POLICY REGARDING
MINORS ON CAMPUS
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SECTION I

PURPOSE, SCOPE, AND DEFINITIONS

A. Purpose

Elizabethtown College is committed to protecting the health and well-being of minors on campus at all times. This policy is intended to protect minors from child abuse (including physical abuse, neglect, or sexual abuse) while on Elizabethtown College campus. This policy establishes guidelines and procedures to prevent, report, investigate, and respond to suspected instances of abuse, neglect, or sexual abuse involving a minor.

B. Scope of the Policy

This College-wide policy applies to College-sponsored activities involving minors and programs for minors sponsored by non-College organizations that use College facilities. Also, this policy applies to employees, students, volunteers, and contractors when interacting with minors during such programs and activities. This policy does not apply to general public events in College facilities where parents or guardians are invited and expected to provide appropriate supervision of minors.

C. Definitions

**Authorized Adult**—An authorized adult is an adult, age 18 or older, who is authorized, pursuant to this policy, to supervise, or otherwise have Direct Contact with, minors participating in a Program. All College employees, students, independent contractors, and volunteers (including but not limited to, Faculty, Staff, Students, Tutors, Instructors, Supervisors, Coaches, Camp Counselors, Program Directors, Chaperones, Volunteers, Third Party Contractors, Vendors, and Temporary/Seasonal Workers) acting as authorized adults must be in compliance with the requirements of the provisions of this Policy entitled “Individuals Acting as Authorized Adults.” Although a parent or legal guardian may supervise their own minor children and their guests who are
minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a Program (including one in which his or her child participates) unless they are in compliance with the requirements outlined below under “Individuals Acting as Authorized Adults.” Authorized Adults are considered Required Reporters.

**Child Abuse**—Pennsylvania law defines any of the following as child abuse when it is committed upon a child less than 18 years of age:

- Any recent act or failure to act which causes non-accidental serious *physical injury* (defined as an injury that either causes the child “severe pain” or “significantly impairs the child’s physical functioning, either temporarily or permanently”);
- An act or failure to act which causes non-accidental serious mental injury or *sexual abuse* or sexual exploitation;
- Any recent act, failure to act or series of such acts which creates an imminent risk of serious physical injury, sexual abuse, or sexual exploitation;
- Serious physical *neglect* which endangers a child’s life or development or impairs a child’s functioning.

**College Facilities**—Facilities owned by, or under the control of, Elizabethtown College.

**Contractor**—A contractor is not an employee of the College. A contractor is a member of an external company or organization hired to provide consulting services, building or repair work, or complete tasks.

**Direct Contact**—Positions with a significant likelihood of regular contact with minors, in the form of care, supervision, guidance, training, or control and/or routine interaction with minors.

**General Public Event**—A College-sponsored event or event using College facilities open to the general public and local community.
Minor—Any person under the age of 18, but, as such term is used in this policy, excludes those enrolled or accepted for enrollment in credit-granting courses at the College. It includes persons under the age of 18 participating in Programs on campus, both those that are College-sponsored or those that are sponsored by non-College organizations using College facilities.

One-on-One Contact—Personal, unsupervised interaction between any Authorized Adult and a participant without at least one other Authorized Adult, parent, or legal guardian being present.

Program—Any organized activity or event that is designed to or otherwise does include participants who are minors, offered by an academic or administrative unit of the College, whether on- or off-campus, or by non-College organizations using campus facilities. Programs shall include, but not be limited to, workshops, summer camps (day or residential), conferences, and group visits, but shall exclude the following Exempt Programs:

- Performances or events open to the general public (such as athletic competitions, plays, concerts, lectures, etc.);
- Day visits and tours for prospective students organized by the Office of Admissions; and
- Visits by minors over the age of 16, including overnight stays in College housing facilities by applicants for admission or guests of enrolled students, when hosted by enrolled College students; provided, however, that all such visitors shall be fully subject to the Student Code of Conduct, the Guest Policy and the Overnight Visit Policy while on campus.

Required Reporter—All employees, student employees, independent contractors, and volunteers who come into contact with children and have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a minor is a victim of child abuse. Authorized Adults are considered Required Reporters. The terms Required Reporter and Mandatory Reporter are the same for the purposes of this policy.

Sponsoring Unit—The academic or administrative unit of the College which offers a program or gives approval for housing or use of facilities pursuant to the Special Events and Summer Programs (SESP) guidelines and agreements.
Volunteer—A volunteer is not an employee of the College. A volunteer provides uncompensated assistance or support services for a College department, program, event, or activity.

SECTION II
PREVENTING THE ABUSE OF MINORS ON CAMPUS

Minors are regularly on campus for any number of reasons including admissions tours, weekend visits, student orientation, athletic events and camps, programs, or special events. With the exception of Exempt Programs, the College will endeavor to provide the appropriate supervision of minors to promote the safety and well-being of minors on campus. This section of the policy addresses guidelines and procedures for minors on campus in each of four categories: general guidelines for all Programs, general rules of conduct for Program participants, guidelines for College-sponsored Programs, and guidelines for Programs not sponsored by the College, but using College facilities. All Programs on campus that include the participation of Minors must be registered and preapproved within thirty (30) days prior to the start of the program or event. A Working with Minors Packet, including registration form, can be found on the Human Resources website.

A. General Guidelines for All Programs Involving Minors on Campus

Presence of Minors on Campus: The College reserves the right to establish conditions, restrict, or deny access to College facilities by minors at its discretion. All minors, including those participating in Programs, shall be subject to all College regulations while on campus, and may be asked to leave the campus if unable to comply.

Any minor visiting the campus and not directly participating in a College-sponsored Program must be supervised by a parent or guardian at all times. Unsupervised minors not participating in a Program as defined above may be asked to leave by Campus Security.
All Programs, where parents or legal guardians are not expected to participate, require other adults to supervise minors. When supervision of minors is provided by adults, not the parents or legal guardians, these adults must be Authorized Adults; that is, authorized, pursuant to the provisions of this policy, to supervise and/or have other Direct Contact with the minors participating in the Program.

**Individuals Acting as Authorized Adults:** Minors must be supervised by an Authorized Adult at all times while on campus participating in a Program. Requirements for Authorized Adults are detailed below:

No student, College employee, parent or legal guardian, independent contractor or other volunteer shall serve as an Authorized Adult in any Program, unless and until the following requirements have been met:

- **Self-Disclosure:** All employees of the College and Authorized Adults must disclose, in writing and within 72 hours, any convictions of a felony or misdemeanor that have occurred since the date of a background check and/or clearance. This written notification must be made to the Associate Vice President for Human Resources. Failure to disclose may result in an Authorized Adult not participating in a Program on the College campus and for College employees may result in disciplinary action, up to and including, termination of employment.

