



Frog Hoppers
SUMMER CAMP



Emergency Plan Handbook

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emergency evacuation policy

A. It is the responsibility of the Day Camp (functions may be held outside on the Parks and Recreation property) to prepare plans whereby the Day Camp/Recreation participants, or employees thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, toxic fumes, electrical failure or structural failure. In an emergency, evacuation of the Day Camp should proceed as rapidly and safely as possible. The plans shall be developed considering three scenarios of evacuation.

Those being:

1. In place evacuation: Keeping children and staff members in place, but securing the location for an emergency at hand. Example: tornado and chemical release.
2. On-site evacuation: Movement of children and staff members out of buildings/playgrounds/picnic shelters/etc., affected and relocated to other areas of the day camp.
3. Off-site evacuation: Movement of part or all the children and staff members off campus to other designated areas.

These plans shall include:

- a. authority
- b. evacuation routes
- c. evacuation procedures/locations
- d. evacuation of handicapped
- e. collection points
- f. accounting of personnel
- g. assignment of responsibilities

Further areas of the plan shall include:

- a. command post
- b. medical/triage post
- c. communication
- d. public relations
- e. transportation
- f. shelters
- g. records retention
- h. food/clothing
- i. evacuation cost assessment
- j. rescue/clean-up

B. The Day Camp Director shall be presented with the completed plan and shall review it for approval. The plan shall be reviewed annually and updated as needed. A copy of a summary of this plan shall be forwarded to the local Fire Department and local Emergency Services Coordinator.

C. Each employee at the Day Camp shall be made familiar with the plan and trained in his/her responsibilities within the plan annually. New employees shall receive this review during their orientation period.

D. Each child, if of capable age, shall receive training concerning emergency evacuation procedures during their orientation period.

E. Floor plans shall be developed for each area and posted in public view, showing all exits and directional

4 paths for traffic flow. Copies of the floor plan shall be given to the local Fire Department and local Emergency Services Coordinator.

F. Fire drills will be held weekly.

G. Tornado drills will be held monthly.

H. Power generators (when present) are to be tested at least every two weeks. All other emergency equipment shall be tested at pre-determined times.

EMERGENCY PROCEDURES & EVACUATION

I. General information

A. The safety of the children and staff members at the Day Camp is the highest priority. The purpose of this is to provide procedures to be followed by the staff members of the Day Camp to insure the safety of its children and staff members in the event of an emergency.

B. In the event of an emergency, the Day Camp Director (or his/her designee) will be notified as soon as possible regarding the situation and the response to it.

C. In the event of an emergency, the Day Camp Director, or designee, may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

II. Fire

A. Evacuate the area of the fire (always stay low if you are inside a building, as smoke and heated gases collect near the ceiling first).

B. Activate the fire alarm (if so equipped).

C. Call 911, indicating the need for assistance from the Fire Department and Law Enforcement. Other communication networks shall be identified and utilized in the event that the fire has caused the phone system to be out of order.

D. The Day Camp Director, or designee, will designate a person, or persons, to go to the nearest intersection to direct the Fire Department vehicles to the scene.

E. Evaluate the situation; determine quickly, if possible, the size, nature and location of the fire within the Day Camp.

F. Upon arrival of the Fire Department, the Day Camp Director, or designee, shall establish contact with the senior fire department official and coordinate subsequent activities with them.

G. Make certain that all children and staff members are accounted for and safe. Move to other locations as required. A fire deemed in any way to be a threat to the safety of the children or the staff members, calls for evacuation to the outside area, away from the building.

H. All windows and doors in the Day Camp should be closed, and all electrical switches and breakers turned off. However, do not waste time doing this if the condition is an emergency.

I. Any of the above steps may be done simultaneously as the number of staff members on duty permits. The decision to not follow any of these steps is justifiable only when there is a certainty that there is imminent danger.

J. If the fire is small, any of the Day Camp fire extinguishers may be used to put it out, if the staff member has received proper training. Although there should be no hesitation regarding the use of fire extinguishers, the fighting of any fire by staff members shall be undertaken only if there is no imminent danger.

