upon advance notice, staff will accompany any individual through gallery exhibits if assistance is required.

## **Support People**

Support people may accompany persons with disabilities to art classes or workshops for no additional charge depending upon course enrollment.

## **Large Print and Assistive Listening Devices**

Large print versions of important literature created by OCAG are available upon request from the first-floor reception desk. Assistive listening devices to assist with amplification and clarity or closed captioning may be made available, when feasible, for individuals with hearing loss for artist talks or lectures with 30 calendar days' notice by calling the office.

## **Service Animals**

Service animals are welcome under ADA definition of a service animal. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

## **Advance Notice Policy**

Ocean County Artists' Guild requires 15 calendar days advance notice, unless otherwise noted, in writing by mail or e-mail for requests for special services for programs.

## **Non-discrimination Policy**

Ocean County Artists' Guild does not discriminate on the basis of disability in admission or access to, treatment of or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in Ocean County Artists' Guild programs and activities.

Ocean County Artists' Guild has a designated ADA coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA) as required by section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Sections 504 and 508 of the Rehabilitation Act of 1973.

While the above laws mandate equal access to people with disabilities, Ocean County Artists' Guild makes it a priority to establish a workplace and environment that embraces the spirit of the law ensuring an optimal experience for all.

## **ADA Grievance Procedure**

This procedure is defined for use in the event that the Ocean County Artists' Guild (OCAG) receives a complaint from the public in response to its action or inaction as it endeavors to comply with the Americans with Disabilities Act of 1990. All concerns voiced by the public will be considered as serious and will be addressed and documented.

The purpose and goal of this grievance procedure is to:

- Resolve problems within the limits of the organization's resources.
- Determine a solution that is mutually acceptable to the complainant and the organization.
- Recommend later solutions that permit greater access.
- Provide a forum for public discussion of concerns.

Under sections 504 and 508 of the 1973 Rehabilitation Act, all public facilities, programs, and information must be accessible to all members of the public. If you experience difficulty with programming, information, or physical barriers at OCAG, please contact us.

If you do not feel satisfied and wish to file a formal complaint, please follow the following process:

1. Submit the complaint in writing to Ocean County Artists' Guild, Ocean County Artists' Guild ADACoordinator at the address below. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 15 calendar days after the alleged violation. Upon request, alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities.  
Ocean County Artists' Guild ATTN: ADA Coordinator (Steve Abruzzese)  
PO Box 1156, Island Heights, NJ 08732-1156  
Phone: (732) 270-3111  
Email: [info@ocartistsguild.org](mailto:info@ocartistsguild.org)
2. The complaint should be in writing and contain the following information about the alleged discrimination: full name, address, phone number of the complainant; location of the occurrence, date, and description of the alleged discrimination and the name of the person/persons or witness involved in the occurrence. Alternatively, the complainant can use the Ocean County Artists' Guild's Americans with Disabilities (ADA) Grievance Form.
3. Within 15 calendar days after receipt of the complaint, OCAG ADA Coordinator, or designee, will phone the complainant to investigate, remediate or resolve the complaint. If requested by either party, an in- person meeting will be scheduled within 15 calendar days following the phone contact.
4. The OCAG ADA Coordinator, or designee, will notify, in writing, the board member or members responsible for addressing the complaint and review the complaint with that board member(s) within 3 calendar days following the phone call.
5. Within 15 calendar days after the phone call or in-person meeting, whichever occurs last, the OCAG ADA Coordinator will respond to the complainant in writing. The response provides a final resolution of the complaint.
6. If the individual who has filed a complaint continues to have concerns after this process concludes, he or she is welcome to bring any unresolved concerns to the OCAG President and/or Executive Board.
7. All appeals received and responses given by the OCAG ADA Coordinator will be kept by OCAG for at least 3 years, as required by the Americans with Disabilities Act.

The OCAG ADA Coordinator and the Officers and Executive Board will review the ADA plan and ADA Grievance Procedure once a year and make relevant updates.

This form may be used by any individual to file a complaint alleging discrimination on the basis of disability at Ocean County Artists' Guild. This grievance form (or alternate reporting method) should be submitted by the complainant or his/her designee within 15 calendar days of the alleged incident by mail or email to the contact information below. All complaints will be kept on file for a minimum of 3 years

## Americans with Disabilities Act (ADA) Grievance Form

This form may be used by any individual to file a complaint alleging discrimination on the basis of disability at Ocean County Artists' Guild. This grievance form (or alternate reporting method) should be submitted by the complainant or his/her designee within 15 calendar days of the alleged incident by mail or email to the contact information below. All complaints will be kept on file for a minimum of 3 years.

