##### EMERGENCIES: POLICIES & PROCEDURES-

###### General Guidelines

All staff will be oriented and rehearsed during Staff Training in what to do in the case of emergencies, with instructions for specific situations and general guidelines for unforeseen events. Since each emergency is different, staff should focus on these guiding principles:

1. The safety and well-being of campers and staff **always** comes first.
2. Use your best judgment. Get/Give help safely
3. Notify leaders for more help
4. Let leaders determine what non-camp persons to contact (additional assistance, parents, media)
5. Incident reports must be filled out for all incidents and accidents and near misses where an accident may have occured, within 24 hours of the event. (Incident/Accident Report forms are kept in the forms section of this binder and filed in the camp office.)
6. Reports need to be made for serious situations in which persons are injured, nearly injured or the situation could reasonably cause injury or harm.

**Alert System**- Continuous ringing of the camp bell and/or radio communication and/or the continuous sounding of the fire siren signals and emergency. The following procedures follow the emergency signal.

1. All persons on campus should go immediately to the line call area.
2. Leaders at activity areas must stop activity and ensure campers and staff go to line call area as quickly as is safely possible. Monitor your radios for any special instructions.
3. Staff members with assigned radios should bring them if possible.
4. If quickly possible, staff should bring their car keys with them.
5. Campers may be worried about the safety of siblings. They should be reassured but not allowed to search for them.
6. If alarm occurs at night, have children wear jackets; carry flashlights and sleeping bags when possible.
7. Boys’ Director and Girls’ Directors will bring the staff and camper lists with them respectively.
8. A roll call will be taken to ensure all persons are there and accounted for. Staff will be assigned to find any unaccounted for persons.
9. At the start of each summer staff will be assigned roles for emergencies
	1. Overall direction
	2. Camper control at line call area
	3. Horses
	4. Shop area coordinator
	5. Communication – primarily through camp radio system, if possible
	6. First aid
	7. Camper management
10. The camp director or designee will make additional duty assignments for staff and coordinate activities as needed. Staff and campers may only leave the line call area when specifically instructed to do so by the camp director.

**Reaction**- All campers will muster at the main camp line call area. This will be done with safety in mind, but as quickly as possible. This includes all outposts, unless otherwise instructed. Boys and Girls directors will keep a master list of all campers and in an emergency they or their proxy will ascertain whether all campers/staff are accounted for. Year round staff will be accounted for at the camp office.

**Record-Taking –** In all emergencies, Boys and Girls Directors will keep a master list of all campers and in an emergency they or their proxy will ascertain whether all campers/staff are accounted for. Appropriate action will be taken in the event of missing campers or staff.

###### Aquatics/Waterfront Safety & Emergency Procedures

**Safety Procedures:**At least two guards must be on duty at all times, and one must be an adult. Swim area requires one guard on the shore; slide requires a guard at the water entry or shore as well as lookout to run the slide from the top; rope swing and blob require a guard at the blob tower monitoring rope swing and blob and a lookout to oversee the rope swing (if just the rope swing is operating, no lookout is necessary). All guards must have a rescue tube, whistle, and first aid kit at all times.

**Daily Check**Before running activities, staff will do a visual check on the waterfront and all of its elements, look for hazard such as broken parts, the rope swing rope, and the blob anchors. All equipment will be stored and locked after use.

**The Blob/Rope swing**Lifeguard stands on the blob tower. Entry is made by a compact jump to the side of the blob into the water. Zone is the area of water surrounding the blob and the rope swing. No more than 5 people should be in the water at any given time. Lifejackets must be worn on the blob.
For the blob, a participant jumps off the platform onto the blob, lands on their bottom, and crawls to the end of the blob with their ankles over the line between the blue and yellow. They must cross their arms over their chest and sit up in an L position. Launcher should count to three before jumping. While people are swimming by the tower, no one may jump off the platform.
For the rope swing, a participant must start on the platform and they must let go during their swing. No one is allowed to swing back to the dock. If they do, do not allow them to use the swing again. Participants must not go until they get approval from the lifeguard.

**The Slide**The slide is a wet slide, so water must be running before and during camper use. Campers must wait for a lifeguard to give them approval before going, and the slide must be run from the top by a lifeguard. The slide guard is responsible for the slide area and the buffer zone.

