

EMERGENCY PROCEDURES

I. FIRE

- A. If possible, evacuate all participants from the building.
- B. Report fire immediately to the Manager/Ranger on duty.
- C. Notify the fire department (911)

Structure Fire:

- A. All activities are to stop
- B. Everyone is to report to the gymnasium. *If the fire is in the gym, meet in the cabin area.
- C. Do not try to put the fire out without proper training.
- D. Unless the emergency is visibly acute, walk, do not run. If at all possible, car keys should be taken. Encourage everyone to remain as quiet as possible. Campers may be worried-they should be reassured, but not allowed to leave their counselor to look for anything left behind.
- E. If a fire occurs at night, have everyone wear jackets and carry a flashlight if possible.
- F. Group leaders are to evacuate all personnel from the building and take them to the gym unless they are injured. Those injured should be treated by the camp nurse or emergency rescue personnel.
- G. Once assembled in the gym, roll call should be taken.
- H. If anyone is missing, it is to be reported immediately to the Camp Director/Ranger on duty.
- I. Camp will then wait for further instructions from emergency personnel.

Wildfire:

- A. Everyone should report to the gym for a roll call and further instructions.
- B. Await further instructions from emergency personnel.

II. MAJOR ACCIDENT

An accident that requires an ambulance, such as drowning, near drowning, back injuries where the victim is immobilized or unconscious victim, severe bleeding or hemorrhaging.

- A. The person in charge should stay with the injured person and render first aid.
- B. Help should be summoned from nearby staff or by sending a responsible person to notify additional camp personnel.
- C. Notify the camp director.

- D. Call for an ambulance. They are to come to Camp Alamisco. Have a responsible person go to the entrance to direct ambulance personally to the injured person.

III. ACCIDENT

This is the type of accident where the services of a doctor are needed, but not severe enough to call an ambulance, such as a broken arm, stitches, extreme high fever, uncontrolled nausea, allergic reactions, etc.

- A. The person in charge shall administer first aid.
- B. Send for additional help such as the camp nurse.
- C. Victim/patient should be taken to Lakeshore Community Hospital in Dadeville for treatment. Transportation is to be provided by the rental group or camp staff if camp is in session.
- D. If a minor, parents should be notified as necessary depending on the age of the patient/victim.
- E. Notify the Camp Ranger/Director to make arrangements and notify the hospital.

IV. MINOR ACCIDENTS

Minor cuts, bruises, abrasions, headaches, minor nausea, stings, etc...These are cases where a doctor's attention is not needed.

- A. Take camper to camp nurse if camp is in session. If not, persons in charge of group will care for administering first aid.
- B. Notify parents if deemed necessary by persons in charge.

V. ELECTRICAL STORMS/HIGH WINDS

- A. Campers and staff should move indoors as soon as a storm breaks. Waterfront is to be evacuated at the first sight of lighting. Boat drivers should ensure, after unloading boats, that all canoes, sailboats, and other watercraft are safely ashore.
- B. Where to go:
 - 1. Waterfront/Boat docks: campers should be taken to the lodge.
 - 2. Horse Corral: campers should go to nature/crafts. If there isn't enough time, campers can remain in the tack shed or the ranger's basement.
 - 3. Climbing wall: campers should go to the gym. If there isn't enough time, campers can remain in the climbing shed.
 - 4. Nature/Craft center: campers should remain in those buildings.

- 5. All other campers should be taken to the cabin area.
- C. Remain calm and stay away from the windows. Stay close to the center of the building.
- D. Stay away from electrical devices or plugged-in appliances.
- E. Stay away from water, pipes, and metal.
- F. If you smell gas, vacate the building and see shelter at least 500 feet away.

If caught outside:

- G. Stay away from isolated trees and buildings.
- H. Avoid areas where you will be the highest point.
- I. Stay away from wires, fences, pipes, or tailings.
- J. In wide open spaces, seek shelter in low areas or in a hole
- K. In wooded areas, seek shelter in a thick growth of small trees or in dense woods.

