

## YOUTH PROGRAM SAFETY PLAN

Program Name	Program Director Name
Program Director Email	Program Director's Work Phone
Program Director Emergency Phone	Program Location

### Emergency Contact Information:

#### Campus Police and Security

Ithaca: (607) 255-1111  
Tech: (646) 971-3611  
Weill: (212) 932-4400  
Geneva AgriTech: (315) 787-2215

#### Child and Youth Safety

Name: Alyson Murphy  
Office: (607)255-9062  
Mobile: (607) 227-9030  
Email: am2987@cornell.edu

#### Risk Management and Insurance

Name: Nakeschi Watkins  
Office: (607) 254-1576  
Mobile: (516) 736-4521  
Email: nnw6@cornell.edu

#### Other Emergency Contact Information

Name: \_\_\_\_\_  
Office: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Other Emergency Contact Information

Name: \_\_\_\_\_  
Office: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### Program Location Information:

Name of Building	Physical Address
Additional Location	Physical Address
Additional Location	Physical Address

### Communication Plan:

It is important to make sure that everyone is informed in the event of an emergency within or affecting your youth program. Authorized persons may not all be in one place when an emergency occurs; the communication plan should ensure that authorized persons can contact one another. Parents/guardians may also need to be contacted in the event of an emergency. Communication plans should include contact information for all individuals who should be notified in an emergency and should consider the following:

- Who is in charge of notifying authorized persons and the program director in the event of an emergency? How will you notify them of the type of emergency?
- In what situations do parents/guardians need to be notified? Who initiates this contact, when and how? Where is emergency contact information located?
- Who is responsible for tracking rosters and tracking attendance during the emergency and immediately after the emergency?
- Who will let the participants know about the emergency and how will it be communicated?
- How will you ensure supervision and emotional support to youth participants during an emergency?


Emergency Communication Plan:

### **Emergency Evacuation Plan:**

It is important to plan ahead of time the nearest emergency exits and the best routes (primary and secondary) to follow in the event evacuation becomes necessary due to fire or another emergency. A designated meeting site should be established. Youth must be escorted; young children and those with disabilities will require assistance. In the event of a fire, remember the following:

- Close doors behind you as you evacuate, but do not lock them.
- Manually activate the fire alarm system if it is not automatically initiated.
- Do not use elevators to evacuate.
- If you encounter smoke, STAY LOW.
- Move to a safe location and take attendance of youth participants and authorized persons.
- Call 911 when it is safe to do so.
- Only use a fire extinguisher if the fire is small and you have been trained to use one.

Emergency Evacuation Plan:



