

Chapter 3: Emergency Procedures

PROCEDURES IN CASE OF FIRE

SIGNAL: 3 short blasts of a car horn -- continuous

WHEN FIRE ALARM SOUNDS: UNITS ASSEMBLE AT THE FORK OF THE SERVICE ROAD IN THE MEADOW AREA

Be sure campers and staff are wearing shoes and socks. If emergency occurs at night, campers should have a jacket, and each leader should have a blanket or sleeping bag and a flashlight.

The goal is to move all campers and staff to a safe area as **quickly** and **quietly** as possible. Pixies may be picked up and carried.

Unit Leaders

- Bring your attendance roster and first aid kit.
- Assemble your unit at the designated service road (or alternate safe area as directed by emergency staff or rangers due to fire's actual location)
- **One adult from each unit reports attendance to the designated Area Coordinator (Oak, Redwood or Meadow.)**
 - Report "ALL HERE" if all campers and leaders are accounted for, OR Report NAME of missing person (any camper or staff member assigned to your unit who was present at morning roll call, but is now missing.)
 - Wait for instructions. It is each staff member's responsibility to keep themselves and campers calm and quiet and to see that instructions are followed.

Aides must check in with the Aides Unit Leader before re-joining their assigned units to assist with campers.

Program and **Administrative Staff** must check in with the Day Camp Manager.

The DAY CAMP MANAGER is responsible for bringing the "Hike Sign Out Book" to account for any unit that is currently off-site.

The NURSE is responsible for patients at the Nurse's Table as well as bringing health forms and first aid kit.

EARTHQUAKE PROCEDURES

1. Stay put during earthquake, unless it is unsafe to do so because of environmental hazards such as power lines, gas tanks, falling debris, etc.
2. **After earthquake is over, follow procedures for Fire Drill** to get campers to a position of safety. Be aware that an alternate assembly area may be established in case it is unsafe to go to the original one -- or the way is blocked.
3. Determine if all are present. If anyone is not accounted for, determine where individual was last seen.
4. Do not go back into any areas around structures, wires, gas tanks, etc. until cleared by authorities.
5. If injuries are involved, follow procedures for Serious Accident or Injury, below.
6. Remember in the event of a serious earthquake, we may be required to function on our own for a period of time. Emergency services and telephone service may be disrupted. Stay calm. The Council will also be trying to assist us.

OTHER EMERGENCIES

GENERAL GUIDELINES

STEP 1: INFORM THE CAMP DIRECTOR OR STAFF IN CHARGE AT THE STAFF TABLE IMMEDIATELY. (Send Aide or other staff member.)

STEP 2: HANDLE EMERGENCIES AS QUIETLY AS POSSIBLE WITH THE LEAST POSSIBLE INVOLVEMENT OF TOTAL STAFF AND CAMPERS.

SERIOUS ACCIDENT or INJURY

1. If cellular phone service is available, call 911 (and immediately notify Director/Staff Table that a call has been placed.) If there is no cellular service, use walkie-talkie/FRS radio or send a runner (prefer staff member, or two responsible campers if necessary) to the Staff Table to have 911 call placed. Provide clear information about what happened and where you are.
2. Attend the patient--give priority attention to provide all care possible. Make the patient comfortable, ease her fears.
3. See that there is no disturbance of victim or surroundings. Remain at the scene until dismissed by Camp Director or Staff in Charge.

4. The Camp Director or Staff In Charge will make arrangements for transportation (ambulance, escort home or to hospital.)
5. Keep all campers and staff that witnessed the accident together until dismissed by Camp Director or Staff In Charge.
6. As soon as possible, record details of accident in writing, take pictures if camera is available and make a sketch of scene including placement of people involved.
7. Camp Director will contact parents and Council Staff Liaison.
8. Do not give detailed description or opinions of accident to press or public. Refer all press, public, parent inquiries to Council Staff Liaison.

