

# KIDS ON CAMPUS- SUMMER CAMPS EMERGENCY PROCEDURES

Kids on Campus Programs will take the appropriate steps to protect students, staff, and information that has been entrusted to their care. In the event that Summer Camps experience an unscheduled emergency evacuation, the following steps will be taken.

<i><b>Preparatory Steps</b></i>	<i><b>Who Takes Action</b></i>
<b>1. Files that are maintained for Summer Camps and in the possession of a Kids on Campus employee become the responsibility of that employee</b>	All Kids on Campus Employees
<b>2. Compile a list of all emergency storage areas for working files in the possession of any Summer Camp staff</b> <ul style="list-style-type: none"> <li>❖ Storage should be in file cabinets, desks, or closets that can be locked to protect information</li> <li>❖ Ensure that keys are available for each storage area(s)</li> <li>❖ Designate key holders for each storage area.</li> <li>❖ Issue or maintain backup keys.</li> <li>❖ Ensure duplicate keys are on file with Public Safety</li> <li>❖ Working files become the responsibility of each staff member</li> </ul>	Program Developer/Camp Personnel
<b>3. Know the location of all emergency exits</b>	All Dept. Employees/Camp Staff
<b>4. Maintain and update emergency phone/contact lists (including cell phone numbers) for all</b> <ul style="list-style-type: none"> <li>❖ Students, staff</li> <li>❖ Parents/guardians</li> <li>❖ Bus drivers</li> <li>❖ Disseminate to key personnel</li> </ul>	Program Developer/Camp Personnel/Registration Team
<b>5. Maintain students' Authorization Form and copies of student attendance rosters at all times</b>	Program Developer
<b>6. Develop and prepare a general emergency Plan and support team (see following pages)</b>	Program Developer

<b>Code Green-</b>	Fire Alarm or minor emergency to evacuate building
<b>Code Yellow-</b>	Building or campus lock-down (remain locked in classrooms)
<b>Code Red-</b>	Campus Evacuation

## In case of Fire Alarm or other Emergency: (Code Green for Kids on Campus)

<i>Action</i>	<i>Who Takes Action*</i>
<p>1. <b>Listen to announcements</b> that inform you which type evacuation</p> <p>The evacuation notice will be provided to you:</p> <ul style="list-style-type: none"> <li>❖ Through the public address system</li> <li>❖ By college officials</li> </ul>	<b>KIDS ON CAMPUS INSTRUCTORS</b>
<p>2. <b>Be prepared to move to safety as directed</b></p> <ul style="list-style-type: none"> <li>❖ Take all personal property with you- including camp packet</li> <li>❖ Leave the lights on and the doors open</li> <li>❖ <b>Ensure</b> the evacuation of disabled persons</li> </ul>	<b>KIDS ON CAMPUS INSTRUCTORS</b>
<p>3. <b>Evacuate promptly</b> through the nearest available exit. Stay away from the building(s), sidewalks, and entryways</p>	<b>KIDS ON CAMPUS INSTRUCTORS</b>
<b>ACTION TO TAKE OUTSIDE OF THE BUILDING(S) OR IN THE PARKING LOTS</b>	
<p>4. You should:</p> <ul style="list-style-type: none"> <li>❖ Take attendance once safe area has been reached</li> <li>❖ Stay 100 ft away from affected buildings</li> <li>❖ Stay a safe distance from emergency workers and equipment</li> <li>❖ Be aware of the children's location at all times during the evacuation</li> <li>❖ Await All-Clear announcement from Camp Director or Public Safety</li> </ul>	<b>KIDS ON CAMPUS INSTRUCTORS</b>
<p>5. <b>NO RE-ENTRY</b> of any building.</p> <ul style="list-style-type: none"> <li>❖ Reentry can only be approved by the Campus Officials</li> </ul>	<b>KIDS ON CAMPUS INSTRUCTORS</b>