1. The Day Camp fire extinguishers are located as follows:

2. Each staff member is responsible for becoming familiar with the use of the fire extinguishers (if so required by the Day Camp).

K. The nature of the fire is a key factor in determining the course of action. Smoke color may indicate the potential danger of the situation as follows:

1. Yellow Smoke may indicate the presence of toxic gases. Evacuation should proceed immediately, and no effort should be made to extinguish the flame.
2. Grey Smoke with brown wisps is indicative of an electrical fire. Again, the area should be evacuated immediately and all should stay clear of the area.
3. Grey-Black Smoke is indicative of a primary fire. The first priority remains evacuation of the immediate area. Staff members may attempt to extinguish the fire only if there is no severe danger of smoke inhalation

L. Ensure that no re-entry is attempted until authorized by the Fire Department.

III. Inclement Weather

(See separate Appendix B for hurricane and Appendix C for Severe Weather Plans)

IV. Illness or Injury

A. Minor

1. Treat with medical supplies on hand.
2. Evaluate periodically to see if further medical attention is required.
3. Document treatments and evaluations in child's file.
4. Consult family members.

B. Major

1. Employ first aid techniques as trained, if needed (please see attached Appendix A for details)
2. Contact 911, if immediate medical attention is required.
3. If an illness or an injury requires a doctor's care, but emergency services are not required, the staff members should then arrange for transportation to the emergency room, pediatric clinic or hospital per instructions from the family member.

C. Death

1. If a death occurs at the Day Camp, the following should be contacted immediately:
 - a. call 911, request emergency assistance
 - b. contact local law enforcement; allow them to notify the family members
 - c. the Day Camp Director
 - d. the Day Camp Director, or designee, will immediately restrict participants from leaving the area and will prevent unauthorized personnel from entering the area designated as the "safe zone"
2. The body shall not be moved or tampered with.
3. All children should be moved to a part of the building or an outdoors area away from the body.
4. The children should only be told what is essential for them to know about what has occurred, but should be offered comfort and counseling as needed.
5. News and media should NOT be contacted. If a news reporter is aware of what has occurred and solicits information, he/she should be referred to the Day Camp Director or designated media person.

V. Bomb Threats

A. General Procedure

1. Any bomb threat should be treated as real until proven otherwise.
2. Unidentified or suspicious objects should be reported to the authorities.
3. Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.

- 4. Upon evacuation, all windows and doors should be left open, if possible, to minimize shock damage from the blast.
- 5. Upon arrival of law enforcement authorities, the Day Camp Director, or designee, will assist with the search (ie: unlocking doors, identifying strange or suspicious objects).
- 6. The appropriate authorities should be consulted prior to re-entry into the building.
- 7. See Appendix D for threat information sheet.

B. Telephone Threat

- 1. The staff member that received the call should tell another staff member that a bomb threat is in progress so that:
 - a. The building or outdoor area can be immediately evacuated and
 - b. local law enforcement can be immediately contacted via 911.
- 2. The receiver of the call should keep the caller on the line as long as possible.
- 3. Information should be recorded on the Bomb Threat Form as quickly as possible. Information sheets are kept near each phone, or specifically record the following information:
 - a. The exact time the call was received: _____
 - b. The caller's exact words: _____

c. A description of the caller's voice: _____

- 4. If the call receiver has the time and opportunity, he/she should ask the caller for:
 - a. The location of the bomb: _____
 - b. The exact time of the explosion: _____
 - c. A description of the nature and appearance of the bomb: _____
-
- d. The caller's name and their location: _____
-
-

VI. Utilities and Maintenance Emergencies

A. Power Failure

- 1. The building's emergency lights, if so equipped, should come on automatically. They are connected to the facility's emergency generator, or back-up batteries, which will start automatically upon the loss of power (if a generator is present and connected properly).
- 2. The center has _____ flashlights, which are located _____.
- There are spare batteries located _____.
- 3. A battery-operated radio is located _____.
- The radio may be used to monitor weather conditions, etc.
- 4. In the event of a power failure, the staff members on duty should contact the following:
 - a. Local Power Company - _____
 - b. The Day Camp Director and/or the on-duty supervisor.