- **Background Checks:** Successful completion of a criminal background check prior to his or her participation in any program or activity where there is direct contact with a minor. The College reserves the right to refuse employment or involvement of an individual based on the results of an unsuccessful background check. A satisfactory criminal background check will be required of each Authorized Adult every two (2) years. Required screening and background checks will consist of the following:
  1) National Criminal History Background Check
  2) PA State Police Criminal Background Check
  3) FBI Fingerprint Background Check (Criminal History Report)
  4) Child abuse registry; sex offender registry
  5) Motor Vehicle Records (MVR) Check (if driving of minors is involved)

The Human Resources Office must receive advance notice of 15 days to conduct criminal background checks. A prior conviction shall not automatically disqualify an applicant from a program or activity. If a criminal record is found, an individual assessment will be conducted. Taken into consideration will be the nature of the record found, time elapsed, employee’s employment or academic history since the
finding, and other relevant information as necessary. Results of all background searches will be kept confidential and will not be disclosed except to the extent necessary to administer and enforce this policy or pursuant to appropriate legal action.

Non-college organizations and Third Party organizations will be responsible for conducting criminal background checks that meet the College standards of this policy for their associated employees, volunteers, and organizers. At any time should the organization be notified or informed of a criminal background check that reveals an arrest or conviction, the College contact for that Program must be informed immediately in writing. The College reserves the right to refuse participation in the Program on the campus based on the above criteria for reviewing criminal records found during a criminal background check.

- **Training:**

The Human Resources Office will be responsible for providing training on the health, safety, and management of Minors for the purpose of general awareness or the purpose of meeting required guidelines. This includes all Authorized Adults, College employees, student employees, and volunteers participating in Programs as defined above. Training on this policy and the required guidelines concerning Minors on campus will be addressed as follows:

*Awareness Training* will consist of information and instruction to assure all training participants clearly understand there is a duty to protect Minors on campus and a required responsibility to report suspected abuse of Minors on campus. *Awareness Training* is required for every new employee during New Employee Orientation via either in-person or on-line learning. *Awareness Training* is required for current employees every three years through on-line learning, in-person by request, or in-person during scheduled training sessions on campus.

*Extended Training* will consist of the State-mandated training every five years for three hours and will be provided through in-person and on-line learning. *Extended Training* will cover the following in depth:
• Recognition of the signs of sexual misconduct or abuse that fall under the purview and reporting requirements of the Child Protective Services Law.
• State requirements and procedures for reporting sexual misconduct or abuse of a Minor
• College policies and procedures for reporting sexual misconduct or abuse of a Minor
• Maintenance of professional and appropriate relationships with students.

*Extended Training* is required for every Authorized Adult, employee, student employee, volunteer, intern, or contractor of the College who will have *Direct Contact* with, or direct Programs involving, Minors on campus. The Human Resources Office will maintain all training records associated with compliance under this policy.

**Appropriate Supervision of Minors:** At a minimum, Authorized Adult to Minor ratios shall be as described below. Additional personnel may be required based on the needs of the minor or activities planned. If the activity is mixed gender, male and female Authorized Adults should be available.

<table>
<thead>
<tr>
<th>Age of Minor</th>
<th>Authorized Adult</th>
<th># of Minors</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 mos. – 5 years</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>6 years – 8 years</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>9 years – 14 years</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>15 years - 17 years</td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

Note: There must be no fewer than 2 Authorized Adults supervising Minors.

**Prohibited Conduct:** Authorized Adults participating in Programs covered by this policy shall not:

• Have one-on-one contact with a Minor.
• Participate in Program-related overnight stays unless at least one other Authorized Adult is present and parent(s) or legal guardian(s) of all the minors present have given consent. An Authorized Adult should not enter a Minor’s room, bathroom facility, or similar area without another adult in
attendance. Separate accommodations for Authorized Adults and Minors are required other than the Minors’ parents or legal guardians.

- Engage in behavior that is physically, emotionally, mentally, or sexually abusive toward, or in the presence of a minor.
- Strike, hit, or touch in an inappropriate or illegal manner any minor.
- Provide, give access to, or use tobacco products, alcohol, or illegal drugs; or be under the influence of alcohol or illegal drugs while participating in activities or operating a motor vehicle with minors.
- Inappropriately use cameras, cell phones, imaging, or audio or video equipment or computers;
- Present or use firearms, fireworks, or weapons of any kind unless being used for an official and approved instructional program.
- Make sexual materials in any form available to minors participating in Programs covered by this policy or assist them in any way in gaining access to such materials.
- Leave a minor in the care of a person that is not an Authorized Adult or in an area that is off-limits to minors.
- Minors are not permitted in potentially hazardous work areas within Elizabethtown College (e.g. laboratories, shops, and other potentially hazardous work areas or areas with hazardous materials present) except if the Minor is an employee of the College or has been formally accepted as a volunteer worker, has been trained in safety procedures, and is supervised by an Authorized Adult.

B. General Rules of Conduct for Program Participants

College sponsors, program participants, and staff must abide by the College’s Standards of Conduct Policy and may be removed from the Program or campus for non-compliance with the rules. The following must be included in Program rules:

- Ensure that minors and parents/legal guardians receive a copy of the College’s Standards of Conduct Policy.
- The possession or use of alcohol and other drugs, fireworks, guns and other weapons is prohibited.
- The operation of a motor vehicle by minors is prohibited while attending and participating in the Program. With prior written consent from the parent or legal guardian of a minor who drives him or herself to a Program, such minor may be allowed to drive offsite during lunch time.
- The parking of staff and participant vehicles must be in accordance with College parking rules.
- Rules and procedures governing when and under what circumstances participants may leave College property during the program.
- No violence, including sexual abuse or harassment, will be tolerated.
• Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyber bullying, is prohibited.
• No theft of property regardless of owner will be tolerated.
• No use of tobacco products is allowed.
• Misuse or damage of College property is prohibited. Charges will be assessed against those participants who are responsible for damage or misuse of College property.
• The inappropriate use of cameras, imaging, and digital devices is prohibited including the use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
• Immediately notify Campus Security if a minor is injured, missing, or engaging in illegal or prohibited activity.
• Ensure visiting minors staying on campus are given adequate information regarding rules and regulations on personal safety.
• Ensure visiting minors staying on campus are provided current emergency information and are informed of the need to contact Campus Security should an emergency exist.
• Minors visiting campus or participating in programs or events, must have a valid consent for medical treatment should emergency care be required and must sign a liability waiver.

