

**KUTZTOWN UNIVERSITY OF PENNSYLVANIA**

**PROTECTION OF MINORS ON CAMPUS POLICY**

**REGISTRY REQUIREMENT HANDBOOK AND  
PROCEDURES FOR UNIVERSITY SPONSORED  
EVENTS and PROGRAMS**

**For Use By:**

- **Program Administrators**
- **Registry Administrators**
- **Authorized Adults/Program Staff/Counselors/Volunteers**



## PURPOSE

This handbook/procedures are in support of the Kutztown University of Pennsylvania Supervision and Mandatory Reporting – Protection of Minors Policy GEN 004. This policy can be found at [app.kutztown.edu/policyregister/Policy/GEN-004](http://app.kutztown.edu/policyregister/Policy/GEN-004).

The purpose of this handbook/procedures are to provide for the safety and security of minors who participate in programs sponsored by and/or held on Kutztown University of Pennsylvania property. This policy also applies to all Kutztown University of PA sponsoring units. All University employees, student employees, independent contractors and volunteers in University-sponsored programs or in programs for minors (ages 18 and under) held on University property or under the authority of the University at off-campus locations must comply with the information contained in this policy handbook. This policy applies to all programs and activities involving minors that fall within the scope of this policy, including programs operated by the University or non-University sponsored programs on campus and programs under the direction and authority of the University at locations off campus. This policy applies to such programs and activities whether they are limited to daily activities or involved the housing of minors. This policy handbook applies to all programs and activities such as, summer camps, specialty camps (e.g. academic camps), outreach activities, workshops, conferences, tutoring, educational programs, and affiliated entity activities. All programs subject to state licensure are also required to comply with applicable laws and regulations. Program administrators should consult with their respective vice president for legal guidance with licensure questions.

### **Except for the reporting of child abuse, this policy handbook does NOT apply to:**

- Events on campus that are open to the general public, as minors attend these events at the sole discretion of their parents or legal guardians.
- Private events where minors attend under the supervision of a parent or legal guardian.
- Student placements at internship sites, clinical sites, student teaching/field placement sites, and/or any other academic credit bearing activities with external entities. When schools and/or departments place students at external entities, students must be informed of their obligation to comply with the external entity's policies and procedures, including those regarding background checks and working with minors.
- Other programs as determined (in writing) by the University President.

### **Minors on Campus Program Responsibility**

Program Administrator: The person(s) who has primary and direct operational responsibility for managing a program. Normally a staff or faculty member.

Registry Administrator: The person(s) who has responsibility for approving programs submitted by the Program Administrator for their assigned programs. The Director of Campus Events and Programs through the Office of Conference Services serves as the primary Registry Administrator at Kutztown University of PA and is supported by the Office of Human Resources and Procurement.

## **OVERVIEW OF MINORS ON CAMPUS REQUIRED PROCEDURES**

**UNIVERSITY SPONSORED EVENTS:** Programs that are directly managed by University faculty, staff and/or coaches on behalf of the University.

**The PROGRAM ADMINISTRATOR** is the person who oversees the program and is normally a staff coach or faculty members. The PROGRAM ADMINISTRATOR's responsibilities include:

1. Notify the assigned REGISTRY ADMINISTRATOR of the program and start date (annually).
2. Receive approval from the REGISTRY ADMINISTRATOR to move forward with the program at least 30 days before the start of the program. Approval will require the completion of the registry requirements outlined in c below.
3. Ensure the registry requirements, outlined below, are met and provided to the assigned REGISTRY ADMINISTRATOR.
  - a. Provide a list of authorized adults/program staff that will be participating in the event (use the University Sponsored Event Program Approval Form – APPENDIX 1)
  - b. Work with the assigned REGISTRY ADMINISTRATOR and designated HR contact to ensure each of the authorized adults/program staff has completed the required background checks, has reviewed the Code of Conduct and completed the mandatory reporter training, as well as other training requirements.
  - c. Ensure there enough staff members to meet the minimum supervisor ratios.
  - d. Ensure established safety and security protocols are in place.
  - e. Ensure the required Participation forms have been provided to participants (Participation Forms are required to be turned into the Registry Administrator at the completion of the program/event). See APPENDIX 2.
  - f. If applicable, transportation and/or housing plans are established.
  - g. Follow established protocols for injury/illness.
  - h. Follow established protocols for accusations of misconduct for authorized adults/program staff or participants.
  - i. Ensure required orientation materials are provided to participants and parents.
  - j. Ensure insurance requirements are understood and in place.
  - k. Under the records retention policy (available at [app.kutztown.edu/policyregister/Policy/A-F-026](http://app.kutztown.edu/policyregister/Policy/A-F-026)) and work with the REGISTRY ADMINISTRATOR who will house the records for the programs.

The REGISTRY ADMINISTRATOR is responsible for reviewing and approving the assigned programs in coordination with each of the PROGRAM ADMINISTRATORS. Specific responsibilities include the following:

1. Maintain a registry (list) of all programs they are responsible for approving.
2. Review the registry requirements (outlined above and in more detail in this guide and referenced policies and documents) for each assigned program.
3. Approve each assigned program based on completion of registry requirements at least 30 days prior to the start of the program.
4. Store the completed registry documentation for each assigned program in compliance with the records retention policy.

## **REGISTRY REQUIREMENTS AND PROCEDURES**

### **Identification, Selection, and Screening of Authorized Adults or Program Staff:**

1. A list of all authorized adults and program staff must be provided to the Registry Administrator by the Program Administrator. The Program Administrator will provide this information by using the **University Sponsored Event Program Approval Form, APPENDIX 1**.
2. Each of the authorized adults and program staff must complete the following as outlined in the registry requirements below (\*exceptions will be considered for those employees accompanying minors as prescribed by their position with another agency or entity).
  - a. Background Checks
  - b. Training – Mandatory Reporter
  - c. Review of Code of Conduct Requirements

### **Background Check Requirements:**

1. All employees and volunteers are required to have the following three background clearances (\*exceptions can be made for those employees accompanying minors as prescribed by their position with another agency or entity):
  - a. A criminal history record check from the PA State Police (PSP) or a statement from the PSP that the individual has not been convicted of a reportable offense.
  - b. Certification from the Department of Human Services as to whether the individual is named in the statewide database as a perpetrator in a pending child abuse investigation or in a founded or indicated report of child abuse within the last five years. (Child Abuse Clearance).
  - c. A federal criminal history record check. The individual must submit a full set of fingerprints to obtain this report. The fingerprints will be submitted to the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions.
2. The background clearances above are required for the following:
  - a. New employees – Pre-employment and every 60 months after.
  - b. Employees employed prior to December 31, 2014 – Background checks 60 months old or less (at the end date of the program).
  - c. Volunteers:
    - i. Prior to approval and start of the program and every 60 months after. The clearances are good for 60 months.
  - d. Volunteer Exception for Federal Background Check Only (For Volunteers Only):
    - i. The position is unpaid.
    - ii. The volunteer has been a resident of the Commonwealth during the entirety of the previous 10 year period.
    - iii. The volunteer swears in writing that they are not disqualified from service or has not been convicted of an offense similar in nature to those crimes listed in paragraph IV.B of similar. This can be accomplished using the **Volunteer-FBI Exemption** form (see APPENDIX 4).
  - e. Kutztown University of PA Student Volunteers do not require background clearances if **ALL** of the following apply:
    - i. The individual is currently enrolled in school.

- ii. The individual is not a person responsible for the child's welfare.
  - iii. The individual is volunteering for an event that occurs on school grounds.
  - iv. The event is sponsored by the school in which the individual is enrolled as a student. (Cannot work non-university sponsored events without a background check).
  - v. The event is not for children who are in the care of a child-care service.
- 3. Reporting of Arrests and Convictions – All employees, volunteers, and program administrators must provide written notice to the designated person in charge at the university if they or an authorized adult or program staff are:
  - a. Arrested for, or convicted of, an offense that would constitute grounds for denial of employment or participation in any program, activity, or service
  - b. Are named a perpetrator in a founded or indicated report under the Child Protective Services Law (23 Pa.C.S. §6301, et seq.). The employee, volunteer, or program administrator shall provide such written notice within 72 hours of arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database. The failure of an employee or program administrator to make a written notification, as required, is a misdemeanor of the third degree.
  - c. If the employer or program administrator has a reasonable belief that an employee or volunteer has been arrested or convicted of a reportable offense or was named as a perpetrator in a founded or indicated report under the Child Protective Services Law, or if an employee or volunteer has provided notice of activity that would be sufficient to deny employment or program participation, the employer must immediately require the employee or volunteer to submit current information for required criminal background screening clearances in accordance with applicable procedures, standards, and guidelines as established by the Chancellor.

#### **Mandatory Reporter Training Overview:**

All authorized adults and/or program staff are required to have completed the mandatory reporter training before being allowed to participate in the program. This can be accomplished by either completing the training offered by Kutztown University for Kutztown University employees and official volunteers or by reviewing the Mandatory Reporter Training Handout (see APPENDIX 5).

#### **Code of Conduct (Training) Overview:**

The Program Administrator should review with the Authorized Adults/Program staff the following code of conduct. It is included as a separate document (see APPENDIX 6). A basic overview follows:

1. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
2. In the case of adults supervising minors overnight, Authorized Adult should not enter a minor's room, bathroom facility or similar area without another adult in attendance.
3. Separate accommodations for adults and minors are required other than the minor's parents or guardians.
4. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about you. Examples of sensitive personal information that should not be shared

with minors are information about financial challenges, workplace challenges, drug or alcohol use, and/or romantic relationships, etc.

5. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (e.g. treatment of injury). Any refusal or resistance from the minor should be respected.
6. Do not be alone with a minor. If one-on-one contact is required, meet in an open, well illuminated space or room with windows observable by other Authorized Adults or Program Staff members, unless the one-on-one contact is expressly authorized and must include more than one Authorized Adult or Program Staff Member.
7. Do not meet with minors outside of the established times for program activities. Any exceptions require written parental authorization and must include more than one Authorized Adult or Program Staff Member.
8. Do not invite individual minors to your home or other private locations. Any exceptions require authorization and must include more than one Authorized Adult or Program Staff Member.
9. Do not provide gifts to minors or their families independent of items provided by the program.
10. Do not engage or communicate with minors except for an educational or programmatic purpose: the content of the communication must be consistent with the mission of the program and the University.
11. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents must be documented and disclosed to the program administrator and the minor's parent/guardian.
12. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
13. Do not provide alcohol or illegal substances to a minor.
14. Do not provide medication to a minor unless authorized by the program's medication management guidelines.
15. When transporting minors, more than one Authorized Adult or Program Staff Member from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.
16. Any communication with a minor in electronic format (via email or text) should be in a group mail/text format or include another program personnel or parent – this avoids any one-to-one communication. Personnel and supervisors should monitor the internet use of minors in the program and assure filters or blocked content/security options are on in those programs which allow minors to use University PCs or other electronic devices. Personnel should not access any site inappropriate for minors while in supervision or monitoring role.
17. Do not use harassing language that would violate the Social Equity or University harassment policies.