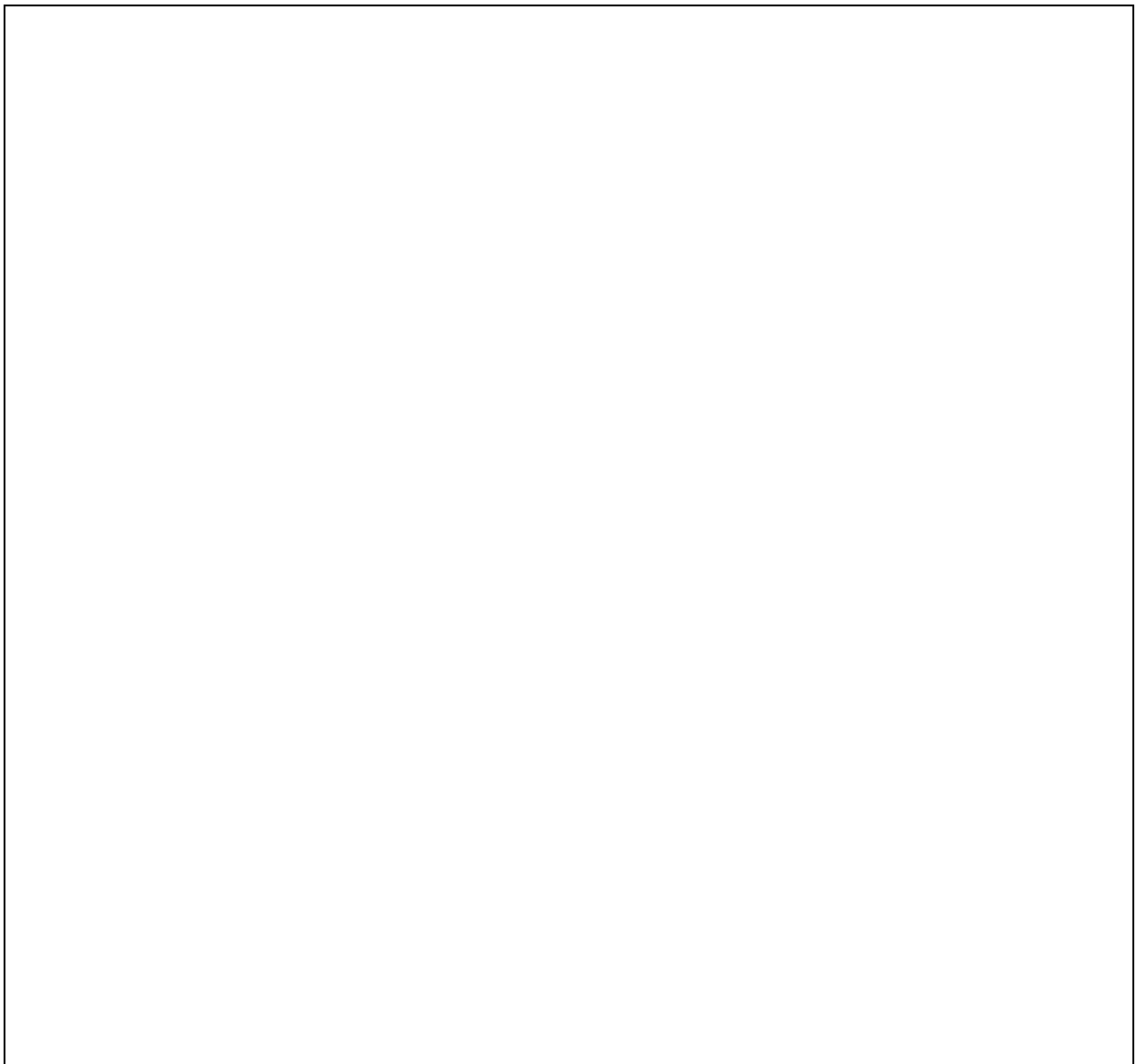
### Shelter-In-Place Plan:

During some emergencies, it is safer to stay indoors and shelter-in-place instead of evacuating. Examples of these types of emergencies include the release of hazardous materials, tornado, or active threat to life. Ensure authorized persons receive [CornellALERTS](#) to be alerted to these types of emergencies.

Remember:

- If outdoors, quickly seek shelter indoors.
- Select a room or area away from windows/glass and exterior walls and doors. For many types of emergencies, rooms above ground level will need to be utilized.
- Parents/guardians will not be able to pick their children up during a shelter-in-place. Have a plan to communicate this information to parents/guardians.