Filing Date: \_\_\_\_\_

Date of Alleged Incident: \_\_\_\_\_ Time of Alleged Incident: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

Home Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

The alleged act of discrimination or problem involves:

Name(s) of person/persons \_\_\_\_\_

Location of incident \_\_\_\_\_

Describe the alleged act of discrimination (additional paper may be attached):

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Ocean County Artists' Guild

ATTN: ADA Coordinator (Steve Abruzzese)

PO Box 1156

Island Heights, NJ 08732-1156

Phone: (732) 270-3111

Email: [info@ocartistsguild.org](mailto:info@ocartistsguild.org)

## **Tips for Addressing Students Needs**

Conveying class/program content for individuals with learning and developmental disabilities, autism, mental illness, and brain injuries.

OCAG instructors, staff and volunteers are instructed to:

1. Adjust method of communication as necessary depending on the individual's needs and responses.
2. Use simple, direct sentences or supplementary visual forms of communication, such as gestures, diagrams, or demonstrations, if indicated.
3. Use concrete, specific language.
4. Repeat the same information more than once in different ways when needed.
5. Avoid giving too many directions at one time, which may be confusing.
6. Eliminate distractions and minimize background noise if possible.
7. Avoid sensory overload by providing information gradually and clearly.
8. Provide information in written or verbal form if that is the person's preference.

## **Adapting class/program content for individuals with visual impairments or blindness**

1. Large print materials are provided upon advance request.
2. Most materials are provided as PDFs on the OCAG website and can be increased in size by user.
3. Magnification devices for viewing or completing near vision tasks are provided upon advance request.
4. A monitor that, by virtue of its size, provides larger images for students with low vision.
5. Preferential seating available and ability to move within the large rooms.
6. Appropriate lighting.
7. Use of a sighted reader to assist the patron.
8. Oral descriptions are provided upon request of visual displayed material; for example, an exhibition of fine art would be described or portions of a video or film would be narrated during times when there is no dialogue.
9. A true audio description tour of an exhibit would actually assist in leading you from exhibit to exhibit, and the emphasis would be on size, shape, color, texture, detail.

## **Adapting class/programs for individuals with hearing impairments or deafness**

Upon advance requests, we may be able to provide Assistive Listening System/device(ALS)

1. Division of the Deaf/Hard of Hearing 609-588-2648  
<https://nj.gov/humanservices/ddhh/services/caption/>
2. We have the ability to live caption on a large screen, or provide written syllabus upon advance request.
3. Qualified interpreters.
4. Paper and pen are available in all classrooms and galleries for people to write their questions down and/or receive answers. \*See Additional Resources (Page 17)

## **COVID-19 Regulations at OCAG**

### **SAFETY PROCEDURES REQUIRED AT THE GUILD**

#### **ALL VISITORS, TEACHERS AND MONITORS**

- If you feel ill or have a fever, DO NOT ENTER
- CDC recommended guidelines advise that face coverings should: Reach above the nose, below the chin, and completely cover the mouth and nose and Fit snugly against the sides of the face
- Hand sanitizer is available at entry ways.
- Sign "**Guild attendance sheet**" EVERY DAY YOU ENTER THE GUILD. Supply us with contact information (phone)
  - If you should become ill with COVID19 please let us know. This list will enable us to notify those you may have been in contact with.
- Social distancing (at least 6 feet) is encouraged & class sizes will have maximums, so as to ensure this.

#### **TEACHERS / GROUP MONITORS**

- Be sure that your students are adhering to above requirements
- We ask you to sanitize all surfaces that you or your students have come in contact with so that the area is ready for the next class.

### **Teaching Artist Handbook Signature Form** (to be returned before classes begin)

By signing below, I hereby acknowledge and give consent for the following:

1. I acknowledge that I have received, read, and understand *Ocean County Artists Guild Teacher Artist Handbook*. I understand the Teaching Artists Handbook summarizes various policies and procedures applicable to my work as an Art Teacher with OCAG. I acknowledge that I have been offered an opportunity to ask questions regarding it. I also understand that OCAG may add to, modify, or delete any of the policies and procedures contained in the Art Teachers Handbook from time to time and a copy will be provided in a timely fashion.

