

Saddleback Cub Scout Day Camp 2018

Emergency plans and responsibilities

In the event of an emergency situation during Daycamp the Camp Director will announce to the program managers over radios, as well as loud speakers that there is a need to return to the gathering area. Program managers will then relay that to adult volunteers who will then return DIRECTLY to the gathering area and await further instructions.

ADULT VOLUNTEERS: Keep campers calm. WALK back to your Den Flag in the gathering area. Keep an adult in the front, middle and rear of the group to keep campers together. Upon returning to the gathering area conduct a head count. Have an adult give that information to the recorder at head quarters, they will immediately return to you. If a camper is lost relay a full description to staff. Come up with songs or a quiet game to keep the campers calm and keep campers together.

REMAIN CALM: If you stay calm this will help others stay calm.

THINK: Before you speak or act.

LISTEN: For further instructions or information.

WORK TOGETHER: The adult volunteers MUST work together to keep the campers calm, together, safe.

WALK: We do not run in camp, walking will keep everyone together. Keep another adult in the middle and rear to help keep the campers together. Walk single file to the right side of the road, always leave room for vehicles.

Adults with children in sibling camp or youth volunteers DO NOT try to pick them up. Youth volunteers and siblings will be brought to the gathering area from there the siblings will be signed out to the parent. Please be sure that the campers you are working with are safe and have supervision before leaving to sign out siblings. Youth Volunteers will be asked to disperse among the dens and assist you with quietly occupying the campers.

If there is an emergency during daycamp that requires evacuation, information about the evacuation/pick-up site will be posted at www.saddlebackdaycamp.org.

Emergency Contact Information

Camp Director	Dawn Tengwall	949-306-4882
Health & Safety Officer	Brenden Fettis	949-683-3912
O'Neill Regional Park		949-923-2260
BSA Professional Staff	Anthony Geukens	714-906-0927

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STAFF EMERGENCY DUTIES AND responsibilities

All staff members should be aware of what is expected of them in the event of an emergency to safely shelter and protect the campers.

Camp Director: Overall responsibility for the operations of the camp. In the event of an emergency the director will call the need to return to the gathering area over the walkie-talkies; P.A. and via the Archery Range loud speakers. The director will then report to the headquarters and act as a liaison with emergency services.

Camp Administrator: Will take charge of the headquarters area and oversee the return of the campers and will make sure that an accurate head count is made and that all the campers remain in the gathering area until advised by the camp director.

All Staff: Will ensure the adult leaders remain calm and escort the campers back to the gathering area. After the campers have left the site they will secure the site as necessary and report to the headquarters area for head count and then be prepared to assist as needed.

Sibling Camp: Keep children calm. Return the siblings to the center of the gathering area. Conduct a head count and relay that info to headquarters. Parents will sign their siblings out from the sibling camp staff in the gathering area.

Youth Staff: If possible report to the youth staff headquarters and check in. All youth should remain at their headquarters, remain calm and stand ready to assist where needed. If they can not safely report to youth staff headquarters then they should report to the headquarters tent where the Key Staff account for them and then stay in that area.

Medic Staff: Sign in with headquarters. Remain in medic area to tend to injured persons.

Saddleback Daycamp Lost Camper Procedures

The lost camper plan is a series of escalating steps. To prevent lost campers we always reinforce the use of the buddy system. Adult volunteers check that they have all of their campers as they leave and arrive at program areas. Staff check to make sure that there are not stragglers at their program areas at the end of the session.

When a lost camper is reported in a program area the first step is to stop the program and check that the camper is actually lost, not with another den or on a trip to the

Saddleback Cub Scout Day Camp 2018

Emergency plans and responsibilities

bathroom. Once it is confirmed that the camper is missing that information is reported to the camp headquarters.

When a camper is reported missing to headquarters an announcement is made to all program areas that the camper is missing. Include the name, den, and neckerchief color. All program areas check their area and report back. Runners are sent to each area that may not report back to check in. Staff members are sent to the last known location of the camper and check from there to logical locations, next program area, last program area, restrooms.

After the basic camp search, or a maximum of five minutes, a call is placed to the Park Rangers and the Sheriffs department to mobilize additional resources for the search.

Saddleback Daycamp Evacuation Procedures

The local fire and law enforcement agencies have told us it not likely that they would want us to evacuate and if they did it is very likely that they would manage that event. In the rare case that this would fall to us we have this plan.

Parents

Due to circumstances beyond our control it may be necessary to dismiss the camp at an unscheduled time. The children's safety is our primary concern. Parents will be contacted using both email and phone. This will be done as soon as correct information can be relayed and the campers safely picked up. The website has a set of pages prepared and will be updated by off site personnel.

If we dismiss the campers from the park you will be directed to the front gate. Parents will then be directed to the pick up area, there they will be met by the staff member who will get their child's name and the child will be brought to them. After they receive their child they will also receive directions for the appropriate route out of the park.

If it is necessary to keep vehicle traffic out of Trabuco Canyon the campers will be moved to St. John's School, located at 30382 Via Con Dios, Rancho Santa Margarita. From Las Flores turn left onto Via Con Dios and follow directions into the parking lot, proceed to the check out area. Parents will be met by a staff member who will ask the name of their child and have the youth brought to them.

Staff

For an in camp evacuation direct traffic to both sides of the gathering area. Two staff members per side with registration lists and clipboards. A group of runners (staff or youth) will be with the staff and get the campers from their den areas. It is critical that good records be kept during this process. Once everyone is gone a final check should

Saddleback Cub Scout Day Camp 2018

Emergency plans and responsibilities

be made, lists checked against the master list, and then staff should leave. Personal items should be left in the park depending on what has occurred.

For a evacuation to St. John's school once a head count is made in the gathering area, campers will walked up the hill to St. John's school. Because of the number of pedestrians we will not have cars moving on the road while everyone walks up the hill. The campers will gather in the quad area next to the main offices. Once everyone has reached St John's School another head count will be made. Parents who are volunteering should be encouraged to stay and assist with controlling campers. At this point we may shuttle the parents to the parking lots to retrieve their cars. Staff will provide traffic control on street directing the vehicle traffic into the west parking lot entrance (closest to O'Neill). Staff members with registration lists will be positioned in the parking lot. A group of runners will be at the curb to get the campers once they are called out. Once campers are in the car the parents will be directed out the east drive, back onto Via Con Dios. Once all of the campers are gone a master head count will be done and the camp secured if possible. Personal items should be left behind unless time permits taking them home. Status reports will be requested on a regular basis. The decision to re-open the camp will be made by the Camp Director based on information received from emergency services.