

**Youth Protection Program**

**Safety Plan**

Program Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This plan was last updated on:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name)

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**About Emergency Planning**

This document is intended as a template to guide emergency planning and response by youth programs at the University of Central Florida. Included you will find considerations and recommended actions to take to prepare for and respond to potential emergencies, as well as space to document your program-specific plans. When creating a plan, you should consider the thresholds/triggers that will cause the need to modify camp operations (e.g., early dismissal, delayed start, cancellation, etc.).

Your response plans should answer these questions[[1]](#footnote-1):

* Who can direct your response (e.g., an evacuation)?
* When and how will parents/guardians be notified of the emergency?
* Who will decide what to tell your youth participants and when?
* How will you signal an emergency — and the type of emergency — to those in your program or facility?
* How will everyone in the facility be accounted for after an evacuation?
* What steps will be taken during evacuation?
* To where will youth participants, staff, and others be evacuated?
* How will youth participants and staff be transported?
* What coordinating actions with the university or UCF Police Department and/or Emergency Management officials are necessary?
* Who is responsible for each action documented in your plan?

We recommend emergency planning be reviewed with program staff as a team exercise, so as many staff as possible feel prepared for — and equipped to respond to — an emergency. Plans should be reviewed, evaluated, and amended on a periodic basis.

* [Child Safety Before, During & After a Disaster](https://www.redcross.org/get-help/how-to-prepare-for-emergencies/disaster-safety-for-children.html) (Red Cross)
* [Ready Kids](https://www.ready.gov/kids): includes age-specific tips, including [preparedness games](https://www.ready.gov/kids/games)
* [Youth Roles (Youth.gov)](https://youth.gov/youth-topics/youth-disaster-preparedness-and-response/youth-roles)
* Ready Wrigley [checklists](https://www.cdc.gov/cpr/readywrigley/checklists.htm) and [books](https://www.cdc.gov/cpr/readywrigley/books.htm) (CDC)

As a University community, we are fortunate to have expert assistance available to us through the following resources:

* UCF Police Department

<https://police.ucf.edu/> | policedept@ucf.edu | 407-823-5555 (Non-emergency)

* UCF Department of Emergency Management

<https://police.ucf.edu/emergencymanagement> | 407-823-0678

* UCF Department of Security

<https://police.ucf.edu/security> | ds@ucf.edu | 407-882-7111

* UCF Enterprise Risk and Insurance Management

 <https://compliance.ucf.edu/enterprise-risk-management/> | riskmanagement@ucf.edu | 407-823-0648

* Environmental Health & Safety

<https://ehs.ucf.edu/> | ehs@ucf.edu | 407-823-6300

**Communication Plan**

It is important to ensure communication can occur within your youth program in the event of an emergency.

Staff may not always be together when an emergency takes place. A communication plan should include considerations to ensure staff can contact one another and the Program Sponsor/Director. In addition, an emergency event may necessitate communicating with other university officials outside of program operations. The plan should include contact information for all individuals that need to be notified in the event of an emergency, such as the Office of Enterprise Risk and Insurance Management when there has been an incident that includes an auto accident, camper injury/illness, molestation/abuse allegations, etc.

Additionally, a communication plan should include procedures for contacting youth participant’s emergency contacts. Staff should have hard copies of all youth participant’s emergency contacts on hand at all times throughout the program and parents/guardians should be informed of how they will be notified in the case of an emergency.

Staff should be prepared to operate in the case that regular communication methods are not available (i.e. cell phone service goes out).

**My Youth Program Communication Plan:**

## **Medical Emergency**

In the case of an urgent medical emergency:

* Remain calm and call 911
* Provide location (address, building name and room number, if applicable), nature of injury or illness, current condition of the youth participant and any other requested information
* Remain on the phone until directed to hang up
* Do not move the youth participant unless they are in immediate danger
* Stay with the youth participant and have another person go outside to meet the emergency responders
* Inform the emergency responders of any additional medical information listed on the youth participant’s medication treatment authorization form (if applicable)
* Contact the youth participant’s parent/guardian to inform them of the incident
* In the case that the youth participant is taken to the hospital, stay with them until their parent/guardian arrives or they are released. Bring the medication treatment authorization form to the hospital with you (if applicable).

In the case of a non-emergency medical incident:

* Staff should possess the knowledge and tools to provide basic first aid to youth participants or know where the nearest first-aid certified individual is and be able to contact them.

Documentation procedures should be in place to document injuries, both emergency and non-emergency.

