

Youth Programs Emergency Management Planning*



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Protection of Minors on Campus

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*Provided by Penn State Youth
Compliance Office and University
Emergency Management

DISCLAIMER

“This template contains general guidelines and information. It is not intended to be a comprehensive summary or to address all possible applications of, or exceptions to, the topics described herein. Various scenarios and issues are covered, but please note that these are to be used as a tool for further guidance and do not represent an exhaustive list of possible scenarios and topics that Program Staff may encounter. This template should not substitute for additional training to be provided by individual Covered Programs or for guidance on specific situations to be provided by administrators of Covered Programs.”

Special Thanks

Thanks to Sandy Weaver with the Penn State Youth Compliance Office for assisting with this template.

Youth Program Information

Program Name

Program Location

Program Director Name

Program Director E-mail

Program Director Work Phone

Program Director Emergency Phone

University Emergency Management

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Youth Program Compliance

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Campus Safety and Risk Management

Derek Kemp
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Office of Communications and Public Affairs

919-962-4515
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Local Police / Emergency Number

Local Hospital Number

Local Police / Emergency Address

Local Hospital Address

Weather Information Source for My Program

ADDITIONAL RESOURCES

Emergency Services

In an emergency, urgent, or crime situation that requires police, firefighter, and/or ambulance assistance, calling 9-1-1 should be your first response.

University Emergency Management Plans

This template was provided by Penn State. For further information regarding Penn State's Emergency Management plans and procedures, visit <http://police.psu.edu/emergency-management>

For more information on UNC-CH's emergency management plans, please visit Campus Safety and Risk Management <https://fo.unc.edu/safety-risk/>

Weather Related Emergencies

For more information on weather related emergencies, visit The Department of Homeland Security's website at <https://www.ready.gov/>

COMMUNICATION PLAN

It is important to make sure that everyone is prepared and informed in the event of an emergency within your youth program. Staff may not always be together when these events take place and plans should be developed to make sure they are able to contact one another. In addition, there may be times when an emergency event will include communicating to individuals outside program operations, including Senior Leadership. A communications plan should include contact information for all individuals that may need to be notified in the event of an emergency.

Emergency Communication Plan for My Program

MEDICAL EMERGENCY

- **Call 911 immediately**
 - Provide location, nature of injury or illness, current condition of the victim and other requested information
 - Remain on the phone until directed to hang up.
 - Stay with the patient
 - Contact patient's parent or guardian to inform them of the incident
 - Do not move the victim unless he/she is in immediate danger
 - If it appears an individual may cause harm to themselves or to others, **call 911 immediately**
 - Available campus resources for faculty, staff and students include the following:
 - **Employee Assistance Program (EAP) 919-962-3071**
 - **If patient is taken to the hospital, staff must stay with them until family arrives or is released**
 - Be sure to inform the Emergency Medical Team that arrives of any additional medical information the patient needs listed on their medication treatment authorization form. The form should be taken with you to any medical treatment facility they are going to.
 - If any staff are certified in any procedures (CPR, certified nurse etc), please list in the information below
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Specific Information for My Program

SEVERE WEATHER

Thunderstorms are the most common type of severe weather in North Carolina. However, winter storms, extreme hot/cold temperatures, flooding and tornadoes can occur. Check your weather information for the up-to-date weather advisories and information.

It is recommended if you are routinely involved in outdoor activities, you have a smartphone weather app of your choice. If you are in a remote location without cellular or internet service, it is recommended that the program obtain a weather Radio (NOAA approved weather radio, battery operated).

- If out-of-doors, seek shelter
 - If in-doors, shelter-in-place for severe thunderstorms and tornadoes
 - Move to pre-designed shelter, such as a basement or the lowest level of the building
 - Move to a windowless interior room away from hazardous materials
 - Be sure to take attendance every time you move locations to be sure you have everyone
 - Monitor Campus Advisories and local media
 - Take cover under a sturdy object or against an interior wall
 - Wait for the all clear before leaving your safe place
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Specific Information for My Program

EVACUATION AND SHELTERING

In advance of an emergency, determine the nearest exits from your location and the best route to follow. Refer to building emergency evacuation plans and corresponding maps for further information. Be sure to take attendance each time you arrive at a new location.

Evacuation:

- Walk, do not run.
- Do not use elevators. Assist people with special needs.
- Assemble at designated meeting site.
- Wait for instructions from the Designated Public Safety Official(s).

Shelter in Place:

Procedures vary depending on the hazard. Keep in mind that in some cases, authorities may direct you to shelter in place instead of evacuate. Examples: smoke or fire is immediately outside your room, live electrical wires obstruct access to the exit, individuals with mobility disabilities are above or below ground floors and the hazard causes the elevators to become inoperative (fire alarms sounding).

