



General Camp Emergency Procedures

The emergency procedures in this document are similar to what is available in the Summer Camp Emergency Packet that you receive each spring. Use the information in this document to plan/update your emergency procedures. During camp, use the latest Summer Camp Emergency Packet.

Preparing for Day Camp Emergencies

At Girl Scouts our motto is “be prepared!” As you prep for your day camp this summer, we ask that you review the following emergency prevention strategies and procedures, camp specific emergency information. The Safety Activity Checkpoints found on our website also contains relevant information. Many of the forms needed in the event of an emergency are also found on the website.

Day camps that occur at Camp Lakamaga and Elk River will typically have a River Valleys Camp Director on site. In emergency situations, the River Valleys Camp Director will be your point of contact. If your day camp occurs at Sagata Troop House, Edith Mayo, or another property not owned by River Valleys the service unit day camp director will be the point of contact, ensuring that emergency procedures are being followed.

Please note that throughout this packet, any reference of “camp director” refers to the camp director on staff or the volunteer day camp director (for non-River Valleys resident camp sites). In many emergency situations, both River Valleys camp director on staff and the volunteer led day camp director will work closely together to ensure the safety of all girls.

PRIOR TO THE START OF CAMP

Preparation for what to do when an emergency arises is key to ensure the safety of all. Prior to the start of your day camp, review the following with both girls and volunteers:

- The buddy system – identify who will be “buddies” throughout camp and in what situations you may need to use the buddy system.
- Location of shelters in case of severe weather
- What the camp’s alarm system is and what to do if they hear it
- Location of the first aid kit, fire extinguisher, and any additional emergency equipment

Please also review the following with all day camp volunteers:

- Location of girls’ health history forms

- Any allergies or medical conditions of the girls and where their medication is located (ex: inhaler, EpiPen, etc.)

WHAT TO DO WHEN AN ALARM SOUNDS

There are different alarm systems at each of the camps (see table below). If you hear either or both alarms, stop all activities immediately, assemble all campers in a buddy line and count to be sure all girls and volunteers are accounted for, and then move quickly to the designated check-in area (dining hall if at a River Valleys resident camp). All persons, if possible, should have shoes on their feet, and if at night, flashlights. Upon arrival, do another head count and report the number of girls and volunteers present to the camp director or person in charge. Keep campers calm and wait for further instruction.

Location	Alarm System
Camp Elk River	siren, phone intercom system
Camp Lakamaga	bell and air horns
Camp Edith Mayo	air horns

Sagata Troop House does not have an alarm system. Day camps at these locations or non-River Valleys properties should establish an emergency alert system of their own (travel air horn, whistle, bell, etc.).

The camp director should do the following:

1. Assign someone to call 911 if necessary. Be prepared to tell the dispatcher the problem, location, and type of assistance needed. River Valley camp properties will have the camp address posted by all camp phones. These addresses are also listed in the camp specific emergency information section of this packet.
2. Assign someone to account for all campers and staff.
3. Assign someone to follow the crisis communication plan, if appropriate.
4. Assign other adults to specific responsibilities depending on the situation (i.e. search areas for camper, head to waterfront, etc.).
5. Assign someone to contact parents/guardians of girls if necessary.
6. Adults without responsibilities should stay with the girls to keep them calm and should be ready to help out as asked or needed.

Camp Emergency Procedures

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent River Valleys’ camp guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the girls and adults at camp ALWAYS comes first.

Please note that these procedures are for all River Valleys camps and are based on the American Camp Association's recommendations for emergency preparedness and response. Not all the procedures or strategies may be applicable to your day camp.

GENERAL PREVENTION STRATEGIES

- Know where all emergency equipment, first aid kits, fire extinguishers, rake, bucket, shovel, walkie talkies, telephones, bells and air horns are located in all areas of camp, and how to use them.
- Keep accurate count of campers at all times.
- Review safety procedures with girls and volunteers
- Carry a flashlight with you in the evening. Campers should use the buddy system at all times and staff or volunteers should use the buddy system at night.

NIGHTTIME SECURITY STRATEGIES

- Never investigate anything suspicious alone or without informing someone that you are doing so.
- After dark always have an adult staff or volunteer accompany girls who need to leave their unit/sleeping areas. This includes going to the health center for routine medications, bathrooms breaks, and anything else that takes girls outside the cabin/sleeping area at night.
- Always have a unit flashlight in working order and keep it available in the unit. All staff and volunteers should have their own flashlights for their personal use.

