

# Camp Olympia Manual

## Section 8

### Emergency Procedures



Set them an example  
by doing what is good.  
-Titus 2:7

## EMERGENCY AND DISASTER PROCEDURES

In any emergency, the children's safety is our most important concern. Some emergencies cause children to panic, so close supervision is critical. The following procedures are offered as a guideline based on widely accepted practices. However, when it is impractical to follow these procedures let common sense and reason be your guide.

### FIRE

In case of a forest fire move children to the point by the amphitheater. Counselors should make a head count and remain with their cabin group. The director on duty will report the fire. All staff without cabin responsibilities will report to the main office area for instructions.

In case of a fire in the Chow Hall, have the cabin groups leave the building in groups at the nearest available exit. Take a head count on the football field and then move all children to **the point**. All staff without cabin responsibilities report to the main office for instructions.

In case of a fire in the cabin or bathhouse, move all children to **the point**. One counselor should notify other clusters to do the same. Another counselor should notify the director on duty. Be sure all cabin groups are supervised. If the conditions are not conducive to the fire spreading then only the affected cluster should be moved. All should go to the Chow Hall or the O'Dome. One counselor should report the fire to the Director. Counselors without cabin responsibilities should report to the office.

**NOTE:** Two story buildings at camp are equipped with ladders located in the closets to help individuals get down from the top story.

### LIGHTNING

If outdoors, seek shelter in a building. If severe with no immediate shelter available, seek a low lying area and lie flat. Avoid large open spaces and trees away from dense forest. If indoors, stay there until the storm passes. Unplug all appliances.

## TORNADO

If you are outdoors and cannot get to a cabin, the Chow Hall or O'Dome get children to the lowest area possible. The best areas are those clear of debris. If possible use a creek bed and stay on the south, southwest, or west bank.

In the cabins have the kids lie on the floor and cover them with mattresses. If there is time, open the windows and secure loose objects. In other buildings get to the lowest area. Have the children lie on the floor, under tables or what is available, and open the windows.

## HURRICANE

There will be enough warning of an approaching hurricane that the directors will have formulated a specific plan and will issue instructions when necessary.

## ACTIVE SHOOTER

Staff will be advised during training school of different scenarios and where to go for boys' and girls' camp. Your AD and/or DH will be trained and updated on the predetermined and existing escape routes.

## MISSING A CHILD

The conduct and type of search depends on the set of circumstances surrounding the incident. The following steps are offered as general guidelines to follow in the event a child is determined as lost or missing.

Make a hasty search to determine if the child is actually missing.

If on a trail or in the woods, mark the location where the child was last seen. Use something very visible. Get immediate help. Return to the office and notify the director and the nurse. They will organize a general search.

**DURING ANY EMERGENCY IT IS IMPERATIVE THAT CAMP STAFF REMAIN CALM TO PROVIDE AN EXAMPLE FOR THEIR CHILDREN. CAMP COUNSELORS SHOULD MAKE SURE THAT THEIR CABINS ARE SUPERVISED AND THAT ALL CHILDREN ARE ACCOUNTED FOR.**

## **INJURY OR ILLNESS**

If a child should become injured or ill the staff person supervising the child should first assess the extent of the problem and administer the appropriate first aid. If warranted the child should then be taken to the nurse's station for further medical attention. The child should not be moved if such an action might aggravate the injury or endanger the child. While handling this emergency the staff person should be sure the other children will be supervised.

## **EMERGENCY SIGNALS**

Remember - any repeated horns or sirens mean danger and take immediate action!

Immediate action = Move to your cabin.

In the event that you cannot make it to your cabin, seek shelter in a low lying area. The best area would be clear of debris. Wait for a staff member to give you instructions.

## **DEATH**

### **STAFF DEATH**

Due to the nature of the field of camping there is the possibility that a death may occur while a staff member is off duty. The following applies to a death off the camp grounds.

The Director, when notified of the accident, should immediately leave for the scene of the accident. It is wise for him to take a nurse with him. The Director should be followed by a person in another vehicle. The person should be an Assistant Director, Program Director, etc.

On arriving at the scene the Director must first check with the officer in charge and ask for a report. He must identify himself as the victim's Director.

Director must then check the conditions of other staff members present.

The Director should then send the Assistant Director back to camp with instructions on what to report to the person in charge at camp. Chances are the

Director will be at the scene for some time. The person who is left in charge at camp, after receiving the report from the Director, should notify the entire staff.

At this point it is vital that the person in charge at camp keep the camp phone line open. The person in charge at camp should make one phone call to the owners of camp. No other calls should be made until the Director returns. It must be up to the Director to notify the parents of the deceased. He must make the judgment at what point to do this.

Depending on the camp situation one must decide if the situation should be explained to campers.

The camp program should continue as normally as possible. Be aware of areas where staff members close to the deceased are working. They will probably need relief.

The media should receive a written statement that is composed by the Director and owners. No one on staff should talk to the media other than the Director. The media should be asked not to interview any staff members or to photograph on camp site.

Place a gatekeeper at the gate and keep that gate locked at all times. Only allow approved vehicles to enter campgrounds.

It is best if the family of the deceased can travel to camp as quickly as possible. If circumstances do not allow this, the Director must be responsible for tentative arrangements.

As quickly as possible, get a professional counselor, preferably a Ph.D., who is familiar with the camp to talk to staff members who may need it. It is also wise to get a Priest, Minister, Rabbi, etc. for the same purpose.

Have a memorial service quickly, arranged as much as possible by staff members.

The Director should accompany the body and attend services no matter what the distance. Staff members who feel strongly about attending should be allowed to.

The Director should keep a written log of notes, with times, as much as possible, from the time of the accident through the following few days.

## **CAMPER DEATH**

The preceding procedure should be followed. In the event of a death to a camper or counselor on campgrounds, the Texas Department of State Health Services must be notified and for a staff member OSHA must be notified as well.

## **RADIO CODE SYSTEM**

When using the radio system at camp there are four codes/colors that you may use to alert others to a situation on camp grounds. An example would be: we have a Code White at the Point.

1. **CODE BLUE** - Bad weather is coming in and we need to move campers out of the elements.
2. **CODE WHITE** - A camper or counselor is injured or sick and they need a ride to the nurses' station. This is a minor situation.
3. **CODE RED** - A camper or a counselor has been injured and needs to be transported to town. You will then go to Channel 1 and give the individual's name so their medical form can be pulled.
4. **CODE GREEN** - A camper is missing and we will begin a search.
5. **CODE SKUNK** - Unknown visitor.