**In case of an emergency call Public Safety 302-236-6666  
Camp OFFICE: 302-259-6366 or 302-259-6330**

**ERIN SCHUTT- 302-423-9941/ DUSTY ABSHIRE- 260-224-0999**

**CONTINGENCY CONTACT- HOWARD T. ENNIS SCHOOL, 856-1930**

# EVACUATION PLAN FOR KIDS ON CAMPUS STUDENTS

*This Plan is only utilized for full campus evacuation-  
Code Red for Kids on Campus*

<i>Action</i>	<i>Who Takes Action*</i>
<p><b>If located inside a building:</b></p> <ul style="list-style-type: none"> <li>❖ Assemble students in the room and prepare for evacuation</li> <li>❖ Remove Instructor packet with attendance sheet and emergency contact numbers</li> <li>❖ Evacuate through the closest exit</li> <li>❖ Once campers accounted for, proceed to Howard T. Ennis School</li> <li>❖ Take attendance once safe area has been reached and check in with Camp Director and/or DTCC staff member</li> </ul>	<p><b>KIDS ON CAMPUS INSTRUCTOR</b></p>
<p><b>If location in an outside area:</b></p> <ul style="list-style-type: none"> <li>❖ Assemble students in the area and prepare for evacuation</li> <li>❖ Remove Instructor packet with attendance sheet and emergency contact numbers</li> <li>❖ Have all campers and staff bring personal belongings</li> <li>❖ Once campers accounted for, proceed to Howard T. Ennis School</li> <li>❖ Take attendance once safe area has been reached and check in with Camp Director and/or DTCC staff member</li> </ul>	<p><b>KIDS ON CAMPUS INSTRUCTOR</b></p>

## CONTACT NUMBERS-

In Case of an Emergency call Public Safety 302-236-6666

CAMP OFFICE: 302-259-6330/6366

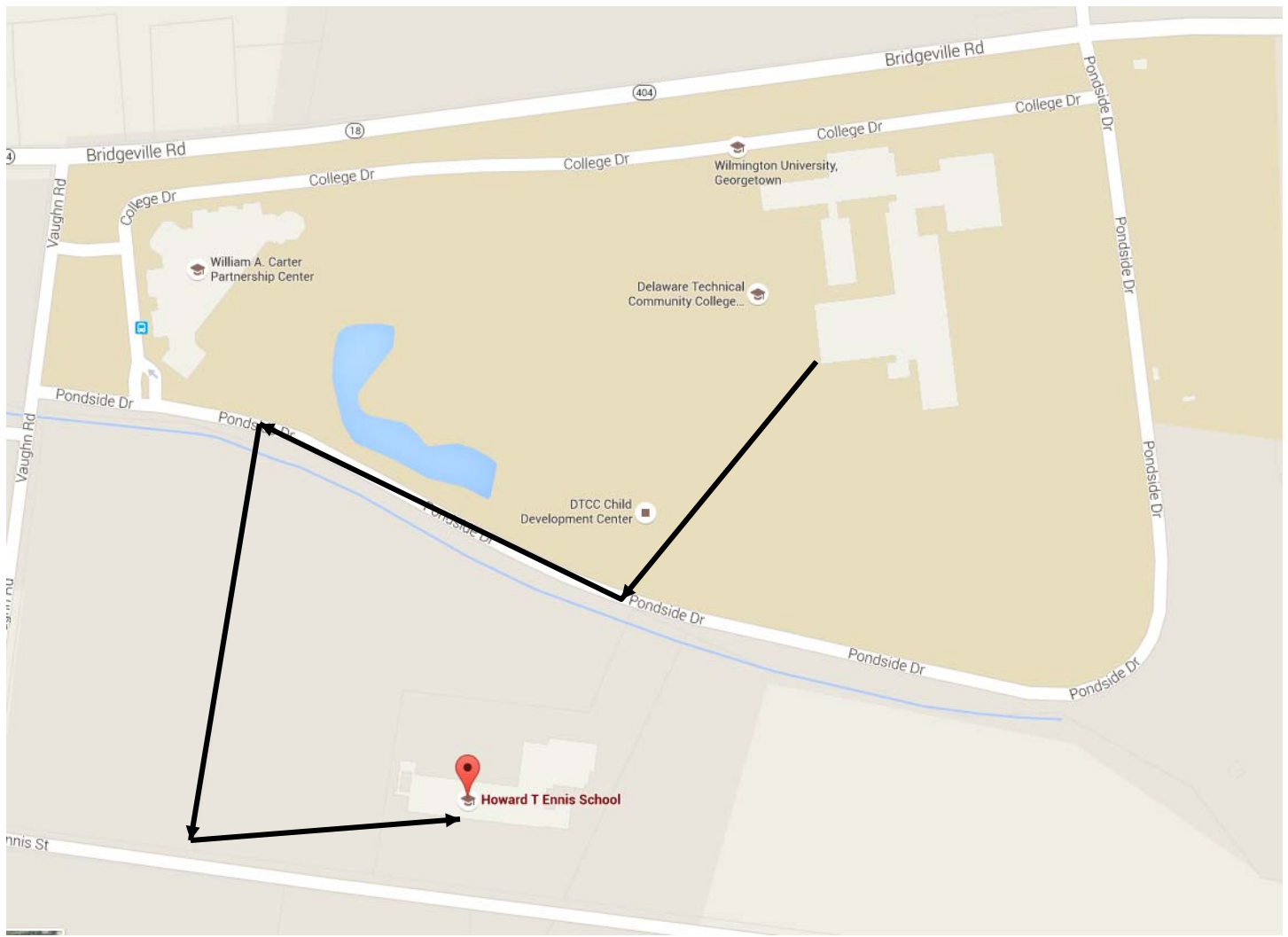
**ERIN SCHUTT- 302-423-9941/ DUSTY ABSHIRE- 260-224-0999**

