

# Youth Program Emergency Plan Guide

## Introduction

This emergency plan is meant to provide basic emergency information for Youth Programs at Auburn University. It focuses on the most common types of emergencies (i.e., fire, severe weather, etc.) and is not meant to be all inclusive.

It is the Program Director's responsibility to customize this information based on the specific program and to ensure that all Youth Program Personnel are properly informed on appropriate emergency procedures.

Additional information regarding procedures or emergencies that affect the main campus and surrounding area can be found at [www.auburn.edu/administration/campus-safety/emergency/](http://www.auburn.edu/administration/campus-safety/emergency/).



AU ALERT is a system designed to communicate time-sensitive emergency messages in several ways to alert all students, employees, and visitors about potentially dangerous situations. Learn more about the AU ALERT system at [www.auburn.edu/administration/campus-safety/aualert/](http://www.auburn.edu/administration/campus-safety/aualert/).

## **Program Information**

Program Name:

Start Date:

### **Contact Information**

General Information

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

General Contact:

Phone:

Website:

Email:

Youth Protection: 334-844-2626; youthprotection@auburn.edu

### **Emergencies**

**In the event of an emergency, dial 911.** The following individuals may be contacted for information regarding emergencies. 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 the Department of Campus Safety and Security for on-campus emergencies or local law enforcement for off-campus emergencies.

AU Department of Campus Safety and Security: 334-844-8888

### **Shelter/Refuge Locations**

If emergency conditions necessitate evacuation of the planned program location, participants will be moved to the following shelter/refuge location(s).

Primary Shelter:

Alternate Shelter:

## **Emergency Instructions**

### **Report an Emergency**

Use the following steps to report emergency situations, criminal activity, or medical emergencies.

#### **On Campus**

Auburn University utilizes the City of Auburn Police and Fire departments. Ambulance service is contracted with East Alabama Medical Center EMS. All can be reached by calling 911.

After reporting an emergency to 911, report any criminal activity to Auburn University's Department of Campus Safety and Security by calling the On-Call supervisor at 334-750-9795.

Questions or suggestions regarding the procedures and response on campus should be directed to Campus Safety and Security.

#### **Off Campus**

Off-campus emergencies should be reported by dialing **911**. Campus Safety and Security should also be notified so they can assist where needed and ensure that AU's reporting requirements are met.

Be prepared to:

- Tell the dispatcher your location and give them the exact address or building name.
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Clearly explain the nature of the emergency.
- Remain calm and not hang up as additional information may be needed.
- Have someone meet emergency personnel outside of the building or event location, if possible.

#### **Know your location!**

To summon help, you must know your location. When on campus, familiarize yourself with the building names and locations that you frequent. Each building has an outside marker that contains the building name and street address. When off campus, ensure that all parties know the names and/or physical address of their locations. The [Auburn University mobile app](#) has a map that can show your exact location when Location Services is enabled on your phone. For on-campus locations, your location will appear as a blue dot on the map. Tap on the building closest to the blue dot, or on the building you appear to be in, to see the name and address of that building.

Evacuation maps are normally posted inside buildings near the entry/exit locations, stairwells, and elevators. Typically, these maps also provide the building name and street address.

## Emergency Notification

In the event of an emergency on campus, the University may activate AU ALERT, its emergency notification system. Visitors to campus may opt-in to receive AU ALERT text messages. See [www.auburn.edu/administration/campus-safety/aualert/](http://www.auburn.edu/administration/campus-safety/aualert/) for more details.

The University may also use its indoor/outdoor PA system, digital signage, and other methods of communication, depending on the situation.

## Fire Safety and Evacuation Procedures

Prior to the beginning of the program contact a department or building representative and request a copy of the Emergency Evacuation Plan for the facility. Review the designated evacuation assembly areas for the facility. Assembly locations should be at least 100 yards away from the building. Direct participants to one of these locations in the event of a fire emergency. All fire alarm activations require **mandatory** evacuation, even fire drills. Prior to the beginning of the program, identify at least two emergency exits and two assembly locations near the event for each location included in the program. Look for emergency maps posted near building exits and stairwells. Ensure all program staff and participants of the program are made aware of the nearest exit(s) at the beginning of the event.

### When fire alarms activate:

- Do not use elevators unless authorized to do so by emergency personnel.
- Program staff should direct all participants to the nearest exit.
- Program staff should keep a roster of all participants and keep the group together.
- Direct participants to one of the facility's designated evacuation assembly areas.
- Verify all participants have arrived at the assembly location.
- Do not re-enter the building until you are told to do so by emergency personnel.
- Immediately notify police and emergency personnel if any participants are missing.

### Discovery of a fire:

- Evacuate the area immediately.
- Activate the building's fire alarm system to notify all occupants via a manual fire alarm pull station. Fire alarm pull stations are located near the building exits.
- Follow the procedures for evacuating the building.
- Once you have arrived safely outside, DIAL 911 to report the emergency.

**Fire Extinguisher use:**

- Only use a fire extinguisher if:
  - You have received hands-on fire extinguisher training.
  - The conditions allow you to do so. (A fire no larger than a small trashcan.)
  - You have a means to escape.
  - You are comfortable doing so.
- To request fire extinguisher training, contact Risk Management & Safety at 334-844-4870.

**Severe Weather Safety and Shelter/Refuge Locations**

All programs should have a plan for severe weather safety. Prior to the beginning of the program, identify at least two storm shelter/refuge locations near the event for each location included in the program.

