

AUTHORIZED ADULT CODE OF CONDUCT

Program/event employees, students and volunteers must be positive role models for minors and act in a caring, honest, respectful and responsible manner that is consistent with the mission of the University. All program/event staff and volunteers working with minors must comply with the Code of Conduct which outlines standards of behavior to avoid conduct that could cause harm or be misinterpreted.

THE IMPORTANCE OF ETHICAL CONDUCT:

- The University's commitment to providing a safe and welcoming environment to minors depends upon everyone's compliance.
- Working effectively with minors requires specialized knowledge and skills that necessitate guidance and practice.
- The Code of Conduct is designed to promote the health and safety of a diverse community of minors.
- Offers guidelines for responsible behavior designed to protect both program staff and program participants.
- Outlines what all program staff or authorized adults are expected to know, understand and be able to do.
- It is a guide of dos and don'ts that will help authorized adults and program staff be positive role models for minors.
- It offers a means of promoting a culture of awareness to assist in detecting and addressing inappropriate or risky behaviors at an early stage.

EXPECTATIONS:

- Following the Code of Conduct is mandatory for all adults serving minors — this includes faculty, staff, students and volunteers.
- Authorized adults or program staff must follow the Code of Conduct to avoid conduct that could cause harm or be misinterpreted.
- While the Code of Conduct provides a basic description of unacceptable conduct or performance, it does not cover all improper behaviors that may occur.
- Failure to comply with the Code of Conduct is a serious matter and can lead to disciplinary action.
- Watch for areas of non-compliance. If you are aware of a violation of the Code of Conduct, you must report it to the Program Organizer.

ESTABLISHING BOUNDARIES:

- Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
- Do not engage in or allow minors to engage you in romantic or sexual conversations or related matters, unless required to do so in the role of resident advisor, counselor, or healthcare provider.
- Do not touch minors in a manner that a reasonable person could interpret as inappropriate.
 - Touching should generally only be in the open and in response to the child's needs, for a purpose that is consistent with program mission and culture, or for a clear educational,

developmental, or health-related purpose (e.g., treatment of an injury). Any resistance from the minor should be respected.

- Do not invite individual minors to your home or other private locations.
 - Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
- Do not provide gifts to minors or their families independent of items provided by the program.

INTERACTING WITH MINORS:

- Do not be alone with an individual minor. If one-on-one interaction is necessary, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a healthcare provider.
 - Do not meet with minors outside established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including, but not limited to, verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- If restraint is necessary to protect a minor or minors from harm, you must document all incidents and disclose them to the program administrator and the minor's parent/guardian.

COMMUNICATION

- Do not use profane, vulgar, or harassing language.
- Do not engage or communicate with minors through email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or other forms of digital media at any time (unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program and the university).

GENERAL SAFETY

- When transporting minors, more than one authorized adult or staff from the program must be present in the vehicle, except when multiple minors will be in the vehicle at all times during the trip.
 - Avoid using personal vehicles if possible and comply with the program's transportation guidelines.
- Do not provide medication to a minor unless authorized by the program's medication management guidelines.
- Possession or use of any type of weapon or explosive device is prohibited unless authorized in advance by campus law enforcement.
- Do not use, possess, or be under the influence of alcohol, marijuana or illegal drugs while on duty, or in the presence of minors involved in a program, or when responsible for a minor's welfare.
- Do not provide alcohol, marijuana or any unauthorized medicines or drugs to a minor.

QUIZ 1: Question 1 of 1

You and another authorized adult have been selected to be mentors for high school students in a year-long environmental preparatory program sponsored by your academic department. One of the high school students has approached your colleague requesting help with personal problems. Because she is extremely upset, your colleague has provided her cell phone number and has planned to meet the student during personal time. You have noticed that they are spending a great deal of time alone and have become very close. Your course of action should be:

1. You're not sure if there's any reason to be concerned. You plan to continue to monitor the situation and observe behaviors to get more clarity about the situation before you decide on further action.
2. You advise the program organizer about your concerns.
3. You speak directly with the high school student to find out more about their relationship to gauge if she is uneasy about the situation.

Correct Answer - #2 Watch for areas of non-compliance. If you are aware of a violation of the Authorized Adult Code of Conduct, you must report it.

