



*Two Sentinels Girl Scout Camp*

PO BOX 10906 PLEASANTON, CA 94588 1-866-T&CAMP-1

## **EMERGENCY PROCEDURES**

In line with recommendations from Girl Scouts of the USA and Girl Scouts of Northern California, we have developed a plan and a team to help respond to any emergency needing the attention of more than our on-site personnel. Such emergencies are incidents of a serious nature that might occur during camp activities.

### **An emergency is defined as any of the following:**

- A fatality or serious injury requiring urgent or emergency medical treatment
- A traffic accident involving campers or staff during camp activities
- An illness serious enough to require hospitalization
- Any situation which involves law enforcement officers
- Allegation of child molestation or rape
- Lost participant
- Kidnapping
- Allegation of tampering with products sold
- Threat of legal action
- Natural disasters, such as serious storms, earthquakes, fires, floods
- Other occurrences that may have adverse media or legal implications

### **If you become aware of any incident related to the above:**

1. Remain as calm as possible. Find out as much information as quickly as possible about the situation.
2. Instruct someone to call 9-1-1 if needed. Obtain name and phone number of a contact person (if not yourself).
3. Give priority attention to providing all possible care for the injured. Secure emergency medical professionals, ambulance, and police as appropriate.
4. In the event of a fatality or other serious accident, notify the sheriff. Retain a responsible person at the scene. See that no disturbance of the victim or surroundings is permitted until police have arrived.
5. Ascertain whether a parent has been notified — but if a serious injury or fatality, get direction from council emergency contact before notifying parents.
6. Notify the council of the emergency at (877) 636-1912 . This number is also provided on the Emergency Contact Card and also given when you call any of the council's office numbers. The council answering service will contact the appropriate council staff, who will evaluate the level of additional council support required. **Always be sure to leave a phone number where you can be reached.**
7. Refer all media inquiries (press, radio, TV) to the council --use the emergency number noted above and either the council's Chief Communications & Development Officer or an alternate council spokesperson will respond to all media inquiries.
8. Complete Accident/Injury/Emergency Report Form and send to the Oakland Office Program Dept. within 24 hours of occurrence. [Insurance@GirlScoutsNorCal.org](mailto:Insurance@GirlScoutsNorCal.org)
9. Be sensitive to the fact that those involved in a traumatic situation may need further support.

Please be aware of the following:

- Proper planning to avoid possible injuries and for adequate emergency response is the responsibility of all staff. The observance of all laws that might apply to a camp event is necessary, particularly when related to automobile issues. All personnel who drive campers at any time must provide a clean DMV driving record and proof of adequate liability insurance, as required by GSNorCA, and all drivers must be at least 21 years of age. Drivers are responsible for following all traffic laws, including the use of seat belts at all times. A car maintenance checklist, which includes items such as tire pressure, oil level, proper brake and headlights, etc., must be filled out each day that a car is used, and cars may only be driven by the person or persons listed as drivers on the car's insurance certificate.
- If an individual is injured or serious illness occurs, proper and adequate care, treatment, and transportation of the individual is of primary importance. Infirmary protocols must be followed at all times. Serious injury or death must be reported to GSNorCA and the USFS immediately, and appropriate paperwork filled out within 24-hours. Serious injury is considered any injury requiring transportation to an off-site facility, such as Barton Memorial Hospital or the Tahoe Urgent Care facility.
- Any situation deemed an emergency by either the camp director, infirmary director, or site director will be reported first to emergency services if required (911), then to the USFS, GSNorCA, and any parents/emergency contacts of those persons involved. GSNorCA contact information is included in the Camp Crisis Plan included in this report. All emergency phone numbers and contact persons are clearly posted by both telephones in camp and also are included on laminated cards attached to every first aid kit and ROCK (Red Out Of Camp Kit, which accompanies all units at all times, whether they are on-site or off-site; includes walkie-talkies, water purification tablets, first aid kits, whistles, emergency supplies, and written emergency procedures).
- All units leaving camp take with them copies of health record information for all campers and staff in that unit, in the event of an emergency.
- Press relations: In responding to news media, the following will be observed:
  - We will work with the media to provide factual, accurate, and timely information. We will not adopt a "no comment" attitude with reputable news sources.
  - All official statements will be provided by personnel at GSNorCA, and will be delivered verbatim by specified Two Sentinels personnel. Press releases will be created by GSNorCA and supported by Two Sentinels. At no time will Two Sentinels contradict, amend, or expand upon press releases or prepared statements by GSNorCA.
- Camp Crisis Team: The Camp Crisis Team will be selected prior to the camp's in-town training weekend, held in June. At this training, the Team will assemble and review their duties.
- Specific emergencies, such as lightning, earthquake and other natural disasters, unauthorized intruders, lost campers, lost swimmers, animal encroachment or attacks, acts of terrorism outside of camp (in campers' hometowns), and other issues are outlined in detail in staff manuals. Staff manuals are updated annually and distributed at the training weekend in June.

## Camp Crisis Plan 2013

Attached you will find a copy of our **Camp Crisis Plan** for all 3 sessions. Please note that you have been named as a part of this plan. Please read up on your responsibilities and read through the rest of the plan to familiarize yourself with it. In addition, in the event of an emergency, please advise the rest of your staff that you may be absent from your unit during this time.

### Camp Crisis Coordinator

Tamara Korth - Outdoor Program Manager

1-800-447-4475 ext. 4004 (San Jose office)

509-953-0621 (cell)

Council After hours Emergency Pager 408-210-1605

If not answered in 20 minutes call:

Sari Van Otegham

888-287-4170 ext. 257

408-591-3433 (cell)

<b><u>Position</u></b>	<b><u>Session I</u></b>	<b><u>Session II</u></b>	<b><u>Session III</u></b>
<b>Telephone Monitor</b>	Florence Stone	Kathy Gerdts/Megan Gerdts	Mary Ilyn
<b>Security</b>	Sam Link	Eric Miller	Bill Storm
<b>Camp Liaison</b>	Chris Miller	Chris Miller	Danielle Storm
<b>Recorder</b>	Cathryn Oliver-Brown	Kyra Stockton	Chris Miller
<b>Relief</b>	Kathy Groover	Melanie Cooke	Leslie Henry
<b>Companion</b>	Paula Fernbach	L. Asarian/C. FitzGerald	Louise Lee
<b>Substitutes</b>	Robin Gowen	Mary Nestler	Elizabeth Gleason

**Addendum and additional information to the council plan specific to our site:**

- a.) **Camp Crisis Coordinator:** Tiffany Strickland at the Council office and then try Sari Van Otegham.
  
- b.) **Telephone Monitor:** Please prepare to take up your station at the phone in the Bird House or kitchen. This will become the command post in the event of a real emergency. If you are in the kitchen, please be in contact with the Bird House via walkie-talkie and be prepared to move into Bird House if necessary.
  
- c.) **Security:** Since we have no gates, you will be expected to patrol the public paths in and out of camp by the Bird House and out by Gypsies. In addition, it may be necessary to patrol our back areas by Rover Rock and the Archery range.
  
- d.) **Camp Liaison:** Remember rumors move quickly. Be prepared to inform enough to keep rumors at a minimum and to allow camp to continue.
  
- e.) **Recorder:** Please keep all pertinent information in the Bird House-not the kitchen for privacy reasons.
  
- f.) **Relief:** Please be available to the Bird House (aka command post) so you can respond as necessary.
  
- g.) **Companion:** Please make your unit aware of your position in case you need to be gone for an extended period of time.
  
- h.) **Substitutes:** Report to the Bird House so you can be available as needed.

Thank you.