



Managing Minors on Campus

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Welcome to the University of Maryland!

Having minors in your program is a tremendous responsibility. In addition, Federal and Maryland laws and regulations, as well as University requirements, change regularly and it is important to stay informed.

While managing minors on campus may seem daunting, there are a number of resources available to you. Conferences & Visitor Services has compiled information we feel will be helpful to you as you prepare for your summer program. It is divided into three sub-sections: “Things You Should Know About Hosting Minors on Campus,” “Training Your Chaperones,” and “Sample Forms and Resources.”

While we have tried to be thorough, this information is not meant to be the definitive source on supervising your program participants. You should check with the appropriate authorities and seek expert counsel should you have any questions.

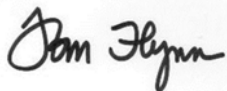
The Maryland Department of Health and Mental Hygiene (DHMH) maintains youth program certification and associated requirements. Much of the information we are providing comes from them. The DHMH website pertaining to youth camp certification:

<http://ideha.dhmh.md.gov/OEHFP/CHS/SitePages/youth-camp-certifications.aspx>.

Ultimately, the responsibility of managing the youth in your program is yours. We expect that you will make the proper arrangements to insure their well-being.

If we can be of assistance, please contact your Program Manager.

Sincerely,



Tom Flynn
Associate Director

Things You Should Know About Hosting Minors on Campus

Camp Certification & the DHMH Website

The Maryland Department of Health and Mental Hygiene (DHMH) maintains regulations and a certification process pertaining to youth camps. Your summer program, regardless of whether or not you call it a camp, may require certification.

The DHMH website pertaining to youth camp certification:

<http://ideha.dhmh.md.gov/OEHFP/CHS/SitePages/youth-camp-certifications.aspx>.

Per section II.V. of your contract, you must ascertain you are meeting all laws and regulations regarding supervision of minors.

State laws and regulations supersede University requirements, unless University requirements surpass standards set by the state. Please consult qualified legal counsel in determining the specific application of these regulations to your program.

If you determine that your program requires certification, the application requires certain facility-related documents from the University. Conferences & Visitor Services will be your contact to obtain these documents.

The regulations are listed in the Code of Maryland Regulations (COMAR). To access a complete copy of the regulations online: go to <http://www.dsd.state.md.us/comar/> and choose Option #3 (Access through Table of Contents Structure), then Title 10, then Subtitle 16, and finally 10.16.06. Each regulation is listed separately thereafter.

Background Check Requirement

The University Risk Manager requires all University of Maryland youth programs, including Maryland athletic camps, to obtain a criminal background check of all camp staff. Please contact Donna McMahon, Department of Environmental Safety, Assistant Director, Risk Management & Communications, dmcMahon@umd.edu, 301.405.3979, for further information.

Contractual Rules and Regulations:

In contracting with the University of Maryland to hold a summer program, you have agreed to abide by specific requirements. The following clauses in your agreement relate specifically to supervising minors on campus. Language in the agreement uses “supervisor” and “chaperone” interchangeably.

II.H. SUPERVISION

1. Adult, live-in supervisors shall be present at all times for any attendees age seventeen and under at the ratio of at least one adult supervisor for every fifteen attendees while attendees are in the residence halls.
2. C&VS must know who the supervisors are, along with their room and telephone numbers in case of an emergency or disciplinary situation.
 - a. C&VS will distribute to each supervisor a packet, which will include chaperone expectations and information.
 - b. C&VS will issue telephones to supervisors that do not provide cell phone numbers. Telephones not returned at check-out will be billed to Licensee at a rate of \$25 per telephone.
3. Supervisors are responsible for informing all attendees of University Rules and Regulations along with the fire/safety procedures and are responsible at all times for monitoring attendees conduct, informing C&VS staff of any discipline problems that may occur.
4. Supervisors must be dispersed evenly throughout the floors they occupy.
5. Supervisors are required to monitor campers’ use of elevators and take disciplinary action if elevators are misused by campers.
6. At least one (1) adult supervisor must be designated to monitor group behavior during each meal period. The Dining Hall Manager must be advised of the name of this supervisor at the beginning of each meal period.
7. In the event of a fire drill, supervisors are responsible for insuring all attendees comply with evacuation procedures.
8. Licensee will consult with University Risk Manager regarding background check requirements for supervisors.

II.O. UNIVERSITY RULES AND REGULATIONS

Licensee and Licensee's conference attendees are prohibited from:

1. Possession of illegal substances.
2. Cooking, except in designated kitchen areas.
3. Possession of animals, except when required to assist disabled persons.
4. Tampering with fire system or fire safety equipment.
5. Possession of any weapon, fireworks, or other flammable materials.
6. Disruptive, destructive or dangerous behavior as, at any time, it may be defined by the University.*
7. Possession or consumption of alcohol in public areas, or possession or consumption of alcohol by Attendees under the age of 21.
8. Smoking in any University building.