VI. TORNADOES

- A. Designated tornado shelters at Camp Alamisco:
 - 1. Camp Ranger's basement
 - 2. Lodge dining room and kitchen
- B. Campers are to be immediately taken to the Camp Ranger's basement or the camp dining room. Activity directors and/or counselors should remain with campers at all times.
- C. If a warning should occur when all campers are gathered together they will be taken to the lodge dining room, and dispersed into the interior halls and kitchen
- D. If a tornado is sighted in the vicinity of Camp Alamisco, campers and staff should assume the following position: **LIE FACE DOWN, DRAW YOUR KNEES UP UNDER YOU, AND COVER THE BACK OF YOUR HEAD WITH YOUR HANDS.**

VII. DEALING WITH THE MEDIA:

In the event that the media arrive, please do not talk to the media, and politely direct them to talk to either the Camp Director or Camp Ranger.

VIII. LOST CAMPER

- A. When a camper is believed missing, it should be reported to the Boy's/Girl's Director, Camp Director, Assistant Director, or the office immediately.
- B. Person reporting the missing camper should return to regular duty to avoid undue concern.

- C. The last know whereabouts of the missing camper should be determined by staff member in charge, activity director and counselor.
- D. If camper cannot be located initially, the following actions should be taken.
 - a. Determine whether the camper may have left his assigned activity with permission of a staff member.
 - b. Initiate a search of the immediate area of the last know whereabouts.
 - c. Activate by bell and radio the camp search and rescue team in anticipation of a large-scale search. Call line call or record taken at activities.
- E. If the camper is not located within 30 minutes, the search team should reassemble and assess the situation.
- F. Police and other agencies should be notified and then keep searching.
- G. The Camp Director should ensure that the camp routine is maintained so that the possibility of undue concern is held to a minimum.
- H. As soon as the missing camper is located, it should be reported to the Director, Counselor, and Activity Directors.

In case of a lost camper search:

Office staff: search the gym and surrounding area.

Office Secretary/Base: stays in the office to provide coordination for radio contact.

Program staff: search the outdoor chapel.

Kitchen: search the lodge and surrounding area at the base of the hill.

Activity staff: one staff member stays with the campers in the activity area and any other staff members search the immediate area around the activity, including wooded areas.

Rock Climbing: search the activity area and continue searching toward and around the Inn as well as the trail behind the swing.

Girls/Boys directors: search the cabins, bathhouse and surrounding area, including down to the ski show site.

Canoeing/Archery: leave campers with one staff member and search the woods around and behind the activities, as well as the area up to the ski show site.

Bikes and Boards: search the surrounding area to the road, horse corral, and maintenance shed.

Nature/Crafts: leave campers with one staff member and search the surrounding area.

Horses: if not on trail ride, search the pasture, Indian Village and surrounding area.

Waterfront: all ski boats come in and all campers are supervised on the Point by one staff member. One boat searches the length of the camp's shoreline in both directions. One staff member searches the Point and the area up to the lodge parking lot. All other waterfront staff participates in a small scale lost swimmer search.

General Staff: if you are not supervising campers or part of one of the groups already mentioned, meet in the gym. You will search in assigned areas.

IX. LOST SWIMMER

- A. When a swimmer is believed missing or failed to check out of the waterfront properly, it should be reported to the lifeguard immediately.
- B. Lifeguard clears waterfront and puts emergency plan into action. The lifeguard in charge will organize and supervise all action.
- C. Radio to see if the camper has been seen and accounted for. Lifeguard begins initial search of the waterfront area. If the camper has not been seen, horn is sounded, alerting all available staff to waterfront area. If a staff member is already responsible for a group of campers, **DO NOT** leave them or bring them to the waterfront.
- D. Reporting staff will be organized by lifeguard in charge. Begin outside waterfront area, buildings, cabins, etc. Staff will regroup every ten minutes until camp is found. Those searching the water will continue to do so until the camper is located.