**My Youth Program Medical Emergency Plan:**

## **Fire/Evacuation**

In the case of a fire:

* Manually activate the fire alarm
* Walking quickly with youth participants, leave the building immediately using the closest emergency exit, do not use elevators
* Help people who need assistance if possible, including young children and those with disabilities
* Close doors and windows behind you, but do not lock them
* Move to a safe location away from buildings and/or to your building’s/program’s designated meeting site
* Call 911 as soon as you are in a place of safety. Notify fire personnel of the location, nature, and size of the fire and if you think anyone may still be in the building
* Call the Program Sponsor/Director to inform them of the incident
* Take attendance each time you arrive at a new location
* Re-enter the building only when instructed by fire personnel

In the case of a non-fire evacuation:

* Walk quickly with youth participants and leave the building via the designated exit, do not use elevators
* Help people who need assistance, including young children and those with disabilities
* Assemble at designated meeting site
* Take attendance each time you arrive at a new location
* Wait for instructions from the Designated Public Safety Official(s)

Prior to the start of youth program, the Program Sponsor/Director should review evacuation procedures and determine the nearest exits, best routes, and assembly sites. They should also ensure that exits, routes, and assembly points are manageable for youth participants. Program Sponsors/Directors should train staff on the departmental emergency evacuation plan (if applicable). All doorways and paths of egress, such as staircases, should be kept clear of any obstructions.

UCF Fire Safety Resources: <https://ehs.ucf.edu/fire-safety>

**My Youth Program Fire/Evacuation Plan (including exits and primary, secondary mass assembly areas):**

## **Active Shooter**

Active shooter situations require law enforcement to take immediate action. Active shooter response strategies are outlined below. Every incident varies - be flexible in determining which strategy works best in your specific situation. Consider and prioritize the physical and emotional safety of the youth participants in your care at all times.

* Assess the situation and consider your options:
	+ Leave the scene - If it is safe to do so, exit the building with youth participants, moving quickly and leaving belongings behind. Help and warn others if safe to do so. Go to a safe place and find cover if possible. Take attendance when you arrive at a secure location.
	+ Find a place to hide - Lock the door and lock and cover windows to the room you are in. Turn out the lights and silence electronic devices. Make the room look as though it is empty. Instruct youth participants to remain calm and quiet. Take attendance of participants if possible.
	+ As a last resort, distract and disable the shooter.
* When safe to do so, 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.

After the violence has stopped, how will you know it is safe?

* Monitor UCF Alert
* You can call 911 to confirm that police are present outside your door/location

Prior to the start of youth program, the program director should review active shooter procedures, train staff on procedures, and plan an active shooter drill. An active shooter drill should be held with each group of participants during the first 24 hours of a new session.

More information can be found on the UCF Police Department webpage: <https://police.ucf.edu/active-shooter>

**My Youth Program Active Shooter Plan:**

## **Threats of Violence**

*Threatening Phone Call*

Threats are often received by telephone and all calls must be taken seriously. If you receive a threatening phone call:

* Get a coworker to call 911 while you are on the line.
* Keep the caller on the line by asking 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.
* Notify the program director, or other program administrators as directed.

*Suspicious Mail/Package*

Mail and packages can be used to deliver potentially hazardous materials. Before opening, take care to examine the item for anything unusual. If a package raises concern:

* 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

*Bomb Threat*

If you receive a bomb threat over the phone, stay calm, 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 and language (well spoken, taped, irrational, foul, incoherent, etc.)
* 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.)

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?

**My Youth Program Threats of Violence Plan:**

## **Facility Emergencies**

*Utility Failure*

Utility failures include power outages, gas leaks/unusual odors, or broken/malfunctioning life-safety equipment. In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations and emergency lighting to aid in the safe evacuation.

In the case of a utility failure:

* Always report utility failures to the appropriate authorities for your location.
* If the utility emergency poses a public safety threat or emergency, contact 911 and 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 facility in case of a utility emergency.
* In the case of a power outage, 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
	+ Do not light candles or any other types of flames for lighting
	+ Unplug computers and turn off light switches

*Hazardous Materials Spill*

There are chemicals and other hazardous materials stored and used on campus. The materials are stored in locked areas that youth participants will not be able to access during their visit to the campus.

In the rare case of a hazardous materials spill during your program:

* 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 206-543-0467
* Evacuate all personnel and youth participants 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.

