

2023 Camp Naticook Missing Camper Procedure

➤ Codes to be Used During the Procedure

- Not Enough Orangutans
 - Immediately initiates our Missing Camper Procedure
- Open the Cage
 - Internal Head Staff code to call the police
- Shut the Cage
 - Internal Head Staff code to notify other Head Staff members know that the police have been called and notified and are on their way
 - Upon hearing this code, Head Staff members should prepare for the arrival of authorities by opening up all Emergency Vehicle gates within the park and have a Head Staff member be ready to speak with the authorities
 - Kevin is to OPEN and CLOSE the CAGE
- The Zoo is Closed
 - Immediately terminates our Missing Camper Procedure
- All orangutans, I repeat all orangutans.
 - Code for camper has been found
 - Response is “What is the location of all the orangutans”
 - Does NOT end the drill
- Blue Falcon
 - Initiates our COMMAND POST procedures
- Danger Zone
 - Indicates DURING BLUE FALCON that the 7 minute mark has been hit

➤ DANGER Words/Phrases (what NOT to say)

- Is this real?
- Is this a drill?
- Lost camper
- Missing

- Missing camper
- Police
- 911
- **Anything other than code words/phrases or 'assigned area name' and clear**

➤ Procedure

- After hearing three long air horn blasts and the phrase “Not Enough Orangutans” over the Naticook Day Camp radios, all bunks should IMMEDIATELY stop what they are doing, wherever they are, and head directly to the Function Hall in a timely and fast fashion. All **camper** belongings should be left wherever the bunk is at the time that the procedure is initiated. All staff need to bring their belongings, especially all **radios and clipboards**, with them to the Function Hall.
- After dropping off bunks in the Function Hall, counselors with Assigned Search Areas should head directly to their area **with their bunk's radio** as fast and safely as they can, and search their entire area thoroughly and fully.
- Once an Assigned Search Area is cleared, the counselor searching the area should make a radio call to whichever Head Staff member is conducting the Search Area Checklist by saying “name of Assigned Search Area, clear”
- Upon hearing “name of Assigned Search Area, clear”, whichever Head Staff member is conducting the Search Area Checklist will give one of two responses:
 - Name of Assigned Search Area, clear. Thank you (Assigned Search Area Counselor)
 - Name of Assigned Search Area, clear.
- If the response given by Head Staff contains Thank You and your name, then you should stop searching and head back towards the Function Hall

- If the response given by Head Staff DOES NOT contain Thank You, then continue searching your area until given further instructions by Head Staff.
- During the entirety of the procedure, it is **PARAMOUNT** to keep the radios **CLEAR** of ALL chatter. The only communications that should be heard during a Missing Camper Procedure are from Head Staff only and then all counselors searching Assigned Search Areas.
- During the entirety of the procedure, listen to every and all directions and instructions given by Head Staff, regardless of where you are. This includes counselors in both the Function Hall and searching their Assigned Search Areas.
- Once the radio code of “The Zoo is closed” is heard over the radios, the Missing Camper Procedure will end. At this time, staff searching Assigned Search Areas can stop their searches and head to the Function Hall to reunite with their bunks.
- Once bunks have all of their staff, then they can depart the Function Hall and head back to wherever their camper’s belongings are.
- The camp’s schedule will then be announced by Head Staff and bunks should be aware of the announcement by Head Staff of where to pick up the day within the schedule.

Search Assignments

Function Hall: (keep the kids quiet and calm. Check attendance against your bunk list)

John Brennan and all Bunk Counselors that are not listed below (Junior Counselors and 1:1 Aides).

Cabins 1-6 and 9-10, Nature Area, Open area around cabins

Skyla Grenier

Flag Pole Area, Edge of Water, Theater parking lot and area behind it, Theater – inside and around

Andrew Coolidge

Large Sports Field including: The whole sports field, dugouts, edge of path to waterfront, edge of path to parking lot

Sarah Hotz

Function Hall (outside and downstairs) and Playground

Cathy Snyder

Arts and Crafts building (inside) Area around Arts and Crafts, Wall Ball Court, Tennis Courts

Samantha Diggins

Field Near Parks and Rec Building and Trails beyond it

Kayleigh Leone

Day Camp Office, Nurse's Office, Volleyball court:

Kevin Lake – After, go to the nurse's office and wait with radio to provide care where necessary.

Parking Lots:

Matthew Todd

Fitness Trails – Near Nature Area

Liz Hayes

In and around bunk 14, waterfront (not beach or water), basketball Courts at Bottom of Hill,
porta potty, boathouse

Lifeguards (Chris Byrne and Team)