FIRE

WOOD, CHEMICAL/GASOLINE, AND FOREST

Prevention Strategies

- Have a designated adult assigned to supervising any fire or camp stove when in use, or when doing any activity requiring heat (i.e. candle making, making s'mores, etc.)
- Ensure that fires are out and cold before leaving the unit or going to bed.
- Never leave a fire unattended.

Response Strategies

The safety of campers and adults is most important. Facilities can be replaced, people cannot. If you discover a fire:

1. Be calm at all times and reassure the campers.
2. Determine the extent and location of the fire.
3. Evacuate the campers from the vicinity.
4. Ensure that you have an escape route (or exit) before fighting the fire.
5. Notify the camp director to give location and severity of the fire.

WOOD FIRE

1. Put out the small fires before they grow; smother with dirt or sprinkle water directly on fire.
2. Push a small, spreading fire toward its origin (with rake or shovel); take care that clothing does not catch fire.
3. Use an all-purpose fire extinguisher located in all buildings and units.

CHEMICAL OR GASOLINE FIRE

1. DO NOT USE WATER.
2. Use fire extinguishers (rated ABC) in camp buildings and vehicles.
3. Use baking soda or flour if available.
4. If it is a backpacking stove and it is possible to turn off the gas, do so. Otherwise smother or use dirt.

FOREST FIRE

1. If the fire is a forest fire approaching camp, the camp director will begin emergency procedures.
2. The camp director will determine a safe route for evacuation through consultation with fire authorities.
3. As groups check in they will be given evacuation instructions.

Evacuation Procedures for Fire

All roads are to be kept clear at all times for the emergency vehicles. Campers and adults should walk on the left-hand side of the road.

1. Signal: the camp director will initiate the fire emergency procedures by triggering the alarm for that camp location. All campers and adults should head to the designated area and check in with the person in charge. If the designated area is the location of the fire, move away from the fire and wait for instructions on where to head next.
2. One adult will be assigned to manage communications:
 - a. Contact local fire and medical authorities by calling 911. Our location is noted by each telephone. Be prepared to tell authorities the problem, location and type of assistance needed. One adult will be sent by the camp director to meet emergency personnel and direct to location of fire.
 - b. Contact council headquarters, following crisis communication plan.

SEVERE WEATHER

SEVERE STORMS, TORNADOES, HIGH WINDS AND LIGHTNING, FLOODING

In the event of severe weather, an alarm system will sound. If severe weather occurs during the night, the camp director on staff will send property staff to notify groups directly or connect via walkie talkie or phone call.

Prevention Strategies

1. A weather radio will be available at River Valleys camp properties at all times. The camp director or designated adult will monitor weather situations.
2. Staff or volunteers should also be assigned to monitor weather via TV or internet if possible.
3. Adults are to be aware of the weather at all times.

Response Strategies

1. The camp director on staff will:
 - a. Assign an adult to continuously monitor storm reports.
 - b. Make the decision whether to initiate evacuation of the unit areas.
 - c. Assign an adult to manage communications.
 - d. Assign an adult(s) to drive or walk to units and program areas to notify staff and campers.
 - i. If driving, all vehicle safety procedures need to be followed (approved driver, seatbelts worn, etc.)
2. All groups will proceed to the nearest shelter when notified of the storm.
3. Adults without groups should check in with the communications staff to receive instructions.

Evacuation Procedures for Severe Weather

All adults and campers should proceed to one of the designated severe weather shelters - whichever is closest. These are listed in the Camp Specific Emergency Information section of this packet.

TORNADO

Conditions include warm weather followed by a rapidly approaching cold front. There will be a yellow or green cast to the sky. A tornado sounds like a train or jet plane when it is close by. Basically, storms travel from the northwest to the southeast. The best protection is to find a basement area and crouch in the southwest corner.

Response Strategies

1. If time does not allow for evacuation, groups should seek shelter underneath the tent platforms or in unit shelters crouching with head down, hands protecting head in a southwest corner of any low area.
2. For tornadoes, the best protection outside is to seek shelter in a ravine trying to wedge yourself under a sturdy rock ledge or other solid shelter on the east-facing slope. The tornado will generally jump from the top of the hill, missing the hillside and land in the

bottom of the ravine. Find a position about one-third to two-thirds of the way down from the top of the hill.

