

Staff Emergency Protocol Handbook



2013

PURPOSE

To state forth policies, duties, and responsibilities for responses to natural or human-related threats against persons or property at Camp Hadar. Threats include fire, explosions, severe storms, drowning, injury, insect bites/bee stings, bomb threats, terrorist activities, physical assault, power failures, sunburn, extreme heat (heat stroke, heat exhaustion, heat cramps), dehydration, etc. Response to a medical emergency is included.

POLICY

Camp Hadar is committed to providing a safe environment for its staff, sub-contractors, and guests by maintaining the smoke detectors and fire extinguishers, abiding by applicable codes and ordinances of local authorities, establishing lines of authority for emergencies, pre-planning responses to emergency situations, and coordinating safety and security needs with the Town of Salem Fire and Police Departments.

ITEMS PROHIBITED IN OUR FACILITY

- **All forms of firearms**
- **Knives (with the exception of knives purchased by Camp Hadar**
- **Explosive materials or devices**
- **Chemical substances (exception: cleaning and maintenance chemical substances purchased by or for the camp directly).**
- **Any other item deemed dangerous and inappropriate for use in a camp**

Anyone attempting to bring any of the above items into the camp should be advised of our policies. The Town of Salem Police should be immediately called at **911 on our land line as first preference with 911 on cell phones as second call** if there is reason to believe that a threat exists or if any individual is uncooperative in complying with our policies.

RESPONSIBILITIES

The most ranking person in the camp at the time of an emergency is to be designated EMERGENCY RESPONSE COORDINATOR (ERC). In rank, that would be the Camp Director, Assistant Camp Director, MVJF Executive Director, Camp Nurse, Camp Committee Chair, available member of the MVJF Executive Committee. The responsibilities of the ERC are:

- Assume responsibility for, and oversight of, all emergency response procedures outlined in this plan.
- Establish a Command Center from which to oversee the implementation of the appropriate procedures as necessary.

Camp Director

- Arrange for the dissemination of the emergency procedures contained in this plan to staff members and camp occupants
- Train camp employees in the familiarization and implementation of this plan.
- Maintain and update the emergency procedures as necessary.

- Coordinate with local authorities as appropriate, any actions necessary to respond to the emergency events outlined in this plan.
- Conduct a training program for camp staff in the implementation of procedures contained within this plan.
- Conduct fire, intrusion, and any other emergency drills deemed necessary.
- Coordinate the notification of emergency contacts
- Direct camp families and guests in implementing emergency response procedures should the event occur during family events at the camp.

MVJF Executive Committee/Camp Hadar Committee

- Work with the ERC, identify appropriate evacuation routes, outside assembly areas, and building security needs.

Staff

- Train their campers in the appropriate response to the emergency events outlined in this plan
- Maintain a daily attendance list that can be used for camper accountability during an emergency evacuation or move to a secure area of the camp.
- Supervise their campers during the implementation of any emergency response procedure.
- Where possible, assist other staff in implementing emergency response procedures.

In addition to their normal responsibilities, staff shall have the following security and emergency responsibilities:

- Be alert for suspicious activities on Camp Hadar property and immediately inform the Emergency Response Coordinator (ERC) of the situation. In the event of an immediate or definite threat to persons or property, call **911 on our land line as first preference with 911 on cell phones as second call** and seek police assistance without delay.
- Be alert for obvious strangers entering the camp who are acting in a strange or suspicious manner. However, care should be taken not to offend an unfamiliar person or guest when approaching them.
- Carry a cellular phone or be familiar with the location of a camp phone that is easily accessible in an emergency.
- Assist the ERC in carrying out emergency procedures, including assisting any physically challenged person who might be in the camp.

EMERGENCY TELEPHONE NUMBER

Call **911 on our land line as the first preference with 911 on cell phones as the second call** for all emergency needs.

Camp Hadar 94 Hooker Farm Road, Salem NH 03079
Phone: 898-6883 or 898-3907

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow safety policies and procedures established by Camp Hadar and by the Loss Management Committee (LMC). Failure to follow safety rules will result in appropriate discipline given the seriousness and the frequency of the violation. Discipline is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to correct behavior.

