



EMERGENCY RESPONSE PROCEDURES

In the event it is necessary to initiate a camp-wide alert, three means of alerting the occupants are to be undertaken:

1. Calling **911** or Camino Dispatch
2. Continuous ringing of the “rally” bell, located just outside the office
3. Phoning all participants, utilizing the cell numbers provided by camp leaders upon arrival
4. Door to door knocking of each building on the property

In the event there is a camp-wide or regional emergency: e.g., forest fire, flooding, etc., the campers and staff are directed to assemble at the closest and safest of three rallying points (see an emergency evacuation plan at the end of the document) :

- Area immediately outside the office on the ground floor of the main lodge (Zone 1 on the Emergency Evacuation Plan)
- Basketball court (Zone 2)
- Gate to the swimming pool (Zone 3)
- Center of Cabins (Zone 4)

Once the campers and staff are accounted for at one or more of these assembly points, the staff will direct the campers to evacuate the facility via either foot or vehicles. If the campers must evacuate by foot they will be led to either the road leading to Highway 50, and then to the appropriate point of shelter, or if the road is not the safest point of egress they will be escorted across the open land that separates the camp from Highway 50.

In the event vehicles make the evacuation, the staff will ensure that the campers proceed in the safest direction on Highway 50, in accordance with the nature and severity of the emergency.

Wildland Fire Response Plan

1. In case of a wild-land fire, the Camp Manager will notify groups of the action that will be taken.
2. If the fire is approaching Sierra Pines Camp property and evacuation is ordered, the groups will assemble in the Judson lodge to coordinate evacuation plans.
3. Camp Director, Facility Manager or designee, will take a head count to make sure all registered Guests are accounted for.
4. Camp Director takes head count to account for all Sierra Pines Camp site operations and program staff.
5. If time permits, participants will be permitted to return to cabins to retrieve their belongings. After retrieving belongings, everyone will return to the Judson lodge.
6. All participants must sign out when departing Sierra Pines Camp during an evacuation to ensure that everyone is accounted for.
7. The Emergency alarm will be demonstrated during the group orientation with instructions on the procedures.

SWIMMING POOL SAFETY

The pool will operate on a seasonal basis, and only after having passed all necessary government inspections, and the issuing of necessary permissions and permits, including, but not limited to, county governmental inspections and approvals. During the seasonal operation of the pool, it will be kept clean, with the proper administration of all chemicals and applications necessary to meet guidelines and requirements.

During use there will be, at all times, the appropriate number of certified lifeguards, appropriate for the number of campers and staff utilizing the pool at any time. The pool will be drained and secured during the winter (usually from September through May at a minimum).

ACCIDENT REPORTS

The staff will maintain a written accident report for any incident that requires medical attention, whether it is the attention of onsite medical personnel or offsite, whether it is for campers or staff members. All such reports will have a copy retained onsite and have a copy sent to the President of the Board of Directors, or his designated representative.

PROCEDURES REGARDING AN INJURED OR MISSING CHILD

In the event a child is injured and requires medical attention, the following process is to be adhered to:

The nurse/medical personnel provided by the group with whom the child is attending camp, is to be called to the scene of the injury for assessment. The onsite “nurse” will determine whether the child should be moved to the nursing quarters for onsite treatment, or alternately transported to an appropriate medical facility.

In the event a child is missing, the following procedure is to be adhered to:

1. An all-camp assembly alert is to be sounded (see above for alert procedures), bringing all campers to the main lodge where a systematic roll call can be completed.
2. If it is confirmed that there is in fact a missing child the leadership of the camp and the staff will take the following three steps:
 - a. Alert the U.S. Forest Service (see contact information above).
 - b. Alert local law-enforcement and search and rescue resources.
 - a. Determine if any of the onsite human resources have the requisite skills and abilities necessary to assist camp staff in doing a camp-wide sweep

of the property while awaiting outside assistance. This must only be done after ensuring that the remaining occupants of the camp are secure and safe, and whenever possible centrally located in the main lodge facility.

It will be the responsibility of the camper's group leadership, with assistance, direction and input from the camp staff, to do any necessary family notifications.

