

Youth Programs Emergency Management Planning



PennState
Office of Ethics and Compliance

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Youth Program Information

Program Name

Program Location

Program Director Name

Program Director E-mail

Program Director Work Phone

Program Director Emergency Phone

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Local Police / Emergency Number

Local Hospital Number

Local Police / Emergency Address

Local Hospital Address

Weather Information Source for My Program

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 Penn State's Emergency Management plans and procedures, visit <http://police.psu.edu/emergency-management>



For more information on weather related emergencies, visit The Department of Homeland Security's website at <https://www.ready.gov/>

COMMUNICATION 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 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.

Emergency Communication Plan for My Program



MEDICAL EMERGENCY

- **Call 911 immediately**
 - Provide location, nature of injury or illness, current condition of the victim and other requested information
 - Remain on the phone until directed to hang up.
 - Stay with the patient
 - Contact 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**
 - Available campus resources for faculty, staff and students include the following:
 - **Employee Assistance Program (EAP) 1-866-749-1735**
 - **If patient 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 patient needs listed on their medication treatment authorization form. The form should be taken with to any medical treatment facility they are going to.
 - If any staff are certified in any procedures (CPR, certified nurse etc), please list in the information below
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Specific Information for My Program



SEVERE WEATHER

Thunderstorms are the most common type of severe weather in Pennsylvania. 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.

It is recommended if you are routinely involved in outdoor activities, 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 out-of-doors, seek shelter
 - If in-doors, shelter-in-place for severe thunderstorms and tornadoes
 - Move to pre-designed 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 before leaving your safe place
-

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. 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).

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

MISSING OR KIDNAPPED CHILD

- Thoroughly search 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:
 - o Child's name and age
 - o Address
 - o Physical and clothing description of the child, including any distinguishing marks such as visible scars or birthmarks
 - o Medical status, if appropriate
 - o Time and location child was last seen
 - o Person with whom the child was last seen
 - If kidnapping, any information about possible kidnapper and description
 - Notify Program Director immediately and search the facility and adjacent outside area again
 - Have child's information including picture, if possible, available for the police upon their arrival
 - o Program Director will notify parents of missing child and attempt confirmation that child is with family; if not - inform parents of situation and steps taken
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Specific Information for My Program

FIELD TRIPS OR TRAVEL

- Before leaving for a field trip, make sure the trip coordinator has the following information:
 - o Child list by assigned vehicle
 - o Supervisor/Chaperone list by assigned vehicle
 - o Map of intended route
 - o Children's emergency and medical information/supplies
 - o Name and contact information
 - o List of important phone numbers significant to the trip (including children's emergency contact information and chaperone cell phone numbers)
 - o First aid kit
 - o 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 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 update of actions being taken; indicate meeting locations or pick-up times at the child care
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Specific Information 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 Designated 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 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.
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Specific Information for My Program (including meeting sites and exits)



FLOODING AND WATER LINE BREAKS

Water may enter a building from one of the following sources:

- Breaks or leaks in a water line
- Rainwater/Flooding
- Sewer leaks/Backs up
- Condensation from uninsulated piping

Notify your Office of Physical Plant at your location.

Specific Information for My Program



EARTHQUAKE

The following are some helpful tips that should be practiced daily 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 that could fall.
 - Stay inside and wait for the all clear before leaving your safe space place
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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.
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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

If an active shooter is in your vicinity:

StaySAFE: Surviving an Active Shooter is available to anyone with a Penn State Access ID

<https://session.psu.edu/psu/staysafe/>

- **Search for an Exit** - If it is safe to do so, exit the building. Go to a safe place.
 - **Alert the Authorities - Call 911.** Provide as much info as possible. Including the location and number of shooters, description of the shooter(s), weapons used, and number of potential victims.
 - **Find a place to hide** - Lock the door, turn out the lights, and hide under a desk. Make the room look as though it is empty. Actors may pass it by.
 - **End the threat** - Last resort, throw a trash can, distract actor, and disable the shooter.
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Specific Information 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.
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Specific Information 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 911.**
- 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 your Office of Physical Plant at your location.

Specific Information for My Program



POWER OUTAGE

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.

Report the outage to the appropriate authorities for your location.

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.
- Unplug computers and turn off light switches.

Notify your Office of Physical Plant at your location.

Specific Information for My Program



ELEVATOR ENTRAPMENT

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).

Specific Information for My Program



HAZARDOUS MATERIALS SPILL

- Do not attempt to clean unless properly trained in managing chemical spills.
- **Secure the area, call 911** and provide information on location and type of release or spill.
- Report the incident to Environmental Health and Safety (EHS) by calling 814-865-6391 if the incident occurs at University Park.
- 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 the Environment Health and Safety at (814) 865-6391.

Specific Information for My Program



REPORTING SUSPECTED CHILD ABUSE

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

- a. If a child is in immediate danger, contact police at 911 to obtain immediate protection for the child.
- b. **Immediately** make an oral report to the Pennsylvania Department of Human services via ChildLine (**1-800-932-0313**) ([23 Pa. C.S. § 6313\(a\) \(1\)](#)) or an electronic report using the Child Welfare Portal at www.compass.state.pa.us/cwis. *Solely informing a supervisor that you suspect abuse is NOT sufficient under this Policy or the law.*
- c. **Immediately**, but in no event later than 48 hours after calling ChildLine (as described in #2 above), prepare and submit a written report utilizing [Form CY47](#), which may be submitted electronically, to the [County Children and Youth Agency](#) where the suspected abuse occurred ([23 Pa. C.S. §6313\(a\)\(2\)](#)). If you make an electronic report using the Child Welfare Portal (as described in #2 above), you are not required to submit a Form CY47 to the County Children and Youth Agency.
- d. Whenever an employee, volunteer or independent contractor makes a report, that person shall also make an internal report to the University's designated agents for purposes of [Policy AD 72](#) and this policy and [Pennsylvania Child Protective Services Law](#), pursuant to ([23 Pa. C.S. §6311\(c\)](#)) by immediately sending an email to AD72@psu.edu, attaching the completed Form CY47 (if required, as described in #3 above). In response to the email, the person making the report will be contacted by University Police Services, Penn State's Office of Ethics & Compliance, and/or Penn State's Risk Management Office. All University employees, volunteers, and independent contractors are required to assist the University, to the extent deemed necessary by the University, in gathering factual information related to the report.
- e. Forward any subsequent communication from the Department of Human Services relating to the report to AD72@psu.edu.
- f. To the extent provided by law, Penn State will preserve the confidentiality of all child abuse and neglect reports and records to protect the privacy rights of the person making the report. ([23 Pa. C.S. §6340](#)).



PSU ALERT

[PSUAlert](#) is Penn State's emergency notification system for students, faculty and staff. The system will be used to alert members of Penn State's campus communities of emergencies, campus closings and other urgent information. Using this portal, students, faculty and staff can choose to receive PSUAlert messages by text message, voice message and e mail.

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

If you need help or have any questions please visit the [PSUAlert Help & FAQ's Page](#)

Specific Information for My Program