---

(Teaching Artist Signature)

---

(Print Name)

Date: \_\_\_\_\_

## **Additional Resources**

### **Free Hearing Impairment Apps for your phones**

#### **Ava**

An instant transcription app that transcribes in live the words of a group of people. Each participant installs the application on its smartphone and using the microphone the conversations are transcribed. This allows people who are deaf or hard of hearing to distinctly follow a conversation within a group without having to lip-read.

Useful for iPhone users who don't have access to the famous instant transcription native functionality from Google during your consultation meetings.

#### **Available on iOS and Android**

#### **Sound Amplifier**

The Sound Amplifier app for Android is the equivalent of the Live Listen option included in basic iPhone settings. However, it offers more advanced functions in terms of sound volume adjustments and eliminates background noise.

The Sound Amplifier app improves the audio quality of Android devices when using headphones, to provide a more comfortable and natural listening experience. The Sound Amplifier app enhances and

amplifies sounds from the real world. This application can be very useful if your venue has a poor sound environment. [Available on Android](#).

Note that the Sound Amplifier application is part of the native settings of Google Pixel phones.

### **Free Visually Impaired Apps for your phones**

#### **KNFB Reader App: Reads Virtually Any Text Aloud**

The [KNFB Reader](#) converts printed text into high-quality speech to provide accurate, fast, and efficient access to both single and multiple page documents with the tap of a button on the iPhone.

\*Standard screen-reader apps are TalkBack on Android phones and VoiceOver on all Apple products.

#### **Color ID Free: Discovers the Names of the Colors Around You**

[Color ID Free](#) uses the camera on your iPhone to speak the names of colors in real-time.

#### **Be My Eyes:**

[Be My Eyes](#) Be the eyes for a blind person in need of help remotely through a live video connection if you are sighted or be assisted by the network of sighted users if you are blind.

## **OCAG INSTRUCTOR CLASS AGREEMENT**

Teaching artists are required to develop class plans for each course and are required to submit the class plans to the Office Manager - 2 months prior to class start date.

**To be submitted for every class session**

Name \_\_\_\_\_

(Print name as it appears on W-9 Form)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (      ) \_\_\_\_\_

Email \_\_\_\_\_ Your Website \_\_\_\_\_

**Please send all of the following support documents to complete this contract for each class:**

- A completed copy of the [W-9 Form](#). (Addendum-1)
  - Include Title and a short paragraph describing each class you are teaching in electronic format (Email, WORD or Google docs). We encourage a subject or theme of each class that will appeal to students.
  - Class Syllabus is attached
  - Indicate the levels of experience Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_
  - Indicate age requirements/restrictions \_\_\_\_\_
  - What is your minimum \_\_\_\_\_ and maximum \_\_\_\_\_ you will teach? Is this number flexible?
  - Number of weeks \_\_\_\_\_ (4, 6 or 8)
  - Indicate Day/Time preferences: Day of week \_\_\_\_\_ Time of day (AM/PM)
  - A photo example of your work in jpg format or video link (no less than 220 dpi) Especially important if you are teaching multiple classes, i.e., drawing, watercolor, etc
- Photos are necessary for our website and promotional materials.
- Image of yourself
  - By checking here you grant permission for OCAG to use photos, bio, information, etc. for promotion and registration pages.
  - An updated supply list for each class
  - I have received a copy of Teaching Artists Handbook
  - Preferred method for students to communicate with you: \_\_\_\_\_ email \_\_\_\_\_ Phone
  - I agree to 65% of student tuition as my payment. Late registration fees will go 100% to the Guild.

**OCAG reserves the right to cancel any class due to failure to meet the \*OCAG minimum number of students required". Cancellations will be determined SEVEN days prior to start of classes**

**Please complete the entire form, make a copy for yourself & return the signed copy**

**2 months prior to the start date. Upon approval, a signed copy will be sent to you.**

If you have trouble with any of the above, please Email: Wendy Kovacs, at [OCAGEducation@gmail.com](mailto:OCAGEducation@gmail.com)

OCAG Education Committee \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

### W-9 (Submit Yearly) (2 pages)

[CLICK HERE FOR PRINTABLE W-9 FORM](#)

## STUDENT'S CLASS/TEACHER EVALUATION

In order to maintain the quality of the classes offered by the Guild, we ask you to take a few moments to complete the following evaluation. Your feedback is important to us!

