

Youth Program Emergency Plan

Youth Program Emergency Plan	
Program Name	
Program Supervisor & On-Site Phone Number	
Program Dates	
Program Location(s)	

EMERGENCY CONTACTS	
Immediate Emergency	911
VCU Police Emergency	804-828-1234
VCU Police Non-Emergency	804-828-1196
VCU Emergency Management Director	804-828-2238 (office) 804-916-0318 (cell)
Program Medication Supervisor Name & Number	
Program CPR/First Aid/AED Trained Staff Name & Number	
Child Protective Services (City of Richmond DSS)	804-646-0438

NEAREST HOSPITAL		
VCU Medical Center	1213 E. Clay St.	804-828-9000

OTHER CONTACTS	
Building Manager	
SRM- Chemical, Biological, or Radiation Emergency	804-828-9834
VCU Integrity and Compliance Office	804-828-2336
VCU Helpline	888-242-6022
VCU Protection of Minors Office	804-828-1524

MEDICAL INFORMATION	
This section provides information on the person responsible for maintaining medications, where, and how they are kept secure. Please see above information for emergency contacts.	
Designated individual responsible for medication & number	
Where/how will medications be secured?	
Where/how will medications be secured during transportation and/or overnight?	
How are medications being tracked/logged?	
Where is the closest AED located?	

COMMUNICATION PLAN

A communication plan provides camp staff with pre-determined dialogue to be spoken or sent during emergencies and provides parents with contact information to reach participants.

Participant Communication should describe how the participants will be made aware of emergency situations, i.e. fire alarm sounds, who they should follow in emergency situations, and the dialogue used to communicate with them.

Parent/Guardian/ Emergency Contact Communication	How can parents contact a program? (name, method)	
	How will parents be contacted in an emergency situation? (what method, by whom)	
Staff Communication	How will staff be notified of an emergency? (by university and program supervisor)	
	Dialogue to use in a fire drill or other evacuation	
	Dialogue to use when sheltering in place/lockdown	
Participant Communication	How will participants be notified of an emergency?	
	How will the participants be taught appropriate responses for emergency situations?	

EVACUATION MEETING LOCATIONS

In the event that a building needs to be evacuated (fire, bomb threat, etc.), programs must have a primary meeting location and a secondary meeting location in case the primary is inaccessible. Meeting locations should be specific areas where people can gather.

Primary location	
Secondary location	
Individual responsible for headcount	

FIRE EXIT LOCATIONS

In case of a fire emergency, programs must specify a primary (nearest) fire exit and secondary (next closest) fire exit in case of inaccessibility.

Primary location	
Secondary location	
Individual responsible for headcount	

SHELTER IN PLACE LOCATIONS

In the event of a shelter in place emergency (ex: a tornado), programs must have a primary and secondary shelter in place location specified.

Primary location	
Secondary location	
Individual responsible for headcount	

REUNIFICATION LOCATIONS

In the event that a normal dismissal process is prevented due to an emergency, programs must have a reunification plan to safely reunite youth participants with a parent/guardian/emergency contact. In the event of a large-scale or campus-wide emergency situation, VCU Emergency Management will communicate appropriate procedures.

Program Supervisors should work with their Building Manager to choose an appropriate location for family reunification.

When choosing a location, consider the following:

- Multiple, separate rooms for:
 - Parent/Guardian Check-In: Large room near entry point with tables where authorized adults check-in with valid ID and verify which youth participant they are picking up.
 - Minor Supervision: Large, private room(s) with seating where youth participants are gathered with staff supervision.
 - Family Waiting: Room with seating near exit point where verified adults wait to reunite with their youth participant.
 - Counseling: Private, smaller room for support, guidance, and resources.
 - Staff/family briefing: Large room for mass announcements.
 - Multiple restrooms: restrooms for youth participants separate from restrooms for waiting adults.
- ADA compliant
- Proximity to parking
- Separate entry/exit control
- Adequate internet access and cellular coverage

After determining an appropriate location, contact the location's Building Manager to ensure the building will be accessible when needed. For assistance in choosing a reunification location, contact VCU Emergency Management at emergencymgmt@vcu.edu.

Reunification Address	
Parent/Guardian Check-In location (specific room or area within building)	
Staff member(s) responsible for parent/guardian check-in	
Minor Supervision location(s) (specific room within building)	
Staff member(s) responsible for supervision of minors	

Family Waiting location (specific room or area within building)	
Staff member(s) responsible for waiting adults and reunification verification	
Staff member(s) as "runners," responsible for bringing name of minor from Check-In location to Minor Supervision location, and accompanying minor to Family Waiting location	

TEMPLATE REUNIFICATION RELEASE FORM

Authorized Adult name:

Participant name:

Type of identification provided:

ID checked

Check In:

Release:

Authorized Adult signature:

PLAN REVISION/REVIEW

Date

Notes

The following pages provide guidance for youth programs facing specific emergency situations. Program Supervisors are encouraged to review this information and are expected to know how to safely guide their Program in each of these situations.

