

A decorative graphic consisting of several thick, orange, wavy, flame-like or leaf-like shapes arranged in a circular pattern around the central text.

Working with Minors

This training has been created in compliance with University Policy 3115, on Camps and Other Programs Involving Minors. All sponsors of said programs must complete this training module in addition to the training provided for Authorized Adults.



Welcome to James Madison University!

Each summer, JMU Conference Services opens its doors to thousands of participants for a variety of different camps and conferences. While the ultimate responsibility for effectively managing a camp or conference lies with the sponsor, our goal is to provide outstanding customer service in order to facilitate that endeavor. With that in mind, we take extra care when handling programs that bring us youth and minor participants. Enclosed is information regarding camps with minors, staff training, and forms and resources.

While we have tried to be thorough, this information is not meant to be the definitive source for supervising your program participants. Should you have any questions at all, you should also check with the appropriate authorities or seek expert counsel.

We are excited to have you at the campus of James Madison University and look forward to assisting you in orchestrating a successful event. Please contact JMU Conference Services directly if we can further assist you in managing your event.

Sincerely,

Joyce Bentz

Assistant Director, JMU Conference Services

Caroline Suddith

Conference Coordinator, JMU Conference Services

Part 1: Guidelines for Hosting Camps with Minors

In addition to abiding by all applicable federal, state, and local laws, conducting camps with minors poses unique challenges regarding safety. In contracting with James Madison University to host a summer camp or conference, you have agreed to abide by specified rules and regulations and you have also accepted responsibility for knowing and relaying all suggested guidelines listed below to camp authorized adults.

For the purpose of these suggested guidelines, “authorized adults” can be defined as individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in programs or in recreational and/or residential facilities associated with the programs. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults’ roles may include positions as counselors, chaperones, coaches, instructors, drivers, etc. Authorized Adults are considered to be mandatory reporters of child abuse and neglect, as defined by Virginia law.

Recommended Guidelines and Procedures

A sponsoring unit offering or approving a program which involves minors or a non-university group which has been approved to sponsor a program which involves minors, including overnight and day programs, are highly encouraged to:

- a. Establish a procedure for the notification of the minor’s parent/legal guardian in the case of an emergency.
- b. Provide a list of all program participants and a directory of program staff to Conference Services who will share this information with the JMU Public Safety office. The list should minimally include: participants’ names, local room assignments (if applicable), gender, and emergency contact information.
- c. Provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program.
- d. Obtain a completed Medical Treatment Authorization form from each program participant. All forms should include the following:
 - i. A statement informing the parent/legal guardian that James Madison University does not provide medical care or medical insurance for the minor.
 - ii. A statement authorizing the release of medical information and emergency treatment in case the parent/legal guardian contact cannot be reached for permission, along with the name and contact information for the minor’s physician and insurance information.
 - iii. A list of any physical, mental or medical conditions the minor has, including any allergies that could impact her / his participation in the program.
 - iv. All emergency contact information including name, address and phone number of the emergency contact.
- e. Develop and publish a policy and procedure for the possession and distribution of approved medications for minors while attending the program.
- f. Arrange to have either first responders or emergency medical services access to all locations used in conjunction with the program.
- g. When working in JMU laboratories, follow appropriate safety measures adopted by James Madison University for all laboratory and research work performed in the program.
- h. Ensure adequate supervision of minors while they are on university property. All programs involving minors must be supervised by at least two or more Authorized Adults or by the minor’s parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining “adequate supervision” are the number and age of participants, the activities involved, type of housing if applicable, and age and experience of the counselors.

