

Emergency Preparedness Plan for Camps and Clinics



Purpose

The purpose of this emergency plan is to identify safe areas and evacuation locations prior to the camp and clinic start date. Once these areas have been identified, it shall be communicated to all staff members and participants of the event.

This emergency preparedness plan will focus on:

- Fire safety and evacuation procedures
- Severe weather safety and shelter locations
- How to report a medical emergency
- Reunification planning



Camp/Clinic Information

Sponsoring organization/department:

Name of camp/clinic:

Start Date:

End Date:

Primary point of contact name:

Cell #:

Email:

Secondary point of contact name:

Cell #:

Email:

Location(s) of camp/clinic:

Estimated number of attendees:

Estimated number of staff:

The event will take place: Indoors Outdoors Both Indoors and Outdoors



Fire Safety and Evacuation Procedures

All fire alarm activations are **mandatory** evacuations, even fire drills. Prior to the camp/clinic, identify at least two emergency exits near the event location. Ensure all participants of the camp/clinic are made aware of the closest exit at the beginning of the event. Staff need to identify a primary and secondary muster location for evacuation.

When the alarms activate:

- Do not use elevators unless authorized by emergency personnel.
- As the camp/clinic is evacuating, guide all participants to the closest exit.
- Keep a roster of all participants and keep the class together.
- Move at least 75 feet away from the building and out of the way of first responders.
- Do not re-enter the building until you are told to do so by emergency personnel.

Immediately notify emergency personnel if any participants are missing.

Location(s) of camp/clinic:

Primary emergency exit (please describe):

Secondary emergency exit (please describe):

Primary muster area:

Secondary muster area:



Severe Weather Safety and Shelter Locations

Normally, shelter events are weather related. Before the camp/clinic starts, identify at least two severe weather shelter areas near the event location. If a situation arises and you need to shelter in place, move into a building that protects you from danger.

- Remain calm.
- Seek shelter inside the closest sturdy building. **DO NOT** wait until you physically see a tornado or severe weather event to react.
- Once you are inside, go to the lowest floor of the building, in an interior room or hallway, and stay away from windows, glass, and unsecured objects that may fall.
- Avoid auditoriums and gymnasiums.
- Do not use elevators.
- Wait for further instruction from UTDAAlert and emergency personnel.
- Do not leave until an “All Clear” is received.

Location(s) of camp/clinic:

Primary severe weather shelter area location:

Secondary severe weather shelter area location:



Medical Emergency Procedure

All emergencies or suspected crimes should be reported immediately by calling 911, followed by a report to the Programs for Minors Official and the Department of Environmental Health and Safety.

- Tell the dispatcher your location and give them the exact address or building name.
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Include the nature of the emergency.
- Remain calm and do not hang up as additional information may be needed. If possible, have someone meet emergency personnel outside of the building or event location.

When reporting a non-emergency accident (slips, trips, or falls), immediately notify the Department of Environmental Health and Safety (x4111) and the Programs for Minors Official.

Please ensure that you have reviewed the Programs for Minors policy on the UT Dallas website:

<https://policy.utdallas.edu/utdsp5015>.

Reunification Plan for Minors and Parents/Guardians



Introduction

Minor and parent/guardian reunification is a crucial part of emergency planning. During an emergency or disaster, releasing minors to a parent or guardian is a difficult process. A comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning which is to ensure the safety of minors to every extent possible. Creating this plan will help all staff, participants, and parents/guardians know the process on how to reunite with the camp/clinic participants.

Some parents will refuse to cooperate with the minor/parent reunification process. This situation can be mitigated, to some degree, by informing parents about the emergency release procedures before the camp or clinic occurs.

Shortly after the incident, the media may have a presence on campus. The Office of Advancement will speak to the media. Staff of the camp/clinic should not speak to the media unless authorized to do so by the Office of Advancement.



Activating the Reunification Plan

The event staff in collaboration with University leadership, UT Dallas Police, UT Dallas Emergency Management, and the Programs for Minors Official will determine if an event should be closed or canceled due to an emergency situation. Once the decision has been made, the point of contact and their alternate will be notified.



Emergency Notification

If an emergency or disaster occurs during a camp/clinic, a UTDAAlert message (text and email) will be sent to the campus community to communicate emergency procedures and additional information on the incident. All registered UT Dallas students, faculty, and staff are automatically enrolled into the UTDAAlert system. If there is someone who is outside of the University that needs to temporarily be on the UTDAAlert system (excluding parents), please contact the Office of Emergency Management (x2420).

There are three sirens located on the UT Dallas campus. The Outdoor Warning System can be activated by UT Dallas or City of Richardson Officials. If the sirens are activated, move indoors to an interior room or hallway away from doors and windows until an "All Clear" from UTDAAlert is issued.



Camp/Clinic Staff Responsibilities

Prior to the camp or clinic, staff must establish a safe area for parents to go to pick up their minors in the event of an emergency. This location and an alternate should be coordinated with the Office of Emergency Management. This area must be away from any danger, traffic-friendly, and safe for the minors. A map should be developed for primary and alternate locations.

Staff must develop a plan for reunification that includes the following:

1. Notify the UT Dallas Police Department to assist with security and traffic control, if needed.

2. Parents must be notified where to meet their child/children. This should be communicated prior to the start of the camp/clinic.
3. The parent or guardian must present a valid photo ID to ensure the person requesting the child/children is a match to the name on the pickup authorization form.
4. Any minor will stay under control of the camp/clinic staff until released to the parent/guardian.
5. The parent/guardian will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
6. If the child is in the first aid area, the parent/guardian will be escorted to that area for reunification with their child/children.
7. If the minor was taken to an area hospital, the parent/guardian will be provided with the location of the hospital.



Camp/Clinic Reunification Plan Information

Name of camp/clinic:

Primary point of contact name:

Cell #:

Email:

Secondary point of contact name:

Cell #:

Email:

Location(s) of camp/clinic:

Reunification primary location:

Reunification secondary location:

Please attach a map of the campus noting the primary and secondary reunification locations.



Contact Information

Department	Phone Number
UTD Police	972-883-2222 or 911
Environmental Health and Safety	972-883-4111
Office of Emergency Management	972-883-2420 or x2831
Programs for Minors Official	972-883-7412
Facilities Management	972-883-2141

Once you complete this plan, please send it to emergencymanagement@utdallas.edu for review.