This is not a complete list of University rules and regulations. Please contact your Program Manager for additional information.

* Below are specific disruptive, destructive or dangerous behaviors that have been singled out in the past. This list is far from exhaustive and chaperones must be aware that they are responsible for the conduct and behavior of the campers they supervise:

- Throwing or hanging anything out of a window.
- Disrupting the activities of other camps, campers, students, or staff in any way, verbally or physically.
- Use of any sports equipment inside the residence hall.
- Misuse of/Horseplay in the elevators.
- Destruction of any University property, including residence hall and lounge furniture.

II.U. INCIDENT NOTIFICATION

Licensee will notify the Program Manager or C&VS' Associate Director in the event of any incident (including but not limited to illness, injury, and/or property damage) involving camp attendees, camp staff, coaches, University staff, and/or University property. ***Licensee will not call emergency personnel to the residence hall without notifying the hospitality desk.***

Training Your Chaperones

Chaperone Expectations

- Chaperones are responsible for the conduct and safety of those they supervise.
- All chaperones must be present at all times when the attendees are in the residence halls.
- All chaperones should be present at all times when the attendees are in the dining halls.
- All chaperones shall abstain from the use of alcohol, illegal substances, and/or any medications that might impair their response while checked into the residence halls.
- All chaperones are responsible for advising each attendee of University rules and regulations and residential fire safety/evacuation information.
- All chaperones shall assist each attendee with emergency procedures should the need arise.
- All chaperones shall be responsible at all times for attendee conduct and act as liaisons between University staff and the attendees in the event of disciplinary problems.

Cell Phones and Emergency Services

Dialing 911 from a cell phone (as opposed to a University phone) will trigger response from Prince George's county police department. The University has set up its own response teams and procedures that will not be activated from a 911 call to the county. In fact, University authorities may not be notified if county services are called.

University phone lines are available throughout the north campus residence halls (hallways, elevators, hospitality desk, blue security phones, etc.) and should be the first choice for calling emergency personnel. 911 calls from campus phones connect you directly with University police and immediately indicate your location to the dispatchers.

If using a cell phone is a necessity, the preferred phone number for emergency situations is **301.405.3333** or **#3333** (Verizon Wireless, Sprint/Nextel, or ATT) and for non-emergency situations, **301.405.3555**.

In the event of an elevator outage, USE THE PHONE IN THE ELEVATOR. Resist the urge to call 911, 301.405.3333, or 301.405.3555. The phone in the elevator is connected to a system that will coordinate rescue and repair service crews who are familiar with University elevators. Calling any other number may result in the exacerbation of the equipment failure and cause longer elevator outages.

This nuance of the phone system should be explained to all staff, chaperones, and participants.

Theft Prevention

Bedroom doors must be locked manually with a key. Campers are issued lanyards so they can easily carry their keys with them. The easiest way to help prevent theft is to lock bedroom doors.

Medical Emergencies

All camps should have an emergency plan that has been discussed with all chaperones prior to camper Check-In. Below is an outline of important aspects of an emergency plan.

- **Medical emergencies include but are not limited to:**
 - Serious accidents involving participants, coaches, and/or staff.
 - Serious illnesses.
 - Natural disasters.

- **Preparation for a medical emergency.**
 - All chaperones should have a list of important contacts including room numbers and/or phone numbers for:
 1. Camp Medical Personnel, if applicable
 2. Staff with CPR/First Aid training
 3. The Group Leader
 4. Other Chaperones
 5. The Hospitality Desk
 6. Emergency Services

 - All chaperones should know the location of the Medical Release/Permission Forms. These forms must be immediately available at all times in case a patient needs urgent care.

 - A plan for contacting parents/guardians should be made determining who should contact them (group leader, police, staff member, etc.).

