



EMERGENCY ACTION PLAN

for

Camps Mondamin and Green Cove

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I. Purpose, Philosophy, and Definitions

PURPOSE

The purpose of this Emergency Action Plan (EAP) is to provide the basic philosophy and procedures that will enable the camps to respond to major emergencies.

This manual describes the roles of key members of the Camp Emergency Response Team (CERT), the function of the Emergency Communications Plan (ECP), and desired actions to be taken by all staff members in the event of an emergency. It details suggested initial actions that counselors should take in several potential emergency scenarios. It also underlines the importance of immediate, clear, concise, and complete communications to families, department heads, and constituents during emergencies.

Note: This EAP is adapted from the Farmville, NC Parks and Recreation EAP (2019), with modifications to meet the specific needs of Camps Mondamin and Green Cove in Zirconia, NC.

PHILOSOPHY

This EAP's approach to emergency response is to keep the guidance as simple and as useful as possible. While some emergency action plans provide detailed instructions of "what to do" in numerous specific situations, this plan focuses as much on "how to think about and approach" a unique situation as it does on educating and training about "best practices" to follow in certain given situations. Not every threat to the camp environment can be predicted; so an effective EAP must address both the foreseen and the unpredictable incidents. The plan recognizes that when an emergency occurs, individuals who are participating in camp activities will look to strong, competent, and well-trained leaders to help them respond to the event safely and effectively. This necessitates having a qualified and insightful management team that knows what to do in a wide variety of emergency scenarios, and that is able to adapt their response when circumstances dictate. The intent of this EAP, therefore, is to ensure that every counselor should understand their leadership roles whether they are in the cabin, teaching their activity, or off camp property leading a trip.

This EAP is a living document. It is designed to be reviewed by counselors, volunteers, and staff members, and updated at least annually to ensure a safe experience for the campers and adults at camp.

We are all in this together, and we need to work together to make our camp the safest it can possibly be.

DEFINITIONS

Camp Emergency

Over the course of a fun-filled camp experience, situations may arise that threaten the health, safety, or well-being of the campers or staff. These situations could be medically related (e.g. injury, infection), natural (e.g. severe weather), or man-made (e.g. fire, power outage). In most cases, mishaps are minor (e.g. slips, trips, and falls), but the possibility for major incidents must be recognized and addressed.

For the purposes of this EAP, a **camp emergency** is defined as any serious incident that affects a building or buildings, camper or campers, counselor or counselors while possibly disrupting the overall operation of the camp. A camp emergency may occur on or off the camp property. Outside emergency services may be required, as well as major efforts from the Camp Emergency Response Team (CERT) and outside community resources. Emergencies usually require involvement and decision making by the administration.

For clarity, this EAP is not intended to address minor incidents. In the case of minor incidents, staff should report the incident to a Director by filling out an Incident / Accident form (located in Taj for Mondamin or the office for Green Cove). The Director may then follow up with camp staff and/or parents of affected campers as necessary.

Emergency Response

Response to a camp emergency is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Emergency Communications Plan (ECP) in an all-hazards approach, including measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of an emergency (e.g. lost camper, medical emergency).

II. Basic EAP Provisions

COMPONENTS OF EMERGENCY MANAGEMENT

Effective emergency management depends on several key components, including risk assessment, hazard identification, implementation of preventive barriers and mitigation measures, preparedness training, emergency response, and recovery plans. Camp leadership identifies hazards that threaten the safety of participants at camp and in the community and introduces preventive barriers and mitigation measures to reduce the likelihood and severity of incidents to as low as reasonably practicable. At its core, emergency management can be divided into six components: prevention, mitigation, preparedness, response, recovery and review. Although each component has its own specific tasks, the overall process is dynamic and interconnected (FEMA, 2019).

While this manual focuses primarily on the response component of emergency management, it also covers measures related to the other components as they apply to the response phase.

Prevention focuses on eliminating hazards or reducing the likelihood of the incidents those hazards might cause. Hazards may be man-made (e.g. a broken railing that needs repair) or may occur in nature (e.g. lightning). Prevention must always consider elimination of the hazard if possible, but when the hazard cannot be eliminated, prevention involves identifying barriers that can reduce the likelihood of the hazard causing an incident. (For example, the broken railing hazard can be eliminated by repair, but in the meantime the likelihood of it causing a fall can be reduced by a temporary barricade.)

Mitigation focuses on reducing the consequences of an incident by implementing measures that reduce the severity of the outcome. Typical mitigation measures include staff emergency response training, wearing personal flotation devices, wilderness first aid training, or strategic placement of fire extinguishers and first aid kits.

Preparedness [PS1] is a continuous cycle of risk assessment, planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure that preventive barriers and mitigating measures are in place and are as effective as they can be. Training and drilling are the cornerstone of preparedness, which focuses on readiness to address all hazards and to respond to all incidents and emergencies. Therefore, all camp staff will be trained in emergency response protocols and weather procedures as described in this EAP, as well as participate in all drills prior to every summer. Furthermore, all camp staff will be CPR/AED/First-Aid certified prior to beginning work. Waterfront staff will be lifeguard certified and designated trip leaders will be Wilderness First Responder (WFR) certified.