DECISION MAKING TIPS:

Doing the right thing is not always easy. Try to **avoid** the following excuses for behavior that may not meet the requirements of SVSU's Authorized Adult Code of Conduct:

- Other programs or universities are doing it this way
- Even if the action is a little questionable, it's for a good cause
- No one will ever know
- I don't have time to do it the right way
- I saw my supervisor doing it the other day
- That policy wasn't meant to apply to me
- I'm a good person so it's okay for me to bend the rules

At times, a difficult situation may present itself, and the right decision may not be clear or easy to make. As you consider possible actions, ask yourself these questions:

- Is there a law or regulation that governs the situation? If there is, the law should always be followed.
- Is there an internal policy or procedure that governs the situation? If there is, the policy or procedure should always be followed.
- Would my action be consistent with SVSU's commitment to the highest ethical standards?
- How would my actions be seen by someone outside the organization?
- Is a supervisor available to assist with any ambiguous circumstances? Your supervisor is there to assist.

RESPONSIBILITIES:

Program Organizers and Authorized Adults must:

- Complete annual required training

- Watch for problem areas (areas of non-compliance). If you are aware of a violation of the Authorized Adult Code of Conduct, it is your OBLIGATION to report it.
- Reports about concerns may be made to any/all the following:
 - The Program Organizer or any supervisor
 - The University Police (possible illegal activity)

RESOURCES & GUIDANCE

There are many University resources available to help you determine if there is a law, regulation, policy, procedure, or standard that would apply to a situation, including:

- The Program Organizer or any supervisor
- Business Services
- Office of the General Counsel
- Office of Human Resources

QUIZ 2: Question 1 of 1

Question 1 of 1

You are mentoring at-risk high school students to help them understand the importance of a good education. A key element includes developing a trusting relationship between you and the students. One of the students confides that he has few friends and asks you to go to a movie with him. You should:

1. Go with him to the movie but explain that this is a “one-time” occurrence, and he needs to find friends his own age.
2. Decline to go with him and explain that such activities are prohibited.
3. Agree to go with him since the movie is a public venue.

Correct #2 - Do not meet with minors outside established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.

___ I have completed the Authorized Adult Code of Conduct Training module and understand my role and responsibilities to help protect minors on campus.

RECOGNITION AND PREVENTION OF CHILD ABUSE & NEGLECT

Children suffer when adults do not intervene and ignore signs of child abuse. We are all responsible for helping protect children. This lesson will introduce you to the concepts of child abuse and neglect and about your obligation to report suspicions of abuse and neglect

***Utilized with permission from the University of Michigan's Children on Campus Office**

PHYSICAL ABUSE:

- Non-accidental injury to a child
- Examples include burning, beating, kicking and punching
- Be alert for bruising, burns, broken bones or unexplained injuries
- Internal injuries may not be readily apparent

NEGLECT:

Neglect may take many forms, including:

- Failure to provide medical care
- Physical neglect
- Failure to protect from abuse or harm
- Improper or inadequate supervision
- Abandonment

MEDICAL NEGLECT:

- Failure to seek, obtain, or follow through with medical care, resulting in:
 - Death
 - Disfigurement or bodily harm
 - Observable and material impairment to the growth, development or functioning of a child

PHYSICAL NEGLECT:

- Negligent treatment of a child, including failure to provide or attempt to provide:
 - Food
 - Clothing
 - Shelter necessary to sustain life

FAILURE TO PROTECT:

- Knowingly allowing another person to abuse and/or neglect a child
- Failure to take appropriate measures to stop or prevent abuse and/or neglect
- Failure to prevent recurrence when able to do so and has, or should have had, knowledge of the abuse/neglect

IMPROPER/INADEQUATE SUPERVISION:

- Placing the child in, or failing to remove the child from:

- Dangerous situations
- Situations that are beyond the child's level of maturity, physical or mental abilities
- Results in harm or threatened harm to the child

ABANDONMENT:

- Leaving a child with an agency or other person without obtaining an agreement that the entity/person will assume responsibility for the care of the child
- Failure to cooperate with another person or entity to provide for the care and custody of the child

EMOTIONAL ABUSE:

- Patterns of physical or verbal acts or omissions which:
 - Result in psychological or emotional injury/impairment
 - Place a child at significant risk of being psychologically or emotionally injured/impaired

SEXUAL ABUSE:

- Inappropriate sexual behavior
 - Intentional touching or contact that can be reasonably construed as being for sexual arousal, gratification or any other improper purpose
 - Sexual penetration
 - Accosting, soliciting or enticing a child to engage in sexual acts
 - Actions of a sexual nature not involving contact (e.g. exposing a child to pornography)

CHILD MOLESTATION:

- Child molestation is a form of child abuse and occurs in both family settings and youth-serving programs
 - 28% of U.S. youth ages 14 to 17 had been sexually victimized and children are most vulnerable to Child Sexual Abuse between the ages of 7 and 13 victimsofcrime.org/child-sexual-abuse-statistics/
 -
 - 75% of molested teens know their assailant well
 - Boys are at most risk for abuse at the onset of puberty
 - The risk to girls increases through adolescence
 - Some molestation can be perpetrated by children on other more vulnerable children

Sexual Abuse of children can include non-physical contact such as:

- Exposure of genitals
- Voyeurism
- Sharing pornography
- Telling "dirty" jokes or jokes of a sexual nature inappropriate for the child's age

Three conditions create an opportunity for child molestation:

1) Access to Children

- Youth-serving programs offer opportunities for molesters to have access to children

2) Privacy

- Molesters seek opportunities to be alone with a child (e.g., one-on-one tutoring, driving, an invitation to the staff member's home or trips/errands)

3) Control

- Molesters are skilled at manipulating adults and children by gaining trust through a grooming process
- Adults are groomed to "look the other way" or to excuse questionable behavior or to not report because the molester is considered trustworthy
- Children are groomed by developing either trust bonds via special gifts, treats, or privileges; or by fear by engaging in misconduct with the child (e.g., alcohol or drugs) and threatening the child not to tell to avoid punishment or threatening to harm the child's family members or pets

Who is the typical child molester?

- I am probably well-known and liked by you and your child
- I can be a man or a woman, married or single
- I can be a child, adolescent or adult
- I can be of any race, hold any religious belief, and have any sexual preference
- I can be a parent, stepparent, relative, family friend, teacher, clergyman, babysitter or anyone who comes in contact with children
- I am likely to be a stable, employed, respected member of the community
- My education and my intelligence don't prevent me from molesting your child

"I CAN BE ANYBODY"

This information originally appeared in "Protecting Your Children: Advice from Child Molesters," developed by the Vermont Department for Children and Families

Source: "Managing the Risk of Minors on Campus", 2012, Arthur J. Gallagher & Co.

PREVENTION

Keys to a successful prevention and detection system in youth-serving programs:

- Policies
- Screening and selection
- Training
- Monitoring and supervision (follow the Code of Conduct)
- Participant and parent participation
- Feedback systems
- Appropriate institutional response
- Effective administrative processes

Effective protocols for monitoring and supervision:

- Refer to the Authorized Adult Code of Conduct for guidance about acceptable behaviors
- Conduct regular training about the rules and invite discussion and questions about appropriate boundaries
- Conduct unannounced checks on interactions between adults and children
- Hold staff and volunteers accountable for all rule violations

WHAT ARE THE WARNING SIGNS?

PHYSICAL ABUSE WARNING SIGNS

PHYSICAL INDICATORS:

- Bruises more numerous than expected from an explanation of an incident
- Unexpected bruises or welt marks in various stages of healing
- Adults/human bite marks
- Bald spots, missing clumps of hair
- Unexplained fractures, lacerations, abrasions
- Puncture wounds that resemble distinctive objects

BEHAVIORAL INDICATORS:

- Self-destructive/self-mutilation
- Uncomfortable/skittish with physical contact
- Expresses fear of being at home
- Chronic runaway (adolescents)
- Complaints of soreness or moves uncomfortably
- Wears clothing inappropriate to weather
- Lacks impulse control

PHYSICAL NEGLECT WARNING SIGNS

PHYSICAL INDICATORS:

- Distended stomach
- Emaciated
- Unattended medical needs
- Lack of supervision
- Consistent signs of hunger
- Inappropriate dress, poor hygiene
- Sudden or unexplained weight change

BEHAVIORAL INDICATORS:

- Regular displays of fatigue or listlessness
- Falls asleep at inappropriate times
- Steals, hoards, begs for food
- Reports no caretaker at home

SEXUAL ABUSE WARNING SIGNS

PHYSICAL INDICATORS:

- Bruises or bleeding in the genital area
- Sexually transmitted disease
- Pain or itching in the genital area
- Sudden or unexplained weight change
- Pregnancy 12 years or under

BEHAVIORAL INDICATORS:

- Withdrawal, chronic depression
- Sexual behaviors or references unusual for child's age
- Seductive or promiscuous behavior
- Suicide attempts
- Hysteria, lack of emotional control

EMOTIONAL ABUSE WARNING SIGNS

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Social withdrawal
- Depression
- Headaches or stomachaches with no visible medical cause
- Avoidance of certain situations, such as not wanting to go home
- Desperately seeks affection

WHAT SHOULD BE DONE?