- i. Develop and make available to participants the rules and discipline measures applicable to the program. Program participants and staff must abide by all university regulations and may be removed from the program for non-compliance with the rules. Rules must include, but are not limited to:
 - i. The possession or use of alcohol and other drugs, tobacco products, fireworks, guns and other weapons by any Authorized Adult or participant is prohibited. (Policy 1111, Smoking, Policy 1105. Weapons, Policy 1110, Alcohol and Other Drugs)
 - ii. The operation of a motor vehicle by minor participants is prohibited while attending and participating in the program.
 - iii. The parking of program staff and participant vehicles must be in accordance with university parking regulations.
 - iv. Rules and procedures governing when and under what circumstances participants may leave university property during the program must be specified. In no circumstances may minors be allowed to leave university property without being accompanied by appropriate Authorized Adults.
 - v. No violence by any Authorized Adult or minor, including sexual abuse or harassment, will be tolerated (Policy 1324, Discrimination and Harassment).
 - vi. Hazing of any kind by any Authorized Adult or minor is prohibited. Bullying, including verbal, physical, and cyber bullying, are prohibited.
 - vii. No theft or other criminal activity by any Authorized Adult or participant will be tolerated.
 - viii. Misuse or damage of university property by any Authorized Adult or participant is prohibited. Criminal charges will be brought against individuals who are responsible for damaging or misusing University property.
 - ix. The inappropriate use of cameras, imaging, and digital devices by any Authorized Adult or participant is prohibited, including but not limited to use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
- j. If the sponsoring unit is a JMU Hosting Organization or JMU Sponsoring Unit, obtain all appropriate media and liability releases as part of the program registration process. All data gathered concerning participants shall be kept confidential, is subject to records retention guidelines, and shall not be disclosed without the permission of the minor's parent or guardian, except as provided by law.
- k. Assign a staff member who is at least 21 years of age to be accessible to participants at all times during the program. The staff member should reside in the housing unit with the minors during the program, if applicable. Additional Authorized Adults should be assigned to ensure inappropriate one-on-one contact with minors does not occur, and that appropriate levels of supervision are implemented.
- l. Ensure that criminal background checks on all Authorized Adults participating in the program are satisfactorily completed. All Authorized Adults who have direct contact with minors are required to have a current background check on record with James Madison University or sponsoring unit at the time of hire and/or before beginning work with minors. This background check must be reviewed and approved by the applicable hosting organization prior to the Authorized Adult being hired and/or working with minors.
- m. Adopt and implement rules and regulations for proper supervision of minors in university housing. The following should be included:
 - i. Written permission signed by the parent/guardian for the minor to reside in James Madison University housing.
 - ii. The program must comply with all security measures and procedures specified by JMU Conference Services and JMU Public Safety.

Additional rules and regulations should address:

- i. An age-appropriate curfew time for the participants.
- ii. In-room visitation restrictions to participants of the same gender.
- iii. Guest visitation: Guests of participants (other than a parent/legal guardian and other program participants) should be restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.

- n. Provide and supervise trained Authorized Adults in accordance with the following:
 - i. The ratio of Authorized Adults to program participants must reflect the gender distribution of the participants.
 - ii. Training for the Authorized Adults must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/ emergency responses; safety and security precautions; confidentiality issues involving minors; and university responsibility/liability. Authorized Adults must know how to contact local emergency services and how to report suspected child abuse (counselors are considered to be mandatory reporters as defined by the Code of Virginia §63.2-1509).
 - iii. Responsibilities of the Authorized Adults must include, at a minimum, informing program participants about safety and security procedures, university rules, rules established by the program, and behavioral expectations. Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.
- o. Require each Authorized Adult who will be participating in a program covered by this policy to attend training on the conduct requirements of this guide, on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities. If a program participant discloses any type of assault or abuse (at any time previous to or during the program), or an Authorized Adult has reason to believe that the participant has been subject to such assault or abuse, the Authorized Adult, as a mandatory reporter under Code of Virginia §63.2-1509, must inform the program director, JMU Public Safety, and other appropriate offices/agencies immediately. Authorized Adults must make all reasonable efforts to ensure the safety of minors participating in programs and activities, including removal of minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.
- p. Ensure Authorized Adults participating in programs involving minors do not:
 - i. Have inappropriate one-on-one or electronic contact with minors.
 - ii. Engage in abusive conduct of any kind neither with a minor nor in the presence of, a minor.
 - iii. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.
 - iv. Pick up minors from or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
 - v. Provide alcohol or illegal drugs to any minor.
 - vi. Provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment.
 - vii. Make sexual materials in any form available to minors participating in programs or activities covered by this policy or assist them in any way in gaining access to such materials.
- q. Ensure, in the event of an allegation of inappropriate conduct being made against an Authorized Adult participating in a program, that the Authorized Adult discontinue any further participation in programs until such allegation has been satisfactorily resolved.

Authorized personnel/signatories for non-university groups using James Madison University facilities must provide to JMU Conference Services satisfactory evidence of compliance with all of these guidelines prior to the scheduled use of university facilities, as well as sign an approved agreement for use of James Madison University facilities, if applicable. Academic or administrative unit heads sponsoring a program must sign off on adherence with these guidelines prior to the scheduled program.

