



EMERGENCY ACTION PLAN

for

Program Name: Summer Adventure Camp

Department: Town of Farmville's Parks and Recreation

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Philosophy, Structure, and Procedures

INTRODUCTION

This is the Emergency Action Plan (EAP) for the Town of Farmville, NC's Summer Adventure Camp. Within its pages are the basic philosophy, structure and procedures that will enable the town to prepare, respond and recover from major emergency and disasters.

PHILOSOPHY

The approach to this plan, as well as the approach to dealing with responses to disasters, is to keep it as simple and as helpful as possible. The plan recognizes that when disaster strikes, individuals who are participating in camp activities will look to strong, competent and well-trained leaders to help them come out of the event safely. This entails having a qualified and insightful management team that knows what to do in a wide variety of disaster scenarios. In addition, every counselor should understand their leadership roles whether they are in the classroom, in an office environment, in a common space, or out and about in the community (Santa Clarita Community College, 2019).

While many emergency action plans call for detailed instructions of "what to do" in countless 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 situations (Santa Clarita Community College, 2019).

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

STRUCTURE

The State of North Carolina requires that all public agencies handle emergencies through the application of procedures mandated by OSHA standards. Compiling an Emergency Action Plan is not difficult. An EAP is structured in a way that describes how employees will respond to different types of emergencies – considering their specific worksite layout, structural features, and emergency systems. The commitment and support of all employees is critical to the plan's success in the event of an emergency.

PROCEDURES

This plan 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 members of the department in the event of a camp emergency. It details suggested initial reactions that counselors should take in nine potential emergency scenarios. It also underlines the importance of immediate, clear, concise and complete communications to families, department heads, and constituents during emergencies. Although the primary focus of this plan is on preparation and response by counselors when disaster strikes, it also recognizes the immense task of recovery and returning the camp back to 'normal' operation and functioning.

Standardized Planning and Response

DEFINITION OF A CAMP EMERGENCY

Over the course of a fun-filled camp experience, situations may arise that threaten the health, safety or well-being of the camp participants, volunteers 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). Not every threat to the camp environment can be predicted or planned for; thus, the purpose of this plan is to outline responses to those incidents or situations we can predict – while also creating procedures that respond to incidences we cannot anticipate or predict. Though this is a written document, it is not intended to be in final form. It is designed to be reviewed by counselors, volunteers, and staff members – and updated annually to ensure the safest experience for the campers and adults at camp.

PHASES OF EMERGENCY MANAGEMENT

Camp and community disaster preparedness is often referred to as emergency management and involves thinking about hazards that threaten the safety of participants at camp and in the community. Emergency management planning can be divided into five phases: Prevention, mitigation, preparedness, response and recovery. Although each phase has specific tasks, the process is dynamic and interconnected (FEMA, 2019).

Prevention focuses on preventing human hazards, primarily from potential natural disasters or structural issues associated with camp location (e.g., broken window). Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, site planning and scouting, and overall camp design standards.

Mitigation is the effort to reduce loss of life and property damage by lessening the impact of disasters and emergencies. Similar to prevention, mitigation involves structural and nonstructural measures taken to limit the impact of disasters and emergencies. Structural mitigation actions change the characteristics of buildings or the environment (e.g., clearing an area of hazards). Non-structural mitigation most often entails adopting or changing building codes (i.e., fire alarm coordination and fire safety management).

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Training and exercising plans is the cornerstone of preparedness which focuses on readiness to respond to all hazards, incidents and emergencies. Therefore, all camp staff (i.e., counselors, volunteers) must be CPR/AED/First-Aid certified prior to beginning work.

Response 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 a catastrophic disaster or emergency (e.g., lost camper, medical emergency). 5

Recovery consists of those activities or actions that continue beyond the emergency period to restore camp functions and begin to manage 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.

CAMP EMERGENCY RESPONSE TEAM (CERT)

The Town of Farmville Parks and Recreation seeks 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 recreation department, camp counselors, and volunteers.

