



UNIVERSITY OF TOLEDO

## Youth Protection Program Safety Plan

Program Name:

\_\_\_\_\_

This plan last updated on:

\_\_\_\_\_

(Date)

by:

\_\_\_\_\_

(Print Name)

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## About Emergency Planning

This document is a template to guide emergency planning and response by youth programs at the University of Toledo. Included you will find considerations and recommended actions to take to prepare for and respond to potential emergencies, as well as space to document your program-specific plans. When creating a plan, you should consider the thresholds/triggers that will cause the need to modify camp operations (e.g., early dismissal, delayed start, cancellation, other thresholds/triggers.).

Your response plans should answer these questions<sup>1</sup>:

- Who can assist with emergency response (e.g., an evacuation)?
- When and how to notify parents/guardians of the emergency?
- Who will decide what to tell your youth participants and when?
- How will you signal an emergency — and the type of emergency — to those in your program or facility?
- How to account for everyone in the facility after an evacuation?
- Steps taken during evacuation.
- Where to evacuate youth participants, staff, and others?
- How to transport youth participants and staff?
- What coordinating actions with the university or University of Toledo Police Department and/or Emergency Management officials are necessary?
- Who is responsible for each action documented in your plan?
- Who will serve as the group representative and contact person for emergency responders and have other responsible persons identified as back-ups?

We recommend that you review emergency planning with program staff as a team exercise, so staff feel prepared for — and equipped to respond to — an emergency. Review, evaluate, and amend plans on a periodic basis.

- [Child Safety Before, During & After a Disaster](#) (Red Cross)
- [Ready Kids](#): includes age-specific tips, including [preparedness games](#)
- [Youth Roles \(Youth.gov\)](#)
- Ready Wrigley [checklists](#) and [books](#) (CDC)

As a university community, we are fortunate to have expert assistance available to us through the following resources:

- University of Toledo Police Department  
<https://www.utoledo.edu/depts/police/> | [utpolice@utoledo.edu](mailto:utpolice@utoledo.edu) | 419-530-2222 (non-emergency)
- UToledo Office of Public Safety  
<https://www.utoledo.edu/publicsafety/> | 419-530-2222
- UToledo Department of Hospital Security  
<https://www.utoledo.edu/publicsafety/hospitalsafety/> | [security@utoledo.edu](mailto:security@utoledo.edu) | 419-383-2600
- UToledo Office of Risk Management and Workers' Compensation  
<https://www.utoledo.edu/depts/risk/> | [riskmanagement@utoledo.edu](mailto:riskmanagement@utoledo.edu) | 419-530-2809
- Environmental Health & Radiation Safety  
<https://www.utoledo.edu/depts/safety/> | [SafetyAndHealth@utoledo.edu](mailto:SafetyAndHealth@utoledo.edu) | 419-530-3600

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<sup>1</sup> Adapted from FEMA. (2016). IS-0366.a Planning for the Needs of Children in Disasters. Available from <https://emilms.fema.gov/IS0366a/lesson8/PNCD01summary.htm>.

# Communication Plan

It is important to ensure communication can occur within your youth program in the event of an emergency.

Staff may not always be together when an emergency takes place. A communication plan should include considerations to ensure staff can contact one another and the Program Sponsor/Director. In addition, an emergency event may necessitate communicating with other university officials outside of program operations. The plan should include contact information for all individuals notified in the event of an emergency, such as the Office of Risk Management and Workers' Compensation when there has been an incident that includes an auto accident, camper injury/illness, molestation/abuse allegations, or other incidents. Staff will maintain up to date group rosters including accurate sign in and out times to ensure always accounting for every participant.

Additionally, a communication plan should include procedures for contacting youth participant's emergency contacts. Staff should always have hard copies of all youth participant's emergency contacts on hand throughout the program, and you should inform parents/guardians of the notification protocol in the case of an emergency.

Staff should be prepared to operate in the case that regular communication methods are not available (i.e., cell phone service goes out).