**The Shore**The shore guard is responsible for the canoeing area and buffer zone between the slide and swim area. The shore guard is the primary guard, and must contact the office / emergency personnel in case of emergency.

**Emergency Procedures:**Use whistle signals only when absolutely necessary.

**Signals: 1 whistle** – discipline or buddy check (short) and clearing the waterfront (long)
 **3 whistles** – this signal activates the Emergency Action Plan and alerts other lifeguards and staff that there is an emergency.
 **3 air horns on waterfront** – this signal alerts boaters of an emergency

**Boat Emergency Action Plan**

1. Shore lifeguard determines nature of rescue, signals, and begins to make rescue
2. Blob/slide/swing shut down and secondary lifeguard provides assistance and or notifies camp nurse and camp office of emergency and tells them to keep posted.
3. Continue waterfront activities wherever possible
4. Secondary lifeguard (or a delegate) gives updates over radio regarding nature of emergency and whether EMS should be called.
5. Transport victim to more qualified medical personnel (i.e. camp nurse, EMS, etc.)
6. Complete an incident report and make copies for camp and waterfront records.

**Emergency Action Plan**

1. Clear the water or instruct someone to do so
2. Evacuate scene and perform rescue
3. Secondary lifeguard notifies camp nurse and camp office of emergency and continues to give updates – nurse will prepare to assist in care and office will call EMS if necessary.
4. Check that areas has been cleared and evacuated if necessary or instruct another staff member to do so (kids behind beach logs or, if necessary, by pond shed.
5. Deliver victim to more qualified medical personnel (i.e. camp nurse, EMT, etc.)
6. Complete and incident report and make copies for camp and waterfront records

**Missing Camper Plan**

1. Lifeguard will clear the water, begin search of water, delegate someone to check restrooms and cabin, and notify nurse and camp director of situation.
2. Lifeguards and bystanders (if needed) line up in a straight line no more that one arm’s length apart. At director’s signal they will surface dive to within one foot of the bottom and swim for a length of ten feet. They will come straight to the surface, back up three feet, and repeat the process at the director’s command until the whole area has been searched.
3. Lifeguards use canoes to systematically search the entire pond, including surface and ground (this will be the primary method for lost boaters)
4. If necessary, EMS will be contacted to perform a more comprehensive search.
5. If the camper is not found, Missing Person Procedures will be followed from the camp’s Emergency Procedures.
6. Complete an incident report and make copies for camp and waterfront records.

###### “EMERGENCY TRAFFIC” RADIO CALL

The phrase “EMERGENCY TRAFFIC” over the camp radio system is the alert that we have an intruder/life threatening situation on the camp premises.  THIS PHRASE CAN ONLY BE USED IF CAMPERS OR STAFF ARE IN IMMINENT DANGER.  If this phrase is used, all radios should be turned to the repeater (RPTR) on the black radios, and radio silence should be maintained by all, EXCEPT for the Administrative Staff member, and the person they are addressing.  Staff should immediately guide all campers in their care in a direction AWAY from the announced location of the intruder/life threatening situation.  PLEASE MAINTAIN RADIO SILENCE, AND LISTEN CAREFULLY FOR INSTRUCTIONS.

###### COMMUNICATION DURING EMERGENCIES

* Contact the nurse or camp director as appropriate as soon as possible by:
* Using the two-way camp radio (for those staff and activity areas that have one), or
* Sending a staff member (or if no extra staff are available, a camper)
* Only the nurse (in case of medical emergencies) and camp director or his designee are authorized to:
* Contact additional, public resources (sheriff, medical personnel, etc.)
* Contact parents and guardians
* Only the camp director is authorized to speak with the media or public in any emergent situation.
* Use the following response if you are approached by any non-staff member, “I’m sorry I can’t answer that for you. Could I help get you in touch with the camp director?”
* This includes providing information to parents, church members, legal staff, etc.
* Providing information to law enforcement and medical personnel who are directly involved in resolving the emergency are the only exception to this rule.