For further information on VCU's campus-wide emergency procedures, see the **Campus Emergency Action Plan**.

To identify and contact your building manager, visit **this page**.

Additional resources for emergency planning and communicating emergencies to children:

- **Talking to Children Before, During, and After Emergencies** - American Red Cross
- **Preparedness Games and Tips** - Ready.gov
- **Ready Wrigley Children's Emergency Books** - CDC

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MEDICAL EMERGENCY

- Contact VCU Police at (804) 828-1234 or Richmond Police at 911 for Emergency Medical Service (EMS/Ambulance).
- Provide your name, exact location (building address, room number (if inside), and any key information about the individual in need of medical attention.
Additionally, advise the emergency operator where EMS can be met, or enter the building (if the building is a secured facility).
- 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.
- Remain with the injured person until VCU Police or EMS arrives, and if possible, have an additional individual meet EMS near the roadway to escort them to the injured party.
- Contact the minor's parent or guardian to inform them of the incident.
- Remain calm, and reassure the injured person (even if they appear unconscious) that help is on the way.
- If the minor is taken to the hospital, staff must remain with them until family arrives or the child is released.
- Avoid rendering first aid or medical care to the injured individual unless you are trained to do so. If any staff are certified in any procedures (CPR, registered nurse etc), please list in "Emergency Contacts" on page 1.

SEVERE WEATHER

It is recommended if you are routinely involved in outdoor activities to have a smartphone weather app of your choice. Youth Program Supervisors are expected to view the forecast on the day of an outdoor event and/or activity. 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).

- Take attendance every time you move locations to be sure you have everyone.
- Monitor Campus Advisories and local media.

Lightning:

- When lightning is detected within 15 miles, or the “flash-to-bang” count approaches 30, all youth program personnel and participants should immediately seek shelter and remain indoors.
- Outdoor activities should not resume until there has been no lightning activity within the 10-mile radius for a minimum of 30 minutes following the last strike or the presence of thunder.
- Unsafe lightning locations include:
 - Locations with open areas
 - Near tall objects, such as trees, poles
 - In or near any body of water
 - Close proximity to showers, locker rooms, or indoor pools

Extreme Heat:

In the event of extreme heat, program staff are expected to monitor the Heat Index (unless the program has a designated equivalent or more advanced metrics) and properly implement responsive strategies when necessary.

- Children are more vulnerable to heat-related illness than adults.

Signs and Symptoms of Heat Exhaustion

- | | | |
|-----------------------|------------------------|----------------------|
| • Excessive fatigue | • Dizziness | • Tunnel vision |
| • Pale or clammy skin | • Decreased pulse rate | • Collapse |
| • Headache | • Confusion | • Vomiting |
| • Nausea | • Lightheadedness | • Low blood pressure |

Treatment of Heat Exhaustion

- | | |
|---|--|
| • Remove equipment and clothing to facilitate cooling | • Have athlete rest on their back |
| • Move to a cool, shaded or indoor area | • Elevate legs above heart |
| • Monitor vital signs | • Activate EMS if athlete does not show signs of improvement within 30 minutes |

HEAT INDEX	RECOMMENDATIONS
Below 89°F	Unrestricted access to water during all practices and competitions; breaks every 20 to 30 minutes.
90°F-94°F	Equipment removed as often as possible (during rest breaks, while on sideline, etc.). Careful monitoring for signs of heat illness.
95°F-104°F	No equipment (helmets, shoulder pads, etc.) during activity
105°F and up	No outdoor activities

Tornado:

- If outside, seek shelter inside the nearest building on the ground floor or basement.
- If indoors, move immediately to a ground floor, or basement shelter location.
- If your building does not have a basement, relocate to the center of the structure, as far away from windows, and doors with glass panes as possible, additionally, you can sit or crouch within an inner hallway, bathroom, or room of the structure.
- Avoid using elevators, and do not leave the safe location until emergency personnel, or the VCU Alert System, gives an “all clear”.
- Following the tornado, ensure you avoid broken glass, debris and any unstable structures in your area.

Earthquake:

- If outside, stay clear of buildings, power lines, overpasses and elevated expressways, due to possible falling debris.
- If indoors, immediately drop to the ground; take cover by getting under heavy furniture, such as a desk, table or bench until the shaking stops.

