

Minors on Campus

Emergency Management Planning



CONTACT:

PROTECTION OF MINORS COMPLIANCE

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Minors on Campus Program Information

Program Name

Program Director Email

Program Director Name

Program Emergency Phone

Program Director Work Phone

Program Location

Campus

Sponsoring Department

Police / Emergency Number

Hospital Number

Police / Emergency Address

Hospital Address

Physical Facilities (PFD) Number



IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT RISK MANAGEMENT AT VPFINANCEBUSINESS@MIAMIOH.EDU TO NOTIFY OF THE SITUATION, CURRENT STATUS, ACTIONS TAKEN, AND ACTIONS CURRENTLY IN USE.

Orientation and staff training plans for my program:

- Fire safety and evacuation plans (stop, drop, and roll, evacuation routes)
- A communication plan that involves a signal/alarm to notify program staff of an emergency
- Severe weather plan and communications (emphasize lightning plan and lightning safety)
- Knowledge of designated emergency evacuation routes
- Knowledge of appropriate shelter-in-place locations
- Missing child procedures
- Tips for changing location (head counts, take attendance, predictable routes, etc.)
- Remind program staff of obligation to report suspected child abuse (and that notifying supervisor is NOT one of the university recommended procedures)



Additional Resources



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



For further information regarding Miami University's Emergency Management plans and procedures, visit [MiamiOH.edu/campus-safety/emergency-procedures](https://miamiOH.edu/campus-safety/emergency-procedures).



For more information on weather related emergencies, visit The Department of Homeland Security's website at [Ready.gov](https://www.ready.gov)



Utilize the Miami University interactive campus maps to find your way to any location, take a walking tour, or plan for emergency routes.

- [Oxford Campus](#)
- [Hamilton Campus](#)
- [Middletown Campus](#)
- [VOA Campus](#)



Communication Plan

It is important to make sure that everyone is prepared and informed in the event of an emergency within your Minors on Campus 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 and strategic communications. A communications plan should include contact information for all individuals that may need to be notified in the event of an emergency.

Questions to consider:

- Who is in charge of notifying staff and program director in the event of an emergency?
- How do you contact this person? Additional contacts if unavailable?
- Based on the severity of the emergency, do the minor participants' parents need contacted? Who initiates this contact and when (how promptly)?
- Who is responsible for tracking camp roster and taking attendance in the event of and directly following an emergency?
- Who will let the participants know about the emergency and how will it be communicated?
- Develop an agreed upon emergency signal for your program. Who is responsible for activating signal?
- How will you notify program staff and program director of type of emergency (life threatening, non-life threatening, evacuation, shelter-in-place, etc.)?

Roles of program staff during the Emergency Management Process:

- Provide predictable routes and routines during programs as much as possible as a form of routine communication, this step can help during an after and emergency.
- Provide emotional support and important emergency information to minor participants.

Emergency Communication Plan for My Program



Medical Emergency

WHEN USING A FACILITY FOR A PROGRAM, LOCATE THE FACILITY'S EMERGENCY EVACUATION PLAN, AUTOMATED EXTERNAL DEFIBRILLATOR (AED), AND EMERGENCY FIRST AID KIT.

- **Call 911 immediately.**
- Provide
 - location
 - nature of illness or injury
 - current condition of the ill/injured person and other requested information
- Remain on the phone until directed to hang up.
- Stay with the ill/injured person.
- Contact ill/injured person's parent or guardian to inform them of the incident.
- Do not move the ill/injured person unless he/she is in immediate danger.
- If it appears an individual may cause harm to themselves or to others, **call 911 immediately.**
- **If ill/injured person 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 ill/injured person needs listed on their medication treatment authorization form. The form should be taken with to any medical treatment facility.
- Available campus resources for faculty, staff, and students include the following:
 - Employee Assistance Program (EAP) 1-800-227-6007
- If any staff are certified in any procedures (CPR, certified nurse, etc.), please list in the information below.

Specific Information for My Program



Severe Weather

Thunderstorms are the most common type of severe weather in Ohio. However, winter storms, extreme hot/cold temperatures, flooding, tornadoes, and earthquakes can occur. Check your local weather information for up-to-date weather watches, warnings, advisories, and information. Minors on Campus Program directors are expected to **view the forecast on the day of** an outdoor event and/or activity.

It is recommended if you are routinely involved in outdoor activities, you can 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 battery operated, NOAA approved weather radio.