REPORTING CHILD ABUSE:

Anyone who knows, suspects, or receives information indicating that a child has been abused or neglected, or who has other concerns about the safety of children, **MUST PROMPTLY NOTIFY THE FOLLOWING:**

- The Program Organizer or supervisor when it is safe and appropriate to do so
- A report must be made to SVSU University Police or other law enforcement agency and Michigan Department of Health & Human Services, Children's Protective Services immediately
- Mandated reporters must immediately report known or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to the State of Michigan Department of Health & Human Services Children's Protective Services at 855-444-3911 (24/7 toll-free number).

FAILURE TO REPORT

Faculty, staff, students and volunteers who fail to comply with the Minors on Campus Policy 9.1-1 or other University policies will be subject to disciplinary action. Mandated reporters who fail to report

may be held liable for civil damages and be subject to criminal misdemeanor charges that carry a penalty of up to 93 days in jail or a \$500 fine.

WHAT IF I AM WRONG?

You may be concerned about reporting child abuse because you might be wrong. As long as you make a good-faith report, you are protected by the Michigan Child Protection Law from criminal or civil liability. You are also protected from criminal or civil liability if you participate in an investigation. Err on the side of child safety and report to law enforcement or Michigan Department of Health & Human Services, Children's Protective Services.

MANDATED REPORTERS

Michigan's Child Protection Law, MCL § 722.621, et seq., designates individuals in certain occupations and professions as mandated reporters. Mandated reporters include anyone in the following occupations.

- Physician
- Dentist
- physician's assistant
- registered dental hygienist
- medical examiner
- nurse
- a person licensed to provide emergency medical care
- audiologist
- psychologist
- marriage and family therapist
- licensed professional counselor
- social worker
- licensed master's social worker
- licensed bachelor's social worker
- a registered social service technician
- social service technician
- a person employed in a professional capacity in any office of the friend of the court
- school administrator
- a school counselor or teacher
- a law enforcement officer
- member of the clergy
- regulated childcare provider

A written report (DHS 3200: https://www.michigan.gov/documents/mdhhs/DHS-3200_524482_7.dot) must be submitted to the Michigan Department of Health and Human Services within 72 hours of the initial verbal report.

Michigan Department of Health and Human Services website address –
<https://www.michigan.gov/mdhhs>.

University faculty, staff, or students who are working with minors in their professional or official capacity and who have questions about whether they may be considered mandated reporters under Michigan law should contact their supervisor, dean, or vice president, or the program organizer. The Office of the General Counsel is also available to provide advice.

IF YOU OBSERVE AN ADULT ABUSING A CHILD

- Intervene to stop the abuse, if it is safe to do so
- Call for help! 9-1-1 for University Police or other law enforcement agency
- Make necessary internal and external reports

REPORTING CRIMINAL ACTIVITY - ACT IMMEDIATELY

- For immediate emergency assistance or if you believe a crime is in progress, call the police at 9-1-1
- Campus law enforcement professionals can help assess the situation and determine what other notification or action is necessary.
- Reports of potential, non-emergency criminal activity may be reported to the university anonymously, through the following link:
<https://www.svsu.edu/universitypolice/campusafety/anonymoustrimetips/>

RESOURCES

- SVSU Office of the General Counsel (989)-964-4197
- SVSU Business Services (989)-964-4101
- SVSU University Police (989)-964-4141
- Child Abuse & Neglect Council (989)-752-7226
- Michigan Department of Health & Human Services (855)-444-3911

___I have completed the Recognition and Prevention of Child Abuse and Neglect module and understand my role and responsibilities to help protect minors on campus.

OVERNIGHT CAMPS SUPERVISION, SAFETY, AND SECURITY

This training module outlines the policies, procedures, and resources in place within SVSU to prepare for emergencies involving minors.

