

Camp Grimes Emergency Procedures



Revised March 2009

This booklet contains information needed in the event an emergency should arise while in camp. The policies and procedures in this booklet should be closely and carefully followed to ensure the health and safety of every individual in camp.

This booklet should be studied before an emergency situation arises so that you are familiar with the policies, procedures, and actions to be taken. If you have any questions, please refer to the Camp Director or Program Director for clarification.

The first thing to remember in an emergency situation or incident is to remain calm and use common sense. This helps to keep others calm and prevent future injury or illness. It is also important to only state facts concerning the incident.

In order to maintain the confidence and privacy of those involved, please keep your comments and statements about any incident to a minimum. **Because no one staff member will have all the correct facts, no staff member should make statements or comments to any media or news person. All media should be referred to the Camp Director without exceptions. The Camp director will be in contact with the Council Scout Executive. The media will be given information as soon as all facts have been gathered and confirmed. If the media should contact you, it is ok to say “we have just learned that there may be a possible situation and are currently working to obtain more information”. Give them the Camp Director phone number and take their phone number so that the Camp Director can call them back. Do not just give them the answer of “no comment”.**

We never plan on an accident or illness to occur, but should one happen, following these policies and guidelines will help the incident resolve quickly and without future incident.

Emergency Signal

The general emergency call will be the sounding of the alarm over the PA system. We will practice this each week within 24 hours of camp beginning. When you hear this signal, secure your area and report immediately to the flagpole

Emergency Communications

The following buildings have telephone lines for making outside calls:

- Hornets' Nest
- Carter Staff Building
- Clardy Office Building
- Duplex
- Kitchen
- Compound
- Ranger Residence

In addition, the following areas and or staff will have radio contact throughout camp:

- Camp Director
- Program Director
- Camp Commissioner
- Aquatics Area
- Shooting Sport Area
- Cope and Climbing Area
- Scout Skills/Mountain biking (as needed on the perimeter trail)
- Health Officer
- Business Office

Many staff people are equipped with cell phones to use as a back up to the land lines and radio systems.

Severe Storm

In the event of an impending storm, the following procedures will be followed:

1. The Camp Program Director will sound the camp wide emergency signal to gather all campers, adults and staff at the assembly area.
2. The Program Director will begin accounting for all campers with the assistance of the adult leaders of each troop.
3. Everyone should be moved to a protected facility designed by the Program Director. Facilities for severe thunderstorms would be the Dining Hall. For Tornadoes, everyone should remain in the low-lying area away from trees or possible debris until the storm has cleared.
4. Everyone should remain in the designated area until the all-clear signal is given.
5. Forecasts will be monitored by the weather radio located in the camp office and the ranger's residence as well as local and public radio stations.

Earthquake, Flooding or Tornadoes

In the event of a natural disaster, the following procedure will be used:

1. The Camp Grimes Program Director will sound the camp wide emergency signal, if appropriate to gather all scouts, adults and staff at the assembly area.
2. The Program Director will begin accounting for the troops as quickly as possible and move the group to the designated area. In the case of high winds or tornadoes, campers and staff will leave buildings and move to low areas.
3. The Camp Director will determine when all is clear.

Extreme Weather

In the event of extreme weather conditions, the following procedure will be used:

1. The Aquatics Director will limit aquatics during inclement weather, cold temperatures, lightning or polluted water.
2. The Camp Director and Health Officer may limit activities during times of high temperature and humidity.

Blood and Body Fluids

In the event of an emergency where contact with body fluids is possible, the following procedures will be used:

1. In emergencies where contact with body fluids of a victim is possible, standard precautions must be utilized.
2. Always protect yourself from contact with blood and body fluids of accident victims. Treat all blood as if it were contaminated with blood borne viruses.
3. The Health Officer is the designated person who should deal with these types of emergencies.
4. In the case where body fluids are involved in an accident, use the latex gloves and eye protection that are available in all program areas. Do not use bare hand to stop bleeding; always use a protective barrier.
5. Surfaces and equipments contaminated with blood/body fluids should be washed with detergent and water. The surface should then be washed with a freshly-made solution of 1 : 10 household bleach and water. Gloves should be worn. Paper towels should be used rather than reusable sponges.
6. Always wash exposed skin area with hot water and soap immediately after treating the victim.
7. You should have the accident victim hold direct pressure on the affected area if he or she is able; this will prevent you from being in contact.
8. If you become exposed to possible Bloodborne Pathogens, a confidential medical evaluation should be conducted.
9. In case where CPR or respiratory assistance is needed, use the one way valve masks located in the program areas.
10. Any one that responds to an emergency should take any items that touch blood to the Health Lodge so that they can be disposed of per the medical procedures.
11. Training during staff week will be provided to all staff.

