



University Life Division  
Office of the Vice Provost for University Life

**MEMORANDUM**

**TO:** Deans, Directors, and Department Chairs  
**FROM:** Dr. Valarie Swain-Cade McCoullum  
Vice Provost for University Life  
**DATE:** March 11, 2009  
**SUBJECT:** 2009 Special Summer Program Protocols

On behalf of the Provost, I am writing to provide you with the set of approved forms, waivers, protocols, and procedures mandated for special summer programs. Special summer programs are non-credit-bearing programs, activities, and/or courses sponsored by Penn schools, departments, or centers during one, or both, of Penn’s summer sessions. In addition to the program data form, this packet includes the following:

- |  |  |
|--|--|
| <b>Important Emergency Contacts</b>                    | <b>Penn Card ID Policy</b>             |
| <b>Library Access Information</b>                      | <b>Program Emergency Contact Form</b>  |
| <b>Medical Protocol</b>                                | <b>Security Policy</b>                 |
| <b>Overview of Student Health Service</b>              | <b>Student Participation Agreement</b> |
| <b>Parental Permission/Medical Authorization Forms</b> |  |

Those of you who intend to sponsor a Penn special summer program this summer must complete and return the Program Data Sheet to my office c/o Pat Ravenell, no later than Friday, March 27, 2009. Forms can also be faxed to Pat at 215-573-5611.

All forms and waivers must be maintained in the unit sponsoring the special summer program during the course of the program. The University expects that deans, department chairs, and division directors will ensure that programs sponsored by their units follow all mandated policies and protocols. This information may also be found on the VPUL website at <http://www.vpul.upenn.edu/>. If you have any questions regarding this material, please contact Pat via email at [ravenell@upenn.edu](mailto:ravenell@upenn.edu) or by phone at 215-898-6081.

I appreciate your assistance with this effort.

Attachments

cc: Associate Provost Andy Binns  
2008 Summer Program Directors

**UNIVERSITY OF PENNSYLVANIA  
2009 SUMMER PROGRAM DATA SHEET**

Program Name: \_\_\_\_\_

Program Director: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

University Sponsor\*: \_\_\_\_\_

Security Liaison: \_\_\_\_\_

Campus Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ 24 hr. contact phone: \_\_\_\_\_

Tentative Dates: \_\_\_\_\_ Duration: \_\_\_\_\_

Number/Participants: \_\_\_\_\_ Age/Grade/Level: \_\_\_\_\_

Residential: Yes \_\_\_\_\_ No \_\_\_\_\_

Is transportation provided as a part of the program? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is transportation being arranged through University Charter Services? \_\_\_\_\_

If no, what charter service will you be using? \_\_\_\_\_

Have you obtained, or have you requested, a certificate of insurance? Yes \_\_\_\_ No \_\_\_\_

Is the Student Health Service providing medical care to program participants? Yes \_\_\_\_ No \_\_\_\_

If no, what arrangements have you made in the event program participants need medical care?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funding Source: \_\_\_\_\_ Years of Operation: \_\_\_\_\_

\_\_\_\_\_  
\*All programs must have a University of Pennsylvania sponsor

Brief description of program: (This one paragraph summary will be used in news releases regarding special summer programs. Additional materials may be appended if necessary.)

Brief description of program's on-campus supervisory structure, including the number and qualifications of on-campus staff.

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Signature

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Date

**University of Pennsylvania  
2009 Summer Programs**

**Important Emergency Contacts**

<b>Student Health Service</b>	
3535 Market Street, 1 <sup>st</sup> Floor	215-746-3535 (SHS triage number) If call is after hours, call is forwarded to HUP operators who will page the SHS provider on call. <a href="http://www.vpul.upenn.edu/shs">www.vpul.upenn.edu/shs</a>
<b>Division of Public Safety</b>	
For on-campus medical emergencies possibly requiring transportation, contact the Penn Police at the Division of Public Safety	Dial 511 from a campus telephone, OR use one or more than 225 “blue light” emergency telephones on campus and in the surrounding neighborhood OR dial 215.573.3333.
Special Services	215-898-4481
Victim Support -24 hour service	215-898-6600
<b>Fire and Emergency Services</b>	
John Cook <a href="mailto:jacook@publicsafety.upenn.edu">jacook@publicsafety.upenn.edu</a>	215-898-6921
<b>Office of the Vice Provost for University Life</b>	
Pat Ravenell 3611 Locust Walk	215-898-6081
<b>Hospital of the University of Pennsylvania</b>	
HUP main number	215-662-4000
HUP patient information	215-662-3308
HUP Emergency Room Silverstein Pavilion 34 <sup>th</sup> Street, south of Spruce Street	215-662-3920

