

Emergency Plan — Staff Training

(Revised 2024)

Orientation of Emergency Plan

- The information in the Volunteer Staff Handbook is included with user group paperwork.
- All staff, volunteer or paid, must be familiar with Mechuwana's Emergency Plan.
- Communication of these procedures will take place as part of staff orientation.
- Staff must sign off that they have been made aware of these procedures.
- Emergency Plans are posted in strategic places around camp, part of our staff handbook, and part of the online training tool.

What is an Emergency?

An emergency is a sudden or unexpected occurrence or combination of occurrences demanding prompt attention.

The types of emergencies one might encounter at Mechuwana include:

- Accidents
- Injury
- Missing Person
- Release of Campers
- Fire
- Weather-related
- Severe Behavioral Issue
- Unfamiliar Person at Camp
- Intruder/Active Threat

Your Role

Each staff member has the responsibility to react immediately to protect individuals and property consistent with their own personal safety.

Steps to Take in Accident of Injury to a Person:

- Call 911 if required.
- Do not move the person injured unless there is physical danger.
- Do any first aid you are qualified to perform.
- Seek person with highest level of certification on the scene.
- Call for on-site medical personnel.
- Ask for help from other staff.
- Get help to deal with any crowd.
- Fill out proper paperwork (after crisis situation has calmed/passed).

MISSING PERSON PROCEDURE:

It is our responsibility to know where our campers are at all times. As part of cabin orientation, talk to campers about the buddy system and not leaving the group. Staying together will prevent almost all lost camper situations before they start.

If a camper is missing, follow these procedures:

- Determine when and where the camper was last seen. Stay calm.
- Make sure other campers are supervised.
- Do a search of the immediate area. Check all buildings in area; be sure to include bathrooms.
- Ask other staff to assist.
- Contact the main office.
- A camper that does not want to be found will require a wider search.
- Discover (if possible) the state of mind of the camper. Were they depressed, angry?
 - Widen search to check all buildings not in area and other camping groups in all other areas, remembering to ask if they have seen any campers by themselves. Contact staff on duty, they will contact Mechuwana's executive director.

If camper is not found within 20 minutes, a full-scale public search will begin. This includes:

- Driving roads surrounding property
- Canoe search
- Through-the-woods search
- Downtown Winthrop search
- Calling neighbors on lake and road
- Winthrop Police Department and parents/guardians contacted by Mechuwana's executive director

Complete incident report

Release of Campers

- Campers may only be released from camp to persons who have written authorization.
- Copies of that authorization is held with Deans of each camp and at the camp office.
- If there is a change in that authorization, you will be notified of that change.

Fire

Fire drills are held within the first 24 hours of each session. The safety of campers and staff depends on everyone performing their tasks.

- Review fire exits with campers
- If fire alarm goes off, staff check alarm site to check out situation.
- Campers should leave building and move to common area. Camper count maintained at all times.

- Staff calls 911.
- After camper count is done, campers are moved to safe area far from affected site i.e., Commons.
- Staff are assigned to duties as needed.
- If evacuation is called for, we will get the entire camp to the soccer field or Dining Commons, depending on instruction from EMS officials.
- Remember the most important thing is to constantly do camper count and stay together.

Alarms do not necessarily mean a fire; our alarm systems are sensitive and can be set off for many different reasons. **Do Not Panic** and check out the situation first.

Inclement Weather

Mechuwana can experience bad weather. The three most common weather-related issues at camp are:

1. Lightning
2. Heavy Rain
3. Wind

These conditions can come up suddenly and without much warning. Therefore, it is important to be able to react to what is happening.

- **Communication.** Whenever possible, we will let everyone know that severe weather is close by or headed our way. Camp staff will constantly monitor weather alert situations.
- If severe weather takes place **move your activity to the safest building** in the area you are currently in. Those buildings by area are:
 - **Upper Camp:** Day camp building
 - **Middle Camp:** Memorial Chapel or Dining Commons
 - **Lower Camp:** Lodge

Wait for the all-clear call before returning to activities.

Some storms happen late at night. In all but extreme cases, we ask you to remain in your cabin. If an extreme weather event is imminent and there is a need to evacuate, we will provide instructions.

Utility Failure

This could be water, electrical, or propane and includes losing any of the functions related to these areas or the smell of the propane. **In all cases contact the camp office, do not** try to fix problems on your own.

Severe Behavioral Issue

Campers come to us with all kinds of mental and emotional concerns and behavior. We do our best to address these during screening, but many times, because of lack of disclosure by the parents/guardians,

we are left unprepared. Communication of this behavior to camp administration is key to addressing these issues.