Wherever minors are, their safety is a vital concern to everyone on campus. What could go wrong? Anything! Consider some possible situations:

- Accidental injuries
- Medical problems
- Child abuse
- Lost minors
- Theft and violence

We want you to be aware and prepared – not scared! Fear and anxiety are best managed by education, communication, and preparation.

This training is intended to offer guidance on practical risk-reduction measures to provide a physically and psychologically secure setting while managing balance and common sense.

SUPERVISION:

- Minors may not be unattended or in the care of a person who is not a program-authorized adult or team camp coach.
- Supervision can be conducted by regular check-ins, curfews and clearly defined allowable locations and activities

MINIMUM SUPERVISION for camps/events that DON'T require an overnight stay:

Age Range:	Number of Adults:	Number of Minors:
5-9 years	1	10
10-13 years	1	12
14 years +	1	20

MINIMUM SUPERVISION for camps/events that require an overnight stay:

Age Range:	Number of Adults:	Number of Minors:
5 years +	1	10

Higher supervision ratios (additional authorized adult supervisors) may be advisable depending on:

- Age of the minors
- Nature of the activity (team camp, individual campers, classroom, high-risk activity, etc.)
- Age and experience of the authorized adult

BE PREPARED:

Preparing for safety and security issues in advance is critical.

- Supervision – Ensure adult:minor ratios are met
- Safety and Security – Evaluate location and special risks; make provisions as necessary
- Emergencies – Review written protocols and the Housing Operations Safety and Behavioral Expectations for Visitors at SVSU

PLANNING:

- Ensure you have the phone number to call for emergency assistance
- Review your site location and surrounding area
 - In the event of a tornado warning, immediately move to designated shelter areas on the first floor, basement or hallways with no glass. Tornado shelter plaques indicating shelter areas are located at the entrance to each building.
 - In the event of a fire, do not use the elevators.
 - Parking lots are equipped with blue light stations. Individuals may push a button to become directly connected to 911 from these stations.
 - In case of an emergency, doors can be locked from the inside.
 - Know where the fire extinguishers are located.
 - Be familiar with emergency exits.
 - Be familiar with the locations of the stairwells.

SAFETY TIPS:

REVIEW THE FOLLOWING WITH YOUR PARTICIPANTS:

RESIDENCE HALLS:

- Never let someone you do not know into your residence hall or your room
- Never prop open exterior doors, room doors, or bathroom doors
- Always know where your room key is. If you lose your room key, let a staff member know as soon as possible.
- Keep your room door locked — even when you are in the room

SECURITY:

- Do not disable any safety feature (automatic door closures, fire doors, etc.)
- Walk in groups when traveling outside, especially at night
- Travel in well-lit areas with heavy traffic
- Keep your cell phone with you at all times
- If you are the victim of a crime in your hall or anywhere on campus, observe a crime being committed, or think one is being committed, contact University Police immediately or dial 9-1-1. For non-emergencies (not life-threatening) call University Police at 989-964-4141.

LOST MINOR:

- Call the minor's cell phone (if available)
- If the minor does not answer a cell phone and cannot be located, contact the Program Organizer immediately
- Program Organizer enlists the help of others to begin a search of typical areas children may go to, speak to close friends within the program, etc.
- Program Organizer calls University Police at (989) 964-4141 or 911
- Program Organizer considers contacting parents (will depend on location and length of absence)
 - Complete an [incident report](#)

CAMPUS SAFETY:

All Authorized Adults should be familiar with the following emergency procedures and systems:

[EMERGENCY PROCEDURES GUIDE](#)

[EMERGENCY NOTIFICATIONS](#)

INJURIES AND ILLNESSES:

Life-threatening:

- Call 9-1-1 immediately
- Follow the instructions of the operator
- Call the Program Organizer

Non-life-threatening:

- Notify the Program Organizer to determine where to obtain medical treatment

REPORTING:

- Notify University Police of all injuries, accidents, property damage or possible criminal activity
- Follow additional guidelines and documentation as outlined on the following site
[Injury/Incident Reporting Process](#)

__ I have completed the Overnight Camps Supervision, Safety, and Security Training module and understand my role and responsibilities to help protect minors on campus.