LOST CAMPER

If you discover that one of the campers in your charge is missing, follow these procedures:

IF IN CAMP:

1. Immediately notify Camp Director (or her designee) at the Staff Table.
2. With the Director or Staff member, the following steps will be taken:
 - Check all possible places camper could be in camp (bathroom, nurse station, program area, etc.)
 - Check other units
 - If necessary, Director will call a fire drill
3. If camper is still missing, Director will:
 - Notify Council Emergency Contact
 - Notify Ranger on site
 - Set up grid pattern search of main camp areas
 - Notify Sheriff/Police

IF OUT OF CAMP: (field trip or bus)

1. Immediately notify Camp Director or Council Emergency Contact and follow instructions. If for some reason unable to make contact with staff, notify sheriff/police/ranger for assistance.
2. Search immediate area where camper was last seen or question other campers and staff on bus. Use grid pattern of search.

INTRUDERS / GENERAL PUBLIC

All strangers should be approached and politely asked to identify themselves and their reason for being in camp. They should be told that they are in a Girl Scout camp and asked to go to another area, one that is not reserved for day camp use.

If intruders will not leave the site, become harassing, or present a danger to the safety of campers and staff, take the following steps:

1. Notify Camp Director or Staff In Charge at Staff Table -- IMMEDIATELY.
2. Remove campers and/or staff who might be in danger to a central location. If necessary, this could include everyone in camp.

CAR / BUS ACCIDENTS

1. Notify Police. Follow police and/or bus company procedures.
2. Contact Camp Director through emergency contact person or park rangers.
3. Follow Accident/Injury steps 1 - 8 above, as applicable to the nature of the accident.

IMPORTANT CONSIDERATIONS IN ANY CRISIS

The safety and well-being of the campers is the staff's primary responsibility in a crisis. When you are calm and confident, campers will be reassured. Many crisis situations will be handled quietly, while camp continues to run normally. Unless the crisis threatens the safety of campers and staff, camp will continue with as little disruption as possible. Your job is to keep the campers in your charge safe, active, and busy with camp programs and routines.

It is important that the Camp Director and the Council Office handle ALL communication with parents, the public, and the media. If you have information that would help in dealing with a particular situation, contact the Director or a Crisis Team member immediately. DO NOT share your thoughts, comments or observations about any crisis with others outside of camp.

CAMP CRISIS TEAM

Purpose: The purpose of a camp crisis team is to efficiently and effectively assist the camp director and council in dealing with a crisis situation in camp.

Members: Members of the camp crisis team are individuals with high stamina, low-panic levels, even-tempered attitudes and who can take initiative when needed. The team receives specific training related to their designated roles.

The **Diamond Crest Girl Scout Day Camp Crisis Team** consists of the following roles. A roster of the current year's team will be provided annually.

Crisis Director (Camp Director): Serves as liaison to the Council Crisis Team, informing them of the crisis, actions taken, development, outcomes, etc. and responding to their direction in dealing with crisis decisions in the camp. Maintains communication with park rangers, first responders, and the public in coordination with council staff.

Camp Crisis Coordinator (Camp Manager): Acts as liaison in all matters pertaining to present campers and staff and the regular operation of the camp, including the emotional support of staff and campers. Provides clear communications and instructions to the camp staff.

Recorder: Maintains the crisis log and assembles all the paperwork pertaining to the crisis -- statements of witnesses, pictures of the scene if necessary, appropriate forms such as incident, insurance, etc., all records pertaining to the victim (if there is one). These will eventually be forwarded to the Council Office.

Security (2 people): Stationed at the camp entrance and equipped with walkie-talkies or cellular phones, these people monitor access into camp.

Companion: May be asked to stay with a victim in the hospital until parents can arrive. Director will make this decision in consultation with the Council Staff Liaison/Council Crisis Team.

Back-Up (Oak, Redwood and Meadow Area Coordinators): Receives attendance checks during fire/evacuation procedures. Provides communication and support to leaders as needed. Is not necessarily pulled from regular duties with campers initially, but may be asked to serve in back-up role as needed (e.g., back-up driver, extra security, or messenger/runner.)

Caretaker: Looks after the well-being of the Crisis Team. Provides food as needed.

Relief / Runner: Is trained to step into any of the above jobs as needed and takes initiative when seeing areas needing extra help. Can take the place of any team member who is not in camp when the team is activated. Available to run messages or information around camp.