

## EMERGENCY PROCEDURES

A camp-wide communication system will be in place for use in the operation of the camp and for any camp emergency.

A cell phone will be available for **emergency outgoing calls only**.

Note that all map numbers in this document refer to the 2016 Buckeye District Day Camp Map Station Numbers. If you have a general Camp Lazarus map these numbers will be different.

Siren summary:

- TWO LONG BLASTS: Severe Storm/Lightning – move to shelter (see locations below)
- THREE LONG BLASTS: Tornado warning – proceed to Amphitheater #1
- FOUR LONG BLASTS: Hazardous material on Rt. 23 – proceed to Exchange Lodge #2
- ONE LONG, FOUR SHORT BLASTS: Missing scout – stay in place!
- ONE LONG BLAST: all clear

### Security Procedures

- ALL cars are to be locked each day.
- Parents must review with their Cub Scout(s) and Adult Walker who will be picking up a camper based on who is listed on the application. Any camper that needs to leave camp early **MUST** sign out with the camp director, program director, nurse or district director/executive. It is the responsibility of the person who signed out the camper to notify the other three authorized individuals. To sign out a scout:
  - Stop by the office to let one of the individuals named above know you are on camp and are picking up a scout.
  - Staff will direct you to where your scout is; proceed to program area
  - Sign out with Den Walker in charge of group; you may then depart.
  - **FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN THE CAMP CONTACTING PARENTS TO ENSURE THE SAFETY OF THE SCOUT**
- The Camp Ranger will keep the general public off camp property.
- All campers, adult walkers and staff will wear the day camp T-shirt while at day camp to identify them as camp members.

### Camp Personnel

- Camp Director: Michelle Gibson
- Program Director: Shannon Langer
- Program Staff: Eric Fosler-Lussier, Johanna Johnson, Jodi Lipker, Josh Sizemore
- Youth Staff Coordinator: Amy Kline
- Nurse: Erin Kirke
- District Executive: Liz Handler
- District Director: Chas Kenawell

## Weather!!

If there is a strong possibility of severe weather on any day of camp, the Camp Director reserves the right to cancel Day Camp for that day. Pack Coordinators will be notified in this event, and are responsible to call scouts and leaders from their group.

Separate instructions below for Thunderstorms, Tornado Warning, Hazardous Material Spill, Fire, Missing Boy.

## Thunderstorms / Lightning

1. The day camp will operate as usual when it is raining, unless, there are signs of lightning or other stated emergency conditions.
2. **In the event of lightning, the day camp director will sound horns in series of two (2) blasts to notify all adult walkers and station staff to proceed to (or remain at) a covered building:**
  - **Beucher Lodge (Trading Post) for #9, 18, 19**
  - **Permanent Archery Range for #3 (remain in place)**
  - **Permanent BB Range for #8 (remain in place)**
  - **Lewis Shelter for #7 (remain in place), #22**
  - **Clark Shelter for #5 (remain in place), #6, 17**
  - **Kelley Shelter for #11 (remain in place), #10**
  - **Exchange Lodge (#4) for #1, 2, 4**
  - **Dining Hall (#21) for #12,15,20**
  - **Nature (Yassenoff, #14) Shelter for #14 (remain in place), #13**
  - **Kit Carson for #16**
3. There will be many groups in the same site. Please keep your group together and do not allow your group to mix with others.
4. Adult Walkers will take an attendance check.
5. The pool will be closed immediately until weather permits
6. Station Staff will work with campers and adult walkers using "the PLAN B scheduled activity". If necessary, Plan C will be brought to indoor locations based on time by day camp program director or designee.
7. The day camp director or designee will dismiss when all is clear to proceed to the next time slot in the schedule.

Remember, scouts will react to you. Be sure and set the proper example.

## Tornadoes

1. After being notified by siren from the Delaware County Emergency Management System the Day Camp Director will sound siren three (3) blasts notifying all walker walkers and station staff to get everyone down to the bottom of the AMPHITHEATER (#1) access the bridge near the woods. This is the lowest point in camp and therefore the safest.
2. There will be many groups in the same site. Please keep your group together and do not allow your group to mix with others.
3. Adult Walkers will take an attendance check.
4. EVERYONE will be crowd up with their heads tucked down in their laps and their arms covering their heads.
5. The day camp director or designee will call 911 notifying them where the day camp is currently housed, if problem arises.
6. The day camp director or designee will contact the scout officer and / or district executive.
7. The day camp director or designee will dismiss when all is clear to proceed to the next time slot in the schedule.

