

EMERGENCY PROCEDURES PLAN



REQUIREMENTS FOR WRITTEN EMERGENCY PLAN

The California Organized Camp regulations, located in California Code of Regulations, Title 17, Section 30753, require each camp to retain on site a written, site-specific plan, approved by the Camp Director, outlining the procedures which deal with the following emergency situations: Natural Disasters, Lost Campers, Fires, Transportation, Emergencies, Severe Illness and Injury, Strangers in Camp, Aquatic Emergencies (as appropriate to site), and Other Emergency Situations.

The site-specific plan shall include procedures for: Evacuation of the camp site, Control of vehicular traffic through the camp, and Communication from persons at the site of an emergency to the emergency medical facilities, the nearest fire station, and both administration and health staff of the camp.

Camp staff shall be trained in the implementation of the procedures set forth in this emergency plan.

ADMINISTRATIVE PERSONNEL AND EMERGENCY RESPONSE ASSIGNMENTS

1. Below, please list the name and phone number for each of the following administrative personnel:

a. Camp Director

b. Assistant Director

c. Qualified Health Supervisor

d. Kitchen/Food Manager

e. Aquatic/ Activities Supervisor

f. Public Health Officer

g. If there are other personnel on site that have an administrative role, please list their title, name and phone number here.

2. For each of the responsibilities below, please assign a duty to each of the administrative personnel.

	Camp Director	Assistant Camp Director	Qualified Health Supervisor	Aquatics/ Activities Supervisor	Kitchen Manager	Camp Counselor	Other Lead Staff
Conduct grounds inspection							
Declaration of emergency							
Assessment of emergency situation							
Execution of response activities							
Sound camp alarm(s)							
Conduct head counts at assembly areas							
Conduct assessment of the physical well being of the campers, counselors and staff							
Perform first aid							
Organize and lead search parties							

NOTIFICATION OF CIVIL AUTHORITIES, UTILITIES, AND SERVICE PROVIDERS

1. Upon declaration of an emergency condition, who will be in charge of contacting each of the following?
Please list the phone number of the utility/service noted and the person who would be in charge of contacting that entity.

Fire Department,
911

Ambulance
Service, 911

Sheriff's
Department, 911

Poison Control,
1-800-222-1222

Hospital/
Emergency Room

County Health
Dept- Chemical
Spill

County Health
Dept- Water
Treatment

County Health
Dept-
Foodborne
Illness

CAL FIRE

Gas Utility

Electric/Power
Utility

County Public
Health Officer

EMERGENCY SITUATIONS

NATURAL DISASTERS



1. List the potential natural disasters that may impact the camp.
(Ex: Camp is prone to flooding, fire, lightening strikes, earthquakes, etc)

2. Where are the safe harbor locations at this camp?

3. How will camp staff, volunteers, counselors, and campers be notified/alerted to take shelter at safe harbor locations?

4. Who will be in charge of assembly groups? If multiple people, list title and name.

5. Who will conduct head counts? If multiple people, list title and name.

6. Who will assess the physical well being of campers and report illnesses and injuries to the Qualified Health Supervisor?

7. Who will evaluate and treat injured or ill campers and determine when evacuation to emergency medical facility is necessary?

8. Who will notify parents or guardians when their campers are transferred to emergency medical facility?

9. Who will initiate inspections of camp facilities and grounds to identify damage and restrict access to any hazards observed?

10. Who will determine when relocation to safe harbor areas or camp evacuation is required?

11. Who will contact the County Public Health Officer to notify them of the status of the natural disaster?

LOST CAMPERS



1. If a camper is observed to be missing from an assembly group or at any time during camp session, who will organize search parties?

2. Who will participate in search parties?

3. What type of communication devices will be provided to search party leaders?

- 3a. How will staff throughout camp be notified that a camper is lost? What code words or system identifies that a camper is lost?

4. How will accurate physical details of the lost camper (i.e. height, weight, hair color, eye color, clothing worn at the time of disappearance) be distributed to the search party leader(s)?

5. How long will each group search?

6. What search patterns will be utilized?

7. If camper is not located within 30 minutes, who will contact the Sheriff's Department?

8. Who will notify parents or guardians that their camper is missing?

FIRES



1. What type of fires could potentially threaten this camp?

2. Who is responsible for keeping track of any outdoor burning restrictions that are in place and ensuring that these restrictions are followed?

3. If a fire is observed, who should the observer contact?

4. What type of alarm will be used to alert campers, counselors, and staff that a fire has been observed?

5. Who will sound the alarm?

- 5a. How often are smoke detectors tested? Batteries changed?
- 5b. How often are fire extinguishers certified?

6. Where are the portable fire extinguishers kept?

7. Who may use a portable fire extinguisher and what is the procedure for use?

8. Who will contact the fire department if the fire cannot be extinguished?

9. Who will contact CAL FIRE or monitor CAL FIRE information online to keep informed of forest fire location and movement in the area of the camp?

10. Who will evaluate the air quality and limit outdoor camp activities or shut down camp in the event of excessive smoke?

3. What is the procedure when an unidentified stranger will not leave the property upon being asked?

AQUATIC EMERGENCIES (IF APPLICABLE)



1. What recreational water activities are offered at this site?

2. Is there a lake, pond, stream, or ocean located on the camp property?

If "No", is there a body of water that campers are transported to nearby that the camp provides activities at?
What kind of body of water is it?

3. In the event of a swimming or watercraft emergency what alarm will be sounded to alert others of the situation?

4. When the aquatic emergency alarm is sounded what is the procedure for exiting the aquatic area?

5. What certifications are required for lifeguards? Who reviews these certifications to make sure they are current?

6. Explain the swimmer to lifeguard ratio and how it is met.

7. If a swimmer or watercraft user notices that a member of the swimming or watercraft group is missing whom shall they notify?

8. Describe the search and rescue procedure for missing swimmers/watercraft users.

9. What are the evacuation procedures in the event of severe weather (i.e. lightning storm, high winds, etc.) during an aquatic activity?

OTHER SITUATIONS



1. What other emergency situations are possible at this particular location and how will they be addressed?

PROCEDURES

MAP OF CAMP



1. Please provide a map of the facility with the following information clearly outlined:
 - Camp location, marking entrances and exits
 - Assembly locations/ Safe havens
 - Evacuation plan of the camp
 - Control of vehicular traffic through the camp
 - Procedure for communication between those present at the site of the emergency and the administrative and health care staff of the camp as well as the nearest emergency medical facilities and fire stations.
2. How will the camp/campers be alerted of an emergency situation (method, device, # of times)?

CAMP EVACUATION



1. When the Camp Director justifies ordering the evacuation of the camp property, who will form assembly groups?
2. Who will conduct head counts?
3. Who will transport necessary medical doses and medical release forms for all campers during the evacuation?
4. Who will provide updated evacuation route information to drivers of all evacuation vehicles?

5. Describe the following:

Primary Evacuation Route

Secondary Evacuation
Route

Tertiary Evacuation Route

TRAFFIC CONTROL



1. Does this site require specific inbound and outbound traffic periods due to one-way traffic limitation? Is so, describe the traffic schedule.

2. Who will be designated to direct traffic at key road locations/intersections during a camp evacuation?

INTERNAL AND EXTERNAL COMMUNICATIONS



1. What forms of communication devices will be used at this site during emergencies?