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

When the camp experiences an emergency situation (i.e., notified of 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:

- Coordination with outside support agencies (Sheriff, CDF, County Fire, USFS)
- Facility and Maintenance system soundness

Camp Director/ Program Coordinator:

- Accounting for visitors and staff
- Coordination of evacuation procedures
- Communication with Farmville Office
- Participant rosters with contact information
- Camp electronic files/documents
- On-site vehicle keys and medical bag
- Evacuation wristbands

Recreation Director/ Program Coordinator:

- Assemble mobile first aid kits and participant medications
- Staff and participant medical treatment (authorization and records)

Recreation Director/ Program Coordinator:

- Account for all camp participants and staff

If one member of the team is unavailable, the responsibility will fall on the next individual of responsibility according to the camp's operational chart. Each year, members of the Camp Emergency Response Team will review and train to the Emergency Plan and their respective role.

FIELD TRIPS

Prior to any field trips (e.g., Chuck E Cheese), the Program Coordinator will provide the Camp Director with a roster of all participants and itinerary to be used – including departure and return time and route to be taken. The Program Coordinator will identify evacuation routes from the camp location upon arrival.

FIELD TRIP COMMUNICATION PROCEDURE

This procedure provides that a cell phone be held by both the Program Coordinator and the Camp Director. In the case of an emergency assembly, the Camp Director or his/her designate would contact the Program Coordinator with the emergency information. The field trip counselors will account for all participants and coordinate with the Camp Director or his/her designate and will designate the appropriate action or safest method and path for evacuation.

ACCOUNTING FOR POPULATION

At the time an Emergency Assembly or Drill is called, all participants and staff will gather at the designated location. The primary emergency assembly location will be highlighted prior to departure (field trips) and will be provided to each counselor at the start of camp. Alternative locations may be provided as well.

The Camp Director/Program Coordinator will check with the CERT members to determine if all participants and staff are accounted for. In the case that a participant or staff member is missing, the Camp Director/Program Coordinator will organize a search using Camp's lost person 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 building/activities.

CAMPER FAMILIES

The Recreation Director/Program Coordinator shall coordinate communication with parents of campers. In the case of emergency that requires intensive on-site support of the Summer Adventure Camp participants, the assistance of off-site staff to communicate with camper parents may be required. In such instances, the Recreation Director/Program Coordinator will prepare a statement to be used when contacting parents.

LEVELS OF EMERGENCIES DEFINED

Not all emergencies that could occur during scheduled camp time would warrant the activation of the Emergency Communications Plan (ECP). The following guidelines are provided to assist in determining the appropriate level of emergency response:

- **Minor Emergency:** Any incident, potential or actual, that does not seriously affect the overall operations of the camp. Report the incident/emergency to the Camp Director or Program Coordinator (252.753.6722). Notification of the emergency will be transferred to the Recreation Director – but the activation of the ECP is unlikely.
- **Major Emergency:** Any incident, potential or actual, which affects a building or buildings, camper or campers, counselor or counselors while also disrupting the overall operation of the camp. Outside emergency services are required – as well as major efforts from the CERT and outside community resources. Decision considerations are required from the current administration during a major emergency. Report the incident/emergency to the Camp Director or Program Coordinator (252.753.6722). Notification of the emergency will be transferred to the Recreation Director – and the activation of the ECP is likely.
- **Disaster:** Any event of occurrence, which takes place that has seriously impaired or halted the operations of the camp. In some cases, injuries/casualties of people or property damage may have been sustained (i.e., tornado, flood). Coordination of efforts is required to effectively control or contain the situation. Outside emergency services are required and essential. In all cases of a disaster, the ECP will be activated and the CERT will be assembled.