B. Loss of Water

- 1. There is an emergency supply of water located at _____.
- This water should be used sparingly and only for emergencies.
- 2. In the event of the loss of water, the staff members on duty should contact the following:
 - a. Local public works (only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem).
 - b. The Day Camp Director and/or the on-duty supervisor.

C. Loss of Telephone Service

- 1. Camp counselors/supervisors may use their cell phone in the case of loss of telephone service at camp.

2. In the event of loss of telephone services, the staff member on duty should contact the following:
 - a. Local telephone company (only if loss of service is not the result of a general power failure:

- b. The Day Camp Director and/or the on-duty supervisor.

D. Loss of Heat/Air Conditioning (emergencies only)

1. The Day Camp Director and/or the on-duty supervisor.
2. The supervisor or staff member on duty should contact the installer of the system or the company that services the unit: _____

E. Plumbing Problems

1. The Day Camp Director and/or the on-duty supervisor.
2. The supervisor or staff member on duty should contact the following plumbing company: _____

F. Problems with Locks and Keys

1. The Day Camp Director and/or the on-duty supervisor
2. The supervisor or staff member on duty may contact: _____

VII. Emergency Evacuation

A. In the event of a fire, bomb threat, electrical, chemical or other emergency that would require the evacuation of the building, all staff members should adhere to the following:

1. Call 911, indicating the need for assistance from the local Fire Department and Law Enforcement.
2. Make certain all children and staff members are accounted for and are safe.
3. Evacuate all children and staff members to an area as far from the building as safely practical.
 - a. Adhere to predetermined routes, if possible; however, do not hesitate to adjust these routes to avoid dangerous areas.
 - b. All children and staff members with special needs are to be assisted as needed.
4. Conduct a second head count for children and staff members.
5. Notify the Director as early as possible.
6. Do not approach or re-enter the building until consultation with the proper authorities.

8 appendix A

Serious Injury or Illness

The immediate concern is to aid the sick or injured person. Proceed according to the following plan:

- A. No staff member should place themselves at risk in the rescue of an injured child or staff member. Call 911 and request the needed emergency responders.
- B. Do not move victim, especially if their injury is the result of a fall, unless they are in a life-threatening or dangerous environment.
- C. Notify a qualified first aid person in the Day Camp. Qualified first aid personnel are:
Name: _____ Location: _____
Name: _____ Location: _____
Name: _____ Location: _____
- D. Treat life threatening injuries immediately, in first priority order: (911 should be called first for each of the following:)
1. Impaired Breathing
 2. Heart or Circulatory
 3. Severe Bleeding
 4. Shock
 - a. Impaired Breathing - work efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway and apply mouth-to-mouth resuscitation (if so trained). After victim is breathing alone, treat for shock.
 - b. Heart Circulation Failure - work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
 - c. Severe Bleeding - act quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spurting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.
 - d. Shock - if there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.
- E. Other injuries/illnesses should be treated in priority with respect to threat of life.
- F. Depending on the seriousness of the injury, the victim should be taken to a nearby hospital by ambulance or driven by someone else.

appendix B

Hurricane Plan

A. The safest place designated by the Day Camp Director is:

1. All children will be moved to the safe location.
2. Maintain flashlights and voice contact among staff members at all times.
3. Direct all children to sit on the floor in the designated area, not in front of doors.
4. Advise all children to wear shoes.
5. Make sure to do a head count before moving to a safe place, after arriving at a safe place and after leaving the designated area.

B. After you are absolutely certain that the storm has passed, staff members should do a head count and check the complete building for any damages such as fire, water or structural.

