



RICE UNIVERSITY

# Office of Ethics, Compliance and Enterprise Risk

## Emergency Action Plan Template

\*to be used as a guide for your program\*

Please answer the questions below based on the space you have requested for this program. Please visit [emergency.rice.edu](https://emergency.rice.edu) for assistance in answering these questions or view the sample PDF More questions? Contact the Youth Protection Manager at [youthprotection@rice.edu](mailto:youthprotection@rice.edu).

**All program sponsors and authorized adults are required to register for Rice Alert by texting MINORS to 888777.**

Please describe your evacuation route in case of emergency and the location of the rally point that is at least 300 ft. away from the building. Include primary, secondary route as well as emergency exits and locations of fire extinguishers.

*The primary evacuation route will be down the stairs at the back of the Cambridge Office Building. The secondary evacuation route will be down the stairs at the front near the elevators. Both of these are marked as emergency exits. There are three fire extinguishers located on the wall opposite the windows and an AED located by the stairs at the front of the building. The rally point for this program will be the trees near entrance 2.*

Please describe your inclement weather procedures (rain, lightning, tornado). Where will the group go in case of inclement weather? What is the protocol for returning to outdoor activities?

*In the event of inclement weather, the program will return to our indoor location. Program staff will monitor the weather and outdoor activities will only begin after no lightning has been detected for 30 minutes.*

In the event an armed assailant is on site, describe the procedures this program would follow to ensure that all youth remain safe. You can find helpful resources [here](#).

*If the program is notified of an armed assailant, we will account for all youth and adults and bring everyone indoors. All outside doors will be locked. The hallways will be checked for any additional youth or adults and brought into the nearest classroom. If a lockdown is called, all individuals will move out of sight of windows, stay silent, lock classroom door and turn lights off. Program staff will refer to information from the campus Incident Management Team.*

Please describe the procedures in the event there is a need to shelter in place due to a weather-related event or notification from Rice Alert. Please ensure you include a plan for emergency supplies (snacks, water, first aid kit, lighting source, cell phone). You can access the shelter in place location for each building on campus [here](#).

*If a shelter in place is ordered, the program will move all participants into an interior room with no windows are present. There is one located on each floor of Cambridge Office Building.*

How will you ensure youth safety during this virtual program? Use the [Virtual Program Guidelines](#) as a resource.

*We will ensure youth safety during this virtual program by using the Rice approved Zoom platform. We will follow the rule of three and include at least one minor and two adults or two minors and one adult present in each virtual program. There will be no one-on-one contact with minors through any electronic*

*communication. Program staff will dress appropriately and will refrain from sharing personal information with the youth.*

While at an off-site location for this program, where is the emergency plan located? Who will be in charge in the event of an emergency while at this location? Please provide their contact information if they are not a session contact or program sponsor.

*Each classroom at Poe Elementary has an emergency action plan and evacuation routes accessible to anyone using the room. In the event of an emergency, the program staff will follow the instructions for Ryan Gosling, the teacher present and classroom we will be using for this program. His contact information is 713-867-5309.*

Please describe the procedures for your program in the event there is a medical emergency.

*In the event of a medical emergency, we will contact REMS at x6000 or 713-348-6000. The parent will be notified of the incident and updated as care is provided to the youth. In the event of a youth needing transport to a hospital, REMS will be contacted and informed that an ambulance is needed to our location.*

The above information will be emailed to the program sponsor upon review of this session. This information is required to be printed and stored in the emergency action plan binder on site for the duration of the program. This binder should also include program sponsor emergency contact information, liability waivers and parent/guardian emergency information for each youth present, authorized adult contact information, and any necessary evacuation maps for the program. Please also include a copy of the Missing Child Protocol and Parent Reunification Plan that can be found here.

Have you reviewed the Missing Child Protocol and Parent Reunification Plan?

Yes

How will you train the program staff on the procedures listed above? Where will this training information be located?

*This information will be included in our training materials and will be discussed with staff during the training days prior to the program start date. All of this information will be accessible to staff in the staff binder and they will be responsible for this information.*

How will youth be informed of these safety procedures?

*Youth will be informed of the necessary safety procedures on the first day of the program. They will be made aware of who the counselors are and that in the event of an emergency, following their direction is key. Youth will be instructed to inform program staff on any injuries or illnesses or any suspicious individuals near the program.*