Alerts and Alarms

EMERGENCY COMMUNICATIONS PLAN

This section of the Emergency Action Plan focuses on fundamental questions (e.g., “What do I do if...”) about a particular emergency or disaster occurs during camp. Answers vary according to the nature of the event itself, what is happening in the immediate environment, what the immediate surroundings look like, what the leadership style is, and a plethora of other concerns. The following sections serve to provide possible actions one could take, based on best practices and evidence-based research from professionals in the Recreation and Leisure field – as well the Emergency Response Field.

It is important to highlight that most of the procedures listed in the listed emergency scenarios in this EAP are simply the results of applying ‘common sense’ to unique circumstances. The sections attempt to apply reasonable steps that staff members of the camp can take – without having to memorize steps and procedures.

EMERGENCY COMMUNICATIONS AND NOTIFICATION PLAN

In the event of severe weather conditions or other full camp emergencies at Summer Adventure Camp or in surrounding areas, Camp staff will take the following steps to keep the department informed of the safety of the camper.

Baseline: Communication between the Camp Director and Program Coordinator will ensue. Through cell-phone communication, and the assembly of the CERT, camp staff will ensure the safety of all participants. Designated responsibilities will be assumed – and the ECP will activate.

Step 1: A detailed account of the current conditions at the camp or field trip location will be documented. This brief document will be placed in the ECP binder. The ECP binder will consist of: (a) steps to ensure camper safety, (b) steps to continue camp session, (c) camper identification and sign-in/sign-out sheet, (d) medical record sheet (i.e., on hand medicine), and (e) a general plan of how to get the campers back in a safe manner.

Step 2: In the case of an evacuation or major emergency, parents will be notified of (a) camper safety, (b) location, and (c) drop off point. We will use our camp registration email system to send this email to every parent/guardian email address you provided during registration. In the event that campers will be returning home earlier than expected, we will ask you to reply to our e-mail, so we can verify receipt.

If applicable, we will update our Facebook page and blog with relevant information.

Please note: The main priority in the event of any emergency at Summer Adventure Camp is the safety of the campers and staff.

FIRE ALARMS

In the event of a camp-related fire, camp staff must remain calm and prepare for evacuation.

The following steps seek to ensure that campers, as well as staff, remain calm and organized during a fire:

- a) Immediately pull the nearest fire alarm as you exit the building and activate the ECP
- b) When evacuating the building, be sure to feel doors for heat before opening them to be sure there is no fire danger on the other side
- c) If there is smoke in the air, stay low to the ground, especially your head, to reduce inhalation exposure. Keep one hand on the wall to prevent disorientation and crawl to the nearest exit
- d) Once away and clear from danger, call your report contact and inform them of the fire
- e) Go to your refuge area and await further instructions from emergency personnel

ALARM TYPE:	ALARM SOUND:
FIRE ALARM	5 short, intermittent rings
ALL-CLEAR SIGNAL	15-second continuous ring

Specific Event Emergency Procedures

EMERGENCY PERSONNEL

Designated Responsible Officials

- *Diane White, Recreation Director: 252-753-6712
- *AJ Evans, Recreation Program Coordinator Phone: 252.753.6722, Ext. 2236
- *Chris Stokes, Facilities & Sports Coordinator: 252.753.6722, Ext. 2245

Emergency Coordinator

- *Chief of Police – Jeffrey Spencer: 252.753.4111

EMERGENCY PHONE NUMBERS

- *Fire department: 252.753.2618
- *Paramedics & Ambulance: 911
- *Police: 252.753.4111
- *Building manager/Coordinator:

UTILITY COMPANY EMERGENCY CONTACTS

- *Electric: 252.341.8221 or 252.753.3128
- *Water: 252.753.6708
- *Gas (if applicable): 1.800.275.6264
- *Telephone company (if applicable): 252.377.9824

Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel (i.e., counselors) are:

- MEDICAL
 - FIRE
 - SEVERE WEATHER
 - BOMB THREAT
 - CHEMICAL SPILL
 - STRUCTURE CLIMBING/DESCENDING
 - EXTENDED POWER LOSS
 - OTHER (e.g., lost camper, unconscious camper)
-