Perimeter Run – Be sure to check around Theater

Austin Borroto

Naticook Road, Parks and Recreation Office, Archery Range

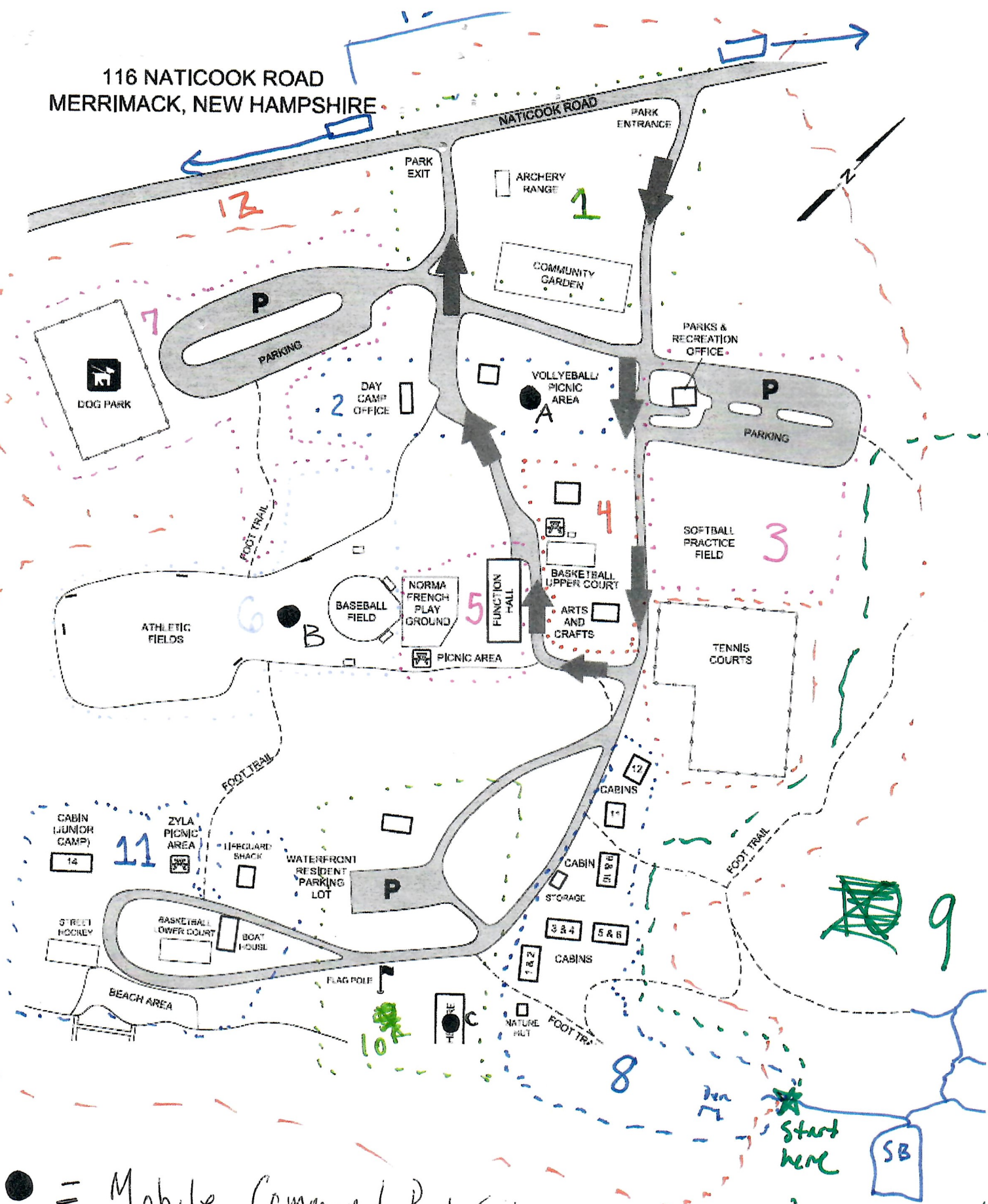
Mike Elliott

Camp Naticook Blue Falcon Procedure

- Once it is officially known by John, via discrepancies within the Missing Camper Procedure Head Count Sheet, that a camper is MISSING, the BLUE FALCON procedure will be initiated
 - Upon stating the radio code of BLUE FALCON, John will communicate to Hannah which COMMAND POST will be established (A, B, or C)
 - Once it is confirmed, via discrepancies within the Missing Camper Procedure Head Count Sheet, by BOTH Kevin and John (the A and B central posts), and a camper name is identified, then they will be deemed officially MISSING.
 - Once this is known, the radio code BLUE FALCON will be stated TWICE on the camp radios.
 - This code will notify all radio communication between head staff and COMMAND POST search assignees to move ALL RADIO COMMUNICATION to **Channel 3**.
 - Once on **Channel 3**, Kevin and John will confirm the identity and group of the camper that is deemed MISSING. After this, search areas will be confirmed as clear by both Kevin and John.
 - Once all confirmation has been complete, HANNAH will state the radio code BATON TO HANNAH. John will provide an answer to Hannah in the radio code HANNAH BATON, indicating that Hannah will then take over as the Director of the procedure.

- After Hannah becomes Director of Procedure, John will say on the second walkie still on **Channel 1** “All remaining search parties to Channel 3, *repeat that phrase*”
- Hannah will simultaneously say, “Command Post (A, B, C [followed by location i.e. Theater])
- Hannah will then direct all necessary search parties to her COMMAND POST at either the **Theater, Main Sports Field, or Day Camp Office**.
- Once at a MOBILE COMMAND POST site, Hannah will use the *Missing Camper Procedure Mobile Command Post Checklist* to assign new search areas to remaining search assignees.
- If the MISSING camper is found at any point during this procedure, a search party should use the radio code “All Orangutans” and the location they are in
- John will then state the radio code “HOLD for the ALL Call. HOLD for the ALL Call”
- Hannah or Major will then go to that location and confirm the MISSING camper is there. Once Hannah or Major confirms the MISSING camper has been found, the radio call of “PLATOON” TWO TIMES will be made.
- Kevin will then be directed to arrive at the location of the MISSING camper to assess the camper’s condition.
- Upon hearing the radio call of “PLATOON”, John will hold until hearing the radio code “Zoo is Closed” from Kevin.
 - This code will only be given once the MISSING camper is transported from the search area/command post, to the Day Camp office.

116 NATICOOK ROAD
MERRIMACK, NEW HAMPSHIRE



● = Mobile Command Post Sites

A = ~~Main Entrance~~ Outside Main Office
B = Main Sports Field
C = Thruway