

THE  
AMERICAN  
LEGION

**BOYS STATE  
OF KANSAS**

# ***Counselor Handbook***

## ***Our Purpose***

*..to inculcate a sense of individual obligation to community, state and nation;*

## ***Our Mission***

*To provide a relevant, interactive, problem-solving experience in leadership and teamwork that develops self-identity, promotes mutual respect and instills civic responsibility.*

Congratulations on your counselor selection for the American Legion Boys' State of Kansas. You will be a critical part of each delegate's experience through both direct and indirect contact. By working closely with the other counselors, advisors and the University staff, you will develop skills and knowledge about Boys' State and will be able to assist the delegates as they build ***their*** State.

Perhaps the most important question we must constantly ask ourselves is this:

***“What is best for the delegates”?***

As a Kansas Boys' State counselor, you will grow in ways that you may never have envisioned. This growth occurs because of your involvement and the opportunities provided by the American Legion and its Boys' State program. To facilitate that growth, counselors have many responsibilities, some of which are listed below:

- Always refer to our Purpose and our Mission.
- Serve as a Boys' State counselor, not a Boys' State delegate.
- Be a positive and energetic role model.
- Lead by example.
- Organize yourself.
- Take responsibility for delegate success.
- Ensure you know the schedule and your responsibilities.
- Ensure delegates know the schedule and their responsibilities.
- Monitor your assigned areas.
- Breathe! Ask when in doubt.

# Our Organization

The American Legion Boys' State program began in 1935 in Illinois through the efforts of Hayes Kennedy and Harold L. Card. The American Legion Boys' State of Kansas was granted charter #5 and held its initial session in Wichita in 1937. Kansas Boys' State moved to the University of Kansas in 1963. Since 1992, Kansas State University has been our host.

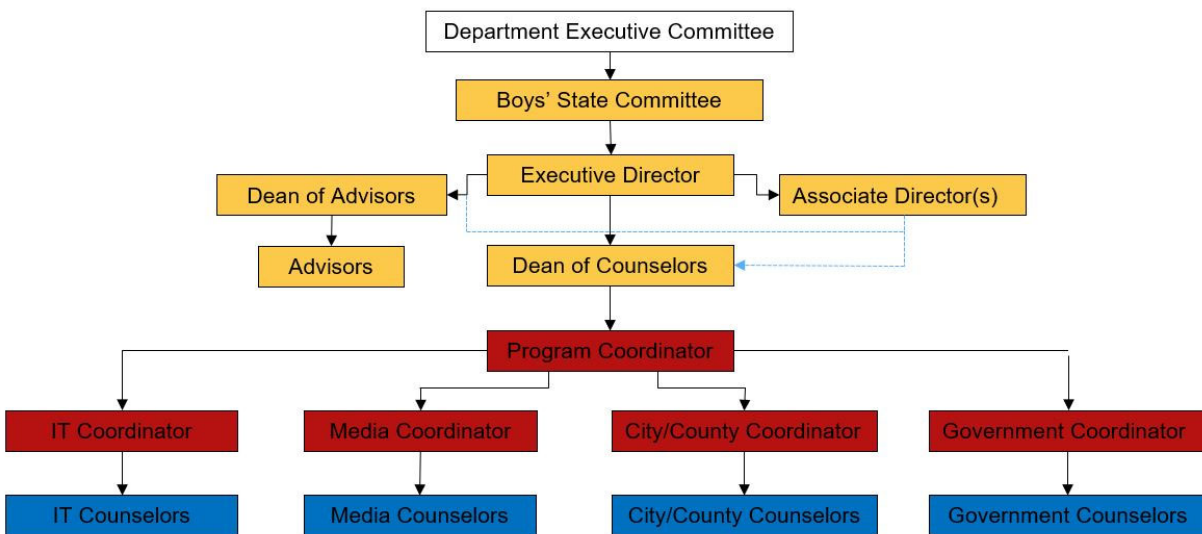
There are two important reasons that our organizational chart is titled

## ***"The American Legion Boys' State of Kansas"***

- This is an American Legion program.
- This session belongs to the delegates.