Evacuation Routes

Evacuation route maps have been posted in each work area as well as within the ECP binder. The following information is marked on **ALL** evacuation maps:

- 1A Emergency exits
- 1B Primary and secondary evacuation routes
- 1C Locations of fire extinguishers
- 1D Fire alarm pull stations' location
- 1E Assembly points

**Site personnel should know at least two evacuation routes.*

Emergency Scenarios

ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- ❑ Be aware of your environment and any possible dangers

- ❑ Take note of the two nearest exits in any facility you visit
- ❑ If you are in an office, stay there and secure the door
- ❑ If you are in a hallway, get into a room and secure the door
- ❑ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- ❑ CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

Evacuate. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- ❑ Have an escape route and plan in mind
- ❑ Evacuate regardless of whether others agree to follow
- ❑ Leave your belongings behind
- ❑ Help others escape, if possible
- ❑ Prevent individuals from entering an area where the active shooter may be
- ❑ Keep your hands visible
- ❑ Follow the instructions of any police officers
- ❑ Do not attempt to move wounded people
- ❑ **Call 911 when you are safe**

Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- ❑ Be out of the active shooter's view
- ❑ Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- ❑ Do not trap yourself or restrict your options for movement
- ❑ To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

If the active shooter is nearby:

- ❑ Lock the door
- ❑ Silence your cell phone and/or pager
- ❑ Turn off any source of noise (i.e., radios, televisions)
- ❑ Hide behind large items (i.e., cabinets, desks)
- ❑ Remain quiet

If evacuation and hiding out are not possible:

- ❑ Remain calm
- ❑ Dial 911, if possible, to alert police to the active shooter's location
- ❑ If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- ❑ Acting as aggressively as possible against him/her

- ❑ Throwing items and improvising weapons
- ❑ Yelling
- ❑ Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ❑ Officers usually arrive in teams of four (4)
- ❑ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- ❑ Officers may be armed with rifles, shotguns, handguns
- ❑ Officers may use pepper spray or tear gas to control the situation
- ❑ Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- ❑ Remain calm and follow officers' instructions
- ❑ Put down any items in your hands (i.e., bags, jackets)
- ❑ Immediately raise hands and spread fingers
- ❑ Keep hands visible at all times
- ❑ Avoid making quick movements toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- ❑ Location of the active shooter
- ❑ Number of shooters, if more than one
- ❑ Physical description of shooter/s
- ❑ Number and type of weapons held by the shooter/s
- ❑ Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

CHEMICAL & HAZARDOUS MATERIALS

A hazardous materials incident can happen anywhere within Pitt County and can involve any potentially hazardous material. The Pitt County Local Emergency Planning Committee (LEPC) supports county-wide planning in addition to the site-specific planning by businesses and industries that use hazardous materials.

The Pitt County LEPC meets regularly under the auspices of the Public Health Emergency Preparedness and Response Committee. The citizens of Pitt County are best served when response capabilities meet a broad range of hazards. History shows that the majority of hazardous materials incidents present no health hazard beyond the immediate site of a release. This is due in part to the controls that many facilities employ and to the response capabilities that Pitt County has developed.

The Pitt County Hazardous Materials Response Plan addresses the rare incident that may have an adverse health impact beyond the immediate site of a release. For a plan to be successful, it must be used. The LEPC premise is that every response to a hazardous materials incident must be addressed by the plan, to enable an effective transition if the scope of the incident escalates to a major emergency.

A hazardous materials incident may be concurrent with another emergency, in which case the operations of the Pitt County Hazardous Materials Response Plan will be integrated with the overall response. Examples of these emergencies include, but are not limited to, a plane crash, train derailment, marine emergency, and/or acts of terrorism.

FIRE OR EXPLOSION

Fire in a municipal building is the most likely emergency that could result in loss of property and threat to lives. It is, therefore, most critical that individuals react quickly and responsibly to any indication of fire in their surroundings.

