



Two Sentinels Girl Scout Camp

PO BOX 10906 PLEASANTON, CA 94588 1-866-TSCAMP-1

EMERGENCY PROCEDURES

LOST CAMPER

1. Unit staff or unit leader makes a check of the immediate area.
2. Check with other girls to see if they know her location.
3. Check where she was last seen.
4. Keep looking. One staff member shall notify the camp director. Give the camper's name and what she was wearing when last seen.
5. The camp director will notify the camp nurse and begin noting the time. The camp nurse will pull the missing camper's health form with emergency numbers.
6. The camp director will assign unattached staff to search specific locations in camp.
7. If camper is not found within 20 minutes, sheriff will be notified by camp director and the Crisis Management plan will be initiated, including calling Girl Scouts of Northern CA.
8. All campers and staff will follow emergency assembly procedures (meeting at the flag pole) and a headcount will be taken. Camp director will relocate campers and unit staff to the dining deck. Additional staff not needed for camper supervision will be assigned to search areas in teams of two.

PREVENTIVE ACTION: Unit staff will maintain an account of all campers at all times. All campers or staff leaving the site will sign out at the Birdhouse and sign back in when they return. Bed checks will be conducted regularly in the evening. Campers will never be allowed to travel anywhere in camp alone, at any time.

LOST WATERFRONT SEARCH AND RESCUE PRODECURE

1. If a child is reported missing at the waterfront, the Lifeguard on duty will clear the water of all swimmers. Staff on shore will count and assemble all campers. Lifeguard will conduct visual scan of the area.
2. If camper is not located immediately, Lifeguard will notify camp director and Waterfront Director, if not already at the swim area. Camp director will initiate Lost Swimmer procedures. All Lifeguards and unattached staff will assemble at the swim area immediately.
3. Camp director will notify the camp nurse, who will report to the waterfront area with the AED immediately. If camper is not located within 3 minutes, camp director will initiate the Crisis Management plan, including calling Girl Scouts of Northern CA.
4. While the Waterfront Director leads the Lost Swimmer procedure, the camp director will initiate a search of the camp using the lost camper procedures outlined above.

PREVENTIVE ACTION: Units will use the Buddy System in the water at all times. All campers and staff will pass an annual swimming test and will be informed of waterfront safety procedures before entering the water. Buddy checks will be performed every 5-10 minutes by the Lifeguard on duty. A staff member will be designated as "watcher" from the shore at all times. Campers will never be allowed to swim outside the boundaries of the swim area. No diving is allowed off the floating docks. All waterfront safety rules are posted next to the swim dock and lifesaving equipment is easily accessible at all times.

FIRE

All cabins, buildings and platform tents are equipped with smoke detectors and fire extinguishers. In case of any fire, move all campers away from the area before attempting to control fire or assess damage.

1. In case of accidental fire, notify camp director immediately.

2. Camp director will sound fire alarm and all campers and staff will assemble at the flagpole, where a headcount will be taken.
3. After campers and staff are safe, camp director will ascertain danger. If conditions are not conducive to fire spread, camp director or appropriate personnel will use fire extinguishers or fire buckets to douse fire.
4. Camp director will notify US Forest Service or Kirkwood Fire Department if necessary.
5. Should evacuation be deemed necessary, camp director will initiate the Crisis Management plan, including notifying Girl Scouts of Northern CA.
6. No one will return to the location of the fire until camp director considers it safe.

WEATHER EMERGENCIES

SEVERE STORM

1. In case of lightning, all swimming and other outdoor activities will cease immediately and all personnel will leave the waterfront.
2. Campers and staff will report to the nearest building or platform tent. If lightning or storm is severe or if snow begins, camp director will instruct units to report to the nearest hard sided building.
3. If you are not near immediate shelter (on the other side of the lake, near unoccupied cabins), seek a low-lying area and crouch, with your hands over your head, making as little contact with the earth as possible. Avoid open spaces and trees, and leave metal objects (backpacks) as far away as possible.
4. Stay together, near small trees that are grouped together. Do not spread apart, and do not seek shelter beneath lone tall trees or other objects.
5. Do not move until instructed to do so by your unit leader (if off-site) or camp director.
6. If on-site, avoid the generator shed.
7. If lightning is severe and causes collateral damage (fire, injury, etc.), camp director will initiate Crisis Management plan, including notifying Girl Scouts of Northern CA.

FLOOD

Flooding is only possible while on the trail, particularly near the spillways of Caples Lake and Silver Lake, or beneath Silver Lake on Caples Creek or at the falls.