Miami University Minors on Campus Program procedure: When lightning is detected within 15 miles, or the “flash-to-bang” count approaches 30, all Minors on Campus Program personnel and participants should immediately seek shelter and remain indoors. **This procedure is also in effect during program meetings held outside.**

The resumption of outdoor events or the relocation of Minors on Campus Program participants from venues will be permitted only after there has been a 30-minute span of time since the last lightning strike within 15 miles of the program location (according to program weather tool).

IT IS IMPORTANT TO NOTE THAT BLUE SKIES AND NO RAIN ARE NOT PROTECTION FROM LIGHTNING. LIGHTNING CAN STRIKE FROM A DISTANCE AS FAR AS 10 MILES.

Suspension of the Minors on Campus Program and clearing the outdoor program space will remain the same when lightning is detected **within 15 miles**.

If there is lightning **within 7-15 miles**, program staff members and minor participants are able to walk to and from the residence halls and dining commons.

However, if lightning is detected **within 7 miles** during the meal hours, all Minors on Campus Program personnel and participants should immediately seek shelter in the nearest building and remain indoors until lightning has subsided based on the 30-minute policy.

- If out-of-doors, seek shelter
- If in-doors, shelter-in-place for severe thunderstorms and tornadoes
- Move to pre-designated 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 signal before leaving your safe place

Designated Weather Management tool/app for my Minors on Campus Program:

ANY POSTING FROM THE NOAA NWS: STATE COLLEGE FOR A LIGHTNING WARNING ALSO CONSTITUTES A REQUIREMENT FOR IMMEDIATELY SEEKING SHELTER AND REMAINING INDOORS.



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.

| Heat Index | Category | Activity Limitations | Break Frequency |
|--------------|---------------------------|--|---------------------------------------|
| Less than 80 | Normal | No Limitations. | Standard Procedure. |
| 80 - 90 | Caution | Increase number and length of rest breaks. | At least, One break every 20 minutes. |
| 90 - 99 | Extreme Caution | Program limited to 2 hours. | At least, One break every 15 minutes. |
| 100 - 104 | PA Heat Advisory | No program participants physically participating and/or wearing equipment, program staff can demonstrate skills. Program limited to 1 hour. | At least, One break every 15 minutes. |
| 105+ | PA Excessive Heat Warning | No outdoor program session until temperature cools. | - |

Note: Breaks should be a minimum of 4 minutes or longer. Always encourage hydration.

ANY POSTING FROM THE NOAA NWS: STATE COLLEGE FOR AN EXCESSIVE HEAT WARNING ALSO CONSTITUTES IMMEDIATELY CANCELING PHYSICAL ACTIVITY SESSIONS AND REMOVING PARTICIPANTS AND STAFF FROM SUN EXPOSURE.

Guidelines for Hydration and Rest Breaks

- Rest time should involve both unlimited hydration intake and rest without any activity involved.
- The site of the rest time should be a “cooling zone” and NOT in direct sunlight.
- Encourage participants to drink about 1-quart of fluid per hour.

Specific Information for My Program



Fire

The Minors on Campus Program director is expected to review fire safety protocols and procedures with their staff during the program training session. These procedures include reviewing exit routes, designating meeting areas, and transporting children during an emergency. Remind minor participants the importance of **STOP, DROP, and ROLL**.

- Yell **FIRE** and **pull the fire alarm**.
- Leave the building with minor participants immediately using the closest emergency exit. Help those that need assistance including young children and people with disabilities.
- Close doors behind you (**DO NOT LOCK**).
- Move to a safe location away from buildings or to your program's designated meeting site.
 - Once here, take attendance of minor participants and program staff.
- **Call 911 when safe to do so.** Provide information on location and if anyone is still inside the building.
- Call program director to inform them of the incident.
- Re-enter the building only when instructed by designated public safety official(s).
- 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.

How are fire/evacuation drills practiced during Minors on Campus Program orientation?

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



Flooding and Water Line Breaks

Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common natural disaster in the US. Floods may:

- Result from rain, snow, severe storms, and overflow of various water systems (inside and outside buildings).
- Accumulate slowly or rapidly. Flash floods can be a common occurrence in Ohio.
- Lead to power outages, slow or even stop transportation, damage buildings, and contribute to landslides.

In the event that flooding occurs:

- Seek high ground and try to remain out of any standing or moving water. **Turn around, Don't drown. SIX INCHES** of moving water can knock a person down, **ONE FOOT** of moving water can sweep away vehicles.
- Regroup with the rest of program staff and participants at a safe, predetermined meeting location.

Notify your Office of Physical Plant at your campus location (if applicable).

