



**Academic  
Opportunity  
Programs**



# **EMERGENCY PLAN**

**Summer 2025**

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# AOP Pre-College Programs Summer Emergency Plans for Incidents and Natural Disasters

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All staff will be thoroughly trained on the emergency safety plan, including their roles and responsibilities during each drill. This includes evacuation procedures, first aid, and crowd control

## **Communication**

### **Emergency Contact Numbers**

UMBC Police	410-455-5555 / x5-5555
Inclement Weather Hotline	410-455-6789 / x5-6789
University Health Services	410-455-2542 / x5-2542
Poison Control Center	800-222-1222

### **Program Directors**

Throughout this document, the term “Program Director” refers to the following individuals.

Program	Staff	Contact #
AOP Director	Corris Davis	443-226-8001
Classic Upward Bound	Kerra Trusty	443-803-4362
Educational Talent Search	Katrina Concholar	301-919-2194
Upward Bound Math/Science	Sunji Jangha	410-262-4255

### **Communication Methods**

**Cellular access:** At least one staff member will have access to a program-issued mobile phone when away from campus. In the event of an emergency, the following steps should be taken.

1. Contact emergency services.
  - a. If on campus, contact campus police (410-455-5555), who will coordinate emergency services.
  - b. If away from campus, contact 911 and follow the instructions of the responder.
2. Contact the director of your program.

**Walkie-Talkies on campus:** Without cellular access, the main program office should be contacted via Walkie-Talkie. The main office will then contact campus police for assistance.

### **Contacting Parent/Guardian in Case of Emergencies**

The Program staff will announce information about operations as soon as possible to parents/guardians through the following:

- For emergencies involving individual participants...
- For general emergencies, designated staff will send a text and an email blast to all students, parents, or guardians who have updated contact information in the Program’s student information database and to all staff scheduled to work and post updated information on the Program’s social media accounts and website.

**Immediate Call:** The fastest and most effective way to reach parents is through a phone call. Have a designated staff member make calls to primary contacts listed on the emergency information sheet for each camper.

Automated Messaging System: Consider using a pre-approved automated messaging system to send a text message or email alert to parents simultaneously. This can be a good initial notification, followed up by a personal phone call.

Secondary Contact Methods:

Camp Website: Update the camp website homepage with a clear and concise message about the emergency and any ongoing actions being taken. Include instructions for parents seeking further information.

Social Media: While not the most ideal for initial contact due to potential misinformation spreading, you can utilize the camp's social media channels to share a brief statement acknowledging the situation and directing parents to the website for updates.

## **Staff Requirements and Participant Supervision**

Programs should maintain a minimal ratio of one staff member for every 10 participants present. At least one staff member who is at least 21 years of age will always be present.

## Staff Requirements and Responsibilities for Injured Camper Emergencies

### **Required Staff:**

The exact number and type of staff required will depend on the camp size, age of campers, and specific activity being undertaken when the injury occurs. However, a general guideline includes:

Director/Senior Staff: Oversees the overall emergency response and coordinates with emergency services.

Activity Leader: The counselor or staff member directly supervising the activity where the injury occurred.

First-Aid Certified Staff: At least two staff members on-site should have a current first-aid and CPR certification. Ideally, multiple certified staff members should be spread throughout the campus, especially for larger camps.

Additional Staff: Depending on the situation, additional staff may be needed to assist with crowd control, communication, or implementing the program's emergency plan.

### **Staff Qualifications:**

First-Aid and CPR Certification: All staff, but especially those leading activities, should have a current first-aid and CPR certification.

Emergency Response Training: Staff should be trained on the camp's emergency response plan, including procedures for different types of injuries and summoning emergency assistance.

Calmness and Maturity: The ability to remain calm and collected under pressure is crucial for effectively handling emergency situations.

Communication Skills: Clear and concise communication is essential for coordinating with emergency services and keeping parents informed.

### **Staff Responsibilities:**

### *Before an Emergency:*

All Staff: Be familiar with the camp's emergency plan and evacuation procedures. Know the location of the first-aid kit, AED (if available), and emergency contact information.

Activity Leaders: Conduct safety briefings before each activity, outlining potential hazards and emergency procedures.

First-Aid Certified Staff: Be prepared to administer first-aid as needed and maintain awareness of campers' health conditions.

### *During an Emergency:*

Activity Leader:

- Immediately assess the injured camper's condition and ensure their safety.

- Delegate tasks to other staff members, such as crowd control or fetching the first-aid kit.

- If needed, initiate first-aid based on their training and capabilities.

- Summon emergency assistance if the injury is severe or requires medical attention beyond their capabilities.

First-Aid Certified Staff:

- Evaluate the injured camper and administer first-aid as needed within the scope of their training.