### **Safety and Security Planning:**

1. All Authorized Adults and/or Program Staff are required to have reviewed the Kutztown University Immediate Emergency Response and Evacuation Procedures (see APPENDIX 7). A link to this guide can be found at: <https://www.kutztown.edu/about-ku/administrative-offices/public-safety-and-police-services/safety-on-campus.htm>

### **Minimum Staff Supervision Ratio:**

1. Each program must provide the ratio of supervision to the Registry Administrator. The Registry Administrator can approve these ratios. As a guide, the following ratios are provided and were derived from the American Camp Association.
  - a. 5 years of age and younger = 1 staff for 5 minors
  - b. 6 – 8 years of age = 1 staff for 6 minors
  - c. 9 – 14 years of age = 1 staff for 8 minors
  - d. 15 – 18 years of age = 1 staff for 10 minors

### **Participation Forms:**

These forms may include the 3 following and the program can add forms as needed:

1. Participation Agreements
  - a. Informed Consent (required) – See APPENDIX 2
2. Health Forms (including proof of medical insurance, emergency contact, authorizing release of medical information and treatment if the parent/guardian can't be reached, and a listing of medical conditions and allergies) – maybe required in some instances (APPENDIX 3).
3. Consent forms for photo release.

### **Transportation and Parking:**

1. A transportation plan must include the following:
  - a. A procedure for pick-up and drop-off of participants, specifying times and locations.
  - b. A procedure to obtain written permission from a parent or legal guardian in the event any participant is to be released to any person other than his or her parents or legal guardian.
  - c. A description of any transportation of participants to be provided by the program specifying:
    - i. The type of vehicle
    - ii. The driver of the vehicle
2. No adult will be permitted to be alone with a minor in a car or other vehicle.
3. Vehicle seat belt usage
  - a. All Pennsylvania laws must be followed.
4. Car Seat/Booster seat usage
  - a. All Pennsylvania laws must be followed.
5. If there is no transportation it should be noted.
6. Parking – Camp and Conference Directors and participants are to park automobiles in assigned lots and must have valid permits. Violators will be ticketed if not parked in the proper lots and/or if they do not have a valid parking permit appropriately displayed.

## **Housing:**

The Program Administrator accepts responsibility for the policies, procedures and general information as provided by Conference Services in the Kutztown University – Office of Conference Services Internal Camp and Conference Guidelines (see APPENDIX 8) and below.

1. Doors – to ensure safety and security during your stay at Kutztown University, the main doors are to be used as the only entrance and exit except in case of emergencies. The front doors of the residence halls are to be kept locked. The doors are not to be “propped” or opened to allow ease of access to the hall. All other doors are designated as emergency exits only and are alarmed at all times.
2. Keys – the University will be responsible for key distribution and collection. All keys are expected to be returned upon checkout. There will be a charge for all lost keys or keys not returned within 24 hours of checkout.
3. University Rights – the University may exercise the following rights:
  - a. To enter any room for the purpose of inspection, repair or emergency.
  - b. To reassign participants within an overnight facility, after timely notification, in order to accomplish necessary repairs and renovation to the building.
  - c. To revoke the campus privilege including residency in or utilization of any of its buildings or any occupant whose conduct, solely in the University’s opinion, becomes injurious or potentially injurious to the university community.
4. University Policies – these policies are designed to protect both participants and the University, not to limit an individual’s freedom. Each person on campus is responsible for his or her own behavior. The camp directors and conference organizers are responsible for maintaining proper behavior of participants. Each individual is asked to abide by the University policies to help ensure each camp and conference is a success. Please review the policies listed below:
  - a. Alcohol and drugs are strictly prohibited on campus.
  - b. Smoking is prohibited in all buildings.
  - c. Firearms and fireworks are prohibited on campus.
  - d. Fire alarms and equipment are to be used only in emergencies and are not to be tampered with.
  - e. Window screens are not to be removed.
  - f. Appropriate camps and conferences will be charged for room or common area damages.
  - g. Cleats are not to be worn in buildings.
  - h. Non-participants are not allowed on the floors during the camp or conference. Participants are only allowed on the floors/wings or in the residence halls to which they are assigned.
  - i. Local Ordinance has established an 11 pm curfew for minors which is enforced by Community police.
5. Emergencies – All Authorized Adults and Program Staff should be familiar with Kutztown University of Pennsylvania Immediate Emergency Response and Evacuation Procedures referenced earlier in this manual. University Police Officers are available by calling 610-683-4001. The on-call Conference Services staff can be reached by calling, 484-797-3097, during the on-call times stated.
6. All Program Staff and Volunteers staying in the Residence Halls must have the mandatory background checks as described in this document completed.
7. Under no circumstances will Program Staff and Volunteers be allowed to stay in the same room as minor participants.



### **Protocols for Injury or Illness:**

1. For a critical injury, contact Public Safety at 610-683-4001 or call 911. The Program Administrator is to be notified as soon as the injured party is attended to. For summer camp programs, the Office of Conference Services must also be notified.
2. For any other injury, the Program Administrator should be notified immediately. An accident report (see APPENDIX 8) must be filed, including record of how the incident happened and how it was handled.
3. Parents/guardians are contacted by the Program Administrator at the time of the participant injury, if appropriate, or at the earliest convenient time to communicate details.

### **Protocols for Accusations of Misconduct for Authorized Adults/Program Staff:**

1. Any person believing that an instructor, counselor, or volunteer should not be allowed to continue with the program must make a written and signed complaint to the program administrator. The program administrator will investigate the complaint and make a report of the findings to the appropriate parties. All complaints and investigation reports will be kept confidential.
2. Reporting of child abuse – in a situation of suspected child abuse, all administrators, faculty, coaches, staff, student workers, independent contractors, and volunteers are mandated reporters under this policy. Everyone who is deemed a mandated reporter pursuant to this policy shall be trained as if designated a mandated reporter by Pennsylvania Law.

All mandated reporters shall make an immediate report of suspected child abuse or cause a report to be made if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- a. The mandated reporter comes in to contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity or service.
- b. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- c. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- d. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The minor is not required to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. The mandated reporter does not need to determine the identity of the person responsible for the child abuse to make a report of suspected child abuse.

Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 1-800-932-0313, or a written report to DHS using electronic technologies when available. If an oral report is made, a written report shall also be made within 48 hours to DHS or the county agency assigned to the case as prescribed by DHS. Immediately following the report to DHS, the mandated reporter must notify the Vice

President for Administration and Finance at 610-683-4106, who will assume the responsibility for facilitating the cooperation of the university with the investigation of the report.

**Protocols for Accusations of Misconduct for Participants:**

1. Any person believing that a participant should not be allowed to continue with the program must make a written and signed complaint to the program administrator. The program administrator will investigate the complaint and make a report of the findings to the appropriate parties. All complaints and investigation reports will be kept confidential.
2. Reporting of child abuse – in a situation of suspected child abuse, all administrators, faculty, coaches, staff, student workers, independent contractors, and volunteers are mandated reporters under this policy. Everyone who is deemed a mandated reporter pursuant to this policy shall be trained as if designated a mandated reporter by Pennsylvania Law.

All mandated reporters shall make an immediate report of suspected child abuse or cause a report to be made if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- a. The mandated reporter comes in to contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity or service.
- b. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- c. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- d. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The minor is not required to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse. The mandated reporter does not need to determine the identity of the person responsible for the child abuse to make a report of suspected child abuse.

Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 1-800-932-0313, or a written report to DHS using electronic technologies when available. If an oral report is made, a written report shall also be made within 48 hours to DHS or the county agency assigned to the case as prescribed by DHS. Immediately following the report to DHS, the mandated reporter must notify the Vice President for Administration and Finance at 610-683-4106, who will assume the responsibility for facilitating the cooperation of the university with the investigation of the report.

**Orientation Materials for Parents and Participants:**

Specific orientation materials are not required as each program is different, however, as a guideline, they could include the following:

1. Information describing the purpose, length, rules and contacts for the programs, including the Program Administrator, Camp Director, Event Coordinator, etc.

**Record Retention Policy and the Storage of Records:**

1. Background Checks
  - a. Kutztown University Employees and Official Volunteers – copies will be stored only in the Human Resources Office in secured cabinets or secure electronic format. These records shall be stored for 25 years in either paper or electronic form.
2. Program Approval Forms for University Sponsored Events should be stored with the assigned Registry Administrator in a secured area. These records shall be stored for 6 years in either paper or electronic format.
3. All other documents – All programs should follow the approved Kutztown University of PA Records Retention Policy. Forms should be stored with the Registry Administrator as appropriate.

## APPENDIX 1:

### University Sponsored Event Program Approval Form



## UNIVERSITY SPONSORED EVENT – PROGRAM APPROVAL FORM

### Program/Event Information

Event/Program Name: \_\_\_\_\_

Program Reservation Number: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Program End Date: \_\_\_\_\_

Program Administrator/Event Contact: \_\_\_\_\_

Transportation needed: <i>If yes, attach the plan to this form</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Housing needed: <i>If yes, attach the plan to this form</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Supervision

Number of Participants: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

Number of Minors: \_\_\_\_\_

Ratio (*Minors/Adults*): \_\_\_\_\_

*As a guide, the following ratios are provided and were derived  
from the American Camp Association:*

*5 years of age and younger – 1 staff for 5 minors (day)*

*6-8 years of age – 1 staff for 6 minors (day)*

*9-14 years of age – 1 staff for 8 minors (day)*

*15-18 years of age – 1 staff for 10 minors (day)*

### Program Staff/Faculty/Volunteers

List all program staff, faculty, and volunteers.

*Note: Checking any of the background checks indicates the receipt of clearances by HR.*

Background #1 = criminal history record check from the PA State Police

Background #2 = child abuse clearance

Background #3 = federal criminal history check or meets volunteer exemptions



## APPENDIX 2:

### Informed Consent Release and Express Assumption of Risk

**THIS FORM IS TO BE COMPLETED BY PARTICIPANTS  
ATTENDING ANY KUTZTOWN UNIVERSITY  
SPONSORED CAMP/CONFERENCE/CLINIC/EVENT.**

**Informed Consent Release  
and  
Express Assumption of Risk**

I, \_\_\_\_\_, desire to participate in \_\_\_\_\_  
(Name) (Name of Summer Camp or Conference Event)  
at Kutztown University on \_\_\_\_\_.  
(Date of Event)

I realize injuries can be a consequence of participation in this activity and no amount of reasonable supervision or use of facility will prevent injury. I appreciate the character of the risk involved and I voluntarily assume (on behalf of my child if participant is a minor) all risk of possible death, harm or injury. I understand and appreciate that such injury could also include, without limitation, serious or permanent injuries to all bodily organs and functions. I am aware of the risk of participation in this designated activity. I have carefully considered how the possible consequences of injury may impact my life (or my child's life), and I choose to accept the risk involved (and allow him/her, if minor child) to participate in the designated activity.

In accepting this risk, I expressly and explicitly release, discharge and waive any and all responsibility of Kutztown University, Pennsylvania's State System of Education, the Commonwealth of Pennsylvania, and the employees, officials or agents of any and all of the foregoing, pursuant to, or pertaining or related to, arising from, in any manner, injuries to myself (my child) as a result of my (his/her) participation in this activity.

By my signature below, I certify that I completely understand this document.

