

CAMP 2024

EMERGENCY PREPAREDNESS PLAN



Table of Contents

COMMUNICATIONS 5

EVACUATION PLAN..... 5

SHELTER-IN-PLACE 6

FIRE EMERGENCY 6

EMERGENCY EVACUATION IN THE EVENT OF A FIRE..... 7

MEDICAL EMERGENCY 7

HOSTILE INTRUDER / VIOLENT CAMPERS..... 8

SEVERE WEATHER AND NATURAL DISASTERS 8

Overall Emergency Preparedness Plan

A. Plan Control Information

The Emergency Preparedness Plan (EPP) is an 'evergreen' document that will be updated annually in preparation for camp.

Document Version #	Revision Date	Description of the Revisions	Revisions Prepared By
Initial Release	05/30/2015	Original Document	Tagine Ojeda
Update	6/19/19	Update Coordinator and Directors	Nely Ortiz

B. Purpose

The purpose of this Emergency Preparedness Plan is to provide important information in the event of an emergency or disaster (either natural or man-made) that occurs on camp site or within the building while at camp. As regional camp directors and coordinators we hope this plan will assist in anticipating emergencies and help initiate quick appropriate response for emergency situation.

C. Mission

Our mission in respect to emergency response is to safeguard the lives of each camper, to lessen the extent of personal injuries that may occur in the event of an emergency or natural disaster.

D. Emergency Response Team Roles and Responsibilities

EMERGENCY RESPONSE TEAM - Roles and Responsibilities	
Overview	The following is a brief description of the responsibilities of each member of the Emergency Response Team of which are 3 primary positions.
Non-Medical Emergency Coordinator	<p><u>Responsibilities:</u> The emergency coordinator is responsible for emergency coordination and reporting of any potential or actual emergency condition to emergency team members (Camp coordinators, Camp Directors) or local authorities.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • Act as the primary emergency coordinator for the entire Church of God of Prophecy campers while on camp grounds. • All correspondence, communication, and notices will flow through the Emergency Coordinator to the Camp Coordinators will communicate to rest of the team • Assist in developing and enhancing emergency response procedures based on specific needs • Direct evacuations and responses to emergencies when they arise. • Ensure that all Emergency Response Team personnel know their assigned duties and locations in case of an emergency.

	<ul style="list-style-type: none"> • Assist personnel in evacuation and shelter-in-place procedures. • Record any missing personnel to Camp coordinators • Assist camp management and camp coordinators in directing emergency response personnel.
Camp Coordinators	<p><u>Responsibilities:</u> The Coordinators are responsible for finding and evacuating all personnel from their designated area. Will be responsible for making sure campers remain in a safe designated area. After their area is clear, the camp Coordinator notifies Camp director area is all clear.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • Advise all personnel encountered of the emergency and insist on them finding a safe designated area • Ensure that every camper has been evacuated to the safe area • Camp Coordinators will communicate message to all necessary parties
Camp Directors	<p><u>Responsibilities:</u> The directors will assist camp coordinators will ensure campers get in a safe designated area. Once the area is clear Camp coordinators will provide further instructions to Camp Directors or alternate police.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • Directors will be responsible for making sure campers remain in a safe designated area. • Close all doors and windows to secure campers and cabin leaders in sanctuary building • In the case where evacuation of building is needed, assemble personnel at a designated safe location and account for personnel • Remaining calm and encourage calmness and orderliness in evacuating personnel.
Nurse	<p><u>Responsibilities:</u> Camp nurses are responsible for the care of ill or injured campers and staff and related administrative duties.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> • Administer camper (and staff) prescription medications as directed • Dispense over-the-counter medications as appropriate • Assess campers and staff who are ill or injured and determine if further medical attention is needed. • Assist in stabilizing campers and staff requiring transportation to medical facilities • Contact parents of ill or injured campers and staff (if appropriate) and update them as necessary • Documentation of all injuries and care rendered. This involves documentation of all over-the-counter medicines, first aid treatment, and communication with parents, doctors or any other off-camp facilities. • Maintain inventory of supplies - Keep infirmary clean and organized • Counseling as needed- (such as homesick campers)

E. Emergency Response Overview and Contact Listing

Emergency Response Contacts

Contact Person	Name	Cell
Emergency Leader	Manny Ortiz (Youth)	(602) 909-5290
Coordinator	Nely Ortiz	(602) 677-9843
Coordinators & Children Directors	Osmin Marquez Laura Marquez	(602) 535-7288 (602) 565-4277
Coordinators & Children Directors	Carlos & Cecilia Cabral	(520) 371-6964 (520) 371-6968
Nurse	TBA	

F. Communications at Time of Disaster or Emergency Event

	COMMUNICATIONS			
Plan Activation	<ul style="list-style-type: none"> In case of any type of emergency, individuals making the discovery should <u>first move to a safe location and then attempt to contact the Emergency Coordinator or a member of the Emergency Response Team.</u> The Emergency Coordinator should follow standard operating procedures contacting Civil Authorities (Police, Fire, etc.) as necessary. The Crisis Team will assess the situation and contact and summon the necessary respond to contain and control the emergency. 			
Medical Emergency Situation	<ul style="list-style-type: none"> Emergency information should be communicated through our walkie-talkie radios. The following emergency codes are to be used for emergency purposes only. 			
	Scenario	Code	Scenario	Code
	Missing Child	David	Missing Youth	Goliath
	Emotional/Mental Break Down	Peter	Natural Disaster	Noah
	Spiritual	Yahweh Female/Male	Security	Jericho
	Medical	Nurse		
Radio training will be provided.				