C. Guidelines for College-Sponsored Programs Involving Minors

A sponsoring unit offering or approving a Program which involves Minors must comply with the following guidelines:

Program Registration: On-campus departments, organizations, sponsors or organizers of a Program that will involve the participation of Minors must complete a Registration of Minors on Campus Form. Registration forms are included as part of the Working with Minors Packet found on the Human Resources website. The form must be submitted to and approved by the Associate Vice President for Human Resources or an appropriate Human Resources official no later than thirty (30) days prior to the program or event. This form will ask for specific information involving the Program in which Minors are expected to participate.

Programs involving the participation of Minors occurring less than the thirty (30) day time period, must receive prior approval by a Human Resources official via submittal of a Registration of Minors on Campus Form. At no time will a program sponsor be allowed to run a Program without the required registration, approval, and checks.
**Communication Plan:** All Programs must establish procedures for communications which, as a minimum, includes the following:

- A procedure for notification of all participants’ parents or legal guardians in the event of an emergency, and obtain and keep accessible contact information for participants’ parents or legal guardians, as well as emergency contacts in the event the parents or legal guardians are unavailable.
- For residential programs at College facilities, provide a list of all program participants and a directory of program staff to Residence Life and Campus Security Offices. This list shall include participants’ name; local room assignment; gender, age, address, and phone numbers of parent or legal guardian, as well as emergency contact information.
- All parents or legal guardians of participating minors shall be provided with contact information in order to reach participants while the Program is in session.

**Medical Emergency Plan:** All Program participants (adults and minors) will be required to provide the appropriate Parent Waiver and Minor Emergency Medical Release Forms. All Programs must obtain:

- Authorization from adult participants for medical services as may be necessary for health and safety and indemnification for the College and/or Program organizer;
- Authorization from all participants’ parents or legal guardians to permit transport of Program participants for medical treatment should emergency care be required;
- Authorization for medical treatment in the event the parents or legal guardians or their designated emergency contact are not available; and
- Disclosure of any allergies or other medical condition or physical limitation that might impact participation in the program. In the event that participants require administration of medicines while participating in a Program and such medicine cannot be self-administered, the participant or their parents or legal guardians must arrange for administration with an independent health care professional in advance of the participant’s arrival.

**Supervision Plan:** All Programs must establish a plan for adequate supervision in light of the number and average age of participants, the Program activity and whether overnight accommodations are involved. See section on **Appropriate Supervision of Minors** for more details. The Supervision Plan must specify the person having responsibility over all Authorized Adults serving in the Program, the proposed ratio of participants to Authorized Adults, and provide a proposed breakdown of Authorized Adults by category of employees,
students and volunteers. The Supervision Plan for any overnight program must specify curfews, rules pertaining to any visitors, and limitations of use of free time. All Programs involving Minors must be supervised by at least two or more Authorized Adults at all times.

**Transportation Plan:** All Programs must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, and providing that no participant shall be released to any person other than his or her parent or legal guardian without specific written authorization from such parent or legal guardian. Any Program providing for transportation of participants by Authorized Adults after drop off by a parent or legal guardian to the campus or other site must be in all instances reviewed and approved by the Director of Campus Security. Under no circumstances shall an Authorized Adult be permitted to be alone with a Minor in a car or other vehicle. Drivers must comply with the following:

- All drivers who transport Minors must be Authorized Adults.
- All drivers must have a valid driver’s license for a minimum of three years.
- All drivers will be van certified and have a successful MVR (Motor Vehicle Record) Check.
- All student drivers must undergo on-line and on-the-road training to be van certified.
- Drivers are to adhere to all applicable state driving laws and regulations.
- Drivers are required to use seat restraints/seatbelts with minors.
- No texting or other distracted driving.

**D. Guidelines for Programs Not Sponsored by the College, but Using College Facilities (Third Party)**

Any Program involving Minors and sponsored by non-College organizations that use College facilities (Third Party) shall be required to execute and deliver the following prior to authorization by the Special Events and Summer Programs (SESP) Office to make use of College facilities:

- Provide an approved *Registration of Minors on Campus Form* prior to the endorsement of an SESP contract with a third party.
- Provide Certification in writing that the Program meets all requirements set out in this policy including without limitation, all provisions concerning training and background checks of all Authorized Adults, at least thirty (30) days prior to the scheduled use of College. The process used for background screening by the Third Party Camp must be acceptable to SESP.
• All contracts for the use of College facilities by outside parties for Programs involving minors shall reference the requirement to comply with guidelines of this policy and provide a link to this policy.
• Must comply with all SESP Guidelines.
• Must submit a Certificate of Insurance with the required SESP application.
• A Third Party Camp will be required to sign the appropriate SESP agreement that indemnifies the College from legal action taken as a result of negligence of camp operators and their staff.
• A Third Party camp will be responsible for obtaining and maintaining the necessary medical release and consent forms should emergency care be required.
• Conduct a safety risk assessment on the premises.

SECTION III
REPORTING AND INVESTIGATING SUSPECTED ABUSE OF MINORS ON CAMPUS

Reporting:

Any member of the Elizabethtown College community, employee or student employee, who encounters a minor on campus or at an off-campus sponsored event, and suspects that the minor has been the victim of child abuse, must report the incident, irrespective of the seriousness of the incident. In such cases, the suspected abuse should be reported immediately to Campus Security, the College’s EC Hotline (toll free: 855-696-1899 or web-assisted: https://www.reportlineweb.com/Welcome.aspx?Client=etown, a Human Resources Official, the DPW ChildLine (1-800-932-0313), or local law enforcement by calling 911. Authorized Adults involved in Programs not sponsored by the College but using College facilities must meet the same reporting requirements.