\_\_\_\_\_  
Signature of Participant Date

\_\_\_\_\_  
Signature of Parent or Guardian (if participant is a minor) Date

\_\_\_\_\_  
Witness Date



## APPENDIX 3:

### Health Form

**THIS FORM IS TO BE COMPLETED FOR ANY CONFERENCE PARTICIPANT UNDER THE AGE OF 18. PLEASE NOTE: CONFEREES MAY NOT UTILIZE OUR HEALTH CENTER FACILITY WITHOUT THIS COMPLETED FORM.**

**KUTZTOWN UNIVERSITY  
OFFICE OF CONFERENCE SERVICES  
HEALTH HISTORY/MEDICAL TREATMENT PERMISSION FORM**

Name of conferee \_\_\_\_\_ Birth date \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Home address \_\_\_\_\_ Phone \_\_\_\_\_

Business address \_\_\_\_\_ Phone \_\_\_\_\_

Other Emergency Contact \_\_\_\_\_

Home address \_\_\_\_\_ Phone \_\_\_\_\_

Business address \_\_\_\_\_ Phone \_\_\_\_\_

Name of conference attending \_\_\_\_\_ Date of conference \_\_\_\_\_

**Health History:** (give dates)

Heart Defect/Disease \_\_\_\_\_  
Convulsions \_\_\_\_\_  
Diabetes \_\_\_\_\_  
Hypertension \_\_\_\_\_  
Mononucleosis \_\_\_\_\_  
Bleeding/Clotting Disorder \_\_\_\_\_  
Frequent Ear Infections \_\_\_\_\_

**Diseases:** (give dates)

Chicken Pox \_\_\_\_\_  
Measles \_\_\_\_\_  
German Measles \_\_\_\_\_  
Mumps \_\_\_\_\_

**Allergies:** (give dates)

Hay Fever \_\_\_\_\_  
Ivy Poisoning \_\_\_\_\_  
Insect Stings \_\_\_\_\_  
Penicillin \_\_\_\_\_  
Other drugs \_\_\_\_\_  
Asthma \_\_\_\_\_

Operations or serious injury (dates): \_\_\_\_\_

Disability or chronic recurring illness: \_\_\_\_\_

Dietary modifications: \_\_\_\_\_

Current medication taking: \_\_\_\_\_

Do you carry family medical/hospital insurance? \_\_\_\_\_ Carrier \_\_\_\_\_ # \_\_\_\_\_

I, the undersigned parent/guardian, do hereby grant permission for my son/daughter, named above, to attend the conference named above. In order that my son/daughter may receive the proper medical treatment in the event that he/she may sustain injury or illness during the period of the above conference, I hereby authorize the conference staff and the Kutztown University Health Center to obtain or provide medical treatment for my son/daughter for such injury or illness during the conference, and I hereby hold the University, as well as its representatives, harmless in the exercise of this authority.

I further understand that there is always a possibility that my son/daughter may sustain physical illness or injury while at a conference at Kutztown University. If this occurs, I hereby authorize conference staff and Kutztown University Health Center and Kutztown University representatives to refer my son/daughter to a medical treatment center (hospital, etc.). I further acknowledge and understand that I will be responsible for any medical bills that may be incurred on behalf of my son/daughter for physical illness or injury that he/she may sustain during the conference.

Understanding that there is always a possibility that my son/daughter may sustain physical illness or injury, I acknowledge and understand that my son/daughter is assuming the risk of such physical illness or injury by his/her participation, and I further release Kutztown University Foundation and its representatives and Kutztown University and its representatives from any claims for personal illness or injury that my son/daughter may sustain during the conference. I further acknowledge and understand that my son/daughter will be responsible for his/her failure to abide by the rules and regulations of the conference named above or of Kutztown University.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**THIS FORM IS TO BE RETURNED TO YOUR CONFERENCE COORDINATOR,  
NOT KUTZTOWN UNIVERSITY PERSONNEL OR OFFICES**

## APPENDIX 4:

# PASSHE VOLUNTEER EXEMPTION FROM FBI BACKGROUND CHECK



**Pennsylvania's State System of Higher Education**  
**Volunteer Exemption from FBI Background Check**  
*(Under the Child Protective Services Law)*

**Please read this entire form carefully before completing it.** This form is to be used by a Pennsylvania resident who serves or wants to serve as a volunteer with a program or activity associated with Pennsylvania's State System of Higher Education or one of its universities and seeks exemption from the requirement to submit a report of federal criminal history record information (FBI background check). You are still required to submit a report of criminal history record information from the Pennsylvania State Police and a certification from the Department of Human Services concerning child abuse.

### Section 1. Personal Information

Name of Volunteer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Address: \_\_\_\_\_

Number of Months \_\_\_\_\_ Years \_\_\_\_\_ at this Address\*

*\*If less than ten years, provide prior Pennsylvania addresses on a separate page.*

Volunteer Position: \_\_\_\_\_

### Section 2. Instructions

Check the appropriate boxes below, then sign the certification under Section 3.

- ☐ By checking this box, I certify that I have been a resident of Pennsylvania for the entirety of at least the last ten consecutive years prior to the date of this application, which is set forth above.
- ☐ By checking this box, I certify that I have not been convicted of any of the Reportable Offenses listed below.

#### List of Reportable Offenses

A Reportable Offense enumerated under Pennsylvania's Child Protective Services Law, 23 Pa.C.S. § 6344(c), consists of one or more of the following:

1. Provisions of Title 18 of the Pennsylvania Consolidated Statutes (relating to crimes and offenses) or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania:
  - Chapter 25 relating to criminal homicide
  - Section 2702 relating to aggravated assault
  - Section 2709.1 relating to stalking
  - Section 2901 relating to kidnapping
  - Section 2902 relating to unlawful restraint
  - Section 3121 relating to rape
  - Section 3122.1 relating to statutory sexual assault
  - Section 3123 relating to involuntary deviate sexual intercourse
  - Section 3124.1 relating to sexual assault
  - Section 3125 relating to aggravated indecent assault
  - Section 3126 relating to indecent assault
  - Section 3127 relating to indecent exposure
  - Section 4302 relating to incest
  - Section 4303 relating to concealing death of a child
  - Section 4304 relating to endangering welfare of children
  - Section 4305 relating to dealing in infant children
  - A felony offense under Section 5902(b) relating to prostitution and related offenses
  - Section 5903(c) or (d) relating to obscene and other sexual materials and performances
  - Section 6301 relating to corruption of minors
  - Section 6312 relating to sexual abuse of children

2. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," committed within the preceding five-year period.
3. A founded report within the preceding five-year period in the statewide database maintained by the Department of Human Services.

### Section 3. Certification

*By signing this form, I swear and affirm under penalty of law that the statements made in this form are true, accurate, correct, and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

## APPENDIX 5:

# MANDATORY REPORTER TRAINING HANDOUT



# Protection of Minors Training

# Child Abuse Reporting Law

- The [Pennsylvania Child Protective Services Law](#) requires certain people (called "mandated reporters") to report to the authorities any reasonable suspicion of child abuse:
  - Involving children they are responsible for, or come into contact with, during work (including while volunteering);
  - Based on a specific disclosure involving an identifiable child; or
  - By an individual over 13 years of age who committed the abuse.
- Pursuant to Board of Governors policy 2014-01-A: Protection of Minors, all State System employees are designated as mandated reporters. You are mandated to report any time you are on State System property, attending a State System event, or attending an event on behalf of the State System



- Health practitioners;
- Clergy;
- Childcare services personnel;
- Adoptive and foster parents;
- Law enforcement;
- School employees who work with children;
- Individuals who come into contact with children while working under the management or supervision of most mandated reporters;
  - Attorneys affiliated with entities (including schools and religions) that are responsible for children; and
  - An adult responsible for a child with an intellectual or chronic psychiatric disability in a family living home, community home, or host home for children.

- **Protections:** You cannot be successfully sued or prosecuted, as long as the report was made in good faith — even if the agency's investigation does not confirm your suspicions. (**Title 23 § [6318](#)**)
- **Penalties:** If you willfully fail to report child abuse, you may be subject to criminal liability ranging from a misdemeanor to a felony.
- **Liability:** Committing any of these crimes could also expose you to a costly lawsuit.

- Development of anti-social or self-destructive behaviors;
- Acting out or being cruel toward others or becoming sexually promiscuous.
- Becoming depressed, withdrawn, or suicidal.
- Even momentary abuse can cause permanent damage, including stress-related health problems and an increased risk of:
  - Anxiety, fear, panic, and depression;
  - Hostility, anger, and aggressive behavior;
  - Difficulty with trust, honesty, intimacy, and forming positive relationships;
  - Low self-esteem;
  - Isolation and alienation;
  - Guilt, shame, and humiliation; and
  - Alcohol and drug abuse.
- We can't ignore these long-term consequences. We all must do our part to stop child abuse to create a safe and healthy community.

- Types of child abuse:
  - Sexual abuse;
  - Physical abuse;
  - Neglect; and
  - Emotional or mental abuse.

• **Note:** Since abused children commonly suffer from more than one type of abuse, you do not have to identify each type to report your reasonable suspicions.

# Sexual Abuse

- Occurs when an adult exploits a child (anyone under 18 years old) for sexual gratification — even if no touching is involved.
- **Warning signs** may include, but are not limited to:
  - Unusual sexual knowledge or behavior considering the child's age;
  - Pregnancy, injuries to a child's private parts, difficulty walking or sitting, or sexually transmitted diseases;
  - Dramatic changes in appetite or behavior;
  - Nightmares or bedwetting;
  - Running away from home (or attempting to do so);
  - Parent(s) is extremely jealous, controlling, or secretive; or
  - An adult possessing child pornography.
- Sexual abuse and neglect often occur together
  - Example – if parents or caregivers fail to protect a child from sexual abuse by someone else.
- Sexual abusers are generally very careful to avoid getting caught in the act, so a child's words or other indirect clues may be all you have.
- If you suspect sexual abuse but are unsure, immediately contact the authorities and let them determine whether a child is a victim of sexual abuse.

# Physical Abuse

- Acts or omissions that cause, or fail to prevent, a serious physical injury to a child.
- **Warning signs** may include, but are not limited to:
  - Abnormal injuries for the child's age, maturity level, and physical ability;
  - Multiple injuries in different stages of healing;
  - Unexplained broken or fractured bones;
  - Glove-like or sock-like immersion burns;
  - Injuries in shapes of objects (belt or whip, iron, cigarette, etc.);
  - Restraint injuries (rope burns or similar bruises);
  - Withdrawal or extreme fear of parents, adults, or physical contact; or
  - Parent(s) offering implausible or changing explanations for the injury.
- Physical abuse injuries are not always visible.
  - Example – shaking a baby is a form of physical abuse that can result in significant internal injuries.
- **Note:** Although parents are generally permitted to use reasonable, age-appropriate physical force (corporal punishment or spanking) to discipline their children, excessive punishment that causes physical injury is considered abuse.