Title of Class \_\_\_\_\_ (Required)

Instructor \_\_\_\_\_

How would you rate the class overall?

Excellent  Above  Average  Good  Fair  Poor

How would you rate the instructor(s) overall?

Excellent  Above  Average  Good  Fair  Poor

How would you rate the instructors' method of teaching?

Excellent  Above  Average  Good  Fair  Poor

How would you rate the instructors' interaction with students?

Excellent  Above  Average  Good  Fair  Poor

How would you rate the class activities?

Excellent  Above  Average  Good  Fair  Poor

Would you recommend this class to others?

Yes  No

Would you recommend classes like this be offered in the future?

Yes  No

Were your expectations for this class met?

Yes  No

Did you have a positive experience overall?

Yes  No

If no, why not? \_\_\_\_\_

\_\_\_\_\_

What were your favorite class activities? \_\_\_\_\_

\_\_\_\_\_

Did it inspire you to go home and pursue the subject? \_\_\_\_\_

\_\_\_\_\_

What would you change about this class? \_\_\_\_\_

\_\_\_\_\_

What activities would you like to see added to this class? \_\_\_\_\_

\_\_\_\_\_

Did it inspire you to go home and pursue the subject? \_\_\_\_\_

\_\_\_\_\_

*Please leave the completed evaluations in an envelope in the "OFFICE" box in the Guild kitchen*

\_\_\_\_\_

Name (optional) You do not have to sign your name to the form.

## **Media and Photo Consent**

**PHOTO/VIDEO RELEASE:**

I hereby give permission for images of mine (my child), captured during \_\_\_\_\_ (Event) through video, photo and digital camera, to be used solely for the purposes of Ocean County Artists Guild's promotional material and publications, and waive any rights of compensation or ownership thereto.

**ARTWORK RELEASE:**

Our students produce some amazing art. We love to share that work digitally, beyond OCAG walls, so that others can enjoy it and we can promote our programs.

We need your permission to display your (your child's) artwork on our websites, social media sites, print newsletters, e- newsletters and local news media. We often create slideshows of student art to display on the first floor of the galleries.

You (your child) continue to own the copyright to his/her own work. We will only use the art for publicity purposes as listed above. If you don't give your permission, or if you do not return this form to OCAG, we will not use your (your child's) artwork reproduced for these purposes.

[       ] Yes. Student Photo image Release Granted

[       ] Yes. Student Art Release Granted

Name of Participant or child (please print): \_\_\_\_\_

Child's Age: \_\_\_\_\_

Name of Participant or Parent/Guardian (please print): \_\_\_\_\_

Participant or Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Ocean County Artists Guild**

**PAYMENT REQUEST FOR INSTRUCTOR FEES**

Submission Date \_\_\_\_\_

Class Name \_\_\_\_\_

Total Number of students: Members \_\_\_\_\_ Non-members \_\_\_\_\_

Total Student Tuition: \$ \_\_\_\_\_

Instructor Commission 65% of total tuition ONLY

(supplies reimbursed separately) \$ \_\_\_\_\_

Were supplies built into the tuition? If so, list amount \$ \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_

After 2<sup>nd</sup> class, please submit this form & Class Roster in an envelope with your name.

Put the envelope in the black lock box in the reception area.

*Payment (65% of tuition) to be made 15 days after submission*

INSTRUCTOR MAILING ADDRESS:

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

COPIES OF THIS REQUEST FORM ARE IN THE TREASURER'S KITCHEN CUBBY

Ocean County Artists' Guild

**PAYMENT REQUEST FOR REIMBURSEMENT**

TODAYS DATE: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

PAYABLE TO : \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Email: \_\_\_\_\_

CHECK DELIVERY INSTRUCTIONS: \_\_\_\_\_

AMOUNT	PURPOSE	NOTES
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
TOTAL AMOUNT \$		

Prepared by: \_\_\_\_\_

If over \$50.00, approval of a board member is required.

Approved by: \_\_\_\_\_

Please submit this form with receipts.

Put receipts and this form in the Black box in reception area.

You will receive a copy of this form with your check via mail.

Thanks for your cooperation.

Copies of this request are in a forms file in the kitchen.