Suspected Child Abuse

In the event of suspected child abuse, the following procedure will be used:

1. Suspected child abuse – whether physical, mental, emotional or sexual – should be reported to the camp Director, or if he is not present, the Program Director. You should not try to seek proof yourself. The Camp Director will notify the Council Scout Executive.
2. Do not speak of this subject with anyone else. It is only suspected child abuse.
3. Always maintain two deep leadership when directly communicating to a scout.
4. At some point, a youth in your care may disclose that he or she has been abused.
 - a. Don't panic or over react to the information disclosed by the child.
 - b. Don't criticize the child.
 - c. Do respect the child's privacy.
 - d. Do make sure the child feels that they are not to blame.
 - e. Do let them know that you must report this to the Camp Director.
5. The Camp Director and Council Scout Executive will complete all state requirements for reporting.

Fire in Camp

The most important item is to get everyone out safely. Property damage is secondary to the safety of scouts, leaders and staff. In no case so anything that may cause injury to a human. In the event there is a fire in camp, the following procedure will be followed:

1. **Forest or Structure Fire**
 - a. Immediately notify everyone in the area of danger.
 - b. The Camp Director or his designee will notify the Fire Department and Camp Ranger.
 - c. The Program Director will sound the emergency signal, account for all campers at the flagpole, and await instructions from the Camp Director.
 - d. The Health officer will remain in the Health Lodge for medical assistance.
 - e. The Camp Ranger will direct the staff members in fighting the fire. Staff firefighting equipment will be kept in a central location. The local firehouse is not far away from camp and will be used in most cases to fight a fire.

- f. A staff member will be designated to meet the fire personnel at the camp gate.
- g. If evacuation of camp is required, leaders will use their vehicles in the parking lot to transport people. The Program Director will be responsible for tracking the people as they leave to insure that all people are accounted for.
- h. The Camp ranger will determine when all is clear

2. **Campsite Fire**

- a. Each troop will post a Unit Fireguard Plan sheet in the campsite. It is the responsibility of the unit leader to train Scouts in the use of the fire plan, fire prevention, fire detection, reporting and fire control. All burnable material should be cleared 6 to 10 feet away from any fire source. No flames are to be in tents. Store fuel away from tents and fire sources. Refer to the Fireguard Plan for more details.
- b. The Fireguard Plan must be completed on the first day of camp.
- c. If a small fire breaks out, the person discovering it should take immediate action, whether or not he is on the fire patrol for the day. He should sound the alarm by yelling "Fire".
- d. Immediately send someone to seek assistance. The scout should contact the first camp staff person he sees. The scout and camp staff person will contact the Camp Director or Program Director.
- e. If the fire is small and measures can be taken without risk of injury, the following actions can be taken.
 - i. Douse fire with water or sand (each campsite is equipped with running water).
 - ii. Smother fire with a lid or other item.
 - iii. In the event of a tent fire (canvas only) kick out the end poles if it can be done safely.
- f. The Camp Director or Program Director will contact the Camp Ranger. The Camp Ranger will direct staff in fighting the fire and determine if the Fire department is to be activated.
- g. If the Fire Department is to be activated, the Program Director will assemble everyone in designated area.

- h. The Camp Ranger will determine when all is clear.