Fire or Smoke and You Cannot Evacuate:

- **Call 911** and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building.
- If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

Violent Criminal Action:

- Lock and barricade doors.
- Move away from outside doors and windows.
- Close window shades and turn off lights.

Specific Information for My Program (including meeting sites and exits)

MISSING OR KIDNAPPED CHILD

- Thoroughly search facility and adjacent outside area, including cupboards, closets, nooks, etc.
 - Ask staff and other children when they last saw the missing child
 - **Call 911**; Provide the following information:
 - o Child's name and age
 - Address
 - Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - Medical status, if appropriate
 - Time and location child was last seen
 - Person with whom the child was last seen
 - If kidnapping, any information about possible kidnapper and description
 - Notify Program Director immediately and search the facility and adjacent outside area again
 - Have child's information including picture, if possible, available for the police upon their arrival
 - Program Director will notify parents of missing child and attempt confirmation that child is with family; if not - inform parents of situation and steps taken
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Specific Information for My Program

FIELD TRIPS OR TRAVEL

- Before leaving for a field trip, make sure the trip coordinator has the following information:
 - Child list by assigned vehicle
 - Supervisor/Chaperone list by assigned vehicle
 - Map of intended route
 - Children’s emergency and medical information/supplies
 - Name and contact information
 - List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)
 - First aid kit
 - Seat Staff throughout various locations in the vehicle during transport.

- **Call 911 if emergency medical treatment or police are required**
- Attend to any medical needs if there are injuries or complaints of pain
- Contact campus and provide update and actions being taken; campus should consider deploying personnel to the scene, hospital, or to appropriate locations
- Program Director will contact parents and give update of actions being taken; indicate meeting locations or pick-up times at the child care

Specific Information for My Program

FIRE



- Pull the fire alarm.
- Leave the building immediately using the closest emergency exit.
- Close doors behind you (**DO NOT LOCK**).
- **Call 911 when safe to do so.**
- Call Program Director to inform them of the incident
- Move to a safe location away from buildings or to your buildings Designated Meeting Site.
- Re-enter the building only when instructed by Designated Public Safety Official(s).
- Do not assume an alarm is false.
- Do not use elevators.
- **If unable to exit the building, go to the nearest exit stairwell or assisted evacuation staging area and call 911 to report your location.**
- If trained, use a fire extinguisher if the fire is small and contained and room is not filled with smoke.



Specific Information for My Program (including meeting sites and exits)

FLOODING AND WATER LINE BREAKS

Water may enter a building from one of the following sources:

- Breaks or leaks in a water line
- Rainwater/Flooding
- Sewer leaks/Backs up
- Condensation from uninsulated piping

Notify UNC Facilities Services, <https://facilities.unc.edu/about/services/> .

Specific Information for My Program

EARTHQUAKE



Although earthquakes are rare in North Carolina, the following are some helpful tips in the event one occurs here:

- Drop to the ground, take cover under a sturdy object, and hold on until shaking stops.
- If a sturdy object is not available, move to an inside corner of the room, crouch down, and cover face and head with arms.
- Stay away from glass, outside walls or anything that could fall.
- Stay inside and wait for the all clear before leaving your safe space place



Specific Information for My Program

SUSPICIOUS PACKAGE

Mail and packages can be used to deliver suspicious and potentially hazardous materials. Before opening, take care to examine the item for anything unusual. Examples of issues that might raise concern:

- Oily or stained
- Excessive tape or sting
- Strange odor
- Misspelled words or names
- Lopsided or uneven package
- Excess postage
- No return address

If a package is unusual or as stated above:

- Handle with care.
 - Do not open, smell, touch, or taste any contents of the package.
 - Leave the area, isolate it by shutting doors behind you, as you leave.
 - Do not use your cell phone within 300 feet.
 - Treat it as dangerous and called 911.
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Specific Information for My Program

BOMB THREAT

Stay calm and obtain as much information as possible from the caller and report the threat immediately to 911.

Be sure to note:

- Precise time of the call.
- Caller’s exact words.
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, etc.).
- Information regarding the device and possible location.
- Background sounds (machine, voices, street noises, music, etc.).
- Threat language (well spoken, taped, irrational, foul, incoherent, etc.).

Ask the person questions, such as:

- Where is the bomb located?
- When will the bomb explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?

Specific Information for My Program

ACTIVE SHOOTER

If an active shooter is in your vicinity:

Shots Fired on Campus is an in-person, voluntary training run by Sgt. James David through the UNC-Chapel Hill Police Department. It is based on a DVD called “*Shots Fired: When Lightning Strikes*,” produced by the Center for Personal Protection and Safety. The in-person training is available to on-campus groups, departments and residence community.

Run, Hide, Fight

Run

- If a shooter is in your building, and you can safely get out, evacuate.