1. In case of flash flooding, move to highest ground possible, as far from the spillway or river as possible.
2. Leave the area immediately if seepage is visible in either area.

INTRUDERS

Two Sentinels has a recognized and rewarded security plan, including intruder awareness and alert training. Please refer to the training manual for further information. Remember that although the public trail is closed when Two Sentinels is in session, sometimes hikers accidentally miss the signage and end up in camp, with no intention of doing any harm. However, to be safe, we must address and recognize every person who enters camp property, for whatever reason.

In case of ANY unfamiliar person in camp:

1. Check for wristband; all authorized personnel in camp will be wearing wristbands.
2. Ask if you may help the person – perhaps he/she is a cabin owner or guest. Cabin owners and approved guests will identify themselves by cabin number.
3. Accompany lost hikers or others with satisfactory reason for being on the trail to the edge of camp property.
4. Document ALL interaction or sighting of all persons in the notebook in your ROCK pack.
5. Should you witness or interact with someone who is unauthorized to be on site OR someone whom you feel might have harmful, destructive or inappropriate intentions, notify camp director immediately.
6. In case of true intruder, your first duty is to your campers and fellow staff. Secure their safety before anything else. Remove campers and other staff to a safe location and lock the door if possible.
7. Camp director will notify security personnel.
8. If security personnel are unable to remove intruder from site safely, sheriff will be notified by the camp director and the Crisis Management plan will be initiated, including notifying Girl Scouts of Northern CA.

9. If sheriff is called, camp director will instruct all units to either assemble at the flag pole or, if safer, to report to the nearest hard sided building. Head counts will be taken and unit leaders will wait for further instruction.

EVACUATION

1. Evacuation of the site will be called ONLY by the camp director, as determined by the Amador County Sheriff's Department or Amador County Fire Department. All emergency services will be notified prior to the start of camp, including Barton Memorial Hospital, Kirkwood Emergency Services, and Amador County Search and Rescue.
2. Should an evacuation be necessary, camp director will sound the alarm and all campers and staff will report to the flag pole for further instructions.

UTILITY FAILURE

1. The only true utilities we have in camp are the phone line and the water line. Electrical outlets in the kitchen and birdhouse are fed by the generator. Only trained personnel may turn on the generator, but in the event of an emergency, any staff member may turn off the generator by simply flipping the silver toggle switch located on the front to the "off" (down) position.
2. All phone wires are underground.
3. Should you experience a shut off of water, notify the camp director or Site Director immediately. Do not attempt to fix water leaks yourself.
4. Should you smell propane around tanks or near shower houses, notify the camp director or Site Director immediately. Do not attempt to re-light a pilot light yourself unless you have been trained by the camp director or Site Director, and *never* if you smell propane. Do not attempt to move or change propane canisters yourself.

ON-SITE ACCIDENT

1. Send for help immediately and stay with injured person. If a second staff member is not available, or if second staff member is the injured party, send a pair of campers to the Birdhouse to get help.
2. Birdhouse staff will notify camp director. Camp director and Birdhouse staff (camp nurse) will decide if the injury warrants a 911 call. If you cannot find the camp director or Birdhouse staff, report to the kitchen and dial 911 if you feel the injury is serious. If you call 911, make sure the operator knows you are at Kirkwood LAKE, not Kirkwood ski resort.
3. While waiting for assistance, perform appropriate first aid/CPR if necessary. Assign two responsible campers to seek out unit staff from another unit to come take over your supervision responsibilities.
4. Remember the ABC's... Airway, Breathing, Circulation...and be prepared to act. Do not attempt to move the patient if there is suspicion of spinal injury unless it is necessary for your or her safety or in order to provide CPR or rescue breathing.
5. Shock – do not forget to check for and treat for shock, regardless of the injury. Pale skin, moist or clammy skin, weakness, rapid pulse, deep or irregular breathing, thirst, nausea, dilated pupils are all signs of possible shock. Raise victims legs higher than her heart and head, maintain body temperature.

BUS OR VEHICLE ACCIDENT

The roads around camp are windy, narrow, and sometimes treacherous; ice is a factor regardless of the time of year. Should you be involved in an accident OR COME UPON AN ACCIDENT, please remember the following:

1. Call 911 first, then camp.
2. Exercise care that no statements are made orally or in writing by campers or staff which could be interpreted either as an assumption or rejection of responsibility.
3. Adults must see that victims and surrounding evidence remain undisturbed until police arrive.
4. Your campers are your first priority; do not leave them in possible danger in order to attend to other victims. Secure their safety, both emotional and physical, before attending to others.