This disciplinary policy provides for progressively severe consequences for violations of the same rule or the same unacceptable behavior. It will comply with existing Camp Hadar disciplinary policies and procedures as listed in the Camp Hadar Staff Handbook.

EMERGENCY PROCEDURES (see addendum for detailed emergency procedure protocol)

General

A summary of the emergency procedures shall be available to staff, sub-contractors, and guests in a readily accessible location in the camp.

MEDICAL (Code White)

Serious Illness

- The camp will maintain a complete medical kit that is quickly accessible in the event of need. The camp will have a nurse, EMT, or a person certified in Wilderness First Aid (WFA) in the camp at all times who will be quickly accessible by 2-way radio in the event of need.
- The Camp Director is responsible to name an Emergency Medical Response Team, which will consist of staff trained to provide **CPR/First Aid**, Waterfront Director, nurse or EMT or person certified in WFA to provide basic medical treatment until health care professionals can take over.
- In the event of a serious illness during camp, or any other camp event, the nurse or EMT or person certified in WFA and/or a member of the Emergency Medical Response Team (EMRT) will immediately respond with the medical kit.
- If the situation is viewed as serious, **911 on our land line as the first preference with 911 on cell phones as the second call** should be immediately called to dispatch an ambulance.
- The appropriate "event leader" should take charge of the overall situation to ensure all the right response procedures are being followed and that calm and order is maintained.
- It is strongly recommended that if an individual is taken to the hospital by ambulance, a family member, or someone from the camp should accompany them. **No one should ever be transported to the hospital alone.**
- Under no circumstances should someone who has fallen ill be allowed to drive himself or herself to the hospital or home. If an ambulance is not required, a family member or camp staff member should drive the individual home or to the hospital.
- If family members are not present, the Camp Director or his/her designee will call the family once the situation is stabilized and the next steps are known.
- When the medical kit is used, disposable supplies should immediately be replenished so we are fully prepared for future needs.

Medical Emergency

- A first-aid kit is maintained in the camp nurse's office, at the waterfront, and by all senior staff members for minor cuts and bruises.
- An emergency first aid kit is kept in the nurse's office, *on the wall next to door*.
- Call 911 on our land line as the first preference with 911 on cell phones as the second call for an ambulance for any medical condition requiring emergency medical assistance. Parents shall be notified when a camper is involved.

Anaphylaxis

Symptoms

Anaphylaxis symptoms usually occur within minutes of exposure to an allergen. Sometimes, however, anaphylaxis can occur a half-hour or longer after exposure. Anaphylaxis symptoms include:

- Skin reactions, including hives along with itching, and flushed or pale skin (almost always present with anaphylaxis)
- A feeling of warmth
- The sensation of a lump in your throat
- Constriction of the airways and a swollen tongue or throat, which can cause wheezing and trouble breathing
- A weak and rapid pulse
- Nausea, vomiting or diarrhea
- Dizziness or fainting

A number of allergens can trigger anaphylaxis, depending on what you're allergic to.

Common anaphylaxis triggers include:

- Certain medications, especially penicillin
- Foods, such as peanuts, tree nuts (walnuts, pecans, almonds, cashews), wheat (in children), fish, shellfish, milk and eggs
- Insect stings from bees, yellow jackets, wasps, hornets and fire ants

Less common causes of anaphylaxis include:

- Latex
- Medications used in anesthesia
- Exercise

Anaphylaxis triggered by exercise is not common and varies from person to person. In some people, aerobic activity, such as jogging, triggers anaphylaxis. In others, less intense physical activity, such as walking, can trigger a reaction. Eating certain foods before exercise or exercising when the weather is hot, cold or humid also has been linked to anaphylaxis in some people. Talk with your doctor about any precautions you should take when exercising.

Heat Cramps

Heat cramps are painful, involuntary muscle spasms that usually occur during heavy exercise in hot environments. The spasms may be more intense and more prolonged than are typical nighttime leg cramps. Inadequate fluid intake often contributes to heat cramps.

Muscles most often affected include those of your calves, arms, abdominal wall and back, although heat cramps may involve any muscle group involved in exercise.

