

## Camp Conestoga Emergency Procedures

In the event of an emergency, all inquiries for information shall be directed to the Camp Director. Camp Office: 814-445-2018

**ALARM:** When the alarm sounds, each Program Area will close and send all scouts to the Rear of Rohrbacher Lodge. ALL UNITS are to report to the rear of Rohrbacher Lodge with all Campers, (Youth & Adults), in their unit. They will receive more information at that time. The exception is for severe weather or earthquake - see those sections of this document.

**EVACUATIONS:** If it becomes necessary to evacuate camp, the Reservation Director will assign Staff to each site to direct people to areas of safety.

Leaders should account for all scouts in the troop and evacuate to the area directed by Staff. Each troop should follow its specific evacuation instructions. If a person is not accounted for, two runners should be sent to Rohrbacher Lodge Camp Office with the name, troop number and campsite of the missing person(s).

**FIRE IN CAMP:** Report fire to camp office. Do not attempt to fight fire. The Camp Office will notify Fire Department, Health Lodge and Camp Buck Run. Alarm will sound. All camp areas will close and Staff will send scouts to their campsites. Two representatives of each campsite will report to Camp Office with count of all youth and adults. They will receive information to bring back to the unit. Scouts and leaders will remain at campsites until 'all clear' signal is sounded, unless instructed otherwise by Camp Office.

Upon notification, Staff will report to Rohrbacher Lodge to receive additional instruction from the Reservation, Camp, or Program Director.

When the 'all clear' signal is sounded, normal camp activities will resume.

**CHEMICAL/FUEL SPILLS:** If a spill is discovered, avoid contact and inform the nearest Staff member. Warn others to stay away. Staff members will secure the area - danger zone is a minimum of 100 feet in all directions. Staff members should stay out of danger zone, preferably uphill and upwind. Staff members will alert the Reservation Director. The Reservation Director will contact proper emergency authorities and the Camp Health Officer. The Health Officer will report to the scene and provide emergency care as needed. If anyone has contact with the hazardous material, the Health Officer shall be summoned immediately.

**Emergency Power Outage:** In the event a power outage causes inter-camp telephones to be inoperable, the following procedures will commence: The Reservation Director will assign two drivers to be on standby to transport and injured individuals, or to deliver messages with the camp. Staff will send any messages or emergency information to campsites as needed.

## ENVIRONMENTAL SITUATIONS AND EMERGENCIES

**SEVERE WEATHER:** In the event of severe weather approaching, the camp alarm will sound, program areas will close and Staff will send scouts to their campsites. If a storm approaches quickly without warning, staff will keep scouts in the program areas until it is safe to return to campsites. In the event of lightning, scouts should stay in the program areas away from streams and other water sources, as well as away from isolated trees. The

breast of the dam should be specifically avoided. **STAY OFF THE DAM!** All boating, canoeing and swimming will cease whenever lightning is seen, regardless of the distance.

If severe winds are approaching, the Camp Director will send staff into troop campsites to assist in securing tents. Scouts and leaders should take shelter in shower houses. Upon notification, staff will report to the Camp Office to receive instructions from the Reservation, Camp, or Program Director.

**FLOODING AND SWIFT WATER HAZARDS:** Being on a mountain, we are primarily concerned with rising creek waters and runoff. All campers should avoid Laurel Hill Creek and the creek-side trails following hard rains. **DO NOT** play in, or attempt to cross the creek. **DO NOT** play or slide in the mud in runoff areas. Information will be distributed in ample time for units to react to rising waters.

**SINKHOLES:** If a sinkhole is discovered, the location should be reported to the Camp Office. All campers should be kept away from the area. The Camp Ranger will mark off the area, and warn others to stay away. He will also notify the State Park Office.

**EARTHQUAKE:** If outside, move to an open area away from buildings, trees and power lines. If unable to move to an open area, watch for falling objects. If you are inside, take shelter under a table or desk, or stand in a doorway. If no cover is available, kneel at the base of an interior wall, facing the wall with head down and covered by your arms. Turn body away from windows and mirrors. Be alert for falling objects staying away from overhead fixtures, file cabinets, bookcases, and electrical equipment. When movement has stopped, send two representatives from each program area and campsite to the Camp Office at Rohrbacher Lodge for further instructions.

**TORNADO:** If a tornado warning is issued, the camp alarm will sound. If inside, stay away from windows, doors, overhead fixtures, file cabinets, bookcases, etc. Try to go to an interior location without windows. Crouch low with your arms over your head. If outside and there is no shelter, lie as low as possible, in a ditch or depression if you can. Cover your head and neck with your arms. After the all clear signal has sounded send two representative to the Camp Office to report with a head count.

**WILDLIFE:** **AVOID CONTACT WITH ALL WILD ANIMALS!** Any strange or unusual animal or animal behavior should be reported to the nearest staff member or directly to the camp office. The Camp Director will be notified. The Director will notify the State Park and Rangers. If anyone has come into contact with the wild animal, or if has entered a campers tent, the Camp Director and Health Officer should be notified immediately.

## **PERSONAL EMERGENCIES:**

**ACCIDENT OR ILLNESS:** Administer first aid within the limits of your qualifications. Send for the Health Officer, and notify the Camp Director. They will contact emergency services if needed. If the accident or illness is severe, **DO NOT MOVE THE PATIENT.** The patient will be transported to the Health Lodge by a health team or to the hospital by ambulance. The Health Officer will record the incident on the medical log.

