

Working With Minors

An Emergency Response Plan for Students

8.15.2019

Pace Center Staff Adviser Contacts

Community House	Student Organizations	Student Volunteers Council
<p>Staff Adviser: Charlotte Collins* Email: cec1@princeton.edu Cell: 609-937-8561</p>	<p>Staff Adviser: Elsie Sheidler Email: sheidler@princeton.edu Cell: 609-647-0120</p>	<p>Staff Adviser: David Brown Email: db1@princeton.edu Cell: 609-558-4097</p>
<p>Important Information to Note All events & programming must be listed in the Community House event calendar (including time and location) and communicated to Charlotte directly at least 2 weeks in advance.</p>	<p>Important Information to Note For all events involving Minors, a student organization leader must submit an Event Registration form through CLEVER at least 2 weeks in advance and then meet with Elsie to review the event/activity.</p>	<p>Important Information to Note For all events involving Minors, the SVC project has to have their schedule approved by David. For one-time hostings, submit an Event Registration form through CLEVER.</p>

Public Safety: 609-258-1000

Code	RED Immediately Call	ORANGE Always call	YELLOW Email or call	GREEN Email
Definition	Emergency Situation that requires immediate assistance and follow-up. There is a threat to life, severe illness or injury, There is a feeling of being in danger.	Critical situation that requires assistance, need not be immediate, and requires follow-up.	Non-medical and non-critical situation that requires advice and a second opinion, something stopping the event from happening.	Unexpected situations that should be noted but no immediate follow-up needed, handled by the leaders.
Who to contact?	In this order: 911 (if applicable), Public Safety (phone call), Staff Adviser (Phone Call)	Staff Adviser (Phone Call)	Staff Adviser (Email or Phone Call or Text)	No call required, share with Staff Adviser in event recap email
Personal Well Being (Physical & Emotional)	Injury, allergic reaction, or mental health crisis that is a threat to the person and does not allow the person to participate in the event. Unsafe conditions.	Member of the group is in distress (not life threatening).	Leaders cannot agree on actions and are looking for advice or guidance.	Interpersonal dynamics of the group are strained.
Location	Unexpected visitor who is volatile/ threatening. Change at the location that makes the event not possible	Unexpected visitor or change at the location that makes the event difficult to carry through.	Group is uncomfortable with the service site and is seeking advice.	Lack of participation or engagement in an activity.
Parent / Guardian / Community Partner	Minor is perceived to be in danger in the company of the parent/guardian and/or community partner. Error on the side of protecting the minor.	Group has a negative interaction with a community partner, community member or parent/guardian.	Parent/guardian/CP is uncomfortable with the campus location or activity	Concerns regarding schedule changes, including changes to planned activities, event start/end times, etc.
Transportation	Minor suffers life-threatening injury while moving around on campus. Minor goes missing.	Unauthorized person attempting to pick up minor. Accident occurs regarding Princeton arranged transportation	Minors do not make it to campus.	Parent/guardian/CP gets a parking ticket, is late or lost.