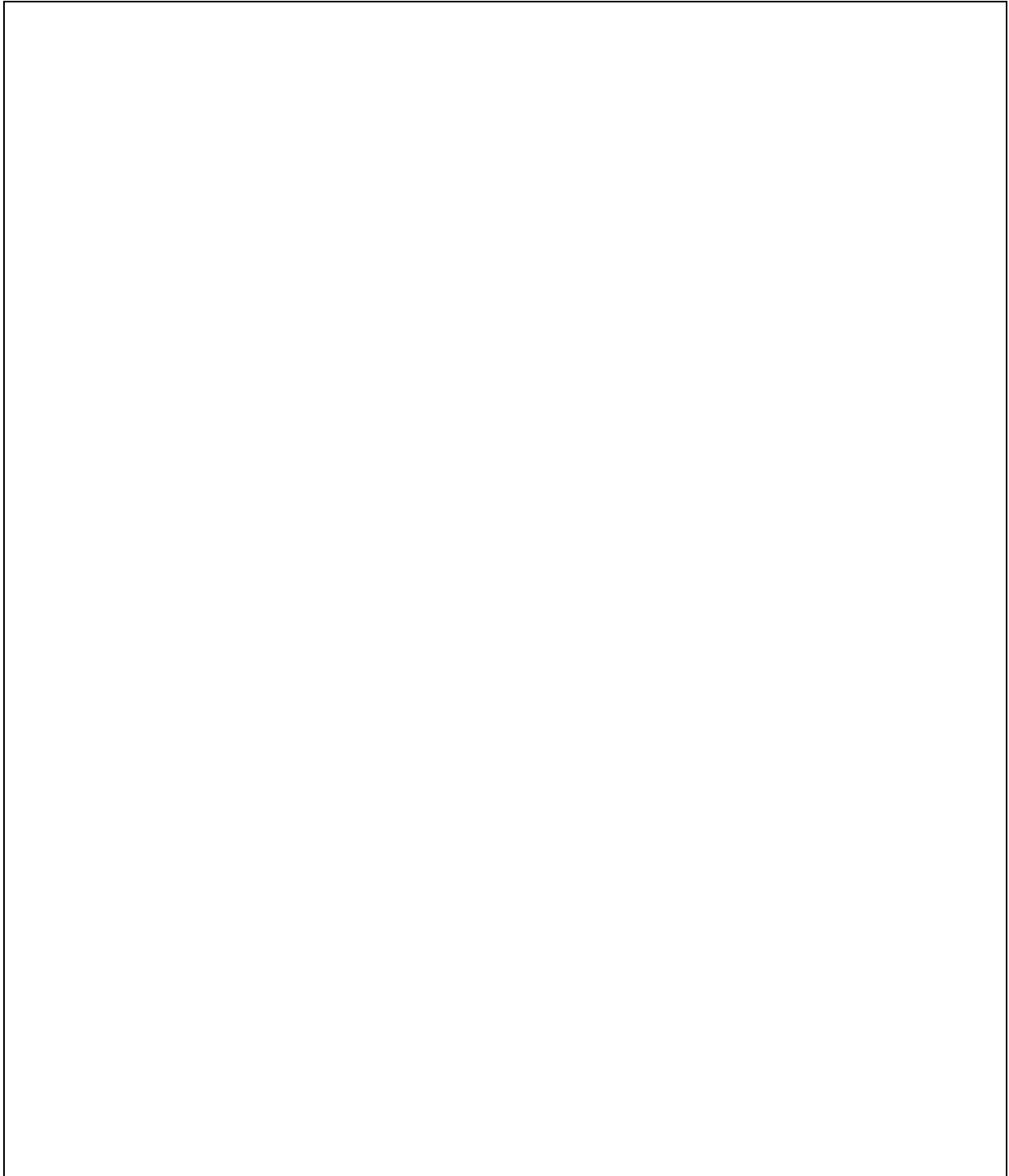
Shelter-In-Place Plan:



**Inclement Weather Plan:**

Severe weather may affect youth programs, particularly those who conduct outdoor activities. Types of weather to consider include thunderstorms, extreme heat/extreme cold, flooding, snow/ice, and air quality concerns. Plan must include who is responsible for monitoring the forecast.

