Camp Ten Trees Summer Camp Session Emergency Procedures

First Aid / Emergency Procedure
If a camper is injured or severely ill, the volunteer in the immediate vicinity most highly trained in first aid should begin caring for the camper. First aid kits are located at each walkie location (see below). Another volunteer should immediately call for help using the nearest walkie. Avoid using camper names or unnecessary details over the walkie if at all possible. If a potential emergency is identified (natural disaster, missing camper, etc.), a volunteer should immediately call for help using the nearest walkie. The Camp Director may then begin the All-Camp Emergency and Role Call Procedure.

All-Camp Emergency and Role Call Procedure
If an emergency is identified by the Camp Director, the following procedure will be used to account for the whereabouts of everyone on property. Every volunteer is responsible for knowing and following this procedure.

1) The Camp Director or their designee will sound an air horn in long blasts at the lakefront to alert campers and volunteers to the emergency. The Coordinator of Essentials will report to Cougar Lodge (volunteer lounge) to begin calling role when the air horn blasts end.

2) Volunteers instruct campers to immediately stop their activities, find the volunteer responsible for them during that time, and remain quiet and still for the duration of the emergency.

3) Volunteers will escort their groups to the nearest walkie location. The following locations will have walkies:

The locations of walkies have been removed from this version of this document to keep the current location of the Camp Ten Trees summer camp sessions confidential. Thus, this document is okay to share with people outside the Camp Ten Trees board, staff, and summer camp volunteers.

4) Volunteers on break (and still anywhere on site) must report to the nearest walkie location for attendance.

5) The first volunteer to arrive at a walkie location will turn the walkie on and wait for their group to be called. The Coordinator of Essentials will call by cabin name, activity name, or program area. The volunteer should respond with their name, the name of other volunteers with the group, and the number of campers with the group. The volunteer should also note any campers who should be with the group but are not because of illness, injury, or other reason.

Examples: “This is Fractal with The Jellybean cabin. I have Widget and 6 of our campers. Our camper ______ is in Serenity.”

“This is Scout in the kitchen. I have Thumper and Peanut.”

6) In the event that a cabin/activity group does not respond to the call for their attendance, they will be re-called at the end. If the group does not respond, Missing Camper Emergency Procedure will be followed.

7) Volunteers not previously accounted for who have not signed themselves off-property will be called individually by name. If the individual does not respond, Missing Camper Emergency Procedure will be followed.

8) If there is an inconsistency in the role call (i.e. a camper is not with their group because Cabin Counselor believes them to be in Serenity, but Serenity does not confirm their presence), Missing Camper Emergency Procedure will be followed.

9) Following role call, volunteers should wait for further instructions appropriate to the emergency. If no further action is necessary, ALL CLEAR will be given via walkie and two short blasts of the air horn.

Fire Emergency and Natural Disaster Procedures
Risk Reduction Technique: Fire use procedures will be taught to campers and followed at all times. When necessary, the Camp Director will issue ‘watches’ for lightning, tornados, and other severe forms of weather or disaster (including excess heat). During these watches, waterfront activities will be curtailed and indoor programming will be stressed. In the event of excessive heat, waterfront activities will be kept open.

In the case of a fire started within camp: The Camp Director or their designee will call the fire department. Instructions will be given via walkie to congregate at the playground and safe routes to take there.

In the case evacuation is necessary due to natural disaster: The site manager will sound the facility air horn. Instructions will be given via radio to congregate in the parking lot immediately. All vehicles on site will be used to evacuate campers; any remaining campers and volunteers will begin evacuating on foot along the road.

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Missing Camper(s) Emergency Procedure

Risk Reduction Technique: All campers will be counted by the supervising volunteer before and after all activities (including meals). At the beginning of each week, campers will be instructed as to where they may and may not go without their counselor or a “truddy.” They will also be instructed where to go if lost and what to do if they hear the all-camp horn.

In the case of a missing camper: If a volunteer discovers a camper is missing, they must search the immediate area using volunteers and/or campers if needed. The search should include checking the bathrooms, activity areas, cabins, waterfront, and any other facilities or nearby areas as deemed reasonable in the time available. After a five (5) minute search, notify the Camp Director via walkie or in person. If the area of the camper’s cabin has not yet been searched, one or more volunteers will take a vehicle there to search for no more than an additional 5 minutes. If the camper is still not found, the All-Camp Emergency and Role Call Procedure will be followed.

If search needs to continue following role call: The Camp Director will organize a search via walkie using one half of the volunteers to search and one half to escort remaining campers to the playfield and entertain supervise them once there. Simultaneously, Waterfront volunteers and any other trained volunteers, under the direction of the Waterfront Lead, will undergo an underwater search for the missing camper(s). The Camp Director and/or the Coordinator of Essentials will interview volunteers and campers involved for clues as to what may be happening.

Thirty minutes from initial realization that the camper was missing, the police will be called to help with the search until the camper is found. If anyone finds the camper at any point, they must immediately alert the Camp Director.

Stranger(s) on Camp Property Procedure

Risk Reduction Technique: “No Trespassing” signs will be posted and maintained around the periphery of the camp. The camp gate will be kept shut and appear to be locked at all times. The site manager and then the police will be notified of all strange cars parked on/near camp property, such as along the camp road, in the parking lot, outside the gate, etc. All visitors to camp will be required to check-in with the Camp Director and to wear visitors’ badges.