## Youth Program Communication Checklist

- Emergency Contact Information for all participants was collected, reviewed and is readily available.**
- Communication capabilities between all staff members are in place and were reviewed.**
- All staff members were educated on how to report an emergency.**

# Medical Emergency

In the case of an urgent medical emergency:

- Remain calm and call 911
- Provide location (the campus where you are located, address, building name and room number, if applicable), nearby land markers, nature of injury or illness, current condition of the youth participant and any other requested information
- Remain on the phone until directed to hang up
- Do not move the youth participant unless they are in immediate danger
- Stay with the youth participant and have another person go outside to meet the emergency responders
- Inform the emergency responders of any additional medical information listed on the youth participant's medication treatment authorization form (if applicable)
- Contact the youth participant's parent/guardian to inform them of the incident
- In the case of taking the youth participant to the hospital, stay with them until their parent/guardian arrives or release of the participant. Bring the medication treatment authorization form to the hospital with you (if applicable).

In the case of a non-emergency medical incident:

- Staff should possess the knowledge and tools to provide basic first aid to youth participants or know where the nearest first-aid certified individual is and be able to contact them.

Documentation procedures should be in place to document injuries, both emergency and non-emergency.

## **Youth Program Medical Emergency Check List**

- All staff members have reviewed the medical emergency procedures.**
- All staff members are aware of the location of parent/guardian contact information.**
- All staff members are aware of basic first aid care as well as the location of the nearest first aid certified individual.**

# Fire/Evacuation

In the case of a fire:

- Manually activate the fire alarm
- Walking quickly with youth participants, leave the building immediately using the closest emergency exit, do not use elevators
- Help people who need assistance if possible, including young children and those with disabilities
- Close doors and windows behind you, but do not lock them
- Move to a safe location away from buildings and/or to your building's/program's designated meeting site
- Call 911 as soon as you are in a place of safety. Notify fire personnel of the location, nature, and size of the fire and if you think anyone may still be in the building
- Call the Program Sponsor/Director to inform them of the incident
- Take attendance each time you arrive at a new location
- Re-enter the building only when instructed by fire personnel

In the case of a non-fire evacuation:

- Walk quickly with youth participants and leave the building via the designated exit, do not use elevators
- Help people who need assistance, including young children and those with disabilities
- Assemble at designated meeting site. This may change locations based on the direction of emergency responders
- Take attendance each time you arrive at a new location
- Wait for instructions from the Designated Public Safety Official(s)

Prior to the start of youth program, the Program Sponsor/Director should review evacuation procedures and determine the nearest exits, best routes, and assembly sites. They should also ensure that exits, routes, and assembly points are manageable for youth participants and may change locations based on the direction of emergency responders. Program Sponsors/Directors should train staff on the departmental emergency evacuation plan (if applicable). Clear all doorways and paths of egress, such as staircases, of any obstructions.

UToledo Fire Safety Resources: [https://www.utoledo.edu/depts/safety/Life\\_Fire\\_Safety.html](https://www.utoledo.edu/depts/safety/Life_Fire_Safety.html)

## **Youth Program Fire/Evacuation Plan (including exits and primary, secondary mass assembly areas) Checklist**

- All staff members are aware of the in-place plan in case of a fire and are familiar with the evacuation procedures.**
- Primary, secondary, and mass assembly areas and exits were identified and reviewed with all staff.**
- All staff members are aware of the steps in case of a non-fire evacuation.**
- All staff are aware of and have reviewed any departmental emergency evacuation plans (if in place).**

# Active Shooter

Active shooter situations require law enforcement to take immediate action. Below is an outline of active shooter response strategies. Every incident varies - be flexible in determining which strategy works best in your specific situation. Always consider and prioritize the physical and emotional safety of the youth participants in your care.