Response is the primary focus of this EAP and is comprised of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Emergency Communications Plan (ECP) in an all-hazards approach; and measures taken for life/property/environmental safety. The response phase is a reaction to the occurrence of an emergency (e.g., lost camper, fire).

Recovery consists of those activities or actions that continue beyond the emergency response period to restore camp functions and to initiate stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided. The goal of the recovery phase is to bring the affected area back to some degree of normalcy.

Review is the process by which camp administration with the help of outside advisors evaluates and analyzes emergency situations that have occurred. Based on their findings, camp policies and procedures should be modified to reduce or eliminate incidents, accidents, and injuries. This review should occur on an annual basis and be documented.

CAMP EMERGENCY RESPONSE TEAM (CERT)

Camps Mondamin and Green Cove seek to highlight the importance of certain emergency measures regarding camper and counselor safety. Thus, a Camp Emergency Response Team (CERT) will be utilized to ensure the safety of our counselors and campers on a daily basis. This team will consist of members of the administration and camp counselors.

WHY IS A CAMP EMERGENCY RESPONSE TEAM (CERT) NEEDED?

When the camp experiences an emergency situation (e.g., a missing camper), the Camp Emergency Response Team will be assembled. It is the responsibility of the *CERT* to coordinate the response and interface with outside personnel and agencies.

The *CERT* team will be made up of the following individuals with the following responsibilities:

Facility Manager/ Maintenance Supervisor:

- Ensures facility and Maintenance system soundness

Camp Director:

- Oversees entire response effort, responsible for leadership and decision making
- Coordinates with outside support agencies (Sheriff, CDF, County Fire, USFS)
- Coordinates evacuation procedures

Assistant Director / Program Director :

- Accounts for all camp participants and staff
- Maintains participant rosters with contact information

Administrative Director:

- Coordinates transportation needed in an emergency.
- Maintains the Accident/Emergency Documentation Binder

Medical staff:

- Provides staff and participant medical treatment
- Coordinates emergency med kit, personal medications and other resources needed in the event of a medical emergency.
- Keeps parent authorizations and medical records on hand

Line Head Counselors:

- Performs Roll Call for individual lines during an emergency and/or evacuation.

If a member of the team is unavailable during an emergency response, their responsibilities will be assumed by the next individual of responsibility according to the camp's operational chart. Each year, members of the CERT will review their respective roles and train to the EAP.

EMERGENCY TRAINING

During staff orientation, Mondamin and Green Cove will review this Emergency Action Plan with all counselors and staff. In addition, the camps will conduct drills to practice emergency procedures including missing camper, fire, and all-camp roll call.

At the beginning of each session, camp directors will orient all campers to all relevant safety regulations and emergency procedures, including camp boundaries, expectations for behavior, dos and don'ts concerning physical hazards at camp, and procedures in the event of natural disasters and other foreseeable emergencies.

EAP MEASURES FOR OUT-OF-CAMP TRIPS

Besides in-camp programming, Mondamin and Green Cove often take campers off campus for activity trips. Trips can be as short as a few hours up to six days in length. We go to some populated areas, but also to many wilderness areas where risk must be managed. Therefore, the camps have implemented some standard procedures to be followed for all out-of-camp trips.

All out of camp trips will be led by a Designated Trip Leader (DTL). This person will have the following background and training:

- Be at least 20 years of age (in most cases, 21)
- Be certified as a Wilderness First Responder (in some cases where the DTL does not have a current WFR certification, another counselor on the trip will be WFR certified)
- Have gone through a rigorous training and approval process with a qualified DTL trainer at camp that includes appropriate trip planning, risk management, outdoor leadership, and teaching standards.

Prior to every trip, the Designated Trip Leader (DTL):

- Plans the trip in detail and gets approval from the Activity Head. If the trip is to a location that has not been visited in recent summers, approval from the Director is needed.
- Researches the conditions (trail, river, water levels, campground, etc.) to be sure it will be safe for campers.
- Checks the weather forecast. If the weather forecast is not favorable, the trip may have to be postponed.
- Creates an evacuation plan for that location and notes the nearest hospital and Urgent Care to that location.
- Creates the trip roster and consults the medical staff to learn health histories and collect medications needed, noting allergies and dietary restrictions. They also check out a Trip First Aid Kit.
- Packs cellphones and battery chargers for communication with camp in an emergency, as well as the InReach Satellite communication device for trips that are typically lacking in cell reception.

ACCOUNTING FOR POPULATION

When an Emergency Assembly or Drill is called, all participants and staff will gather at the designated location (depending on the specific emergency).

The Camp Director will check with the CERT members to confirm that all participants and staff are accounted for. If a participant or staff member is missing, the Camp Director will organize a search using Camp's missing camper procedure. Once the population is accounted for, the Director (or his/her designate) will instruct the camp population on the situation, how to proceed, or when to return to buildings/activities.

