**Iowa State University Youth Program**

**Emergency Preparedness & Incident Reporting Plan**

**Youth Program Information**

Program Name:

Program Date(s):

Program Leader Name:

Program Leader Contact Information:

ISU Sponsoring Department/Unit:

Primary Program Location (including address):

Secondary Program Locations (including addresses):

Local Police (phone):

Additional Details:

**About Emergency Preparedness**

This document is intended as a template to guide emergency planning and incident reporting by youth programs at Iowa State University. 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. It is the responsibility of the program leader to review the provided information and links and develop an emergency preparedness plan that fully considers your unique program needs.

*Your response plans should answer these questions:*

● 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 will be taken during evacuation?

● To where will children, staff, and others be evacuated?

● How will children and staff be transported?

● What coordinating actions with University or community public safety and/or emergency management officials are necessary?

● Who is responsible for each action documented in your plan?

We recommend emergency planning be conducted as a team exercise, so as many staff (employees and volunteers) as possible feel invested in preparing for -- and equipped to respond to -- an emergency. Plans should be reviewed, evaluated, and amended on a periodic basis. You may also want to include youth participants in planning and preparation.

Online resources available for emergency planning for youth programs include:

[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](https://youth.gov/youth-topics/youth-disaster-preparedness-and-response/youth-roles) (Youth.gov)

Ready Wrigley [checklists](https://www.cdc.gov/cpr/readywrigley/checklists.htm) (CDC)

[Caring for Children in a Disaster](http://www.cdc.gov/childrenindisasters/schools.html) (CDC)

To report an accident, incident or injury, please visit: <https://www.riskmanagement.iastate.edu/Report>

Please remember that all incidents, accidents and injuries must be reported within 24 hours. If you need additional support for reporting an incident, please reach out to Risk Management at 515-294-7711 or [youth@iastate.edu](mailto:youth@iastate.edu).

**For all emergencies, DIAL 911.**

**Additional Resources**

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

**Iowa State University Police Department (ISUPD)**

In an emergency, urgent, or crime situation that requires police, firefighter, and/or ambulance assistance, calling 911 should be your first response. Iowa State University’s Police Department (ISUPD) exercises primary policing responsibility over the grounds of Iowa State University. Dialing 911 from a land-line phone (including pay phones) will automatically route your phone call to the law enforcement agency that has jurisdiction where the phone call originated. Dialing 911 from a campus phone will route your call to the ISU Police Dispatch Center, which has direct phone and radio contact with all local emergency response units, including ISU police officers, the fire department, and ambulance services. The ISUPD Non-Emergency line can be reached at 515-294-4428. More information at <https://www.police.iastate.edu/>.

**ISU Alert**

Iowa State University developed ISU Alert to disseminate official The ISU Alert system quickly notifies Iowa State University students, faculty and staff of potentially dangerous situations. ISU Alert complements other forms of emergency notification, including warning sirens, public address announcements, the university homepage, personal communication and signage. Iowa State University provides the ISU Alert service at no charge. Users who opt-in for text messages or calls to a cell phone may incur a fee, depending on their wireless provider.

**ISU Emergency Management**

For more information about ISU emergency management policies and procedures visit ISU Emergency Management at <https://www.ehs.iastate.edu/prep>.ISU Environmental Health & Safety provides information to help departments prepare for anticipated building emergencies including fire, hazardous material spill, earthquake, flood, power outage, and civil unrest. They focus on life safety and compliance with the fire code and worker safety rules. Resources for all of the above, including evacuation plans and fire safety plans, can be found at <https://www.ehs.iastate.edu>/.

**Ready.Gov**

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](http://www.ready.gov). For a youth-specific focus, visit <https://www.ready.gov/kids>.

**Other Resources**

**ISU Emergency Procedures**

<https://www.ehs.iastate.edu/prep/emergency-procedures> | 515-294-5359

**Environmental Health & Safety**

<https://www.ehs.iastate.edu/> | 515-294-5359

**Incident & Claims**

<https://www.riskmanagement.iastate.edu/Report>

**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 Leader. In addition, an emergency event may necessitate communicating with other University individuals outside of program operations. The plan should include contact information for all individuals that need to be notified in the event of an emergency.

Additionally, a communication plan should include procedures for contacting participant’s emergency contacts. Staff should have hard copies of all 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).

1. Communication to parents and guardians with information on emergency response and reunification

* Communicate to parents in orientation/handbook about reunification location and procedures
  + Procedure for releasing child 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 in orientation/handbook about the main methods you will use for communication after an event
* Collect multiple modes of contact information from parents (phone numbers, email addresses, additional emergency contacts)
* Use more than one mode of communication to parents
  + Text, phone call or email to parents
  + 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 of the well-being of their children during the post-emergency reunification process. Even if there is no news it can be helpful to communicate and let parents know that things are status quo.
  + Who and how should parents communicate to program staff or other emergency responders? Parents should not call ISUPD, as this interferes with dispatch. Parents should only call 911 to report emergencies, not to request information.