If a stranger is identified on camp property: a volunteer must first politely ask that person to explain their presence. If the Camp Director is nearby, the volunteer will lead the stranger directly to the Camp Director. If the Camp Director is not nearby, the volunteer will immediately contact the Camp Director using the code word PETUNIA, which means a stranger as been identified, and stating the location of the stranger. Stay with the stranger until the Camp Director has arrived. If the volunteer feels the stranger is too dangerous to approach they must immediately use a walkie to and say PETUNIA PETUNIA, and the last known location of the stranger. If there is any doubt as to the safety of campers, campers are to be immediately removed from the presence of strangers.

Examples:

Stranger: “PETUNIA. This is Dr. Briar for the Camp Director, PETUNIA in the parking lot. PETUNIA.”

Stranger Who Seems Dangerous: “PETUNIA PETUNIA. WOOT for the Camp Director, PETUNIA PETUNIA off the path by the Yurt Village. PETUNIA PETUNIA.”

Once in contact, the Camp Director will ask the stranger to further explain their presence as needed.

If a stranger is identified as an unauthorized visitor: the individual will be asked to leave immediately and if needed the Camp Director will inform the police. The Camp Director will also keep the site manager informed of all such situations. License plate numbers of unauthorized cars seen on or near camp property are to be noted and shared with the Camp Director. The police will be given this information if needed.

Armed Intruder(s) Procedure

Risk Reduction Technique: In addition to the practices above, the Camp Director will contact the site manager three weeks before the camp sessions, and again one week before the camp sessions, to discuss and mitigate any security or potential intruder concerns. Also, any evidence of strangers on the site or concerning activity observed nearby the site, such as evidence of someone camping in the woods, will be reported immediately to the Camp Director. The Camp Director will report any such activity to the site manager and work with the site manager to address this activity in alignment with site policies and procedures.

If an armed intruder is identified on camp property:

This emergency procedure is in development and will presented at the 2013 Summer Camp Volunteer Training.
Waterfront Emergency Procedures

Risk Reduction Technique: Prior to any swimming or boating activities, Camp Ten Trees waterfront volunteers will assess the swimming abilities of campers and volunteers. Appropriate precautions will be taken when weak swimmers or non-swimmers participate in waterfront activities. Campers and volunteers will be oriented to waterfront procedures and safety rules, which are to be followed at all times. Waterfront volunteers will be alerted to campers who have medical concerns related to the waterfront, as will the cabin counselor(s) of that camper. The waterfront volunteers will assess the conditions before opening the Waterfront (Swim Dock, Boat Dock) and not open the Waterfront if conditions are too dangerous (Policy 4.8, p. 51).

For Any Waterfront Emergency:
1. All swimming and/or boating activities will be stopped as directed by on-duty lifeguards.
2. All uninvolved campers and volunteers will follow the directions of waterfront volunteers. For most this will mean leaving the immediate area unless directed otherwise by waterfront volunteers.
3. First Aid/CPR will be provided, if necessary, to any victim(s) of the Waterfront Emergency by the person with the highest level training available. This person will continue providing first aid and/or CPR until higher trained volunteers or Emergency Medical Services take over.
4. An on-duty lifeguard not providing direct service to a victim, or a volunteer instructed by the on-duty lifeguard, will call on the walkie for all waterfront volunteers and a Medical Team Member to report to the area. If a walkie is unavailable, another volunteer will get these volunteers to the area as soon as possible.
5. The volunteer(s) providing First Aid will watch for symptoms of shock and/or hypothermia and treat the victim(s) within the scope of their medical training.
6. The waterfront volunteers, Medical Team Members, or Camp Director will call 911 if necessary.
7. Once the victim(s) have been found and/or provided emergency health services, the emergency must be documented in an Incident Report Form.
8. After the emergency, the Incident Report Form and situation should be reviewed by the Camp Director, waterfront volunteers, and other involved volunteers to determine how such emergencies could be prevented for the duration of the current camp sessions and for future sessions.

For Waterfront Missing Person(s):
1. In the case of a missing person at the Waterfront, a waterfront volunteer will sound the all-camp alarm or ask a volunteer to do so. At this point all volunteers and campers will follow the All-Camp Emergency and Roll Call Procedure.
2. Notify the Camp Director or their designee that a Waterfront Missing Person Emergency is taking place.
3. Waterfront volunteers should direct non-trained volunteers to begin searching the nearby non-water area and designate a non-Waterfront volunteer to answer to role call.
4. Waterfront volunteers and any other trained volunteers, under the direction of the Waterfront Lead, will undergo an underwater search in the immediate area.
5. Once roll call is complete, if the missing person(s) from the waterfront is still missing, the Camp Director will follow the Missing Camper(s) Emergency Procedure, and the waterfront will continue it’s underwater search for the waterfront missing person(s) until that search is complete, until directed by the Camp Director, or until higher trained personnel take over.

If there is a small craft accident:
1. Waterfront volunteers will go to the scene of the accident by boat and proceed with aid as needed.
2. The procedures “For Any Waterfront Emergency” will be followed.

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