###### EARTHQUAKE PROCEDURES

* If campers are inside, have them move away from windows and “duck and cover” under beds, tables, or stand in braced doorways.
* If campers are outside, move away from buildings and trees. Seek an open area.
* After an earthquake, do not enter any buildings until they have been checked by camp administrative staff or rangers. Rangers will attempt to shut off the electrical system until the building is checked.
* Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories, etc.) until help arrives.

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###### EMERGENCIES WHILE AWAY FROM CAMP

When emergencies occur while away from the camp grounds, follow the appropriate policies outlined above to the extent practicable. In addition, use the guidelines listed below.

* Contact help – If the injury is not a life/death situation or is an illness, contact the camp first. If the emergency appears to be life/death related, call 911 first, then notify the camp.
* Cooperate with public emergency personnel – Provide whatever assistance you can to medical or law enforcement staff. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.
* Deal with the public – Be prepared to deal with the public and possibly the media.
* Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the camp director.
* Do not issue any statements. Do not make any comments “off the record.” Do not speculate.
* Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency.
* Under NO circumstances reveal the name of the victim or other persons involved, except to the uniformed medical or law enforcement staff.
* Contact the child’s parents – Only if you have authorization from the camp director or nurse.
* The Police will obtain statements from witnesses of the accident.
* When leaving camp property the leader of out-of-camp activities must always possess emergency information for all members of the group, including a health history, insurance information, and consent-to-treat forms. This information must remain with the group at all times. The only exceptions would be for family camp and the Cascade/Dogtown Creek events.

###### FIRE PROCEDURES

The following procedures should occur using the RACE method upon hearing a fire alarm or the detection of smoke or fire.

**R**- Rescue: Remove any individuals from area using primary exits (doors) or secondary exits (windows).

**A**- Alarm: Notify camp director or his designee who will sound the general camp alarm (continual ringing of the camp bell) and call 911 as needed all persons will go to the line call area and await direction.

**C**- Contain: If possible without endangering yourself or others, contain fire by closing doors, removing possible fuel sources, etc.

**E**- Extinguish/Evacuate:

Extinguish fire- if safely possible, small fires can be put out using a proper extinguisher and the PASS method

 **P**ull safety pin

 **A**im at the base of the fire

 **S**queeze handle

 **S**weep back and forth at base of fire

Evacuate- when the emergency signal is given (camp bell is rung continuously) all persons on the camp grounds must go to the line call area immediately for a roll call and additional instructions. Evacuation may become necessary based on instructions from local forestry and law enforcement. The camp director or designee will assign duties as needed:

1. Evacuation vehicles should be brought to a designated area and will be told a designated exit.
2. If possible, evacuation vehicles will use secondary exit leaving the primary road for emergency vehicles.

###### HARBOR WITHIN

After consulting with the USFS regarding what to do in the case of fire and earthquake, the following policy will be followed:

**-Fire**: All campers will come to the main camp line call area. If the fire is approaching, campers and staff will go to the café and sit at their assigned tables. When it is determined that it is safer to be outside, campers and staff will be dismissed in an orderly fashion and gather by cabin/tent/wagon groups on the volleyball field.

**-Earthquake/General Emergency:** All campers will come to the main camp line call area, have record taken and await further instructions.

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###### KIDNAPPING PREVENTION & PROCEDURES

* Do not allow anyone (stranger or known) to remove a camper from camp.
* All staff members will refer all visiting persons (stranger or known) to the director. Under NO conditions may a camper be removed from camp without the permission of the camp director.
* Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp. We have a form that parents sign if a camper is to be picked up from camp early or by another person! The director will verify this written instruction if someone comes for a camper.
* Should a camper be taken from camp without the expressed and direct approval of the director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the camp director IMMEDIATELY!

###### MAJOR INJURY AND ACCIDENT PROCEDURES

* Assess and take charge -- the first staff member at the scene should assess the situation and take charge.
* Remain calm.
* Start first aid – the staff member with the highest certification should take the lead
* Get help – Contact the camp nurse via radio or send a staff member (or camper if additional staff is not available). Contact the camp director second. Tell them what happened and where.
* Supervise other campers -- delegate staff members to ensure safety of other campers by removing them from the area and organizing other activities. Retain at least one staff member, in addition to the first aid provider, with the injured person.
* Gather and provide information – without disturbing first aid activities, try to determine what happened and keep track of the current situation so you can provide information to the nurse, director or other authorities as needed.
* Support nurses or other professionals when they arrive.
* Ensure that accurate information is available regarding the incident after the fact.
* First aid providers must enter information in the camp health log within 12 hours.
* An incident report must be completed within 24 hours.
* In the case of critical accident, serious injury, harm or fatality, keep a responsible adult at the scene of the accident until medical or law enforcement authorities arrive
* Do not discuss or allow campers to discuss the situation with persons other than camp personnel or law enforcement.

