

# Camp Coker Emergency Procedures

Pee Dee Area Council / Scouts BSA

434-960-9533 (SE Mobile)

843-662-6306 (PDAC Office)

The Camp Radios will be used as a primary means of communications. Personal cell phones will also be used as needed. Ensure you have the contact information for your event shared as much as possible. The Campmaster will issue a radio to a Unit Leader.

## General Communication Plan

### 1. Camp Leader / Campmaster:

Notify Emergency Services

Notify Scout Executive

Determine Emergency Action

Alert Staff (assign on-scene leader and muster area leader)

Communicate Procedures to Staff

Supervise Emergency Procedures

Accountability

Close coordination with Unit Leaders and Staff (if present).

### 2. Camp Ranger:

Assume Camp Leader duties if no Camp Leader / Campmaster.

Assist Camp Leader / Campmaster.

Assist in Evacuation.

### 3. Unit Leaders:

Educate campers on emergency procedures.

Accompany youth to muster area (Day – Flagpole / Night – BB Court)

Take roll call.

Report to Camp Leader / Campmaster.

Close coordination with Camp Leader / Campmaster.

4. Health Officer / Staff: (If present)

Close down areas.

Assist Camp Leader / Campmaster.

## **Fire Danger Alert**

1. All youth, leaders, and staff are told and reminded frequently of the current fire danger, “red flag” warnings, and / or burn bans.
2. Consider having an assembly if further action is required.

## **Fire Alert**

1. In case of fire, evacuate the tent, building, or area immediately.
2. Call the Fire Department via 911.
3. Report the fire to the Camp Leader / Campmaster by the quickest means available.
4. An announcement over the PA system and radios will be made.
5. Ring the Dining Hall bell to initiate assembly of the camp. Ring the bell in a continuous ring (ding, ding, ding, ding).
6. All youth, leaders, and staff will assemble at the muster area (Day – Flagpole / Night – BB court). A roll call is taken.
7. The Fire Alert ends when the “All Clear” is announced.

## **Rabid Animal Alert**

1. All youth, leaders, and staff are told and reminded frequently to be alert for wild animals or strays (cats, dogs).

2. Stress to youth to stay away from all loose animals and report sightings to Camp Leader / Campmaster / Ranger.

## **Lost Swimmer**

1. In case of a lost swimmer, the swimmer's buddy, leader, or staff reports to the lifeguard. A buddy check is called.
2. If the swimmer is still missing, the Waterfront notifies the Camp Leader / Campmaster of a missing swimmer. A runner is sent to check the swimmer's campsite.
3. An announcement over the PA system and radios will be made.
4. Ring the Dining Hall bell to initiate assembly of the camp. Ring the bell in a continuous ring (ding, ding, ding, ding).
5. All youth, leaders, and staff will assemble at the muster area (Day – Flagpole / Night – BB court). A roll call is taken.
6. Staff and some leaders may be assigned to assist at the waterfront.
7. The lost swimmer ends when the “All Clear” is announced.

## **Lost Camper**

1. In case of a lost camper, the camper's buddy, leader, or staff reports to the Camp Leader / Campmaster.
2. An announcement over the PA system and radios will be made.
3. A runner is sent to check the camper's campsite.
4. Ring the Dining Hall bell to initiate assembly of the camp. Ring the bell in a continuous ring (ding, ding, ding, ding).
5. All youth, leaders, and staff will assemble at the muster area (Day – Flagpole / Night – BB court). A roll call is taken.
6. Staff and some leaders may be assigned to search teams.
7. The lost camper ends when the “All Clear” is announced.

## **Severe Weather**

1. Camp Leader / Campmaster will monitor weather conditions. Notify all youth, leaders, and staff if necessary, to move to safety or limit activities. Ensure prompt notifications via the PA system and radios (if necessary).
2. Close program areas.

3. Stay together. Stay away from solitary trees and clearings.
4. Move in an orderly fashion to the Dining Hall. Conduct a roll call.
5. Determine further instructions.

