Emergency Action Plan for Summer Youth Programs

2016

University of Massachusetts Boston

Introduction

This Emergency Action Plan has been developed for all Summer Youth programs sponsored by the University of Massachusetts Boston. The plan is based on best practices in particular the requirements established by the Massachusetts Department of Public Health in their regulations entitled “Minimum Sanitation and Safety Standard for Recreational Camps for Children” 105 CMR 430.00. This Action Plan can be made available to program participants as is or this text can be used in each program’s Emergency Action Plan.

Fire Safety and Fire Drills

It is the policy of UMass Boston that all people inside of buildings will evacuate the building when the fire alarm sounds. Reports of fire or any other emergency should be made to Public Safety at 911. Notify emergency responders of the location, nature, and size of the fire as soon as you are in a place of safety. The UMass Boston campus is served by Boston Fire Department.

This policy may be found at:

http://www.umb.edu/ehs/fire_safety/response_procedures

Prior to a camp opening for its summer season, the director of the summer program will meet with UMass Boston Fire and Life Safety Officer to review the Boston Fire Department check sheet on Fire Evacuation Plan. A fire drill will be held with each camp during the first 24 hours of a new camp session.

Disaster Plan

In the event of an emergency, the youths and counselors will meet in the main assembly area for the camp. This is the area where there is check in each day. The parents/guardians of the participants will be called for prompt pick up and parents/guardians should wait for directions on pick up location. As conditions warrant the students may be moved to the Campus Center by UMass Boston Public Safety or other recognized university official and parents will pick up their children in the campus circular driveway.

For campers who arrive by bus their parents/guardians will be contacted about emergency situations on the campus. The participants will move to the Campus Center where they will pick up the next available shuttle bus to obtain public transportation.
The campus has an all hazards approach to emergency preparedness. Emergencies may include, but are not limited to, fire, smoke, explosion, structural damage or collapse, electrical emergencies, or other hazardous situations.

In the event of a severe weather forecast, such as a forecast related to tornadoes and lightening, it may be necessary to “shelter in place” in a building until the weather emergency passes.

**Points of Assembly**

The point of assembly is the location where participants check in at the beginning of each day. In the event of an emergency requiring building evacuation, the youths will report to their designated exterior point of assembly on the UMass Boston campus.

**Lost Camper**

The summer program director shall take attendance each day the program is in operation. This will be done at the beginning and end of each day. In the event of a lost participant, the summer program director shall assemble the students in their common assembly area and will match the headcount against the attendance sheet. Public Safety will be contacted immediately to help find the missing youth. Each program will maintain the proper counselor/adult to youth ratio established by MA Dept. of Public Health.

The number for UMass Boston/Public safety is 911 from a campus phone or 617.278.1212 from an outside line.

**Lost Swimmer**

Swimming will be limited only to the UMass Boston campus pool located in the Clark Athletic Center. Each program will carry their attendance sheet for the day to the Clark Athletic Center when they report for swimming. There will be no swimming in Dorchester Bay. In the event that a swimmer is lost, the program director will be notified and the lifeguards will be notified at the pool. They will issue three short blasts of a whistle which will indicate the pool must be cleared. Youths will be asked to assemble for a check against the attendance sheet for the day. The lifeguards will also begin emergency operations for their program and begin to search for the missing swimmer.

**Absent or Unregistered Youth**

Youth not showing up in the morning- Each program director will take attendance each day the program is in session. If a participant fails to arrive 30 minutes after the check in time or fails to call the program that they are not coming on a particular day, a call will be placed to the youth’s contact adult to determine if and when the camper is arriving for the day.

There might be a situation whereby a parent is contacted to see where their child is and the parent reports that they did drop off their child at the summer program. In this case, the parent will be asked the specific location where they dropped them off. Lost youth provisions will be implemented.
Each program director will take attendance each day the program is in session before the close of the program. If a youth fails to check in at the end of the day, the same procedures as those indicated in Lost Camper will be followed.

**Children who arrive at campus but who are not registered:**
No program director shall accept a minor camper into a summer program who has not previously registered with the program. The minor’s parents/guardians will be contacted that they need to go home since they were not registered with the summer program. The youth will be sent home with a parent/adult and/or given directions on the public transportation system for the area where they can leave the UMass Boston campus.

**Traffic Control Plan**

The traffic control at UMass Boston is managed by UMass Boston Public Safety. University Drive is a one-way loop around the campus. All traffic instructions given by Public Safety must be followed when campers are being dropped off or picked up. Parents/guardians should only be parking for several minutes in designated areas when they drop off or pick up. No fire lanes should be blocked when visiting the campus.

**Clear Paths of Egress**

In accordance with Boston Fire Department’s emphasis program on a Fire Evacuation Plan, all egress doorways and paths of egress such as staircases shall be kept free and clear of any obstructions.

**Emergency Communications System Required**

Program directors and counselors should have a sufficient number of cell phones and distribute contact information for each staff member to each other. Staff can also choose to communicate by radios/walkie-talkies if this method of communication is chosen. In the event of an emergency, the campus phones can be used to dial for assistance. Dial 911 from a campus phone to reach UMass-Boston Public Safety for assistance.

**Flammable and Hazardous Materials**

Since UMass Boston is a research facility and is powered by fossil fuels, there are chemicals which are stored and used on this campus. The materials are stored in locked areas that campers will not be able to access during their visit to the campus. The camp directors can be provided with the HazMap of restricted access locations if desired.

**Rodent and Insect Control**

Rodent and Insect control is under the direction and care of UMass Boston Facilities. Integrated Pest Management (IPM) is used to maintain adequate sanitation on the campus. Participants are asked to do their part in maintaining the cleanliness of the campus.
**Weed and Noxious Plant Control**

Weed and noxious plant control is under the direction and care of UMass Boston/Facilities. Grounds are maintained by university grounds keepers. There is no application of pesticides or herbicides carried out on the UMass-Boston landscape.