# Neglect

- One of the most common categories of child abuse.
- When a parent or any other person responsible for a child's care and protection severely or persistently fails to provide for a child's physical, emotional or basic needs.
- **Examples** include, but are not limited to:
  - Chronically failing to provide a child's basic needs (e.g., food, clothing, shelter, or personal hygiene);
  - Denying or delaying medical treatment;
  - Exposing a child to hazards, leaving a child unsupervised or with an inappropriate caregiver, or permitting a child to engage in risky, illegal, or harmful behaviors; or
  - Failure to educate a child or to provide psychological or psychiatric treatment.
- **Warning signs** may include, but are not limited to:
  - Dangerous or extremely unsanitary living conditions;
  - Malnutrition (child morbidly underweight/overweight); or
  - Severe hygiene problems, or filthy or inadequate clothing

# Emotional or Mental Abuse

- Words, acts, or omissions that have an actual or likely severe negative impact on a child's emotional and behavioral development, including those resulting from persistent or severe emotional mistreatment.
- **Examples** include, but are not limited to:
  - Humiliating, belittling, or ridiculing a child;
  - Intimidating, frightening, or terrorizing a child;
  - Withholding affection or refusing to acknowledge or speak to a child;
  - Exposing a child to domestic violence;
  - Exposing a child to alcohol or drug abuse; or
  - Encouraging a child's criminal or delinquent behavior.
- **Warning signs** may include, but are not limited to:
  - Extreme lags in a child's development;
  - Angry, aggressive, or destructive behavior to gain adult attention; or
  - A parent who is overly critical, doesn't understand child's basic needs, has unrealistic expectations about a child's development, or blames the child for the parent's problems.



- Most child predators lead a double life. They are careful to present themselves as someone you would never suspect of misconduct. Many are trusted family and friends, respected members of the community, and skillful liars.

- In this section, we'll cover how to:
  - Recognize predatory behavior; and
  - Avoid placing children at risk.

- **Note:** *Because 80-95% of predators are male, we will use "he" to refer to all predators. While there are fewer women who commit child sexual abuse, the harm they cause is as severe as that committed by male predators, and they are more difficult to spot.*

- You cannot identify predators by their age, sex, position, or appearance.
- Predators will do what it takes to make you like them and not consider them a threat.
- Many are smart, charming, and respected members of the community.
- If a child discloses abuse or an adult becomes suspicious, most people won't believe them because the predator isn't "that kind of person."
- Instead, you need to be suspicious of certain behaviors that help you identify high risk people and situations.

- Predators use calculated behavior called "grooming" to win children's affection and manipulate them into having sex.
- Signs of grooming may include, but are not limited to:
  - Preferring children's company over someone their own age;
  - Giving children gifts;
  - Showering children with attention and praise; or
  - Roughhousing with, tickling, and touching children.
- Often, predators prefer children who are easy targets, such as those who:
  - Lack confidence or have low self-esteem;
  - Have a reputation for lying or emotional problems;
  - Are needy and don't have a happy home life;
  - Have stressed-out and busy parents; or
  - Are easy to manipulate.

- Predators also groom adults to appear like ordinary nice and helpful people, but predators have a hidden agenda.
- Gaining the trust of adults gives predators access to children, creating opportunities for abuse.
- These are a few of the primary techniques predators use to groom adults:
  - Offer unsolicited help and not ask for anything in return — but the price maybe unsupervised access to children;
  - Commit boundary violations to test physical and emotional limits on contact and interactions with children;
  - Create a team or insider status to avoid enforcement of boundaries and the usual screening process;
  - Make unsolicited promises (e.g., "they're safe with me, I promise"); or
  - Discount or ignore "no," trying to make adults feel wrong or guilty for enforcing boundaries.

- Technology has expanded the predators' ability to groom children without being detected. Predators use computers and cell phones to befriend their victims and lure them into sexual encounters.
- "Sexting" (sending revealing or sexually suggestive photos with a text message) has become more common among high school teens.
- "Sextortion" is another way online predators ensnare their victims. They take over the victims' computers, or hack into their Facebook or other online accounts, to find personal information and incriminating photos. The hackers contact the victims and threaten to publicly post incriminating photos unless the victims pose for increasingly sexual photos via webcam.
- As new media tools are created at a frenetic pace, they increase the risks that young people face in the digital world.

The procedures for reporting child abuse, include:

- Determining what is a reasonable suspicion;
- Knowing what information to report; and
- Knowing how to make a report of child abuse.

- You must make a report to the authorities when you have a reasonable suspicion that a child may be a victim of abuse.
- If you suspect a child was or is being abused, ask yourself "would a person with average judgment, who saw or heard what I did, suspect child abuse?" If the answer is "yes," you have a reasonable suspicion.
- A reasonable suspicion does not have to be based on your personal knowledge — but it does need to be based on more than a rumor.
- Reasonable suspicion doesn't always mean something bad happened. It only means you suspect that abuse may have occurred or a child is at risk of being abused. It can be based on a single incident, what the child says, or a combination of signs (physical, behavioral, environmental, or parental clues).

# How to Report

- Once you have a reasonable suspicion of child abuse, **immediately** make a report to the Pennsylvania Department of Human Services either:
  - Electronically at [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home) OR
  - Orally at **1-800-932-0313** or TDD: **1-866-872-1677** (for the hearing impaired)
- For emergencies or crimes in progress, call **911** or [local law enforcement](#).
- If you make an oral report, you must follow up within **48 hours** with a written report to the Pennsylvania Department of Human Services and notify the individual designated in the University's Protection of Minors Policy <http://app.kutztown.edu/policyregister/Policy/GEN-005>. In lieu of making both an oral and a written report, mandated reporters may submit **one** report online at <https://www.compass.state.pa.us/cwis/public/home>.
- **Note:** Mandated reporters who are staff members of Kutztown University of Pennsylvania must notify the Title IX Coordinator, Mr. Jesus Peña, Esq., and Public Safety if they suspect child abuse while performing their work.



# What to Report

- When you report, provide as much information as possible, including, but not limited to:
  - The child and child's parents' or caregivers' name, address, age, and sex;
  - Where the suspected abuse occurred;
  - The nature and extent of the suspected child abuse;
  - Any prior abuse to the child or siblings of the child;
  - The suspected perpetrator's name, age, sex, and relationship to the child, and any history of causing prior abuse;
  - The composition of the child's family;
  - Your name, telephone number, and email address;
  - Any actions you've taken on behalf of the child; and
  - Any other information that may be relevant.
- You must report your reasonable suspicions of abuse even if you do not have all of this information. You must provide all the information you do have available that may help the agency protect the child.

- In addition to your duties under the child abuse reporting laws, you're also required to report sexual misconduct to your school under a federal law called Title IX.
- Title IX requires schools to address sexual misconduct — including child abuse — when it limits or denies a student's ability to participate in or benefit from educational programs or activities.
- It does not matter whether the sexual misconduct is committed by school employees, other students, or third parties.
- Once the school knows or should have known about the sexual misconduct, it must take prompt and effective steps to:
  - Stop it;
  - Prevent it from happening again; and
  - Remedy its effects.

- Title IX requires "responsible employees" to report information regarding alleged sexual misconduct to the school's Title IX Coordinator, Mr. Jesus Peña, Esq. at [pena@kutztown.edu](mailto:pena@kutztown.edu) or (610) 683-4700, and to Public Safety. Reports must be made to the Title IX Coordinator and Public Safety immediately.
- Responsible Employees – Any employee who:
  - Has the authority to take action to redress sexual violence;
  - Has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or
  - A student could reasonably believe has this authority or duty.
- All employees are responsible employees.

- Can be found under the General Policies section of the University's Policy

Register at: <https://www.kutztown.edu/about-ku/administration/governance/policy-register/policies.htm>

## APPENDIX 6:

# CODE OF CONDUCT TRAINING HANDOUT



## **Camp, Conference, Clinic & Event Staff Code of Conduct**

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1. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
2. In the case of adults supervising minors overnight, Authorized Adult should not enter a minor's room, bathroom facility or similar area without another adult in attendance.
3. Separate accommodations for adults and minors are required other than the minor's parents or guardians.
4. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about you. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and/or romantic relationships, etc.
5. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor's needs, for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (e.g. treatment of injury). Any refusal or resistance from the minor should be respected.
6. Do not be alone with a minor. If one-on-one contact is required, meet in an open, well illuminated space or room with windows observable by other Authorized Adults or Program Staff members, unless the one-on-one contact is expressly authorized and must include more than one Authorized Adult or Program Staff Member.
7. Do not meet with minors outside of the established times for program activities. Any exceptions require written parental authorization and must include more than one Authorized Adult or Program Staff Member.
8. Do not invite individual minors to your home or other private locations. Any exceptions require authorization and must include more than one Authorized Adult or Program Staff Member.
9. Do not provide gifts to minors or their families independent of items provided by the program.
10. Do not engage or communicate with minors except for an educational or programmatic purpose: the content of the communication must be consistent with the mission of the program and the University.
11. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a minor or other minors from harm, all incidents

must be documented and disclosed to the program administrator and the minor's parent/guardian.

12. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
13. Do not provide alcohol or illegal substances to a minor.
14. Do not provide medication to a minor unless authorized by the program's medication management guidelines.
15. When transporting minors, more than one Authorized Adult or Program Staff Member from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible and comply with the program's transportation guidelines.
16. Any communication with a minor in electronic format (via email or text) should be in a group mail/text format or include another program personnel or parent – this avoids any one-to-one communication. Personnel and supervisors should monitor the internet use of minors in the program and assure filters or blocked content/security options are on in those programs which allow minors to use University PCs or other electronic devices. Personnel should not access any site inappropriate for minors while in supervision or monitoring role.
17. Do not use harassing language that would violate the Social Equity or University harassment policies.

## APPENDIX 7:

# KUTZTOWN UNIVERSITY IMMEDIATE EMERGENCY RESPONSE and EVACUATION PROCEDURES



This guide is to assist faculty, staff and students in responding to a variety of emergency situations, which they may encounter at Kutztown University (KU) while working, attending classes or events, or living on campus.

Please become familiar with the contents of this guide. In the event of an emergency, it is designed to serve as a quick reference for effective action. New employees and students should be made aware of this guide during orientation. If there are any questions or comments regarding this guide, please contact the Emergency Management Coordinator, the Director of Environmental, Health and Safety or the University Police Chief.

**In order to protect yourself and others, each KU faculty, staff and student should know what to do in an emergency. Your response to any incident must focus on minimizing injury and loss of life. Do not jeopardize your safety or the safety of others to protect the physical assets of the University.**

<b>Kutztown University Police</b>	<b>(610) 683-4001</b>
<b>Fire / Medical Assistance</b>	<b>(610) 683-4001</b>
<b>Ambulance</b>	<b>911</b>

## **DECLARATION OF A CAMPUS STATE OF EMERGENCY**

A **state of emergency** is a governmental declaration that may suspend certain normal functions of government, alert citizens to alter their normal behaviors, or order government agencies to implement emergency preparedness plans. Such declarations usually come during a time of natural disaster or during periods of civil disorder.

In the case of an emergency at Kutztown University, the Emergency Management Coordinator will immediately call the President and the Emergency Management Team together.

After consultation with the Emergency Management Team, the President or designee will declare a state of emergency. The Emergency Management Coordinator and the Emergency Management Team will recommend to the President what actions to take. The President or designee will be advised of action already taken and will approve further plans and recommendations. The University Chief of Police may also declare a state of emergency if an incident requires an immediate response for the security and control of the incident site.