**My Youth Program Facility Emergencies Plan:**

## **Hazardous Weather**

Hazardous weather can strike at any time, however, in Central Florida, the summer months are especially active. It is advised that events have a plan in place in the event of hazardous weather. This plan should consider:

*Thunderstorms*

Thunderstorms can “pop-up” at anytime during the summer months. Typically they consist of high winds, rain, lightning and in some cases, hail. When outdoors:

* Immediately suspend activities and seek shelter inside a fully enclosed building. Open pavilions, such as at Lake Claire and other areas on campus, do not provide adequate shelter from lightening or hail.
* Take attendance every time you move locations
* Monitor UCF advisories and local media
* Wait for the all clear to resume activities outdoors

*Tornadoes*

Tornadoes generally occur near the training edge of a thunderstorm but can form without warning. Some of the danger signs include dark greenish sky, large hail, and/or large dark low-lying clouds and a loud roar similar to a freight train. If your program encounters any of these signs, a UCF Alert, or an alert from the National Weather Service:

* Immediately suspend activities and seek shelter inside a fully enclosed building away from corners, windows, doors and outside walls.
* Take attendance every time you move locations
* Monitor UCF advisories and local media
* Wait for the all clear to resume activities outdoors

*Flooding*

Severe thunderstorms can create the potential for flooding in certain areas when several inches of rain are dropped in a single location in a short amount of time. Once a thunderstorm has cleared, take these additional precautions when traveling through or resuming activities in areas of potential flooding:

* Avoid moving water
* Stay on high ground
* Follow paths indicated by authorities
* Stay clear of roadways to allow emergency workers to assist those in need
* Take attendance every time you move locations
* Wait for the all clear to resume activities outdoors; Or end program activities early or cancel program activities if conditions continue to be unsafe
* Communicate procedures for ending early or canceling program ahead of time to parents/guardians

*Extreme Heat*

Extreme heat can be the cause of serious health problems if individuals do not take the proper precautions. The best defense against heat-related illness is prevention. Staying cool and making simple changes in fluid intake, activities and clothing during hot weather can help youth participants and program staff remain safe and healthy. When program activities occur outdoors ensure youth participants and program staff:

* Stay hydrated and drink more water than usual
* Take frequent breaks in a cool place (taking attendance every time there is a move in locations)
* Slow the pace of any physical activity
* Wear lightweight and light-colored clothing

Check local weather information for up-to-date weather advisories and information. If you are routinely involved in outdoor activities, have a way to check weather information from your location. If you are in a remote location without cellular or internet service, obtain a weather radio (battery operated or hand crank NOAA approved weather radio) for your program.

If a youth participant and/or staff member exhibits **symptoms of heat exhaustion** (i.e. heavy sweating, extreme weakness or fatigue, dizziness/confusion, nausea, cold clammy/moist skin, pale or flushed complexion, muscle cramps, slightly elevated body temperature and fast/shallow breathing) move the individual to a cool place, loosen clothing if possible, put cool, wet cloths on the body, and sip water. If symptoms get worse, last longer than 1 hour, and/or the individual begins vomiting follow the s**teps to take in the case of an urgent medical emergency**.

If a youth participant and/or staff member exhibits **symptoms of heat stroke** (i.e. extremely high body temperature above 103°F or higher, hot, red, dry or damp skin, no sweating, hallucinations, chills, throbbing headache, confusion/dizziness and/or slurred speech):

* Call 911 right away
* Follow the **steps to take in the case of an urgent medical emergency**
* Move the individual to a cooler place
* Help lower the person’s temperature with cool cloths
* Do not give the person anything to drink

**My Youth Program Hazardous Weather Plan:**

## **Lost or Missing Youth Participants**

To minimize the risk of a lost or missing youth participants, take attendance at the beginning and end of each program day and any time youth participants move to a new location, and maintain proper staff to youth participant ratios. Keep detailed records of locations where program participants are at all points throughout the program day. Any changes made to the roster throughout the day should be communicated to the Program Sponsor/Director and all staff.