- Assist the activity leader in summoning emergency assistance if necessary.

Camp Director/Head Counselor:

- Take charge of the situation and coordinate the overall emergency response.

- Communicate with emergency services, providing clear information about the nature of the injury and location.

- Activate the camp's emergency plan, which may involve evacuation procedures or lockdown measures.

- Maintain communication with staff and parents throughout the emergency.

Additional Staff:

- Assist with crowd control, communication with other campers/parents, or any other tasks assigned by the camp director.

### *After Emergency Assistance Arrives:*

All Staff:

- Cooperate with emergency responders and follow their instructions.

- Provide any relevant information about the injured camper's medical history or the circumstances of the injury.

- Offer support and comfort to the injured camper and other campers who may be witnessing the situation.

- Document the incident according to camp protocols.

Camp Director/Head Counselor:

- Maintain communication with parents of the injured camper and provide updates on the situation.

Debrief with staff after the emergency to discuss the response and identify any areas for improvement in the future.

## **Participant Attendance tracking during emergencies**

Attendance should be taken at the beginning of each program activity/day. For example, at the beginning of the day for non-residential activities and at the beginning of each class or residential activity to ensure accurate attendance

A headcount and attendance are to be taken for trips before the bus departs each location.

### **Attendance during an Emergency**

In the event of an emergency, it's crucial to have a rapid and efficient method for taking attendance of all participants to ensure everyone's safety. Here's a step-by-step description of how attendance can be quickly taken during each trip in an emergency:

1. **Activate Emergency Plan:** As soon as the emergency is identified, the designated trip leader or responsible staff member should immediately activate the emergency plan. This plan should outline the steps to be taken in various emergency scenarios, including procedures for taking attendance.
2. **Gather Participants to Designated Area:** Use a pre-designated gathering point or assembly area where all participants are instructed to gather in case of emergency. This area should be easily accessible and known to all participants and staff.
3. **Account for Immediate Safety Measures:** If necessary, ensure that immediate safety measures are taken to protect participants from further harm. This might involve moving to a safer location or taking shelter, depending on the nature of the emergency.
4. **Utilize Checklists or Rosters:** Have printed checklists or rosters of all participants readily available. These should include participant names, assigned groups or cabins, and any pertinent medical or contact information.
5. **Assign Staff Roles:** Designate specific staff members to take on different roles during the attendance-taking process. This might include one person calling out names, another checking them off on the list, and others assisting with crowd control or providing support to participants.
6. **Call Roll Call:** Begin calling out the names of each participant one by one. Encourage participants to respond loudly with a simple "here" or "present" as their names are called.
7. **Use Visual Confirmation:** In addition to auditory confirmation, staff members should visually confirm the presence of each participant as their name is called. This might involve physically scanning the group or using flashlights in low-light situations.
8. **Account for Missing Participants:** If a participant's name is called and there is no response, make a note of it immediately. Ensure that all participants are accounted for before proceeding further.
9. **Communicate with Emergency Services:** Once attendance has been taken and all participants are confirmed to be present (or efforts to locate missing participants have been exhausted), communicate this information to emergency services or any other relevant authorities.

10. Reassure Participants: Throughout the attendance-taking process, maintain open communication with participants to reassure them and keep them informed about the situation. Encourage them to remain calm and cooperative.

## **Safety Drills**

Documentation of drills will be maintained in the CampDoc site and within the AOP Drive-in Box, including the type of drill, date, time, and any observations or areas for improvement. . Participants of the residential programs and their parents will be informed of the safety plan and that emergency drills will be conducted during the orientation, explaining the purpose of the drills and what to expect.

- In coordination with UMBC's Emergency Management staff, regular drills will be planned throughout the summer program, including fire drills, severe weather drills, and lockdown drills. The types of drills will be rotated to ensure preparedness for all situations.
- Before some drills, the type of drill will be announced clearly to the participants and staff, emphasizing that it is only a drill. For each drill, a simulated drill sound will be used to announce the drill. Some drills will be unannounced.
- After each drill, a debriefing session will be held with staff and participants to discuss what went well, identify any areas for improvement, and refine the plan as needed.



# **Human Emergencies**

## **Major Injuries And Accidents**

If you are the primary staff member at the scene:

1. Count to ten and evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to participants and staff. Use a calm tone of voice.
3. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the program health log within 12 hours of the incident.
4. Delegate another staff member to ensure the safety of other participants by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
5. Contact the healthcare supervisor as soon as possible. Provide a clear description of the emergency and your location.
6. Notify the Director or other administrative staff in the program office. If someone else answers the call, tell them: "This is an emergency, I must talk to the Camp Director." Do not discuss the situation with them.
7. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Participants? What could the victim have done to prevent the injury?
8. Once the health-care supervisor/Camp Director arrives at the scene, summarize the situation and answer questions. The health-care supervisor or Director will take charge.
9. Prepare accident reports within 24 hours.
10. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

If you are away from campus:

1. If the injury is not a life-or-death situation or is an illness, contact camp first. If the emergency appears to be life-or-death related, call 911 first (or the appropriate EMS number), then notify the program director.
2. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.