Air Quality:

In the event of poor air quality, Program Supervisors should monitor the Air Quality Index for their area and adjust outdoor activity accordingly according to the Air Quality Index Guide below or other official guidance.

- There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities for the morning.

- Air pollution can make asthma symptoms worse and trigger attacks. Even individuals who do not have asthma can experience symptoms such as coughing, wheezing, difficulty breathing, and chest tightness.

AIR QUALITY INDEX AND OUTDOOR ACTIVITY GUIDANCE			
Level of Concern	Values of Index	Description of Air Quality	Outdoor Activity Guidance
Good	0 to 50	Air quality is satisfactory and air pollution poses little or no risk	Great day to be active outside.
Moderate	51 to 100	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.	Good day to be active outside. Minors who are unusually sensitive to air pollution could have symptoms.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.	It's OK to be active outside, especially for short activities . For longer activities such as athletic proactive, take more breaks and do less intense activities. Watch for symptoms and take action as needed.
Unhealthy	151 to 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.	For all outdoor activities , take more breaks and do less intense activities. Consider moving longer or more intense activities indoors or rescheduling them.
Very Unhealthy	201 to 300	Health alert: the risk of health effects is increased for everyone.	Move all activities indoors or reschedule them to another day.
Hazardous	301 and higher	Health warning of emergency conditions: everyone is more likely to be affected.	Avoid all outdoor activities. Sensitive groups should keep activity levels low indoors.

EVACUATION AND LOCKDOWN

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).

Lockdown:

- Lock and barricade doors if possible. If you are in a room that cannot be secured or feels unsafe, consider seeking refuge in another nearby room that is more secure.
- Turn off lights and silence electronic devices, hide out of sight and away from doors and interior windows.
- Keep children quiet.
- Do not let anyone enter the room once it has been secured. Wait quietly until you receive further instructions from VCU Alert.

FIRE

- Pull the fire alarm.
- Quickly proceed to the nearest exit.
- Close (do not lock) all doors while exiting.
- Do not use elevators.
- Call VCU Police (804-828-1234) or 911 when safe to do so.
- When outside the building, gather at a predetermined assembly point and await further instruction from first responders or safety personnel.
- If unable to exit the building, go to a room with a fire resistant door and an exterior window and call 911 to report your location.

BOMB THREAT

- Stay calm.
- If in person, move away from the area of the suspect.

- If in person, move away from the area of the suspect.
- Obtain as much information as possible from the suspect or caller and report the threat immediately to VCU Police/ 911.
- Keep the caller on the phone as long as possible. Do not hang up and try to keep the caller talking.
- Listen carefully, be polite, and show interest.
- If possible, have someone in your area call VCU Police at (804) 828-1234 while you speak to the caller, or, if possible, send a live-safe alert to VCU Police.
- If you are in possession of a two-way radio, ensure it is turned off.
- Do not attempt to locate, or tamper with any suspicious devices/packages.
- Do not share that there is a bomb threat in progress so as not to cause panic.

Be sure to note:

- Precise time of the call.
- Caller's exact words.
- Noticeable characteristics of the caller (gender, age, accent, calm/angry, excited/slow, etc.).
- Information regarding the device and possible location.
- Background sounds (machine, voices, street noises, PA system, 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?

ACTIVE SHOOTER

At the onset of an Active Threat/Active Shooter incident, contact VCU Police at (804) 828-1234. Do not place a phone call if you are at risk of being heard by the shooter. If it is unsafe to make a phone call, you can use the VCU Police LiveSafe App to text with our dispatchers.

During an active shooter event, you must be prepared to make the important decision to either run, hide, or fight if you find yourself in immediate danger.

Run

If you can safely escape the threat without putting yourself or others at risk, do so immediately.

- Know multiple evacuation routes and do not move towards the threat.
- Leave your belongings behind and exit the area as quickly as possible.
- Do not stop once you decide to run, and try to prevent others from entering unsafe areas as you evacuate.
- If you encounter any police officers, keep your hands in the air with fingers spread, follow their instructions and do not make any sudden movements or gestures.

Hide

If unable to evacuate safely, lockdown inside the building. Ideally you will hide in a place that is out of sight, can be secured or locked, and provides some cover or concealment from the shooter.

- Lock and barricade doors if possible.
- Turn off lights and silence electronic devices.
- Hide out of sight and away from doors and interior windows.
- Avoid gathering everyone in one small area
- Keep occupants calm & quiet.
- Do not let anyone enter the room once it has been secured. Wait quietly until you receive further instructions from VCU Alert.

Fight

As a last resort, if the shooter is an immediate threat to yourself you must take physical action to protect your life and stop the threat.