<b>Children's Hospital of Philadelphia</b>	
CHOP Main 34 <sup>th</sup> Street and Civic Center Boulevard	215-590-1000
CHOP Emergency	215-590-3488
<b>Conference Services</b>	
Pamela Lampitt, General Manager Stouffer Commons 3702 Spruce Street	215-898-9319 (office)

## University of Pennsylvania Libraries – Summer Program Information 2009

### Building Access

- Many of the University of Pennsylvania Libraries are open to the public during weekdays. Presentation of a current, valid government, school or employer-issued photo I.D. is required.
  - ✓ Access policies may vary by library. Detailed information can be found online at: <http://www.library.upenn.edu/access/>
- Members of the Penn community with a valid PennCard or hospital affiliate ID may enter the libraries anytime that they are open.

### Borrowing Privileges

- Program participants who are given PennCommunity affiliations as Faculty, Student or University Staff will have the ability to borrow materials from the Libraries with a valid PennCard or hospital affiliate ID.
- Program participants who are given Guest PennCards or non-Photo IDs will not be able to borrow library materials.
- Program participants with most other PennCommunity affiliations may be able borrow library materials if arrangements are made in advance of their arrival.
  - ✓ To arrange borrowing privileges for your program participants please contact: Andrea Loigman at: [loigman@pobox.upenn.edu](mailto:loigman@pobox.upenn.edu) or 215-898-0701

### Electronic Access

- Program participants who are given PennCommunity affiliations as Faculty, Student, University Staff, Visiting Scholar or Visiting Student should be able to use their PennKeys to access the libraries' electronic resources.
- Program participants who are given Guest PennCards or non-Photo IDs will not be able access the libraries' electronic resources.
- Program participants with some other PennCommunity affiliations may be given access to the libraries' electronic resources if arrangements are made in advance of their arrival.
  - ✓ To arrange electronic library access for your program participants please contact: Andrea Loigman at: [loigman@pobox.upenn.edu](mailto:loigman@pobox.upenn.edu) or 215-898-0701

# Medical Protocol for Special Summer Program Participants

WHAT YOU NEED TO KNOW TO PROPERLY UNDERSTAND THE MEDICAL PROTOCOL PROCEDURES

## *Is this a medical problem or a medical emergency?*

### **What constitutes a typical medical problem?**

Typical medical problems include:

- Acute illnesses (such as colds, strep throat, mono, stomach viruses, urinary tract infections)
- Acute minor injuries (such as a sprained ankle or a pulled back muscle)
- Chronic medical conditions (allergies, asthma, diabetes, high blood pressure)

### **What constitutes a medical emergency?**

A medical emergency is an acute condition that potentially threatens the life or health of an individual.

Symptoms that indicate a possible medical emergency include:

- Crushing chest pain
- Acute and/or severe shortness of breath
- Extremely high fever (>102°), especially if associated with shaking chills
- Severe headache, especially if associated with a stiff neck, or if described as the worst headache of your life
- Loss of consciousness
- Severe abdominal pain
- Broken bone

### **Who is an “*Informant*” and what is his/her role?**

Typically, the informant is the Penn staff person present, or first on the scene, or near the location at the time the emergency occurs. The informant should notify all of the appropriate Penn personnel and departments of the emergency. The informant could be the actual program director, security liaison, a member of the Conference Services summer staff, a resident advisor, a member of the Student Health Service staff, or a Division of Public Safety officer. The informant could also be a third party service provider employee, or, in the unlikely event that the emergency occurs off-campus but in University City, a member of the HUP or CHOP emergency room team.

