

# EMERGENCY PROCEDURES

EMERGENCY SIGNALS -

**EVACUATE TO THE NEAREST PARKING LOT:** 3 blasts / pause / 3 blasts / pause

**ALL CLEAR-** RESUME REGULARLY SCHEDULED ACTIVITIES: Long, single blast

Terms used:

Cook Shed = Forest Shelter

Craft Shed = River Shelter

First Aid = River Shelter

HQ, Headquarters = River Shelter

Carrie Keith/Trillium/Trill, director 503-828-4736

Nicole Burgess/Brown Owl, Health Supervisor/First Aider 503-484-7025

## EMERGENCY EVACUATION

When the horn sounds (3 blasts/pause/3 blasts/pause), all persons are to move quietly and quickly to the nearest parking lot by either Headquarters or Cook Shed and line up with their Camp Unit or Activity Station Group. Camp Unit leaders will bring with them their unit attendance sheets and assess if all campers, leaders, and aides are accounted for. Activity Station Leaders will bring their attendance sheets with them and assess if all their staff and aides are accounted for. Core Staff members associated with Headquarters will assemble as a group for attendance.

Each Unit and Activity lead will hold up their binder to the green side if all the members of the unit are accounted for and the red side if not. The Camp Director (or Director's representative) will query for those unaccounted for. Campers should be encouraged to stand quietly so the unit Leaders reports can be easily heard. If campers are separated from their unit during an evacuation, they are to join the nearest unit and report to that unit's leader.

Unaccounted for persons will be located by the Camp Director (or Directors Representative) ONLY. No other persons will remain in the camp area.

Any persons who have trouble walking will report to the designated vehicle in the housing area adjacent to the camp and will hold up their binder accordingly so a director's representative can see.

## EVACUATION OF THE PARK

In the event that the camp must evacuate the park, Emergency Evacuation Procedures will be followed to evacuate to the parking lot. Units will come to the top parking lot and attendance will be taken. Unit leaders will then be instructed to transport their unit's campers and Camp Aides to the Wilsonville Library upper parking lot, located at 8200 SW Wilsonville Rd, Wilsonville. Roll call will be taken at the top of the parking lot and again at the library parking lot. Core Staff will notify parents to pick up their campers as soon as possible. Unit Leaders will remain with their unit until all their campers and Camp Aides have been released to their parents or a core staff member takes over from them.

In the event of a full site evacuation, the following procedure will be followed to transport all campers and staff from the park to library parking lot:

1. All camper units along with their adult leaders and Camp Aides will walk from the River Shelter or Forest Shelter (Cook Shed) Parking Lot areas along the designated evacuation route to the library parking lot. Additional Core Staff members will accompany the lead units and will remain posted along the route at marked locations to ensure that full evacuation is completed.
2. Any persons who have trouble walking (identified prior to the first day of camp or by the first aider/health supervisor at the time of evacuation) will report to the designated vehicle(s) in the housing area adjacent to the camp. This group which includes two adults will drive to the library upper parking lot, all others walk. The designated vehicle(s) shall have water and snacks.
3. All Activity Groups (Cook Shed, Crafts, Leather, Rainbow, Science, Staff Appreciation) consisting of adult volunteers and Camp Aides will walk from the River Shelter (HQ/First Aid) and Forest Shelter (Cook Shed) parking lots as groups along the pathway to the library parking lot.
4. Camp Aides not assigned to activity stations with adult leaders (Songs, Skits and Games) will gather as a single group and accompany the Camp Aide Coordinator along the designated pathway to the library parking lot (see order below).
5. Units & Activity Stations will travel in the following order: 1) Camp Aide Activity Stations w/CA Coordinator [Songs, Skits and Games], 2) PAIT Unit, 3) 6th grade Cadette Units, 4) 5th Grade Junior Units, 5) 4th Grade Junior Units with the green wagon, 6) 3rd Grade Brownie Units, 7) 2nd Grade Brownie Units, 8) 1st Grade Daisy Units, 9) TAG Unit, 10) Boys Units, 11) All remaining Activity Stations [Science, Leather, Crafts, Cook Shed, Dance/Archery, Rainbow].
6. The first group to leave the camp and set up the gathering area at the library parking lot with one emergency evacuation wagon (blue): Camp Aide Coordinator, Camp Registrar/HQ volunteer with the HQ health forms notebook, Camp Business Manager.
7. The last group to leave the camp after completing a sweep of the site: Camp Director, Health Supervisor with second evacuation wagon (red) containing at least water, a bull horn, first aid kit and the Health Supervisor's health forms notebook. For 2024, three cars will be a craft person, Staff appreciation person, and health supervisor. Director will be last with a box that also contains health information for each camper.