DOCUMENTATION

Documentation of accidents and emergencies at camp serves two purposes. One, it allows camp administration to communicate effectively with parents and authorities about what happened. Two, it enables the camps to review and improve emergency protocols moving forward.

A detailed account of any accident or emergency will be made as soon as possible and placed in the Accident/Emergency Binder (an electronic folder and physical binder placed in the office). The current conditions at the camp or trip location will be documented. The documentation of an accident or emergency will include (a) a detailed account of what happened, (b) a description of what has been done to ensure the safety of the participants, (c) current status of the situation, and (d) next steps to return things back to normal programming.

Based on emergency documentation, Mondamin and Green Cove policies and procedures will be modified to reduce or eliminate incidents, accidents, and injuries. Camp directors will review all accident/emergency documentation on an annual basis and record this review process in the Accident/Emergency Binder.

III. Emergency Communications Plan (ECP)

In the event of severe weather conditions or other full camp emergencies at Mondamin/Green Cove or in surrounding areas, camp staff will take the following steps to communicate with parents and inform them of the safety of their camper(s).

Step 1: The main priority in the event of any camp emergency is the safety of the campers and staff. Therefore, staff will always first take all necessary steps to ensure the safety of participants.

Step 2: In the case of any accident or emergency, staff will contact the parents of any participant involved to report what happened, their current condition, and steps that are being taken to respond to and recover from the incident. .

In the case of an evacuation or major emergency, all parents will be notified of (a) camper safety, (b) location, and (c) pick-up point. We will use our camp registration email system and text message system to send email and text messages to every parent/guardian email address and phone number provided during registration. In the event that campers need to be picked up, staff will call each parent individually.

FORMS OF EMERGENCY COMMUNICATION

- **Camp Bell:** The bell will be rung continuously to indicate that all campers and staff need to quickly and immediately gather on the ballfield. This protocol may be utilized in case of fire, missing camper, or any other danger that would require an all camp gathering and roll call away from buildings.
- **Air Horn:** Three long blasts on the airhorn indicate that we are initiating the Missing Camper protocol. Instructions for this protocol are in a later section of this EAP. One long blast on the airhorn indicates that the Missing Camper protocol is ending and that all campers and staff should meet in the dining hall (Mondamin) or the Lodge Deck (Green Cove).
- **Two-Way Radios** are used to communicate quickly and effectively for everything from minor assistance (getting a camper to their lesson) to a major emergency (alerts about fire, lightning, other weather, missing camper, etc). Radios are located:
 - Mondamin: In the office, Taj, Infirmary, the barn, one with each Director and one with each Line Head
 - Green Cove: In the office, Infirmary, all activities, and one with each Director.
- **Cell Phones:** While staff are instructed not to use their cell phones in front of the kids, except for playing music, they are allowed to carry them on their persons. Most staff do

have their phones with them most of the time. Staff are instructed to use them in any emergency, and they have the phone numbers for the Camp Directors.

- We do have a staff group chat which we can use to share information with everyone on staff. This mode of communication can be useful when instructions need to get out to staff who are dispersed (eg., Active Shooter/Scatter Protocol).
- Cell phones or Garmin InReach (see below) are used in any emergency on out-of-camp trips so that trip leaders can contact camp or EMS.
- **Garmin InReach**: We use InReach satellite communication devices for our trips off camp property to areas that typically do not have reliable cell service.

REDUNDANT INTERNET SERVICE

During the summer, we have two modes of internet service, in case one goes down. At Mondamin, we have Spectrum Fiber and Starlink. At Green Cove, we have AT&T DSL and Starlink. This redundancy is extremely important for ensuring access to weather information, as well as for communication with emergency services and parents.

EMERGENCY PERSONNEL AND CONTACTS

Designated Responsible Officials

- Calla Williamson, Green Cove Director, (828) 692-6355
- David Bell, Mondamin Director, (828) 693-7446

EMERGENCY PHONE NUMBERS

- Paramedics & Ambulance: 911
- Green River Fire and Rescue: (828) 692-4409
- Henderson County Sheriff's Office: (828) 697-4596

IV. Specific Event Emergency Procedures

This section of the Emergency Action Plan focuses on best-practice responses to several specific emergency situations that might occur during camp. While the following sections provide an outline of procedures to be followed in these emergencies, actual responses may vary according to the nature of the event itself, the environmental conditions, and what the immediate surroundings look like during the incident. These procedures are based on best practices and evidence-based research from the professionals in the Recreation and Leisure fields, as well as our own experience. Responders should follow these steps but also use their judgement to modify or add to the procedures as the situation dictates.

SEVERE WEATHER

In the mountains of Western North Carolina, we are largely protected from very severe weather such as hurricanes and tornados. Storms, however, do have the potential to bring large amounts of rain, lightning, and potentially high winds. These storms can develop quickly, and their approach can be obscured by the mountains. The following protocols outline steps we will take at camp to ensure the safety of campers and staff when facing these dangers.