### **What is the role of Penn’s Student Health Service?**

The Student Health Service provides services to promote the health and welfare of students of the University including those participating in special summer programs. Access to the Student Health Service for non-emergency medical care varies according to each program and its arrangements for medical care. Services include:

- ◆ Evaluation, treatment, and follow-up for acute medical illnesses and injuries
- ◆ Follow-up of Emergency Room visits
- ◆ Evaluation and ongoing management of chronic medical conditions
- ◆ Immunization and allergy desensitization services
- ◆ On-site specialty care for sports medicine and nutrition
- ◆ Coordination of care for specialty referrals outside of Student Health Service

A more detailed description of services is available in “The Overview of Student Health Service” included in this packet. Sources for emergency medical care vary depending on the extent and severity of the emergency. These include:

- Telephone consultation with a Student Health Service medical provider (available 24/7)
- HUP emergency room (for participants 18 and over)
- CHOP emergency room (for participants under the age of 18)

#### **PROTOCOL PROCEDURES:**

1. If the medical emergency occurs on campus, the Informant (program director or security liaison) should immediately notify the Division of Public Safety and the appropriate contact for medical care as noted above.
2. Depending upon the severity of the emergency, either the emergency room or the Student Health Service provider (for contracted students) will follow established guidelines for notifying and communicating with the University, including the Office of the Vice Provost for University Life and the Program Director.
3. The Program Director (or designees) is responsible for arranging care for program participants with medical problems that do *not* require Emergency Room care.
  - a. If the program has contracted with the Student Health Service, participants should be referred to SHS; the Program Director should call the SHS triage line (215-349-8245) if there is an acute need for care.
  - b. If the program does not have an agreement with SHS for provision of care, the Program Director will need to make arrangements in the surrounding medical community for any acute and follow-up care that is needed.
4. In the event of a serious accident/illness, the program director/security liaison will inform program participants as appropriate. This is best done through the coordination of the staff and peer counselors when possible, and in consultation with the attending medical provider.
5. After review of the participant’s condition (in non-critical cases), the participant will be sent home for local care (non-students).
6. In accordance with established procedures, the Student Health Service provider will continue to monitor the situation and to communicate necessary information, including need for follow-up care, to the designated member of the program staff and other members of the University community (for contracted students).

#### **Participant Medical Information and Insurance Documents**

Prior to the start of the special summer program, staff must have on file the following documents for each participant:

1. Participant/Family Waiver and Release Form
2. Health Care Provider/DPW (Department of Public Welfare) information (including group/case number, physician’s name, and 24/7 emergency “next-of-kin” contacts).
3. Copy of front and back of medical insurance cards
4. Authorization to provide medical treatment

## **2009 Summer Programs Overview of Student Health Service**

Medical care at the Student Health Service is available to participants in selected summer programs. Summer program participants may receive care at the Student Health Service *only* if they have paid the designated health service fee. Participants in programs that do not bill the health service fee are *not* eligible for care at the Student Health Service.

### **CONTACT INFORMATION**

Location: **3535 Market Street, 1<sup>st</sup> floor**

Telephone: **215-746-3535**

Website [www.vpul.upenn.edu/shs](http://www.vpul.upenn.edu/shs)

Hours (July-August) Monday through Friday, 9:00 AM to 4:00 PM  
Saturday 9:00 AM to 11:30 AM

### **COSTS**

For programs using the Student Health Service, all participants are billed a Summer Clinical Fee (a pre-paid health fee that provides access to SHS). This fee is applied to all participants in that summer program.

SHS services covered by clinical fee include:

- ✓ Primary Care Visits
- ✓ Women's Health Visits
- ✓ Sports Medicine Visits
- ✓ Allergy Desensitization

SHS services that are billable to insurance/student include the list below. Please note that Student Health Services does not bill private insurance. Participants with private insurance will be charged directly for these services; they may submit claims to his/her insurance carrier for reimbursement.

- ✓ Laboratory tests performed on-site at Student Health Service
- ✓ Immunizations
- ✓ Medications and prescriptions
- ✓ Orthopedic supplies

Students are responsible for payment of any services obtained outside Student Health Service, including hospitalization, emergency room visits, diagnostic tests, x-rays, consultations, outpatient office visit or treatment. This includes any services provided by the Hospital of the University of Pennsylvania.