The College’s 800 Hotline number 855-696-1899 and the Hotline secure website are supported by The Network: http://www.tnwinc.com/index.php/products-services/hotline providing employees and students with an additional reporting process to remain anonymous. The Network information will be relayed to the College for immediate investigation. At no point will the reporting employee’s identity be shared with the College, unless the employee provides his or her name.
College employees are required to report child abuse they witness or suspect (with no exceptions). Pennsylvania law defines any of the following as child abuse when it is committed upon a child less than 18 years of age:

- Any recent act or failure to act which causes non-accidental serious physical injury (defined as an injury that either causes the child “severe pain” or “significantly impairs the child’s physical functioning, either temporarily or permanently”);
- An act or failure to act which causes non-accidental serious mental injury or sexual abuse or sexual exploitation;
- Any recent act, failure to act or series of such acts which creates an imminent risk of serious physical injury, sexual abuse, or sexual exploitation;
- Serious physical neglect which endangers a child’s life or development or impairs a child’s functioning.

Investigation:

Whenever the College receives a report of alleged Child Abuse in a Program as defined herein or otherwise having occurred on College Facilities as defined herein, the person receiving the report shall immediately notify Campus Security who will document and affirm the appropriate contacts have taken place within 48 hours.

The College will:

- Take immediate steps to prevent further harm to the alleged victim and other minors, including, where appropriate, removing the alleged abuser from the program or activity or limiting his or her contact with minors pending resolution of the matter.
- Determine whether the local authorities need to be notified or have already been notified and, if not, whether such notification is required or appropriate given the circumstances.
- If the parents or guardians of the alleged victim have not been notified and are not the alleged abusers, notify the parents or guardians of the minor involved.
- Investigate the report as needed and resolve the matter in a way that safeguards minors, protects the interests of victims and reporters, affords fundamental fairness to the accused, and meets relevant legal requirements.
- Facilitate the College’s cooperation with any investigation conducted by the local authorities or other governmental agency.
- Follow through with the appropriate risk management contacts to legal counsel or insurance brokers, as necessary.
Whenever a report alleges that someone involved in a non-College program or activity on campus who is not a member of the Elizabethtown College community has committed Child Abuse, the person receiving the report shall immediately notify Campus Security, who will document and affirm the appropriate contacts have taken place within 48 hours. Campus Security will consult with the President of the College and other appropriate senior leadership and coordinate with the non-College organization or entity as necessary to see that the above required investigation notifications and procedures have been followed to address the Child Abuse.

**Consequences of Abuse:**

Any college employee who is convicted of Child Abuse will be terminated according to the personnel policies of the College, whether the abuse occurred on or off campus. Any employee against whom a credible accusation of Child Abuse has been made as determined by the preponderance of the evidence, on or off campus, is subject to college discipline up to and including termination. The process for release outlined in Chapter 2, Section III, A of the Faculty Handbook will be followed for employees who are tenured faculty. Any Elizabethtown College student, who is convicted of Child Abuse, on or off campus, will be expelled from the college. Any student against whom a credible accusation of Child Abuse has been made as determined by a preponderance of the evidence, on or off campus, is subject to discipline up to and including expulsion.

**Protection from Retaliation**

All persons reporting suspected Child Abuse on campus are presumed to be acting in good faith. Retaliation is strictly prohibited against anyone who makes a good faith report of suspected Child Abuse on campus or who participates in a related investigation. Individuals concerned about retaliation should speak with the Associate Vice President of Human Resources.
Working with Minors Packet
INSTRUCTIONS: Under the Elizabethtown College Policy Regarding Minors on Campus, if a College program or event involves the participation of minors, this form must be completed with the required signatures and submitted to the Associate Vice President for Human Resources, no later than 30 days prior to the start of the Program or Event. College Program/Event organizers will be responsible for communicating with the high school or minor associated group or individuals and providing them with a copy of the College’s Policy Regarding Minors on Campus and the appropriate Release and Consent Forms included in the Working with Minors Packet. Please contact the Associate Vice President for Human Resources or the Human Resources Office at 717-361-1406 with any questions concerning this form or the registration process.

DEFINITION OF A MINOR—A minor under Pennsylvania law, is an individual under the age of 18 years. For the purposes of this policy, minors on the College campus are children under 18 years of age participating in programs, internships, camps or activities on campus, whether or not it is a college sponsored program or through a third party.

I. GENERAL PROGRAM INFORMATION

Name of Department Organizing the Program/Event: __________________________________________________________

Name of Organizer for the Program/Event: ________________________________________________________________

Organizer Extension: __________________ Organizer Email Address: ________________________________________

Name of Program/Event:

____________________________________________________________________________________

____________________________________________________________________________________
Appendix A

**Working with Minors Packet**

**Dates of Program/Event:**

_____________________________________________________________________________________

_____________________________________________________________________________________

**How will the Minors Participate in the Program/Event?**

_____________________________________________________________________________________

_____________________________________________________________________________________

**Who will be the “Authorized Adults” Supervising or Accompanying the Minors while participating in the Program/Event?**

*Authorized Adult*—An authorized adult is an adult, age 18 or older, who is authorized, pursuant to this policy, to supervise, or otherwise have *Direct Contact* with, minors participating in a Program. All College employees, students, independent contractors, and volunteers (including but not limited to, Faculty, Staff, Students, Tutors, Instructors, Supervisors, Coaches, Camp Counselors, Program Directors, Chaperones, Volunteers, Third Party Contractors, Vendors, and Temporary/Seasonal Workers) acting as authorized adults must be in compliance with the requirements of the provisions of this Policy entitled “*Individuals Acting as Authorized Adults.*” Although a parent or legal guardian may supervise their own minor children and their guests who are minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a Program (including one in which his or her child participates) unless they are in compliance with the requirements outlined below under “*Individuals Acting as Authorized Adults.*” Authorized Adults are considered Required Reporters.

II. **COMMUNICATION**

Please provide below or on a separate sheet a description of Communication Plan to be followed by the program.

The Communication Plan must include:
Appendix A

• A procedure for obtaining and maintaining contact information for participants’ parents/legal guardians, as well as emergency contacts in the event the parents/guardians are unavailable;
• A procedure for notification of all participants’ parents/legal guardians in the event of an emergency; and
• A procedure for parents and guardians to follow to contact program personnel and/or their child during program hours.

III. MEDICAL EMERGENCY PLAN

Please provide below or on a separate sheet an outline of the Medical Emergency Plan to be followed by the Program. The Medical Emergency Plan shall include:

• A procedure for obtaining and maintaining (i) authorization from all participants’ parents/legal guardians to transport program participants to local hospitals as deemed necessary; and (ii) authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available;
• A procedure for obtaining and maintaining disclosures of any allergies or other medical condition or physical limitation that might impact participation in the Program; and
• A procedure to administer medication to program participants as necessary during program hours.