- Assess the situation and consider your options:
  - RUN - Leave the scene - If it is safe to do so, exit the building with youth participants, moving quickly and leaving belongings behind. Help and warn others if safe to do so. Go to a safe place and find cover if possible. Take attendance when you arrive at a secure location.
  - HIDE - Find a place to hide - Lock the door and lock and cover windows to the room you are in. Turn out the lights and silence electronic devices. Make the room look as though it is empty. Instruct youth participants to remain calm and quiet. Take attendance of participants if possible. Hide behind objects like desks and cabinets that may provide protection.
  - FIGHT - As a last resort, distract, work together to overwhelm, and disable the shooter.
- When safe to do so, call 911. Provide sufficient information, including the location and number of shooters, description of the shooter(s), weapons used, and number of potential victims.

After the violence has stopped, how will you know it is safe?

- Monitor UT advisories
- You can call 911 to confirm that police are present outside your door/location

You should develop procedures if, after taking attendance, someone is missing during an emergency.

Prior to the start of youth program, the program director should review active shooter procedures.

More information is on the University of Toledo Police Department webpage: <https://www.utoledo.edu/depts/police/>

## **Youth Program Active Shooter Plan Checklist**

- All staff members are aware of and have reviewed the RUN, HIDE and FIGHT situational assessments and when to safely call 911.**
- The Active shooter procedures were reviewed with all staff members.**
- All staff members are aware and have reviewed the attendance procedures and how to monitor UToledo advisories.**
- The Program Director has reviewed any departmental active shooter procedures with staff.**

# Threats of Violence

## *Threatening Phone Call*

The telephone is a frequent source of threats, and you must take all calls seriously. If you receive a threatening phone call:

- Get a coworker to call 911 while you are on the line.
- Keep the caller on the line by asking questions.
- Permit the caller to say as much as possible without interruption. Take notes on everything said and on your observations about background noise, voice characteristics, other observations.
- Notify the program director, or other program administrators as directed.

## *Suspicious Mail/Package*

Mail and packages can deliver potentially hazardous materials. Before opening, take care to examine the item for anything unusual. If a package raises concern:

- Handle with care
- Do not open, smell, touch, or taste any contents of the package
- Leave the area, isolate it by shutting doors behind you, as you leave
- Do not use your cell phone within three hundred feet
- Treat it as dangerous and call 911

## *Bomb Threat*

If you receive a bomb threat over the phone, stay calm, obtain sufficient information from the caller, and report the threat immediately to 911. Be sure to note:

- Precise time of the call
- Caller's exact words and language (well spoken, accent detected, taped, other words, and language)
- Noticeable characteristics of the caller (gender, age, calm/angry, excited/slow, other characteristics)
- Information regarding the device and location
- Background sounds (machine, voices, street noises, music, other sounds)

Ask the person questions, such as:

- Where is the bomb located?
- When will the bomb explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?

## **Youth Program Threats of Violence Plan Checklist**

- All staff members were educated and have reviewed the threatening phone call procedures.**
- All staff members were educated and have reviewed the suspicious mail/package procedures.**
- All staff members were educated and have reviewed the bomb threat procedures.**

# Facility Emergencies

## *Utility Failure*

Utility failures include power outages, gas leaks/unusual odors, or broken/malfunctioning life-safety equipment. In the event of a power outage, campus facilities are frequently equipped with emergency generators to power critical operations and emergency lighting to aid in the safe evacuation.

In the case of a utility failure:

- Always report utility failures to the 419-530-1000 and report your location.
- If the utility emergency poses a public safety threat or emergency, contact 911 and be prepared to provide failure type and location.
- Officials may evacuate a building due to utility failures.
- If not on university property, be aware of the procedures for that facility in case of a utility emergency.
- In the case of a power outage, be prepared:
  - Keep a flashlight with spare batteries immediately accessible
  - Know how to locate the closest exit
- In the event of a large-scale power outage:
  - Remain calm
  - Do not light candles or any other types of flames for lighting
  - Unplug computers and turn off light switches

## *Hazardous Materials Spill*

There are chemicals and other hazardous materials stored and used on campus. Store the materials in locked areas that youth participants will not be able to access during their visit to the campus.