Administrative staff will monitor the weather forecast on a regular basis and will keep counselors informed. If severe weather (e.g. heavy rain, lightning, high winds) approaches, all outside areas will be closed, and campers must seek shelter immediately. Closing outside areas due to less severe weather conditions (e.g. fog, mist, rain) will be up to the discretion of the directors.

Lightning

Background:

The principal danger in being near a thunderstorm is being in the path of a lightning strike. Lightning can precede rain by several miles, though it is most likely to be encountered under the storm cloud itself. Lightning generally seeks the easiest path from cloud to ground, which means that it will tend to “strike” the highest point in the area, but this is only probable, not always true: where the discharge actually “hits” is affected by many factors.

Lightning damage is done when very high current in a lightning discharge passes through a conductor which is not perfect (a tree, or your body, for example); the resistance caused by the imperfect conductor produces heat (lots of heat) which can cause fire in a tree, or severe burns on your body. The electrical overload also confuses your body’s electrical (nervous) system and may cause cardiac arrest. Ground current can also cause damage: current traveling through the ground from a nearby strike may find a path through your body (up one leg and down the other). An insulator between you and the ground can help prevent either of these kinds of injury. Another mechanism for injury due to lightning is falling trees or limbs or flying splinters from nearby trees struck by a discharge.

Individual thunderstorms have a lifetime (building stage, maturity, and decay) of only around 45 minutes, but they often appear in clusters or lines; so as one is dissipating, another one can be building, giving the impression of a very long-lasting storm. In Western North Carolina, most move west to east, or southwest to northeast.

Your distance from a thunderstorm can be roughly estimated by counting the seconds between the lightning flash and the thunder. Sound travels approximately one mile in five seconds; so, if you count 8 seconds from “flash” to “crash”, you can peg the storm at about 1.5 miles away. Since lightning can occur some distance in advance of an actual storm, you should consider yourself at risk if the storm is a mile (5 seconds) or less away. If you can determine that the storm is moving away from you, your risk is reduced. Some storms seem to move very little, which can make it difficult to formulate effective response plans.

Our policy regarding storms, for the most part, gives guidelines, rather than absolute requirements. The counselor in charge (DTL, activity head, etc.) should take into account the situation, the terrain, the options available, and make a decision which will result in minimal exposure to harm.

Lightning Storms in Camp

On our own lake, the heads of sailing, canoeing, and swimming, along with the tower guard, share responsibility for keeping an eye out for severe weather, especially lightning. A director, if present, may make the call. If there is disagreement, the most conservative opinion will be followed.

All sailboats are called in, and no canoes are allowed beyond the sailboat moorings, when:

- Lightning is observed within 4 miles (20 seconds), or
- a more distant storm appears to be moving in our direction.

All sailboats and canoes are called in, and all swimmers are called out of the water, when:

- Lightning is observed within 3 miles (15 seconds), or
- a more distant storm is considered dangerous (unusually big or fast-moving) by the person(s) in charge.

Furthermore, steps will be taken anywhere in camp when the staff determines that lightning poses a danger.

- If lightning is seen, or it is determined by the Directors from loud thunder and radar that a severe storm is approaching, all open areas (athletic fields, lake, tennis courts, riding rings) should be evacuated.
- All staff and campers should remain inside a building until the storm passes.
- If winds in excess of 40 mph are forecast, outdoor activities will be temporarily closed, and campers and staff will shelter indoors.

Lightning Storms on Out-of-Camp Trips

These general guidelines should be followed:

- Lightning usually strikes the highest points in an area; so, you should avoid being on or near the highest point. Your ideal position should be about 2/3 of the way down, not on top, and not in a drainage area.
- Do not take refuge in a shallow cave, or under small overhangs. Ground current is likely to take a “shortcut” through you to the ground below. Large, deep caves provide good protection, however.
- Do not take shelter under a single tree, such as in a pasture with scattered trees in a large open area. For similar reasons, stay away from especially tall trees in a forest.
- When the possibility of thunderstorms exists, don’t camp in an exposed location. Stay away from high terrain, tall trees, and drainage areas. If in a tent during a storm, stay there, and stay on an insulating pad (your sleeping pad and sleeping bag). Note that metal tent poles will not attract lighting; in a direct strike, they may even serve to route a discharge to ground. For that reason, don’t touch the tent poles.
- If caught in a high-exposure environment, with no shelter available, your first choice is to go quickly to a safer environment. Your second choice is to make your situation as safe as possible.
 - Insulate yourself and your campers from the ground. This means putting an insulator between your body and the ground, and staying on top of it. Good insulators include sleeping pads, life jackets, or plastic (ABS) canoes. Items which can get soaked (sleeping bags, clothing) lose their insulation value almost completely as they become wet with rain. The best position is a crouch, heels touching (so that current won’t travel through your body core), hands off the ground. Almost as good is a sitting position, with no part of the upper body or arms touching the ground.
 - Spread out. Counselors should not be near each other (making it less likely that both would be incapacitated if a strike occurs).
 - Set metal objects aside. They don’t actually attract the strike, but might heat up and burn you via direct transmission of current.
 - If lightning strikes at or near your group, check each member immediately for possible burns or shock. Be prepared to administer CPR if needed. While CPR can almost never restart a fibrillating heart, it has actually been known to restart the heart of a lightning strike victim.