Procedures

If you SMELL smoke or gas

- From the nearest phone call the Farmville Fire Department at 252.753.2618

If you OBSERVE fire or smoke

- Do not shout "Fire!" Remain calm.
- Pull the nearest fire alarm. Notify those in immediate danger.
- From the nearest phone call the Farmville Fire Department at 252.753.2618 to notify the department of the exact location of the fire.
- If possible and safe to do so after initiating the fire alarm, attempt to extinguish the fire with a fire extinguisher.
 - Never use a fire extinguisher on a fire that is large enough to frighten you or when you do not have a way of escape.
 - No matter how small the fire, never use an extinguisher without sounding the fire alarm, in case you are overcome.
 - If you cannot extinguish the fire by yourself with one extinguisher, leave the area and let the professionals handle it.

- If it is not possible or safe to extinguish the fire, from the nearest phone contact the Farmville Fire Department at 252.753.2618 and provide the exact location of the fire.
- Do not prop open any fire doors. (Fire doors have automatic closers on them.)
- Evacuate, using appropriate exits and escape routes (do NOT use elevators). Provide assistance to those who need it.

If the fire alarm sounds

- All alarms should be treated as a valid fire alarm until Farmville Fire Department personnel verify that it is a false alarm.
- Stop what you are doing immediately, remain calm and follow instructions.
- Do not look for other people or attempt to take along belongings (other than your purse or backpack) - don't take the time to gather up your "stuff," your life is more important!
- Do not prop open any fire doors.
- Using the nearest exit or escape route (do NOT use the elevators), leave the building quickly and calmly.
- Persons with disabilities should be assisted out of the building or removed to a safe area to await evacuation by emergency responders.
- Proceed to safe ground at least 25 feet away from the building and out of the fire lane(s). The Recreation/Camp Director should notify emergency response personnel of missing or disabled persons.
- Do not obstruct fire hydrants or any fire/rescue workers.
- Do not re-enter the building until informed by a uniformed officer (fire or police).

Reporting

After contacting the Farmville Fire Department, and after meeting with the Farmville Police Department, contact your supervisor.

Any time that the fire alarm is activated, the building is to be immediately evacuated (see evacuation procedures).

Acting

If fire is observed or smoke smelled, **DO NOT HESITATE** to pull the fire alarm to evacuate the building. Notify the Farmville Fire Department immediately as to the specific problem and its location.

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' away.
- S**queeze and hold the handle to discharge the dry chemical inside the extinguisher toward the BASE of the fire.
- S**weep the nozzle back and forth at the BASE of the fire. Use entire contents of the extinguisher!

MEDICAL EMERGENCY

Most employers outside the medical professions, do not offer first aid or other emergency medical services. The capability to provide first aid services is not required by OSHA unless other medical care is not reasonably close to the workplace. In the event of an accident or emergency, however, it is foreseeable the employees may voluntarily choose, as a good Samaritan act, to aid a person who is in need of first aid or CPR. In addition, minor injuries sustained by employees should receive first aid treatment, if appropriate.

The most important thing for employees to consider is they should not attempt to provide aid beyond what they have been trained to do! When in doubt, the injured or ill person should be made as comfortable as possible and outside medical aid summoned immediately. Employees who have not received first aid training should refrain from any type of medical response. Those who are trained are identified in the Emergency Action Plan.

Trained employees who provide first aid assistance must be aware of the risk of potential exposure to bloodborne pathogens. Therefore, it should be understood that any persons offering medical assistance must practice “universal precautions” by assuming all human blood is contaminated with bloodborne pathogens as described in their training. Employees who are designated as first aid and CPR providers must be recertified annually by the American Red Cross.

