

EMERGENCY RESPONSE PLAN

Program Staff

Step 1 - Alert is Sounded – Move Campers

- The alert will be both bells sounded simultaneously, longer than usual, followed by a siren on the megaphone.
- **REMAIN CALM, YOU ARE THE INDICATION TO THE CAMPERS THAT ALL IS UNDER CONTROL**
- If campers are not in gym, move all campers in a calm and orderly fashion to the gym and reassure them that everything is fine
- If campers are all contained in the gym, move on to step 2.

Step 2 – Ensure All Campers Are Present and Keep Them Busy & Happy

- Divide into families/teams count to make sure everyone is there. If the situation is a missing camper, and one of the other campers on that team notices that they are not there, tell them that “They had to go to the clinic.”
- Keep in mind the Camp Staff & your Program Director are in control of the situation
- Keep the campers from finding out what is going on – **NO EXCEPTIONS, AVOID PANIC.**
- Counselors need to be posted at every gym door, only allow bathroom trips. Keep up with who is leaving and coming
- **Program Director:**
 - **Missing Camper:** stay in clinic where you can hear the radio and speak freely
 - **Other Threats:** go to the kitchen to meet with staff
- **Assistant Program Director** let the campers and all other counselors know that “there has been a weather alert, but there is nothing to worry about we just need to stay in the gym for a little while”.
- **Assistant Program Director** lead the campers in activities
- **Counselors** – DO NOT TALK ABOUT THE THREAT! Focus on the campers. They are very perceptive; you are the only thing keeping them from panicking.
- You will be notified when all is clear.

Everyone Pray Continuously. Don't forget to praise when missing camper is found or threat is over.