IV. SUPERVISION PLAN

Please provide below or on separate sheet a description of the Supervision Plan to be followed by the program.

Please note that the Policy Regarding Minors on Campus prohibits any unobserved, unsupervised one-on-one contact between a minor and any Authorized Adult. A Supervision Plan must specify:

• The person having responsibility over all Authorized Adults serving in the Program;
• The proposed ratio of participants to Authorized Adults;
• The proposed number of Authorized Adults over 21;
• The breakdown of Authorized Adults by category of employees, students and volunteers; and
• Curfew, rules pertaining to any visitors, and limitations of use of free time in the event the Program involves any overnight stays.

V. TRANSPORTATION PLAN

Please provide below or on an attached sheet a description of the Transportation Plan to be followed by the program.

The Transportation Plan must include:

• A procedure for the pick-up and drop-off of participants, specifying times and locations;
• 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 guardians; and
• A description of any transportation of participants to be provided by the program, specifying the type of vehicle, and drivers. Under no circumstances shall an Authorized Adult be permitted to be alone with a minor in a car or other vehicle.

A copy of Elizabethtown College’s Policy Regarding Minors on Campus and the Minor Information and Medical Consent Form will be provided to:

 Individual Name(s): Date:

_____________________________________________________________________________________

Organization/Group Name and Address:

_____________________________________________________________________________________

_____________________________________________________________________________________

Signatures

Program/Event Organizer: Date________________

Sr. Staff Member: Date________________

Associate Vice President for Human Resources: Date________________

Copies To:
Program/Event Organizer
SESP, as appropriate
Protection of Minors File
Elizabethtown College’s Policy Regarding Minors on Campus provides that employees, students, volunteers, and third party contractors who are expected to work directly with minors are required to successfully complete a criminal background screening prior to beginning any assignment involving minors and to participate in required training. This requirement is fulfilled for staff and faculty under the College’s Background Checks Policy, and third party contractors are required to screen their own employees prior to beginning any such assignment. I understand that I am covered by the Policy Regarding Minors on Campus as a student or volunteer who may be working directly with minors, and I understand that my consent to such criminal background screening is a condition of my initial and continued participation in any College program involving minors. I have carefully read the Policy Regarding Minors on Campus and this Consent and Release Form, and I hereby consent to such criminal background screenings, including those performed by any consumer reporting agency at the College’s request. This consent will continue to apply throughout the period of my participation in any such College program to the extent permitted by law.

Reports prepared by a consumer reporting agency based on its criminal background screenings may constitute consumer or investigative consumer reports as defined in the Fair Credit Reporting Act. Such reports may include federal, state or local criminal history records or information pertaining to me, and other information concerning my education, qualifications, work experience, character, general reputation, personal characteristics and/or mode of living. I hereby authorize any consumer reporting agency to release and disclose, verbally and in writing, these reports and this information to authorized representatives of Elizabethtown College within the terms of the Policy Regarding Minors on Campus.

I hereby authorize all persons and entities including, without limitation, educational institutions, my current and former employers, government agencies and police departments, to disclose and provide all relevant records and information requested by a consumer reporting agency or Elizabethtown College as part of any criminal background screening obtained pursuant to the Policy Regarding Minors on Campus; and I hereby forever release and discharge (1) Elizabethtown College, (2) any consumer reporting agency that performs any criminal background screening at the College’s request pursuant to the Policy Regarding Minors on Campus, and (3) any person or entity including, without limitation, any educational institution, my current and former employers, any government agency or police department that discloses or provides records or information requested by Elizabethtown College or any consumer reporting agency as part of a criminal background screening obtained pursuant to the Policy Regarding Minors on Campus (collectively, the “Releasees”), as well as all of the Releasees’ trustees, directors, officers, employees and representatives, from any claims, suits, damages, losses, liabilities, costs or expenses arising as the result of or in any way related to their participation in the performance of any background check, information verification, and/or other action taken pursuant to the Policy Regarding Minors on Campus, to the fullest extent permitted by law.

I hereby certify that the information I have provided below is true and complete to the best of my knowledge. I understand that if any such information is materially false or incomplete, it will be sufficient cause for termination of my participation as a student or volunteer in any Elizabethtown College program covered by the Policy Regarding Minors on Campus, now or in the future. I agree that this Consent and Release Form, in original, faxed, photocopied or electronic form, will be valid for any criminal background screening, reports or other purposes under the Policy Regarding Minors on Campus.

Print Full Name ______________________________________________________________ Date of Birth* ______________________________

Social Security # __________________________________ Driver’s License # _________________________________

Maiden Name ____________________________________________ Other Names Used _______________________________________________

Street Address ____________________________________________________________________________________________________

City _______________________________________________________________ State __________________  Zip _________________________

Signature ____________________________________________________________________ Date ______________________________

*Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and it will not be used for discriminatory purposes.
Appendix A

Motor Vehicle Records (MVR) Check
Release Form

Date: ____________________________

I have been given notice that my Motor Vehicle Record will be requested and used to establish my suitability for driving College-owned vehicles.

I understand that a successful MVR (Motor Vehicle Record) check is required prior to operating a College-owned vehicle to transport minors under the College’s Policy Regarding Minors on Campus.

I hereby authorize First Advantage ADR (MVR provider) to furnish the bearer of this form a copy of my Motor Vehicle Record.

I am willing to have an initialized email of this authorization be accepted with the same authority as the original.

I further understand that the information contained on my Motor Vehicle Record, as well as conclusions derived from it, will remain confidential.

Employee / Student / Volunteer ID Number: ____________________________

Print Name: ____________________________

Date of Birth: ____________________________

Driver’s License Number: ____________________________

State where driver’s license was issued: ____________________________

Initials (indicating agreement with this release): ____________________________
Appendix A

Working with Minors Packet

Adult Participant Information & Waiver Form

The information collected in this form is confidential and will only be shared in a medical emergency. Please complete all fields.