First Aid Kit Contents

The selection of an appropriate first aid kit is an important part of an effective first aid safety program. Although Cal/OSHA requires that first aid kits be available, it does not provide a mandatory list of contents in its rules for general employers. Instead, it requires that the contents of a first aid kit be approved by a physician if it is to be used in an industrial setting. Given the relative safety of most office and other commercial establishments and the predictable kinds of injuries, a first aid kit list of contents based on those required for the construction industry may be appropriate. In addition, masks and gloves for bloodborne pathogen protection also are recommended. Thus, the supplies recommended for a typical employer’s first aid kit are as follows:

- Disinfectant solution
- Safety pins
- Tweezers and scissors
- CPR mask
- Latex gloves
- Face shield/mouth protector
- Protective gown
- Triangular bandage
- Adhesive dressing (Bandages)
- Adhesive tape rolls, 1 inch wide
- Eye dressing packet
- 1-inch gauze roll or compress
- 2-inch gauze roll or compress
- Sterile gauze pads, 2-inch square
- Sterile gauze pads, 4-inch square

The contents of each first aid kit should be checked periodically (at least monthly) to ensure an appropriate supply of each item is kept on hand.

NUCLEAR/RADIOLOGICAL

Personal Decontamination

Contaminated areas of the body need to be identified using appropriate survey methods. Do not use any decontamination methods which may spread material, increase penetration into the body, or cause spread to a wounded area. Loose particles may be removed by gently applying the adhesive side of tape to the particles attached to skin.

Most contamination may be removed by running water over the contaminated area. Use soap or detergent if water by itself doesn't remove all the contaminants and by applying gentle scrubbing. Avoid harsh scrubbing which may increase skin penetration. If decontamination of personnel was not fully successful, consider inducing perspiration by covering the area with plastic. Then wash the affected area again to remove any contamination that was released by the perspiration. If contamination still persists, stronger decontamination methods may be necessary.

Laboratory Spills

Where danger of spills of radioactive material exists, secondary containers or trays should be used. Containers should be covered whenever possible and only those amounts of radioactive material immediately necessary should be taken from the stock. In the event of accidental spillage, keep calm, use common sense, protect people, and do not spread the contamination.

If high radiation levels or the possibility of airborne contamination from volatile or dispersal radioactive material is present, evacuate the laboratory immediately; secure the laboratory to prevent entry; notify RSO. Unnecessary movement or touching shall be avoided. **Use the following as guides:**

S: Stop. Localize the spill. Put on disposable gloves, right the container, and blot the spill with absorbent material. Do not wipe or use wiping motions because this may spread the contamination

W: Warn. Notify persons in the area that a spill has occurred.

I: Isolate. Report the incident to the Raleigh Radiation Safety Office.

M: Minimize. Minimize your exposure.

S: Survey. Survey the area with appropriate instruments. Check the area around the spill, your hands, clothing and shoes for contamination.

SEVERE WEATHER

In the event of an earthquake, fire, disease, outbreak of riots, war, severe inclement weather (including tornado, hurricane, etc.), flood, or other catastrophe, all parents or guardians must contact the Farmville Parks and Recreation office at (252) 753-6722 and/or the Farmville Police Department at (252) 753-4111. For specific information regarding child pickup, parents/guardians should call the Recreation Program Coordinator at (252) 753-6722. No campers/staff members will be allowed to leave camp prematurely without the consent of the Recreation Program Coordinator.

If severe weather approaches (thunder and lightning) all outside areas will be closed and campers must leave the area immediately. Other weather conditions (fog, high winds, mist), which may close down the outside areas, will be up to the discretion of the Recreation Program Coordinator and/or Camp Director.

Potential severe weather conditions that may impact Summer Adventure Camp include flash floods, severe wind and thunderstorms, and tornadoes.

