

Camp Winnekeag

"The Camp that Cares"

Emergency Procedures



The only types of disaster or weather phenomena common to our area are fires (structure and wild-land), electrical storms/ high winds, missing camper, and water emergencies.

Structure / Wild-land Fires in Camp

Steps 1 – 4

1. If possible – Evacuate all participants from the building.
2. Report fire immediately to 911 and then to the Manager / Ranger on duty.
3. The camps “**Code Red**” protocol will go into effect. (all should meet at the emergency meeting area in front of the gym.)
4. The Ashburnham Fire Dept. will be notified.

Structure Fire:

1. All activities are to stop.
2. Everyone is to report to the Activity Center Parking Lot.
3. Do not try to put the fire out without proper training.
4. Unless the emergency is visibly acute, walk, do not run. If at all possible, car keys should be taken. Encourage children to remain as quiet as possible. Campers may be worried about the safety of family members. They should be reassured, but not permitted to look for them.
5. If alarm occurs at night, have children wear jackets and carry a flashlight if possible.
6. Group leaders are to evacuate all personnel from the building and take them to the Activity Center Parking Lot. Those injured should be treated by emergency rescue personnel.
7. Once assembled at the Activity Center Parking Lot, group leaders are to take roll-call.
8. If anyone is missing it is to be reported immediately to the Camp Manager / Ranger on duty.
9. **Please set a good example and remain calm.** As group leader it is your responsibility to remain with your group and maintain crowd control.
10. Permission to leave the Activity Center Parking Lot may be obtained from either the Manager / Ranger on duty.
11. Camp will then await further instructions from emergency personnel.

Wild-land Fire:

1. Alarm is activated; followed by an announcement, over the PA.
2. Everyone is to report to the Activity Center Parking Lot for a roll-call and instructions.
3. Await further instructions from emergency personnel.
4. In the event that the camp is to be evacuated, the group leader will be responsible for assuring the safety of the group to a safer location and should notify the camp of that location.
5. Group leaders are also responsible for the proper release of children should the child need to be picked up.

Electrical Storms / High Winds

In the event of electrical storms or high winds the following procedures should be taken:

1. Seek shelter inside a building.
2. Remain calm and stay away from windows.
3. Stay close to the center of the building.
4. Stay away from plugged in appliances.
5. Stay away from water pipes or any other exposed piping.
6. Do not turn on or turn off lights.
7. If you smell gas – vacate the building and seek shelter at least 500’ away.

If caught outside:

1. Stay away from isolated trees and buildings.
2. Avoid areas where you will be the highest point.
3. Stay away from wires, fences, pipes or railings.
4. In wide open spaces, seek shelter in low areas or in a hole.
5. In wooded areas, seek shelter in a thick growth of small trees or in dense woods.

Missing Camper

Should a camper be absent and not accounted for, a “**Code Yellow**” will be activated and the following measures will be taken:

1. Group leader notifies camp host
2. Camper is paged
3. If camper does not show up within five minutes a systematic search of the premises will be made
4. After a complete search of the camp with no positive results the local sheriff’s office will be called.
5. A broader organized search will then be done by the Sheriff’s Department.

Water Emergencies

If a camper is suspected to be missing at or near the waterfront a “**Code Blue**” will be activated and the following measures will be taken:

1. The missing camper will be paged and asked to come to Headquarters immediately. (**This is the only time the word “immediately” should be used over the PA or radios!**)
2. Simultaneously, a systematic search of the waterfront and the camp will be conducted.
3. If the camper remains missing after the search, the camp alarm will be activated and the local emergency personnel will be called.
4. Group leader will take roll at the Activity Center Parking Lot.
5. Camp personnel will meet emergency personnel at the front gate to pass on information and receive further instructions.

Dealing with the Media

In the event that media arrive **please inform your groups to not talk to the media, and politely direct them to talk to either the group leader or the camp administration.**