Attendee Information

Participant’s Full Name: __________________________________________________ Address: ____________________________________________________________
City ___________________________ State:________________________ Zip Code:______________________________
Home Phone Number: ___________________________________________ Cell Number:______________________________________________

Emergency Contact Information

(Contact #1) Name:___________________________________________________ Relation to Participant:______________________________
Home Phone Number:_________________________________________ Cell Phone Number:___________________________________________
Work Phone Number:_________________________________ Place of Employment:__________________________________________________

(Contact #2) Name:___________________________________________________ Relation to Participant:______________________________
Home Phone Number:_________________________________________ Cell Phone Number:___________________________________________
Work Phone Number:_________________________________ Place of Employment:__________________________________________________

Waiver/Release Information

I understand and agree that I am responsible for arranging my own health, accident, and liability insurance, and that no such insurance is provided by ___________________________________ [insert Conference/Organization] and/or Elizabethtown College.

I hereby authorize the employees and/or agents of ___________________________________ [insert Conference/Organization] and/or Elizabethtown College, at their sole discretion, to secure such medical advice and/or services as may be deemed necessary for my health and safety, and I agree to accept full financial responsibility for such advice or services.

RELEASE AND INDEMNIFICATION. FOR MYSELF AND ALL THOSE WHO MAY CLAIM THROUGH ME OR IN MY PLACE, AND IN EXCHANGE FOR AND IN CONSIDERATION OF ___________________________________ [insert Conference/Organization] AND ELIZABETHTOWN COLLEGE PERMITTING ME TO PARTICIPATE IN THIS CONFERENCE AND RELATED ACTIVITIES, I HEREBY ASSUME ALL THE RISKS OF INJURY ASSOCIATED WITH THIS CONFERENCE AND RELATED ACTIVITIES AND AGREE TO RELEASE, HOLD HARMLESS, AND INDEMNIFY ___________________________________ [insert Conference/Organization] AND ELIZABETHTOWN COLLEGE, AND THEIR OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL LIABILITY, ACTIONS, CAUSES OF ACTION, NEGLIGENCE, CLAIMS OR DEMANDS OF ANY NATURE WHATSOEVER THAT MAY ARISE BY OR IN CONNECTION WITH MY PARTICIPATION IN THIS CONFERENCE AND RELATED ACTIVITIES.

In signing this document I acknowledge that I am 18 years of age or older, that I have read it, that I understand it, that I have signed it knowingly and voluntarily, and that I accept and intend to be legally bound by its terms.

Date:____________________ Signed:_____________________________________________________________
Name Printed:____________________________________________________________

This form must be completed, printed, and mailed, emailed (scanned as a PDF file), or faxed to the Conference Director.
## Minor Participant Information & Waiver Form

*The information collected in this form is confidential and will only be shared in a medical emergency. Please complete all fields.*

### Attendee Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant’s Full Name</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Address</td>
<td>____________________________________</td>
</tr>
<tr>
<td>City</td>
<td>____________________________________</td>
</tr>
<tr>
<td>State</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Zip Code</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Cell Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Gender</td>
<td>____________________________________</td>
</tr>
</tbody>
</table>

### Emergency Contact Information

<table>
<thead>
<tr>
<th>Contact #1</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Relation</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Cell Phone Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Work Phone Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Place of Employment</td>
<td>____________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact #2</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Relation</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Cell Phone Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Work Phone Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Place of Employment</td>
<td>____________________________________</td>
</tr>
</tbody>
</table>

### Insurance Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance Company Name</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Policy or Member ID Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Group Number</td>
<td>____________________________________</td>
</tr>
<tr>
<td>In whose name is the insurance listed</td>
<td>____________________________________</td>
</tr>
</tbody>
</table>

### Medical Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your child under medical treatment</td>
<td>Yes ________ No ________</td>
</tr>
<tr>
<td>List condition(s)</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Please list any medications your child currently takes:</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Prescription</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Over the counter</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Can your child self-medicate?</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Please check pain reliever that may be given:</td>
<td>Tylenol ________ Ibuprofen ________ Other __________________________</td>
</tr>
<tr>
<td>Name of Family Doctor</td>
<td>____________________________________</td>
</tr>
<tr>
<td>Phone Number</td>
<td>____________________________________</td>
</tr>
</tbody>
</table>
Appendix A

List any physical conditions and explain treatment:

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Please list any pre-existing conditions or medical concern(s) that would limit your child’s participation:

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Medication Permission

______________________________________________ has brought/will bring the following medications with him/her. He/she has my permission to use them. He/she may not share them with anyone else.

Medications: ________________________________________________________________________________________________________

Parent/Guardian Signature: ________________________________ Date: ___________________________

I, ___________________________________________________, am aware that I may NOT share any medications with other participants.

Participant Signature: ________________________________ Date: ___________________________

Medical Treatment Authorization

In the event that medical treatment for my child is required, I authorize a representative of Elizabethtown College to take my child to be treated at a nearby hospital. I also understand that my insurance is primary if medical treatment is rendered.

Parent/Guardian Signature: ________________________________ Date: ___________________________

Waiver/Release Information

In consideration for the permission granted by Elizabethtown College and [insert name of camp/organization] for Minor to participate in this Event, on my behalf and on behalf of the Minor, and each of my and the Minor’s heirs, executors, and administrators, I hereby waive and release any and all causes of action, claims, suits, damages, and judgments, in any form whatsoever, arising from or by reason of any and all known or unknown, foreseen or unforeseen bodily or personal injuries (including death) or property damage, resulting from the Minor’s participation in the Event and related activities, against Elizabethtown College and [insert name of camp/organization], and their employees, administrators, trustees, volunteers, and agents.

IN WITNESS WHEREOF, and intending to be legally bound, I have executed this document below.

Signature of Parent/Legal Guardian: ________________________________ Date: ___________________________

This form must be completed, printed, and mailed, emailed (scanned as a PDF file), or faxed to the Conference Director.
Standards of Conduct Policy

This policy establishes general standards of conduct that protect the interests and safety of all students, employees, and guests of the College. At all times, employees are to exemplify personal integrity, honesty, respect, and self-control with their actions. The conduct of employees has a direct bearing on their immediate work environment, the College Community and the general public opinion of the College. Therefore it is imperative that employees conduct themselves in a manner that will withstand the sharpest scrutiny. This will require employees to exercise a high degree of personal responsibility and sound judgment. Employees are expected to respect the rights of others and conduct themselves in a professional and businesslike manner at all times.

While the final decision concerning an individual’s personal conduct is made by the individual, acts of willful unethical or illegal actions by an employee will not be tolerated. Instances of unacceptable conduct or unsatisfactory performance including, but not limited to, fraudulent or egregious acts, neglect of duty, illegal or immoral conduct on or off the College premises which would bring unfavorable attention to the College, or personal conduct that negatively affects the work environment, serious violations of any College policy or procedure, are grounds for termination.