## **High Temperature / High Humidity**

1. Leaders will work with Camp Leader / Campmaster to schedule alternate activities during periods of high temperature or humidity.
2. At assemblies, remind youth (and leaders) to drink plenty of water and review the symptoms of heat exhaustion / stroke.
3. Physical exertion activities will be postponed.

## **Flooding**

1. All youth, leaders, and staff will report to the Dining Hall.
2. Conduct a roll call.
3. Monitor dam condition and report conditions to Ranger / Scout Executive.
4. Follow dam emergency procedures (Ranger / Scout Executive).
5. Determine further instructions. Determine need to evacuate.

## **Earthquake**

1. The greatest immediate hazard is the danger of being hit by falling objects. Act when the ground begins to shake.
2. If INDOORS – stay inside, move away from windows, shelves, and heavy objects and furniture that may fall. Take cover under a table, desk, or strong doorway. If no cover is available, move to an interior wall, turn away from windows, kneel alongside the wall, cover sides of your head with elbows, and clasp hands firmly behind neck. Turn off burners in kitchens.
3. If OUTDOORS – Move to an open space away from buildings and overhead power lines. Lie down or couch low to the ground. Keep looking around to be aware of dangers that may require movement.
4. When the earthquake is over – make a PA announcement or send runners to have all youth, leaders, and staff report to the muster area

(Day – flagpole / Night – BB court). Conduct a roll call. Remind everyone aftershocks are common.

5. Determine further instructions.

## **Chemical Spill**

1. Report spill to Camp Leader / Campmaster. Determine scope.
2. Determine need for further action (muster, roll call, emergency services, evacuation).

## **Nuclear Power Plant Emergency**

1. Monitor situation via emergency radio and internet. Monitor weather and wind direction.
2. Muster all youth, leaders, and staff. Conduct a roll call.
3. Determine further action based on local authorities' direction. Consider evacuation.

## **Trespasser Threat in Camp**

1. Challenge the individual's identification and purpose for being in camp. If you feel this is unsafe, send another person to contact the Camp Leader / Campmaster, while monitoring the individual. Take good mental notes of the person's description, vehicle, tag number.
2. If the person's presence can be justified escort the person to the Camp Leader / Campmaster.
3. If necessary, the Camp Leader / Campmaster will notify the Sheriff's Office and the Scout Executive.

## **Release of Campers to Leave Camp**

1. Ensure campers leave via their troop leadership or provisional leader.
2. Ensure campers leaving have a parent or parent's designee sign the camper out – as back up to unit leadership.
3. Notify Camp Leader / Campmaster of early departures.

## **Youth Protection**

1. Constantly monitor youth, leaders, and staff for violations of youth protection standards.
2. Notify the Camp Leader / Campmaster of violations.
3. Camp Leader / Campmaster will notify the Scout Executive of these issues promptly.

## **Angry or Hostile Parent, Leader, Youth, or Staff**

1. Be courteous in communications.
2. Listen.
3. Engage Camp Leader / Campmaster in the communications as needed.
4. Camp Leader / Campmaster will notify the Scout Executive of these issues.

## **Hostage Situation**

1. Notify the Camp Leader / Campmaster. Notify Sheriff's Office via 911 and the Scout Executive.
2. Using runners – designate a muster area away from the situation and muster all remaining personnel. Conduct a roll call.

## **Active Shooter**

It will be difficult to determine an active shooter due to the firearms noise from our neighbor across the street and our own range. Consider the type of noise and direction.

1. Notify the Camp Leader / Campmaster of the active shooter via runner or radio. Consider use of PA system depending on location of shooter.
2. Camp Leader / Campmaster will notify the Sheriff's Office via 911 and Scout Executive.
3. RUN and escape if possible. HIDE if escape is not possible. FIGHT as an absolute last resort. Move away from buildings. Scatter into the woods.
4. AFTER – be ready to render first aid, keep hands visible, be ready to follow law enforcement orders,