Part Two: Training Your Staff

The following information has been compiled as a supplemental resource for use in training camp and conference staff. It includes detailed information on how to best respond to certain emergency situations while on the campus of James Madison University. We have also included, in its entirety, the official university policy on reporting suspected child abuse and neglect. While this policy officially pertains to JMU faculty and staff, it is important to note that State law considers any adult working with minors in an official capacity to be mandatory reporters.

All camps should have an emergency plan that has been discussed with all staff prior to check-in.

Cell Phones and Emergency Services

Due to routing processes, the preferred method for obtaining emergency services on campus is to dial "86911" from a campus phone. Alternately, dialing 911 from any cell phone will generate the appropriate response.

For non-emergencies call the JMU Police Department at 540-568-6913 or the Harrisonburg Police Department at 540-434-4436.

Emergency Notification Systems

In the event of a dire emergency, JMU utilizes the MadahCom emergency notification system. This is a system of four horns that sounds an attention blast followed by verbal instructions. If the system should alert you, please follow all directions calmly and quickly.

Theft Prevention

Dorms: Bedroom doors must be locked manually with a key. The easiest way to prevent theft is to lock bedroom doors. A second way to prevent theft is to eliminate tailgating. "Tailgating" or "piggy-backing" is when a residence hall elevator or entrance door is held open for someone without proper identification.

Campus Facilities: Do not leave belongings unattended. Meeting room space must be locked and secured when not in use. All mediated classrooms and lab space must be locked when not in use. Remember to always leave valuables locked in your dorm room and not bring them to meeting spaces unless absolutely necessary.

Medical Emergencies

In the event of a medical emergency:

1. Call JMU Public Safety at 540-568-6911 (preferred) or 911.
2. Do not attempt to move an injured person who may have neck and/or spinal injuries.
3. Keep the person calm and comfortable.
4. Keep spectators at a distance.
5. Limit communication with the person to quiet reassurances.
6. Do not give fluids.
7. Be prepared to answer questions from emergency responders regarding patient age, gender, symptoms, etc.
8. Notify Conference Services at 540-568-3606.

Local Health Resources

Rockingham Memorial Hospital	2010 Health Campus Dr	540-689-1000
Emergicare	755 Cantrell Ave	540-432-9996
Harrisonburg Community Health Center	1380 Little Sorrell Dr, #100	540-433-4913
CVS Pharmacy	1100 S. High St.	540-433-1158
Rite Aid Pharmacy	1420 S. Main St	540-434-7341

Civil Disturbance

In the event of a fight, protest, or other civil disturbance, take the following actions:

1. Call JMU Public Safety at 540-568-6911 (preferred) or 911.
2. If safe to do so, attempt to calm the situation. Do not get involved in a physical altercation.
3. Keep bystanders clear of the area.
4. Notify Conference Services at 540-568-3606.

Building Emergency

In the event of a building maintenance emergency such as a broken water pipe, power outage, natural gas leak, broken entrance door, elevator entrapment, etc., take the following actions as appropriate:

1. Call the Conference Services office at 540-568-3606.
2. If a person safety hazard exists such as a natural gas leak, implement Evacuation Procedures (pg. 9).
3. Beware of possible electrocution hazards. Never attempt to unplug an electrical device in a flooded area.

Blood Borne Pathogen/Bodily Fluid

If you encounter vomit or other bodily fluids that may contain blood born pathogens:

1. Do not attempt to clean up the substance.
2. Keep the immediate area clear.
3. Notify Conference Services at 540-568-3606 and they will notify housekeeping.
4. If physical contact with the substance has occurred, wash affected area vigorously with soap and flowing water for at least 20 seconds.

Lightning/Thunderstorm

In the event of severe weather, listen for the Weather Grid Lightning Prediction System's audible air horn alarms. A single 15-second air horn blast means **danger**; seek shelter inside a building until notified by James Madison University officials that it is safe to leave. Three 5-second air horn blasts mean **all clear**; resume normal activity.

If flooding occurs, seek higher ground, avoid walking through water, and stay away from electrical lines and devices.

Media Relations

Notify Conference Services with any information at 540-568-3606.

Avoid "no comment" or other statements that may be perceived as antagonizing by the media.

For external camps and conferences: It is best if the camp or conference designates one individual who will act as a spokesperson in an emergency situation.