OCEAN COUNTY ARTISTS GUILD

**DISASTER PLAN**

**DISASTER PLAN**

**22 CHESTNUT AVE. ISLAND HEIGHTS, NJ**

**(732)270-3111**

**FOREWORD**

**EMERGENCY PREPAREDNESS MANUAL INTRODUCTION**

**CHAIN OF COMMAND TEAM**

**EMERGENCY AND NON-EMERGENCY CONTACT INFORMATION**

## **FOREWORD**

The following document was created by the Ocean County Artists Guild. It is designed to enable the OCAG to respond efficiently and effectively to any emergency situation.

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## **Emergency Preparedness Manual Introduction**

Ocean County Artists Guild is committed to the safety of its students, visitors and employees. The main objective of this Emergency Preparedness Manual is to provide guidance and direction to staff on actions to take in the event of an emergency. All staff must play an active role in preparing for and responding to emergency situations at the OCAG. It is expected that OCAG staff, if able, shall assist visitors and other non-staff of Ocean County Artists Guild during an emergency.

The basic plan and the functional and hazard-specific procedures follow an organized, systematic method to mitigate, prevent, prepare for, and respond to incidents. The plan discusses the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazards, vulnerabilities and responses/recovery.

### **Chain of Command Team3**

The Office Manager is responsible for notifying everyone of an emergency evacuation and for directing staff and visitors during an evacuation, or for identifying a designee to assume the role of notifying occupants of an evacuation.

These staff members must be familiar with the layout of the building-exit signs and route in each room, fire extinguishers, first aid equipment, and this policy. In any emergency situation, the Designee must verify the Police and/or Fire Departments have been notified. They must also ensure additional resources have been contacted depending upon the specifics of the situation.

## **Emergency and Non-Emergency Contact Information**

**Emergency Services (732) 270-5500**

**Utilities & Other Services**

**Police/Fire (732)270-3000**

**Poison Control Center (800) 222-1222**

**Suicide Prevention Hotline (800) 273-8255**

**Electrical (power outages) 1 888 544 4877**

**Gas Leak 1-800-662-3115**

When a smoke detector sounds everyone must take it seriously and leave the building or move to a safe location. To evacuate – leave the building as quickly and orderly as possible, following the Emergency Preparedness Plan and the directions of the Designee. Employees with disabilities, or anyone who may have difficulty evacuating, must also be accounted for, and if necessary, should receive any assistance needed to ensure their safety.

During emergency situations, everyone at OCAG should follow evacuation procedures and instructions. Procedures written and posted.

### **Exits and Evacuation Routes (all instructors to have a plan)**

The staff of OCAG are committed to assisting in the safe and orderly evacuation of everyone in the building. Staff will have the responsibility of leading OCAG visitors to safety during an emergency evacuation. Evacuation routes will be posted on signage throughout the building. The signs will be posted at all exits, stairwells and at the center of each floor.

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, active shooter, hazardous material spill) and staff and visitors can safely reach the evacuation location without danger.

### **Evacuating Persons with Disabilities and Language Barriers**

Special needs individuals should be directed or transported to the designated area and/or shelter-in-place areas by staff. The main goal is to get people with limited mobility to a safe rescue area until emergency services personnel arrive. If staff or visitors are present during an emergency who do not speak English, other staff shall make efforts to assist those individuals to safety. However, no one should endanger their own safety as this will only compound the situation for emergency responders.

### **Assembly Areas and Reunification and Accountability**

The assembly areas are predetermined safety areas outside the building where staff and visitors shall gather after a building evacuation. Response to this area is critical as it will help with reunification and accountability during and immediately following an incident. Staff and visitors should refrain from getting in vehicles and rapidly exiting the parking lots. These actions may cause entrances to be blocked, preventing a proper response by emergency service personnel. (First choice of meet up area is near the OCAG sign on Ocean Ave)

Inclement weather may alter these predetermined assembly areas. The Designee may modify the assembly area as needed depending on the specific circumstances of an evolving incident.

The Office Manager shall be responsible for maintaining a current list of full and part-time employees. A current list of employees who may potentially be inside the OCAG will assist with accountability and reunification in the assembly areas after a critical incident. Staff at OCAG will maintain current, accurate lists of all students and participants in classes.

## **Training**

OCAG will provide emergency preparedness training to staff annually. The annual training will include a review of the Emergency Preparedness Manual

OCAG will conduct annual fire drills and all staff must participate in these drills.

The Emergency Preparedness Manual training will also be conducted with both full and part-time employees during their employee orientation upon their hire. Employees will receive a digital copy of the Emergency Preparedness Manual as well as additional training in the event of significant changes to the policy.