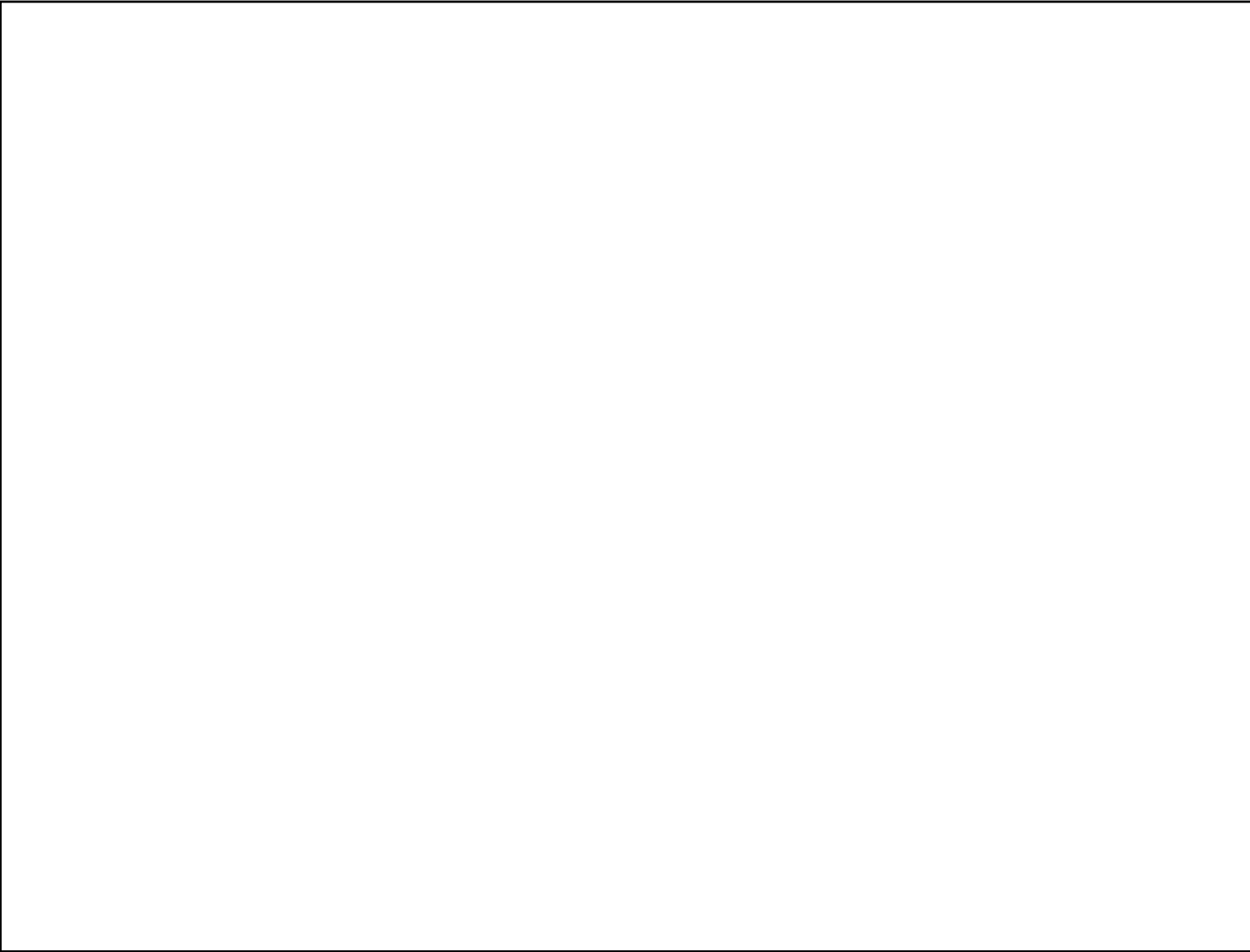
Hide

- If you don't know where the shooter is in or outside your building, evacuating is not possible, then you and your campers should lockdown inside a building. Find a place to hide where the Active Shooter is less likely to find you.
 - Secure or doors (may have to blockade the door with heavy furniture)
 - Turn off lights
 - Move occupants into concealed areas of the room, away from doors and windows
 - Avoid gathering everyone in one small area
 - Provide protection if shots are fired in your direction.
 - To the extent possible, avoid trapping yourself, or restricting your options for escape
 - Keep occupants calm & quiet.
 - If anyone is injured in your room, inform first responders as soon as it is safe to do so.

Fight

- As a very last resort, and only when your life or the lives of those around you are in imminent danger, you may be forced to disrupt or incapacitate the shooter/assailant by attacking or distracting them. Some options may include:
 - Throwing items and improvising weapons such as a chair, a phone, laptop, tablet, stapler, file, book, or another easily accessible object.
 - Yelling or shouting at the aggressor in order to distract or frighten them.
 - Seeking control of the aggressor's hands in order to limit their ability to use a weapon.
 - Briefing the students to escape while you are attacking or distracting the shooter/assailant.