Specific Information for My Program



Earthquake

The following are some helpful tips that should be practiced routinely to help prepare for an earthquake:

- 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 else that could fall.
- Stay inside and wait for the all clear before leaving your safe space place.
- **If outdoors**, stay outdoors.
- Move to an open area away from trees, buildings, utility poles and lines, and large signs.
- If you are near a tall building, get inside the lobby to protect from possible falling debris.
- **After** an earthquake:
 - Be prepared for aftershocks.
 - Check self and minors for injuries.
 - Provide first aid if needed.
 - Do not move seriously injured people, unless they are in imminent danger.
 - Check the immediate area for dangerous conditions that include fires, downed power lines, and structural damages.
 - Evaluate if evacuation is necessary.
- Provide guidance on when it is safe to leave buildings and request that they move at least 1.5 times the height of surrounding buildings to stay clear of the collapse zone.

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 (these are posted throughout Miami University facilities). Be sure to take attendance each time you arrive at a new location.

Assigned Emergency Evacuation Plan For Program/Facility:

Where is the evacuation plan of the facility being used for the Minors on Campus Program (if applicable)?

- Walk, do not run.
- Do not use elevators. Assist people with special needs.
- Determine and assemble at the designated meeting site.
- Wait for instructions from the designated public safety official(s).

Designated Shelter in Place During Minors on Campus Program:

What facility is the designated shelter in place location during the Minors on Campus Program (if applicable)?

Safe areas include:

- Enclosed buildings
- Fully enclosed metal vehicles with a hard metal roof and windows up
- Low ground areas as a last resort (ditches, bottom of hill) – assume a crouched position – minimize your body area – do not lie flat

Unsafe areas include:

- Open fields
- Golf carts or gators
- Metal bleachers (on or under)
- Fences
- Umbrellas, flag poles, light poles
- Tall trees
- Pools of standing water



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.

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



Missing or Kidnapped Child

- Stay calm.
- Stop the current activity and ask assigned buddy or group where they last saw the child and if they know where they went.
 - Begin to call for assistance so proper Minors on Campus Program ratios are upheld, this will allow for an immediate search of the area to begin.
- Call the program director to notify them of the start of search. Provide them with child's:
 - Name
 - Hair color
 - Age
 - Size/Height
 - Weight
 - Unique characteristics
 - Clothes they were last seen wearing
 - When and where they were last seen
- Continue search of the surrounding area/facility (check cupboards, closets, other rooms, etc.)
 - Contact university police to assist in search
 - Notify parent/guardian of search for their child
 - If still not found after 30 minutes, contact local police as soon as possible
- If the child is found, follow-up with all contacts to call off the search.

In order to prevent a minor 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”

Specific Information for My Program



Reunification Plan

In the event of an emergency, evacuation, or unforeseen disaster, it is important to have a reunification plan that guides us in reconnecting minor participants with their parents/guardians when needed.

Steps of Reunification Plan:

- Notify program director of utilization of Emergency Management Plan.
 - Program director assesses situation and determines that additional steps need to be taken (severity of the current situation prompts the need for the reunification process).
 - A call to 911 and/or other emergency personnel.
 - Communication (calls, texts, emails) to minor participants parents/guardians/emergency contact.
 - Selection, gathering, and advertising of a meeting place where participants will wait until picked up by a parent, guardian, and/or emergency contact.
 - Confirmation of the adult via photo ID and registration form to pick up their child.
 - Collaborate with local emergency personnel if additional steps are required.
-

Specific Information for My Program



Field Trips or Travel

- Prior to departure, program staff needs:
 - Child list by assigned vehicle
 - Counselor/supervisor list by assigned vehicle
 - Map of intended route
 - Participants emergency and medical information/supplies
 - Name and contact information
 - First aid kit
 - To be seated throughout the vehicle, this is to ensure proper supervision in case of injury due to an emergency
 - Call 911 if emergency medical treatment or the police are required.
 - Attend to any immediate medical needs if there are any injuries.
 - Contact campus and provide updates and actions being taken on-scene.
 - Program director will contact parents/guardians and provide updates and future meeting or pick-up locations.
-

Specific Information for My Program



Suspicious Mail/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:

- No return address
- Excessive postage
- Stains
- Strange color
- Strange noises
- Unexpected

If a package is unusual or as stated above:

- 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.
- Call 911.

Specific Information for My Program



Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Remain calm.

If a bomb threat is received by phone:

- Don't hang up. Have someone call 911 from another phone. Give the phone number where the bomb threat is received.
- Remain calm. Take note of the caller's voice and background sounds.
- If your phone has a display, copy the numbers and/or letters on the screen.
- Try to obtain the most crucial information from the caller.

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? _____

If a bomb threat is received by note:

- Call 911.
- Don't handle the note.