## The American Legion Boys' State of Kansas

### Organizational Chart



# Our Hope

As our Closing Ceremony brings an end to the current session of the American Legion Boys' State of Kansas, we hope that it doesn't all end there. Our **purpose** is to "...inculcate a sense of individual obligation to community, state and nation;" Our hope is that all Boys' Staters live their lives with that sense of individual obligation.

# Our "What Happens if..."

## **Localized Smoke Detector Alarm** (sounds in just one wing)

All student room detectors on a corridor are tied together. All detectors on the corridor will sound.

- The detectors are addressable, so the panel in the main lobby can identify the source.
- The 1st floor lobby fire panel gives an alphanumeric code that can be looked up on the charts hanging beside the panel. You will learn the location and situation from that panel.

False alarms can occur and are caused by a variety of things. Immediate is action when there is an alarm, however.

- The fire department is not called until KSU staff has gone to the room and investigated. A general building fire alarm is not sounded until a fire has been verified.
- BUT... If the panel downstairs gets a signal from a **public area smoke detector**, the panel will sound a general building fire alarm. Public areas include corridors, lobbies and stairwells.
- Delegates on a corridor with detectors sounding should go out to the floor lobby while the situation is being resolved.
- A troublesome smoke detector can quickly be replaced, but when anyone removes it, the panel downstairs will react.

## **General Building Fire Alarm**

The first thing Housing staff will do is call 911... no questions asked. KSU PD will dispatch a fire truck and officers.

Fire panels will automatically call KSU Police, as well as Housing Maintenance.

A general fire alarm means to evacuate the building immediately.

Evacuate via stairs at the far ends of the corridors or follow the directions on the cards inside each student room door.

Use your roster to perform and report the results of a roll call to the Executive Team.

Elevators will automatically move to 1st floor.

Goodnow evacuates to the lawn northeast of the hall.

City Counselors evacuate their corridor, then report through the Boys State chain of command.

When the hall is clear, the Hall Coordinator is asked to inform Housing staff.

The OK to reoccupy the building comes from firefighters (or sometimes, KSU Police).

**The alarm may be turned off a while before the building is cleared for re-entry.**

If you see smoke or a fire, pull the fire alarm, as necessary, unless a quick shot with an extinguisher does the trick.

ABC fire extinguishers are at the centers and far ends of corridors. They're good for all classes of fires. Aim at the base of the flame.

## **Severe Weather**

The KSU severe weather policy is for tornadoes, not thunderstorms.

KSU PD will call reception desks in case of a tornado warning. The ALERTUS box at the front desk will sound.

City sirens are sounded for tornadoes threatening Manhattan. The closest siren is on top of the Engineering Complex.

The city sirens generally sound only three minutes.

There is no alarm within our residence halls for severe weather.

The Silent Knight main lobby panels have an ALL CALL button for public address in student rooms.

Housing staff will communicate with the Boys' State Leadership.

Boys State leadership informs County Counselors, who inform City Counselors.

Delegates should move to lower floors, in corridors, with student room doors closed.

Delegates on 5th take the back stairs to 3rd (same corridor).

Delegates on 6th take the back stairs to 4th (same corridor).

Use your roster to perform and report the results of a roll call to the Executive Team.

The all-clear will be received from KSU PD and/or local radio stations. (1350 KMAN)

In Kramer, dietitians will direct people to the 1st-floor (ground level) corridors of Wefald Hall.

## **Medical Emergencies**

Please inform KSU staff if there is a medical emergency, or an injury on KSU property that requires medical attention.

KSU wants to be sure that all needed resources are available, and they must submit an online report if medical attention (beyond first aid) is needed.

## **Biohazards**

KSU personnel are trained to clean up biohazard situations.

Untrained, unequipped persons should not be involved.

## **Stuck Elevators**

The pushbutton emergency phones in elevators go directly to KSU PD.

Police and firefighters will respond to all cases of someone stuck in an elevator.

Housing staff / Maintenance staff are no longer allowed to be involved in elevator rescues.

## **Order of Contact**

- Boys' State Office or Executive Team.
- Front Desk of Goodnow Hall - 785-395-5150. KSU Emergency – 785-532-6466.
- Residence Life Coordinators.
- Housing and Dining Services Office.