For JMU departments and organizations: If you are contacted by a member of the press regarding an emergency situation, put them in touch with the JMU Director of Public Affairs, who can be contacted at 540-568-5322.

Hazardous Material Release

If you are involved in or become aware of a hazardous material release in your building or area, take the following actions:

1. Remain calm.
2. Call JMU Public Safety at 540-568-6911 (preferred) or 911.
3. If the material release is outside of the building, remain inside.
4. Evacuate the immediate area.
5. If necessary, initiate Evacuation Procedures (pg. 9). Remain upwind of the building.
6. Notify Conference Services at 540-568-3606.

Suspicious Package or Mail

Signs of a suspicious package include excessive tape, oily stains, discoloration, strange odors, misspelled words, excessive postage, addressed with title only, incorrect title, no return address, etc. If you receive such a package or observe an unattended package, take the following actions:

1. Do not touch or attempt to open the package.
2. Do not attempt to identify, touch, or clean up spilled substances.
3. Calmly alert all nearby individuals and evacuate the immediate vicinity.
4. If physical contact with a suspicious substance occurs, wash affected area vigorously with soap and flowing water for at least 20 seconds.
5. Call JMU Public Safety at 540-568-6911 (preferred) or 911.
6. Take no further action unless directed to do so by emergency personnel. Doing so may incite panic.
7. Notify Conference Services at 540-568-3606.

Fire/Fire Alarm

If you discover a fire:

1. Activate fire alarm pull station.
2. Call JMU Public Safety at 540-568-6911 (preferred) or 911.
3. Extinguish the fire if you have been trained and it is safe to do so.
4. Do not let the fire get between you and the exit; avoid closets, dead-end hallways, etc.
5. Stay on the scene until fire department personnel arrive.
6. If fire becomes unmanageable or situation becomes hazardous, implement Evacuation Procedures (pg. 9).
7. If time and situation permits, turn on lights and close doors and windows as you evacuate.
8. Contact Conference Services at 540-568-3606 to notify about the situation.

If the fire alarm sounds:

1. Call JMU Public Safety at 540-568-6911 (preferred) or 911.
2. Implement Evacuation Procedures (pg. 9).
3. If time and situation permits, turn on lights and close doors and windows as you evacuate.

Evacuation Procedures

Evacuate during a fire alarm, bomb threat, natural gas leak, or when directed by JMU Public Safety or other James Madison University official.

Guidelines:

1. Remain calm.
2. Do not inform building occupants of the nature of the problem, as this may incite panic.
3. Do not use elevators.
4. Individuals refusing to leave should be advised of the danger and the potential for fines.
5. Building tenants are responsible for evacuating their respective areas.
6. Do not re-enter the building until authorized to do so by the fire department or JMU Public Safety

Procedures:

1. If the fire alarm has not already sounded, activate the nearest fire-alarm pull station.
2. Notify JMU Public Safety of the emergency by calling 540-568-6911 (preferred) or 911.
3. Clear the building in a calm, orderly manner.
4. Assist handicap personnel out of the building or the necessary to the nearest "Area of Rescue Assistance."
5. Direct people who have exited the building to the designated assembly area or a point at least 500 feet from the building.
6. Obtain an evacuation report from tenants and make your best attempt at a roll call.
7. Upon their arrival, report to fire department personnel the status of the evacuation and provide them with any available information regarding the emergency.
8. Prohibit re-entry into the building until authorized by fire department personnel or JMU Public Safety.

Bomb Threat

If you receive a bomb threat:

1. Remain calm.
2. Attempt to keep the caller talking while you complete the bomb threat checklist below.
3. Initiate Evacuation Procedures (see above).
4. Call JMU Public Safety at 540-568-9611 (preferred) or "911".

Questions to ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?

5. Why did you place/mail the bomb?
6. What is your name?

As extra help for the police, try your best to identify background sounds during the call, such as machines, street noises, animals, music, static, etc. It can help locate the area where the call is being made from and even about the threat itself. Another important tip is to be aware of the voice characteristics about the caller. Characteristics such as loud, fast, male, female, angry, deep, stutter, crying, or even an accent can help identify the caller.