## **CLINICAL SERVICES FOR SUMMER PROGRAM PARTICIPANTS**

### **Primary Care and Sports Medicine:**

- Evaluation, treatment, and follow up for acute medical illnesses and injuries
- Follow-up of emergency room visits
- Evaluation and ongoing management of chronic medical conditions
- Coordination of care for specialty referral outside of Student Health Service
- Primary care provider telephone consultation services 24/7
- Allergy desensitization

### **Women's Health:**

- Routine annual examination
- Contraception counseling and prescriptions (including emergency contraception)
- Evaluation, treatment and follow-up for acute problem and chronic conditions
- Evaluation and counseling for pregnancy-related concerns
- Evaluation, treatment, and follow-up of sexually transmissible infections

### **HOW TO ACCESS CARE**

- ✓ Student Health Services operates on an appointment system.
- ✓ Appointments may be scheduled in advance for non-urgent requests or same-day for medical problems requiring attention that day.
- ✓ Students who arrive without a scheduled appointment will be offered either a same-day or an advance appointment.
- ✓ A staff member will evaluate students if an appointment is not readily available
- ✓ After Hours Care – A primary care provider is available by telephone for consultation/advice 24/7 (including emergency contraception); this provider will facilitate care when emergency room treatment is needed.

PARENT PERMISSION FORM FOR MINOR PARTICIPANTS – SUMMER PROGRAMS

My son/daughter, \_\_\_\_\_, is participating in the  
\_\_\_\_\_ summer program at the University of Pennsylvania  
from \_\_\_\_\_ to \_\_\_\_\_.

I have carefully read, understand and have signed the Summer Program Participant Agreement. I also have carefully read and understand the terms of this permission form and have had the opportunity to ask any questions I may have.

I hereby give my permission for my son/daughter to participate in the program, and any and all of its activities, and agree to release, indemnify, and hold harmless the University of Pennsylvania from and against any claim which I or my son/daughter or any other person may have for any losses, damages or injuries arising out of or in connection with my child's participation in the summer program. It is agreed that my child's participation is adequate consideration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (or Guardian) Signature: \_\_\_\_\_ Date: \_\_\_\_\_





PENN I·S·C

## PENNCARD SUMMER 2009 PROGRAM ID GUIDELINES

The goal for all summer programs on the campus is to have a completed ID available upon the guest's arrival. This is to ensure your participants' safety and accessibility on campus.

The PennCards should be "ready to use", with access to the residence hall, dining meals, PennKey and any other feature that might be needed for our guests during their stay on the Penn campus. To accomplish this aggressive goal the following information has been provided. If you follow these instructions we all can achieve a seamless delivery of services.

### Requirements and Fees

All summer program groups or conferences whose participants plan to use Dining Services, the University Libraries, Recreation, or Conference Services, regardless of the duration of the program or conference, will be required to have a PennCard. Participants who are here 2 weeks or longer are required to have a photo PennCard ID. Groups who are here 2 weeks or less should contact Conference Services for non-photo cards.

- There is a \$25.00 fee for each new PennCard issued.
- There is also a \$25.00 fee to replace lost or stolen PennCards, and a \$5.00 fee to replace damaged PennCards.

### Uses of the PennCard

- PennCards display the following information:
  - Name of Participant
  - Photo of Participant
  - Penn ID Number
  - Expiration Date
- PennCards may be used for access into residence halls, as well as the dining halls.
- PennCards used for Summer Programs automatically come with access privileges to Penn Transit Services and entrance to the University Libraries.
- Additional services, such as PennCash, Recreation, and Library borrowing privileges may also be arranged.

### Recommendations

Pre-production of PennCards for Summer Programs is the *best way* to ensure all services associated with specific programs are available to participants in a timely manner. It is *strongly recommended* that Program Coordinators allow sufficient time and take appropriate steps for the pre-production of PennCards.