**CONTINGENCY CONTACT- HOWARD T. ENNIS SCHOOL, 856-1930**

## Directions to Howard T. Ennis School:

- Proceed out closest Emergency Exit
- Make your way to the rear of campus behind the bookstore (Administrative Services building)
- Cross the field to reach Pondside Drive
- Follow this road to reach the Child Development Center (CDC)
- Pass the CDC and make your first left onto Community Drive
- Turn left onto Ennis Rd.
- Enter the Howard T Ennis School via your first left and proceed to the rear parking lot/yard (use the Howard T Ennis gym in inclement weather)
- Follow the steps listed

Please see the map below for instructions.



## **Steps to follow for Full Campus Evacuation:**

1. When the emergency alarm activates or when the order to evacuate is received, each instructor will assemble their students in the room and prepare for Code Red Evacuation
2. Take your Instructor packet which includes camper roster/ emergency numbers as well as your personal belongings
3. Use nearest emergency exit
4. Stay clear of emergency equipment once outside
5. Proceed to designated meeting areas (Howard T Ennis school- directions attached)
6. Ensure safety and welfare of all students while crossing streets
7. Take attendance once safe area has been reached
8. Assemble the Emergency Support Team (DTCC Camp Staff Designee and Instructors) to make phone calls to each child's parents
9. Be aware of status of parental contacts that have been successful or contact made
10. Stay away from emergency workers and ensure campers are away as well
11. Stay at least 300 ft from affected area
12. Do not reenter any affected buildings
13. Reentry can only be approved by the Campus Emergency Operations Center
14. Once the All Clear is given, reentry into the building is permitted
15. Please stay with campers until you are dismissed by a DTCC Camp Staff Designee
16. End of Emergency Procedures

### **PHONE SCRIPT FOR CALLING PARENTS:**

Hi, I am calling for a guardian or emergency contact for (Child's Name). This is (say your name) with the Summer Camps at Delaware Tech. We are calling to let you know that an emergency has been reported on the college campus and we have moved all of our campers to a secure location at Howard T. Ennis School. Your camper is currently in our care and we are working with Public Safety to ensure their safety and security. We do ask that you or another adult on your behalf come to pick him/her up as soon as possible. (Pause for their response)

Again, we are secure at the Howard T. Ennis School- address is 20346 Ennis St, Georgetown, DE 19947. Please enter off of Ennis St.- do not drive through the Delaware Tech Campus. Please report to the rear parking lot for pick up.