

# EXAMPLE

## Emergency Camp Procedures

**Must be specific to your camp.**

### Tornado / Severe Weather

The weather radio is located in the kitchen where the cook and staff will monitor during the daytime. At night, if storms are predicted we will take the radio to the adult cabin for further monitoring.

During the day, the warning bell will be rung to signal meeting at the flag pole and then proceeding directly to the shower building where attendance will be taken. Should you be on the river you will leave the river if you see lightening; in the event of thunder be looking to move the group along or exit early by camp. Call with cell for early pickup but we will come early also to get the canoe groups.

During the night we will evacuate as follows: Counselors and adults should have things in order to evacuate quickly – shoes, rain coat, towel, flash light. In cabins campers should have shoes in place to slip on, flashlight tucked in a shoe or under pillow and towel to grab from end of bunk. An adult will ring the bell and everyone will proceed to the shower house where attendance will be taken.

An adult will take a vehicle and circle the road honking the horn as they pass the cabins. If the gate has been locked for the night they will open it. Once they get to the far end by Birch cabin they will turn around and stay there with their car lights on to provide more light. When all are off the roadway they will drive down to the shelter.

An adult will run up to ring the camp bell to signal evacuate. The counselors will be responsible for getting everyone out of their cabins and to the shower house. One male adult will follow behind the group and search the male cabins. One female adult will follow behind and search the female cabins. Once everyone has reached the shower house attendance will be taken. If someone is missing the first place and adult will go to look is their cabin.

### Forest Fire

If local law enforcement personnel alerts us to a forest fire in the area we will follow their instructions as to if they want us to evacuate or not.

If a forest fire breaks out at the camp an adult will ring the bell and everyone will gather at the flag pole. Attendance will be taken at the flag pole. Once attendance is taken we will proceed to walk out of the camp using the front gate to safety. If the front gate is surrounded by fire everyone will proceed to the boat house for life jackets. Once all life jackets are on everyone will get into the water and follow the creek out to the river. As a group we will hold hands (making a chain) and float down the river to safety.

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If we are missing youth one counselor from each cabin will be chosen to return to the cabin to look for missing youth and adults will be chosen to search the grounds and other buildings. While we are searching the group will proceed out of camp.

## Child Missing

Color Group Leaders will take attendance at each rotation and keep track of the youth in their group. All Counselors will keep attendance during cabin time to know where all of their youth are.

If a camper is missing throughout the day the staff will notify an adult who will then ring the camp bell. Once the bell is rung all campers will come to the flag poll and then proceed to Ebling Hall to be supervised as a group, attendance will be taken there. From there one member of the adult staff will monitor the camp gate and the rest of the adult staff will first go to the swimming hole and then separate to look through all cabins and buildings. Once all of the above is checked the adult staff will proceed to the ball field, campfire area, and trails. If a child is not found by then we will notify the proper authorities.

## Child Missing in Water

When a camper goes missing during swimming time the lifeguard will sound their whistle and all swimmers will be taken out of the water to begin an immediate water search. One person will be sent to check the camper's cabin and another will be sent to search the restroom. No one is allowed to leave the swimming area without permission; buddy checks will be done periodically.

## Stranger on Grounds

If a strange vehicle or strange persons are on the property during camp, the counselor staff will notify an adult in charge immediately. The counselor staff will monitor the children closely and lead them away from the strangers. The adult in charge will then approach the vehicle or persons and ask them what they are doing there. The adult in charge will take their license plate number and ask them to leave the premises. If they refuse to leave or if they come back the adult in charge will notify the authorities.

## Cabin on Fire

If a fire occurs inside of a building the building is to be evacuated immediately. Campers should not try to take any personal belongings. No efforts to control the fire should be attempted unless the fire blocks the escape route of the building. All campers should be accounted for and Fire Department should be notified. Call 911.