SAFETY AND BEHAVIORAL EXPECTATIONS FOR CAMP/ CONFERENCE PARTICIPANTS AND CHAPERONES AT SVSU

If Emergency, Dial 911

SVSU University Police (989) 964-4141

Covenant MedExpress, University Health Center – Pierce/Bay Road (989) 583-0285

Behavioral expectations for camp/conference participants and chaperones in University Housing

Saginaw Valley State University (SVSU) welcomes many camp and conference groups to campus each year for a variety of educational and recreational programs. In order to ensure constructive and enjoyable visits that are compatible with the University environment, the following expectations have been established. These expectations are standards of behavior required of all participants of camps, conferences and chaperones hosted at SVSU.

1. All persons are expected to follow the law to the fullest extent. Any persons who break the law are subject to review by the University Police Department and any other law enforcing group.
2. SVSU has the ability to evict persons breaking campus rules while at these events. Eviction could occur from smoking/drug/alcohol violations, vandalism, chewing tobacco, fireworks, dangerous weapons or other inappropriate behavior.
3. The rights of other individuals and their property on campus must be respected at all times.
4. **Persons must follow the reasonable directive, verbal or written, of a SVSU official as the final authority.**

Camp/Conference Participants and Chaperones Expectations in Housing:

- o Do not tamper with fire alarms, fire-fighting equipment, elevators, or other safety/security equipment. If a fire alarm is intentionally triggered without just cause, the individual may be responsible for charges up to \$300.
- o Use elevators as intended.
- o Vandalism, including defacing or destroying University property or the property of others, will not be tolerated. An inspection will be made by housing personnel to assess damages to rooms. Camp/Conference Participants and Chaperones will be expected to pay for damage to facilities, even after leaving the campus. Report any room damage immediately.
- o Keep residence halls and rooms clean. If excess cleanup is required, the group may be charged a clean-up fee.
- o Do not remove screens from windows.
- o All furnishings must remain in assigned room/area.
- o For safety, no throwing balls or other objects within 50 feet of any residential facility. No sports are permitted in hallways or courtyards.
- o No prank or harassing phone calls.
- o When dressing/undressing, it is expected that window blinds will be closed.
- o No pets.
- o Rowdy or inappropriate behavior, excessive noise, harassment or hazing will not be tolerated and are grounds for dismissal.
- o Once a key is issued, there cannot be any room changes unless the camp/conference staff and Housing Office is notified and authorizes the room change.
- o No members of the opposite sex in the residence hall rooms except for parents, guardians, and staff.
- o Report any concerns to a staff member immediately.
- o Meal cards are needed and must be presented for all meals.
- o If you are 17 years old or younger, you must be accompanied by an adult chaperone during camp free time and transitions.
- o Obey all curfews, light out rules, and quiet hours from 10 pm - 10 am.
- o Participants may not leave campus without permission of the chaperone.
- o When leaving your room, be sure the lights are off, water is off, and all entrance and bedroom doors are locked.
- o Keys must be turned in as directed by camp/conference staff before you leave. (Lost key charges apply).
- o No playing of musical instruments in the vicinity of residence halls.

Failure to comply with the stated regulations may result in penalties including warning, parental notification, loss of privileges, and dismissal from the program depending on the nature of the violation. In the case of dismissal, camp organizers/chaperones will notify parents or guardians who will be responsible for picking up the dismissed participant immediately.

Chaperone Expectations (Team Camp Coaches):

- **Chaperones are responsible for the supervision and conduct of your camp/conference participants at all times during your entire stay.** In addition to any rules and regulations your specific camp or conference may have, we require the Camp/Conference Participant Rules be followed and enforced by camp organizers, chaperones and authorized adults.
- Chaperones are required to certify that they have had a background check through the school within 12 months or completed a background check through the Office of Human Resources at SVSU.
- **You must always be present in the residence hall with your group.** It is important for you to be available and accessible to your participants. This is especially crucial in the evening and throughout the night.
- **Please note the expectation to keep noise to a minimum after 10:00pm. This includes outside of the residence halls as well as inside,** because the noise can be disruptive to other camps and conferences participants. Most halls have a lobby area inside where group members may visit without disturbing others. It is also important for you to communicate the rules and regulations to the members of your group, so they understand what is expected of them.
- **One-on-One Interaction:** Intentional or purposeful interaction when an Authorized Adult/Chaperone is alone with one minor is prohibited, unless the adult is the minor's parent, legal guardian or other adult relative.
- **Overnight Programs:** No adult may enter a minor's bedroom, bathroom facility, or similar area unless accompanied by another adult, one of whom shall be an Authorized Adult/Chaperone or a parent or guardian. Separate accommodations for adults and minors are required.
- **Alcohol:** Strictly prohibited at all times during the camp/event.
- **Tobacco:** Tobacco usage is prohibited inside all university buildings and can only be consumed in SVSU parking lots.
- **Dining:** At least one (1) adult chaperone (per 20 campers) 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.
- **Elevators:** Chaperones are required to monitor the campers' use of the elevators in the building. If campers are misusing elevators, chaperones are responsible for disciplining the abuser. Appropriate measures should include forbidding further use of elevators or expulsion from residence hall.
- **Medical Emergency Situations:** Please make sure your group has an action plan for medical emergencies and has collected medical release and permission to treat forms. We ask that you be available and assist in making the decision how to handle a medical situation. If no Chaperone, Authorized Adult or Parent/Guardian is available, SVSU will contact Police and Emergency Medical Transport (EMTs).
- **Special Needs:** If at any time during your stay, you or one of your participants should experience any special needs regarding a disability, please be sure to inform a staff member so that an effort can be made to accommodate your needs