Specific Information for My Program



Active Assailant

An active assailant is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active assailants use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the assailant and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active assailant situation, and describes what to expect from responding police officers.

If you find yourself involved in the very rare event of an active assailant situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

If an Active Assailant is OUTSIDE the building

1. Go to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.
2. Call 911 and inform the dispatcher of your location; remain in place until the police or a campus administrator known to you gives the “all clear.” Unfamiliar voices may be the assailant attempting to lure victims from their safe space; do not respond to any voice commands until you can verify that they are being issued by an official. Likewise, do not leave the room if the fire alarm is activated unless you can see smoke and flames and judge the fire to be a greater risk than the assailant.

If an Active Assailant is INSIDE the same building

- If your room can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- If your room can’t be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building.

If an Active Assailant ENTERS your office or classroom

Try to remain calm. Dial 911, if possible, and alert police to the assailant’s location; if you can’t speak, leave the line open so the dispatcher can listen to what’s taking place. Attempting to overpower the assailant with force should be considered a last resort.

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



Threatening Phone Calls

- **Get another person to call 911 while they are on the line.**
 - Threats made against program staff or participants 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 Minors on Campus Program director.
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Specific Information for My Program



Power Outage/Utility Failure

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

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.

Immediately report utility failure:

Oxford Campus

Water, electricity, natural gas: 513-529-6111

(Evenings, weekends, holidays: 513-529-2222)

Hamilton Campus

Water, electricity, natural gas: 513-785-3222

Middletown Campus

Water, electricity, natural gas: 513-727-3333

Voice of America Learning Center

Water, electricity, natural gas: 513-895-8862 or 513-330-1530

Specific Information for My Program



Elevator Entrapment

DO NOT EXIT a stalled elevator until help arrives.

Press the **EMERGENCY PHONE BUTTON** to connect to police. **If unable to connect, call 911.**

PUSH the **ALARM BUTTON**.

REMAIN in the elevator.

WAIT for the elevator technician and/or designated public safety official(s).

This is the only time during a program when a minor participant(s) may truly be by themselves. Please educate your minor participants on the steps and procedures when stuck in an elevator. Remind minor participants that **NO JUMPING** is tolerated while riding in an elevator.

Specific Information for My Program



Hazardous Materials Spill

The first priority in all spill situations is a person's health and safety. Do not attempt to clean up a spill without knowledge of the chemical(s) involved and never without someone to help you.

Know the hazards of the chemicals that you use. If a chemical spill takes place and, in the opinion of the person(s) responsible for the chemical, there is an immediate threat to anyone or a release to the environment, take the following steps:

1. If you understand the emergency procedures, contain or neutralize spill, if possible, then evacuate the room and secure the door.

—or—

If you are unsure of the emergency procedures or feel incapable of safely containing or handling the chemical, immediately evacuate the room and secure the door.

—or—

2. If the spill is in a common area, execute evacuation.
3. Call 911 and report: name, building and room number, chemical(s) involved, estimated volume of spill, request medical assistance, if needed.

For more information about this subject please contact the Environmental Health and Safety at 513-529-1723.

Specific Information for My Program



Reporting Suspected Child Abuse

Any situation, fact, or circumstance that would reasonably give rise to a suspicion that child abuse, neglect, or endangerment may have occurred shall be reported immediately to:

- a. The director of the university program and the head of the sponsoring entity,
- b. Miami's Office of the General Counsel; and
- c. MUPD (513-529-2222 or 911), the Oxford Police Department (513-523-4321), the Butler County Sheriff (513-785-1300) or the Butler County Public Children Services Agency (513-887-4055) or on the web (Butler County Public Children Services).

If any of the officials designated above for receiving reports is or may be involved in the incident or behavior at issue, the reporter may satisfy the reporting obligation of this section by contacting the official's superior, the Office of the General Counsel, or any other official at the university in a position to take effective action to remedy the situation.

If an allegation of inappropriate conduct is made against a responsible adult or any other person participating in a program, she/he shall discontinue any further participation in programs and activities covered by this policy until such allegation has been satisfactorily investigated and resolved.



Omnilert®

A member of the Minors on Campus Program staff should always be monitoring the Miami University alert system at their campus location (if applicable) for any immediate or impending emergencies and campus security threats.

Omnilert is Miami University's emergency notification system for students, faculty, and staff. The system will be used to alert members of Miami University's campus communities of emergencies, campus closings, and other urgent information. Using this portal, students, faculty, and staff can choose to receive Omnilert messages by text message, voice message, and email. The system will never be used to send advertising or spam messages.

Name of designated program staff member: _____

Specific Information for My Program