C. Notify the Day Camp Director as soon as possible with an update of conditions.

D. Notify all agents that services are needed.

appendix C

Tornado/Severe Weather Watches and Warnings Procedures

- A. The safest place designated by the Day Camp Director is:
-
1. All children will be moved to the safe location.
 2. Maintain flashlights and voice contact among staff members at all times.
 3. Direct all children to kneel down with their heads between their legs covering their heads with their hands.
 4. Advise all children to wear shoes.
 5. Make sure to do a head count before moving to a safe place, after arriving at a safe place and after leaving the designated area.
- B. After you are absolutely certain the storm has passed:
1. Staff members should do a head count.
 2. Provide any necessary first aid and call 911 for any necessary response agencies.
 3. Check the complete building for any damages such as fire, water and structural.
 4. Turn on and test utilities.
- C. Notify the Day Camp Director as soon as possible with an update on conditions.
- D. Notify all agents that services are needed.
- E. Severe Thunderstorm WATCH
1. Advise all staff members of the weather conditions.
 2. Monitor radio/television news for updates and/or NOAA Weather Radio.
 3. Modify outdoor activities to ensure that relatively quick access to shelter is available.
- F. Severe Thunderstorm WARNING
1. Advise all staff members of the weather conditions.
 2. Monitor radio/television news for updates and/or NOAA Weather Radio.
 3. Terminate outdoor activities and seek shelter.
 4. Monitor sky conditions. If you see a dark funnel-shaped cloud, seek shelter and if possible call 911 and report it.
- G. Tornado WATCH
1. Take all precautions included in a Thunderstorm WARNING and in addition:
 - a. Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
 - b. Monitor sky conditions. If you see a dark, funnel-shaped cloud, seek shelter and if possible, call 911 and report it.
- H. Tornado WARNING
1. Monitor radio/television continuously.
 2. Monitor sky conditions continuously. If you see a dark, funnel-shaped cloud seek shelter and if possible, call 911 and report it.
 3. Turn off all utilities, if time permits.
 4. Move all children and staff members to designated locations.

appendix D

Bomb Threat Information Form

Exact time of call: _____ Date of call: _____

Exact words of caller: _____

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Describe caller's voice (circle all that apply):

Male	Broken	Deep	Slurred
Female	Stutter	Crying	Normal
Aged	Slow	Squeaky	Calm
Sincere	Excited	Disguised	Lisp
Stressed	Nasal	Rapid	Accent
Angry	Giggling	Loud	

Threat language:

- Well spoken (educated), Irrational Message, Read or Recorded, Foul/Vulgar, Incoherent
- If the voice is familiar, whom did it sound like? _____
- Were there any background noises? _____
- Remarks made by the caller: _____
- Person receiving the call: _____
- Phone number/line call received on: _____

12 appendix E

Flood Plan

When Flash Flood conditions are forecast, the following guidelines shall be used:

- A. Contact the on-duty supervisor and/or the Day Camp Director.
- B. Monitor television, radio and/or NOAA Weather Radio for the forecast updates.
- C. Move records and valuable equipment to higher floors, if possible. Store chemicals where floodwaters cannot reach them and cause contamination.
- D. Make transportation preparations to move children and staff members in the event that evacuation is needed.

E. Safe area to be evacuated to is: _____
Safe route there is: _____

- F. Evacuation
 1. If the Day Camp is in a low-lying area vulnerable to flooding, evacuation will be immediate.
 2. Evacuation is to follow the safest route possible (listen to weather and news reports for routes). Maintain voice contact among staff members and ensure all children and staff members are accounted for.
 3. If time and condition permit, unplug all electrical appliances.
 4. All loose outdoor articles are to be brought in or tied down.
 5. Lock all doors.

appendix F

Hazardous Materials Accidents

- A. Evacuate the area immediately
 1. Do not turn any electrical switches on or off.
 2. Eliminate all open flames.
 3. Evacuation should be to an area (if possible) upwind and uphill of the Day Camp.
- B. Call 911 and report that there has been a hazardous materials spill.
- C. Do not attempt to contain, touch or identify (if unknown) the hazardous material.
- D. Do not attempt to rescue someone who has been overcome by fumes.
- E. If a child or staff member has had contact with the chemicals, the chemicals should be washed off immediately.
- F. Do not return to the building until authorized to do so by the Fire Department.