Lost Bather

In the event there is lost swimmer, the following procedure will be used:

1. The Aquatic Director will send a runner immediately to the missing person's campsite to see if he has returned. Notify the Camp Director and Program Director immediately. The Program Director or Camp Director will call for a camp-wide assembly after an appropriate amount of time if the person is missing.
2. The Aquatics Director will direct the search. The Camp Director will give notification of proper authorities as needed.
3. Immediately contact the Health Officer, who will report to the waterfront with emergency equipment. There will be an emergency vehicle in front of the Health Lodge for such emergencies.
4. The Aquatics staff will begin staff LBD procedures as soon as possible.
5. The Camp Director or his designee will contact EMS.
6. The Camp Program Director will sound the emergency signal and account for all campers at the flagpole. If the lost bather is not found, all staff will be notified immediately and proceed to the waterfront to assist in the LBD procedures. The Camp Director may send some staff to search other areas of camp.
7. LBD will continue until EMS arrives or as long as safely possible.
8. The Camp Director will make the call to notify the Council Scout Executive.

Missing Person

In the event there is a missing person, the following procedure will be used:

1. Send a runner immediately to the missing person's campsite to see if he has returned.
2. Notify the Program Director or Camp Director immediately.
3. After talking to the unit leaders, the Program Director or Camp Director will call for a camp-wide assembly after an appropriate amount of time if the person is still missing.
4. The program Director or Camp Director will direct a search and will order notification of proper authorities as needed.

5. Establish the last place the person was seen, search the scout's tent for missing items and with the unit leader insure that the person is not in the campsite.
6. The Health Officer will remain in the Health Lodge to provide medical assistance and provide a communications center.
7. The Program Director will instruct the staff in searching areas where the missing scout was last seen and other logical areas.
8. If the area is unknown or the person is not found, staff members will search the following areas:
 - a. Aquatics – waterfront, from the chapel to the bridge, roads and trails to waterfront.
 - b. Shooting Sports – rifle and shoot gun ranges, archery range, old campfire ring, roads and trails in the area.
 - c. Handicraft – Staff area and roads to the staff area, old nature trail, behind the staff area, campsites 1, 2, and 3.
 - d. Trading Post – Open shelter, Scoutmaster lounge/bathroom/shower, dining hall, adult shower house
 - e. Ecology – Nature trail, roads and trail to site 10 and 11, trail to bridge, large gully, field below campsite 10, trail to Health Lodge.
 - f. Outdoor Skills – activity field, duplex, road to duplex, parking lot, Hornet's Nest, field to Lake Calhoun, campfire sites all roads and trails in the area.
 - g. Frontier – Frontier cabin, road from field to Frontier, trail from field to Frontier, OA ring, access road toward the perimeter trail
 - h. Trail Blazers – Roads and trail to campsite 7, 8, 9, 12, 13 and shower house.
 - i. Business manager – barn, pasture, shop, Ranger's house, Nichols picnic area, perimeter road (Hwy 226, Vein Mountain road, Landis Loop
9. All areas should be searched calling out the missing person's name. All staff will cover their area and report back to the flagpole within 30 minutes.
10. The Camp Director will make the decision on how to continue the search.

Fatal or Serious Injury or Illness

In the case of a fatal accident or illness, the following procedure will be followed:

1. A serious injury or illness includes
 - a. Any period of unconsciousness
 - b. Any hospital inpatient admission or
 - c. Any surgical intervention other than suturing of the skin or setting of simple fractures.
2. In the case of a serious injury or illness, staff should do everything possible to provide first aid. There are first aid kits in each of the program areas. The Health Officer should be contacted to bring additional first aid equipment to the location. EMS should be contacted as soon as notice is given to the Health Officer. The Health Officer is the person to contact the EMS.
3. The Camp Director should be contacted immediately.
4. The Camp Director will gather basic facts and call the Council Scout Executive. The Camp Director and Council Scout Executive are to read and review the BSA Report of Fatal or Serious Injury or Illness.
5. The Camp Director and Council Scout Executive will follow the steps as outlined in the BSA Report of Fatal or Serious Injury or Illness.