In the rare case of a hazardous materials spill during your program:

- Do not attempt to clean unless professionally trained in managing chemical spills.
- Secure the area, call 419-530-2600 and provide information on location and type of release or spill.
- 

Evacuate all personnel and youth participants from the immediate work and/or laboratory area

## **Youth Program Facility Emergencies Plan Checklist**

- All staff members were educated and have reviewed the utility failure procedures including large scale power outages.**
  
- All staff were educated and reviewed the hazardous materials spills procedures including evacuation plans.**

# Hazardous Weather

Hazardous weather can strike at any time, however, in Northwest Ohio, the winter months are especially active. Events should have a plan in place in the event of hazardous weather. This plan should consider:

## *Thunderstorms/Snowstorms*

Thunderstorms and snowstorms can “pop-up” at any time during the summer months. Typically, they consist of high winds, rain, lightning, and hail. When outdoors:

- Immediately suspend activities and seek shelter inside a fully enclosed building. Open pavilions do not provide adequate shelter from lightening or hail.
- Take attendance every time you move locations
- Monitor UToledo advisories and local media
- Wait for all clear to resume activities outdoors

## *Tornadoes*

Tornadoes occur near the training edge of a thunderstorm but can form without warning. Danger signs include dark greenish sky, large hail, and/or large dark low-lying clouds and a loud roar like a freight train. If your program encounters any of these signs, or an alert from UT or the National Weather Service:

- Immediately suspend activities and seek shelter inside a Tornado Safe Waiting area located in every building. See <https://www.utoledo.edu/depts/safety/docs/EP-08-002.pdf> and <https://www.utoledo.edu/depts/safety/docs/EP-08-002AppendixA.pdf>
- If relocating is dangerous, find a fully enclosed room away from corners, windows, doors, and outside walls.
- Take attendance every time you move locations
- Monitor UToledo advisories and local media
- Wait for all clear to resume activities outdoors

## *Flooding*

Severe thunderstorms can create the potential for flooding in certain areas when multiple inches of rain drop in a specific location in a short amount of time. Once a thunderstorm has cleared, take these additional precautions when traveling through or resuming activities in areas of potential flooding:

- Avoid moving water
- Stay on high ground
- Follow paths indicated by authorities
- Stay clear of roadways to allow emergency workers to assist those in need
- Take attendance every time you move locations
- Wait for all clear to resume activities outdoors; Or end program activities early or cancel program activities if conditions continue to be unsafe
- Communicate procedures for ending early or canceling program ahead of time to parents/guardians

### *Extreme Heat or Cold*

Extreme heat or cold can be the cause of serious health problems if individuals do not take the proper precautions. The best defense against heat- or frost-related illness is prevention. Staying at an even temperature and making simple changes in fluid intake, activities, and clothing during hot or chilly weather can help youth participants and program staff remain safe and healthy. When program activities occur outdoors ensure youth participants and program staff:

- Stay hydrated and drink more water than usual
- Take frequent breaks in a temperate place (taking attendance every time there is a move in locations)
- Slow the pace of any physical activity
- Wear light-colored clothing of the appropriate weight

Check local weather information for up-to-date weather advisories and information. If you are routinely involved in outdoor activities, have a way to check weather information from your location. If you are in a remote location without cellular or internet service, obtain a weather radio (battery operated or hand crank NOAA approved weather radio) for your program.

If a youth participant and/or staff member exhibits **symptoms of heat exhaustion** (i.e. heavy sweating, extreme weakness or fatigue, dizziness/confusion, nausea, cold clammy/moist skin, pale or flushed complexion, muscle cramps, slightly elevated body temperature and fast/shallow breathing) move the individual to a cool place, loosen clothing if possible, put cool, wet cloth on the body, and sip water. If symptoms get worse, last longer than 1 hour, and/or the individual begins vomiting follow the **steps to take in the case of an urgent medical emergency**.