If you suspect there may be a lost or missing youth participant, assemble the participants in a common assembly area and match the headcount against the attendance sheet. Ask staff and other youth participants when they last saw the missing participant. Thoroughly and continually search the facility and adjacent outside area(s)

In the event of a lost or missing youth participant:

1. Contact 911 immediately to help find the missing youth participant. Provide the following information:
	* Participant’s name, age, phone number (if applicable), and address
	* Physical and clothing description of the participant
	* Medical status, if appropriate
	* Time and location participant was last seen
	* Person with whom the participant was last seen
	* Have youth participant’s information including picture, if possible, available for the police upon their arrival
2. Notify Program Sponsor/Director
3. The Program Sponsor/Director should notify the emergency contact listed for the missing youth participant and inform them of the steps being taken

**My Youth Program Lost or Missing Youth Participant Plan:**

## **Field Trips or Travel**

To maintain safety of all staff and youth participants while on field trips or otherwise traveling offsite, the following safeguards should be taken:

* Obtain the following and keep with staff in written form:
	+ Youth participant list by assigned vehicle
	+ Supervisor/staff list by assigned vehicle
	+ Map of intended route
	+ Youth participant’s emergency and medical information/supplies, if needed
	+ List of important phone numbers (including youth participant’s emergency contact information and supervisor/staff phone numbers)
	+ Instructions about what to do in case of potential emergencies. Share the location of these instructions with youth participants in case staff are unable to use it (i.e. staff is injured in a traffic accident)
	+ Appropriate mass assembly locations at/near your travel destinations, in case of emergency
* Seat staff throughout the vehicle during transport
* Assign a designated meet up location at the field trip destination that is communicated to all the youth participants in case they get separated
* At least one staff person should have [GETS](https://www.dhs.gov/government-emergency-telecommunications-service-gets)/[WPS](https://www.dhs.gov/wireless-priority-service-wps) authorization.
	+ Contact University Compliance, Ethics, and Risk to obtain authorization.
* Bring first aid kit and attend to any medical needs
* In the case of an emergency:
	+ Call 911 if emergency medical treatment or police are required
	+ Contact Program Sponsor/Director and other administrative personnel as needed to provide updates and actions being taken
	+ Program Sponsor/Director will contact parents/guardians and give updates of actions being taken and indicate any change to meeting locations or pick-up times

**My Youth Program Field Trip/Travel Plan:**

## **Reunification**

In the wake of an emergency or disaster, reunifying youth participants with their parents/guardians is a top priority. These considerations can help you create a reunification plan to be shared with staff and parents.

1. Work with the Department of Emergency Management to designate a specific location for youth participants within mass assembly areas
* When identifying an area, you may want to consider:
	+ an area that allows for multiple youth groups to congregate together
	+ proximity to supplies and support
	+ proximity (as is possible) to likely reunification points (for parents/guardians)
* Secondary assembly points should also be designated, in case the primary assembly point is inaccessible during an emergency.
1. Create signage to facilitate easy identification of youth participants by first responders and parents/guardians within mass assembly areas. Include sign-making supplies, or pre-made signs, in your emergency supply kit.
2. Reuniting parents/guardians with their youth participants
* Create a plan to release the youth participant to their parent/guardian
	+ What documentation/identification is necessary to release a youth participant to an adult?
	+ Staff must document who the youth participant left with: how and where will this information be collected?
	+ If a youth participant has been taken to receive first aid or other care somewhere else, a staff person should be designated to accompany them to that location. How will such designations/departures from the assembly point be communicated among staff?
* Minors age 16 and older may be allowed to leave independently once contact has been made with a parent/guardian and it has been determined the outside environment is safe for travel.
	+ Will your program allow this? If so, how and where will these departures be documented?
1. Communication to parents/guardians with information on emergency response and reunification
* Communicate to parents/guardians in orientation/handbook about reunification location and procedures
	+ Procedure for releasing youth participant to parent/guardian and necessary documentation to facilitate release
	+ Expectations for experience at assembly points (e.g., traffic congestion, delays in reunification as staff follow procedures to ensure youth safety, etc.)
	+ Communicate to parents/guardians in orientation/handbook about the main methods you will use for communication after an event
* Collect multiple modes of contact information from parents/guardians (phone numbers, email addresses, additional emergency contacts)
* Use more than one mode of communication to parents/guardians
	+ Text, phone call, or email to parents/guardians
	+ Message left on a designated voicemail
	+ Notification on program website (e.g., banner at top of page) and/or social media pages, as applicable
* Consider sending periodic updates to reassure parents/guardians of the well-being of their youth participant during the post-emergency reunification process. Even if there is no news it can be helpful to communicate and let parents/guardians know that things are status quo.
	+ Who and how should parents/guardians communicate to program staff or other emergency responders? Parents/guardians should not call UCF Police Department, as this interferes with dispatch. Parents should only call 911 to report emergencies, not to request information.
1. Assign staff roles to support the reunification process in your emergency planning, and train staff accordingly.

