

# Youth Programs Emergency Management Planning



**PennState**  
Office of Ethics and Compliance

Contact:  
Youth Program Compliance  
(814) 867-5088  
psoec@psu.edu  
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## Youth Program Information

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Program Name

Program Director E-mail

Program Director Name

Program Director Emergency Phone

Program Director Work Phone

Program Location

Campus/County:

Sponsoring Department

### University Emergency Management

Name: Brian Bittner  
 Office: 814-867-3430  
 Mobile: 814-404-7210  
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### Youth Program Compliance

Name: \_\_\_\_\_  
 Office: 814-865-8785  
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### University Risk Management

Name: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

### University News & Media Relations

Name: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

Police / Emergency Number

Hospital Number

Police / Emergency Address

Hospital Address

Office of Physical Plant (OPP) Number

In the event of an emergency, please contact the Penn State Office of Ethics and Compliance at [psoc@psu.edu](mailto:psoc@psu.edu) to notify the youth compliance office 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 & 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 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.

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 youth 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.)?  
\_\_\_\_\_
- In times of transition (travel, lunch break, change of facility, etc.), who is responsible for ensuring a proper head count and/or attendance?  
\_\_\_\_\_

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 youth participants.

Emergency Communication Plan for My Program



## MEDICAL EMERGENCY

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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 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**
  - **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.
  - Available campus resources for faculty, staff and students include the following:
    - Employee Assistance Program (EAP) 1-866-749-1735
  - 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 Pennsylvania. 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. Youth 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.

Penn State Youth Program procedure: 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. **This procedure is also in effect during program meetings held outside.**

The resumption of outdoor events or the relocation of youth 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 youth 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 youth 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 youth 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 youth 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 sessions 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

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

- Yell **FIRE** and **pull the fire alarm**.
- Leave the building with youth 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 youth 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 youth program orientation?

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



## FLOODING AND WATER LINE BREAKS

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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 Pennsylvania.
- 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).

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Specific Information for My Program



## EARTHQUAKE

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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 youth 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 powerlines, 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.
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Specific Information for My Program



## EVACUATION AND SHELTERING

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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 on posters throughout Penn State 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 Youth 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 Youth Program:**

What facility is the designated Shelter in Place location during the Youth 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.
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Specific Information for My Program (including meeting sites and exits)

A large, empty rectangular box with a thick black border, occupying most of the page below the section header. It is intended for the user to provide specific information for their program, including meeting sites and exits.

## MISSING OR KIDNAPPED CHILD

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- 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 youth 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 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"

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Specific Information for My Program

# REUNIFICATION PLAN

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In the event of an emergency, evacuation, or unforeseen disaster, it is important to have a reunification plan that guides us in reconnecting youth 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 youth 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
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Specific Information for My Program



## FIELD TRIPS OR TRAVEL

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- 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
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Specific Information for My Program



## SUSPICIOUS PACKAGE

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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:

- 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.

What type of identifying marker will program staff use on bags (medicine, equipment, etc.) used by the program?(this helps mitigate potential of unidentified/suspicious materials.)

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Specific Information for My Program



## BOMB THREAT

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Stay calm and obtain as much information as possible from the caller and report the threat immediately to 911. **DO NOT HANG UP.**

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?

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Specific Information for My Program

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## THREATENING PHONE CALLS

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- **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 Youth Program Director.
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Specific Information for My Program



## UTILITY FAILURE

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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, location, and approximate time of the failure.
- 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.

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Specific Information for My Program

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## POWER OUTAGE

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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 (Office of Physical Plant if at a Penn State 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.

Notify your Office of Physical Plant at your location.

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Specific Information for My Program



## ELEVATOR ENTRAPMENT

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

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Specific Information for My Program





## HAZARDOUS MATERIALS SPILL

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- 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.
  - If safe, shut doors to help contain the spill in the room it occurred.
- Report the incident to Environmental Health and Safety (EHS) by calling 814-865-6391 if the incident occurs at University Park.
  - Also make a report to the Risk Management Office
- 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.
- Use safety showers and/or eye rinses if you or your participants comes into physical contact with a hazardous materials spill.

For more information about this subject please contact the [Environmental Health and Safety](#) at (814) 865-6391.

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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](http://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](mailto: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](mailto: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

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A member of the youth program staff should always be monitoring the PSUAlert system at their campus location (if applicable) for any immediate or impending emergencies and campus security threats.

[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.

Name of designated program staff member: \_\_\_\_\_

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Specific Information for My Program

## HEALTH SAFETY PLAN

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The Youth Program health safety plan is designed to provide information on how to assist with different programming aspects such as design, training, and response to promote the positive health of our staff and participants. This health safety plan includes a [pandemic \(COVID-19\) mitigation and response plan](#) to be implemented during the youth program (if applicable), in response to federal, state, local, and institutional (Penn State) policies and guidelines.

If there is a child attending a youth program who carries an anaphylaxis and epinephrine auto-injector, there must be a trained program staff member in the immediate vicinity (an area in which an individual is physically present and can see, hear, direct, and assess the activities of the child) of the youth participants at all times.

- This [American Red Cross training](#) is specifically designed for the EpiPen Anaphylaxis and Epinephrine Auto-Injector. It does not provide details for a generic or the Auvi-Q Anaphylaxis and Epinephrine Auto-Injector. If a child is using a generic or the Auvi-Q brand, further instruction will need to be provided by the parent/guardian along with further review of the product's patient information/instruction information.
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Specific Information for My Program