## **University Notification System**

Kutztown University has created a system of notification for students, staff, and faculty which is called the KU ALERT SYSTEM. This system is a multi tiered approach of notification, that may use all or part of the following: SMS text messaging, emails, website alerts, computer monitor alerts, voice announcements via mass notification systems, and paper postings.

## **CAMPUS RESPONSIBILITY DURING AN EMERGENCY OR DISASTER:**

**Emergency Management Coordinator (EMC):** (Vice President for Administration and Finance, 610-683-4106). The EMC assumes overall direction during an emergency and is responsible for employing the guidelines within the Emergency Operations Plan. The EMC notifies the members of the EMT.

**Emergency Management Team (EMT):** The EMT provides overall leadership and guidance to the University community during an emergency or disaster.

**University Relations:** (Public Information Officer, 610-683-4183). The office of University Relations will coordinate media relations and act as the link between the University and the public.

### **Emergency Operations Levels**

- LEVEL 1 (Minor): A local emergency with limited impact, which does not affect the overall functioning capacity of the university. Examples include a small fire, a hazardous material incident, or a limited power outage.
- LEVEL 2 (Major): A serious emergency that completely disrupts one or more university operations. Examples would be a major fire, a civil disturbance, or a widespread utility outage. Outside emergency services, working with campus resources may be required.
- LEVEL 3 (Disaster): A community-wide emergency that seriously impairs or halts the operations of the campus. Examples would be a major flood or damaging tornado. Outside emergency services would be essential but not always available.

## **SPECIFIC EMERGENCY RESPONSE GUIDELINES**

The following guidelines are only highlights of the detailed response procedures located in the applicable section of the KU Emergency Operations Plan (EOP)

### **I. Reporting Incidents, Emergencies, or Disasters**

1. From a safe location, report all emergencies to the KU Police by dialing ext. "3-4001" from a campus phone or "610-683-4001" from a public or cell phone.
2. In case of an emergency off campus, Dial: 911.
3. When calling, stay calm and carefully explain the problem and location to the officer.
4. Remain on the phone until the dispatcher releases the call.

### **II. Evacuation Procedures**

The main assembly areas in case of any emergency have been identified and will be communicated at the time of the emergency.

## **Building Evacuation – Stay Calm, Do Not Panic**

1. When building evacuation (fire) alarm sounds and/or upon notification by KU Police, leave by the nearest marked exit or in accordance with the posted evacuation plan and alert others to do the same.
2. Once outside, proceed to a clear area that is at least 100-feet away from the affected building.
3. DO NOT return to an evacuated building unless authorized to do so by Emergency Services personnel.

## **Building Evacuation for Disabled Individuals**

1. As soon as the alarm sounds, evacuate the building immediately by proceeding to the CLOSEST and SAFEST exit.
2. If not able to get to the exit safely, find an area of safety and either send someone for assistance or call the emergency number (Ext. 3-4001 or 610-683-4001) from your cell phone. If the area becomes smoke filled, try to get to the floor. Alternatively, try to find an alternate exit and evacuate immediately.
3. If above the ground floor, an Area of Rescue Assistance is available; proceed to that location and remain until assistance arrives. *Areas of Rescue Assistance* are located in deFrancesco Building, Dixon Hall, Graduate Center and Rohrbach Library. Communications devices are available to summon help from responders.
4. If an *Area of Rescue Assistance* is NOT available, proceed to the closest-safest enclosed stairwell to await emergency responders. If communications in an enclosed stairwell is not available, send someone to summon assistance for you or use a cell phone to contact University Police by dialing 610-683-4001.
5. If primary and alternate exits are smoke-filled or inaccessible, distance yourself from the smoke and flames by finding a room that offers safety. Once inside the room, open a window and drape some article of clothing outside as a signal that someone is waiting for help. If a phone is available contact University Police at 3-4001 or (610) 683-4001.
6. On the way to the "safe area" the physically impaired person should ask a non-impaired person for aid in notifying response personnel of the impaired person's location

## **Campus Evacuation**

1. Evacuation of all or part of the campus grounds will be announced by personnel such as University Police and/or the Office of Environmental Health and Safety, or the local Fire Chief.
2. All persons (students and employees) are to immediately vacate the area in question and relocate to a designated building assembly point identified by the authorities.
3. DO NOT return to an evacuated building unless told to do so by Emergency Services personnel.

## **Stay in Place**

Whenever Emergency Services personnel advises to "stay in place":

1. An employee should secure the room or the building in the best way practical to prevent unauthorized persons from entry into the space.
2. Employees should report anyone believed to be missing.
3. When appropriate the Physical Facilities Department will shut down HVAC equipment to prevent outside contaminated air from being introduced into the facility.

### **III. Biological, Chemical, or Radiation Incident**

1. Any suspicious package received should be left untouched.
2. The location in which the package is located should be evacuated and the University Police notified immediately at ext. 3-4001 or (610) 683-4001.
3. It is important for anyone who comes in contact with the suspicious package not to be in contact with other people if at all possible. These individuals should remain isolated until cleared by Emergency Service Personnel.
4. Any exposure to a hazardous biological, chemical, or radioactive material must be reported immediately to University Police at ext. 3-4001 or (610) 683-4001.
5. When reporting, be specific about the nature of the involved material and exact location.
6. The key person on site should vacate the affected area at once, and seal it off to prevent further contamination of other areas until the arrival of Emergency Services personnel.

### **IV. Bomb Threat**

1. If a suspicious object or potential bomb is observed, do not handle the object. Call University Police at extension 3-4001 or (610) 683-4001. Clear the area immediately.
2. If you receive a written bomb threat, set it aside and call University Police at ext 3-4001 or (610) 683-4001. Do not handle the note or the letter further.
3. Any person receiving a phone call bomb threat should carefully record as much information as possible. Be firm, calm, and speak quietly.
4. The individual receiving the bomb threat is responsible for carefully recording the information and then immediately notifying the University Police at ext 3-4001 or (610) 683-4001.
5. Keep the caller on the line as long as possible and ask the caller the following:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does the bomb look like?
6. Keep the caller on the line as long as possible and try to record a description of the caller's voice:
  - Age and gender of caller –male, female, young, old
  - Tone of voice – loud, soft, high-pitched, deep, raspy
  - Accent of caller – local, not local, foreign, nationality
  - Is voice familiar?
  - Background noises – office machines, factory machines, trains, airplanes, animals, music, silence, voices, traffic, party
7. Call the University Police at 3-4001 or (610) 683-4001(if they have not been notified) and provide all the information you have obtained to the police, along with your name and location.

### **V. HOSTAGE SITUATION**

The faculty, staff, or student who recognizes or is notified of a hostage situation will call the University Police at:

- Campus phone ext. 3-4001
- Public phone 610-683-4001

The caller should provide as much as possible of the following information:

- The caller's name, location, and telephone number.
- Number of persons being held hostage.
- Location of the hostages.

- Condition of the hostages.
- Demands of the hostage takers.
- Physical description of the hostage takers (sex, race, age, height, weight, build, glasses, facial hair, hair color, hat, and clothing color and type), if possible.
- Description of the hostage taker's vehicle, if applicable.

## VI. Civil Disturbance or Demonstrations

1. Report any occurrence of Civil Disturbance or Demonstration to the University Police at Ext. 3-4001 or (610) 683-4001.
2. Peaceful and non-obstructive demonstrations will not be disrupted.
3. Demonstrations will not interfere with the normal operations of the university.
4. If demonstrators persist in a disruptive activity, they will be advised that failure to discontinue the specified action within a specified length of time may result in disciplinary actions and/or arrest including suspension, expulsion, or possible intervention by civil authorities.
5. In the event that a violent demonstration, in which injury to persons or property occurs or appears imminent, call University Police at Extension 4-4001 or (610) 683-4001. Move away from the area to a safe place. Do not interfere with police intervention.

## VII. Terrorism

The information contained in this section applies to response to terrorism threats or incidents on the local level and to the U.S. Government Homeland Security Advisory System Alert Levels. In conjunction with the U.S. Department of Justice, and the Berks County Office of the District Attorney, the University Police Department adopts and implements the Counter-Terrorism Taskforce Directive. The University Police Department point-of-contact is the Chief of Public Safety and Police Services.

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS). This system will more effectively communicate information about terrorist threats by providing timely, detailed information. There are two levels of threats associated with the NTAS:

- **Elevated Threat Alert** - Warns of a credible terrorist threat against the United States
- **Imminent Threat Alert** - Warns of a credible, specific, and impending terrorist threat against the United States

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American public through both official and media channels

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

## Kutztown University Response to NTAS Levels

### **Imminent Threat Alert**

- Complete recommended actions established at Elevated Threat Alert.
- Listen to radio/TV for current information/instructions.
- Respond and take actions as directed by authorities.
- Be alert to suspicious activity and report it to proper authorities immediately.
- Conduct 100% identification check of visitors, vendors and contractors.
- Ensure mental health counselors are available for students, staff and faculty.

### **Elevated Threat Alert**

- Be alert to suspicious activity and report it to proper authorities immediately.
- Review emergency preparedness/response plans.
- Prepare to handle inquiries from anxious students, parents and media.
- Ensure all emergency supplies are stocked and ready.
- Conduct safety training and emergency drills following written emergency plans.
- Ensure emergency communication plan is updated and needed equipment is available and in good working condition.
- Develop written emergency plans to address all hazards, including plans to maintain the safety of students, staff, and faculty.
- Develop an emergency communication plan to notify parents of students and university staff in times of emergency.
- Disseminate relevant information to members of the campus community.

## **VIII. Violent or Criminal Behavior**

In you observe a criminal act or are a victim:

1. Promptly notify University Police at ext. 3-4001 or (610) 683-4001 and report the incident, including the following information:
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved.
  - Description of property involved.
2. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
3. In the event of gunfire, or discharged explosives take cover immediately using all available cover.
4. After the disturbance, seek emergency first aid if necessary.

## **IX. Explosion on Campus**

1. Immediately take cover under tables, desks and other objects that will give protection against remaining falling glass or debris.
2. After the initial effects of the explosion and/or crash have subsided, notify the University Police at Extension 3-4001 or (610) 683-4001. Give your name and describe the location and nature of the emergency.

## **X. Fire**

In all cases of fire the University Police must be notified immediately at ext. 3-4001 or (610) 683-4001.

1. If a minor fire appears controllable, immediately contact the University Police. If trained, personnel may extinguish the fire with a fire extinguisher. Never jeopardize your safety to save property; get out if you do not feel comfortable fighting the fire with a fire extinguisher.
2. If an emergency exists, activate the building alarm to alert everyone else. Caution: if the alarm fails to go off you must report the fire by phone.
3. On large fires that do not appear controllable, immediately sound the alarm and notify University Police. Be sure persons are evacuating, closing all doors to confine the fire and reduce oxygen – do not lock doors!
4. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.
5. Do NOT return to an evacuated building unless told to do so by Emergency Services Personnel.

**For information and direction for persons with disabilities, see section labeled  
*Building Evacuation for Disabled Individuals* under Section II.**

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**Additional Preparedness Information can be found by going to  
<http://www.ready.pa.gov>**

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## **XI. Earthquake**

Remain calm and quickly follow the steps outlined below.

