

Camp Safety at Shippensburg University

The safety and security of students and our guests are major priorities at Shippensburg University. The university has a well trained and equipped police force to ensure that each camper and conference participant has a positive experience while at SU. Rules and regulations have been established to protect you. Please review these rules, regulations, and safety procedures so you know what to do in the event of an emergency.

University Police

The SU campus is well lighted throughout and University Police patrol the campus day and night by foot, bicycle, and car. All university police officers are graduates of the Municipal Police Officers Training Center and are trained and equipped (including defibrillators) to effectively handle any security and emergency medical situations that may arise.

Campus Security

Campus facilities are also protected by a camera surveillance system, monitored 24 hours a day. There are 11 outdoor emergency phones across campus connected directly to the University Police desk. Emergency telephones are also installed in the women's locker rooms in Heiges Field House and Henderson Gymnasium. Even with these measures in place, camp and conference participants must exercise good judgement and caution at all times.

Camp Counselors

SU youth camps have counselors assigned to each camp. The ratio is approximately 1 counselor per 12 campers. These counselors assist in residence hall and evening activity supervision. Non-SU youth groups

are expected to provide adequate supervision throughout their stay with us.

Residence Hall Directors

Each residence hall has a residence director. SU sponsored youth camps also have a residence assistant who assists with the coordination of camper supervision.

Residence Hall Security

- Residence halls are locked 24 hours a day. Any attempt to prop doors open will trigger a security alarm.
- Admission to all halls (except Seavers Apartments) is by magnetic conference card.
- Conference cards are coded for specific residence halls and for specific times. Cards will not open doors after curfew.
- Keys are issued for individual rooms. **Keep room doors locked at all times and do not give your key to anyone.**
- A residence director is on call at all times. If a residence director is needed, please call the number posted at the front desk, the Dean of Students Office (ext. 1164, Monday-Friday), or University Police at ext. 1444 (717-477-1444 from a cell phone).
- Pay phones and campus phones are located in the lobby near the residence hall front desk. To call on campus from the campus phone, dial the last four digits of the number.
- Fire alarms and fire extinguishers are located throughout the residence halls. All residence halls are equipped with smoke detectors, heat sensors, and sprinkler systems.
- Entrance and exit is through the front doors only. These doors are monitored by the surveillance system.

Camper Responsibilities in the Residence Halls

- **Do not open the door of the residence hall for anyone unknown to you.** Let them use their conference card.
- Do not allow anyone who does not belong to your group into the residence hall or on your floor.

- If someone suspicious is noticed around your residence hall, report the person to your camp director, a counselor, a residence director, or call the University Police at extension 1444.
- You are prohibited from visiting residence halls or floors in your residence hall other than the one to which you are assigned.
- Locate the fire alarms, fire extinguishers, and fire escape routes. Check the diagram on the back of your room door.
- Keep room doors locked at all times. SU does not assume responsibility for lost or stolen items.

In Case of Injury or Illness

The Etter Health Center is staffed and equipped to take care of minor illnesses and injuries that may arise during your stay on campus. Our physician is in attendance Monday through Friday from 1:30 to 2:30 PM. A registered nurse is on duty from 7:30 AM to 11:30 PM daily and may consult with the physician by telephone at any hour. Call extension 1458 or call University Police emergency number at 1911.

Report your illness or injury to a counselor or your camp director. If you are a minor, a member of the staff will escort you to the health center. **It is important that all campers under age 18 have "permission to treat" release forms signed by their parents or guardians.** The health center cannot treat without having this authorization on file.

If you have a fire or medical emergency, call 911.



In Case of Fire

All buildings are equipped with fire alarms and fire extinguishers. Familiarize yourself with the location of these and the route of exit, especially in your residence hall. An escape route diagram is located on the inside of the residence hall doors.