If a youth participant and/or staff member exhibits **symptoms of heat stroke** (i.e., extremely high body temperature above 103°F or higher, hot, red, dry, or damp skin, no sweating, hallucinations, chills, throbbing headache, confusion/dizziness and/or slurred speech):

- Call 911 right away
- Follow the **steps to take in the case of an urgent medical emergency**
- Move the individual to a cooler place
- Help lower the person's temperature with cool cloths
- Do not give the person anything to drink

### **Youth Program Hazardous Weather Plan Checklist**

- All staff members were educated and have reviewed each plan/procedure for inclement weather including thunderstorms/snowstorms, tornadoes, and flooding.**
- All staff members were educated and have reviewed the procedures in relation to extreme heat and frigid conditions and the associated safety precautions and response to symptoms of heat exhaustion and heat stroke.**
- All staff members were educated and reviewed the steps to take during an urgent medical emergency.**

## Lost or Missing Youth Participants

To minimize the risk of a lost or missing youth participants, take attendance at the beginning and end of each program day and any time youth participants move to a new location, and maintain proper staff to youth participant ratios. Keep detailed records of locations where program participants are at all points throughout the program day. You should communicate any changes made to the roster throughout the day to the Program Sponsor/Director and all staff.

If you suspect there may be a lost or missing youth participant, assemble the participants in a common assembly area and match the headcount against the attendance sheet. Ask staff and other youth participants when they last saw the missing participant. Thoroughly and continually search the facility and adjacent outside area(s)

In the event of a lost or missing youth participant:

1. Contact 911 immediately to help find the missing youth participant. Provide the following information:
  - Participant's name, age, phone number (if applicable), and address
  - Physical and clothing description of the participant, pictures of missing person
  - Medical status, if appropriate
  - Time and location participant last seen
  - Person with whom the participant last seen
  - Have youth participant's information including picture, if possible, available for the police upon their arrival
2. Notify Program Sponsor/Director
3. The Program Sponsor/Director should notify the emergency contact listed for the missing youth participant and inform them of the steps taken

### **Youth Program Lost or Missing Youth Participant Plan Checklist**

- All staff members were educated and have reviewed the attendance roster procedures and roll call.**
- Protocol for suspected missing youth participants is in place and was reviewed with all staff members.**

## Field Trips or Travel

To maintain safety of all staff and youth participants while on field trips or otherwise traveling offsite, you should take the following safeguards:

- Obtain the following and keep with staff in written form:
  - Youth participant list by assigned vehicle
  - Supervisor/staff list by assigned vehicle
  - Map of intended route
  - Youth participant's emergency and medical information/supplies, if needed
  - List of important phone numbers (including youth participant's emergency contact information and supervisor/staff phone numbers)
  - Instructions about what to do in case of potential emergencies. Share the location of these instructions with youth participants in case staff are unable to use it (i.e., staff injured in a traffic accident)
  - Appropriate mass assembly locations at/near your travel destinations, in case of emergency
- Seat staff throughout the vehicle during transport
- Assign a designated meet up location at the field trip destination communicated to all the youth participants in case of separation
- At least one staff person should have [Government Emergency Telecommunications Service \(GETS\)/Wireless Priority Service \(WPS\)](#) authorization.
  - Contact University Compliance, Ethics, and Risk to obtain authorization.
- Bring first aid kit and address any medical needs
- In the case of an emergency:
  - Call 911 if emergency medical treatment or police required
  - Contact Program Sponsor/Director and other administrative personnel as needed to provide updates and actions taken
  - Program Sponsor/Director will contact parents/guardians and give updates of actions taken and indicate any change to meeting locations or pick-up times

### **Youth Program Field Trip/Travel Plan Checklist**

- All staff members were educated and have reviewed the necessary forms/information that are to be on hand during field trips.**
- Staff placement during transportation was reviewed.**
- Designated meeting plans were created and reviewed in case of separation from a youth participant.**
- A Staff member with Government Emergency Telecommunications Service (GETS)/Wireless Priority Service (WPS) authorization was identified.**
- Field trip first aid kit was created (if applicable).**
- Procedures for offsite emergency preparedness were reviewed with each staff member.**

# Reunification

In the wake of an emergency or disaster, reunifying youth participants with their parents/guardians is a top priority. These considerations can help you create a reunification plan shared with staff and parents.