- Act with aggression and speed;
- Attack the shooter at close range until the threat is stopped.
- Consider using improvised weapons such as chairs and fire extinguishers.
- Consider briefing children to escape while you are attacking or distracting the assailant.

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 VCU Police or 911.
- For non-life threatening VCU water, power, heating, or cooling outages, call (804) 828-9444.

Be prepared for a power outage:

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.
- Do not light candles or any other types of flames for lighting.

HAZARDOUS MATERIALS SPILL

- Do not attempt to clean unless properly trained in managing chemical spills.
- Secure the area, call VCU Police, and provide information on location and type of release or spill.
- Shut windows, turn off open flames and open hoods in the area, if possible.
- Remain a safe distance from released or spilled material.
- Wait for VCU Police and emergency responders to direct them to the area.

ELEVATOR ENTRAPMENT

- Press the emergency phone button to connect to the Police.
- If unable to connect, call VCU Police or 911.
- Push the alarm button.
- Remain in the elevator.
- Remain calm. Instruct children not to jump.
- Wait for the Elevator Technician and/or Designated Public Safety Official(s)

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/staff list by assigned vehicle
- Map of intended route
- Participant emergency and medical information/supplies
- List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)
- First aid kit

Call 911 if emergency medical treatment or the police are required.

- Attend to any basic medical needs if there are injuries or complaints of pain
- Program Supervisor will contact parents and give updates of actions being taken; indicate meeting locations or pick-up times.

MISSING OR KIDNAPPED CHILD

- Stay calm.
- Stop the current activity and ask other children and staff where they last saw the child and if they know where they went. Maintain staff ratios while conducting search.
- Call the Program Supervisor to notify them of the start of search. Provide them with child's:
 - Name
 - Hair Color
 - Age
 - Size/Height
 - Weight
 - Unique characteristics (visible scars, birthmarks)
 - Clothes they were last seen wearing
 - When and where they were last seen
 - Medical status, if appropriate
 - Person with whom the child was last seen
 - If kidnapping, any information about possible kidnapper and description
- Continue search of the surrounding area/facility (check cupboards, closets, etc.)
- Program Supervisor should call VCU Police after an unsuccessful immediate search.
 - Have child's information including picture, if possible, available for the police upon their arrival
- Program Supervisor should call the parent/guardian to inform them of the search for their child and ask if the child is at home.
- If the child is found, follow-up with all contacts to call off the search.

In order to prevent a youth participant from becoming missing or kidnapped, program staff should:

- Routinely count the number of participants they are responsible for
- Communicate to the participants that they are to notify Program Staff if they cannot find their assigned "buddy"

REPORTING SUSPECTED CHILD ABUSE

If you are making a report as a mandated reporter pursuant to Virginia law or as a University employee, volunteer, or third party (or both), follow these steps:

- If a child is in immediate danger, contact police at 911 to obtain immediate protection for the child.

- Immediately make an oral report to the Virginia Department of Social Services (DSS) via Richmond City at (804) 646-0438 or the Virginia hotline at (800) 552-7096. *Solely informing a supervisor that you suspect abuse is NOT sufficient under VCU Policy or the law.*

Whenever an employee, volunteer, or third party makes a report, that person shall also make an internal report to the University's designated agents:

- Program Supervisor
- VCU Police at (804) 828-1234
- VCU Integrity and Compliance Office at (804) 828-2336 or the VCU Helpline at (888) 242-6022 or vcuhelpline.com

VCU ALERT

At least one program staff person should have a registered cell phone to receive alerts. To register go to alert.vcu.edu. Parents of minors participating in programs and events on campus should be given the VCU Alert website in order to obtain information and updates regarding an emergency.

VCU uses a variety of communication methods to alert the campus community about emergency situations and safety threats, including:

- Alertus boxes - These small yellow devices are strategically installed in residence halls, all classrooms that house more than twenty (20) students and other high-volume areas throughout campus. The devices are designed to transmit audio and visual alerts, which include protective action statements that scroll on the screen.
- LiveSafe - LiveSafe is a **free app for iOS and Android** devices. All VCU LiveSafe users will receive a "push" message through the app containing protective action statements related to any emergency situation.
- Mass email - All VCU email account holders receive an email containing safety recommendations related to emergency events. If only a segment or portion of the VCU community needs to be informed, an emergency notification is sent via email to the relevant segment of the university community.
- Outdoor sirens - Sirens on the Monroe Park Campus, VCU Medical Center Campus and VCU Police headquarters can be activated to signal that an immediate, life-threatening emergency has occurred or may be imminent. Outdoor sirens will never sound alone and will always be activated in conjunction with other communication methods that notify individuals about the type of emergency occurring and what actions they should take.
- Text messages - These messages provide short protective action statements and contain a link to alert.vcu.edu.