Unauthorized Person Entering Camp

In the case that an authorized person is seen in camp, the following procedure will be followed:

1. All authorized campers and staff will wear colored wrist bands. Parents and other family members visiting camp must check in with at the Camp Office, sign in and receive a wrist band. The colors may change from week to week to insure that unauthorized persons cannot copy the color.
2. If any camper or staff member observes an unauthorized person entering camp, they are not to approach the person under any circumstances.
3. The camper or staff member should immediately alert the Camp Director or Program Director to the location of the unauthorized person. This should be done directly without alerting any other staff members.
4. Once the Camp Director or Program Director is alerted, they will take the necessary action. The Director will take no less than two other staff members and proceed to the last location the person was seen. While the Director and staff approach the person there will be at least one other staff member in the Camp Office who is in radio contact with the Director. If the unauthorized person is one

that is to be escorted off the camp property with additional assistance (police, country sheriff), the staff member in the office will contact the necessary authorities.

5. The Director will speak to the unauthorized person to determine the identity of the person and why they are in camp.
 - a. If it is determined that the person would be approved to be in camp (parent, troop leader), the Director will tell the Camp Office to lower the warning. To determine if the person is to be in camp, the Director will check the person's driver license and confirm with the troop scoutmaster. The person will be taken to the Camp Office to be formally authorized to be in camp.
 - b. If the Director decides the threat level of the authorized entrant is high, then the staff at the office will be alerted and will proceed to call the proper authorities. While authorities are in route, the staff will do what they can to keep the authorized person at the location.
6. If the unauthorized person is confirmed but cannot be located, the Camp Director will call for a full camp assembly. The Program Director will account for all campers and staff in camp.
7. The camp staff will review any unauthorized entrant at the weekly staff meeting and adjust procedures to insure protection of camper.

Safety Around Animals in Camp

Mecklenburg Scout Reservation, home of Camp Grimes, is also the home of many wild animals. To insure safety of campers and staff, all should follow the following general wildlife stewardship steps:

1. Hike on designed trails only
2. Keep a clean campsite
3. Keep food and other aromatic scents out of your tent
4. At night, hang food and other aromatic scents in bear bags or locked in trailers
5. Never approach or follow wild animals
6. Do not feed wild animals
7. Don't mistake a passive animal as sign of safety
8. Never tease or attempt to pick up wildlife

9. Leave young animals alone; a protective mother is usually nearby
10. Stay away from dead animals and berry patches, important food sources for some wildlife
11. Avoid aggressive behavior
 - a. Direct eye contact, even through a camera
 - b. Walking directly towards an animal
 - c. Following an animal that has chosen to leave
 - d. Circling or standing around an animal
12. In the case that you see a dead animal or you see an animal acting in a strange manner, leave the area and notify the Camp Ranger or Camp Director. The Camp Ranger will take appropriate actions to remove the animal. Do not approach the animal.

Hazard Chemical Spills

1. All bulk chemical fuels are to only be stored in the Maintenance Compound under the control of the Camp Ranger.
2. The Camp Ranger is to maintain chemical data sheets as required for all chemical storage.
3. If a spill is observed, all people are to leave the area and report it to the Camp Ranger.
4. The Camp Ranger will handle the spill as required by the chemical data sheet.
5. The Camp Ranger will report back when the area is all clear.
6. All chemicals are to be stored in their original container. If chemicals are required to be placed in a different style container for use, the container must be clearly labeled as to the contents.

Safe Operation of Facilities and Equipment

1. The Camp Ranger is responsible for the maintenance of camp equipment and facilities. He also is the person to train staff and campers on the safe operation of equipment.

2. The Camp Ranger will train camp staff in the operation of equipment in their program area. The campers can then use equipment under the direction of the camp staff.
3. If any equipment is not functioning properly, it is to be turned off and reported to the Camp Direct and Camp Ranger.
4. Repairs or only to be make under the direction of the Camp Ranger. Campers and Staff are not to make repairs or adjustments to equipment without the Camp Ranger present.
5. Camp Equipment is only to be used as it was intended to be used.

Noise Exposure and Hearing Conservation

1. Campers and staff are to wear ear protection at all events with exposure to loud noise. Camp will have ear protection for all merit badge classes with noise exposure.
2. Ear protection should also be worn at locations were prolonged exposure would be over average of 85 decibels.
3. Regardless of the level of noise, all employees who work in the rifle Range, Shotgun Range, Woodworking and Metalwork are required to wear hearing protection (earplugs, inserts or muffs).
4. Training of noise exposure will be conducted during staff week.