- 1) Work with the Office of Public Safety to designate a specific location for youth participants within mass assembly areas
  - When identifying an area, you may want to consider:
    - an area that allows for multiple youth groups to congregate together
    - proximity to supplies and support
    - proximity (as is possible) to reunification points (for parents/guardians)
  - Designate secondary assembly points, in case the primary assembly point is inaccessible during an emergency.
- 2) Create signage to facilitate easy identification of youth participants by first responders and parents/guardians within mass assembly areas. Include sign-making supplies, or pre-made signs, in your emergency supply kit.
- 3) Reuniting parents/guardians with their youth participants
  - Create a plan to release the youth participant to their parent/guardian
    - What documentation/identification is necessary to release a youth participant to an adult?
    - Staff must document who the youth participant left with: how and where to collect this information?
    - If a youth participant receives first aid or other care somewhere else, designate a staff person to accompany them to that location. How will you communicate such designations/departures from the assembly point among staff?
  - Minors aged sixteen and older may leave independently once contacting a parent/guardian and it has been determined the outside environment is safe for travel.
    - Will your program allow this? If so, how, and where to document these departures?
- 4) Communication to parents/guardians with information on emergency response and reunification
  - Communicate to parents/guardians in orientation/handbook about reunification location and procedures
    - Procedure for releasing youth participant to parent/guardian and necessary documentation to facilitate release
    - Expectations for experience at assembly points (e.g., traffic congestion, delays in reunification as staff follow procedures to ensure youth safety, other assembly points).
    - Communicate to parents/guardians in orientation/handbook about the main methods you will use for communication after an event
  - Collect multiple modes of contact information from parents/guardians (phone numbers, email addresses, additional emergency contacts)
  - Use more than one mode of communication to parents/guardians
    - Text, phone call, or email to parents/guardians
    - Message left on a designated voicemail
    - Notification on program website (e.g., banner at top of page) and/or social media pages, as applicable

- Consider sending periodic updates to reassure parents/guardians of the well-being of their youth participant during the post-emergency reunification process. Even if there is no news it can be helpful to communicate and let parents/guardians know that things are status quo.
  - Who and how should parents/guardians communicate to program staff or other emergency responders? Parents/guardians should not call the University of Toledo Police Department, as this interferes with dispatch. Parents should only call 911 to report emergencies, not to request information.

5) Assign staff roles to support the reunification process in your emergency planning, and train staff accordingly.

### **Reunification Plan Checklist**

- The UToledo Office of Public Safety was contacted to designate a specific location for youth participants within mass assembly areas including designated secondary assembly points.**
- Sign-making supplies or pre-made signs were included in the program’s emergency supply kit to facilitate easy identification of youth participants by first responders and parents/guardians within mass assembly areas.**
- A plan to release youth participants to their parent/guardian were created and reviewed by all staff members (including exceptions for participants ages sixteen and older if the program allows).**
- A method for communication to parents/guardians with information on emergency response and reunification was created and reviewed with all staff members.**
- Staff roles were assigned to support the reunification process in an emergency and were reviewed with all staff members.**

## After an Emergency

Following an emergency, it is important for youth programs to address the impact of the emergency on both their youth participants and their staff. It is also an appropriate time to review and revise your emergency plans or program operations or organization – based on your experience during and after the emergency.

Helping return a sense of normalcy and routine can be an important safeguard for youth participants following the disturbance and potential trauma of an emergency. Programs can implement simple steps to build resilience among their youth participants and help them cope with their emotional and physical needs. Resources to assist programs in doing this work include:

- [SAMHSA's Tips for Talking with and Helping Children and Youth Cope After a Disaster or Traumatic Event](#)
- [FEMA and the American Red Cross: "Helping Children Cope with Disaster"](#)
- [Save the Children's "Journey of Hope" and "Shelter from the Storm" programs](#)
- Mercy Corps' "[My Hurricane Story](#)" (natural disaster focus, i.e., tornado)

Staff may also need additional support coping with their experiences and returning to their duties. Consider convening group meetings, with relevant experts or resources in attendance, to debrief the events and responses.