G. Evacuation Plan

	EVACUATION PLAN
General Guidelines	<ul style="list-style-type: none"> If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit. When approaching a closed door, feel the door <u>with the back of your hand</u>. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.

Audible evacuation alarm sounds	<ul style="list-style-type: none"> The evacuation alarm will sound in the building. If conditions are such that an exit or exits are unsafe to use due to the emergency condition, evacuation instructions will be given verbally through the Emergency Coordinator or Camp Coordinators.
--	---

When an evacuation of a building is in ordered, the evacuation will be done in an orderly and safe manner. All campers are to assemble in safe designated areas.

H. Shelter-in-Place

There are a number of emergency situations where an evacuation of a building is not advisable – hostile intruder, hazardous chemical release outside or weather events such as brush/forest fire.

	SHELTER-IN-PLACE
General Guidelines	<ul style="list-style-type: none"> In the event of Shelter-in-Place, all campers should immediately proceed to the nearest Shelter-in-Place “Safe Zones” and await further instruction. Safe Zones include any <u>interior</u> rooms, such as interior storage rooms, restrooms. Preferred Safe Zones will have a door and no windows.
Procedures Once Inside the Shelter-in-Place	<ul style="list-style-type: none"> Lock doors (where possible). Turn off lights. Remain quiet. Crouch down in areas that are out of sight from doors and windows. Individuals in hallways or in open areas are to seek shelter in the nearest room if possible. Individuals in outdoor areas should immediately take cover. Return to the building if it is safe to do so. In the event of a tornado or high winds, everyone should proceed to interior hallways or designated shelter areas. In the event that you have been called into a Shelter-in-Place and then the situation escalates to the point that a fire alarm sounds, evacuate the building only if: <ul style="list-style-type: none"> You have first hand knowledge that there is a fire in the building, or You have been advised by Police/Fire/Security to evacuate the building, or There is imminent danger in the immediate area.

I. Fire Emergency and Emergency Evacuation

	FIRE EMERGENCY
If you discover a fire	<p>You should immediately:</p> <ul style="list-style-type: none"> Call 911 Evacuate the building. Use a fire extinguisher <i>only</i> if it is in the immediate vicinity, you have been trained within the past year on its use, and you are confident that you are not putting yourself in any danger. Notify Emergency Response team of the situation
When the alarm sounds	<ul style="list-style-type: none"> When the alarm sounds, you should proceed to evacuate the building
Do Not...	<ul style="list-style-type: none"> Do not panic Do not go back for personal belongings Do not attempt to re-enter the building until an “all clear” announcement is made by emergency response team

	EMERGENCY EVACUATION IN THE EVENT OF A FIRE
Procedures to be followed	<ul style="list-style-type: none"> When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Camp coordinators should be the last occupants to leave the building to ensure everyone has exited the building. Should a person have to remain in the building due to circumstances beyond his/her control, the Camp coordinators will notify the Emergency coordinator who will then notify the arriving fire officials of the person's location and the condition of the individual (e.g., handicapped, wheelchair bound, injured, etc.). The alarm systems should be designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. Security will immediately contact the Camp Emergency Coordinator and inform him/her of the situation. When feasible, Security will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. Security will then go to that location to determine the response needed and will inform the arriving emergency personnel of their findings and will assist with traffic and crowd control.
Evacuation	<ul style="list-style-type: none"> When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All employees are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

J. MEDICAL EMERGENCY

	MEDICAL EMERGENCY
Accident or illness requiring an ambulance Call 911 Do not move the individual	<p>In the event that an accident or illness of a camper seek medical attention is needed:</p> <ul style="list-style-type: none"> Call for Nurse Nurse will call 911, based on medical professional assessment Emergency Coordinator instruct someone or will ensure they meet with the ambulance at a specified entrance, and escort them to the emergency, if necessary Do not move the injured or ill person unless an unsafe condition exists. Try to make them comfortable until medical help arrives.

K. HOSTILE INTRUDER / VIOLENT CAMPER

	HOSTILE INTRUDER / VIOLENT CAMPERS
Procedures to be followed	<ul style="list-style-type: none"> • If a hostile intruder or violent person is discovered the individual making the discovery shall <u>immediately contact the Emergency Coordinator or Emergency Response Team</u> and provide as much information as possible. • Do not approach the intruder or violent employee or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any. • If gunshots are heard, close and lock or barricade room doors and turn off the lights to that area. Try and calm campers fears and keep everyone as quiet as possible. Stay in the locked/barricaded room until informed by Police/Security personnel that it is safe to come out of the area. Use their cell phones to notify Security and local 911 personnel of the situation. • Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building. • Once local emergency service authorities arrive, the Emergency Coordinator will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located. • A senior law enforcement officer on scene will notify the Emergency Coordinator when reentry to the building can be made. This will depend solely upon the information received and the results of the findings of the local authorities.

L. Severe Weather and Natural Disasters

	SEVERE WEATHER AND NATURAL DISASTERS
Floods	<p>Flash Flood warnings from the National Weather Service are the most urgent type of flood warnings and are broadcast to the public over radio and television stations.</p> <p>A few items to consider:</p> <ul style="list-style-type: none"> • Stay in the building until it is safe to leave. • Avoid driving in deep water i.e. parking lot or highway. • Do not attempt to cross a flowing stream where water is above your knees.