



UNC GREENSBORO

Sample Emergency Plan for Youth
Programs

**Name of Youth
Program**

Plan Date

Office of 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 programs or for guidance on specific situations to be provided by administrators of your Program.

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YOUTH PROGRAM INFORMATION

Program Name**Program Location****Program Director Name****Program Director Email****Program Director Work Phone****Program Director Emergency Phone**

University Police Department

Emergency: 336-344-4444

Non-Emergency: 336-334-5963

Email: police@uncg.edupolice.uncg.edu

University Emergency Management

Office: 336-256-8632

24/7: 336-334-5963

emergencymanagement@uncg.edu

emg.uncg.edu

University Risk Management

Office: 336-256-1102

risk@uncg.edu

risk.uncg.edu

University Youth Protection Program Coordinator

Office: 336-256-4267

youthpro@uncg.edu

compliance.uncg.edu/youth-programs/

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

COMMUNICATIONS 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 (In this section, list contact information for all youth program staff and other contacts the program deems important or that may be contacted during an emergency.)

Sample Communications Plan

Contact Information

General Information

The following contact information may be used to obtain general information in non-emergency situations.

Contact Name: _____

Phone: _____

Email: _____

Web address: _____

Emergencies

In the event of an emergency, the following individuals may be contacted for information. Please note that these contacts might not be the same as those used for general information.

Primary Contact: _____

Phone: _____

Alternate Contact: _____

Phone: _____

If the designated emergency contacts cannot be reached, please contact UNCGPD for on-campus emergencies or local law enforcement for off-campus emergencies. University Police (UNCGPD)

_____ (336) 334-4444 or 911.

SPARTAN ALERT EMERGENCY NOTIFICATION

The UNCG “Spartan Alert” emergency notification system communicates in multiple ways with students, faculty and staff, as well as visitors, nearby businesses and residents, parents, and the news media in the event of an emergency or dangerous situation. Spartan Alert uses multiple methods to alert campus, including mobile text message, e-mail, website (spartanalert.uncg.edu), outdoor speakers, among others.

At least one program staff person should have a registered cell phone to receive alerts. If the program staff is a current UNCG student, faculty, or staff member, they should register their cell phone using UNCGenie by follow the directions listed at <http://spartanalert.uncg.edu/textmessaging/>. If the program staff person is not a current UNCG student, faculty, or staff member, they can register by following the instructions on the Spartan Alert website: <https://spartanalert.uncg.edu/textmessaging/>.

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

Specific Plan for My Program

Consider:

- *Who will register to receive emergency alerts?*
- *How will I incorporate information about emergency alerts into training provided to program staff?*

MEDICAL EMERGENCIES

- **Call 911 immediately**
- Provide location, nature of injury or illness, the current condition of the victim and other requested information
- Remain on the phone until directed to hang up
- Stay with the patient
- Contact the 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
- If the patient is taken to the hospital, the staff must stay with them until the 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, first aid, etc.), please list those individuals in the information below
- Following an emergency, the Program Director must notify the University Youth Protection Program Coordinator

Specific Plan 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.

If you are routinely involved in outdoor activities, it is recommended that 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 outdoors, seek shelter
- If in-doors, shelter-in-place for severe thunderstorms and tornadoes
- Move to a pre-designed shelter, such as a basement or the lowest level of the building
- Move to a windowless interior room
- Be sure to take attendance every time you move locations to be sure you have everyone
- Monitor campus advisors and local media
- Take cover under a sturdy object or against an interior wall
- Wait for the all-clear before leaving your safe place

Weather Information Source for My Program

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Specific Plan for My Program

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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
 - If you have mobility limitations and cannot use the stairs to evacuate, go into the nearest stairwell and call 9-1-1 to request assistance evacuating the building.
- Assist people with special needs
- Assemble at the 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 evacuating. 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 Plan for My Program (including meeting sites and exits)

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MISSING OR KIDNAPPED CHILD

- Thoroughly search the 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:
 - 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 the child was last seen
 - The person with whom the child was last seen with
- If kidnapping, any information about possible kidnapper and description
- Notify the Program Director immediately and search the facility and adjacent outside area again
 - Have the child's information including picture, if possible, available for the police upon their arrival
 - The Program Director will notify parents of the missing child and attempt confirmation that the child is with family; if not - inform parents of situation and steps taken

Specific Information for My Program

FIELD TRIPS OR TRAVEL

- If UNCG 15 passenger vans are to be used for transport, drivers must complete training found at <https://safety.uncg.edu/training/online-safety-training/>.
- 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 the 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 an 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 an update of actions being taken; indicate meeting locations or pick-up times

Specific Plan 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 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 Area of Rescue Assistance and call 911 to report your location.
- If trained and you feel confident doing so, use a fire extinguisher if the fire is small, contained, and the room is not filled with smoke.

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

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FLOODING

Failing to evacuate flooded areas, entering flood waters, or remaining after a flood has passed can result in injury or death. Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common natural disaster in the United States. Floods may:

- Result from rain, snow, coastal storms, and overflows of the water systems.
- Develop slowly or quickly – Flash floods can come with no warning.
- Cause outages, disrupt transportation, damage buildings, and create landslides.

If you are under a flood warning or see flooded areas:

- Do not walk, swim, or drive through flood waters. Turn Around, Don't Drown! Just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- Stay off bridges over fast-moving water.
- Determine how best to protect yourself based on the type of flooding.
 - Evacuate if told to do so.
 - Move to higher ground or a higher floor.
 - Stay where you are.

Specific Information for My Program

EARTHQUAKE

Although earthquakes are rare in North Carolina, follow these steps if one occurs:

- 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 your face and head with your arms
- Stay away from glass, outside walls, or anything that could fall
- Stay inside and wait for the all-clear before leaving your safe 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 string
- 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 call 911

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/ASSAILANT

If an active shooter/assailant is in your vicinity:

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, etc.
 - 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 Plan 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

Specific Plan 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 UNCG Facilities Operations <https://facoperations.uncg.edu/request-service/>

If the utility failure is a power outage:

- Know how to locate the closest exit
- Remain calm
- Do not light candles or any other types of flames for lighting
- Unplug computers and turn off light switches

Specific Plan for My Program

ELEVATOR ENTRAPMENT

- Press the emergency button in the elevator to connect to University Police. If unable to connect, call 9-1-1
 - Remain in the elevator
 - Wait for the elevator technician and/or public safety official(s)
-

Specific Information for My Program

HAZARDOUS MATERIALS SPILLS

- 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 336-334-4357 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 Environmental Health and Safety at 336-334-4357.

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:

Any person at UNCG having a reasonable belief that a minor has been subjected to assault, abuse, or neglect shall immediately make a report to the University Police by calling 336-334-4444 (emergency) or 336-334-5963 (non-emergency). This reporting obligation extends to abuse believed to occur during or observed in connection with activities that take place on the University campus, on property owned or leased by the University, or while members of the faculty, staff, or student body are participating in a University-offered or University-sponsored activity off campus.

For more information, refer to UNCG's Minors on Campus: Reporting Policy - https://policy.uncg.edu/university-policies/minors_on_campus/

Specific Information for My Program