EMERGENCY PROCEDURES

Our main priority at camp is the health and well-being of our campers. We want campers and staff to have a fun time, but we need to be safe while doing so. This section talks through the protocols for staff in several types of emergency situations. Staff remember that you are the authority figure for these campers and you will need to know what the best course of action is in a situation or who to contact when in doubt. The best way to prevent an emergency situation is to always be aware of your surroundings and to follow camp policy and procedure. However, accidents do happen, and we need to be prepared.

General rules for emergencies:

* Be aware of your surroundings and potential dangers at all times.
* Take precautions before-hand so that emergencies do not arise.
* If an emergency situation arises, follow protocols.
* Stay calm and take control in a situation.
* Let authorities or camp admin take control of a situation when they arrive on scene.

### CAMP ADDRESS:

220 E SESSOM DR.

SAN MARCOS, TX 78666 (HAYS COUNTY)

### IMPORTANT PHONE NUMBERS:

|  |  |
| --- | --- |
| DIRECTOR/CHAIR | 512-555-1234 |
| ASSISTANT DIRECTOR | 512-555-1234 |
| PROGRAM OPERATOR | 512-555-1234 |
| DEPT OFFICE | 512-555-1234 |
|  |  |

Campus Police non-emergencies; 512-245-2805

# INDIVIDUAL PHYSICAL/MEDICAL EMERGENCY

An individual physical/medical emergency encompasses a wide range of situations that might arise, for example; broken bones, loss of consciousness, severe cuts, severe allergic reactions, and head injuries. Regardless of the type of injury/illness you should follow the below procedures. Use the chart as a guide and the instructions below for true emergencies.



1. CALL THE CAMP DIRECTOR OR 911 – If you know it is a true emergency, call 911 first, then the camp director. Give your current location and describe the situation. If talking to the camp director, make sure to describe what resources you might need.
2. UNTIL HELP ARRIVES – Keep the victim comfortable until help arrives. If you are alone, tell the other campers to go to a specific safe location within your sight, but away from the victim, and sit down. If you have another staff person, one will stay with the victim and one will oversee the other campers. A copy of the camper registration form is made to accompany the camper if they leave by ambulance. Continue care for the individual until a higher medically trained individual arrives onsite.
3. KEEP OTHER CAMPERS OCCUPIED, under control, and if possible, out of visual range of the victim and their treatment. This may take some firmness to control panic and distraction methods since they will need to get their minds off the stressful situation. This is the primary role of staff not providing medical care. This should be your first concern as staff until you are assigned another task by the camp director, then that will become your priority.
4. THE FOLLOW THROUGH: Write an incident report and submit it to the camp director. All staff who witnessed the incident or were involved in the care should complete an incident report form. Forms are available in your binder and in the education office. The director will talk to all students about the incident. Try not to gossip or talk about incident within campers’ earshot. If they leave by ambulance, their luggage and medicine will need to be taken care of. If you recognize you or a camper is having a hard time after what happened, report to the camp director so they can provide support.

# EMERGENCY PROCEDURES - FIRE

## GENERAL POLICIES

1. When entering a building with campers, staff should determine where the nearest fire alarm is and what is the nearest exit in case of a fire. All staff should be familiarized with the location of fire extinguishers and alarm pulls in all buildings/rooms used for camp.
	1. University rooms should have instructions on the nearest exit.
2. If campers will be using a room/building for an extended period of time, then fire procedures should be addressed.
3. If fire or smoke is discovered, pull the fire alarm and available staff shall immediately evacuate all students from the immediate area of the fire.
4. Camper safety is the number one priority for camp staff, if you hear a fire alarm immediately evacuate campers from the building. Make sure to take and maintain a head count for your campers.