1. Take cover under a sturdy desk, table, or bench or against an inside wall, and hold on. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
2. Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects when entering into or exiting from buildings.
3. If outdoors, move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines, as they may be energized. Know your assembly points.
4. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
5. Evaluate the situation and, if emergency help is necessary, call the University Police at ext 3-4001 or (610) 683-4001.
6. Damaged facilities should be reported to the University Police and the KU Facilities Department.

## **XII. Floods**

If flooding occurs, or the conditions exist that could cause flooding to occur, observe the following:

1. Listen to the radio or watch television weather broadcasts to keep apprised of weather watches or warnings.
2. Listen to National Weather Service/National Oceanic and Atmospheric Administration (NOAA) radio broadcasts if a weather radio is available. Allentown NOAA weather can be found at 162.400 MHz.
3. Go online to track the storm and be aware of weather alerts/warnings at <http://www.weather.gov/phi/>
4. If a flood watch or warning occurs for the area you are in, move to higher ground immediately. Do not delay if a warning is posted.
5. If you are in a campus building that begins to flood notify University Police immediately at ext. 3-4001 or (610) 683-4001 on a public phone.
6. Then leave the building for a facility that is not flooding.
7. When traveling do not drive through flooded roadways.
8. If a vehicle stalls in water, leave the vehicle immediately and move to higher ground.
9. Be extra cautious when driving at night, for it is more difficult to recognize flood signs, or the depth of water.
10. During heavy rains or flood alerts, etc., never park a vehicle near any streams, rivers, or flash flood areas.
11. If caught outdoors, climb to higher ground and stay there.
12. Do not walk through or drink flood water.
13. If told to evacuate, do so immediately.
14. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Emergency Service Personnel.

## **XIII. Tornado**

In the event of a tornado warning in Berks County, notification will be given through the voice-communication fire alarm systems installed in most campus buildings, e2-Campus (KU Alert) alerting system, voice mail, email or word of mouth. The best protection is an underground shelter or basement, or a substantial steel-framed or reinforced concrete building. (If none are available, take refuge in other parts as indicated below.)

1. In any facility always go to the lowest floor possible.
2. If your building has no basement, take cover under heavy furniture on the ground floor in the center of the building, or in a small room on the ground or lowest floor that is away from outside walls and windows.
3. Stay away from windows to avoid flying debris.
4. If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this – or if you are walking – take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
5. Stay inside away from the windows and remain near an inside wall on the lower floors, if possible. The large brick buildings on the Kutztown University campus are of reinforced construction and should provide adequate shelter. If in a smaller facility go to the basement, an interior room or nearest brick facility.
6. Avoid auditoriums and gymnasiums or large metal buildings with large, poorly supported roofs.
7. Office buildings – go to an interior hallway on the lowest floor, interior rooms or closets or to a designated shelter area. Stay away from windows.



#### **XIV. Severe Weather**

The decision to cancel, close, delay openings, or close early is made by the President of the University in consultation with the Provost and a designated Vice President.

1. The University is Closed means that all classes and events, whether sponsored by the University or by non-university organizations, are suspended, and that all University offices are closed. Only personnel who are identified as essential to meeting basic health, safety, and operational needs are to report for work.
2. Classes And Events Are Suspended/Offices Open means that teaching faculty and students are not to report for scheduled classes, but all University offices will open on schedule. All non-instructional employees will report to work. All other programs and events whether sponsored by the University or non-university organizations are also suspended.
3. The University Opens Later (or Closes Early) means that classes start and/or offices open at a later hour than usual, or that the class day and business day end earlier than usual. Non-instructional employees will report to work or depart from work at the designated late or early times. Only personnel who are identified as essential to meeting basic health, safety, and operational needs are to report for work at their regularly scheduled times.
4. Evening (or Saturday/Sunday) Events Are Suspended means that all activities, whether sponsored by the University or non-university organizations, are suspended. In the case of Saturday or Sunday events, a scheduling decision will be made separately for each day. Employees with evening or weekend hours will report to work. All employees are advised to evaluate road conditions in their respective areas to determine if roads are passable.

## Notification Procedures

The following outlets are available for obtaining information regarding the status of classes and administrative offices during severe weather conditions:

(The highlighted outlets will be the first to receive the information.)

### A. Internal

- **Employee Hotline** 683-4191

(Non-instructional employees should always check this line for clarification of other announcements.)

- **General Information Hotline** 683-4649
- University Police 683-4001

### B. External

Local Television and Radio Stations:

- WFMZ TV – Channel 69 (Allentown)
- KYW TV – Channel 3 (Philadelphia)
- WTXF TV – Channel 29 (Philadelphia)
- WCAU TV – Channel 10 (Philadelphia)
- WGAL TV – Channel 8 (Lancaster)
- WPVI TV – Channel 6 (Philadelphia)
- WAEB FM – 104.1 (Allentown)
- WLEV FM – 100.7 (Allentown)
- WRFY FM – 102.5 (Reading)
- WEEU AM – 830 (Reading)

## Web Sites

Kutztown University: <https://www.kutztown.edu/weather>

## **XV. Medical Emergency**

1. If serious injury or illness occurs on campus, immediately dial University Police at ext. 3-4001 or (610) 683-4001. Give your name, describe the nature and severity of the medical problem, and give the campus location of the victim. Do not hang up until released by the dispatcher.
2. In case of minor injury or sudden onset of illness take the following actions:
  - Students - report to the KU Health and Wellness Services for evaluation;
  - Employees - notify your supervisor who can arrange urgent care at an off-campus medical facility or contact on-campus emergency medical services.
3. In case of serious injury or illness, **ONLY certified or appropriately trained personnel** should quickly perform the following steps:
  1. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
  2. Ask the victim, "Are you okay?" and "What is wrong?"
  3. Check victim's breathing and begin artificial respiration, if necessary. Send someone to get help.
  4. Control serious bleeding by direct pressure on the wound.
  5. Continue to assist the victim until help arrives.
  6. Look for emergency medical I.D.
  7. Give all information to the medical response team.

## **XVI. Psychological Emergency**

A psychological emergency exists when an individual's behavior appears to place him/her at risk for harm to self or others. If a psychological emergency occurs:

1. Never try to handle a situation you believe is dangerous without appropriately trained assistance.
2. Notify the University Police of the situation at ext. 3-4001 or (610) 683-4001.
3. When contacting the University Police state the following:
  - Clearly state that you need IMMEDIATE ASSISTANCE.
  - Give your name.
  - Your location.
  - A brief description of the situation.

## **XVII. Student Death, Serious Injury or Illness**

In the event of a death, serious injury, or illness to a student the following guidelines should be implemented to initiate an effective response and/or course of action on the part of the university.

1. The individual making the discovery of a student who is seriously injured, ill or dead should immediately contact the University Police at ext. 3-4001 or (610) 683-4001 and the KU Health & Wellness Services at ext 3-4082 or (610) 683-4082.
2. The Associate Vice President for Academic Affairs/Dean of Students will be notified by any University representative who becomes aware of the death, serious injury, or illness of a student.
3. The Associate Vice President for Academic Affairs/Dean of Students will:
  - Inform the University President, the Provost, and Vice President for Administration and Finance, and the Director of University Relations.
  - Assemble a crisis management team to assist in handling the situation.
  - Attempt to provide appropriate notification of the situation to the family.

## **XVIII. Substance Abuse**

The most important technique in approaching or dealing with an intoxicated person is to communicate your genuine concern for them and their safety. An emergency exists and emergency medical attention is immediately required if the person:

1. Is unable to stand or walk, or can do so only with difficulty.
2. Is only poorly aware of his/her surroundings.
3. Has difficulty breathing.
4. Is passed out.
5. Has fever or chills.
6. Has difficulty speaking or identifying him/herself.
7. Has an injury.
8. Is paranoid, confused, or disoriented.
9. Is violent or threatening.
10. Appears to be a risk to him/herself or others.
11. Is obnoxious and unruly.
12. Is reported to have consumed a large quantity of alcohol, or "chugged," or ingested other sedating or tranquilizing drugs within the last 30 minutes.
13. Is vomiting.

In the event of a substance abuse emergency, contact the Health and Wellness Center at ext 3-4082 or (610) 683-4082. Or, if after hours, contact University Police at ext. 3-4001 or (610) 683-4001.

## **XIX. Utility Failure**

In the event of a major utility failure, you should do the following:

1. During regular working hours (8:00 a.m. through 4:00 p.m., Monday through Friday), immediately notify the Facilities Department Work Control Center at Ext. 3-1594 or (610) 683-1594, along with the University Police at ext. 3-4001 or (610) 683-4001.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify the University Police at ext. 3-4001 or (610) 683-4001.
3. If a fire emergency exists, activate the building alarm and leave the building.
4. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by Public Safety or Environmental Health & Safety.

### Elevator Failure

If you are trapped in the elevator, use the emergency phone to notify University Police. Most phones dial automatically, if the phone has a keypad, dial Ext. 3-4001 or (610) 683-4001 on your cell phone. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel of the elevator), which will signal for help.

### Plumbing Failure/Flooding

Cease using all electrical equipment. During regular working hours (8:00 a.m. through 4:00 p.m., Monday through Friday), immediately notify the Facilities Department Work Control Center at Ext. 3-1594 or (610) 683-1594; after hours call the University Police at ext. 3-4001 or (610) 683-4001.

If necessary, evacuate the area immediately. Do not touch electrical equipment while standing in water.

### Gas Leak

Cease all operations and immediately vacate the area. Do not switch lights or any electrical equipment on or off. Extinguish all open flames, including cigarettes.

During regular working hours (8:00 a.m. through 4:00 p.m., Monday through Friday), immediately notify the Facilities Department Work Control Center at Ext. 3-1594 or (610) 683-1594, along with the University Police at ext. 3-4001 or (610) 683-4001 from a telephone outside the area affected by the gas leak.

After hours, notify University Police at ext. 3-4001 or (610) 683-4001 from a telephone outside the area affected by the gas leak.

### Steam Line Failure

During regular working hours (8:00 a.m. through 4:00 p.m., Monday through Friday), immediately notify the Facilities Department Work Control Center at Ext. 3-1594 or (610) 683-1594; after hours call the University Police at ext. 3-4001 or (610) 683-4001. If necessary, vacate the area. Keep clear to avoid burns.

### Ventilation Problem

If smoke/odors come from the ventilation system, immediately notify University Police at ext. 3-4001 or (610) 683-4001, and, if necessary, cease all operations and vacate the area. Notify the Facilities Department Work Control Center at 3-1594 or (610) 683-1594

## **XX. Active Shooter Response Guidelines**

This situation is a barricaded suspect(s) or an outdoor movement situation where the suspect(s) is actively discharging a firearm at the Public and/or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require first arriving Law Enforcement units to take immediate action to end the danger

### **IF YOU ARE INDOORS AND IN DANGER:**

1. EVACUATE, if you can do so safely. Notify anyone you encounter to leave the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until emergency responders provide instructions.
2. When there is an active shooter, DO NOT activate the fire alarm to evacuate a building.
3. If you cannot safely evacuate the building, the following guidelines are recommended:
  - Go to the nearest room or office.
  - Lock and barricade doors.
  - If the door has no lock and the door opens in, a heavy door wedge can be jammed between the bottom edge of the door and the floor, otherwise look for heavy furniture to barricade the door.
  - Turn off lights.
  - Close blinds and stay away from windows.
  - Cover windows, including windows on the door.
  - Turn off radios and computer monitors.
  - Stay calm, quiet, and out of sight.
  - Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
  - Silence cell phones.
  - Place signs in exterior windows to identify the location of injured persons.
  - Do not open the door- it may be the shooter.