Gunman/Intruder

If you encounter a gunman or intruder:

1. Call JMU Public Safety at 540-568-6911 (preferred) or 911.
2. Do not engage the intruder.
3. Take one of the following actions:
 - a. Lock or barricade yourself in a room.
 - i. Do not evacuate the building by activating the fire alarm pull station.
 - ii. Cover windows within line of sight to the hallway.
 - iii. Close blinds and curtains.
 - iv. Stay away from doors and windows.
 - v. Turn off lights and audio visual equipment.
 - vi. Keep everyone calm, quiet, and together.
 - vii. Remain in the room until police arrive. Do not open the door without confirmation that the person is in fact a police officer. If necessary, call JMU Public Safety at 540-568-6911 to verify that an officer is at the door.
 - b. Run.
 - i. If you can make it safely away from the area or outside of the building by running, then do so.
 - ii. Keep hands elevated and open palms visible.
 - iii. Do not run in a straight line.
 - iv. Keep obstacles such as furniture, plants, and vehicles between the hostile intruder and you.
 - v. When clear of the area, summon help and warn others.
 - c. Hide.
 - d. Play dead.

If caught by the intruder, take one of the following actions:

- a. Cooperate.
 - i. Stay calm.
 - ii. Do not look the intruder in the eye.
 - iii. Obey all commands.
- b. Fight back.
 - i. This is a dangerous last option.

Regardless of the actions taken, when police arrive, place your empty hands in the air and obey all commands.

Elevator Information

Elevators should never be used in the event of an emergency. Participants should be informed that elevator outages do occur and JMU Conference Services should be notified whenever an elevator is out of service. Participants should also be informed that misuse of the elevator is the number one cause of elevator outages. If participants should become trapped in an elevator, they should stay calm and contact Conference Services at 540-568-3606. Do not contact Emergency Services unless a participant is in a life-threatening situation or becomes hysterical.

Reporting of Suspected Child Abuse and Neglect

This policy applies to JMU employees, faculty, and staff.

Policy 1406

Reporting Suspected Child Abuse or Neglect

Current Version Approved: October 2012

Responsible Officer: Director of Human Resources

1. Purpose

The purpose of this policy is not only to comply with relevant state laws related to the mandatory reporting of suspected child abuse or neglect, but to recognize the responsibility of the university to provide a safe environment for children.

2. Authority

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia section 23-164.6;23-9.2.3. The Board has delegated the authority to manage the university to the president.

State or Federal Statute and/or Regulation

Code of Virginia §63.2-1509 provides that all employees of a public or private institution of higher education are required to report instances of child abuse or neglect.

3. Definitions

Abused or Neglected Child

Code of Virginia §63.2-100 defines an abused or neglected child as any child under 18 years of age whose parent or any person responsible for his or her care:

- a. Causes or threatens to cause a non-accidental physical or mental injury, or allows such an injury;
- b. Allows a child to be present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- c. Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing or health care;
- d. Abandons the child;
- e. Neglects or refuses to provide adequate supervision in relation to a child's age and level of development;
- f. Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- g. Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution or allows a child to be used in any sexually explicit visual material.

Mandated Reporter: Certain individuals required by law to report suspected instances of child abuse or neglect.

Social Services: The Virginia Department of Social Services.

University Employee: All employees of the university, whether classified or non-classified, full-time or part-time, salaried or hourly, this also includes all instructional and administrative and professional faculty members.

4. Applicability

This policy applies to all university employees unless otherwise noted.

5. Policy

Any university employee, who in their official or professional capacity, has reason to suspect that a child is an abused or neglected child, is required to report the matter as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect.

6. Procedures

6.1 Communication of Policy

The provisions of this policy will be communicated to employees using the following methods:

- a. During Onboard at JMU sessions
- b. During New Employee Orientation sessions

In addition, members of the HR Service Center will be available to discuss the provisions and procedures of the policy with employees.

6.2 Reporting Incidences

Reports of suspected child abuse and/or neglect must be submitted by the employee to the Department of Social Services in the locality in which the child resides or where the abuse or neglect is believed to have occurred, or to the Department of Social Services (DSS) toll-free child abuse and neglect hotline (1-800-552-7096). If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

Additionally, James Madison University employees may also report suspected child abuse or neglect to their supervisors or other university officials, including Public Safety (540-568-6912), Human Resources (540-568-6165), or a member of their department's administration. Such an internal report will relieve the employee of the responsibility of reporting the matter to Social Services if the employee received the information in the course of his or her professional services to the university. In that case, the internal report made by the employee to the supervisor, public safety officer, or department head shall be forwarded immediately by the university official receiving the internal report to HR. HR shall forward the report to Social Services. HR will disclose the name of the employee(s) reporting the incident of suspected child abuse/neglect to DSS officials.