## **SPECIFIC EMERGENCY RESPONSE PROCEDURES**

Ocean County Artists Guild will provide general guidance to all staff on how to respond during emergency situations. Each staff member must understand they have an individual responsibility to maintain a working knowledge of the various emergency procedures to ensure effective, safe responses by all. Staff can do this by considering the following questions and knowing the answers in advance of an emergency situation:

- What are the emergency procedures of OCAG?
- What are the locations of at least two designated exits?
- What is the location of the fire extinguishers? (First floor - under kitchen Counter/Second Floor
- What are the locations of the first aid kits?

## **DISASTER RESPONSES**

### **FIRE**

If you discover a fire or smoke in or on the property of the OCAG

## **ALL STAFF**

## IF YOU DISCOVER A FIRE: **R.A.C.E.**

**Rescue** anyone in immediate danger if it is safe to do so.

**Alarm.** call 911 immediately from a safe location

**Confine** the fire by closing doors and windows.

**Extinguish** the fire only if it is safe to do so. Otherwise, it should be left and contained behind closed doors.

Do not take unnecessary risks.

**One person is to be assigned by the Office Manager to meet the Fire Department. If the fire cannot be extinguished – evacuation is to take place:**

1. Close all doors and windows.
2. Gather guests, sign-in sheets or attendance sheets, Emergency Kit including a cordless or cell phone.
3. Leave the building and meet at the corner of Ocean and Chestnut.
4. The Fire Department will take charge on arrival.
5. The Office Manager or Teacher will perform a headcount and that information is passed on to the Fire Department.

The **RACE** response to fire and the evacuation of the facility are practiced with staff and guests bi-annually. These practices are to be documented using the Fire Practices Log and the Fire Drill Report found on the following pages.

### **Fire Practice Log and Fire Drill Report**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Simulated 911 call: Yes\_\_ No\_\_

Guests/Children were protected? Yes\_\_ No\_\_

Was the simulated fire alarm sounded? Yes\_\_ No\_\_

Were the correct actions taken to deal with the simulated fire? Yes No Yes\_\_ No\_\_

Were windows and doors closed? Yes\_\_ No\_\_

Staff de-briefing held? Yes\_\_ No\_\_

Any recommendations as a result of the drill?

Names of staff participating?

Form completed by: \_\_\_\_\_

## **Medical Emergencies**

In the event of a medical emergency, immediately dial 911.

1. If possible, stay with the person requiring medical attention. Try to remain calm and give clear information to dispatchers
2. Provide first aid to your level of training

If the staff member has been trained in CPR and CPR is needed, perform CPR

First aid kits are located in the kitchen on the first floor and one-second floor.

Staff should be aware of their location and the items contained in the first aid kits.

## **People in a mental health crisis**

1. In the event a staff member or visitor of OCAP makes comments or performs actions indicating an intent to harm themselves, staff should immediately call 911.
2. Staff should not take any unnecessary risks
3. Request a CIT (crisis intervention specialist) police officer to respond
4. If a weapon is present, staff should stay away from the person
5. If no weapon is present and no violence is being displayed, staff should consider staying with the person until first responders arrive

## **Shelter-In-Place Procedures**

Shelter-in-place means selecting a small interior room, first floor studio closet or rooms, preferably with few or no windows, and taking refuge there during an emergency. Besides weather emergencies, shelter-in-place is typically used in active threat situations, other workplace violence incidents and potential chemical and/or biological incidents outside the building.

### **Shelter-in-Place Procedures**

- Close doors and wait for further instructions to safely evacuate
- Staff shall keep visitors with them and advise them to stay
- Unless there is an imminent threat, employees and visitors may call or text to let others know where they are and if they are safe

## **Active Threat and Workplace Violence**

If an active, violent incident occurred at OCAg, your primary goal is survival. Active shooter incidents evolve very quickly and are unpredictable. Active shooters will shoot and/or attempt to harm any people in their immediate vicinity. Considering the nature of an active shooter threat, an emphasis must be placed on situational awareness. Being more aware of your surroundings and those people in your work area will go a long way towards an effective response towards an active threat.

If possible, try to inform and help others in your immediate work area. When alerted of an active threat/shooter, a speedy response is critical. When you are in a safe place, dial 911. After calling 911, immediately notify co-workers/visitors in your area and immediately evacuate the building as quickly as possible if you can.