If you suspect heat cramps

- Rest briefly and cool down
- Drink clear juice or an electrolyte-containing sports drink
- Practice gentle, range-of-motion stretching and gentle massage of the affected muscle group
- Don't resume strenuous activity for several hours or longer after heat cramps go away
- See the Camp Nurse and/or call your doctor if your cramps don't go away within one hour or so

Heat Exhaustion

Signs and symptoms of heat exhaustion may develop suddenly, or over time, especially with prolonged periods of exercise. Possible heat exhaustion symptoms include:

- Cool, moist skin with goose bumps when in the heat
- Heavy sweating
- Faintness
- Dizziness
- Fatigue
- Weak, rapid pulse
- Low blood pressure upon standing
- Muscle cramps
- Nausea
- Headache

If you think you're experiencing heat exhaustion:

- Stop all activity and rest
- Move to a cooler place
- Drink cool water or sports drinks

See the Camp Nurse and/or contact your doctor if your signs or symptoms worsen or if they don't improve within one hour. Seek immediate medical attention if your body temperature reaches 104 F or higher.

(Heat Exhaustion Cont.)

Causes

In hot weather, your body cools itself mainly by sweating. The evaporation of your sweat regulates your body temperature. However, when you exercise strenuously or otherwise overexert in hot, humid weather, your body is less able to cool itself efficiently.

As a result, your body may develop heat cramps, the mildest form of heat-related illness. Signs and symptoms of heat cramps usually include heavy sweating, fatigue, thirst and muscle cramps. Prompt treatment usually prevents heat cramps from progressing to heat exhaustion.

You usually can treat heat cramps by drinking fluids containing electrolytes (such as Gatorade or other sports drinks), getting into cooler temperatures, such as an air-conditioned or shaded place, and resting.

Other causes

Besides hot weather and strenuous activity, other causes of heat exhaustion include:

- **Dehydration**, which reduces your body's ability to sweat and maintain a normal temperature
- **Alcohol use**, which can affect your body's ability to regulate your temperature
- **Overdressing**, particularly in clothes that don't allow sweat to evaporate easily

Anyone can develop heat exhaustion, but certain factors increase your sensitivity to heat. They include:

- **Young age or old age.** Infants and children younger than 4 and adults older than 65 are at higher risk of heat exhaustion. The body's ability to regulate its temperature isn't fully developed in the young and may be reduced by illness, medications or other factors in older adults.
- **Certain drugs.** Medications that affect your body's ability to stay hydrated and respond appropriately to heat include some used to treat high blood pressure and heart problems (beta blockers, diuretics), reduce allergy symptoms (antihistamines), calm you (tranquilizers), or reduce psychiatric symptoms such as delusions (antipsychotics). Additionally, some illegal drugs, such as cocaine, amphetamines and Ecstasy, can increase your core temperature.
- **Obesity.** Carrying excess weight can affect your body's ability to regulate its temperature and cause your body to retain more heat.
- **Sudden temperature changes.** If you're not used to the heat, you're more susceptible to heat-related illnesses, such as heat exhaustion. Traveling to a warm climate from a cold one or living in an area that's experienced an early heat wave can put you at risk of a heat-related illness because your body hasn't had a chance to get used to the higher temperatures.
- **A high heat index.** The heat index is a single temperature value that considers how both the outdoor temperature and humidity make you feel. When the humidity is high, your sweat can't evaporate as easily, and your body has more difficulty cooling itself, making you prone to heat exhaustion and heatstroke. When the heat index is 91 F (33 C) or higher, you should take precautions to keep cool.

Heat Stroke

Heatstroke is caused by prolonged exposure to high temperatures or by doing physical activity in hot weather. You are considered to have heatstroke when your body temperature reaches 104 F (40 C) or higher. High humidity, certain health problems and some medications increase your risk of heatstroke. So does being a young child or older adult.

Heatstroke is the progression of two worsening heat-related conditions. When your body overheats, you first may develop heat cramps. If you don't cool down, you may progress to symptoms of heat exhaustion, such as heavy sweating, nausea, lightheadedness and feeling faint.

Heatstroke occurs if your body temperature continues to rise. At this point, emergency treatment is needed. In a period of hours, untreated heatstroke can cause damage to your brain, heart, kidneys and muscles. These injuries get worse the longer treatment is delayed, increasing your risk of serious complications or death.