- The PennCard Center can pre-make groups of PennCards when supplied with paper or digital photos of the group participants.
- Fill out a PennCard request form, and attach the list of your participants; please make sure to include your budget code.
- Photos must be identified with the participant's name and last four digits of the Social Security Number (on the reverse side for paper photos; also use participant's name and last four digits as the file name for digital photos).
- Guidelines for acceptable photos:
  - color photo, taken within the past 6 months
  - full face, front view
  - normal street attire
  - approx. 2"x2" in size
  - plain white or neutral background
  - the image from the bottom of the chin to the top of the head should be between 1" and 1 -3/8"
- Save labeled digital photos as .jpg files (for example, smith1234.jpg). Digital photos may be e-mailed as an attachment to [confsvcs@pobox.upenn.edu](mailto:confsvcs@pobox.upenn.edu) or submitted on a pc-formatted disk to the Conference Services.

## First Step in the PennCard Process – Data Entry

- ❑ Participants who **have a record in SRS or the University Payroll System** at any time within the duration of the Summer Program.
  1. The host department must ensure that participants' information is completely and correctly entered into the appropriate system. This triggers the start of process, and allows a PennCard to be made.
  2. The information that is entered by the department controls the functionality and availability of the participants' PennCards. **The participants' information must be entered into the appropriate system no less than 24 University business hours before the process can begin to create a PennCard.** Please note that this entry should occur prior to the two-week window before the start of the program noted in the Second Step below. Payroll records must have an active current or future distribution line. Students entered in SRS must be enrolled in a program and registered for a class. PennCard receives data from SRS or Payroll once every University business day, and cannot manually enter this information or create a PennCard until this data is received.
  3. Modifications to SRS or Payroll records will automatically download to the PennCard system, and changes, including terminations, entered into those systems will affect the functionality of the PennCard. In some cases, changes in SRS or Payroll within the duration of the Summer Program will require participants to return to the PennCard Center to pay a replacement fee for a PennCard that accommodates the change made by the host department in SRS or Payroll. It is recommended that an active status in SRS or Payroll be in effect as early as possible before the issuance of PennCards, and that the status remains constant throughout the length of the program.
  
- ❑ Participants who **will *not* have a record in SRS or the University Payroll System** within the duration of the Summer Program.
  1. The host department must ensure that participants' information is completely and correctly submitted to Conference Services or, in certain cases, entered directly into the Penn Community system. Those host departments and Program Coordinators utilizing Penn Community for Summer 2009 will receive additional specific information.
  2. The information submitted by the host department controls the functionality and availability of the participants' PennCards. Even if the host department is not submitting photos to the PennCard Center for the pre-production of cards, *it is imperative that the following guidelines are followed or appropriate privileges may not be available to the cardholder upon creation of the PennCard.*

## Second Step – Submitting Information for PennCard Creation

For either of the above categories, Conference Services must receive a list of participants **TWO WEEKS** before the start of the program.

This should include:

- A signed and TAC'd PennCard Request form must accompany all requests. One PennCard request form per group or conference is acceptable.
- Names of Participants (Please type or print, last name, first name, and middle initial)
- Name of Program/Conference
- Name, telephone number, e-mail address, and address of contact person
- Start and end dates of Program/Conference
- Birth dates of Participants (participants who do not report a birth date will be assigned a simulated birth date)
- Social Security Numbers of the Participants (Participants who do not have a SSN will be assigned a simulated SSN). Please ensure that you follow all relevant University policies when dealing with Social Security Numbers. That policy can be found at <http://www.upenn.edu/almanac/volumes/v54/n16/sspolicy.html>
- Method of payment (please supply a budget code if the department is paying for the cards or indicate that each person will pay cash, check, Visa or MasterCard individually.)
- Photos of Summer Program participants (if photos of all participants cannot be obtained in advance, please submit as many photos as possible) to:

Conference Services  
Stouffer Commons  
3702 Spruce Street  
Philadelphia, PA 19104-6027  
Fax: 215.573.8452  
E-mail: [confsvcs@pobox.upenn.edu](mailto:confsvcs@pobox.upenn.edu)

### **Third Step – For Groups with Pre-made Cards**

Pre-made cards will be turned over to Conference Services unless otherwise arranged. The Program Coordinator collects the pre-made cards from Conference Services, assumes responsibility for distribution of the PennCards, and verifies that the individuals in the program present appropriate identity confirmation. If PennCards are to be picked-up individually by the cardholder, please make a notation on the PennCard request form. Photo identification is required when PennCards are distributed directly to the cardholder.