## FIRE PROCEDURES

1. If fire or smoke is discovered, activate the nearest fire alarm.
2. Call 911 as soon as possible (this might be after you have vacated the building with the campers).
3. Evacuate campers from the building by the nearest exit. Assemble campers at a central location away from driveways.
	1. Make sure to take camper emergency meds with you when you exit the building.
4. Immediately do a head count to make sure you have all campers.
	1. If you are missing a camper, identify that camper and let other ASAC staff know so they can look for them outside. Tell emergency responders about the camper while continuing to look.
5. Keep campers calm and together. Notify camp administration.

As you proceed through the building:

1. Notify occupants and help those in the immediate area who may need assistance.
2. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire.
3. Do not endanger yourself or others by trying to extinguish a large, well-developed fire. Your goal is the safety of the campers.
4. Confine the fire by closing, but not locking, as many doors as possible behind you as you exit.
5. Do not re-enter the building until permitted to do so by emergency personnel.
6. If you are above the ground floor and fire or smoke has restricted the exit routes: remain in the room; place something at the base of the door to prevent the entrance of smoke; call 911 and let them know your location.

## BUILDING EVACUATION PROCEDURE (TXST)

1. Evacuation is mandatory when a fire alarm has been activated.
2. Do not use elevators.
3. Take personal belongings, such as keys, wallets, and purses.
4. Close doors as you exit.
5. Move people to a safe area away from the building.

# EMERGENCY PROCEDURES - FLOOD

## FLOODING PROCEDURE

1. The camp director will decide if water activities are unsafe and need to be cancelled.
2. Move to a safe area.
3. Wait for instructions from the camp director and the University Police Department.
4. Do not return to the building until instructed to do so by the University Police Department.
5. Never drive a vehicle through a low water crossing that you are unfamiliar with.
6. If you need emergency shelter, contact the University Police Department for information.

# EMERGENCY PROCEDURES - SEVERE WEATHER

## GENERAL POLICIES

1. Staff must be familiar with current Weather Service terminology.
	1. Severe Thunderstorm **Watch** - weather conditions are such that a severe thunderstorm could develop in this area; there is no immediate threat, but persons should be on the alert in case a warning should be issued later.
	2. Severe Thunderstorm **Warning** - a severe thunderstorm has developed and is expected to pass through this area; all persons should be prepared to seek shelter.
	3. Tornado **Watch** - weather conditions are such that a tornado could develop in this area; there is no immediate threat, but persons should be on the alert in case severe conditions develop and a warning is issued.
	4. Tornado **Warning** - a tornado(s) has been spotted and is expected to move through this area; all persons should be prepared to seek shelter immediately until impending danger has passed.
2. The camp director will monitor weather conditions and keep an open communication with staff about actions to take.

## THUNDERSTORM PROCEDURES

1. If a SEVERE THUNDERSTORM WATCH is in effect, staff members will be advised, and they in turn will limit activities as determined by the camp director, specifically staying near buildings/shelter.
2. If a SEVERE THUNDERSTORM WARNING is in effect, staff members will be advised. All activities will be restricted to areas close to shelter.
3. Activities where students are in water will not take place during a severe thunderstorm warning or severe thunderstorm. The camp director will make the final call on whether or not activities will run.
4. If thunder is heard or lightning seen, staff and campers should seek shelter inside. Outdoor activities will not resume until 30 minutes after last heard thunder.
5. If you find yourself trapped outside away from shelter; avoid water, high ground, open spaces, and metal objects (including electric wires, fences, machinery). Unsafe places are underneath canopies, small picnic or rain shelters, or near trees. If lightning is near, have your group spread out and get into lightning stance; crouch with feet together and place hands over ears.

## TORNADO PROCEDURES

1. If a TORNADO WATCH is in effect, staff members will be advised, and they in turn will limit activities as determined by the director specifically staying near to buildings/shelter.
2. If a TORNADO WARNING is in effect, staff members will be advised, and all activities will terminate. Campers and staff will assemble and immediately take shelter in the nearest building.
	1. Activities may continue inside until a tornado has been spotted within 10 miles, then campers must shelter in place.
	2. Shelter in place - move to the interior of the building, shelter in smaller, windowless rooms if possible (if not sit away from windows). Sit or kneel next to walls. Do not leave the shelter unless instructed to do so.
	3. FAB bathrooms are a good space for this.