## **FIRE**

In the event of a fire, send someone to notify the Camp Director immediately while proceeding with the following emergency action: All campers including CAs and people not necessary to fight the fire should leave the area. Under no circumstances are campers allowed to fight fires. Do not put yourself at risk. Only unit leaders and Core Staff Members will attempt to put the fire out.

**Building Fire:** Use fire extinguisher to extinguish the fire. Located at HQ whenever camp is in session.

**Out of control campfire:** Use fire extinguisher or shovel and water on hand for the purpose.

**Forest Fire:** Use fire extinguisher or water hose if appropriate. Use shovels and dirt. Under no circumstances take chances or get down wind of the fire. In the event of a forest fire, the entire camp will be directed to the baseball field in the center of the park.

Again, under no circumstances are campers allowed to fight fires. Unit Leaders or Core Staff members will handle this ONLY. If deemed necessary, the camp will be evacuated using the emergency evacuation procedure.

### **LOST CAMPER**

If someone is missing, notify the Camp First Aider/Health Supervisor or Camp Director immediately. Core staff members ONLY will participate in a further search of the area where the person was last seen. If a preliminary search is unsuccessful, all campers will be directed to the parking lot (see emergency evacuation procedures) where units will remain while an entire camp search is initiated by Core Staff. Only the director (or designee) will contact the police. All questions regarding the missing camper will be directed to Girl Scout Council's emergency contact (1-800-626-6543) or the camp director.

### **SERIOUSLY INJURED CAMPER**

Each unit box contains first aid supplies that include gloves, band-aids, alcohol wipes and etc. Minor camper injuries such as a cut finger or scraped knee can be treated by the unit leaders.

If the injury is of concern to the unit leaders and the camper is able to walk, the injured camper can be sent to First Aid (HQ) with a unit CA and buddy. If the camper cannot be moved (i.e. badly sprained ankle, severe wound), immediate first aid should be rendered (i.e. pressure on a bleeding wound), the camper made comfortable and do one of the following:

1) Call the emergency phone number (503) 484-7025 Nicole Burgess/Brown Owl. Instruct the First Aider/Health Supervisor where you are located. If it is not near to HQ, instruct a CA with truddy to walk along the path and meet the first aider and show them where aid is needed. *If you are closer to Cook Shed, have a CA with truddy go to Cook Shed to meet the First Aider/Health Supervisor and direct them to where aid is needed.*

OR

2) Send a unit CA with truddy back to Headquarters or the Cook Shed whichever is closest to get the First Aider/Health Supervisor. Have the CA with truddy direct the first aider back to the unit. If you consider the injury/condition to be life threatening, contact the First Aider/Health Supervisor immediately. She will contact 9-1-1. Then she will meet your unit with the above procedure. A core staff person will direct the emergency personnel to your unit.

### **INTRUDER**

Because camp is being held in a public park, we cannot restrict people from entering our camp area or regulate what happens or who is parked in the public areas. All camp related adults will wear the identifying camp T-shirt. All camp related visitors, resource people, visiting council members will wear identifying scarf or be escorted. Unit leaders or Core Staff members observing adults not wearing identifying tee shirt or scarf and name tag will inform the intruder that we are holding Girl Scout Day Camp and ask them to use other facilities.

If the person refuses to leave, or acts suspiciously, contact the Camp Director immediately. If any situation makes you feel uncomfortable, contact Headquarters cell phone number 503-828-4736, Carrie Keith/Trillium (Trill), Camp Director or the First Aider/Health Supervisor (503)484-7025 Nicole Burgess/Brown Owl.

### **EARTHQUAKE**

In the event of an earthquake, all persons are to sit down and cover their heads. If in a shed, go under a table or get out in the open. All persons are to stay with their units. If an evacuation is necessary, the evacuation signal will be blown. At that time Unit leaders will proceed with their unit attendance sheets to the parking lot and roll call will be taken. See above Emergency Evacuation procedures.

### **LIGHTNING**

In the event of lightning, units will return to their unit sites where they will remain until the “all clear” is sounded (one long, single blast) to signal that it is safe to resume their activities. If a unit is within the vicinity of Craft Shed or Cook Shed, they may take shelter there instead of returning to their unit sites.

### **VOLCANO**

In the event of a volcanic eruption, unit leaders will be informed by the Camp Director if they should proceed with the evacuation procedures listed above.

Emergency Camp Core Staff Cell Phone Numbers:

Volunteer Director: Carrie Keith/Trillium (Trill) 503-828-4736

Volunteer Health Supervisor: Nicole Burgess/Brown Owl (503) 484-7025