Residence halls have strobe light units in some rooms to alert hearing impaired students and each residence hall room is equipped with a smoke detector equipped with a battery backup. To request a room equipped for the hearing impaired, please contact the conference office (extension 1256). If the smoke detector is not operating properly, please contact the residence life staff immediately. Do not remove it from the wall, disassemble it, or damage it.

In the event of a fire, report the fire by using the fire alarm or dialing 1444 from a campus phone, 717-477-1444 or 911 from a cellular phone. Evacuate the building by using stairwells. **DO NOT use the elevators.** In the event of a fire, all exits will unlock automatically.

Camper Responsibilities

Campers must assume responsibility for their personal safety and security of their personal belongings.

- Keep room doors locked at night and when vacant during the day.
- Do not allow anyone who does not belong in your building or is unknown to you to enter.
- Report all suspicious circumstances to your counselor, residence director, or University Police.
- Travel in a group especially at night and stay in well-lighted areas.

- Resident campers who drive to the camp must turn in their car keys to the camp director upon arrival. Keys will be returned at check out time.
- You are not permitted to leave campus.
- Visitation by friends not associated with the camp is prohibited.

Office of Conferences Code of Conduct

All registrants in camps at Shippensburg University will observe the following rules of conduct. **ANY VIOLATION OF THIS CODE COULD RESULT IN DISMISSAL FROM THE CAMP.**

1. You will be assigned a counselor by the camp director who will be responsible for your needs during the time you are at camp.
2. Your assigned residence hall room is your home away from home. Take care of your room and the residence hall facilities. **YOU WILL BE CHARGED FOR ANY DAMAGES.**
3. **NO CAMP PARTICIPANT** will be permitted to leave the campus unless the camp director gives express approval. A note of approval, signed by your parent or guardian, must be given to the camp director in advance.
4. **NO CAMP PARTICIPANT** is permitted the use of an automobile. All cars must be parked in a designated area and the keys given to the camp director for the duration of the camp.
5. **SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES**, etc., are not permitted on the university campus except in specially designated areas. The roadways and sidewalks on campus do not provide a safe environment for their use. Official warnings will be issued to violators on the first offense. Repeat

violations of the regulations will result in confiscation of the prohibited items or further disciplinary action by the university.

6. **NO** smoking and **NO** consumption or possession of alcoholic beverages or non-prescription drugs is permitted **anywhere** on university property.
7. Any **RESIDENCE HALL** other than your assigned hall is **OFF LIMITS**. Any camper caught visiting a residence hall or a floor assigned to the opposite gender will be expelled from the camp.
8. Other groups will be sharing common meeting areas (i.e. residence hall, dining hall, recreational facilities). **DO NOT** interfere with the activities or programs of other groups.
9. **RESPECT** your fellow campers, their possessions and their privacy.
10. Pay phones are available in the main lobbies of the residence halls for placing long distance calls. **No calls may be placed after curfew.**
11. Your camp director will give you specific times for lights out, bed checks, quiet times and curfew. These must be observed. The individual camp directors may give additional rules. **Curfew for all youth camps is 10:30 PM.**
12. The custodial staff and residence life staff are here to help and serve you. Please give them your full respect and cooperation. Trash and recycling containers are provided in the residence hall for your convenience. **Please use them.**
13. The campus recreational facilities are for your use. Please adhere to the specific guidelines for each facility. **DO NOT ABUSE THIS PRIVILEGE.**
14. Be respectful and courteous of others at all times.

STATEMENT OF PURPOSE FOR SUMMER CAMPS

Shippensburg University is an academic community which exists for the pursuit of learning. The summer youth camp is an important part of that community. Behavior which interferes with the ability of others to pursue this goal is unacceptable. Inappropriate behaviors include, but are not limited to, acts of intolerance directed toward others because of ethnic, racial, gender, sexual orientation, disability, religious or age characteristics.

A camper must assume full responsibility for his or her actions. All campers must abide by the University and camp rules to assure that maximum learning can take place.