Flooding

Because both Camp Mondamin and Camp Green Cove are situated on a still body of water, Lake Summit, flooding can occur, although it is rare. Flash flooding (a rapid and dramatic rise in water level that occurs 3 to 6 hours after a rain event) and fast-moving debris-filled water are typically associated with rivers rather than lakes. In a typical summer, lake levels may fluctuate a few inches in the days after an extended period (2-3 days) of rain, but these fluctuations have only ever caused water to enter one cabin (Lakeside) at Green Cove.

In October of 2024, Hurricane Helene (described as a 100-year storm) brought 22 inches of rain over a 3-day period following 5 consecutive days of rain that preceded the hurricane. This unprecedented event caused the water level of Lake Summit to rise several feet over the course of 3 days, resulting in 1-3 inches of standing water in the Junior Line cabins at Mondamin and several feet in Green Cove's Lakeside cabin. The water rose gradually, no other cabins at Mondamin or Green Cove were flooded, and there was no risk associated with swift water or entrained debris.

If standing water enters a cabin during the summer, we would consider this an inconvenience, not an emergency. Still, if more than 4 inches of rain were predicted to fall in any 24-hour period, water could enter a cabin during the night, and we would move campers in that cabin (see below) preemptively.

Despite the improbability of a flooding emergency at Camps Mondamin and Green Cove, directors will take the following pre-emptive steps to keep the camp community safe:

1. Monitor rain forecasts constantly during the summer.
2. If rain is forecasted to be over 4 inches in 24 hours, preemptively move campers in Lakeside (Green Cove) and Junior Line (Mondamin) and their belongings to another cabin higher up or to the lodge (Green Cove) or assembly room (Mondamin) for the night.
3. Our night-time security guard, who patrols the camps between the hours of 11pm and 3am will phone the directors if water is observed to be rising.
4. Install an alarm in front of Green Cove Lakeside cabin that detects rising water. This alarm will wake up campers and send alerts to the Director's phones.
5. The staff will be trained during orientation, prior to campers arriving, on procedures for moving campers up to the lodge in the case of the rising water detector alarm sounding.

MEDICAL EMERGENCY

Levels of Medical Training

1. All staff are **CPR, First Aid, AED, and epinephrine auto-injector certified.**
2. All trip leaders and some Activity Heads, as well as Calla (Green Cove Director), Ev (Green Cove Assistant Director), and David (Mondamin Director) are **Wilderness First Responder Certified.**
3. There are two **Registered Nurses** who live on campus at each camp.
4. There is one camp **Doctor**, housed on property, who is shared between the two camps.

Levels of Medical Response

Basic First Aid: for non-emergency medical needs/treatment

While basic first aid can be administered by any counselor in camp, generally those treatments are taken care of by the camp nurses.

For any medical issue beyond the scope of an RN, the camp doctor is consulted. The doctor and nurses will examine the camper and determine treatment. They may recommend an Urgent Care facility for more advanced testing, imaging, and higher-level treatment than what can be given at camp.

Medical Emergency: a situation in which immediate medical attention is crucial to prevent serious harm.

1. All staff members are trained to call both Administration and nurses using either a two-way radio or a cell phone if a radio is not close by.
2. All staff members should use their First Aid and CPR training until someone with a higher level of training arrives on the scene.
3. Once a nurse, doctor, EMT on staff, or staff member with WFR training arrives (which should occur within 2 minutes), it will quickly be determined whether 911 should be called, if the person should be transported to the hospital Emergency Department, or what other further measures should be taken.

It is important to remember:

- Staff should not attempt to provide aid beyond what they have been trained to do.
- When administering First Aid, always wear Personal Protective Equipment (PPE) such as gloves and a mask.

Medical Emergencies and Treatment on Out-of-Camp Trips

All out-of-camp trips are led by a Designated Trip Leader (DTL) with Wilderness First Responder (WFR) training and certification (for more detail on DTLs, see section above on EAP Measures for Out-of-Camp Trips). WFR trained persons must be current in their certification. This certification, in addition to basic first aid training, specifically trains personnel to:

1. Assess and manage medical and trauma emergencies as well as handle environmental emergencies in remote settings
2. Make evacuation and rescue decisions, including techniques for safe patient transport and effective response planning
3. Use critical thinking to make confident decisions about medical care in wilderness contexts

The WFR trained staff are qualified and will administer any basic medical treatment needed while on a trip. In the case of a medical emergency, where a camper or staff member needs medical care beyond the ability and equipment available to them in the field, the DTL will initiate evacuation of the trip and transport either back to camp or to the closest medical facility, as the situation warrants.