1. In the event of severe weather, the Recreation Director or designated emergency staff shall issue, when appropriate, advance warning to allow camp staff, adult volunteers, teen counselors, and campers to take shelter at safe locations (e.g., administration building, gym, etc.) with their groups from the effects of the disaster. Safe locations at this camp include the Farmville Middle School bathrooms and gymnasium.
2. During flash floods and severe wind and thunderstorms, camp staff, adult volunteers, teen counselors, and campers shall be assembled inside a building (until there has been at least 30 minutes from the last thunder rumble).
3. During severe weather including tornadoes the recreation staff will monitor severe weather through the radio, internet, and local authorities. The camp director will be notified if it becomes necessary to move everyone.
4. Following the natural disaster, the Recreation Director or designated emergency staff shall order a headcount by assigned personnel, if determined necessary. As part of the headcount, Camp Director(s) shall assess the physical well-being of campers and report and injuries or illnesses to the Recreation Director or Recreation Program Coordinator.
5. The Recreation Director or Recreation Program Coordinator shall evaluate and treat injured or ill campers. The Recreation Director will determine those cases requiring evacuation to an emergency medical facility.
6. The Recreation Director, in consultation with the Recreation Program Coordinator, will notify the parents or guardians, of campers transferred to an emergency medical facility.
7. The Recreation Director or designated emergency staff shall initiate inspections of the camp facilities and grounds by assigned personnel as described above. The inspections shall identify damage that has occurred and restrict access to spilled chemicals, downed trees and power lines, damaged buildings and equipment, and areas that are flooded.
8. The Recreation Director or designated emergency staff shall determine whether the impact(s) of the natural disaster require relocating campers to secure and safe harbor areas within the camp property or evacuation of the camp.

9. Should an evacuation order be issued, then the Recreation Director shall implement the camp evacuation procedure.

10. Should natural disaster impacts pose unacceptable illness or injury risks to camp volunteers, teen counselors, and/or campers, then the Summer Adventure Camp Emergency Action Plan's Recreation Director or designated emergency staff shall restrict outdoor camp activities or shut the camp down to protect the health and safety of the camp participants.

11. The Recreation Director shall contact the County Director and notify them of the status of the natural disaster situation.

UTILITY FAILURE

Water

1. **Loss of pressure** or unusually rusty-looking water is a symptom of a problem in the system. The units at the end of the system are typically the first to notice the problem. Immediately notify the camp director if you suspect a problem.

2. Should a **major leak/break** in the line occur in your area, shut off the water as instructed during pre-camp training. Use a telephone to notify the camp director or recreation program coordinator.

3. If the **water system fails**, the Recreation Director, Recreation Program Coordinator, and the Camp Director(s) should be notified immediately. The on-site building manager shall assess the situation and handle all repairs.

Electrical

A power loss may occur from sources inside or outside the camp. An electrical fire must be dealt with immediately. Be sure everyone knows that the wires and electrical equipment substations and large green transformer boxes are dangerous and off limits. Complete a Request for Repair for the maintenance staff if you see one unlocked.

1. **Lack of Power:** Check the circuit breakers as instructed during pre-camp training. A "tripped" breaker will be positioned midway between on and off and may have some red showing. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to "off" and report the problem along with the breaker number on the Request for Repair form. Stay put. The administrative staff will come with an appraisal of the situation and instructions.

2. **Electrical Fire:** Sound air horn and divide duties. Assemble and evacuate all campers, notify camp director and recreation program coordinator while staff fights the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.

3. **Downed power lines** are extremely dangerous. Stay clear and don't touch them.

4. If a **power outage** occurs, the Recreation Director, Recreation Program Coordinator, and the Camp Director(s) should be notified immediately. If a downed power line occurs, make sure everyone stays clear of the line and no one attempts to touch it.

5. 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.

VIOLENT OR THREATENING BEHAVIOR

Violence Prevention

- *Prevent violence against youth by supporting programs that emphasize awareness and education in personal safety and positive interpersonal relationships.*

This goal is to ensure that youth have healthy activities to engage in and are around positive influencers so that violent and negative risk-taking behaviors are not seen as normal in life. Youth are encouraged to develop talent and skills in a positive manner and be involved in their community. Youth will learn the importance of personal safety, positive interpersonal peer and adult relationships.