5. Use PA system and radios to announce all clear.

## Bomb Threat

1. Fill in the information below and get to Camp Leader / Campmaster promptly.

2. Bomb Threat Report

a. Date: \_\_\_\_\_

b. Time of Call: \_\_\_\_\_

c. Exact Statement Made by Caller:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Record caller ID information: \_\_\_\_\_

e. Determine additional information

i. What time is it set for? \_\_\_\_\_

ii. Where is it located? \_\_\_\_\_

iii. What does it look like? \_\_\_\_\_

iv. Why are you doing this? \_\_\_\_\_

v. What is your name? \_\_\_\_\_

vi. Gender: \_\_\_\_\_

vii. Age: \_\_\_\_\_

viii. Speech: \_\_\_\_\_

ix. Accent: \_\_\_\_\_

x. Recognize the voice? \_\_\_\_\_

f. Identify background noises:

i. Music

ii. Traffic

iii. Machines

iv. Voices/talking

v. Airplanes

vi. Typing

vii. Children

viii. TV/Radio

g. Person Taking Call: \_\_\_\_\_

h. Camp Leader / Campmaster Notification: \_\_\_\_\_

i. Scout Executive Notification: \_\_\_\_\_

j. Sheriff Notification: \_\_\_\_\_

## **Serious Accident or Injury**

1. Conduct First Aid.
2. Notify Emergency Services.
3. Notify and use Health Officer (if present).
4. Notify Camp Leader / Campmaster / Ranger.
5. Keep calm. Minimize spread of information. Reduce spectators.
6. Notify Scout Executive.
7. Determine who will notify family – notify the family.
8. Keep a log of information – submit statements as needed.
9. Reminder – refer media to the Scout Executive.

## **Medical Forms**

1. Usually retained by the unit.
2. May be retained by the Health Officer (if present).
3. Will be used during check in.
4. Problems with medical forms should be raised to the Camp Leader / Campmaster.

## **Medications**

1. Usually retained by the unit.
2. Out of normal medications should be discussed with the Health Officer (if present).
3. Problems with medications should be raised to the Camp Leader / Campmaster.

## **Trips to the Hospital**

1. Unit provides transportation unless an ambulance is required.
2. Determine who will notify family – notify family. Involve parents in decisions of where to take youth, if possible.
3. Ensure adult leadership goes with youth. Follow Youth Protection guidelines. Ensure remaining youth have leadership.
4. Provide directions assistance for those unfamiliar with the area.
5. Urgent Care (May not be open 24 hrs.) is available at:



- a. Marlboro Urgent Care, 957 Cheraw St, Bennettsville, 843-454-0245
  - b. McLeod Urgent Care, 964 Lochend Dr, Darlington, 843-777-6890
6. Emergency Room is available at:
- a. McLeod Health Emergency Department Cheraw, 711 Chesterfield Hwy, Cheraw, 843-537-7881
  - b. Carolina Pines RMC Emergency Department, 1304 W Bobo Newsom Hwy, Hartsville, 843-339-2100
  - c. McLeod RMC Emergency Department, 555 E Cheves St, Florence, 843-777-2000

## **Communicable Diseases**

1. During Camp
  - a. Discuss illness-reducing strategies at group meetings.
  - b. Maintain access to resources and news.
  - c. Daily review of health log.
2. Outbreak Occurs
  - a. Maintain at least daily meetings or more frequent for short term camps. Stay coordinated.
  - b. Identify symptoms and illness ASAP.
  - c. Identify health support service needs.
  - d. Modify food services to address isolated or sick personnel.
  - e. Modify communications plan as needed to address medical issues.
  - f. Provide proper facilities for isolated and non-isolated personnel. Consider closing the short-term camp promptly.
3. Post Outbreak
  - a. Assess response and adjust plan.
  - b. Document all actions and results.
  - c. Debrief and return to normal.
4. General – follow the general communication plan. Over communicate.

**COVID PRECAUTIONS:** PDAC created and uses a pre-screening checklist with Health Officer or Campmaster review for all short-term camps at Camp Coker. This has been in place since spring 2020. The form and related information is available on the PDAC Website on Link Tree. Forms are retained to aid in contact tracing if needed.

Updated: 9 July 2020. Updated by: David S. Warner

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- Added reference to PDAC COVID Protocol
- Added Communicable Disease section.