### **Fourth Step – For Groups without Pre-made Cards**

Program Coordinators who choose not to have their PennCards pre-made must make an appointment to bring their group into the PennCard office during regular business hours to have participants' photos taken. Contact the PennCard Center at 215-898-2646 or [penncard@exchange.upenn.edu](mailto:penncard@exchange.upenn.edu). Please arrange this date and time at least a week prior to your group's arrival. *Please note that steps 1 and 2 must still occur prior to bringing the participants to the PennCard Center.*

### **How to Obtain a PennKey for Your Participants**

Those participants whose information is entered through SRS will receive an automatic PennKey mailing from ISC. For all other program participants, PennKey set-up information will be distributed with PennCards. Please contact Conference Services for further information.

### **P.A.C. (Personal Access Code) for Building Access**

Penn's Division of Public Safety automatically assigns the last 4 digits of a cardholder's social security number as an access code that is used in conjunction with a card swipe for certain on-campus buildings. Those groups who are on campus 2 weeks or less and are using non-photo cards, or those groups who do not provide social security numbers for PennCard creation, will be assigned a random number that will be distributed by Conference Services. Please contact Conference Services for further information. Individuals who want to view their PAC, or choose a new PAC, may do so through Public Safety's website <http://www.publicsafety.upenn.edu/>. Click on the 'Change your PAC (Residence Hall)' under 'Resources'.

### **If You or Your Participants have a Problem**

- If the card is lost during normal University business hours, contact the PennCard Center. If the card is lost during non-business hours, contact Penn Public Safety at 215-573-3333 or call 511 from an on campus phone.
- If you cannot gain access to the residence hall, please call Conference Services at 898-9319.
- If you cannot gain access to the dining hall, please call Conference Services at 898-9319.
- If you want to add more Conference Dollars onto your card, please call Dining Services at 898-7585.
- If you want to add PennCash to your card, please contact the PennCard Center at 898-2646

### **Important Contacts and Numbers**

For additional information, please contact Conference Services at 215-898-9319, or Jamie Jozwiak or Pete Smith at the PennCard Center at 215-898-2646 or [penncard@exchange.upenn.edu](mailto:penncard@exchange.upenn.edu).

For other information about the PennCard, please call the PennCard Center at 215-417-CARD or refer to the PennCard web site at <http://www.upenn.edu/penncard/>.

To have additional services added to your Program/Conference PennCards, please contact the following:

- \* Conference Services: Contact your CS Program Manager (Brandie Plasket, Holly Marrone, or Jake Williams)
- \* Dining Services: Holly Handy – 215-573-8632
- \* Libraries: Andrea Loigman - 215-898-0701
- \* Department of Recreation: Katherine Grisolia- 215-898-8383
- \* PennCash: Jamie Jozwiak or Pete Smith - 215-898-2646

[SAMPLE]\*

**Program Emergency Contact Information**

Print Participant's Name: \_\_\_\_\_  
(First, Middle, Last/Surname)

Participant's Birthdate: \_\_\_\_\_

**Two emergency contacts and 24/7 contact information is required:**

1. Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Phone # Day: Area Code ( ) \_\_\_\_\_

Phone # Evening: Area Code ( ) \_\_\_\_\_

Cell: Area Code ( ) \_\_\_\_\_

Permanent address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Phone # Day: Area Code ( ) \_\_\_\_\_

Phone # Evening: Area Code ( ) \_\_\_\_\_

Cell: Area Code ( ) \_\_\_\_\_

Permanent address: \_\_\_\_\_

Email address: \_\_\_\_\_

\*The participant emergency contact information provided on this sample is the minimum amount of information necessary that program staff must obtain in advance of the program (data must be maintained on file for the duration of the program).