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## Hazardous Material Spill (on US 23)

1. After being notified by siren from the Delaware County Emergency Management System the Day Camp Director will sound siren four (4) blasts to notify all walker walkers and station staff to get everyone down to the EXCHANGE LODGE (#2) in the back of camp.
2. There will be many groups in the same site. Please keep your group together and do not allow your group to mix with others.
3. Adult Walkers will take an attendance check.
4. Station Staff will work with campers and adult walkers using "the PLAN B scheduled activity". If necessary, Plan C will be brought to indoor locations based on time by day camp program director or designee.
5. The day camp director or designee will call 911 notifying them where the day camp is currently housed, if problem arises.
6. The day camp director or designee will contact the scout officer and / or district executive.
7. The day camp director or designee will dismiss when all is clear to proceed to the next time slot in the schedule.

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## Fire Response Instructions

1. Fire extinguishers will be kept in specified areas.
2. A fire in an activity area is to be reported immediately by the Station staff of that area to the Day Camp Director.
3. The walking den leader will move campers a safe distance from the fire.
4. Each camper will be informed, told to buddy up, and form a line with his buddy. Campers will be told to stand alone in line if their buddy is absent and not to take another partner.
5. The walking den leader will devise a quick method for checking the presence or absence of campers.
6. The station staff will take care of the fire; walking den leaders will take care of the scouts.
7. The day camp director or designee will call 911.
8. The day camp director or designee will contact the Scout Office and / or District Executive.

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## Missing Boy Plan

### WALKING DEN LEADERS/STAFF

If you find that a boy is not in his group and is nowhere in the general vicinity, the Walking Den Leader should follow these steps carefully:

1. Do a buddy check to be certain that a boy is indeed missing.
2. If the boy is missing, tell staff in the nearest program area. They will contact the Camp Director.
3. Have the following information ready for the camp director:
  - a. Name and rank of scout
  - b. General physical description of the scout
  - c. Areas the scout was particularly interested in
  - d. Whether the boy was upset about something
  - e. If there is a domestic or custody issue
  - f. Is the scout prone to wandering off

### CAMP DIRECTOR will:

1. Talk with the Walking Den Leader to acquire the information listed above.
2. Check areas of interest to the boys. Do buddy checks in all areas to determine if there is an extra boy there.
3. Check all latrines, inside and near. Check parking area carefully, inside, around and under all vehicles. Check all other structures.
4. If you still have not located the boy it is time to go to the next level.
  - a. ALL DENS SHOULD STAY IN PLACE, EVEN IF IT IS TIME TO MOVE. Camp Director will notify adult walkers and station staff of a STAY IN PLACE order with one long siren blast, followed by four short blasts.
  - b. Have a leader who knows the boy check each den. All dens should identify to adult station staff any unidentified boys.
  - c. Notify the Scout Executive and the District Executive
  - d. Divide the staff and assign areas to search. Start with the areas nearest where the boy was last seen.
  - e. Follow instructions given by the Scout Executive if scout is still not found.

### SCOUT AND DISTRICT EXECUTIVE

If the boy still has not been found, the Scout Executive will:

1. Notify the parents. Talk to them and try to get an insight into the situation.
2. Notify the local law enforcement agency.

### Other Emergencies:

1. Cell phones and radios will be used to notify the Camp Director, Camp Program Director, or First Aid Station of other emergencies. Calls will be repeated every 15 seconds till the Camp Director, Camp Program Director, or First Aid Station responds.
2. All Walking Den Leaders will maintain order in their area and continue with camp activities.
3. It is the responsibility of the Camp Director, Camp Program Director, or First Aid Station to summon further help if needed.
4. If the emergency warrants, the Camp Director will notify the Council Scout Executive, informing him of the circumstances of the incident. At no time is any other person to notify a parent of a serious illness or accident. It is the responsibility of the Council Scout Executive to notify parents.
5. If necessary, a staff member will accompany the injured person to the hospital.
6. The Camp Director will compile a complete written report of the incident.