3. If campers are in boats or canoes, or in the water, they should head for the nearest shore, and then find a low area to take shelter. Campers should lie down and cover their heads.

ELECTRICAL THUNDERSTORMS

1. If you are on the lake, get to shore immediately.
2. Seek out the nearest shelter.
3. In buildings stay away from doors, windows, fireplaces, stove, and other metal objects.
4. Do not take showers during storms.

FLOODING

1. Seek out nearest shelter in high land.
2. The camp director will determine a safe route for evacuation through consultation with local authorities.
3. As groups check in to the designated area they will be given evacuation instructions.
4. Evacuate as necessary based upon guidance from emergency services.

The following two emergency procedures regarding an unauthorized person in camp and an unauthorized person determined to cause harm are specific to Camp Lakamaga, Camp Elk River and Camp Edith Mayo. If your day camp is not at one of these properties, we ask that you check with your site to see what their emergency procedures are for these situations. If they do not have an emergency procedure in place, we suggest that you create your own, modeling the procedures outlined below.

UNAUTHORIZED PERSON IN CAMP

STRANGER, VISITOR, INTRUDER

Prevention Strategies

1. The camp director and property staff do an annual review of security concerns of the site prior to summer (May).
 - a. Local law enforcement should be invited to attend and review site security at the same time
2. The camp director must be notified in advance of all visitors.
3. The camp director will announce at meal time or staff meeting each a.m. when visitors are expected to be at camp.

4. All visitors must check in at the office and will be accompanied by a staff member and/or will wear a visible visitor tag.
5. All staff and campers will wear a nametag/identification throughout the day when the activity allows.
6. Any non-staff member on camp without the visible visitor tag should be considered an intruder.

Response strategy if a person is on site and not accompanied by a staff or volunteer or wearing a visitor badge:

1. If you are comfortable, approach the person and ask, "May I help you?" and then escort the person to the camp director or other director OR contact any of these people via phone without leaving the visitor.
2. If you are not comfortable or the person is acting strange, immediately notify the camp director or member of the leadership team.
3. If the person is deemed as trespassing and has no legitimate business on camp, they will be asked to leave and escorted out of camp.
4. The adult involved will report all details of the visitor to the camp director who will document the incident. Take notice of physical appearance or license plate, etc.
5. The camp director will determine whether or not to contact the authorities.

If campers see someone in camp that they do not recognize they should:

1. Tell a staff or volunteer immediately. They should not talk to this person.
2. Staff or volunteers should find out where the stranger was and report this information to the camp director immediately.
3. When a stranger is sighted in camp, all adults should be notified and a count of all campers should be taken. Campers should be under constant adult supervision until the stranger leaves.

UNAUTHORIZED PERSON IN CAMP WHO IS DETERMINED TO CAUSE HARM

In the event of:

- An aggressive and/or dangerous intruder
- Gunfire on camp
- A situation where an intruder is trying to hurt a large number of people
- A situation where an intruder is trying to abduct or hurt an individual child or small group
- Any other dangerous or potentially dangerous situations

Lock down procedures should be initiated immediately.

1. The camp director or a member of the leadership team needs to be notified of situation immediately.
2. "Code Red" emergency is activated
 - a. 911 is called and EMS activated (Person 1)

- b. All staff and volunteers are notified in one or more of the following manners (Different than Person 1 if possible)
 - i. Internal camp phones are used to notify staff of Code Red and location (for example – if a violent intruder is in Grey Koch at Camp Elk River – the message would be Code Red – Grey Koch)
 1. Staff are trained to move as quickly and quietly and as far away from the location as possible
 - ii. Runners are sent to notify groups and staff or volunteers that are out of reach of phones.
3. As with all emergencies, it will be important for the camp director to designate someone to account for all groups, their location and that they have been notified of the Code Red situation

When Code Red Warning is received by staff or volunteers, they will need to get their campers out of harms way. This may include:

1. Hiding campers in cabins, under beds, out of sight, with doors locked
2. Leading campers away from the main camp area or open areas and into the woods
3. All campers and staff should remain in code red lock down until notified by authorities that it is safe to come out.
4. Put into action the Crisis Communication Plan as soon as possible.

