
(Enter Department Name Here)

(Enter Program Name Here)

(Add Subhead if Needed)

(Place program logo here)

Communication Plan and Emergency Action Plan

Enter Year/Season Here



Welcome

Input information about your program

Program Staff

Input information about your program staff

Program Contact Information

Insert program contact information

Emergency Contact Information

Input all means of egress and designate an area for all youth participants/campers and staff to gather in an emergency.

Note: At the designated area, assigned staff should conduct a roll call to assure all participants and staff are accounted for

Criminal Background Check Requirement

All designated individuals who will work with youth participants/campers during the program undergo a criminal background check conducted each year of the program. The check must be conducted and successfully cleared prior to the start of the program.

Youth Protection Training Requirement

The University provides the training mandated by Texas Education Code § 51.976 and the UT System. This training includes information and examination concerning warning signs of sexual abuse and child molestation.

In order to ensure the safety and well-being of children, individuals, including University faculty, staff, students, volunteers, and representatives, as well as third-party vendors and their employees, representatives or volunteers that contract for use of the University facilities, with responsibilities that involve interaction with children, must carefully review and abide by the following policy regarding youth protection.

Other Safety Protocols (when applicable)

Input all other requirements to ensure the safety of program participants (i.e. CPR, First Aid, location of First Aid Kits, and location of AEDs in buildings)

Suspected Abuse or Neglect Reporting Requirements

In deciding whether or not to report an incident or situation of suspected abuse or neglect, it is not required that you have proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report.

In making a report, your actions should be as follows:

First, immediately report the information to:

The UTEP Police Department at (915) 747-5611; or

El Paso Police Department at (915) 832-4400; or

Texas Department of Family and Protective Services (DFPS) at 1-800-252-5400; or

Emergencies: 911

Your oral report should include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, his/her whereabouts, the names and addresses of the parents, guardian, or caretaker and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.

Second, do not directly question or solicit information from the child or from the person suspected of improper behavior. That is not your role; the role of investigation lies with city, county, and state officials.

Third, in addition to making an oral report, in cases that do not require an emergency response you must also complete an online report www.txabusehotline.org/Login/Default.aspx and deliver the same to the UTEP Police Department at 3118 Sun Bowl Drive El Paso, TX 79902. police@utep.edu

Fourth, notify the Youth Director of the subject camp. The Youth Director is responsible for immediately notifying the Equal Opportunity Office and/or AVP of Human Resources.

Program Location

Input program location information

Program Rules

Input program rules

Program Schedule

Input program schedule

Program Activities/Description

Input program activities/description



Registration Information (if applicable)

Input registration information, if applicable

Checkout

Input checkout process

Parking

Input parking information

Required Program Forms

Mark/check what program forms must be turned in and the due dates

Required:

- Photo Release
- Authorization for emergency medical treatment (when parents/guardians, teachers, coaches WILL NOT be present at all times and retain custodial responsibility of the minors during the program)
- Release Indemnification – adult, youth, volunteers
- Request for Volunteer Services
- Disclosure of any allergies, other medical conditions, or physical limitations of a youth participant/camper that may impact his or her participation in the program (when parents/guardians, teachers, coaches WILL NOT be present at all times and retain custodial responsibility of the minors during the program)

Returning Program Forms

Input how program forms are returned

Meals, if applicable

Input meal information, if applicable

ADA Accommodations

Input ADA accommodation information

What to Bring

Input information about what campers should bring to the program

What NOT to Bring

Input information about what campers should not bring to the program

Discipline Guidelines

Input program discipline guidelines. Refer to guidebook for assistance.

