

## **GENERAL EMERGENCY GUIDELINES**

All staff are responsible for knowing and following the emergency procedures discussed in this chapter.

### **EMERGENCY AT CAMP**

If an emergency arises in which media of any kind would be interested, **NO ONE TALKS TO THEM – REGARDLESS OF THE SITUATION!** Refer all questions to the Director. In a situation such as this, there will be one spokesperson for Camp Manager and that is the Director.

### **MEDICAL EMERGENCY**

The first counselor on the scene should administer appropriate first aid. A second counselor should go for help. The Assistant Director - Health & Safety and the Camp Director will be notified. E.M.S. will be activated as needed.

### **THUNDERSTORMS**

**DON'T PANIC!** Counselors are to stay with the campers whenever there is a storm. The designated fallout shelters are (1) the basement of the winterized lodge and (2) the boys' side of the shower house. The boys' bathroom is built into a hill and will provide adequate protection from the elements. Counselors will keep campers in their cabins or the lodge until the Director or Assistant Director indicates it is time to move. Cabins will be directed accordingly to the shelter. If time does not permit getting to the shelter, counselors are to use their best judgment. Stay calm. **NEVER ALARM THE CAMPERS.**

A Thunderstorm Watch is issued by the National Weather Service when atmospheric conditions are such that storms may develop in certain areas. When a watch is issued, counselors will be notified.

A Severe Thunderstorm Warning is issued when strong storms have been sighted or picked up on radar by the National Weather Service. If a warning is issued, the air horn will sound in blasts of three. Calmly take campers immediately to a storm shelter. Do not leave the shelter until you receive an all-clear signal. Take a head count and be prepared to report your count to the Assistant Camp Director.

### **LIGHTNING**

Lightning causes more deaths than any other weather hazard, so remember these rules.

If lightning threatens when you are inside:

1. Stay inside.
2. Stay away from open doors or windows, radiators, metal pipes and sinks. Avoid plug-in electrical objects such as radios, electric typewriters, lamps, etc.
3. Do not plug in electrical equipment.
4. Do not use the telephone; lightning may strike the telephone lines outside.

If lightning threatens when you are outside:

1. Seek shelter in a building. If no buildings are available, seek shelter in a ditch or ravine.
2. Avoid the highest object in the area and avoid being the highest object yourself. If only isolated trees are nearby, crouch or lie in the open, keeping at least as far away from isolated trees as they are high.
3. Get rid of anything metal that you are wearing or carrying.
4. If you feel an electrical charge, such as hair standing on end or tingling skin, lightning may be about to strike. Drop to your knees and bend forward, putting your hands on your knees.

**NOTE:** Persons struck by lightning receive a severe electrical shock and may be burned. They carry no electrical charge and can be safely handled. A person struck by lightning can often be revived by prompt CPR.

## **TORNADOES**

Air horn blasts in groups of three mean there is an emergency. Listen for instructions.

A Tornado Watch is issued by the National Weather Service when atmospheric conditions are such that tornadoes might develop in certain areas. When a watch is issued, counselors will be notified.

A Tornado Warning is issued when a tornado has been sighted or picked up on radar by the National Weather Service. If a warning is issued, the air horn will sound in blasts of three. Take campers immediately to a storm shelter. Do not leave the shelter until you receive an all-clear signal.

Take a flashlight and battery-operated radio to the shelter (basement of the winterized lodge or boys' rest room in the shower house). Electric power may fail and an emergency light will be helpful. Your local radio station will keep you informed of storm conditions.

During any emergency the loudspeaker will be used. Listen and respond immediately.

## **POWER OUTAGE (GENERATOR BACK-UP)**

If power is lost, Camp Tanager has a generator that will provide electricity to the Summer Lodge for the walk-in cooler and freezer, one set of lights, and the well for running water.

This generator is located on the north end of the recreation and maintenance shed across from the Summer Lodge. The utility pole has a shorter pole adjacent to it that has the breaker panel for the operation of the generator. This entire area is enclosed with a security fence for safety purposes.