In case of any emergency **fire alarm**, we ask that you assist by having your group evacuate the building as quickly as possible. Evacuation plans can be found on the back of or near each room door. University personnel will announce when it is safe to re-enter any building.

We also ask that if you call emergency personnel for any reason, please inform the Program Organizer regarding the situation.

SAFETY AND SECURITY AT SVSU

This information is designed to help campus visitors and summer camp guests maintain a reasonably safe environment for themselves and their property during their stay on the Saginaw Valley State University campus. We invite you to become familiar with the university community and our campus and to understand policies and procedures concerning security, fire safety and weather-related emergencies.

SAFETY AND SECURITY AT SVSU

Saginaw Valley State University is a community of more than 7,000 students located in northern Saginaw County. SVSU has historically enjoyed a low incidence of crime on campus. The most recent Campus Security & Fire Report can be found at svsu.edu/universitypolice.

THE SAGINAW VALLEY STATE UNIVERSITY POLICE DEPARTMENT

The Saginaw Valley State University Police Department is located in South Campus A, which is located on the corner of Pierce Road and South Campus Entrance Drive. The department provides 24-hour, 7-days-a-week police service and protection for the SVSU

community, including extended lobby hours from 7am-Midnight. University Police can be reached at (989) 964-4141 (non-emergency) or by dialing 911.

The University Police strive to help prevent crime, provide highly visible security patrols and respond quickly to the needs of individuals on campus and in the university community as a whole. In the event of an emergency, or when a serious criminal incident has occurred, the department will use the appropriate channels to notify the SVSU community. Visitors and guests are urged to report any criminal or suspicious incident to the Police Department. If You SEE Something, SAY Something.

CRIME PREVENTION TIPS

Guests on campus are reminded that safety is a shared responsibility. The University encourages everyone on campus to use common sense and caution to help protect themselves and their property. The University's current campus crime statistics are available at svsu.edu/universitypolice

☐ Remember...

- Do not prop doors
- Draw blinds/curtains at night
- Keep windows and doors locked at all times
- Keep all valuables secured
- Do not give unknown persons access to residence halls, buildings or rooms
- Trust your instincts
- Call SVSU Police if you witness suspicious activity
- Minimize walking alone on campus after dark
- If You SEE Something, SAY Something

ACTIVE ASSAILANT/ARMED INTRUDER RESPONSE

An active assailant/armed intruder is an individual(s) actively engaged in threatening the lives of others in a confined and or populated area. The intruder may be armed with a firearm, knife, or other dangerous weapon while attempting to kill and/or harm others.

Note: The following does not necessarily represent sequential actions to be taken. Existing circumstances may yield one of these actions as the only viable option for an individual to protect themself.

RUN: Exit the building or area as quickly and safely as possible, distancing yourself from the threat.

- Have an escape route and plan in mind
- Leave your belongings
- Evacuate regardless of whether others agree to follow
- Call 911 when safe to do so

HIDE: If you are inside and cannot safely evacuate the building or are unsure of the location of the threat, secure in a room, classroom or office, creating as many barriers between you and the threat. If you are outside, and do not have a safe evacuation route then seek shelter inside the nearest building, and secure in an interior space. Additionally, take the following actions:

- Lock door or block/barricade the door
- Turn off lights if possible
- Hide in area out of shooter's view, moving to concealed areas away from doors and windows
- Remain calm and quiet
- Silence cell phone
- Text or Call 911 if you can do so without alerting the assailant

FIGHT/DEFEND: – If there are no other options to safely escape, and you are confronted by the assailant/intruder.