**Contagious disease:** In the event that a camper or staff member contracts, or comes to camp with a contagious disease, including influenza or stomach viruses, the Health Officer should be notified. The Health Officer will take appropriate steps to treat the patient and contact will be made with the family. The patient will be sent home for at least 24 hours. The Health Officer will coordinate disinfection procedures for the camp. Instruction will be provided to all unit leaders. Hand washing

procedures will be emphasized. If necessary, the Pennsylvania Department of Health will be contacted.

If an accident or illness should result in the death of a camper, the Camp Director and Health Officer should be contacted immediately. They will coordinate all necessary response, including counselors. It is important to reiterate that any inquiries regarding any accident, illness or death must be referred to the Camp Director.

**LOST SWIMMER PLAN:** The Aquatics Director is in charge of all aquatic emergencies. Buddy Tags with swimmer's names are hung on a control board before swimmers enter the water. If the Aquatics Staff determine that there are more Buddy Tags on the board than people in the water, an emergency is declared. The Lost Swimmer Plan is implemented:

1. The Aquatics Director clears the water of all swimmers.
2. The Aquatics Staff begins a search of the area.
3. All scouts and leaders are quickly checked out of the area.
4. The Aquatics Director sends two staff members with the Buddy Tag to the Camp Office to report a lost swimmer.
5. Immediately, the Aquatics Staff begin an in-the-water search for the swimmer.
6. The camp alarm is sounded, and all available personnel and lifeguards are to report to the Aquatics Area.
7. Upon being alerted by the alarm, all Commissioners, Maintenance and Kitchen Staff report to Rohrbacher Lodge to obtain the name of the lost swimmer. They commence a systematic camp-wide search. Other staff member assist in the search as assigned.
8. Once the Scout has been discovered and identified, the scout and staff member should immediately report to the Aquatics Director. He will announce that the scout has been found. The staff member who found the lost swimmer reports to the Camp Office to report and complete an incident report. The 'all-clear' signal is sounded.

**LOST SCOUT PLAN:** If a Scout is suspected to be lost, the Troop Leader is to search each tent in the campsite, as well as the general area and shower house for the Scout.

- If the Scout is not found, the Troop Leader should find out the last place that the boy was seen, what he was wearing, who he was with, and where he spent most of his time.
- The Troop Leader should report this information to the Camp Office in Rohrbacher Lodge.
- The Camp Director will pull the Scout's medical form, the Troop roster and record the time in the Emergency Log.
- The Reservation Director will check out-of-camp forms, wilderness survival overnight participant rosters, and any other off-site rosters or sign-out sheets.
- The Reservation Director or designee will accompany the Troop Leader back to the campsite with a copy of the troop roster. He will recheck every tent and account for every Scout in the Troop.
- If the Scout is not found, the camp alarm will be sounded. The Reservation Director will assign additional staff to search program areas, the trading post and areas the Scout was known to frequent. All Scouts will be sent back to their campsites.
- If the search is unsuccessful, The Reservation Director will notify appropriate authorities.
- Troop representatives will report to their campsites and within ten minutes, report to the Camp Office with a list of Scouts and leaders who did not report back to the campsite. If a Troop fails to

- report within ten minutes, a responsible staff member will be sent to the Troop campsite to receive the count.
- If the lost Scout is found, and all Troops have reported and members accounted for, the 'all-clear' signal will sound.
  - If two hours have passed from the original report of the lost Scouts, or if a search of the entire camp by staff has been unsuccessful, additional search and rescue services may be requested by the Camp Director.

### Safety Guidelines for Searches

In the event that a camper or another staff member is reported missing, staff members will be sent out to search. They must utilize the Buddy System – two or more people must be together at all times. All staff must sign IN and OUT from the search crew. Search crew staff must dress appropriately for the prevailing weather conditions. They must obey all directives given by the Camp Director.

**Wrist Bands:** All Campers must wear the provided wrist band at all times. Worn bands can be replaced at the Camp Office. Anyone without a wrist band may be asked to identify himself/herself, and will be asked to report to the Camp Office. Any suspicious persons should be reported to a Staff member who should report that individual to the Camp Director.

**Camp Sign-Out Sheets:** In the event that a camper should have to leave camp for any reason, they should notify their Troop Leader, or Staff Leader. All who are leaving camp must sign out on the form found hanging just outside the camp office door. They must sign name, unit number and campsite, and time of departure. Upon returning, they must sign in with the time of arrival back into camp.



### The Yellow Ribbon Card Campaign

This program was begun when a need to help youth who may be troubled was identified. For Scouting purposes this is seen as any mental or emotional state from being homesick, to depression, or even having suicidal thoughts or considering suicide. Presently, the cards are distributed to scouts on the day they arrive at camp. The scouts are informed about the program and how to use the card. They are told to keep the card with them all during camp. If a scout feels a need to ask for help, he can give the card to another youth, or to a staff member or an adult leader. It can be presented for any situation in which a youth feels the need to seek assistance whether for themselves or another scout whom they have spoken to or observed and feel they are troubled. The person receiving the card can speak with the youth, and/or offer to take them to a troop leader, the health lodge or Camp Director. The Camp Director should always be informed of the use of the Yellow Ribbon Card. He will make the appropriate referral which may include family, medical and/or mental health professionals.

**The Yellow Ribbon Card program is an international effort to prevent suicide, especially in young people. The program brochure states that “the program empowers youth, giving them a way to ask for help.” Since 1994, it has been credited with saving over 28,000 lives.**

**We ask that all campers take this card seriously. We ask that anyone who uses the card be treated with respect and sensitivity. For some young people, it may be a lifeline. Please contact the Camp Director if you have any questions about this program. Additional information may be found on the website:**

**<http://www.yellowribbon.org/>.**