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Disgruntled Parents/Constituents

Step 1: Just Listen

Your first step is to do nothing. Just listen. Don't interrupt and don't be in a hurry to jump in. Doing so will only make them angrier and more intent on making a big issue out of it. Respond only after they've gotten everything off their chest.

Step 2: Categorize

If the complaint is related to standardized methods, activities or curricula, camp policies, and other areas out of your control, then refer them to the Recreation Program Coordinator without further comment.

If the complaint is in regard to your camp management plan, safety policy, or camp procedures, then politely explain why you do things the way you do. Without being defensive, educate them on how your program works to protect every camper's right to play and enjoy camp.

Be open, inviting, and personable, and they'll walk away impressed with you and the way you run your summer camp.

If the complaint falls outside the first two categories, usually a behavior issue or incident, then proceed to step three.

Step 3: Empathize

Validate the parent's feelings by telling them that you understand why they're upset and why they feel the way they do. Keep in mind that just because something doesn't seem like a big deal to you, doesn't mean that it isn't a very real concern to them.

Step 4: Take Responsibility

Whether or not you're directly responsible for why the parent is angry is irrelevant. Take responsibility anyway. It's the fastest way to diffuse their anger and is the right thing to do—for them and for you.

Simply say, "It's my responsibility and I'm going to take care of it."

Step 5: Apologize

When you take responsibility, it's only natural, and befitting, to apologize—even if you don't entirely see things their way. You might say, "Hey, I'm sorry you had to come to me with this." Or "Gosh, I'm really sorry this happened."

Often, that's all a parent wants to hear.

Step 6: Fix It

End your conversation by reiterating that you're going to take care of the problem. But this time be specific. Say something like, "Rest assured, I'm going to see to it that Anthony doesn't bother your daughter during activity time any longer."

And then do it. Don't let it wait. Fix the problem as soon as you're able.

Step 7: Follow Up

After you've taken care of the problem, contact the parent to let them know. There is no reason to apologize again. And there is no need to go on and on. It's over and time to move on.

Before ending the conversation, thank the parent for coming to you, and then ask them to contact you if they have any more concerns.

Note: The more inviting and accommodating you are to parents, the less they'll complain, the less involved they'll be in your beeswax, and the more they'll want to support you.

LOST CAMPER

- A. Find out last known location of missing person(s).
- B. If a full search and rescue is called for, with or without assistance, the Camp Director or Recreation Program Coordinator will take charge and remain in communication with all rescuers via radios and possibly cell phones.
- C. The Director or Recreation Program Coordinator will assign a leader and assemble a rescue team of staff, equipped with whistles, maps, radios, and med kits to perform a search and rescue.
- D. Specify when and how each team should check in with control center. For instance, suggest calling into camp every 15 minutes, stating location and what area has been covered. Instruct everyone to meet back at the control center location after a predetermined time for redeployment.
- E. Several factors influence the decision as to how best to look for a person or group who is thought to be lost or 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. How much daylight is left?
6. Do weather conditions present an additional danger?
7. Did they sign out?

F. 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 and not more than a half hour has passed - or if the sign out sheets indicate a specific destination.
2. A **full grid search**, conducted by staff and other adults covering much of the immediate area. After two hours, all members of the search team should return to camp.
3. If missing person or group is still not found, additional search and rescue personnel will be called. The Recreation Director will coordinate with emergency personnel to perform a more thorough search and rescue.

G. If missing person is not found within one hour, reassemble group and perform a grid search in the immediate area.

H. When missing person or group is found, call in and return to control center or activate medical emergency procedures.

VIRAL AND/OR BACTERIAL INFECTION(S)

Purpose

- *Viral and/or bacterial guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight.*

This goal is to ensure that youth are immersed in safe activities and programs. Staff are encouraged to promote cleanliness during camp hours – while also engaging youth in active programs.

Definitions

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Procedures

At a school, daycare center, office, or other facility that **does not house people overnight**:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.