Examples of behaviors that need to be addressed immediately: Bullying, talk of violence toward self or others, physical aggression, consistently not following rules (especially one that keep us all safe), disclosure of violence or abuse outside of camp.

- Address immediate behavior to keep everyone safe.
- This may mean removing everyone from the scene except those specifically involved.
- Call Mechuwana's executive director.
- Let Mechuwana's executive director determine what action steps should be taken.
- Fill out incident report.

Unfamiliar Person(s) at Camp

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property.

- Approach person professionally and ask them why they are here.
- Refer person to camp office where they must sign in.
- If they are in a car, observe them leaving and write down/note license plate number and state,
- Call camp office and Mechuwana's executive director immediately.

ACTION PLAN FOR ACTIVE SECURITY THREATS

1. CALL 911 and give as much information as possible.
2. FIGHT BACK if the threat is in immediate physical location.
3. RUN AWAY and stay together, run into the woods, keep moving to safety.
4. HIDE if running away isn't possible. Hide in buildings, barricade, keep calm and quiet.
5. Do these things until a TRUSTED SOURCE says that all is clear.

Specific Locations

Lower Camp (Staff Area, Lakefront Cabins, Lodge, Asbury Theater)

1. Call 911 and give as much information as possible.
2. Fight back: throw, hit, and scream
3. Run away (3 options):
 - a. Run past Asbury Theater. Peace Path will quickly take you to a road.
 - b. Run up Owl Trail into woods.
 - c. Run on waterfront trail toward waterfront swim area.
4. Hide (options):
 - a. In woods

- b. In theater/under theater
- c. Under Lodge
- d. Staff area
- e. Cabins

Remember to barricade and be quiet until you get all-clear from a trusted source.

Middle Camp (Commons, Memorial Chapel, Village, Gus Building, Oak Village, Hilltop, Retreat Buildings, Yurt)

1. Call 911 and give as much information as possible.
2. Fight back: throw, hit, and scream
3. Run away (4 options):
 - a. On trails to soccer field and then out on main road
 - b. On trails to waterfront
 - c. On trails to maintenance then out to main road
 - d. On trails through Village out to snowmobile trail to main road
4. Hide
 - a. In woods
 - b. Rec building
 - c. Commons
 - d. Chapel
 - e. In sleeping cabins

Remember to barricade and be quiet until you get all-clear from a trusted source.

Upper Camp (Day Camp, Sports Village)

1. Call 911 and give as much information as possible.
2. Fight back: throw, hit, and scream
3. Run away (4 options):
 - a. Get to main road as fast as you by using camp road
 - b. Take trail to waterfront
 - c. Take trail through Village to snowmobile trail to main road
 - d. Go to maintenance area and take trail to main road.
4. Hide
 - a. In woods
 - b. In maintenance area
 - c. At main office

Remember to barricade and be quiet until you get all-clear from a trusted source.

EMERGENCY COMMUNICATIONS

*Staff phone numbers are hung up in all main buildings and the Dean's cabin.

- Cell phones are carried by all Deans and at least one counselor.
- Staff at all program sites have cell phones.
- Health care workers have cell phones 24-7.
- Staff Administrator on Duty always has cell phone.
- Camp phone is answered 247.
- Call 911 first if warranted, then call camp administration/health personnel.
- If for some reason phones are down, a runner can be sent to Health Center.
- **Contacting parents** should be done by Mechuwana's executive director or their designated representative. But camp administration will always talk with parent/guardian to clarify the camp's role and responsibility.

MEDIA

The only person that may speak with media is Mechuwana's executive director. If any staff, volunteer or paid, is approached or contacted by the media they are to refer them to the director and make no other comment.

OTHER THINGS TO REMEMBER WITH MAJOR INJURIES OR ACCIDENTS

1. Do not rush or panic.
2. Take charge, be firm and clear with your instructions to campers and other staff.
3. The staff member with the highest level of certification is delegated the responsibility of giving aid to the injured party. The person giving first aid must meet with the nurse within 12 hours to fill out health log.
4. Delegate another staff member to ensure safety of other campers by taking them away from the scene.
5. Contact health care supervisor as soon as possible. This may mean sending someone or having another person call. Be clear with direction of where you are.
6. Contact or have someone contact Camp Office. Ask for assistance at the scene. Give clear directions.
7. As soon as scene is stable, collect facts: What happened? How? When? Where?
8. Prepare accident report and meet with Mechuwana's executive director.