At least 2 staff are present so that in the event of an emergency:

- (a) One staff member remains with an injured participant; and
- (b) The other summons emergency assistance immediately; and

If you are a secondary staff member at the scene, participants' safety comes first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic. Remember, you must set an example for the participants at the scene.
3. Offer advice only if you are more knowledgeable about the incident or you are asked.
4. Do not discuss or allow participants to discuss the situation with anyone other than camp personnel or law-enforcement officials.
5. Assist in preparing reports as needed.

## **First Aid Kits**

Each program must maintain a minimum of three fully stocked first aid bags. The contents should be inventoried at least two weeks before a trip to monitor and replace any expired supplies and, upon return from travel to restock any depleted supplies.

## **Missing Person Procedure**

**DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A PARTICIPANT FROM THE PROGRAM!**

All staff members will refer all visiting persons (strangers or known) to the Director or senior staff in charge (residential director or the main program office). Under NO conditions may a participant be removed from camp without the permission of a Director.

UMBC is an open campus. Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a participant from camp. We have a form that parents sign on registration day if a participant is to be picked up from camp early or by another person! The Director will verify this written instruction if someone comes for a participant.

Should a participant be taken from camp without the expressed and direct approval of the Director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the Director IMMEDIATELY!

Upon determination that a participant is missing:

1. Determine when and where the participant was last seen. Stay calm so you don't frighten the other participants.
2. Discover (if possible) the participant's state of mind. Were they depressed or angry, threatening to run away? A participant who does not wish to be found will require a wider and more careful search.
3. Do a search of the immediate area with available staff. Ask nearby participants and staff if they have seen or know where the participant is. Before leaving the rest of the group to find a participant, see that another staff member supervises them.
4. Check any known accomplices (friends in other cabins, etc).
5. Check bathrooms, dining hall, or the dorm.
6. Contact the Director or other administrative personnel about the situation. Include the name of the missing participant, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The Camp Director will organize an extended search. If the participant is not found in 20 minutes, the participant will be presumed lost. The Camp Director will institute a public search that will include contacting the sheriff department, camp office, and participant's parents.
7. Do not ignore the remaining participants. Be calm and positive. Acknowledge their fears and move on to some activity.
8. Complete an incident report and any other reports requested.

# **Property Emergencies and Severe Weather**

## **Weather Monitoring**

UMBC maintains an Emergency Alert text-messaging system to which all staff who supervise participants and all program-provided cellular devices are subscribed. In the event of pending inclement weather with advanced notice, the university tries to make notification by 6 am. In the instance of advanced weather alerts, projects directors may decide to modify scheduled activities in advance of UMBC's official closure notification. Project Directors will monitor local weather forecasts using Accuweather and [UMBC's inclement weather site](#) to anticipate the need to adjust programming.

## **Transportation during Inclement Weather**

Our priority in inclement weather is the safety of the students. We will not board buses for pick-up or drop-off during severe weather storms. Program staff will keep the student(s) in their present location until the conditions are safe for transporting the student(s).

## **Power Failure**

A power loss may occur from sources inside or outside the campus. If the power failure is localized, staff and/or participants should inform the senior staff member available, who will contact facilities management and/or campus police. If the outage is localized to one space or one building, participants will be moved to space in an adjacent building, notifying the project director of the relocation.

## **Fire**

As state law prescribes, fire drills are held within the first 24 hours of each session. The safety of participants and staff depends on everyone performing their job efficiently. Learn your responsibilities well to avoid confusion during an emergency.

Review with participants an emergency exit from their sleeping area and where to assemble when they hear the alarm.

In the event of a fire in an academic building, the following procedures should be followed:

- If you see smoke or fire, activate the fire alarm by pulling the nearest manual pull station. Pull stations are typically located near exterior doors and stairwell doors.
- Evacuate the building by using the nearest marked exit. In most cases, this will be via an exit stairwell. Exit the building directly from the stairwell and do not re-enter the building. **Do not use the elevators.**
- Once outside, move away from the building entrance.
- Call 410-455-5555 or 911 and report the location of the fire if it is known.
- Do not re-enter the building until the all-clear is given by the fire officer in charge or UMBC Police.
- Individuals requiring evacuation assistance should go to the nearest enclosed stairwell.
  - If not in imminent danger, do not block others from higher floors in their descent of the stairs.
  - Request others to notify first responders of your location (floor/stairwell).
  - If you are in imminent danger, request evacuation assistance from others and call or text 911.
  - Even if you cannot descend to ground level, being within a stairwell may protect you.

