

Youth Program Emergency Plan Guide

Introduction

This emergency plan is meant to provide basic emergency information for youth programs at Auburn University at Montgomery. 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 campus and the surrounding area can be found at www.aum.edu/about-aum/public-safety/.

AUM Alert

AUM Alert allows users to receive time-sensitive emergency messages in the form of e-mail, voice mail and text messages.

Everyone who has an AUM e-mail address will receive emergency alerts on their computers. However, in order to receive text messages and voice mail alerts, members of the campus community will be asked to provide a mobile phone number. While participation in the text and voice messaging notification is optional, enrolling is strongly encouraged. The information that you supply is considered confidential and will not be shared. You will only be contacted through the system in the event of an emergency.

Sign up for AUM Alert at www.getrave.com/login/aum.

Program Information

Program Name: _____

Program Dates: _____

Contact Information

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

General Contact: _____ Phone: _____

Website: _____ Email: _____

AUM Conference Services: 334-244-3807

youthprotection@aum.edu

Emergencies

For on-campus emergencies, call AUM PD (334-244-3424). In the event of an emergency off campus, 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 AUM PD for on-campus emergencies or local law enforcement for off-campus emergencies.

AUM Police Department: 334-244-3424

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

Reporting Emergencies

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

For on-campus emergencies, call AUM PD (334-244-3424).

Off-campus emergencies should be reported by dialing **911**.

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.

Emergency Notification

In the event of an emergency on campus, the University may activate AUM Alert, its emergency notification system. 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 AUM PD (334-244-3424).

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 in the lower level of the building. The locations are identified by “Severe Weather Shelter Area” signs.

- 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 AUM Alerts.
- 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 AUM 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.

- Close all windows and doors.
- Do not use elevators.
- Avoid areas with glass or windows.
- Monitor event through the media or AUM Alerts.

- Remain in the shelter until officials advise it is safe to leave.
- 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.

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 AUM PD (334-244-3424) or 911 (if off campus).

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. Notify AUM PD (334-244-3424) and provide a description of the participant(s), a photo (if available), and as much information as possible about the incident. Call 911 if the program is off campus. Update law enforcement if the participant is found.
2. Arrange supervision for the rest of the participants in the group and begin searching.
 - a. If the participant has a cell phone, call or text them.
 - b. Look in all the places the participant normally goes (or has been that day).
 - c. Track down the time and place when the participant was last seen.
 - d. Talk with the participant's friends to see if the participant mentioned going anywhere or seemed upset.
 - e. Be sure the participant has not checked out.
 - f. 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.
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 local law enforcement authorities to obtain immediate protection for the child. Call the AUM Police Department (334-244-3424) if the child is at an AUM facility, or 911 if the child is off campus. 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 [Child Protection and Reporting of Child Abuse 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. Seal any suspected illegal substances surrendered by the participant 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 attached.