- [CDC's Emergency Responders Tips for Care](#)
- [UToledo Employee Assistance Program \(EAP\)](#)
- [UToledo Rocket Health Services](#)
- [UToledo Counseling Center](#)
- [UToledo Title IX Office](#)

### **Post-emergency plan for staff and participant care checklist**

- All staff members were educated and have reviewed support resources available to assist youth with emotional and physical needs following an emergency.**
- All staff members were educated and provided support services resources available for staff.**
- Following an emergency event, the Emergency Preparedness Plan/program operations review was completed.**

## Suspected Abuse and Sexual Misconduct

The University of Toledo is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sex discrimination, sexual harassment (including actual or attempted sexual assault; domestic violence; dating violence, child abuse and stalking) and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity.

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits sex discrimination. The University encourages the reporting of sex discrimination, sexual harassment (including actual or attempted sexual assault; domestic violence; dating violence; and stalking), or retaliation that may occur in its programs or activities, to ensure that the University has an opportunity to address prohibited conduct. Make a report made by completing a complaint form or by contacting the Title IX Coordinator, Vicky Kulicke. University employees are mandated reporters (refer to Title IX Policy for exceptions) for Title IX. As a university employee, you receive an incident, you must share the information you have with the Title IX Office. This enables the Title IX Office to follow up with the parties involved to ensure Title IX protects all rights.

### When to Report and Who to Contact

When there is reasonable suspicion of child abuse, battery, neglect, or sexual exploitation, or when circumstances clearly indicate potential or actual abuse, battery, neglect or sexual exploitation of a child based on statements made (not necessarily the child in question) with whom the provider has an official or professional relationship with, will immediately report this information about the sick or injured child or the potentially sick or injured child by telephone or in person to law enforcement or children’s services authorities in the county in which the child, or children, resides:

Lucas County: Lucas County Children’s Services Board

Intake and Investigations

Hours: 24 hours per day/7 days per week

419-213-3400

Note: Children’s Services Board will obtain any Juvenile Court order for treatment, if necessary.

### Order of reporting

First call: 911 (child in imminent danger) or Children Services Agency (not imminent danger).

- If child is in imminent danger (witnessing life threatening or abuse), call the local law enforcement authority at 911; or
- If the child is not in imminent danger, call Children Services Agency: 855-O-H-CHILD (855-642-4453), which is a 24-hour automated telephone directory that will link callers directly to a child welfare or law enforcement office in their country. Contact municipal or county peace officers as an alternative to Children Services.

Second call: University Police at 419-530-2600

Detailed Report: The faculty, staff, appointee, student, student employee, graduate assistant, or volunteer must then notify Risk Management by email within one business day. For consultation regarding reporting, or if there are questions on the process or needing other support, please contact Risk Management.

### **Suspected Abuse and Sexual Misconduct Checklist**

- All staff members have been educated, reviewed the sexual misconduct, and suspected abuse information.**
- All staff members were educated and reviewed the reporting procedures and are aware of when to report and to whom to report.**

Suspected Child Abuse Policy: <https://www.utoledo.edu/policies/utmc/administrative/pdfs/3364-100-45-14.pdf>

If you are concerned for your safety or the safety of others, call the police immediately

On-campus situations: Call UToledo Police at 911

Center for Visual Arts, Lake Erie Center and off-campus: Call local police at 911

Anonymous crime reporting to UToledo Police: Complete online report

Division of Student Affairs senior leader on-call: Call 419.343.9946

### **Title IX Information:**

<https://www.utoledo.edu/title-ix/>

Title IX Office (Non-Confidential) 419.530.4191

Assists the University Community through the investigation process of incidents of sexual misconduct. Located in Snyder Memorial 1120.

Vicky Kulicke

Director, Title IX and Compliance & Title IX Coordinator

Snyder Memorial Hall, Room 1120

SM 1120-B

Mail Stop: 137

419.530.4930

Email: [Vicky.Kulicke@utoledo.edu](mailto:Vicky.Kulicke@utoledo.edu)