Simultaneously, a staff member on the trip will alert the Directors back at camp so that additional support can be provided as quickly as possible. Sometimes it is only necessary to evacuate the affected patient, while other situations may require evacuating everyone on the trip. DTLs are trained to make decisions conservatively. If there is any question in their minds, they will call the Directors back at camp, and most likely the camper will be pulled from the trip.

Communicating with Camp: Red/Yellow/Green Light

When the staff member makes the call back to camp, we ask that they begin the call (or text) with a quick assessment of the situation: is it a Red, Yellow, or Green Light? This is just in case the reception is poor so we at least can know the basic status and what support is required.

- Red Light: This is a real emergency that will likely require a camper or the entire trip to be evacuated. Medical resources such as a nearby Emergency Room will need to be utilized.
- Yellow Light: This is a situation that may require additional resources or consultation with camp directors.
- Green Light: This indicates that everything is under control. While there is no immediate emergency, the trip leader is checking in with the directors and letting them know that there has been an incident but everything is okay.

FIRE, GAS LEAK, DOWNED POWER LINE

Fire

If you observe fire or smoke, remain calm and organized. Immediately tell someone in the vicinity to alert the administration by running there or radioing them. Follow these instructions:

- On discovery or notification of a fire, staff should first be sure all campers and staff are out of the affected building. Staff should use any means necessary to get everyone out as long as it doesn't put their own safety at risk. Individuals should not stop to collect belongings. When exiting a smoke-filled space, keep one hand on a wall to prevent disorientation and crawl to the nearest exit, keeping your head low to the ground to reduce inhalation exposure.
- After ensuring everyone has exited the building, counselors should report the fire to the camp administration. Someone from the administration will then ring the bell continuously. All staff and campers will report to the ball field, where they will line up in cabin order, and attendance will be taken.
- If fighting the fire will endanger anyone, it should be left alone. If the fire appears no larger than a trash can, and there is an extinguisher nearby, AND you feel confident about putting the fire out, use the following instructions remembering the acronym PASS:
 - **P**ull the plastic tab off the fire extinguisher handle and pull the pin out.
 - **A**im the nozzle at the BASE of the fire while standing approximately 8-10 feet away.
 - **S**queeze and hold the handle to discharge the dry chemical toward the BASE of the fire.
 - **S**weep the nozzle back and forth at the BASE of the fire. Use the entire contents of the extinguisher!

- If an electrical fire occurs, sound the emergency alarm and follow the fire procedures. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.
- Directors/administration will be in charge of calling the fire department if needed. Counselors will make sure that campers are well away from any path/road needed for use by fire truck.

Locations of Fire Extinguishers

At Green Cove

1. Beach – at water fountain
2. Pooh corner – in kitchen
3. Jr. Line – Between Jr. 4 and Jr. 5
4. Middler – Between Mid. 5 and Mid. 6
5. Hillside – Corner on sign
6. Senior – Sign in front of Sr. 6
7. Infirmary- outside next to front door
8. Lodge- Just inside Hillside Lodge door
9. Dungeon – Outside trip room
10. Kitchen – Beside dock door
11. Kitchen – near dish drying rack
12. Villa – Front porch
13. Cow Barn – Beside back door, under eave
14. Side Barn – Green machine shed
15. Barn – Just inside living quarters door
16. Barn – Back porch living quarters
17. Clubhouse- inside Chalet door
18. Barn – Rear entrance to loft Right side
19. Barn – outside tack room door
20. Bike Shed- on outside front wall

At Mondamin

1. Crafts -- on post
2. Gym – parking lot on far end
3. Office – in Workroom
4. Chiefs North/South – on backside corner
5. Staff Cabins – front porch of each cabin
6. Infirmary upstairs - in hallway going to kitchen
7. Infirmary downstairs – on front porch
8. Ball field House – downstairs outside
9. Laundry – center wall inside
10. Wal-Mart – middle bay
11. Bluebird Bus
12. Bike Shed – on front corner
13. Baron Line – French Qtr/Bastille, front corner left side
14. Baron Line – wanna quanna, front corner
15. Junior Line – Message Board
16. Nature Lab – in between nature lab and swamp
17. Corn Crib – front porch
18. Lumber Room – inside front door
19. Lumber Room – underneath on support post in between parking bays
20. Queens – downstairs common area
21. Shop – near hose bib on front side next to bay doors
22. Shop – near work order cubbies
23. Waterfront – in front of laundry
24. Waterfront – Ping Pong Porch
25. Boat Shop – on support post inside
26. Middler Row – outside in middle
27. Kitchen – K class next to back dock door
28. Tennessee/Eagles Nest – front

- porch
- 29. Lakeview – in between lakeview/hemlock hall cabins outside
- 30. Gap – porch near door
- 31. Ark – near front door
- 32. Director's House – in outside woodshed
- 33. Taj – Northeast Corner facing Fire Ring

Procedures If you SMELL smoke or gas, let someone in the office know immediately.