Specific Information for My Program (including meeting sites and exits)



THREATENING PHONE CALLS

- **Get a coworker to call 911 while you are on the line.**
 - Threats made against employees are usually received by telephone. Most of these threats are made by callers who wish to create an atmosphere of anxiety and panic, **but all such calls must be taken seriously and handled as though the individual intends to harm the individuals whom they are threatening.**
 - Keep the caller on the line by asking questions.
 - **Ask a lot of questions-** Permit the caller to say as much as possible without interruption.
 - **Take notes on everything said and on your observations about background noise, voice characteristics, etc.**
 - Make the appropriate notifications to the Administrators dealing with your program.
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Specific Information for My Program

UTILITY FAILURE

Utility failures include power outages, gas leaks/unusual odors, or broken or malfunctioning life-safety equipment

- **If the utility emergency poses a public safety threat or emergency, contact 9-1-1.**
- Be prepared to provide failure type and location.
- Officials may evacuate a building due to utility failures.
- If not on University property, be aware of the procedures for that building in case of a utility emergency.

Notify UNC Facilities Services, <https://facilities.unc.edu/about/services/> .

Specific Information for My Program

POWER OUTAGE

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation.

Report the outage to the appropriate authorities for your location.

Be prepared:

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

In the event of a large-scale power outage:

- Remain calm.
- If building evacuation become necessary.
- Do not light candles or any other types of flames for lighting.
- Unplug computers and turn off light switches.

Notify UNC Facilities Services, <https://facilities.unc.edu/about/services/> .

Specific Information for My Program

ELEVATOR ENTRAPMENT

Press the **EMERGENCY PHONE BUTTON** to connect to Police. **If unable to connect, call 9-1-1.**

PUSH the ALARM BUTTON.

REMAIN in the Elevator.

WAIT for the Elevator Technician and/or Designated Public Safety Official(s).

Specific Information for My Program

HAZARDOUS MATERIALS SPILL

- Do not attempt to clean unless properly trained in managing chemical spills.
- **Secure the area, call 9-1-1** and provide information on location and type of release or spill.
- Report the incident to Environmental Health and Safety (EHS) by calling 919-962-5507 if the incident occurs on campus.
- Evacuate all personnel from the immediate work and/or laboratory area; if the release or spill has the potential to impact a larger area, activate the building's fire alarm and follow evacuation procedures.

For more information about this subject please contact the Environment Health and Safety at 919-962-5507.

Specific Information for My Program

REPORTING SUSPECTED CHILD ABUSE

If you are making a report as a mandated reporter pursuant to North Carolina law or as a University employee, independent contractor, or volunteer (or both), follow these steps:

- a. **If a child is in immediate danger, contact police at 9-1-1 to obtain immediate protection for the child.**
- b. **Immediately** make an oral report to the North Carolina Department of Social Services (DSS) via Orange County **(919) 245-2818 or (919) 968-2000**. *Solely informing a supervisor that you suspect abuse is NOT sufficient under this Policy or the law.*
- c. **Immediately**, but in no later than 48 hours after calling DSS (as described in #2 above), prepare and submit a report either on-line via the Protection of Minors website <https://protectionofminors.unc.edu/> or email, protectionofminors.unc.edu, or phone (919)843-8995. Whenever an employee, volunteer or independent contractor makes a report, that person shall also make an internal report, if applicable to the University's designated agents:
 - For instances involving alleged sexual misconduct, harassment or assault, the University's Equal Opportunity and Compliance Office (EOC) at (919) 966-3576.
 - For instances involving any other forms of alleged inappropriate behavior or misconduct, the University's Employee and Management Relations Unit of the Office of Human Resources at (919) 843-3444.

To the extent provided by law, UNC_CH will preserve the confidentiality of all child abuse and neglect reports and records to protect the privacy rights of the person making the report.

ALERT CAROLINA

The Alert Carolina System (ACS) communicates in multiple ways with students, faculty and staff, as well as visitors, local residents, parents and the news media in the event of an emergency or dangerous situation. ACS uses multiple methods to alert campus including: outdoor sirens, mobile text message, e-mail, website (alertcarolina.unc.edu) and UNC Twitter and Facebook accounts among others. People may also call the Adverse Weather and Emergency Phone Line (919) 843-1234 for emergency information.

At least one program staff person should have a registered cell phone to receive alerts. To register go to www.alertcarolina.unc.edu. Parents of youth participating in programs and events on campus should be given the Alert Carolina and Protection of Minors on Campus websites in order to obtain information and updates regarding an emergency.

The system will never be used to send advertising or spam messages.

Specific Information for My Program