MISSING/LOST/RUNAWAY CAMPER

These procedures should be used in the event of a missing person OTHER THAN AT THE WATERFRONT.

Prevention Strategies

1. When campers arrive, staff or volunteers will familiarize them with the site by giving them a tour.
2. Campers should never go anywhere without a buddy.
3. Campers leaving the main group should always inform a staff member or volunteer of their destination and go with a buddy.
4. Group leaders should conduct a camper count prior to leaving one site to go to another. Upon arrival at the next site another count should be conducted.
5. Campers should be instructed to remain where they are if they should get lost.

Response strategy if a camper is suspected of being missing

1. One adult should immediately backtrack to the camper's previous location(s). If the camper is not found by the adult at the previous location or nearest latrine, the camp director should be notified immediately.
2. The camp director will assign a stationary communications person that is centrally located. This person will be in communication with the camp director and additional staff to help direct the search.

3. The camp director will notify other adults to assist in the search, while making sure that all adult to camper ratios are being maintained.
4. Adults will be assigned to search in all directions radiating from the last known location.
5. The camp director will initiate a systematic search of all other units, program areas, trails and roads.
6. If the camper is not found after a complete search or within 20 minutes of searching, the camp director will notify the authorities.

ANIMALS

RACCOON, SKUNK, PORCUPINE, RODENTS, BEAR

Animals tend toward energy conservation which means that they will try to meet their basic needs for survival in the most efficient manner. Humans tend to create easy access to those needs because we do not understand their patterns of living.

Prevention Strategies

1. Learn about the animals that are present in the area.
2. Animals need and love food! Keep all food out of sleeping areas. Clean up all food debris thoroughly after eating or cooking. Remove any garbage and food supplies from outdoor day camp units every night before bed. Do not leave food unattended. Secure and contain food using appropriate methods when away from buildings (such as in day camp units). If animals do not find easy access to food, they will move on.
3. Make noise! Animals tend to move away from the intrusive sounds of human noise unless they have discovered that humans = food.
4. Rodents like mice and chipmunks will seek soft materials for nesting. Secure all clothing in well-protected containers.
5. Bears, raccoons, mice and skunks tend to be nighttime travelers. Chipmunks and squirrels are active during the day.
6. Stay out of areas that tend to be well trafficked by dangerous animals. Bears eat berries so make noise when nearing berry thickets in late summer.

BEAR

1. Stop your group.
2. Stay close together, talk loudly and move away from the bear.
3. Never walk between a mother and her cubs.
4. If you meet a bear on a trail back away and off the trail.
5. If the bear is far off the trail, continue quietly on your way (watch for mothers/cubs).
6. If you see a bear in camp, notify the camp director of the bear's location.
7. Never provoke a bear by throwing objects at it. Make loud noises with available materials (metal pots, etc.).

RACCOON, SKUNK, PORCUPINE, OR RODENTS

1. These animals tend to be active at night. If they are around in broad daylight, be suspicious of illness (rabies) and stay far away, notifying the camp director on staff or maintenance staff as soon as possible.
2. Making noise to scare the animals away is the best defense. If they do not move away, their behavior looks threatening (heavy stepping toward you), they are weaving or looking confused, BACK AWAY and notify the camp director.
3. Some rodent urine may contain viruses like Leptosporosis or Hanta Virus. Do not sleep in areas where there is evidence of infestation by rodents. Leptosporosis is generally contracted through the infected urine of rats which generally live in cities. Hanta Virus is carried by infected mice and is generally found in the Southwest United States. There have been no known cases reported in this area, however, safety precautions should still be followed.
4. Clean any rodent feces or urine with a bleach and water solution of 200ppm (1 tbsp/gallon).
5. If anyone is bitten or scratched by an animal, they should be brought to the camp's health care director (if on site) or to the hospital (if there is no health care director at the location) for medical treatment as soon as possible.

POWER OUTAGES

LOCAL OR NATIONAL LOSS OF POWER

Loss of power may affect the operation of camp differently if occurs at night or during the day. In the event of a loss of power, the local electric company should be contacted for an estimated time frame until normal power returns. Flashlights should be available at all first aid kit locations and can be used to assist where needed.