Heatstroke symptoms include:

- **High body temperature.** A body temperature of 104 F (40 C) or higher is the main sign of heatstroke.
- **A lack of sweating.** In heatstroke brought on by hot weather, your skin will feel hot and dry to the touch. However, in heatstroke brought on by strenuous exercise, your skin may feel moist.
- **Nausea and vomiting.** You may feel sick to your stomach or vomit.
- **Flushed skin.** Your skin may turn red as your body temperature increases.
- **Rapid breathing.** Your breathing may become rapid and shallow.
- **Racing heart rate.** Your pulse may significantly increase because heat stress places a tremendous burden on your heart to help cool your body.
- **Headache.** You may experience a throbbing headache.
- **Confusion.** You may have seizures, hallucinate, or have difficulty speaking or understanding what others are saying.
- **Unconsciousness.** You may pass out or fall into a state of deep unconsciousness (coma).
- **Muscle cramps or weakness.** Your muscles may feel tender or cramped in the early stages of heatstroke, but may later go rigid or limp.

Heatstroke follows two less serious heat-related conditions:

- **Heat cramps.** Heat cramps are caused by initial exposure to high temperatures or physical exertion. Signs and symptoms of heat cramps usually include excess sweating, fatigue, thirst and cramps, usually in the stomach, arms or legs. This condition is common in very hot weather or with moderate to heavy physical activity. You can usually treat heat cramps by drinking water or fluids containing electrolytes (Gatorade or other sports drinks), resting and getting to a cool spot, like a shaded or air-conditioned area.
- **Heat exhaustion.** Heat exhaustion occurs when you don't act on the signs and symptoms of heat cramps and your condition worsens. Signs and symptoms of heat exhaustion include a headache, dizziness or lightheadedness, nausea, skin that feels cool and moist, and muscle cramps. Often with heat exhaustion, you can treat the condition yourself by following the same measures used to treat heat cramps, such as drinking cool, nonalcoholic beverages, getting into an air-conditioned area or taking a cool shower. If your symptoms persist, seek medical attention immediately.

(Heat Stroke Cont.)

When to see the Camp Nurse or a doctor: If you think you or a person may be experiencing heatstroke, seek immediate medical help. Call 911.

Take immediate action to cool the overheated person while waiting for emergency treatment.

- Help the person move to a shaded location and remove excess clothing.
- Place ice packs or cold, wet towels on the person's head, neck, armpits and groin.
- Mist the person with water while a fan is blowing on him or her.

Heatstroke can occur in these ways:

- **Exposure to a hot environment.** In a type of heatstroke called nonexertional heatstroke, your condition is caused by a hot environment that leads to a rise in body temperature, without strenuous physical activity. This type of heatstroke typically occurs in hot, humid weather, especially for prolonged periods. It occurs most often in older adults and in people with chronic illness.
- **Strenuous activity.** In a type of heatstroke called exertional heatstroke, your condition is caused by an increase in body temperature brought on by physical activity in hot weather. Anyone exercising or working in hot weather can get exertional heatstroke, but it's most likely to occur if you're not accustomed to high temperatures.

In either type of heatstroke, your condition can be brought on by:

- **Wearing excess clothing** that prevents your sweat from evaporating easily and cooling your body
- **Drinking alcohol**, which can affect your body's ability to regulate your temperature
- **Becoming dehydrated**, because you're not drinking enough water to replenish fluids you lose through perspiration

Sunburn

Signs and symptoms of sunburn include:

- Pinkness or redness
- Skin that feels warm or hot to the touch
- Pain or tenderness
- Swelling
- Small fluid-filled blisters, which may break
- Headache, fever and fatigue if sunburn covers a large area

Any part of your body, including your earlobes, scalp and lips, can burn. Your eyes, which are extremely sensitive to the sun's ultraviolet light, also can burn. Sunburned eyes may feel painful or gritty.

(Sunburn Cont.)

Signs and symptoms of sunburn usually appear within a few hours after sun exposure. But it may take a day or longer to know the full extent and severity of sunburn. Within a few days, your body starts to heal itself by "peeling" the top layer of damaged skin. After peeling, your skin may temporarily have an irregular color and pattern. Depending on the severity, it may take several days or longer for the sunburn to heal.