**My Reunification Plan:**

## **After an Emergency**

Following an emergency, it is important for youth programs to attend to the impact of the emergency on both their youth participants and their staff. It is also an appropriate time to review and revise your emergency plans or program operations or logistics, based on your experience during and after the emergency.

Helping return a sense of normalcy and routine can be an important safeguard for youth participants following the disturbance and potential trauma of an emergency. Programs can implement simple steps to build resilience among their youth participants and help them cope with their emotional and physical needs. Some resources to assist programs in doing this work include:

* [SAMHSA’s Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event](https://store.samhsa.gov/sites/default/files/d7/priv/sma12-4732.pdf)
* [FEMA and the American Red Cross: “Helping Children Cope with Disaster”](https://www.redcross.org/content/dam/redcross/atg/PDF_s/Preparedness___Disaster_Recovery/General_Preparedness___Recovery/Emotional/Helping_children_cope_with_disaster_-_English.pdf)
* [Save the Children’s “Journey of Hope” and “Shelter from the Storm” programs](https://www.savethechildren.org/us/what-we-do/protection/child-protection)
* Mercy Corps’ “[My Hurricane Story](https://www.mercycorps.org/blog/my-hurricane-story)” (natural disaster focus)

Staff may also need additional support coping with their experiences and returning to their duties. Consider convening group meetings, perhaps with relevant experts or resources in attendance, to debrief the events and responses.

* [CDC’s Emergency Responders Tips for Care](https://emergency.cdc.gov/coping/responders.asp)
* [UCF Employee Assistance Program (EAP)](https://hr.ucf.edu/contentblock/employeediscountsassistance/)
* [UCF Student Care Services](https://scs.sdes.ucf.edu/)
* [UCF Counseling and Psychological Services](https://caps.sdes.ucf.edu/)
* [UCF Victim Services](https://victimservices.ucf.edu/)

**My post-emergency plan for staff and participant care:**

**My Emergency Preparedness Plan/program operations review and revision plan:**

## **Additional Resources**



[UCF Alert](https://police.ucf.edu/ucfalert) is a multi-media communications system that provides timely and accurate information about emergency situations that could impact the university. The goal is to help keep the campus safe and informed during an emergency.

UCF's Department of Emergency Management, Police Department and Communications team determine which communications tools are used during an emergency. These offices work together to provide timely and accurate information to the UCF community.

UCF Alert features several communications tools, including e-mails, text messages, Web updates, social media, sirens and more. Generally, e-mails and text messages will be used only for events that present an imminent danger to the campus community or that significantly impact university operations. UCF understands that some UCF Alert members may be charged for receiving text messages, and therefore will use text messages judiciously. Examples of situations where text messages and e-mails might be sent include, but are not limited to, bomb threats, chemical spills, significant traffic or parking issues, extreme weather alerts, etc.

At all times, the best source for official news and information is the UCF website, <https://www.ucf.edu>. The site will be updated during an emergency as information becomes available. For questions about UCF Alert and how it is used, please contact the UCF Department of Emergency Management at 407-823-0678.

Visitors to UCF who do not have active UCF credentials may register to receive emergency notifications through the [UCF Mobile App](https://ucfmobile.ucf.edu/). To receive alerts, download the UCF Mobile App to your smartphone or device and follow these steps:

1. Select the “Safety” icon on the main screen
2. Select the UCF Alerts dropdown menu
3. Select the “Opt into UCF Alerts Push Notification
4. Select the green “Opt in” button on the top right of your screen
5. You’re done!

   

Make sure your device has enabled notifications for this UCF Mobile App. You’ll receive important information regarding emergencies on campus with instructions to help you make decisions to stay safe. You can opt out of receiving these notifications at any time.



The UCF Police Department is here to keep our community safe, and we believe in the power of transparency as we protect and serve. We want the public to understand who we are, what our policies are and why they exist, and how UCF police officers train and prepare for emergency situations.



Ready is a national public service campaign designed to educate and empower people to prepare for, respond to, and mitigate emergencies, including natural and man-made disasters. For more information on emergency management, visit [www.ready.gov](file:///C%3A%5CUsers%5Ccmarkx%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CPQ40D7JN%5Cwww.ready.gov). For a youth-specific focus, visit <https://www.ready.gov/kids>.

1. Adapted from FEMA. (2016). IS-0366.a Planning for the Needs of Children in Disasters. Available from https://emilms.fema.gov/IS0366a/lesson8/PNCD01summary.htm. [↑](#footnote-ref-1)