The Chain of Command recommends staff do the best they can to assess these rapidly evolving situations. It is recommended staff employ the following responses to an active threat/shooter.

### **Run**

1. Have an escape route in mind before the event occurs
2. Evacuate the area, move away from the threat and leave your belongings behind
3. If possible, help others escape
4. Keep your hands visible for responding law enforcement
5. Prevent people from entering an area where there is an active shooter
6. Dial 911 as soon as you have ensured your own safety

### **Hide**

7. When you cannot escape, shelter-in-place
8. Lock the doors and block the entry using large, heavy items if possible
9. Turn off lights, silence phones, and move away from doors and/or windows

10. If windows have blinds, close blinds
11. Be aware of escape options when in lockdown
12. Stay calm, quiet, and out of sight
13. **When first responders arrive:**

- Keep hands up and empty
- If asked questions, give clear, concise information if you have any
- Follow all directions given by responding law enforcement officers

## **PANDEMIC INFLUENZA/INFECTIOUS DISEASE EPIDEMIC:**

- OCAG follows CDC Recommendation and Local Health Organization including any State/Local Government Orders

## **UTILITY OUTAGES: POWER FAILURES:**

### **Before An Outage: Take steps to prepare**

1. Install surge protection devices to protect sensitive electronic equipment
2. Develop a list of the emergency phone number
3. Have flashlights/batteries

### **Prepare your employees**

1. Educate your employees on what to do if an outage occurs.
2. Shutdown procedures for air conditioning or refrigeration equipment, alarm systems, and any other critical equipment or systems.
3. Ensure that key staff know the procedure for reporting an outage
4. Provide flashlights to each department for use if the power goes out.

**\*Do not use candles** Keep protective gloves and goggles on hand so employees will be prepared to switch breakers back on when power is restored.

### **When the power goes off**

1. Check your circuit breakers or fuses to make sure that the outage is not being caused by equipment problems in your facility. (one panel is behind the office door for the studio area/the other panel is in the

basement for the rest of the building)

Is the power out in your whole area?

2. Check to make sure employees are safe. If the outage is in your own system, contact your electrician phone number posted or electrical contractor.  
If it is a JCP&L outage, report it by calling **1 888 544 4877** on your cell phone. The automated outage-reporting system will take you through several prompts to match up your telephone number, address, and JCP&L account number or it can connect you with a representative if you don't have this information handy.
3. If the outage has already been reported, the system will provide you with the most recent estimated time of power restoration, if one is available.
4. If JCP&L does not have an outage recorded for your location, you will be transferred to an agent to record the details.
5. Leave a few lights on in visible areas so you know when the power is restored

## **GAS INTERRUPTIONS OR STOPPAGES:**

### **Gas Leaks**

Gas leaks can be extremely dangerous, possibly resulting in a deadly fire or explosion. There are 3 ways you can detect a gas leak

**Smell:** Natural gas has a smell similar to rotten eggs.

**Sound:** A hissing or blowing sound near the gas meter or gas appliances

**Sight:** Visible blowing dirt or bubbling water near a buried natural gas line

### **What to do if you smell gas**

If you smell gas or hear the flow of escaping gas, follow these steps immediately:

1. Don't smoke, light matches, operate electrical switches, use either cell or telephones, or create any other source of ignition.
2. Leave the building immediately; leaving the door open and any windows that may already be open.
3. Turn your gas off **at the meter**, if you know-how
4. Get to a nearby phone and call the New Jersey Central Power and Light at **1-800-662-3115**, or call **911** or the fire department emergency number.

### **Air Exclusion**

In the unlikely event of noxious or toxic air in the vicinity of the Facility that has placed it in harm's way. You will receive a notification to "Shelter-in-Place". You may receive the instruction to shelter via telephone call, media announcement or loud hailer. When instructed to shelter take the following steps:

1. Immediately gather everyone indoors and remain there.
2. Close and lock all windows and outside doors.
3. Tape gaps around door frames.

4. Turn off appliances or equipment that blow out air such as: Bathroom and kitchen fans
5. Sucks in outside air (Air Conditioners)
6. Turn down thermostats by about 42 F to minimize the on-time of furnaces
7. Leave all inside doors open
8. Avoid using the telephone except for emergencies so you can be contacted by authorities regarding the status of the event.
9. Stay tuned to local radio and television for possible information updates
10. Even if you see people outside do not leave your premises until informed by authorities.
11. After the air pollution has passed or been nullified you will receive an "All Clear" message.