See your doctor if the sunburn:

- Is blistering and covers a large portion of your body
- Is accompanied by a high fever, extreme pain, headache, confusion, nausea or chills
- Doesn't respond to at-home care within a few days

Also, seek medical care if you notice signs or symptoms of an infection. These include:

- Increasing pain and tenderness
- Increasing swelling
- Yellow drainage (pus) from an open blister
- Red streaks, leading away from the open blister, which may extend in a line upward along your arm or leg

Fire (Code Red)

In case of an actual fire situation, any responsible adult on the premises should notify the Town of Salem fire department directly by calling **911 on our land line as the first preference with 911 on cell phones as the second call** and then notify the Camp Director/ERC.

- ALL building occupants, upon the announcing of a code red over the PA System, will evacuate the building and report to the designated area.
- The ERC, or the functioning alternate, will ensure that the building has been completely evacuated. Alternatively, the ERC shall inform the Fire Department of any unaccounted for occupants and their possible location.
- Fire extinguishers will be used only after the fire alarm has been sounded and the fire department has been called. If the fire is small and has not spread, someone knowledgeable in their use may attempt to put out the fire, using the fire extinguishers located at various points around the buildings. They can be found in the boat room, nurses office, Moadon, kitchen, and arts and crafts.
- The Camp Director will conduct at least one fire drill during the camp season, or as otherwise directed by law or local authority.
- Staff and campers will assemble by bunk in the designated area identified in the code red at least 100 feet away from the building and responding fire equipment. Attendance shall be taken and the results reported to the Camp Director/ERC.
- The fire department will be informed of any unaccounted children or staff and their possible location in the camp.

Recognizing and Dealing With Suspicious People

Suspicious people may often be identified by their behavior. While no one behavioral activity is proof that someone is planning to act inappropriately (and many of the following behavioral indicators are perfectly consistent with innocent behavior), these factors can help assess whether someone poses a threat.

Behavioral factors to watch for include:

- Nervousness, nervous glancing or other signs of mental discomfort/being ill at ease. This may include sweating, "tunnel vision" (staring forward inappropriately), and repeated inappropriate prayer (e.g., outside the facility) or muttering. This may also include repeated entrances and exits from the building or facility.
- Inappropriate, oversized, loose-fitting clothes (e.g., a heavy overcoat on a warm day).
- Keeping hands in pockets or cupping hands (as in holding a triggering device).
- Constantly favoring one side or one area of the body as if wearing something unusual/uncomfortable (e.g., a holster).
- Pay attention to a person constantly adjusting waistbands, ankles, or other clothing.
- Projected angles under clothing may also be indicative of a firearm, e.g., at the waist or the ankle.
- Suicide bombers have been known to repeatedly pat themselves to verify that the bomb vest or belt is still attached.
- Carrying packages (see below regarding food donations).
- Lack of understanding of basic religious procedure/norms appropriate to the institution such as a religious/cultural camp.

Staff members should be told, where possible, to observe people as they exit their cars; by watching how they adjust clothing and how they approach the camp, they can look for signs that a person might be carrying a weapon, etc.

The most important thing is to be observant.

While, again, no one factor is a certain indicator of a problem, once a problem is identified, staff members have three options:

- do nothing
- investigate and then decide whether to call the Town of Salem Police for immediate assistance
- immediately call the Town of Salem Police for assistance

This is a decision only each individual can make in light of the circumstances, their judgment and safety considerations.

If a person chooses to investigate, greet the person in a friendly fashion, asking, "Can I be of assistance?" or "Welcome, is this your first time here?" Evasive or unusual answers are a sound basis to trigger emergency procedures.

Excuse yourself and initiate emergency procedures. If you choose to admit the person to the camp pending assistance (e.g., arrival of police) invite the person to check-in at the main office.

Make sure the police dispatcher understands the emergency nature of the call and the need for a law enforcement response without sirens.

If you remain suspicious, trust your instincts.

If the person leaves immediately, you should call the police anyway.