Human Resources will then notify the reporting employee the date the report is forwarded to Social Services, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the employee who made the initial report.

6.3 Investigations

The employee who suspects child abuse or neglect shall disclose all information that is the basis for his or her suspicion to Social Services, and upon request, shall make available any information, records, or reports that document the basis for the report. All employees who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g).

7. Responsibilities

All employees are responsible for reporting suspected child abuse and/or neglect under the terms of this policy and state law.

Human Resources is responsible for the management of this policy, including overseeing the reporting of suspected incidences to Social Services on behalf of the institution, and notifying the reporting employee of the process and the results for such reports.

8. Sanctions

According to Code of Virginia §63.2-1509(D), an employee who fails to file a report as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures, not less than \$1,000. In cases evidencing acts of certain crimes of sexual assault, a person who knowingly and intentionally fails to file a report shall be guilty of a Class 1 misdemeanor. An employee who makes or causes to be made a report of child abuse or neglect that he knows to be false shall be guilty of a Class 1 misdemeanor.

Regarding university discipline, sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

9. Exclusions

An attorney who is employed by a public institution of higher education is not required to report information obtained in the course of providing legal representation to a client under this policy.

A regular minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination, usually referred to as a church, is not required to report information required by the doctrine of the religious organization or denomination that is to be kept in a confidential manner.

No employee is required to make a report if he or she has actual knowledge that the same matter has already been reported to the local department or the Department's toll-free child abuse and neglect hotline.

10. Interpretation

The authority to interpret this policy rests with the president and is generally delegated to the Director of Human Resources.

Part Three: Sample Forms and Resources

The documents and forms on the following pages are not required documents from JMU Conference Services, but are included as references for use in your camp planning and execution.

Sample Agenda for the First Camp Meeting

Welcome

- a. Introduction of chaperones/camp staffers
- b. Medical staff if applicable

Campus FYI's

- a. General Camp and Campus Rules
- b. Inform staff and campers of the routes to places of interest including:
 - i. Dining halls
 - ii. Meeting spaces
 - iii. Extracurricular facilities

Meal/Access Cards and Key Information

- a. Safety Precautions
 - i. Tailgating or Piggybacking: Never allow someone you do not know enter the building. Any campus staff members that need access will have an access card allowing them entrance.
 - ii. If someone suspicious has entered the building, do not let them follow you into an elevator or stairwell. Notify a chaperone or camp staff.
 - iii. Always lock your door when leaving your room or when you are sleeping.
 - iv. Do not share meal cards.
- b. Do not switch keys or rooms without approval from both camp staff and the camp's Conference Coordinator.
- c. Lost Meal/ Access cards and/or keys should be reported immediately to Conference Services.
 - i. \$20 lost key fee
 - ii. \$10 lost meal card fee

On Call Conference Services

- a. Conference Services is on call 24 hours a day at 540-568-3606.
- b. Services: Information and assistance with any campus-related questions, emergency assistance, room switches, room lockouts, lost key and meal access cards, phone numbers, elevator outages, late check-ins and early check-outs.
- c. Conference Services should be notified in the event of any medical, fire, or security emergencies.

Elevator Usage

- a. Elevators have a limited load. If this load is reached, the elevator can get stuck, trapping campers until a technician arrives.
- b. Horseplay can also cause elevator outages.
- c. If an elevator does get stuck, notify Conference Services at 540-568-3606.
- d. Never use an elevator in an emergency.

Medical Release/Permission Form

Name: _____

Name Preferred: _____ Sex: _____ Birthdate: _____

Health Insurance Company: _____ Policy #: _____

Insured's name: _____

Allergies: _____

Required medications/dosage: _____

Dietary needs: _____

Parent/Guardian Information:

If parents live at different addresses, list both, and indicate which is the primary residence

Name: _____

Address(es): _____

Home phone(s): _____

Work Phone(s): _____

Person to notify in case Parent/Guardian cannot be reached:

Name: _____ Relationship: _____

Home phone: _____ Work phone: _____

Parent/Guardian Authorization:

Parental Consent: I give full permission for my child to attend _____ held at the James Madison University on the dates of _____ to _____.

I **DO/DO NOT** (circle one) give my permission for photographs or video footage of my child to be used by _____ for promotional purposes.