You may also receive instructions to:

- Ventilate your facility by opening all doors and windows, turning on fans and turning up Thermostats.
- Once the facility is completely ventilated, return all equipment to normal.

## **Boil Water Notification**

From time to time, the Office of the Medical Health Officer or your local water supplier may issue Boil Water Notifications.

Upon receipt of such notification and where the facility is dependent on a public water supply, as opposed to well water, the facility will:

1. Use only bottled water for drinking.
2. Use paper plates and plastic utensils for food preparation and consumption.
3. Use a waterless disinfectant for hand washing.
4. Ensure that the water supply to sinks and outside water sources (taps and hoses) are turned off.

## **Weather Emergencies**

When weather-related situations occur that are serious enough to impact normal business operations, employees will be notified by the Chain of Command with detailed instructions. Any decision to close offices during such emergencies would also be issued by the Office Manager or their designee.

## **Tornadoes and Severe Thunderstorms**

A **tornado watch** is issued when conditions are favorable for tornadoes. You may continue normal activities, but the situation and local weather reports should be monitored closely.

A **tornado warning** is when a tornado is actually occurring in the area.

1. Seek shelter (shelter-in-place) immediately!
2. Go to the basement area
3. If you cannot reach the basement, safer areas include bathrooms with no windows and interior offices with no windows such as the studio closet.
4. Immediately seek shelter inside if you are outside or in a vehicle

A **severe thunderstorm warning** is issued when severe thunderstorms are occurring in the area.

1. Be prepared to move to a place of shelter (shelter-in-place) if threatening weather approaches and ordered by the Chain of Command
2. Stay indoors away from windows until the storm passes

A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. You may continue normal activities, but the situation and local weather reports should be monitored closely.

### **Flooding**

Staff shall report all signs of water intrusion or flooding to the Office Manager. Staff should never attempt to walk through standing water or access electronic equipment or outlets if they are in or near water. If evacuation is deemed necessary follow the evacuation protocol.

### **Bomb Threat**

Bomb threats must be taken seriously and considered real until proven otherwise. The procedure to follow is: If you receive a call with a bomb threat do not hang up. Ask another staff member to call 911. While this moment will be stressful and confusing, it is vital the person answering the phone attempts to write down what the caller said. This information will prove vital for the Police Department. If possible, ask the following questions:

1. Where is the bomb?
2. What kind of bomb is it?
3. What does the package look like?
4. Who are you?

Staff should prepare for evacuation and implement evacuation on the instructions of the Police and Fire Authority.

### **EVACUATION**

Preparation for Evacuation:

- Shut off water, gas, and electricity

- Follow the instructions of authorities
- Do not use the telephone except for life-threatening emergencies

When Instructions are given to evacuate by local authorities the Staff or Teachers will:

- Determine a safe exit
- Assign a person to act as exit monitor.
- Remove those in danger behind a fire door if possible.
- If no fire doors exist, remove from the exterior of the building and go to the predetermined area.
- Once all guests and staff are out, if and only if it is safe to do so, the exit monitor will do a search of the premises to ensure that everyone is out of the building and will lock the building taking with them the Records and Emergency Kit as they leave.

#### **Disaster Supply Lists Emergency Supply Kit - In Kitchen on Shelf**

- One copy of the Disaster Plan
- 1 rolls tape "Keep Out, Do Not Enter"
- Heavy duty flashlights and spare batteries
- 2 Large Tarps
- 4 pairs protective gloves
- First aid kit
- 1 whistle

#### **GOALS**

Three main goals have been established as guidelines for this plan.

These goals are outlined below:

- Provide a working document for Ocean County Artists Guild staff/volunteers/members responding to a disaster.

- Design a business continuity plan to restore OCAG services as quickly and efficiently as possible.
- Provide staff with education and tools to allow them to have a plan for themselves in the event of a disaster.

USEFUL LINKS:

[NOAA's National Hurricane Center](#)

[Mount Holly, NJ- National Weather Service Briefing Package](#)

[NJ Office of Emergency Management](#)

[NJ Evacuation Route Maps and Storm Surge Maps](#)

[NJ Register Ready](#)

[Stevens Institute Storm Surge Warning Maps](#)

[NJFloodMapper](#)

[NJAdapt's Coastal Hazard Profiler](#)

Adopted and Approved By Ocean County Artists Guild Executive Board

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