



Emergency Procedures

Policy

Every Program Director should be prepared for any possible emergency. The staff should be familiar with the overall emergency plan and the supervisory staff need to be ready to implement said plans. In any emergency plan the Program Director should demonstrate professionalism.

In the event of a major emergency, only the Executive Director should make public comments concerning the emergency. Woodland will always cooperate with state and local governing agencies.

Media Relations

Relations with the media will be cordial and honest. All inquiries by the media will be handled by the Executive Director or his appointee. It is important that only one person speak on behalf of the camp regarding any crisis. Information will only be provided as we are able to be sure of its validity and that it will not damage the camp or a family.

Medical

Procedures

1. Contact the Camp First Aid Tech.
2. Keep the victim calm and comfortable.
3. Concern yourself with breathing first, then bleeding.
4. If there is a possible back or neck injury, do not move the person.
5. Report to the First Aid Tech or EMT facts, not your diagnosis.
6. Keep other campers and staff away from the person.
7. Notify the Executive Director (if possible) before calling for an Ambulance.
8. If a person is taken to the hospital, parents should be called before, during and after the hospital treatment.
9. Always send the registration card with the camper. Give the camper's home address and insurance information.

Emergency Procedures Continued

- Fire**
1. Use fire extinguisher if possible.
 2. Report fire immediately to the main office or call the Executive Director.
 3. If needed contact Carroll County Fire Department at 911.
 4. In a structure fire, account for all campers and staff.
 5. Keep roadways and waterfront clear.
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- Tornado**
1. Seek shelter immediately.
West Camp: Go to Cabins (Lie in floor)
Junction Camp: Go to Junction Basement
Outside: Lie in ditch or low area
 2. Account for all campers and staff.
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- Lost Camper**
1. Double check area where camper is supposed to be.
 2. Use PA system.
 3. Call all campers to chapel to update last sighting.
 4. Organize staff to begin search under the direction of the Program Director, Director of Camp Operations or the Executive Director.
 5. If camper is not to be found, call 911.
 6. When camper is found, notify all campers and staff.
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- Lost Swimmer**
1. Lifeguard should blow whistle.
 2. All canoes and boats should be docked.
 3. A Search, using staff under the direction of a life guard or the Director of Camp Operations or the Executive Director, should begin immediately.
 4. If sure camper has gone down in lake, call 911.
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- Lightening Storm**
1. Seek Shelter immediately.
 2. Stay off open fields.
 3. If outside, seek low area away from tall trees.