LOSS OF POWER DURING THE DAY

1. Activities may continue as long as it is safe to do so and they do not involve any hazards from loss of power. Outdoor activities would be a good option during this time. If the activity takes place in a space without natural lighting, it should be relocated as necessary. Lack of light may increase chance of injuries such as slips and trips, or breakage of equipment.
2. If power is out for a prolonged period of time, provisions should be made to preserve food in coolers and freezers as well as any refrigerated meds.
3. The camp director will connect with local services to establish a time frame and implement procedures as needed.

LOSS OF POWER AT NIGHT

1. The camp director will contact local services to establish a time frame until normal power is restored.
2. The camp director will notify other camp staff and volunteers as needed in units.
3. Provisions will be made for storage of food and medications as needed.

Camp Specific Emergency Information

If your day camp is not at a Girl Scouts River Valleys property, research your location's weather shelters and emergency signals and contacts.

CAMP LAKAMAGA

12303 Lakamaga Trail N, Marine on St. Croix, MN 55047

Phone Number: 651-433-4690

Weather Shelters

- Shower house – located on the lower level of the Lakamaga Troop House, use both sides and keep girls towards the inner walls.
- Mary Randall basement – fill the inner area with no windows first and then outer areas as necessary. Avoid windows as much as possible.
- Program Center basement – there are wooden shutters that are numbered and should be put on the windows by adults. Shutters are located in the closet of the main room.
- Dining Hall hallway, and bathrooms – use the bathrooms first as they have no windows. Utilize the center of the hallway next and keep girls in the center away from windows.
- Director's House basement – this will not always be open or available if the director is not home or present, but do know there is a basement and certainly anyone at the entrance to camp on a hike or bike ride should check to see if this is available.

Emergency Check In Location – Annie Paper Dining Hall, or in weather emergency - shelters

Emergency Signal – continuous ringing bell and/or air horns

LOCAL EMERGENCY SERVICES

Washington County Sheriff's Department

15015 62nd Street North, Stillwater, MN 55082
Phone: 651-439-9381

Fairview Lakes Regional Medical Center
5200 Fairview Boulevard, Wyoming, MN 55092
Phone: 651-982-7000

Scandia Fire Department
15040 Scandia Trail, Scandia, MN 55073
Phone: 651-433-4383

CAMP ELK RIVER

10775 237th Ave. Northwest, Zimmerman, MN 55398
Phone Number: 763-441-0169

Weather Shelters:

- Gray Koch hallway – located on the main level of the Gray Koch building. Use the bathrooms first as they have no windows; use both sides of the hallway and keep girls towards the walls.
- Timbermeade basement – fill the inner area with no windows first and then outer areas as necessary. Avoid windows as much as possible.
- Equestrian Center– Utilize the center of the room and keep girls in the center away from windows.

Emergency Check In Location –Gray Koch, or in weather emergencies - shelters

Emergency Signal – siren and phone intercom system (or air horns during power outage)

LOCAL EMERGENCY SERVICES

Sherburne County Sheriff
13880 Business Center Drive, Elk River, MN 55330
Phone: 763-765-3500

North Memorial Ambulance Service Headquarters
4501 68th Ave N., Brooklyn Center, MN 55429

Phone: 763-581-9900

Zimmerman Fire Department

13028 Fremont Avenue, Zimmerman, MN 55398

Phone: 763-856-2280

SAGATA TROOP HOUSE

288 Lake St S., Bayport, MN 55003

Phone Number: 651-439-7946

Emergency Shelter – located in the restroom or you can go to the Bayport Police Station on the corner of 3rd Street North (Hwy 95) and 2nd Avenue North.

LOCAL EMERGENCY SERVICES

Bayport Police

294 3rd St N., Bayport, MN 55003

Phone: 651-275-4400

Bayport Fire

1012 5th Ave N., Bayport, MN 55003

Phone: 651-275-4402

Lakeview Hospital/EMS Services

927 Churchill St W., Stillwater, MN 55082

Phone: 651-439-5330

EDITH MAYO

4228 8th St SW, Rochester, MN 55902

Phone Number: 507-512-7060

Weather Shelters: Basement restrooms

LOCAL EMERGENCY SERVICES

Rochester Police Department

101 4th St SE, Rochester, MN 55904

Phone: 507-328-6800

Rochester Fire Department

201 4th St SE, Rochester, MN 55904

Phone: 507-328-2800

Mayo Clinic Hospital, Saint Marys Campus

1216 Second Street SW, Rochester, MN 55902

Phone: 507-255-5123