Intruder in the Camp (Code Black)

Should an intruder with malicious intent gain access to the camp, the following procedures shall be implemented:

- Anyone near a camp telephone or with access to a cellular phone should immediately dial **911 on our land line as the first preference with 911 on cell phones as the second call** and summon the Town of Salem police.
- Inform the police of the number of intruders, their weapons (if visible), their location in the camp, their current actions, and the approximate number and location of camp occupants.
- If possible, an alert should be communicated across the camp that an intruder is in the building and that appropriate actions should be taken.
- Camp staff should initiate a lock down procedure and remain at that location until the Town of Salem police end the lock down. Doors should be closed and locked (if possible), the lights turned off, and staff/campers should crouch and be silent in an area away from view from the door/windows.
- Staff and campers **SHOULD NOT** respond to a fire alarm/emergency code over the 2-way radios or public address system during an intrusion as this may be a trick to bring the staff/campers into harms way.

Recognizing and Dealing With Unwarranted Interest in the Buildings and Grounds

Many terrorist organizations and individuals first engage in surveillance of their potential targets. Thus it is critical to pay serious attention to anyone attempting to study or photograph our facility. Anyone examining the building, grounds, or observing people arriving at or leaving our camp should be a cause for concern.

Camp Hadar policy is that no one unaffiliated with our organization should be roaming our grounds or taking pictures of our building and grounds without formal approval upfront. Anyone on our grounds for no valid reason is to be considered trespassing.

If someone is spotted that is believed to be doing surveillance on our facility, the Town of Salem Police should be called immediately at **911 on our land line as the first preference with 911 on cell phones as the second call**.

Write down a description of the individual, approximate height and weight, clothing, type of car, license plate number or any unusual characteristics that would make the person/s easy to identify.

Suspicious mail or package

Any person noticing an unusual or suspicious box or package in or adjoining the campgrounds should notify the Emergency Response Coordinator.

The office staff or other person handling incoming mail and packages should examine each item and be on the alert for anything unusual or suspicious, particularly powdered contents. If there is any sign of a powdered content, call the Town of Salem Police immediately at **911 on our land line as the first preference with 911 on cell phones as the second call**, do not further handle or open the letter or package.

Suspicious Signs and Common Characteristics of Letter and Parcel Bombs:

- Disproportion between weight and size of item
- Letter with no return address. (In the case of deliveries by messenger, it is advisable to confirm with the messenger who is the addressor.)
- Unknown addressor
- Something solid in the mail item which cannot be identified
- Oily stains or discolorations on the envelope or package cover
- Signs of opening and repacking original envelopes or package cover
- Item smells like an almond
- There are mistakes in the address or it is poorly typed or written in childish or disorderly handwriting.
- Type mail: foreign, priority, special delivery
- Restrictive endorsements: confidential, personal, to be opened by addressee only
- Visual distractions: fragile, rush, handle with care
- Excessive postage (usually postage stamps)
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Excessive or Uneven Weight Distribution
- Excessive Binding Material: Masking, Electric or Strapping Tape, String Twine
- Rigid, Lopsided or Uneven Envelope
- Protruding Wires, Screws or Other Metal Parts

The following steps should be followed for mail or parcels that appear to be suspicious:

- If a piece of mail appears suspicious, do not put pressure on it or bend it. This might trigger an explosion.
- Mail should not be opened until the person responsible for handling it checks with the recipient to determine if the item is expected or if the addressor is known.
- If suspicions are not resolved, check with the addressor to verify that the addressor in fact sent the item. If verified, the item can then be opened.

- If suspicions cannot be resolved, do not open the item. The Town of Salem Police should be notified immediately by calling **911 on our land line as the first preference with 911 on cell phones as the second call.**

Handling Telephone Threats (Bomb threat or any other threat)

The use of the telephone to threaten or intimidate has become more and more prevalent. Through questioning the caller and noting down important points, problems can be prevented and the troublemaker intercepted.

The following course of action should be followed:

- Analyze the personality of the caller making the threat.
- Be courteous, pleasant and calm.
- Attempt to get the caller to repeat the words and provide more detail.
- Pay attention to the caller's voice and to background noise(s).

Use the following list of questions to direct the conversation:

- What will happen?
- When and where?
- How? In what way?
- What are the reasons? Why are you threatening us?
- What is the operation trying to achieve?
- What are your demands? What can we do?
- Who is executing the threat?
- Where are you calling from?