In accepting employment at Elizabethtown College all employees will be held by these standards.

Examples of behavior that would violate Elizabethtown College’s Standards of Conduct Policy include, but are not limited to, the following:

1. Threatening or committing acts of violence or intimidation.

2. Concealing, falsifying, altering, misusing or removing records, including electronic records.

3. Theft of property.

4. Willful damage, abuse, or destruction of College property or the property of others.

5. Direct or indirect use or misuse of College resources for unofficial or illegal purposes. Such resources include, but are not limited to, College funds and facilities, mail services, supplies, equipment, as well as
Appendix A

Working with Minors Packet

College computers, networks, email, voice mail and all or other communication resources, credit cards and purchasing authority.

6. Unauthorized possession, sale, or use of intoxicating beverages or drugs on College property, and/or reporting for work under the influence of intoxicating beverages or drugs, or other violations of the College’s Drug-free Workplace Policy.

Individuals wishing to report violations or suspected violations may do so in writing by sending a sealed envelope marked “Open By Addressee Only” to the Associate Vice President for Human Resources. Any individual who in good faith reports a violation or suspected violation will not be subjected to retaliation, adverse employment or academic or educational consequence.

The Associate Vice President for Human Resources will inform and consult with the President and/or Provost as necessary concerning the reported violation or suspected violation so that an internal investigation can be conducted. The President and/or Provost will determine the investigation process. A confidential notification will be sent to the reporting individual that the matter is being investigated, unless the report was submitted anonymously. Upon completion of the investigation, the Associate Vice President for Human Resources will promptly render a report concerning the violation and what remedial action should be taken to rectify the situation.

An employee found in violation of the Standards of Conduct policy may file a written appeal to the President within 10 working days from the date of the decision letter. Within 5 working days from the receipt of the appeal, the President will convene an ad hoc appellate committee of three individuals from the campus community to review the appeal. The appellate committee will review the appeal and render a final decision to the President and the employee within 5 working days. At all times the confidentiality of names of individuals involved in the reporting, investigation, or appeal process will be adhered to by all parties.

The Associate Vice President for Human Resources will maintain a file for the purposes of documenting the resolution to reported violations or suspected violations.
EMERGENCY ACTION PLAN

Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022
www.etown.edu
Emergency Action Plan

**PURPOSE**
The purpose of this Emergency Action Plan is to protect the students and employees of Elizabethtown College from serious injury, property loss, or loss of life, should there be an actual major disaster on campus. There are many types of emergencies that may result in the implementation of this plan. These include natural and manmade events. Specific examples are described below. Since an emergency often occurs suddenly and without warning, these procedures are designed to be flexible in order to accommodate response contingencies of varying magnitude.

**SCOPE**
The procedures herein apply to all students, employees, and visitors on campus and covers College owned buildings and College owned areas within the campus surroundings. The plan is intended to cover, but is not limited to, the following emergency situations:

- Environmental/Natural Disasters - i.e. fires, floods, chemical spills or leaks, power outages and explosions;
- Medical Emergencies - i.e. serious injury or fatality, epidemic or poisoning;
- Major Violence - i.e. murder, suicide, kidnapping, and hostage taking;
- Bomb Threats;
- Out-of-Control behaviors - i.e. riots and demonstrations;
- Other crises on or off campus.

The plan is consistent with established practices relating to emergency response actions, incorporating the National Incident Management System (NIMS) to facilitate interagency coordination among the responding agencies. The College will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency action plan.

**Implementation of the Emergency Management Group Operations**
The Emergency Action Plan is brought into action by declaration of a state of emergency by Command being the President of the College, the Provost and Senior Vice President and/or the Vice President for Administration. Once a declaration of a state of emergency has been invoked, the Core Team Members of the Emergency Management Group and Advisory Team Members of the Emergency Management Group, for the duration of the emergency are temporarily relieved of normal, non-emergency related duties, so as to concentrate more fully on the emergency at hand.

The President of the College maintains executive control of the Emergency Action Plan. Ground level operational implementation and direction of the plan is responsibility of the Vice President for Administration or designee and the other members of the Emergency Management Group. The College personnel and equipment will be utilized to provide priority protection for life, preservation of property, and restoration of the academic and other programs of the College.

In conjunction with the EMG, the Incident Commander IC(s) and additional governmental agencies having jurisdiction insure that emergencies are dealt within a proper, proportional and efficient manner. The EMG will make every effort to involve any outside agencies having jurisdiction in order to insure that the interest of the authorities, the surrounding community and the college are addressed and in proper balance.
In general, the EMG directs all emergency related activities. The IC(s) and governmental groups oversee the technical aspects of the response.

**RESPONSIBILITIES OF THE EMG INCLUDE:**

- Direct activities relating to the Emergency
- Communication
- Life Safety Issues
- Property Conservation Issues
- Community Outreach
- Recovery and Restoration Activities
- Administration and Logistics

http://www.etown.edu/offices/marketing-and-communications/emergency-information.aspx

**Member Responsibilities**

**CORE TEAM:**

- **Vice President for Administration** – Serves as Lead and acts as the liaison between the EMG and the College President and Senior Staff. Keeps the group informed of matters pertaining to facilities and administration. Notifies the family in the case of an employee fatality. Provides direction for the EMG in times of emergencies. Acts as E.O.C. command.

- **Associate VP for Human Resources** – Serves as Co-Lead and represents the interests of College employees. Provide direction for the EMG in times of emergencies. Provide guidance in the areas of life safety. Provides guidance in the area of safety and ensures proper safety protocols are followed.

- **Director of Campus Security** – Insures that the site is kept secure during times of emergencies. Acts as liaison with outside emergency agencies. Acts as forward command at the site of the emergency. Keeps in contact with the EMG.

- **Dean of Students** – Acts as the liaison between the EMG and the College President and Senior Staff. Keeps the Group informed of matters relating to residence life. Notifies the parents in the case of a student fatality.

- **Director of Facilities Management** – Acts as a resource to the Group in the area of building and grounds. Provides manpower and vehicle transport as needed. Provides guidance in the area of safety and ensure proper safety protocols are followed.

- **Executive Director of Communications & Marketing** – Has responsibility for all on-campus communications, including employees and students. Acts as liaison with senior staff.

- **Director of Student Wellness** – Serves as the emergency contact for counseling.