- Remember, the shooter will usually not stop until they are engaged by an outside force or stopped by resistance.

#### IF YOU ARE OUTSIDE

1. If you are outdoors and hear gunfire, stay alert and move away from the gunfire.
2. Look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other object which may stop bullets, should be used as cover.

#### CONTACTING THE UNIVERSITY POLICE DEPARTMENT

1. Notify the University Police as soon as it is safe to do so - **Dial Ext. 3-4001 or (610) 683-4001**
2. Provide the following information:
  - Your specific location- building name and office/room number
  - Number of people at your specific location
  - Injuries- number injured, types of injuries
  - Assailant(s)- location, number of suspects, race/gender, clothing description, physical features, type of weapons(long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.
  - Do not hang up until released by the dispatcher.

#### WHEN POLICE ARRIVE

1. When police officers arrive on scene, move toward any Police vehicle when it is safe to do so while keeping your hands on top of your head. Do not carry anything in your hands that could be mistaken for a weapon. Do exactly and immediately what the Police tell you to do.
2. If you are still inside the building, DO NOT RUN. Drop to the floor, place your hands behind your head and remain still. Make no sudden moves that may be interpreted as hostile or threatening.
3. Wait for instructions and obey all commands.
4. Do not be upset, resist, or argue if a rescuer isn't sure whether you are the shooter or a victim.
5. Even if you are handcuffed and searched, DO NOT resist. Wait for the confusion to clear.
6. You will be taken to a safe area, where proper identification and status will be determined.

**Emergency Evacuation of Persons with Disabilities:** Persons with disabilities or persons who provide assistance to persons with disabilities should contact the **Disability Services Office** to discuss building evacuation procedures. Preparedness is critical and should include emergency evacuation routes, refuge locations and/or individuals to provide assistance in times of emergency.

Any questions related to this *Quick Reference Guide* should be referred to the University Emergency Management Coordinator, the Director of Environmental, Health and Safety or the University Police Chief.

**Please keep this document readily available at all times!**

## APPENDIX 8:

# KUTZTOWN UNIVERSITY – OFFICE OF CONFERENCE SERVICES INTERNAL CAMP/CONFERENCE GUIDELINES

# KUTZTOWN UNIVERSITY - OFFICE OF CONFERENCE SERVICES

## INTERNAL CAMP/CONFERENCE GUIDELINES

Camp/Conference Name – \*\*\*\*\*

Camp/Conference Date – \*\*/\*\*/\*\* - \*\*/\*\*/\*\*

Camp/Conference Director – \*\*\*\*\*

Guideline Number – KUCS\*\*\*\*\*

Issue Date – \*\*/\*\*/\*\*

Kutztown University is pleased to place its facilities and services at the convenience of groups and organizations wishing to meet on campus. We strive to provide housing, meals and facilities with as comfortable an atmosphere as possible. You are requested to cooperate with Office of Conference Services in accomplishing this objective. The use of the following guidelines will assist you in making your event successful.

### I. ASSUMPTION:

- 1.1 The purpose of this camp/conference is to provide support for the University program or activity as indicated by the conference/event coordinator (a Kutztown University employee). The conference/event coordinator must be conducting this conference/event as part of their Kutztown University employment.

### II. LODGING:

- 2.1 The University agrees to provide lodging accommodations up to \_\_\_\_ beds, beginning the night of \_\_\_\_\_ **through** the night of «Camp Dates».
- 2.2 The University Office of Conference Services reserves the right to assign and re-assign residence hall occupation as necessary.
- 2.3 A residence hall is a facility designed for university students. It does not offer hotel accommodations and services, but you will find comfortable rooms in a pleasant environment. Each floor or wing has a central washroom with shower facilities. Since most rooms are not air-conditioned, guests may wish to bring a small fan. **Air conditioning units are not allowed (please pass this information to your camp participants).** It is recommended that guests bring their own alarm clocks since there is no wake-up service.
- 2.4 The residence hall conference staff consists of the Office of Conference Services personnel and custodial staff. Should problems arise such as breakage or malfunction of equipment or facilities, please advise a member of the staff.
- 2.5 A member of the Kutztown University Conference Services staff will assign rooms and provide room keys to each guest as he/she arrives for the conference. (Note - usually the conference group registration will take place in a residence hall lobby). The Conference Services staff will work with conference representatives in assigning rooms if so desired. Upon check out, conference guests must return room keys. The conference group will be held responsible for all keys not returned and charged accordingly. The charge for lost keys is \$60.00 **per key**.
- 2.6 Linens may be provided for a designated fee. Furnished linens consist of two sheets, two towels, one pillowcase and one washcloth. (pillows or blankets can be specially ordered at any additional cost). Clean towels and linens may be exchanged for extended stays. Linens are to be deposited in the linen bin (usually in desk area) upon check out. A guarantee number for linens will be required. The guarantee number is then the amount of linens that will be ordered and, in turn, will be billed to the conference. Additional linen, above the guaranteed number, will not be available. Please plan your number carefully.
- 2.7 Coin operated washers and dryers are located on the ground or basement floors of most residence halls. Other residence hall facilities such as floor lounges and kitchens are normally available for conference groups. Televisions or recreation equipment are not normally available for use by conference groups.
- 2.8 There are phone lines in each room, but not physical phones. Staff may choose to bring phones for use in their rooms. Conferees are not encouraged to bring phones. Only credit card, collect and local calls may be made. A pay phone is available on the first floor of all the residence halls. Please be advised that depending on your location within the residence halls, cellular telephone service may be limited.
- 2.9 Room windows should not be left open when checking out and screens should NEVER be removed except in extreme emergencies.
- 2.10 The residence halls front entrances are now locked 24 hours per day. Access to the residence hall can only be gained from the front entrance with use of a swipe card which will be provided at check-in. All the secondary doors are exit only and alarmed 24 hours.
- 2.11 Guests should observe the ordinary security measures one would practice in a hotel or motel. Keep the door locked and valuables out of sight once belongings are moved into a room. Kutztown



University and the Kutztown University Foundation do not accept responsibility or liability for personal items. Take cash or valuable jewelry whenever leaving the room. Lost or found items should be reported to the Conference Services staff, who in turn will contact Public Safety.

### III. FACILITIES AND EQUIPMENT:

- 3.1 All special requests of university service/equipment and personnel are due at least one month in advance. Requests include, but are not limited to, lining of athletic fields, keys, chairs and tables, set-ups, audio-visual equipment,...etc.
- 3.2 No group will have access to university facilities or equipment without prior approval from the Office of Conference Services. The University will allow the use of meeting/classroom facilities that are appropriate for the needs of conferences and that will not interfere with the primary educational mission of the University. The Office of Conference Services reserves the right to decide at any time on specific buildings and rooms to be used by a conference group. Preference for a particular facility or room does not guarantee that either will be available.
- 3.3 The use of the swimming pool is subject to availability. University employed lifeguards must be present at all times. Groups must supply counselors when conferees are assigned pool time. Groups must be courteous to other groups using the pool. Disrespect for pool rules (which are posted at the swimming pool) may result in the suspension of its use.
- 3.4 All groups must submit a detailed schedule of each day's activities at least 1 month in advance of their arrival.
- 3.5 All groups must have adult supervision when using contracted facilities including, but not limited to, residence halls, dining halls, gymnasiums, swimming pools, classrooms and athletic fields.
- 3.6 Summer orientation, academic classes and university events may be in progress during your stay. At no time are the daily operations of these programs to be disrupted. University events are given priority.
- 3.7 The camp/conference may not discriminate as to whom may use the facilities of Kutztown University.
- 3.8 If applicable, the camp/conference is required to provide medical personnel at the contracted event. This may include, but not limited to, a certified athletic trainer, on-site ambulance coverage, a medical doctor or registered nurse. Please contact Office of Conference Services for more information.
- 3.9 Kutztown University exists as an institution of higher education and its facilities are designed to meet educational needs. These facilities/classrooms will also work well as meeting rooms for conferences. Most, but not all, are air-conditioned. Walking distances may be greater than those of a traditional hotel/conference complex, so guests should plan on bringing comfortable shoes. Although not specifically designed for conference use, the facilities of Kutztown University provide a comfortable atmosphere for learning and sharing in a conference setting.
- 3.10 The University will provide for the general housekeeping and normal setup of assigned facilities. Additional charges may be charged for setup or staffing of facilities requiring extraordinary labor or overtime work.

### IV. FOOD SERVICE AGREEMENT:

- 4.1 An approximate count of guests on meals, along with the first meal, last meal and any special requests, i.e. picnic, banquet, etc., is needed two months in advance. A firm guaranteed count on meals is required two weeks in advance of arrival on campus. Dining Services will prepare meals for 5% over and above the guaranteed count. **If the actual meal numbers are more than 5% above the guarantee count, an increase of 10% to the meal fees for each meal period (for all of those above the guarantee) will be charged.**
- 4.2 Per the contract between Kutztown University and the food service company, a \$.75 per meal per person surcharge will be added for all camps that do not eat a minimum of 9 meals during their stay. **A final copy of the camp brochure or schedule will be required to determine how many meals are required for the contracted camp. Only those meals required for the camp/conference will be eligible towards the meal count. The Office of Conference Services reserves the right to determine the eligible meals for each contracted camp.**
- 4.3 A temporary meal ID card will be used for each conferee or staff member to gain access to the Dining Hall. This card will be used for every meal. If a conferee or staff member loses his/her ID card, a replacement card must be obtained from the Office of Conference Services. Day campers will be issued a ticket to be given to the checker upon arrival to the dining hall. **NO ONE WILL BE PERMITTED ENTRANCE TO THE DINING HALL WITHOUT AN ID CARD OR TICKET, no exceptions.**
- 4.4 Each conference will be billed for either the guarantee number or the meal ID count - whichever is higher.

- 4.5 Several groups may be using the dining facility at the same time. **NO SPECIFIC MEAL TIMES WILL BE ISSUED.** Campers must be escorted by counselors/coaches and monitored during their entire time in the dining hall.
- 4.6 Any special requests, i.e. picnic, refreshment breaks, banquet, etc., is priced accordingly. A copy of the Catering Guide is available on request. No credit value will be applied to any orders outside of the cafeteria, **(i.e. deducting cost of meals through the line from special requests.)**
- 4.7 No food or beverage is allowed to leave South Dining Hall (with the exception of ice cream and a piece of fruit per person).
- 4.8 No beverage containers, ice chests, or squeeze bottles are allowed in the dining rooms. All containers must be left with the checker before entering the dining hall and can be picked up upon departure. Ice will be made available if arrangements are made prior to the camp's arrival on campus.
- 4.9 Shirts and shoes are required to gain entrance into the dining rooms.
- 4.10 No meal services are allowed in the Viewpoints Dining Room, Dining Room 1, Dining Room 2 or Conference Rooms A unless prior arrangements have been made through the Office of Conference Services.
- 4.11 Conferences utilizing the dining hall will not be charged for children age three and under. All other children will be charged the regular price.
- 4.12 The contracted Food Service Company has the right of first refusal for all food service on campus. See the Office of Conference for more information.
- 4.13 Conference groups will be served all meals at either the South Dining Hall or a previously arranged catered location.
- 4.14 The KU Dining Service is responsible for writing menus for the cafeteria and special events. All meals will be served cafeteria style unless otherwise agreed upon.
- 4.15 KU Dining Services will consider and work with the conference group to satisfy any unusual requests or needs with respect to the cafeteria menu or service, although additional charges may result. Such requests must be discussed with the Office of Conference Services at least two months in advance.
- 4.16 Special food related events/needs such as banquets, picnics and coffee/snack breaks, may be catered by the KU Dining Services if so requested by the conference group. KU Dining Services has first option on all food related requests. Meals and food items may be chosen from the Dining Service's selection. Arrangements must be made at least two months in advance. Contact the Office of Conference Services for this request.

