

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



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

911

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

Medical Emergency



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 tornDpli 1 (oeMc(r) 50 (rst) 7aghtn)9Lbl /MCID 22 BDC95 Tj10.0 0.0 7



Heat Index



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.
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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



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.
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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.
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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.
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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.
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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:

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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

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.

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



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.

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

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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.