



EMERGENCY PROCEDRES

In the event of an emergency, staff will follow the rescue procedures outlined in this document. These procedures will be implemented applying decision making skills to the situation at hand and using the experience gleaned through Emergency Procedure training. In the event that guests recognize an emergency, they are encouraged to contact a staff member and set the emergency procedures into action. AEDs are available at the following locations in case of cardiac emergencies: Beck Center, Power Center, High Ropes Course, Main Office, Dining Hall, Health Office.

1. The staff member will assess the situation and then contact the Supervisor on Duty to alert her to the situation.
2. The Supervisor on Duty will send staff members to provide instructions to guests and other staff as needed.
3. The Supervisor on Duty will contact EMS as needed and the Executive Director.
4. If necessary, the Executive Director will contact an individual's parent or guardian.
5. The camp staff will follow the procedures associated with the specific type of emergency as outlined below:

Weather Related Emergency:

1. In the event of lightening, thunder, or hail, all individuals are to move activities indoors.
2. If weather provides a more serious threat, such as a tornado, all individuals are to move to storm shelters –
 - a. Counselor restrooms in cabins
 - b. Restrooms in Beck Center
 - c. Table/chair storage closet in Power Center
 - d. Dry storage and office in Dining Hall
3. Supervisor on Duty or a representative will contact the sheriff's office for further instructions.

Fire:

1. All individuals will evacuate the building (or outdoor area) using emergency exits if needed – nobody is to attempt to extinguish the fire.
2. Campers may proceed to the Dining Hall for shelter if needed.
3. The Supervisor on Duty will contact the Locust Fire Department by dialing 911.

Intruder:

1. Supervisor on Duty or a representative will approach the individual and ask him to leave.
2. If the intruder refuses to leave, or if he is armed, the Supervisor on Duty will contact the sheriff's office and request assistance removing the individual from the property.

Lost/Missing Person:

1. Attempts will be made to contact the missing individual via radio and cell phone. The camp bell will also be rung in an attempt to contact the missing person.
2. The Supervisor on Duty will arrange for staff members to search for the individual, starting in his last known location.
3. If the person remains unfound, the Supervisor on Duty will contact the sheriff's office and request additional assistance in locating the missing individual.

Aquatics or Challenge Course Emergency:

1. Follow procedures as outlined for emergencies related to that specific area within its policies and procedures.

Following all emergencies, an accident/incident report will be completed and filed with the Executive Director. The Executive Director will be the only staff member to discuss any emergency situation with the media.