

Emergency Plan Template

General Information

Name of Program: _____

Date(s) of Program: _____

Program Director: _____ Phone: _____

Alternate Contact: _____ Phone: _____

Program's Primary Location (Where Program will take place): _____

Emergency Phone Numbers

On-Campus Programs:

Department of Public Safety:

Emergency 610-519-4444 / from Univ. phone: 9-4444

Non-Emergency 610-519-6979 (option #1)

Off-Campus Programs:

Emergency 911

Fire Department: _____

Local Police Department: _____

For emergency situations, do the following:

1. Be prepared to give specific directions to your location.
2. Open appropriate doors, if needed.
3. Assign an individual (a coach, assistant coach, etc.) to "flag down" EMS and direct them to the scene.

Evacuation Routes (Evacuation route maps)

The following information is marked on evacuation maps on campus. Review with participants at the beginning of the program:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
5. Assembly points

Emergency procedures

http://www1.villanova.edu/content/villanova/publicsafety/jcr_content/pagecontent/download_1/file.res/EmergProcedures-1page.pdf

<http://www1.villanova.edu/content/dam/villanova/conferenceservices/documents/EmergencyProceduresBulletin4-17.pdf>

1. Severe weather conditions

Severe thunderstorms or tornadoes can develop quickly. A severe thunderstorm or tornado WATCH means that conditions are favorable for severe weather. If a WATCH is issued, remain alert and make sure you have a plan of action in the event that the situation worsens. Ensure that you have a clear path to a nearby safe area. Continue normal activities, but be alert to the weather outside, watching the sky for worsening conditions. Continue to monitor the weather through a radio, television or the internet. A tornado or severe thunderstorm WARNING means that severe weather is about to occur. If a WARNING is issued, take cover. If possible, get inside a building but remain well clear of windows and other glass.

Severe Weather Plan: (based on program location)

2. Fire

- ALWAYS respond to a fire alarm as if it were an actual emergency. NEVER assume that the fire alarm system has been activated accidentally, and always evacuate the building quickly and orderly.
- NEVER use the elevator to evacuate the building, instead, always exit via the stairs when the alarm is activated.
- NEVER return to an evacuated building until instructed to do so by an authorized

University official.

- If you become trapped in a building during a fire and a window is available, place an article of clothing outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location.
- DO take the time to learn two ways out of the event location, in the event that your typical path of exit is blocked in an emergency.
- DO designate an outside assembly area for your group to meet in the case of a fire alarm or other evacuation.
- If a member of your group has a disability and needs assistance in evacuating the building, you should identify someone in advance who is familiar with your group's needs to assist you in leaving the building and to notify emergency personnel of your location, if necessary.

Upon discovering a fire...

- DO NOT attempt to fight the fire yourself.
- Activate the building fire alarm system and evacuate the building IMMEDIATELY. Alert others by shouting out and banging on doors as you leave. If possible, close doors behind you as you go to minimize the spread of fire.
- Do not use the elevators in a fire, they will stop if the power ceases, possibly trapping you between floors.
- Once in a safe location, contact Public Safety at (610) 519-4444 or 9-4444 (from a Univ. phone), giving full details (Location, Materials Involved, etc...). If off-campus, dial 911.
- Do not hang up the phone. Let the dispatcher terminate the conversation.
- NEVER ENTER OR RE-ENTER A BURNING BUILDING.
- Await the Fire Department, and if possible direct them to the fire scene.

Fire Evacuation Plan (based on program location):

3. Swimming using certified lifeguards

- All swimming activities must be approved in advance by Athletics and the Office of Insurance and Risk Management.
- Swim in designated areas only, supervised by lifeguards.

Swim Plan (if applicable):

Approval obtained from: _____
(Office of Insurance and Risk Management) (Date)

(Athletics Office) (Date)

4. Lost camper

- All camps/clinics for children (age 18 or under) hosted on campus are advised to have a written lost camper plan, and all camp/clinic staff should be trained in the procedures included in the plan.
- During a lost camper search, one person (the Program Director or designee) must be in charge of the entire search to avoid confusion and wasted time. All members of the camp staff should have the name and phone number of the Program Director/designee.
- If a camper does not attend a scheduled activity, or is missing at bed check, the Program Director/designee should be notified immediately. The Program Director will contact the Public Safety Department at (610) 519-4444 within a short period of time if the camper is not immediately located.
- To the extent possible, the following information should be included in the initial report:
 1. Camper's name and age
 2. What the camper was wearing
 3. Last place the camper was seen
 4. Other potentially helpful information, e.g., indications that the camper is homesick or has had conflicts with other campers or camp staff

Lost Camper Plan:

5. First aid/medical emergencies

- In an emergency, call
 - On-Campus: 610-519-4444 / from Univ. phone: 9-4444
 - Off-Campus: 911
- The following resources can be used to guide you in handling the most common first aid emergencies:
 - American Red Cross First Aid App
 - Spot a Stroke F.A.S.T. (American Heart Association) App

Communication Plans:

Procedure for notifying Minor’s parent/legal guardian in case of emergency:

Procedure by which a parent/legal guardian can contact their Minor during a Program:

(Attach roster of program participants with emergency contact information).

(Attach roster of program employees and volunteers along with contact information).