## V. UNIVERSITY REGULATIONS:

- 5.1 The camp/conference is required to adhere to all university policies, regulations, guidelines and all local, state and federal laws concerning health, safety and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using University facilities and services, or termination of this agreement. **The camp/conference director is responsible for informing conferees of all Kutztown University rules and regulations, and is responsible for all actions of his/her conferees. University regulations include, but are not limited to, the following:**
  - a. Furniture and furnishings should NOT be rearranged or removed from rooms or public areas. Report breakages to the Conference Services staff. Furniture is placed according to maintenance needs, building and fire codes. Please respect these placements. **If furniture is rearranged or moved, the conference group will be billed for the labor needed to return it to its original place.**
  - b. Fire, safety and hygienic standards prohibit the use of the following equipment in residence hall rooms: heating and immersion coils, space heaters, air conditioners, toasters, electric cooking devices (i.e., skillets, hot plates or popcorn poppers) or any electrical items with frayed wires.
  - c. The following also are not permitted on university property:
    - 1. The possession and/or consumption of alcoholic beverages and illegal drugs.
    - 2. Firearms, weapons, fireworks or explosives of any kind.
    - 3. Pets.
  - d. Conference guests should park in authorized parking lots, not in driveways, roadways, fields or loading zones. The conference director will be informed of which lots are authorized for use. Cars parked in any other lot will be subject to ticketing or towing. Painted parking guidelines and signs denote illegal parking and two zones. Cars that will be parked on campus throughout the conference must have a visitor's permit obtainable from the Office of Conferences Services. Request for parking permits must be made in advance.
  - e. Tampering with the fire system or firefighting equipment is strictly prohibited.

- f. If the university is closed, opens late, or closes early, all events (university and non-university) will be on the same altered schedule.
- g. All buildings on the Kutztown University campus are designated as smoke-free. Each building will have one entrance designated as an outdoor smoking area.

## VI. FINANCIAL ARRANGEMENTS:

- 6.1 DEPOSIT – No deposit is required for an internal (Kutztown University sponsored) conference/event.
- 6.2 BILLING – Several days after your conference/event, an invoice will be sent with specific instructions. Once the conference/event coordinator has approved the invoice, the invoice must be returned to the Office of Conference Services with an approval to pay the invoice. The internal cost center must also be included to insure the proper account is debited. A second invoice may be sent to cover any additional charges (damages, health center fees, etc.). The same procedure will be used in paying any additional invoices. There must be enough revenue in the appropriate university account to cover all conference/event related expenses.
- 6.3 CANCELLATIONS – The conference/event coordinator must notify the Office of Conference Services as soon as it is determined that a conference/event must cancel. Due to the high demand for facilities, it is important to keep the Office of Conference Services informed of the conference/event status. Continued cancellation or low enrollment may result (at the discretion of Conference Services) in the loss of scheduling future summer camps.
- 6.4 FEES - Fees are based on the Kutztown University 2014 Fee Schedule and/or the University Facility Charge List.
- 6.5 LOSS OF ROOM KEYS – The loss of a room key will result in a charge of \$70.00 per key to cover the cost of lock changes. **Any key not returned within 24 hours after check-out will be considered lost and the Contractor will be charged for it.**
- 6.6 HANDLING OF CONFEREE DEPOSITS/BALANCES – The Office of Conference Services' staff will not accept money on behalf of any camp/conference from individual conferees. This includes any balance on any individual's camp fees, key deposits, linen charges, etc.

## VII. HEALTH CENTER SERVICES (PARENTAL RELEASE):

- 7.1 Medical Permission Forms for health treatment of minors at Kutztown University Health Center are required and must be submitted to the Health Center when service is requested. If the Health Center has not received a Health History/Medical Treatment Permission Form, they reserve the right to deny treatment.
- 7.2 There will be a charge of \$10.00 (plus the cost of supplies) per visit to the Health Center. At the end of the conference, the Health Center fee will be included in the final invoice. On the invoice, this fee will be broken down by individual use for your billing purposes.
- 7.3 The Health Center is available for general first aid and open at various times (See Office of Conference Services for hours).

## VIII. DAMAGES:

- 8.1 The conference shall be responsible for all damages and losses beyond normal wear to buildings, facilities, grounds, equipment, furniture, etc. owned by or in part by Kutztown University and will be assessed accordingly. The assessment of the cost of repairs or replacements for any such damage or loss shall be determined by Kutztown University. A representative of the conference is encouraged to do a pre and post inspection with a member of the Conference Services staff.
- 8.2 Kutztown University and its representatives shall accept no responsibility for theft or other loss of money, valuables or personal effects of conference guests or equipment or materials belonging to the conference sponsor organization.

## IX. SALES (Food and Merchandise):

- 9.1 Conferences will be permitted to sell merchandise and merchandise/food/drinks during their conference, with a concession fee of \$20.00 per day to be given to University. The conference director must work with the Office of Conference Services to determine an appropriate location for the sales to take place. The concession (merchandise/food/drink) fee will be added to the final conference invoice.
- 9.2 In accordance with the SSHE vending contract, only Pepsi products are permitted to be sold on campus. If your conference will be selling sodas or juices on campus, please contact the Office of Conference Services for clarification and/or assistance.
- 9.3 No one is permitted to tamper with, turn off, deface or obstruct the sale of goods of any vending machine on campus.

- 9.4 No group may sell clothing or novelty items that have the Kutztown University logo on it without permission from the KU Student Bookstore and the Office of Conference Services. The group coordinator should work through the Office of Conference Services to get the needed permission.

## X. SUPERVISION:

- 10.1 The Office of Conference Services staff is NOT responsible for the supervision of conference guests, most importantly youth groups. The conference director is expected to provide an adequate number of counselors/chaperons or leaders to supervise the behavior of guests. The recommended supervision ratios are as follows:
- |                     |                        |
|---------------------|------------------------|
| 5 years and younger | 1 staff per 5 campers  |
| 6-8 years           | 1 staff per 6 campers  |
| 9-14 years          | 1 staff per 8 campers  |
| 15-18 years         | 1 staff per 10 campers |
- If problems in this area occur, a member of the Conference Services staff will discuss the problem with one of the conference leaders. The Conference Services staff and other University representatives reserve the right to handle any problems which seem to present an immediate danger to an individual or the property of Kutztown University. In this case, a conference director will be informed of the problem and will be expected to take corrective action. The conference will also be charged for any destruction of property. A reminder that conferees should be supervised at all times while on campus (residence halls, dining hall, gymnasiums, swimming pool, etc). With the change to entrance to the residence halls, this may be especially important if conferees misplace their access cards.
- 10.2 It is understood that the conference and all persons under its supervision and control will abide by the rules, regulations and requirements of Kutztown University for the use of its various services and facilities. It is further understood that the conference will withdraw, remove or expel any person(s) associated with or participating in the conference upon the request of the Office of Conference Services for good cause. Moreover, the conference agrees to cease and desist any activity, function, program, etc., upon the request of the Office of Conference Services for good cause. The term "good cause" as used shall include but not be limited to the violation of any rule, regulation or condition of Kutztown University.

## XI. EMERGENCY PROCEDURES:

- 11.1 There are police officers on duty on campus 24 hours a day. Conference directors and guests will be expected to cooperate with the Department of Public Safety and Police Services, its police officers and other University officials in evacuating buildings and completing other emergency procedures if necessary. The phone number for emergencies only is (610) 683-4001 or just 34001 when on campus. In addition, there are many emergency phones placed strategically around campus. Lifting the receiver and pressing one button automatically connects the caller to the emergency switchboard.
- 11.2 Kutztown University reserves the right to inspect all facilities, buildings, etc. on campus, including the residence halls, to regulate use of them. Such inspections shall be conducted in company with a designated representative of the conference provided an emergency situation (i.e. fire) doesn't necessitate the University needing immediate access to the facility. Furthermore, a representative of Kutztown University may enter any building or room at any time to make needed and immediate repairs.

## XII. ADDITIONS OR DELETIONS:

- 12.1 Any additional facilities and/or services not specified in this agreement are subject to additional charges. These charges will be included on the final invoice presented to the Camp/Conference by the Office of Conference Services. Otherwise, any additions to and/or deletions from this agreement must be initialed and dated by both parties to be valid. All documents must be signed and initialed by the same individual.

## XIII. APPLICABLE LAW:

- 13.1 This agreement shall be governed by the laws of the Commonwealth of Pennsylvania. The University is an equal opportunity institution and subscribes to all requirements of federal law not to discriminate with respect to students, employees, applicants or University programs on the basis of sex, race, color, national origin, religion, age or handicap.
- 13.2 **Protection of Minors. The University and its camps have an obligation to create a safe environment for minors (children under the age of 18). To help insure that the Conference Director fulfills its obligation, the University requires that the Conference Director review, understand and meet the requirements in the PASSHE (2014-01-A) and Kutztown**

**University (GEN-004) Protection of Minor policies. The Conference Director is responsible for ensuring that all employees and volunteers of their group who have direct contact with children under the age of 18 have met the requirements of the above policies. This includes the following background checks - criminal background, child abuse and FBI clearances. It is a requirement and the responsibility of the conference director to work with Human Resources and the Business Office to verify which employees/volunteers need clearances, what level of clearance is required and to complete the proper paperwork for both clearances and staff payroll.**

**XIV. UNIVERSITY RIGHTS:**

- 14.1 The University may exercise the following rights:
  - a. To enter any room for the purpose of inspection, repair or emergency.
  - b. To reassign residents within a residence hall, after timely notification, in order to accomplish necessary repairs and renovations to the building.
  - c. To revoke campus privileges including residency in or utilization of any of its buildings or any occupant whose conduct, solely in the University's opinion, becomes injurious or potentially injurious to the academic community.

**XV. ASSIGNMENT PROHIBITED:**

- 15.1 The Contractor may not assign this agreement without the prior written consent from the University.

**XVI. IDENTIFICATION:**

- 16.1 All conference participants will be given some type of identification upon check-in (colored bracelet, lanyard, identification card, etc.). Each conferee will be assigned a specific identification which must be worn or carried at all times during the conference. This identification will allow for the use of the university facilities (previously scheduled and approved), Health Center and Dining Hall. You may use your own form of identification in conjunction with the conference service identification if you desire. If you have a concern with this identification or your form of identification, call the Office of Conference Services immediately.