If the threat is a bomb or any other reason that requires evacuation of the camp, the following action should be taken:

- Do not try to locate the bomb. Attempt to get as much information as possible from the caller. Dial **911 on our land line as the first preference with 911 on cell phones as the second call** and provide this information to Town of Salem Police Department.
- Evacuate the camp immediately by initiating the emergency code using the 2-way radios and the public address system. The fire evacuation procedure shall be followed.
- All building occupants should proceed to a location at least 100 feet away from the camp.
- Staff should assemble their bunks in the designated location, as safe distance away from the building. Staff will take attendance and report the results to the ERC at the command center.

In other situations necessitating evacuation, verbal instructions shall be provided to all persons in the camp (using a bullhorn or other means of communication).

Record of Telephone Threat

Make a precise, written record of words used and demand(s):

Date of conversation _____
Tel. No. _____
Place _____
Precise time of call _____
Call received by _____

Note the following promptly:

Caller is Man ___ Young Male _____

Woman ___ Young Female _____

Approximate Age _____

Voice:

___ high ___ deep

___ low ___ calm

___ normal ___ excited

___ strong ___ stammering

___ soft ___ disguised

___ influenced by drugs/alcohol

___ recorded

Remarks:

Language: Dialect/accnt _____

American English with no accent _____

Other language _____

Speech difficulties _____

Remarks:

Background Noises:

voices _____

music _____

traffic _____

machines _____

other _____

Remarks:

Emergency Response Call List

1. Camp Director
2. Assistant Camp Director
3. Executive Director, MVJF
4. Chair, Camp Committee
5. Rest of MVJF Executive Committee

ADDITIONAL SECURITY RECOMMENDATIONS/NEEDS

1. Meet with the Town of Salem Police Department and Town of Salem Fire Department to assess the camp facility and review/revise emergency protocols.
2. Purchase security-monitoring system for main office building and rec. hall.
3. Train/certify all Sr. Staff and Specialists in ARC First Aid and CPR.
4. Contract to produce emergency protocol signs to be displayed on the exterior of the rec. hall and main office buildings, and at the waterfront and athletic field.
5. Purchase a FCC license for a secure channel on 2-way radios.
6. Write a grant and/or purchase an AED.
7. To convene the Joint Loss Management Committee 3 times a year (November/December 2013, March/April and July/August 2014).

Addendum: CAMP HADAR EMERGENCY PROCEDURES

Code Red: Fire Emergency

Code White: Medical Emergency

Code A: Missing Camper

Code Black: Potential or Impending Safety Risk

A. MISSING CAMPER

1. If a staff member has any reason to believe that a camper is missing, **do not wait!** Report it to the Camp Director or Assistant Director immediately.
2. **CODE A** will be announced. **The announcement will be repeated 3 times both over the loudspeaker and 2 way radios.**
3. All certified lifeguards will report immediately to the waterfront for bottom search. ALL other staff are to bring their campers quickly to the Moadon. The Specialists will immediately begin a preliminary search of camp per their assignment. Sr. Counselors will report immediately to the Nurse's office steps to receive instructions. The Jr. Counselors will take attendance and will confirm attendance with the Advisors. After attendance is confirmed, the Jr. Counselors will report immediately to the Nurse's office steps to join the Sr. Counselors for instructions. CITs should remain with their campers.
4. The Advisors and the CITs will see to it that all campers are seated by bunk. To reassure the campers, the CITs should direct singing and quiet games to pass the time.
5. The Camp Director will make the decision to notify authorities if necessary, as well as the parents of the missing camper.
6. When 911 is called, the Athletics Director will be sent to the entrance of the driveway on Hooker Farm Rd. to guide the emergency vehicle into camp AND to insure that **NO NON-EMERGENCY VEHICLES** or PERSONNEL enter or leave the camp property. If any **non-emergency** vehicles or personnel attempt to enter or leave the camp property, the Camp Director **MUST** be called **IMMEDIATELY**.
7. The entire group will remain in the Moadon until the Camp Director OR his/her Designee gives the "All Clear Signal".