Downed Power Lines

Downed power lines are extremely dangerous. Stay clear and don't touch them. Report them immediately to the office.

MISSING CAMPER

Several factors influence the decision as to how best to look for a person or group who is thought to be missing. Before making a plan, gather the following information:

1. Where and when were they last seen and by whom?
2. Are they children or adults?
3. Are they alone or with someone else?
4. Were they behaving unusually before going missing (i.e., might they have run away)?
5. Do weather conditions present an additional danger?
6. Are they signed out on a trip?

The above factors will determine which type of search is warranted:

1. A **hasty search**, where staff will cover the area(s) where the missing person was last seen, calling out their name continuously. This search is used if last known location was nearby
2. A **full grid search (Missing Camper Protocol)**, conducted by staff and other adults covering the entire camp.

If a missing person or group is still not found, additional search and rescue personnel will be called. The Director will coordinate with emergency personnel to perform a more extensive search and rescue.

Full Grid Search / Missing Camper Protocol

If there is a child missing and a hasty search does not locate them, a full grid search will be conducted.

1. Three (3) long blasts on the big air horn. Radio to announce that there is a missing child and that we are about to initiate the missing camper protocol.
 - a. "This is a missing camper emergency. This is a missing camper emergency."
 - b. Wait for a response.
 - c. "_____ of cabin _____ is missing and we are initiating the missing camper protocol and chain sweep. Please start your search."
2. Waterfront staff will bring all campers in to shore immediately.
3. All counselors in the middle of activities with campers will stop their activities.
 - a. At least one counselor will be assigned to stay with the campers at each activity location.
 - b. ALL counselors who are certified lifeguards (no matter their activity) should IMMEDIATELY go to the waterfront and report to the Tower Guard at the Red Desk (Mondamin) or to the Waterfront Director at the Card Box (Green Cove).
 - c. All other staff who are not lifeguards report to the office (Green Cove) or Taj (Mondamin). Biking counselors should come on bikes.
 - d. One nurse will get the AED, first aid backpack, radio, and their cell phone and head immediately to the waterfront. The other nurse, if applicable, will staff the infirmary and keep any campers there until the situation is resolved.

Search Procedure:

1. One head counselor at the Green Cove Office / Mondamin Magic Triangle assigns runners to check all areas in camp. If you are part of the search, report quickly and directly back to the office after you have searched your area.
2. The Tower Guard / Waterfront Head organizes the lifeguards in a line, spaced no more than arm's length apart and initiates a chain sweep of the swimming areas

If the missing camper is found:

1. Communicate by phone or radio to the office and bring the camper directly to swimming docks.
2. Sound one (1) long blast on the air horn
3. Should the lifeguards find a submerged victim, they will begin emergency first-aid procedures, call 911, and notify the office.

If the camper is still missing after the full grid search, any information on when and where the camper was last seen will be gathered, what direction they may have been traveling, and circumstances of their disappearance.

The director (or designated individual) will create a plan to find the camper, possibly including the following actions:

1. Ring bell for all-camp gathering
2. Initiate counselor search parties
3. If necessary (under director's direction) the sheriff's department will be notified. Parents and state authorities will be notified when appropriate.

Back 40 Trails (on camp property)

1. Counselors will frequently check to ensure that all campers in the group are together.
2. If a camper appears to be missing, the counselor will stop the group and create a plan of action for finding the camper which may include:
 - a. calling out and listening for a response
 - b. retracing part of the trail
 - c. returning to main camp and notifying the administration
3. Should "c" occur, the director (or designated individual) will create a plan for finding the camper, which may include the options listed above for in camp.

Out-of-Camp Trips

1. Counselors will check frequently to ensure that all campers are accounted for.
2. If a camper appears to be missing, the trip leader will stop the group where it is and create a plan of action which might include the following options:
 - a. checking with the other campers for information regarding the lost camper's whereabouts
 - b. calling out and listening for a response
 - c. retracing part of the trail (or working back upstream)
 - d. setting up a base camp and initiating a brief search of the area (with or without other campers' help)
 - e. leaving one counselor with the group and having the other go for help and/or notify the camp director
 - f. evacuating the group and notifying the director of situation
3. Considerations in creating this plan should include:
 - a. age/experience of the campers on the trip
 - b. location and terrain
 - c. weather/environmental conditions
 - d. time of day
 - e. camper's previous history
4. In creating a search plan, trip leaders will document their actions and plan.
5. It is advisable to set a time limit mentally (depending on the search plan) after which the trip leader will notify the camp director by any means available.
6. If the group leaves the area, it is important for a trip leader to note the location where the camper was discovered to be missing as precisely as possible.
7. Upon notification, the director will create a plan based on the above considerations.
8. Contact with parents and state authorities will be made and maintained by the camp director (or person appointed by camp director).