If a situation arises and you need to shelter in place, move into a building that protects you from danger. All campus buildings have designated severe weather shelter/refuge locations. Greene Hall (at the College of Veterinary Medicine) and the Ralph Brown Draughon Library are opened whenever a tornado watch is issued for Auburn University, day, or night, for those who do not have a suitable place to shelter.

- Remain calm.
- Seek shelter inside the closest sturdy building. DO NOT wait until you physically see a tornado or severe weather event to react.
- Monitor event through the media or Campus Safety and Security's website.
- Once you are inside, find shelter in the interior lower level of the building, away from windows and exterior doors.
- Do not use elevators.
- Wait for further instruction from an AU ALERT PA system, or emergency personnel.
- Do not leave until an "All Clear" is received.

Lightning presents a significant hazard to outdoor events. Know your closest accessible building in case lightning is in the area. Basic guidance from the National Weather Service is "When thunder roars, go indoors." Wait at least 30 minutes after the last sound of thunder before returning outdoors.

**Sheltering in Place**

Sheltering in place can be used for incidents involving severe weather, hazardous materials, or an active shooter. If you are outside and a situation arises that requires you to shelter in place, move into a building that protects you from danger.

Prior to the beginning of the program, identify at least two interior locations near the event that could be used for sheltering in place for each location included in the program. Follow guidance from University officials.

- During an active shooter situation, run, cover, and hide, or fight.
  - First try to evacuate the area if safe to do so. If you cannot evacuate, barricade yourself in a room away from the active shooter. If you are directly confronted by the active shooter, take action to get away safely. Consider screaming or making a lot of noise, keep moving, and use anything you can to distract the shooter. As soon as you have an opportunity, leave the area, and dial 911.
- In situations involving hazardous materials:
  - Seek an interior room without windows. Consider location with water and/or bathroom facilities.
  - Turn off or cover all ventilation systems such as air conditioners/heating units, bathroom/exhaust fans, or air handlers.
- Close all windows and doors.
- Do not use elevators.
- Avoid areas with glass or windows.
- Monitor event through the media or Campus Safety and Security's website.
- Remain in the shelter until officials advise it is safe to leave.

#### **Reunification Plan for Youth Program Participants and Parents/Guardians**

Program Directors should have a plan for receiving and returning minors to their parents or guardians both under routine conditions and under emergency circumstances. The plan should address the drop-off and pickup location(s), date(s), and time(s), and procedures to be followed for routine conditions and for emergencies.

Program officials should be able to account for all minors while attending the program. If a minor is missing, program staff should immediately call 911.

Prior to the beginning of the program, identify at least two pickup and drop off locations near the event that could be used under routine conditions and in emergencies. This area must be away from any danger, traffic-friendly, and safe for the minors.

Each program should develop a plan for reunification that includes the following:

- Parents must be notified where to meet their child/children. This should be communicated prior to the start of the program.
- The parent or guardian must present a valid photo ID to ensure the person requesting the child/children is a match to a name on the pickup authorization form.
- Any minor will stay under control of the Youth Program Personnel until released to the parent/guardian.
- The parent/guardian will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- If the minor was taken to an area hospital or medical clinic, the parent/guardian will be provided with the location of the hospital or medical clinic.

### **Lost/Runaway Participant**

Occasionally participants may get inadvertently separated from their group or intentionally leave an activity. Follow the following steps to ensure the safe return of the participant.

1. Arrange supervision for the rest of the participants in the group and begin searching.
  - a. Follow the participant if it seems appropriate.
  - b. If the participant has a cell phone, call or text them.
  - c. Look in all the places the participant normally goes (or has been that day).
  - d. Track down the time and place when the participant was last seen.
  - e. Talk with friends to see if the participant mentioned going anywhere or seemed upset.
  - f. Be sure the participant has not checked out.
  - g. Have someone remain in the location where the participant is supposed to be at that time. Have adults check all areas including hallways, playgrounds, bathrooms, library, residence hall, dining hall, etc.
2. Notify local law enforcement and provide a description of the participant(s), a photo (if available), and as much information as possible about the incident.
3. Youth Program Personnel should contact the parent or guardian.
4. Document all steps in writing.

### **Child Abuse or Neglect**

If a child is in imminent danger, call 911 to obtain immediate protection for the child. If a child is not in imminent danger, report known or suspected child abuse or neglect to the Department of Human Resources via phone, followed by a written report. Alabama DHR county contact information may be found at <https://dhr.alabama.gov/child-protective-services/child-abuse-neglect-reporting/>. See the [Reporting of Child Abuse and Neglect Policy](#) for more information.

**Drug/Alcohol Use**

All minor participants are prohibited from being under the influence of, bringing, consuming, or having in possession in residence halls or program locations both on and off campus, any alcoholic beverage, narcotic drugs, marijuana, mind-altering drugs or material, or controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

**If drug or alcohol use is suspected:**

1. Report all such participants to the Program Director, who shall cooperate with the proper law enforcement agency and immediately notify the parent or guardian.
2. Accept any suspected illegal substances surrendered by the participant and seal them in an envelope or bag in the presence of another Youth Program Personnel with both persons verifying that the substance is contained in the sealed envelope or bag.
3. Place the envelope or bag in which the substance is contained in the possession of a law enforcement authority in the presence of a witness.
4. Accompany the participant until they are released in the custody of law enforcement or their parent/guardian.

**Additional Instructions**

Additional instructions for emergency precautions that may be specific to the program may be included on this page or attached.