 - An emergency plan should consider the following roles and who will perform them:
 1. Attending to injured person(s)
 2. Calling and meeting paramedics with appropriate keys and access cards
 3. Notifying your Hospitality Desk
 4. Attaining Medical Release/Permission forms
 5. Supervising the rest of the group and initiating crowd control
 6. Accompanying injured person(s) to the hospital
 7. Implementing parent/guardian contact plan
 8. Documenting all information relating to the incident and the emergency response

- **In the event of a medical emergency (in an ideal plan, these roles are pre-determined):**
 1. Attend and assess the victim(s) first.
 2. Get professional help or designate someone to do so by calling the appropriate number with the appropriate information as listed below:
 - From any campus phone: **911**
 - From a cell phone: **301.405.3333** or **#3333** (Verizon Wireless, Sprint/Nextel, or ATT)
 - **Blue Emergency Phones** around campus have a red emergency button that links directly with 911
 - **Caller should know the following:**
 - Location of victim (building name, floor, and room)
 - Symptoms/state of victim: Conscious, breathing bleeding, vomiting, etc.
 3. Designate someone to retrieve the Medical Release/Permission forms.
 4. Call your Hospitality Desk and let them know that you have called 911. This will trigger a separate emergency response system.
 5. Administer CPR if qualified and appropriate.
 6. Notify the group leader.
 7. Implement the parent/guardian notification plan.
 8. Once the situation is under control or emergency medical staff has taken over, complete a detailed incident report. (See sample incident report.)

If an injury or death has occurred, do not release the name(s) of the injured/deceased until all next of kin (defined as immediate family) have been notified.

The University Health Center

<http://www.health.umd.edu/>

Phone: 301.314.8180 (x4-8180)

The University Health Center (UHC) is located on Campus Drive directly across from the Stamp Student Union. The Health Center offers a number of services that may be of use to campers and staff in the case of a non-emergency medical situation. For information on services offered, visit the website or call the number above.

Summer Hours are 8 AM to 5 PM Monday-Friday and the UHC is closed on Saturdays and Sundays.

Cost/Insurance Information

- There are fees for all services provided at the UHC. There is an office visit fee and fees for services such as x-rays, laboratory tests, allergy injections, physical therapy, massage, acupuncture and medications dispensed through the pharmacy and medical units. A typical UHC visit without any procedures, lab, or x-ray services will range from \$50 -\$125.
- All visitors should bring ID and a medical insurance card to be presented at the Registration Desk. Visitors must pay any insurance co-payments required by their insurance plan at the time of the visit. Visitors may pay by cash, Visa, Discover, American Express, or Mastercard.
- The UHC will bill many private insurance plans. The UHC cannot bill Medicare, Medicaid, Kaiser Permanente, and TRICARE Prime. If a guest belongs to an HMO, they should contact their plan in advance and ask if they will cover care at the UHC. Visitors are responsible for any non-covered charges. The UHC is in-network with Carefirst/Blue Cross-Blue Shield, United Healthcare and TRICARE Standard.
- The UHC Pharmacy participates with many pharmacy insurance plans. The Pharmacy staff can advise as to which plans are accepted.
- The UHC can only bill U.S. health insurance companies. International students can request a Statement for Services Provided to submit to their home country coverage plan for possible reimbursement.

Campers are welcome at the University Health Center

- If the camper is under 18, make sure he or she is accompanied by an adult camp staff member.
- The camper will need his or her Medical Release/Permission form.

Fire Safety

A fire emergency exists when there is: visible flame, the presence or odor of smoke, the release of toxic gas, or a flammable liquid spill. When such an emergency is discovered, an occupant should:

1. Pull the building fire alarm, unless the alarm is already sounding.
2. Shut off equipment in the immediate area and close the door if safe to do so.
3. **Do not use elevators under any circumstance in a situation where fire is suspected.**
4. Call **911** from a campus phone or **301.405.3333** or **#3333** (Verizon Wireless, Sprint/Nextel, or ATT) from an off-campus phone, alerting them of the status and location of the emergency.
5. Leave the building, **exiting through the emergency fire doors in the stairwells, NOT THROUGH THE LOBBY.** Meet in a pre-designated “safe spot.”
6. One chaperone must notify the Hospitality Desk of the location of the fire, smoke, toxic gas, or flammable liquid spill. This will trigger a separate emergency response.
7. Be available to assist emergency responders by giving information about the situation.
8. Do not re-enter the building until the emergency fire response team has assessed the situation and deemed the building safe for re-entry.

NOTE: The use of fire extinguishers is not required by any building occupant or campus employee and is not recommended for those who have not received training.

Elevator Information

Participants should be informed that elevator outages do occur and that the Hospitality Desk 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 elevator outages. If participants become trapped in an elevator, they should stay calm and follow these instructions:

- Each elevator is equipped with a phone receiver or call box. A trapped participant should pick up the receiver or push the button on the call box to call for help. A trained technician will be sent to solve the problem and safely escort the participants out of the elevator.
- If the trapped participant(s) are able to communicate with anyone outside of the elevator, they should instruct that person to notify the Hospitality Desk of the situation.
- DO NOT call 911, x5-3333, or x5-3555 unless a participant is in a life-threatening situation or becomes hysterical.
- If, for some reason, the call box is not working and a cell phone is available, call the **Hospitality Desk**, NOT emergency services.