In the wake of an emergency or disaster, reunifying youth 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 Emergency Management office to designate a specific location for children 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 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 and guardians with their children

* Create a plan to release the child to their parent/guardian
  + What documentation/identification is necessary to release a child to an adult?
  + Staff must document who the child left with: how and where will this information be collected?
  + If a child 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 or 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. Assign staff roles to support the reunification process in your emergency planning, and train staff accordingly.

**My Youth Program Communication Plan:**

**My Youth Program Reunification 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 participant and any other requested information (Please note: if you call 911 from a university land line you will be connected with ISU emergency dispatch, if you are off campus and/or calling from a cell phone, you will be connected with the local community emergency dispatch and must provide the address and location).
* Remain on the phone until directed to hang up
* Do not move the participant unless they are in immediate danger
* Stay with the participant and have another person go outside to meet the emergency responders
* Inform the emergency responders of any additional medical information listed on the participant’s medication treatment authorization form (if applicable)
* Contact the participant’s parent/guardian to inform them of the incident
* In the case that the 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 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.

All medical emergencies and injuries (both emergency and non-emergency) must be reported within 24 hours by the Program Leader to Risk Management on the Incident Report portal at: https://www.riskmanagement.iastate.edu/Report.

**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 Leader 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 the youth program, the Program Leader 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. Program Leaders should train staff on procedures, and plan a fire/evacuation drill. For longer programs, it is recommended that a fire/evacuation drill be held with each group of participants during the first 24 hours of a new session. All doorways and paths of egress, such as staircases, should be kept clear of any obstructions.

All youth programs should be included in their sponsoring unit’s Fire Safety and Evacuation Plan.

Map of ISU’s assembly areas by building: <https://www.ehs.iastate.edu/prep/building-information>

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

**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](https://www.ehs.iastate.edu/prep/building-information).
* 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*

As Iowa State University is a research facility and is powered by fossil fuels, 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 515-294-5359
* Evacuate all personnel and 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:**

**Severe Weather**

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.

<https://www.ehs.iastate.edu/weather>

In the case of needing to shelter in place until the weather emergency passes:

* If outdoors, seek shelter
* Take attendance every time you move locations
* Take cover under a sturdy object or against an interior wall
* Monitor ISU advisories and local media
* Wait for the all clear before leaving your safe place

In the case of extreme heat or unsafe air quality:

* If outdoors, go inside
* Take attendance every time you move locations
* End program activities early or cancel program activities if unsafe air quality prevents program activities, especially any outdoor physical activity

For all severe weather situations, communicate procedures for ending early or canceling program ahead of time to parents/guardians (see “Communication Plan” section for more details).

**My Youth Program Severe Weather Plan:**

**Lost Youth**

To minimize the risk of a lost youth, take attendance at the beginning and end of each program day and any time participants move to a new location and maintain proper staff to participant ratios. Keep detailed records of locations where program participants are at all points throughout the program day.

In the event of a lost participant:

* Assemble the participants in a common assembly area and match the headcount against the attendance record
* Thoroughly and continually search the facility and adjacent outside area(s)
* Ask staff and other participants when they last saw the missing youth
* Contact 911 immediately to help find the missing youth. Provide the following information:
  + Youth’s name and age
  + Address
  + Physical and clothing description of the youth
  + Medical status, if appropriate
  + Time and location youth was last seen
  + Person with whom the youth was last seen
* Have youth’s information including picture, if possible, available for the police upon their arrival
* The Program Leader should notify parent/guardian(s) of missing youth and inform them of the steps being taken

**My Check-in/Check-out Procedures Plan:**

**My Youth Program Missing Youth 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 following the disturbance and potential trauma of an emergency. Programs can implement simple steps to build resilience among their participants and help youth cope with their emotional and physical needs. Some resources to assist programs in doing this work include:

* [ISU’s Post-Emergency Recovery document](https://www.ehs.iastate.edu/sites/default/files/uploads/forms/Emergency_Response_and_Recovery%20Guide.pdf)
* [SAMHSA’s Tips for Talking With and Helping Children and Youth Cope After a Disaster or Traumatic Event](https://store.samhsa.gov/system/files/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/us-programs/child-protection)
* Mercy Corps’ “[What Happened to MY World?](https://www.mercycorps.org/sites/default/files/file1134070665.pdf)” (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.

* [ISU Employee Assistance Program](https://hr.iastate.edu/employee-assistance-program)
* [CDC’s Emergency Responders Tips for Care](https://emergency.cdc.gov/coping/responders.asp)

*Please remember that all incidents, accidents and injuries must be reported within 24 hours to:*

[*https://www.riskmanagement.iastate.edu/Report*](https://www.riskmanagement.iastate.edu/Report)*. If you need additional support for reporting an incident, please reach out to Risk Management at 515-294-7711 or* [*youth@iastate.edu*](mailto:youth@iastate.edu)*.*

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

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