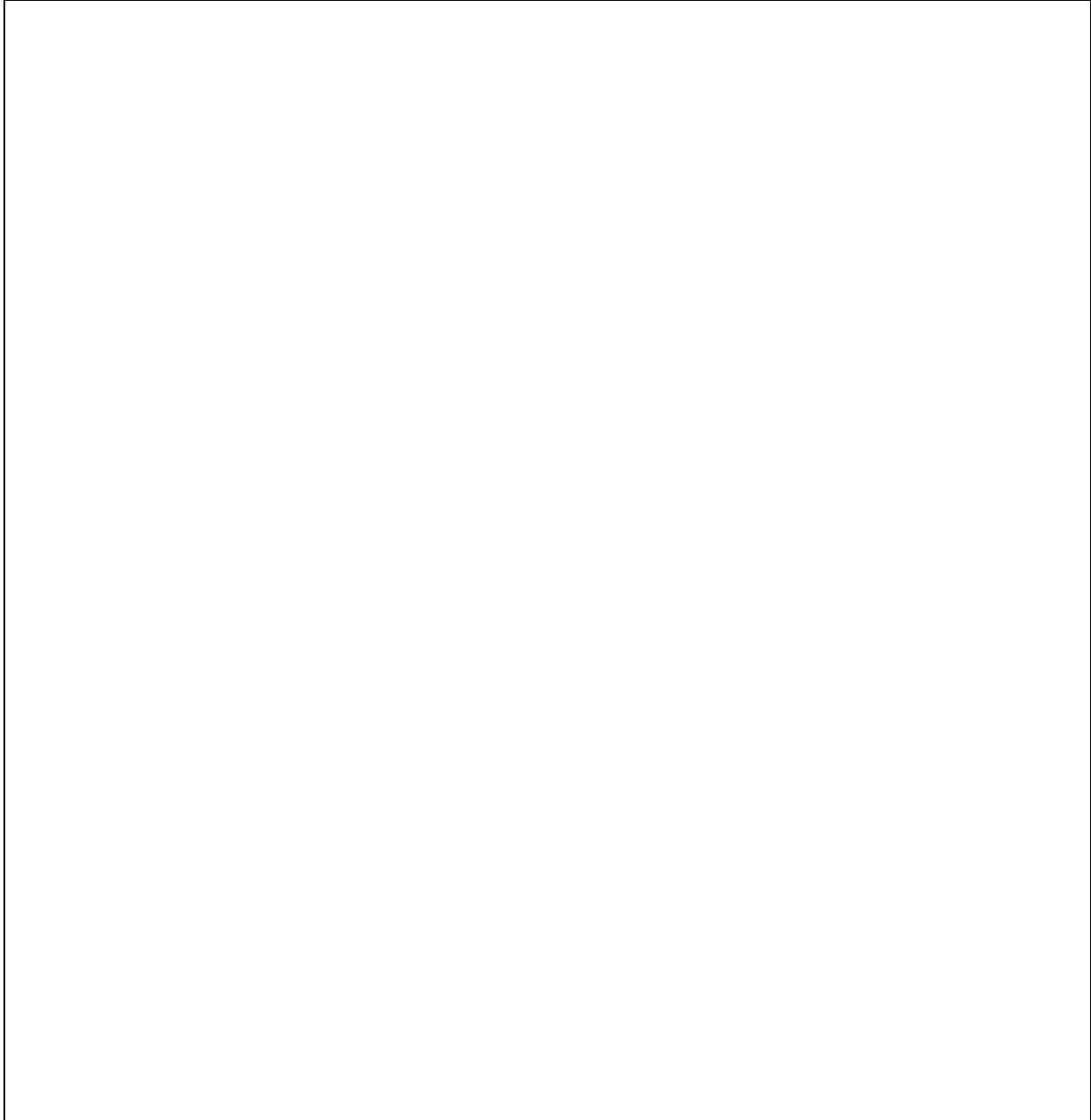
Inclement Weather Plan:



**Active Threat to Life Plan:**

The recommended response to an armed attacker or other active threat to life is Run-Hide-Fight. Run: evacuate the area. Hide: lockdown in a secure place. Fight: confront the attacker, but only when your life is in imminent danger. Remember that when your program has custodial care over youth, you are responsible for their safety during an active threat to life. A plan to communicate to parents/guardians must be developed.

Active Threat to Life Plan:

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**Missing Child Plan:**

In the event that a participant becomes lost or unaccounted for, the missing child plan must be activated immediately. *Stay calm.* Maintain adequate supervision for the remaining participants. Notify the program director. Conduct a search of the immediate vicinity and any high-risk areas. If the youth is not found in the immediate vicinity, contact CUPD (or the safety and security team appropriate to your location) as well as the child’s parent/guardian.

To avoid a missing child, programs are encouraged to:

- Frequently count the number of participants to ensure nobody is missing.
- Remind participants to speak to authorized persons if they need to leave the group.
- Assign youth to buddies or groups and ask participants to alert authorized persons if an assigned buddy/group member is missing.
- Maintain diligent supervision of youth.

Missing Child Plan:

### Health Plan:

Programs that have custodial care over minors must develop a plan to ensure the program participants' health needs are taken care of. *Please note that programs which are permitted by the New York State Department of Health must have a Health Director and must follow state requirements for ensuring staff are trained in first aid and CPR/AED.* CYS strongly recommends non-permitted programs train authorized adults in first aid and CPR/AED as well. Health plans must consider the following:

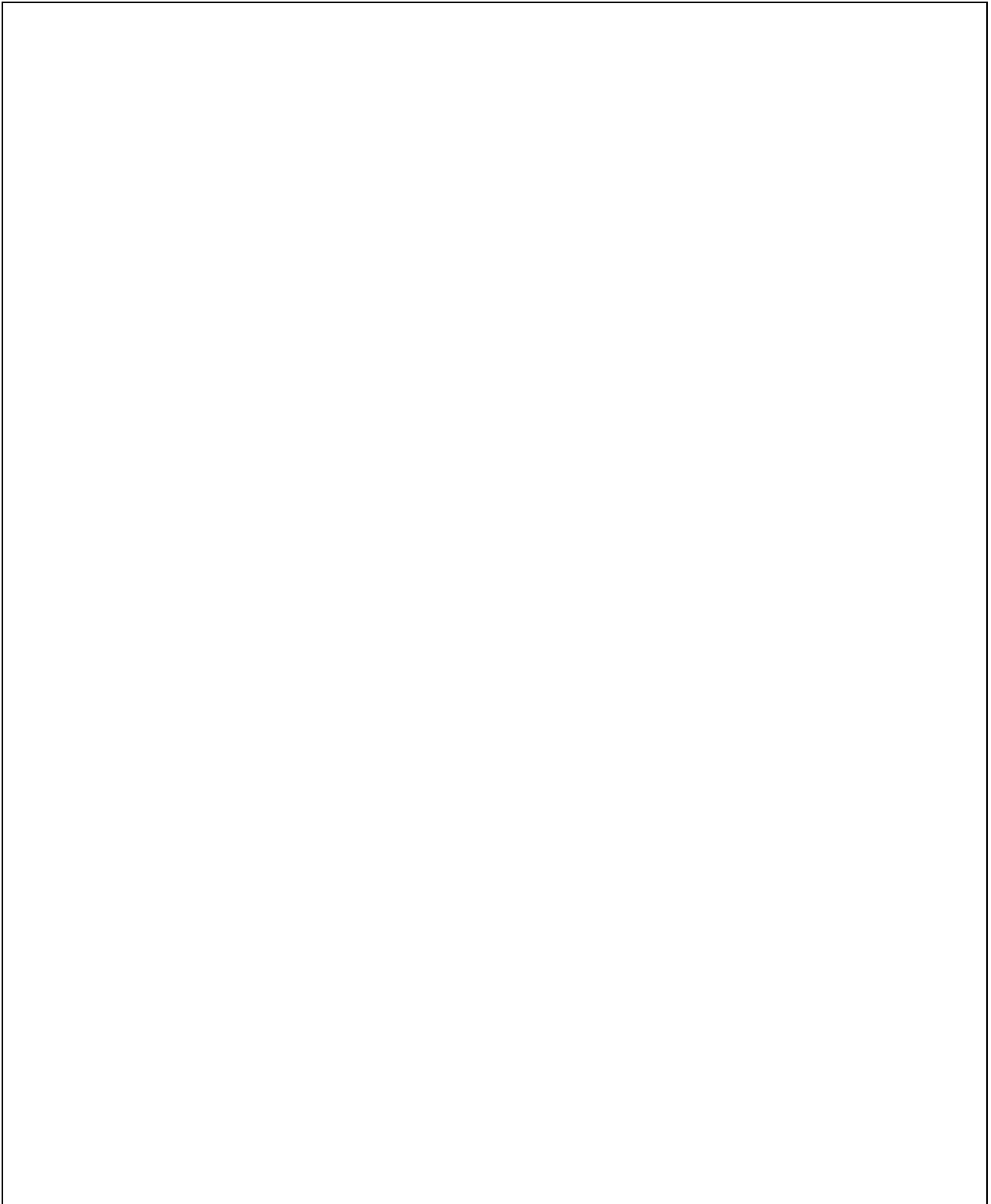
- How information will be gathered on allergies, medications, dietary needs, medical conditions or other special needs, and any restrictions or limitations the participant may have.
- How participants will receive their medications. *Please note that only health care providers licensed in the state of New York can distribute medication to participants.* A medication log must be kept to document this.
- A plan to address sudden illness and injury during the program. It is strongly recommended that you collect vaccination histories on participants to help the Health Department in the event of a vaccine-preventable disease outbreak. Space should be available if a participant or adult becomes ill and needs to isolate.

Health Plan:



**Training Plan:**

Please explain your program's plan to train authorized persons on this emergency plan:

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