- As a last resort when your life is in imminent danger
- Attempt to disrupt and/or incapacitate the assailant/intruder using all available resources
- Act with physical aggression
- Improvise weapons and commit to your actions

WHEN POLICE ARRIVE

- Keep hands visible at all times
- Remain calm and follow instructions
- Drop items in your hand
- Provide information on the shooter(s); location, description, weapons.

FIRE SAFETY

Fire safety is a major concern. Most housing units are equipped with an automatic smoke detection system, a sprinkler system and posted evacuation route(s). Familiarize yourself with your best evacuation route(s) and know at least two exits. Also be aware of the location and operation of the nearest fire alarms and extinguishers.

In the event of a fire:

- Call 911 and provide:
 - Your name
 - Building and/or room
 - Location of emergency
 - Type of emergency
- Close all doors to the room of fire origin or other hazard when leaving.
- DO NOT USE AN ELEVATOR IN THE CASE OF SMOKE OR FIRE.**
- Leave the building through the nearest exit.
- Do not re-enter the building unless given clearance from the Saginaw Valley State University Police Department or its designee.
- If you are trapped in a building because of smoke, heat, flames or other hazard and cannot find an escape route:
 - Leave the room door closed.
 - Contact Emergency at 911 and give your exact location to the dispatcher.
 - Smoke accumulates at the ceiling and works its way down. Stay close to the floor where the air is fresh.

PERSONS NEEDING ASSISTANCE

During evacuation drills or emergencies, persons needing assistance should be helped to the nearest fire escape, window, door or stairway for their increased protection and to make rescue easier for trained emergency personnel. In no case should emergency action obstruct the exit routes for others or subject others to injury. Please make sure to alert the chaperone/staff if you need assistance evacuating during your stay.

RESCUE/MEDICAL RESPONSE

Rescue and/or medical duties should be performed only by a trained and qualified person, including without limitation SVSU police, local Fire Department or other trained medical personnel.

ALCOHOL, DRUG AND SMOKING POLICIES

Saginaw Valley State University strives to comply with all federal, state and local laws - including those regulating the possession, use and sale of alcoholic beverages and controlled substances.

- Michigan State Law requires that you must be at least 21 years of age in order to purchase or consume alcoholic beverages.
- The use, possession, purchase and/or sale of marijuana and other illicit drugs on campus poses a threat to health and safety of all members of the SVSU community and is not permitted on university property at any time. Violations will be investigated and criminal prosecution may result.
- Smoking is prohibited on campus except in residential parking lots and lettered parking lots. This policy applied to all students, faculty, staff members, and visitors. Smokers are expected to keep smoking areas clean and to use appropriate receptacles to dispose of smoking materials. This prohibition applies to all smoking materials, including e-cigarettes and vaping.

WEATHER EMERGENCIES

- LIGHTNING**
 - If you are inside:
 - Avoid windows during an electrical storm.
 - Avoid using electrical appliances and stay away from all metal objects during a storm.
 - Do not go outside.
 - If you are outside:
 - Avoid electrical lines.
 - Stay away from flag poles, towers, trees and metal fences.
 - A closed automobile provides a protective shell but if the vehicle is struck do not touch anything metal in the interior.
 - If caught out in the open, stay low.
- TORNADOS**
- A tornado warning is issued when a tornado has been sighted in the area.

- If you are inside:
 - Do not leave the building during a tornado warning.
 - All occupants should move to an interior room or hall on the lowest level, avoiding windows and large rooms, auditoriums or gymnasiums.
 - Get in a crouched position, head between knees and hands protecting the back of the head.
- If you are outside:
 - Never try to outrun a tornado in your vehicle.
 - Drive to the nearest building or seek shelter in a ditch or ravine.

**Please note ongoing construction is underway in certain University Housing facilities.
DO NOT ENTER ANY CONSTRUCTION AREAS.**

Please sign and return the Acknowledgement of Receipt on the following page.

Safety and Behavioral Expectations Acknowledgement of Receipt

I acknowledge I have received and will read the Safety and Behavioral Expectations for Camp/Conference Participants and Chaperones at Saginaw Valley State University.

