

Security and Emergency Procedures for Programs Involving Minors

DePaul University

These Security and Emergency Procedures for Programs Involving Minors were developed by the Office of Compliance and Risk Management as part of the Registration and Reporting Requirements for Programs Involving Minor Children policy <http://minorchildren.depaul.edu>

Any questions about the policy or these procedures should be directed to minorchildren@depaul.edu.

SECURITY PROCEDURES

Drop-Off & Pick-Up Procedures

All minor children will be checked-in at the beginning of each event or session of a program.

Unless prior arrangements have been made, minor children will only be released at the conclusion of a program to the individual listed on the minor child's participation release. Parents and guardians may provide written instructions permitting (a) the release of a student to another adult or (b) a minor 13 or older to leave a program unaccompanied (e.g.—in order to take public transportation). Proper identification will be required for the release of all minor children.

Restroom Procedures

Minor children under 13 will use the buddy system for restroom breaks, and will check-in and out of the program with an Authorized Adult.

EMERGENCY PROCEDURES

Responding to Emergencies

DePaul University has a campus-wide [Emergency Operations Plan](#). Authorized Adults who are primarily responsible for programs involving minor children on-campus will familiarize themselves with this Plan, and will make sure that other Authorized Adults interacting with minor children as part of a program are familiar with the Plan as necessary.

In general, all emergencies that impact a program involving minor children on-campus will be handled in accordance with the Plan.

All emergencies that impact a program involving minor children off-campus will be handled in accordance with the Plan, to the extent possible. Depending on the location of a program involving minor children, other entities' emergency procedures may also apply. In this instance, Authorized Adults who are primarily responsible for the program involving minor children will familiarize themselves with these emergency procedures, and will make sure that other Authorized Adults interacting with minor children as part of a program are familiar with these procedures as necessary.

Communication with Parents & Guardians Regarding Emergencies

At the start of a program involving minor children, parents/guardians will be given instructions about how to reach their minor children in case of emergencies.

As soon as reasonably practicable following an emergency, DePaul (or, if appropriate, another entity) will contact via phone the individual listed as the "Emergency Contact Number" on the minor child's participation release or otherwise provided to inform the minor child's parent or legal guardian of the situation. In the event of minor emergencies, this communication may be through writing/email or at the next pick-up opportunity.