In the event of a power outage, the following steps should be taken:

1. Notify the Maintenance staff on duty or the Camp Director. If no response, call the maintenance cell phone at 350-4670 or the Facilities Manager at the main campus at 365-9165 ext. 448.
2. To start generator, open breaker box that is on a post in front of the generator, switch OFF the utility button marked #1.
3. Go to the front of the generator and open the lid on top. On your top right side, press in on the red button that says "Run." Hold for 3-4 seconds until the generator starts running. Replace front cover on the generator.
4. Go back to the breaker panel and press button #2 to the ON position.
5. After the power has been restored, go back to the location of the generator, remove cover, and press off the red "Run" switch. (This switch will be in the neutral position – You will not see the words "Run" or "Auto.") Replace cover. Open up breaker panel on the post and turn ON the generator switch marked #1 and then the utility button marked #2 to the OFF position.

## **FIRE**

In case of fire, counselor should go to the nearest phone and call the Bertram Fire Dept. (Number will be posted by every phone.) Three long blasts on the air horn will sound. Evacuate campers calmly to the basketball court or, if danger is imminent, to a safe location. Take a head count and be prepared to report your count to the Assistant Camp Director.

## **EVACUATION PROCEDURE**

1. Lodge:
  - a. Dining areas - north half campers out north exit door; south half out south exit door

- b. Kitchen - out west exit door
  - c. Laundry - out south exit door
  - d. Rest rooms - out north exit door
2. Cabins:
- a. West upper level - out north exit door
  - b. East lower level - out south exit door

### **WATER EMERGENCIES**

In case of a pool or creek emergency, the rescuing lifeguard will perform appropriate first aid, assisted by a second guard if needed. A counselor will sound three blasts from the air horn and go for help. The Assistant Director - Health & Safety and the Camp Director will be notified immediately. E.M.S. will be activated as needed. One counselor from each cabin will report to the emergency site to remove other campers. (See also "Aquatics" section in Chapter 8.)

In acute water emergencies staff members will proceed as follows:

1. A lifeguard will sound TWO long whistle blasts to signal for all campers to exit the pool.
2. Two lifeguards will immediately attend to the camper. Other staff will help other campers out of pool.
3. Appropriate first aid measures will be given by certified staff (always being alert for neck or back injuries). A staff member will obtain all necessary first aid equipment.
4. Other lookouts will clear the area of remaining campers.
5. A staff member will call (911 or 366-7654) area ambulance (if needed) and notify Camp Director (Asst. Director if Director is unavailable). Also, will assist with first aid measures.
6. Additional staff person will be sent to road entrance to help ambulance into camp.
7. Staff not giving first aid will obtain "Parent/Guardian Emergency Consent" form signed by parent or guardian at the time of admission and give to staff accompanying the child to the hospital.
8. The staff giving first aid will accompany child in the ambulance or other vehicle if used.
9. Camp Director will notify parents.
10. If media arrive or call, ONLY the Director will speak for the camp. Always direct calls to the Camp Director.

### **LOST CAMPER**

In case of a lost camper notify the Camp Director immediately. All other cabins will be notified and head count will be taken. One staff member from each cabin will report to help in a search coordinated by the Director or Assistant Directors.

### **RUNAWAY CAMPER**

In the event of a camper running or threatening to run away from camp, contact the Camp Director immediately. Every effort should be made to talk the camper into staying on campus. If possible, find out why the camper wants to leave and offer solutions in an attempt to diffuse the situation. Where possible have another staff member with you and stay with the camper at all times, even if they leave grounds. **The Camp Director will be the only staff person authorized to physically stop a camper from leaving** and will only utilize this when he/she feels the camper or other campers/staff are in immediate danger.

**No other staff member is authorized to physically stop a camper from leaving camp.**

### **CAMPERS LEAVING WITH PERSONS OTHER THAN PARENTS**

Campers are only to leave the campgrounds with their parents or legal guardians. If they are to depart with anyone else, this will be indicated on their file kept in the office. Identification should be shown to the counselor responsible for that child.

If a note or proper identification is not received by the counselor, the camper and those desiring to take him/her home must see the Director or Assistant Director.

### **VISITORS - AUTHORIZED**

- All authorized visitors will check in. They must park in the parking lot.
- All visitors will be introduced to the Director and/or the Assistant Director(s).

### **VISITORS - UNAUTHORIZED**

- Only when a staff person is accompanied by another staff person, let the unauthorized person know that they are on private property and ask them to leave. Note the person's appearance, location and car license number
- Do not get friendly with unknown visitors.
- Under NO circumstances should the staff person endanger her/himself or the campers.
- If the people are determined to stay, do not argue, but report immediately to the person in charge of camp.
- If a staff person is alone, go directly to the office to report anyone you've seen to the Camp Director.

Take a head count of campers and be prepared to report your count to the Assistant Camp Director.