- **SCRIBE** – Takes minutes for EMG exercises and actual emergencies

**ADVISORY TEAM:**
• **Director of Dining Services** – Addresses issues relating to food service for the college community during emergencies.

• **College Nurse Liaison** – Provides guidance in the area of health services for the Group during times of emergencies.

• **Director of Communications** – Has responsibility for all off-campus communications including television, radio and print media.

• **Director of Community Affairs and College Special Events** – Acts as a liaison with the borough and township as needed.

• **Executive Director of ITS** – Addresses issues related to Information Technology Services.

• **Director of Residence Life** – Directs residence life staff in emergency tasks for shelter and welfare of residents of campus housing.

• **Director of Campus Services** – Addresses issues related to internal and external telecommunications.

• **Dean of Faculty** – Acts as a liaison with faculty and represent them in regards to the emergency.

• **Director of International Programs** – Acts as a liaison with international students and represent them in regards to the emergency.

**EMERGENCY OPERATIONS CENTER (EOC)**
The Emergency Operations Center has been established to help insure a timely and effective response to potential or actual site emergencies. The EOC contains the resources necessary for the Emergency Management Group (EMG) to manage emergencies.

**Emergency/Clery Act Communication Protocol**
At Elizabethtown College the campus community (faculty/staff/students) will be notified in a timely manner (through a variety of communication delivery channels) when crimes or other incidents that threaten health or safety occur. These incidents can be defined as:

- Any significant or dangerous campus situation posing an immediate threat to the health or safety of students or employees

- Any significant incident that already occurred but still represents a serious ongoing threat to the campus community (prescribed by the Clery Act as a Timely Warning)

- General campus safety information that is not of an urgent nature but is issued in the best interest of the members of the campus community

The College will also distribute follow-up reports related to significant incidents and safety information on general topics of importance to all employees and students.

Elizabethtown College has defined three different levels of communication, each determined by the type and urgency of the identified incident. These are detailed below:
1. Emergency Notification IMMEDIATE THREAT *(using the EC Alert system)*

**SCOPE:**
An emergency notification will be issued in the event of any significant emergency or dangerous situation occurring on campus which involves an immediate threat to the health or safety of students or employees.

**EXAMPLES:**
- Outbreak of infectious disease such as meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak or chemical spill
- Terrorist incident
- Armed intruder/Active shooter
- Bomb threat
- Civil unrest, rioting or campus protest
- Explosion or campus-wide/residential fire
- Homicide/Rape/Sexual Assault/Assault-when perpetrator is not apprehended

**WHEN:**
Emergency notification is issued immediately upon confirmation that a dangerous situation or emergency exists or threatens.

**HOW:**
- ECAAlert System- use of message templates which are populated with incident-specific information. Email, text messages and voice mail messages (where appropriate) are automatically generated.
- Website Updates- information will be posted to the College’s website
- Emergency Hotline Updates- information will be updated on the information hotline (361-1988)

**WHO:**
The Emergency Management Group of Elizabethtown College, or select members of Senior Staff/Resident Life Staff are responsible for determining the deployment of the ECAAlert system for use in disseminating emergency notification/information. The College's Marketing and Communications office will issue all ECAAlerts.

2. Timely Warning ONGOING THREAT *(using "For Your Safety" Campus Connections)*

**SCOPE:**
A timely warning is triggered when a Clery Act defined crime has already occurred but conditions remain that present an ongoing threat. (For example, a rape is reported to and confirmed by Campus Security but the suspect has not been apprehended.) A Timely Warning should be considered only when a serious or continuing threat exists to students or employees.

**EXAMPLES:**
- Clery Act defined crime such as rape, sexual assault, burglary, homicide and other violent crimes that impact people or assets (buildings, cars, personal possessions) where the perpetrator remains at large and for which a dangerous condition may exist for students or employees.
WHEN:
Issue a timely warning as soon as the pertinent information is available.

HOW:
"For Your Safety" Campus Connection issued, via email, using the information template as required by the Clery Act.

WHO:
The Director of Campus Security (in consultation with local law enforcement), Dean of Students, Director of Residence Life, and the Office of Marketing & Communications are responsible for determining if a timely warning is to be issued. The College's Marketing and Communication office will issue all "For Your Safety" Campus Connections.

3. GENERAL CAMPUS SAFETY INFORMATION (Using "For Your Safety" Campus Connections)

SCOPE:
The disclosure of information that is related to the general safety of members of the campus community.

EXAMPLE:
Vehicle accident that blocks traffic and requires alternative travel patterns, construction/demolition that poses danger to students/employees in specific areas of campus, etc.

WHEN:
Issued as a "For Your Safety" Campus Connections as soon as information is available. The timeliness of the message is not as critical as in an emergency situation, but prompt communication is required.

WHO:
The College's Marketing and Communication office will issue the "For Your Safety" Campus Connections.

4. TRACKING THE COMMUNICATION PROCESS
The incident will be tracked, from initial reporting to full conclusion, inclusive of time-stamped phone calls and electronic communications in order to assess the timeliness of decision-making and communication for post-event evaluation.

5. CLOSING THE COMMUNICATION LOOP
In both the ECAlert and Timely Warning scenarios outlined above, the College will issue a "wrap-up" communication which will serve to close the communication loop for each incident. The campus community deserves the reassurance that law enforcement, campus security and/or residence life have investigated and brought the incidents to a satisfactory conclusion.

Definitions

Clergy Act – a federal statute requiring colleges and universities participating in federal financial aid programs to disclose information about certain types of crimes that occur on or near the campus

Crisis Communications - communicating to various audiences—students, parents, staff, faculty, the public, media—in the midst of a crisis situation to provide guidance and resources

EC Alert - Elizabethtown College's communications system (text/phone/e-mail) for sharing information about situations that affect the safety of the campus community
**Emergency Action Plan** - an outline of how the College will respond during an emergency. The purpose of the College's Emergency Action Plan is to protect the students and employees of Elizabethtown College from serious injury, property loss, or loss of life, should there be an actual major disaster on campus.

**Emergency Management Group (EMG)** - a team of staff and faculty members who oversee the College’s response to any type of emergency situation that may affect the campus community.

**Primary/Secondary emergency contacts** - a specific designation made by a student, within the JayWeb system, that identifies contacts (parents, grandparents, legal guardian) to whom ECA alerts should be issued, in the case of a campus emergency.

**Shelter in Place** - staying in your residence hall or inside any other location during an emergency.