## **Emergency Shelter Areas:**

<b><u>Tornado Watch / Warning</u></b>	<b><u>Amphitheater</u></b>	<b><u>#1</u></b>
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### **Severe Storms / Lightning:**

<b>Creeking #1</b>	<b>Exchange Lodge</b>	<b>#4</b>
<b>Disc Golf #2</b>	<b>Exchange Lodge</b>	<b>#4</b>
<b>Archery #3</b>	<b>Stay in Range</b>	<b>#3</b>
<b>Leatherwork #4</b>	<b>Exchange Lodge</b>	<b>#4</b>
<b>Wiffle Ball #5</b>	<b>Clark Shelter</b>	<b>#5</b>
<b>Aquatics #6</b>	<b>Clark Shelter</b>	<b>#5</b>
<b>Citizenship #7</b>	<b>Lewis Shelter</b>	<b>#7</b>
<b>BB #8</b>	<b>Stay in Range</b>	<b>#8</b>
<b>Fishing #9</b>	<b>Beucher Lodge / Trading Post</b>	
<b>Showmanship #10</b>	<b>Kelley Shelter</b>	<b>#11</b>
<b>Nature #11</b>	<b>Kelley Shelter</b>	<b>#11</b>
<b>Scoutcraft #12</b>	<b>Dining Hall</b>	<b>#21</b>
<b>Archery #13</b>	<b>Yassenhoff Shelter</b>	<b>#14</b>
<b>Woodworking #14</b>	<b>Yassenhoff Shelter</b>	<b>#14</b>
<b>The Garden #15</b>	<b>Dining Hall</b>	<b>#21</b>
<b>Gaga #16</b>	<b>Kit Carson</b>	
<b>Aquatics #17</b>	<b>Clark Shelter</b>	<b>#5</b>
<b>Games! Games! Games! #18</b>	<b>Beucher Lodge / Trading Post</b>	
<b>BB #19</b>	<b>Beucher Lodge / Trading Post</b>	
<b>FlightLab #20</b>	<b>Dining Hall</b>	<b>#21</b>
<b>Handicraft #21</b>	<b>Dining Hall</b>	<b>#21</b>
<b>@TheLaunchpad #22</b>	<b>Lewis Shelter</b>	<b>#7</b>

<b><u>Hazardous Materials Incident:</u></b>	<b><u>Exchange Lodge</u></b>	<b><u>#2</u></b>
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***Possible movement to West Activity Field located off Chapman Road***

## First Aid & Medical Needs

### First Aid

The camp has arranged for first aid care in case of accidents and minor health problems. Should any member of your group, adult or scout, have any accident or health problem, no matter how small, they must go to the camp first aid station. In case of minor problems, please use the following procedures:

1. Notify the nearest adult camp staff member.
2. Arrange to have another Walking Den Leader watch your group.
3. Bring the person, and buddy if applicable, to the camp first aid station (located in the welcome center) immediately. Please observe youth protection guidelines: at no time should an unrelated scout and adult be alone together. If you need help or feel the person cannot walk, contact the nearest adult camp staff member, who will contact the Day Camp Director.

If a serious accident or health problem occurs, emergency personnel will be summoned.

### Medication

Any medications that need to be taken by scouts or adults during the day must be brought to the Camp Nurse (welcome center) at the beginning of the day by the Walking Den Leader. (Exceptions are made for immediate emergency medications such as inhalers, epi-pens, emergency heart medications, etc.) Please place the medication in a Ziploc bag that is labeled with the person's name. The medication must be in the original labeled bottle with dosage instructions. If the medication is not in the original bottle, the nurse will not administer it. All medication is to be picked up at the end of each day by the Walking Den Leader.

### Accident or Illness

1. All accidents and / or illness should be brought to the attention of the day camp first aid officer. The buddy system and youth protection guidelines will be in effect for bringing the injured to the day camp first aid officer.
2. If the victim is not able to be moved due to the severity of the injury, the station leader will contact the day camp directors and request the first aid officer.
3. If station staff is CPR / First Aid trained, the staff member will administer first aid until the first aid officer arrives.
4. Adult walkers will move the remaining den away from the injured victim and help keep the den calm.

### Fatal Accident or Illness

1. No member of the Day Camp Staff shall declare any accident or illness to be fatal. (Only a physician, paramedic or other properly certified professional is permitted to do this.) First aid should be given immediately and should continue until told otherwise by a certified professional.
2. The remaining group of campers and adults will be moved to the nearest camp shelter.
3. In case of declared fatality, the day camp director shall immediately make certain the council executive is notified with all the facts. *NO OTHER PHONE CALLS ARE TO BE MADE BY ANYONE concerning the situation.*
4. The district executive and council executive will follow the "Steps to Follow in Case of Fatal Accidents or Illness" (Report #19-147.)

Remember, scouts will react to you. Be sure and set the proper example.