### *Fire Alarms*

When a fire alarm is heard, stop all activities, assemble all participants and count to be sure all the participants and staff are present. All persons, if possible, should have shoes on their feet. Proceed quickly and quietly to the designated area. Upon arrival, do another head count and report the number of participants and staff present to the person in charge. Keep the participants quiet and calm and wait for further instructions.

If the fire prevents you from reaching the rally point, use good judgment. Stay put so an administrative staff can reach you OR exit quickly, using the safest route. Wait in a safe place away from the building for assistance.

If possible, bring the participants' medications and the unit first-aid kit.

Staff without unit responsibility will carry out their assigned tasks.

Upon arrival at the Rally Point, staff should take a second head count and then move to the assembly point for their building.

### **Earthquake**

If participants are inside, have them move away from windows and "duck and cover" under beds, tables or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees and seek an open area.

After an earthquake, do not enter any buildings until they have been checked by the campus emergency management.

Stay in your area if it seems safe. Calm the participants and provide appropriate activities until help arrives.

### **Training on Policies**

All program staff must receive training no more than 30 days before the summer program, typically during staff orientation. Orientation is a multiday, on-site training program held the week before summer programming begins. All staff will confirm training by signing and submitting an AOP Certification of Training form. Interactive exercises and scenarios will be included in the training to check staff understanding of the emergency procedures.

### **Location of Plan**

All staff will have access to this plan via the following means:

- Hard Copy provided via Training
- UMBC Box
- UMBC AOP Website
- CampDoc website

## Evacuation

If it is necessary to evacuate campus immediately, staff will follow the instructions of campus police except where campus police are not present and the circumstances pose an immediate risk to participants. In the case of a building evacuation, the guide below should be followed to ensure staff can connect with participants during an emergency.

Campus Bldg	Rally Point	Assembly Areas
Math/Psychology	Southwest corner of The Quad, near the outdoor pool.	<b>Primary:</b> Between the Interdisciplinary Life Sciences Building (ILSB) and the Public Policy Building. <b>Secondary:</b> Physics Building, First Level.
Sherman	Southeast corner of the Quad, between the ILSB and Commons	<b>Primary:</b> Between the Interdisciplinary Life Sciences Building (ILSB) and the Public Policy Building. <b>Secondary:</b> Physics Building, First Level
Sondheim	Southeast corner of the Quad, between the ILSB and Commons	<b>Primary:</b> Between the Interdisciplinary Life Sciences Building (ILSB) and the Public Policy Building. <b>Secondary:</b> Physics Building, First Level
Biology	Northwest side of The Quad, adjacent to the south end of the Biological Sciences Building.	<b>Primary:</b> Between Sondheim Hall and the outdoor pool, near the northwest corner of the Retriever Activities Center (RAC) <b>Secondary:</b> Inside the Retriever Activities Center (RAC), Ground Level.
Engineering	Between Fine Arts and Meyerhoff Chemistry Building.	<b>Primary:</b> Northwest side of The Quad, adjacent to the Biological Sciences Building. <b>Secondary:</b> The Commons, Lobby Level.
ILSB	Northeast corner of The Quad.	<b>Primary:</b> Between University Center and Math/Psychology Building, adjacent to Meyerhoff Chemistry Building. <b>Secondary:</b> University Center, third level (room 301, Ballroom, and meeting rooms 302, 310, and 312).

**Note that Interior Shelter Locations in each building means:** interior corridors, interior stairwells, and internal spaces on the lowest level of the building

## **Appendix A – First Aid Kit minimum contents**

- **Adhesive bandages**
- **Antiseptic wipes** (for cleaning minor wounds)
- **Antibiotic ointment** (to prevent infection in minor wounds)
- **Gauze pads** (in sterile and non-sterile varieties)
- **Medical tape** (such as cloth or adhesive)
- **Non-prescription pain relievers** (such as acetaminophen or ibuprofen)
- **Allergy medication** - This should be in individual packaging, clearly labeled, in case a student has a known allergy.
- **Hydrocortisone cream** (for insect bites and stings)
- **Calamine lotion** (for itching and rashes)
- **Scissors** (blunt tipped)
- **Tweezers**
- **Cold compress** (instant or reusable)
- **Thermometer** (digital is recommended)
- **Eye wash solution** (in case of eye irritation)
- **Hand sanitizer** (alcohol-based)
- **Sunscreen (SPF 30 or higher)**

### **Additional Considerations:**

- **EpiPen:** If there is a student with a known severe allergy that requires an EpiPen, the program staff should be trained on how to administer it.
- **Emergency contact information:** Include a list of emergency contact information for each student, including parents/guardians and the college health center.