###### MISSING PERSONS PROCEDURES

* Assess the situation – Calmly determine when and where the camper was last seen. Discover (if possible) the state of mind of the camper. (Did he fall behind on a hike, or leave to visit a friend in another cabin? Was she threatening to run away? A camper who does not wish to be found will require a wider and more careful search.)
* Ensure remaining campers are supervised.
* Search immediate area – Use available staff to double-check the immediate area. (The camper may have wandered to the edge of the activity.) Check any known accomplices. (Friends in other cabins, etc.)
* Notify boys’, girls’ and camp directors to widen search they will signal a linecall

– Be ready to provide as much information on camper as possible (camper description including clothes, when and where last seen, etc.)

* Camp leaders will coordinate widening search to include all activity areas, bathrooms, lake, cabin areas, other buildings, road(s) out of camp. The camp director will determine when public search resources need to be contacted. Parents of the lost child will be notified at that time.
* Camp director will fire the responsible counselor or activity leader.
* Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
* Complete an incident report and any other reports requested.

###### UTILITY FAILURE PROCEDURES

**-Water system:**

* Our camp has a self-contained water system. Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. Immediately notify the camp office if you suspect a problem.
* Should a major leak/break in the line occur in your area, shut off the water if possible. Notify the camp office.

**-Electrical system:**

* Lack of Power – Check the circuit breakers. A “tripped” breaker will be positioned midway between on and off. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to “off” and report the problem.
* Electrical Fire – Follow fire procedures noted below. Never use water on an electrical fire. Try to turn off the circuit breaker if you can do so safely.
* Downed power lines are extremely dangerous. Stay clear and don’t touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

###### WIND OR ELECTRICAL STORM PROCEDURES

Since wind and electrical storms both create hazards outdoors, seek shelter in a building (or automobile if necessary). All swimmers and waterfront participants must go to the edge and get out of the water at the first sound of thunder.

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##### INTRUDER: POLICIES & PROCEDURES-

Leoni Meadows Camp encompasses 1000 acres of land, the perimeter of which is not fenced. Entry roads have gates. Numerous trails lead both out of and into camp property. We are bordered on nearly all sides National Forest which has limited restrictions on individuals wishing to use the property. A Forest Service road borders about a mile of the camp. Because of this, outside intruders are a distinct possibility and in the past, a reality.

###### ATTRACTIONS FOR OUTSIDERS

* Curiosity about what is here (the challenge course, new construction, etc.)
* Fishing in the pond
* Wanting to visit a camper or guest
* Illegal hunting
* Mischief and/or destruction of property

###### OUR MAJOR SECURITY CONCERNS

* Protecting campers, user groups, residents
* Protecting camp facilities and equipment
* Protecting the property
* Risk management

###### GENERAL DETERRENTS AND PRACTICES IN FORCE

* No trespassing signs are installed surrounding the property. These will be checked twice a year and repaired or replaced as needed (see grounds maintenance section of the Facilities binder).
* Locking all facilities at night and when not in use
* Use of night lights where feasible
* Closing gate at secondary entrance except when in use (e.g. for delivery trucks, etc.), and closing main gate when appropriate.

###### STAFF PROCEDURES WITH VISITORS

* Staff will ask all unrecognized visitors, “May I help you?”
* Report intruders immediately to office/administration personnel. The camp director or designee will determine if the situation is an emergency warranting a 911 call.
* Get vehicle license numbers (when appropriate).
* File an incident report as needed.
* Check with office before allowing anyone to visit a camper.

###### TRAINING AND REVIEW

* Explain and periodically review procedures with staff during training times.
* Notify all appropriate staff when campers are on site that have restricted visitation rights.