## **SUMMER PROGRAM PARTICIPANT SECURITY POLICY**

### **Preamble**

Summer program participants attending activities sponsored by University of Pennsylvania schools and/or departments are entitled to courtesies similar to those accorded students enrolled in general University curricula. Participants must also abide by the same University policies to which general students are subject. In this spirit, Summer Program Directors and the Division of Public Safety work cooperatively to assure maximum participant access to and secure use of campus facilities. The following procedures provide security guidelines for students participating in summer programs.

### **Procedures**

1. Summer Program Directors will arrange, through the Division of Public Safety, safety awareness presentations for summer program participants. To arrange for a safety presentation, contact the Special Services Unit at 215-898-4481, or complete the Safety Presentations Request Form online at:  
[http://www.publicsafety.upenn.edu/Resources\\_forms.asp](http://www.publicsafety.upenn.edu/Resources_forms.asp)
2. Each Summer Program Director will designate a Summer Program Security Liaison (SPSL) who will serve, in cooperation with a designated Division of Public Safety supervisor, to ensure order and provide protection to all summer program participants.
3. Program Directors and security liaisons will provide supervision and monitor the activities of summer program students. Pat Ravenell, Chief of Staff in the Office of the Vice Provost for University Life, will also facilitate interdepartmental monitoring activities (ext. 8-5337).
4. In the event of a security incident, the following protocol will be observed:
  - (a) If a Special Summer Program student is detained by Penn Police for investigation or for a citation for a summary offense of the City's Ordinances and/or the Crimes Code of Pennsylvania, (s)he will be taken to the Philadelphia Police. If the student is detained north of Market Street, (s)he will be transported to the 16th Police District at 39th & Lancaster Streets; if (s)he is detained south of Market Street, (s)he will be transported to the 12<sup>th</sup> Police District at 65th & Woodland Ave.
  - (b) The detaining officers will notify the SPSL and, at the SPSL's discretion, the program director.
  - (c) If a participant commits a crime, or is suspected of committing a felony, (s)he will be taken to the 18th Police District at 55th & Pine Streets, and the Program Director will be notified.

- (d) If a participant violates University policy, the charges will be brought to the attention of the Program Director, who will consult with the Vice Provost for University Life on the resolution of the situation. Special effort will be made to expedite the resolution of the complaint given the limited stay of participants.
- (e) If a participant is a victim of rape, sexual assault, or other “crime against person,” the campus emergency procedures will be implemented with Patricia Brennan, Director of Special Services, as the point person. The SPSL will be among those contacted to provide a support network for the victim.
- (f) A program incident report will be forwarded to the Office of the Vice Provost for University Life.

Note: Every special summer program participant must have a Penn I.D. that must be carried on their person at all times.

To contact the Department of Public Safety in the event of an emergency, dial 511 from any campus phone, or 215-573-3333 from any phone.

[SAMPLE]

SUMMER PROGRAM PARTICIPANT AGREEMENT

I, \_\_\_\_\_, am a participant in the following summer program at the University of Pennsylvania:

[Name of program and brief description]

The dates of this program are: [Dates of participation]

As a condition of my participation in this program, I agree and understand the following:

1. I will abide by the rules and regulations of the program as explained to me by the program supervisors.
2. I will attend program activities as required.
3. I will treat each person in the program with respect and courtesy. Abusive language is strictly forbidden. Bullying, hazing, threatening behavior, and harassing conduct are also strictly forbidden.
4. I will respect University property and act responsibly on campus. I understand that I am responsible for any damage that I may cause to any property of the University.
5. I understand that all sexual activity is absolutely forbidden and will not be tolerated.
6. I understand that the possession, use, consumption, or sale of any drug (including cigarettes and alcohol, but not including prescribed medication if used as prescribed) is strictly prohibited and a criminal act under United States law.
7. I understand the possession, use, handling, or sale of any type of weapon is strictly prohibited. I understand that I must immediately notify my program director or security liaison should I become aware of another student having possession of a weapon.

**I have carefully read and understand this agreement. I have had the opportunity to ask any questions I may have about the program and the rules I am hereby agreeing to follow. I understand that if I fail to abide by any of the conditions in this agreement, I may be dismissed from the program immediately or that I may be subject to other appropriate disciplinary action.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_