Sample Forms and Resources

Sample Agenda for the First Camp Meeting

- **Welcome – Introductions**
 - Introductions of chaperones/group leader
 - Medical staff if applicable

- **Meal/Access Cards and Key Information**
 - Safety precautions
 - Never allow someone you do not know to enter the building. Any campus staff members that need access will have a University photo ID giving them access.
 - If someone suspicious has entered the building, do not let them follow you into an elevator or stairwell. Notify the service desk.
 - Theft prevention. ALWAYS lock your door when leaving your room or when you are sleeping.
 - Do not share meal cards.
 - Do not switch keys or rooms without notifying a chaperone and bringing that chaperone to the Hospitality Desk, where a switch can be made.
 - Lost Meal/Access Cards and/or keys should be reported immediately to the Hospitality Desk.
 - \$85 lost key fee.
 - \$5 lost meal card fee (paid by attendee at Dining Hall).
 - \$5 fee for spare Access Cards not returned at Check-Out.

- **Hospitality Desk**
 - The Hospitality Desk is open 24-hours.
 - Services: Information and assistance with any campus-related questions, emergency assistance, room switches, lost keys and Meal/Access Cards, phone numbers, elevator outages, late Check-Ins, and early Check-Outs
 - The Hospitality Desk should be notified in the event of any medical, fire, or security emergencies.

- **Elevator Usage**
 - Elevators have a limited load. If this load is reached, the elevator can get stuck, trapping campers until a technician arrives.
 - Horseplay can also cause elevator outages.
 - If an elevator does get stuck, use the phone in the elevator to call for help and have the Hospitality Desk notified.

- **Fire Safety**
 - In the event of a fire emergency, pull the fire alarms located in the hallways of residence halls, call 911, and notify the Hospitality Desk of the situation as you exit the building.

- **Rules and Regulations**

All campers and camp staff are prohibited from:

1. Possession of illegal substances.
2. Cooking, except in designated kitchen areas.
3. Possession of animals, except when required to assist disabled persons.
4. Tampering with fire system or fire safety equipment.
5. Possession of any weapon, fireworks, or other flammable materials.
6. Disruptive, destructive or dangerous behavior as, at any time, it may be defined by the University. Included but not limited to:
 - Throwing or hanging anything out of a window.
 - Disrupting the activities of other camps, campers, students, or staff in any way, verbally or physically.
 - Use of any sports equipment inside the dormitory
 - Misuse of/Horseplay in the elevators.
 - Destruction of any University property, including dormitory and lounge furniture.
7. Possession or consumption of alcohol in public areas, or possession or consumption of alcohol by Attendees under the age of 21.
8. Smoking in any University building.
9. Installation of air-conditioning units in any space without prior written consent from University.

- **Bulk Trash Removal**

All bulk trash must be taken to the dumpsters by the end of camp.

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 University of Maryland 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 The University of Maryland, 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], the University of Maryland, the State of Maryland, 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

Instructions:

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 University Program Manager with Conferences and Visitor Services.

Date: _____

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)

Phone Numbers

If calling from off-campus

x4 = 301.314.xxxx

x5 = 301.405.xxxx

x6 = 301.226.xxxx

Hospitality Desks

Annapolis Hall (South Hill Hospitality Desk)	x4-2662 (x4-ANNA)
Centreville Hall	x4-2368 (x4-CENT)
Cumberland Hall	x4-2862 (x4-CUMB)
Denton Hall	x4-3368 (x4-DENT)
Easton Hall	x4-3278 (x4-EAST)
Elkton Hall	x4-3558 (x4-ELKT)
Ellicott Hall	x4-3554 (x4-ELLI)
Hagerstown Hall	x4-4243 (x4-HAGE)
LaPlata Hall	x4-5275 (x4-LAPL)
Leonardtown	x4-5366 (x4-LEON)

Medical/Emergency Contacts

Emergencies	911
(Fire, Police, and Medical)	
Non-Emergency Police	x5-3555
Cell Phone Emergencies 301.405.3333 or #3333 (Verizon Wireless, Sprint/Nextel, or ATT)	
Cell Phone Non-Emergency Police	301.405.3555
Poison Center	800.222.1222
Prince George's County Health Department	301.883.7851
University Health Center	x4.8180

Area Hospitals

Washington Adventist Hospital	301.891.5070
Southern Maryland Hospital Center	301.868.8000
Prince George's Hospital Center	301.618.2000
Doctor's Community Hospital	301.552.8118
Laurel Regional Hospital	410.792.2270

Campus Information

x5-1000

Conferences and Visitor Services

x4-7884

Program Manager Cell Phone

Assistant Program Manager Cell Phone

Program Manager Office Phone