B. EMERGENCY PROCEDURE AT THE WATERFRONT

1. Signal for emergency is three whistle blasts and clear the water immediately.
2. The Waterfront Director will call either Code A or Code White (if Code White, 911 immediately called) over the 2-way radios.
3. Staff in the water will help campers to move out quickly and sit quietly on the sand by bunk.
4. Counselors take attendance and will confirm attendance with the Assistant Director. Once attendance is confirmed, the Assistant Director will direct the bunk to the basketball court.
5. Lifeguards begin bottom search while other counselors check around docks and weeds.
6. Three Counselors or CITs, to be assigned by the Waterfront Director, are immediately dispatched to check surrounding areas including bathrooms, office/infirmery and the missing camper's cabin.
7. If the camper is still missing, 911 is called and a camp wide Code A will be announced. (See Missing Camper procedure above.)

C. FIRE EMERGENCY

1. If you spot a fire, notify the office immediately. **UNDER NO CIRCUMSTANCES SHOULD SOMEONE ENTER A BURNING BUILDING OR AREA.**
2. The Camp Director or Assistant Director will immediately call 911.
3. The Camp Director or his/her Designee will notify the camp by announcing **Code Red_Location of the Fire_Please Report to.... (The announcement will be repeated 3 times both over the loudspeaker and 2 way radios).**
4. Specialists will report to their assigned areas.
5. The Sr. Counselors will take attendance and will confirm attendance with the CIT Director.
6. The Advisors and Counselors will see to it that all campers are seated by bunk. To reassure the campers, the Advisors and Counselors should direct singing and quiet games to pass the time.

FIRE EMERGENCY (cont.)

7. The entire group will remain in the safety area until the Camp Director OR his/her Designee gives the “All Clear Signal”.

D. MEDICAL EMERGENCY

1. In the case of a medical emergency, the Camp Nurse or Camp Director will arrive at the scene and assess the need for a **Code White**, except at the waterfront, where the Waterfront Director will have the authority to assess the need for a Code White.
2. When the need for a Code White has been determined, that person will contact the office to initiate a Code White. Over the radios and loudspeaker, the following announcement will be made and repeated three times: “Code White: All campers and counselors, please remain at your present locations.” All campers and staff are to remain at their locations unless directed otherwise by the Camp Nurse or Camp Director or the Camp Director releases the Code White.
3. The decision to call for an ambulance will be made by the authorized staff member who initiated the Code White or by the Camp Director or His/her Designee.
4. The decision to clear the Code White will be made by the Camp Director or His/her Designee.

E. POTENTIAL OR IMPENDING SAFETY RISK

1. For any potential risk to camper or staff safety, a **Code Black** may be initiated at the Camp Director’s or His/her Designee’s discretion.
2. When a Code Black is initiated, the following announcement will be made over the radios and loudspeaker: “**Code Black _Please Report to...**”. The announcement will be repeated 3 times both over the loudspeaker and two-way radios.
3. Specialists will report to their assigned areas.
4. The Sr. Counselors will take attendance and will confirm attendance with the CIT Director.
5. The Advisors and Counselors will see to it that all campers are seated by bunk. To reassure the campers, the Advisors and Counselors should direct singing and quiet games to pass the time.
6. The entire group will remain in the safety area until the Camp Director OR his/her Designee gives the “All Clear Signal”.

Probable Safety areas: Basketball Court, Waterfront, Ball Field

- The Arts and Crafts Director will report to the Basketball Court (alt. Ball Field)
- The Waterfront Director will report to the Waterfront (alt. Basketball Court)
- The Athletics Director will report to the end of Hooker Farm Rd to direct any emergency vehicle into camp AND to insure that **NO NON-EMERGENCY VEHICLES or PERSONNEL** enter or leave the camp property
- The Advisors will monitor all safety areas to insure that ALL bunks are accounted for.
 1. Staff should move the campers to the safety area swiftly and in an orderly manner. Once there, the campers should be seated by bunk and counselors should take attendance. The entire group will remain in the designated area until the “all clear” signal is given by the Camp Director or his/her Designee
 2. All roads and paths should be kept clear of campers.
 3. In the event that an all-camp evacuation is needed, evacuation will be conducted in an orderly manner.

Please Note:

- **If your group will be out of listening range of the loudspeakers without a Specialist**, a two-way radio will be available in the main office for emergency use only. The Senior Counselors **MUST** sign out the two-way radio from the office and they must be sure that they can hear any announcement being made over the two-way.