

# Participant Safety and Parent Notification

## How can I as a parent or guardian be assured that I receive the most up-to-date information regarding emergency events on campus?

To ensure that every parent has the most accurate account of the emergency situation, parents must ensure their contact information accurate and provided to Program staff. In the event of a crisis situation, accurate and up to date information will be posted to Northwestern's website at [www.northwestern.edu](http://www.northwestern.edu)

## How and when will I be notified if there is an emergency?

The means and immediacy of communication will depend on the event and on the potential or actual impact to the safety of program participants. While it's impossible to anticipate all eventualities, the following can be used a guide to gauge the level of notification and systems used to communicate:

Impact Level	Possible Notification Meathods
<p><b>A Low Impact Incident:</b> Poses no or minimal risk to the safety of the program participants. There are no disruptions to regular activities, and the incident is an isolated one.</p> <p><b>Example:</b> A small disturbance or fight. NOTE: Not every misbehavior incident will warrant a notification response</p>	<ul style="list-style-type: none"> <li>• If warranted, letter sent home and/or email message</li> </ul>
<p><b>A Moderate Impact Incident:</b> Poses a moderate risk to the Program activities. Results in some disruption to activities such as a change of schedule, location or cancellation of some activities.</p> <p><b>Example:</b> A gas leak or other credible threat</p>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Text message</li> <li>• Posted message on university website</li> </ul>
<p><b>A High Impact Incident:</b> The incident poses a significant risk to the safety of Program participants, which results in a significant disruption to activities, change of schedule, evacuation, cancellation of activities and impacts many participants.</p> <p><b>Example:</b> A fire in building or intruder in building or the use of a weapon resulting in injuries to program participants or staff</p>	<ul style="list-style-type: none"> <li>• Phone message</li> <li>• Text message</li> <li>• Email</li> <li>• Posted message on Northwestern's website</li> <li>• Press release</li> </ul>

## Should I report to the scene of the incident/emergency?

In the case of a high-impact emergency situation, access to the scene will be limited and controlled by fire or police officials.

Parents are encouraged to remain close to their sources of communication, whether phone or email, to ensure they are receiving accurate and timely updates on the emergency from University and/or Program staff.

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## **Once the emergency is declared "over," will parents be able to report to their child's Program location?**

When the emergency has ended, direction will be provided on how parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all program participants, staff and parents.

*Remember, a participant can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent or guardian, you must be listed in the participant registration documentation and show proper identification.*

## **If the building has been evacuated, how will I be able to locate my child?**

If an evacuation occurs, there is a possibility that the participant will return to regular program location and normal pickup procedures will be followed. Your child may text or email you about the evacuation before Program staff is able to notify you. Please rely on information provided by through Northwestern University and Program staff. Monitor your phone or email closely to ensure you are receiving accurate and timely updates on the emergency. Participant texts and social media can cause confusion and further disrupt safety protocols.

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## Addendum A:

(Except from Northwestern University Emergency Response Framework (2014))

### 3.1 Mass Notification

In the event of an emergency incident or disaster situation, information will be gathered and disseminated as quickly as possible. Northwestern University may utilize a multi-layered mass notification approach to include any or all of the methods below:

- **Phone** - In times of an emergency on campus, a recorded message may be sent to each of the numbers that faculty, students, and staff have designated to be used for emergency notification. Northwestern University requires students to confirm or update this information at least once every year.
- **Text** – Provided the cell phone has text messaging capabilities, a text message providing emergency information may be sent to all registered cell phone numbers.
- **E-mail** – Security alerts or emergency information can be sent to any or all members of either the Evanston or Chicago Campuses.
- **Emergency voice-mail system** – In the event of emergency, information may be provided and sent to the University voice-mailbox system.
- **Northwestern University Web Site Breaking News** – Breaking News can be accessed from any computer with the appropriate password. Breaking News web site is [www.northwestern.edu](http://www.northwestern.edu). Emergency information and updates will be posted on the Northwestern University Breaking News page by University Relations.
- **Outdoor siren system** - The emergency outdoor siren alert system consists of roof-mounted speakers at several locations on the main Evanston campus and at the Evanston campus athletic complex at Central and Ashland. The alert system can make the traditional siren sound used by municipalities to warn of severe weather, as well as other sounds. It also can produce voice messages.
- **Mass notification system** – This is an emergency notification system provided by an outside vendor. The system can call, send a text message and/or email all students, faculty and staff within one hour. Any or all of the combinations may be utilized depending on the emergency incident.
- **External media contacts** – Northwestern may utilize external media contacts in the form of a news release or news conference to provide emergency information and updates.