Note:

Trip leaders should cover the “if you are lost” (see below) procedures with campers as a trip begins. Information should include being aware of others in the group, sticking together, and what to do if campers find they are lost: in general, stay where they are and call for help. If they must move to find shelter, they should try to remain as close to their initial location as possible.

If You Are Lost

If a camper is lost, they should stop where they are and sit down. If they are sure they know how to get back to where they last saw the group, they can return there and sit down. If they are not **absolutely positive**, they should stop where they are and sit down. Once seated, there are some things they can do to make it easier for others to spot them:

- Sing: this will both relax you and provide noise. Do not sing too loudly because you don't want to lose your voice. If you see someone, you will need to have a strong voice left to let them know where you are.
- Put bright colored things up around where you are. This will draw visual attention to you.
- Hit two rocks, pots, water bottles together in order to make noise and preserve your voice.

ACTIVE SHOOTER

In the event of an active shooter, campers and staff should RUN, HIDE, and as a last resort, FIGHT. This protocol focuses on the RUN and HIDE steps, highlighting a few things about camp that differ from other settings like schools or office buildings. Most of the time at camp, campers and staff are dispersed all over camp, which is a large area. In the case of an active shooter, the safest way to RUN is to actually *disperse further*, rather than bringing the population together in one place. This is why we call our Active Shooter protocol “Scatter.”

Run (Scatter)

If there is someone on camp property with a gun, and they are behaving in a threatening way, staff and campers are to do the following:

- If the shooter is visible, move away from the person as quickly as possible
- Staff will gather campers that are near them and take them up into the woods in a direction that is away from the threat. This can and should be in multiple different directions depending on the campers' location at the time.
- Alert other staff members and Directors either by radio or cell phone or both
- Directors will give further instructions by cell or group text
- Staff will keep campers calm and close together, and will continue to move away from the shooter's location as quietly as possible.

Hide

- On all sides of Green Cove and Mondamin, through the woods or down the road, there are houses and private property. Staff can knock on doors when they see a house and ask for help.
- If a house or other building cannot be located quickly, find a natural landscape feature where it is safe to hide, such as behind a large boulder or under a bridge.
- Silence phones or other devices and remain as quiet as possible.

As soon as possible, call 911 and alert the authorities to the situation. Remember to follow the instructions of any police officer or first responder when they arrive on scene.

EVACUATION

Evacuation from Camp

Evacuation route maps have been posted in each cabin and other buildings as well as within the EAP binder. The following information is marked on **ALL** evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Assembly points

Evacuation Procedures

In the case of a necessary evacuation of camp, the following procedures will be followed:

1. The bell will ring continuously, signaling everyone to meet as quickly as possible on the ballfield. If, due to weather, outdoor areas are not suitable meeting places, the best meeting place will be communicated either by megaphone, radios, cell phone group chat, or all of the above.
2. Once staff and campers have come to the communicated meeting place, there will be roll call to ensure that everyone is accounted for. If anyone is missing, staff will be sent to find the missing persons.
3. Depending on the situation, either walking or busing everyone out of camp and to the evacuation shelters can be utilized. We can put 60 people on our bus, plus each camp has six (6) 15-passenger vans.

Location for Evacuation

The location for evacuation depends on the situation.

For Green Cove:

- In case of flooding, campers and staff would evacuate up to the home of Frank and Nancy Bell.
- If the hazard is only at Green Cove, Green Cove campers and staff would evacuate to Mondamin.
- If the hazard is in all of Zirconia, we would evacuate to Hendersonville Community Center or YMCA.

For Mondamin:

- In case of flooding, campers and staff would evacuate to the Tuxedo Park.
- If the hazard is only at Mondamin, Mondamin campers and staff would evacuate to Green Cove.
- If the hazard is in all of Zirconia, we would evacuate to Hendersonville Community Center or YMCA.

Trip Evacuation

Trips may need to be evacuated for a variety of reasons, including but not limited to severe/unexpected weather, nuisance animals, or injury/illness of one or more campers or staff members.

In a case where a trip needs to be evacuated, the Designated Trip Leader (DTL) may either make the decision on their own or call the camp director for a decision. DTLs are trained to make the conservative decision; so if for any reason they cannot reach the Director, they will set the evacuation plans in motion.

Some trips have their own transportation (vans), while others would need a pickup. If the group is able to reach the vehicle parking lot, then they will proceed to that meeting point for departure. DTLs will have planned ahead and will know the location of the nearest medical facility if that is needed. If not needed, then they would come immediately back to camp.

In most cases, if there is only one participant who needs to be evacuated, we prefer for the trip to be able to continue, and we will send someone from camp to take the injured person to the medical facility or back to camp.

DTLs are trained in transport of injured people by foot, if necessary and possible. If not possible, they are also trained in proper communication with Emergency Services for assistance in transport.

DTLs will always be in contact and communication with the camp Directors as the situation progresses. If, for any reason, communication is not possible, DTLs are trained on procedures to evacuate the trip and/or manage group safety until they return to camp or communication is restored.

Adopted 11/14/2025

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