Transportation Release: I give full permission for my child to be transported to activities off site and away from James Madison University, riding in approved vehicles, with approved drivers and to attend and participate in camp-sponsored activities off site.

Medical Release: I also give permission to the leaders of this program to secure emergency medical or surgical treatment for my child if there is insufficient time to contact me, and to secure routine, non-surgical medical care as needed.

Waiver Of Liability: I agree to indemnify, release and hold harmless _____ [name of camp], James Madison University, the State of Virginia, and their respective officers, agents, employees and volunteers from any and all costs, liabilities, expenses, claims, compensation, demands, or causes of action on account of any loss or damage to person or property of the aforementioned child arising out of or in connection with his/her participation in the aforementioned camp and related camp activities.

Parent/Guardian Signature: _____ Date: _____

Incident Report Form

Please complete the following information within 48 hours of any incident involving injury to or affecting the health or safety of a participant. If there are any witnesses involved, please obtain a statement from each individual indicating his/her recollection of the incident. Upon completion of this form, please forward a copy to the JMU Conference Services.

Incident Information

Camp/Program Name: _____

Counselor/Reporting Party: _____

Telephone Number: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Injured/Involved Parties: _____

Address: _____ Telephone Number: _____

Parent/Guardian Name: _____

Injured/Involved Parties: _____

Address: _____ Telephone Number: _____

Parent/Guardian Name: _____

Description of Incident: _____

Did University Police Respond? Yes No

If Yes: Officer Responding: _____

 Incident Report Number: _____

Did Anyone Receive Medical Attention? Yes No

If Yes: Where: _____

 Transport Provided By: _____

Witness(es):

(Please note the name and contact information for any witnesses to the incident)

Name: _____ Telephone Number: _____

Address: _____

Name: _____ Telephone Number: _____

Address: _____

Signatures:

Camp Sponsor: _____ Date: _____

Camp Emergency Planning Worksheet (1 of 2)

For each facility used by your camp or conference, your Emergency Action Plan (EAP) needs to include, at a minimum, a designated assembly area if you should need to evacuate, a designated individual or role (i.e., camp counselor / director) who will be in charge of taking roll call, and a designated individual in charge of reporting to Public Safety.

General Camp Information

Conference Name: _____ Conference Dates: _____

Assigned Residence Hall(s): _____

EAP(s): _____

Dining Hall: _____

EAP: _____

Meetings Space / Athletic Field Space: _____

EAP(s): _____

Contact Information (Required)

On-site Emergency Contact Name: _____ Cell Phone: _____

Secondary on-site Emergency Contact Name: _____ Cell Phone: _____

Primary Conference Coordinator Name: _____ Office Phone: _____

Cell Phone: _____

Home Phone: _____

Contact Information (If Applicable)

Conference / Camp Main Phone Line: _____ Phone: _____

Secondary Conference Coordinator Name: _____ Phone: _____

Camp Emergency Planning Worksheet (2 of 2)

Please answer the following "In Case of Emergency" questions:

- a. Who will have the most up to date roster of staff and participants? (Include contact info.)
- b. Who will have participant/staff health information? (Include contact info.)
- c. Who will account for all participants and staff? (Include contact info.)
- d. If you have a youth program, how will you communicate with parents?
- e. Do you have staff trained to perform rescue or medical duties during an emergency? If so, what training do they have?
- f. Who do your participants contact in the event of an emergency? (Include contact info.)
- g. Who will be in charge of coordinating with any participants with special needs?

Please answer the following "Campus Evacuation Plan" questions:

- a. Where will you hold an emergency check-out?
- b. If JMU Conference Services is unable to provide staffing for your emergency check-out, which staff members will collect keys from participants and return them to Conference Services?
- c. Who will be in charge of transporting participants that aren't picked up/don't have personal transportation?

Please provide a brief summary of any Emergency Preparedness training to be held with your staff, including all topics covered:

Do you provide your staff with an emergency kit or any particular emergency equipment? If so, please list them here:

Please attach a program schedule or use the space below to list out program details.

Attach any additional contact information and program-specific emergency preparedness information, or list it below.

Important Phone Numbers and Links

JMU Conference Services	540-568-3606
JMU Emergency Services	540-568-6911
JMU Non-Emergency Services	540-568-6913

JMU Policy Webpage

<http://www.jmu.edu/JMUpolicy/>

JMU Conference Services

<http://info.jmu.edu/conferences/>

JMU Campus Maps

<http://www.jmu.edu/map/>