## Working With Minors

An Emergency Response Plan for Students

8.15.2019

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<thead>
<tr>
<th>Pace Center Staff Adviser Contacts</th>
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<tr>
<th>Community House</th>
<th>Student Organizations</th>
<th>Student Volunteers Council</th>
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| Staff Adviser: Charlotte Collins*  
Email: cec1@princeton.edu  
Cell: 609-937-8561 | Staff Adviser: Elsie Sheidler  
Email: sheidler@princeton.edu  
Cell: 609-647-0120 | Staff Adviser: David Brown  
Email: db1@princeton.edu  
Cell: 609-558-4097 |

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<th>Important Information to Note</th>
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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.

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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.

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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.
# Public Safety: 609-258-1000

<table>
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<tr>
<th>Code</th>
<th>RED</th>
<th>ORANGE</th>
<th>YELLOW</th>
<th>GREEN</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Immediately Call</td>
<td>Always call</td>
<td>Email or call</td>
<td>Email</td>
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## Definition
- **RED**: 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.
- **ORANGE**: Critical situation that requires assistance, need not be immediate, and requires follow-up.
- **YELLOW**: Non-medical and non-critical situation that requires advice and a second opinion, something stopping the event from happening.
- **GREEN**: Unexpected situations that should be noted but no immediate follow-up needed, handled by the leaders.

## Who to contact?
- **RED**: In this order: 911 (if applicable), Public Safety (phone call), Staff Adviser (Phone Call)
- **ORANGE**: Staff Adviser (Phone Call)
- **YELLOW**: Staff Adviser (Email or Phone Call or Text)
- **GREEN**: No call required, share with Staff Adviser in event recap email

## Personal Well Being (Physical & Emotional)
- **RED**: 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.
- **ORANGE**: Member of the group is in distress (not life threatening).
- **YELLOW**: Leaders cannot agree on actions and are looking for advice or guidance.
- **GREEN**: Interpersonal dynamics of the group are strained.

## Location
- **RED**: Unexpected visitor who is volatile/threatening. Change at the location that makes the event not possible
- **ORANGE**: Unexpected visitor or change at the location that makes the event difficult to carry through.
- **YELLOW**: Group is uncomfortable with the service site and is seeking advice.
- **GREEN**: Lack of participation or engagement in an activity.

## Parent / Guardian / Community Partner
- **RED**: 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.
- **ORANGE**: Group has a negative interaction with a community partner, community member or parent/guardian.
- **YELLOW**: Parent/guardian/CP is uncomfortable with the campus location or activity
- **GREEN**: Concerns regarding schedule changes, including changes to planned activities, event start/end times, etc.

## Transportation
- **RED**: Minor suffers life-threatening injury while moving around on campus. Minor goes missing.
- **ORANGE**: Unauthorized person attempting to pick up minor. Accident occurs regarding Princeton arranged transportation
- **YELLOW**: Minors do not make it to campus.
- **GREEN**: Parent/guardian/CP gets a parking ticket, is late or lost.