# EMERGENCY PROCEDURES - LOST STUDENT

## GENERAL POLICIES

1. The ASAC will maintain an accurate count of the number of campers at camp at all times.
2. Staff should always know how many campers are in their group and take head counts continuously throughout activities.
3. When moving from one location to another, staff will count to verify that all students are present before they move and after they arrive at their destination.

## DISCOVERY OF LOST STUDENT

1. If a group leader should discover that a student is missing, they should:
	1. Try to ascertain why the student is missing. Check with other staff and campers. Check the surrounding area, classrooms or bathrooms.
	2. Find out where the student was last seen and what their emotional state was at the time.
	3. Notify camp admin that you have a lost student.
2. If a student is missing,
	1. Camp admin will be responsible for calling 911.
	2. Dispatch a vehicle with two staff to patrol the area where the camper was last seen.
	3. Organize a search party.
	4. Notify the students’ parents or guardian.
3. All staff responsible for students should see to it that regular activities of uninvolved students shall progress as normally as possible.
4. When the camp director declares the emergency has concluded, all staff involved must fill out an incident report.

# EMERGENCY PROCEDURES – ACTIVE SHOOTER

*If you witness an armed individual on campus at any time or an individual who is acting in a hostile or belligerent manner, immediately call 911 or the University Police Department at 512.245.2805.*

### Active Shooter Situation Definition:

An active shooter is a person who appears to be actively engaging in killing or attempting to kill people in a populated area; in most cases, there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate deployment of law enforcement to stop the shooting and mitigate harm to innocent victims.

GENERAL POLICIES

1. Get yourself and your students somewhere safe immediately.
2. Call 911 as soon as possible.
3. Stay in your safe location until you have been notified that it is safe to leave or it is no longer a safe location to stay in.

### If an active shooter is outside your building:

1. Go to a room that can be locked. Lock the doors and windows, and turn off the lights.
2. Get everyone to lie on the floor out of the line of fire.
3. Call 911 and inform the operator of the situation. Give your name, location and any other details that can be provided about the shooter(s), if possible.
4. Stay at your location until the police or a known university official gives the all clear.

### If an active shooter is in your building:

1. Determine if the room you are in can be locked. If so, follow instructions above.
2. If your room can't be locked, move to a room that can or exit the building only if it is safe to do so.

### If an active shooter enters your office or classroom:

1. If possible, call 911 and alert the police to the shooter's location; if you can't speak, leave the line open so that the dispatcher can listen and try to pinpoint your location.
2. If you can't escape, attempting to overpower the shooter(s) by force is a last resort.
3. If the shooter(s) leaves the area, proceed immediately to a safer place, if possible. Do not touch anything that was in the vicinity of the shooter(s).
4. If you decide to flee, make sure that you have an escape route or plan in mind. Do not carry anything. Move quickly and quietly, keep your hands visible and follow any instructions given by police officers.
5. Do not attempt to remove injured people; tell the authorities of their location as soon as possible.
6. Do not leave campus until advised to do so from the police.

### What to expect from responding police:

1. They will respond to the last area where shots were heard in order to stop the shooting as quickly as possible.
2. They will normally be in teams of four and armed with rifles, shotguns, and/or handguns, as well as possibly using tear gas or pepper spray to regain control.
3. Try to remain calm and do not be afraid; follow all instructions.
4. Put down any bags, packages or other objects and keep your hands visible at all times.
5. If you know where the shooter is, inform the officer of their location.
6. The first officers to arrive will not respond to or aid those who are injured. Rescue teams and emergency personnel will do so as soon as possible.
7. The area will still be a crime scene; police usually will not let anyone leave until the area is secure and all witnesses have been identified and questioned. Stay where you are told until the police dismiss you.