

An Emergency becomes a disaster when people panic – Keep calm and move quickly, but do not run!

Emergency Action Plan Steps

1. Give First Aid treatment.
2. Call for help: 9-1-1 (police/fire/EMS - if on GSNEO camp property, also contact Camp Coach or Manager).
3. Move non-injured people away from scene.
4. In the event of motor vehicle accident, serious accident, or fatality - always notify police. Unless victim is in immediate danger, do not allow the disturbance of the victim or surroundings until first responders arrive.
5. Call emergency contact(s) of injured.
6. Speak only to police or other first responders. Do not contact, make statements to, or discuss with media or post about the incident on social media.
7. Do not discuss the incident with media/witnesses, release names, place blame, or accept liability.
8. Share insurance information with the other party. Do not sign any accident report, except for police.
9. Keep a record of the order of events, treatments, calls, etc.
10. Report incident to GSNEO: 800-852-4474. If incident occurs after hours, call 330-472-2389.
11. Complete Incident/Accident Report Form.

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Revised 2023

AED Locations:

Camp Ledgewood:
Pool House Office
Whippoorwill

Camp Sugarbush:
Shady Nook – Bathroom
The Lodge

Camp Timberlane:
Stocker Lodge
Edgewater
Camp Coach House

Macedonia Service Center:
1st Floor Front Lobby

Lorain Service Center:
1st Floor Outside Training Room

North Canton Service Center:
1st Floor Reception Area
Basement Kitchen

Youngstown Service Center:
Kitchen Entrance

WEATHER

The National Weather Service (NWS) is responsible for issuing severe weather watches, warnings, and advisories to alert the public when dangerous weather conditions are expected.

- **Watch** - A weather watch means there is the potential or conditions exist for a dangerous weather event.
- **Warning** - A weather warning means that a dangerous weather event is imminent. Immediate action must be taken to protect life and property.
- **Advisory** - A weather advisory means weather conditions that are less serious than a warning are imminent. These events may cause a significant inconvenience, and if caution is not exercised, it could lead to a situation that may be threatening to life and property.

WIND:

- **Wind Advisory** – Use caution hiking during a wind advisory.
 - Issued when sustained winds are expected to be between 31 and 39 mph for an hour or more, or any instantaneous wind gust between 46 mph and 57 mph is expected.
- **High Wind Warning** – Trails are closed during high wind warnings.
 - Issued when sustained winds (not of thunderstorm origin) are predicted to reach 40 mph or greater for at least one hour, or any gust of wind is expected to be 58 mph or greater.

SEVERE WEATHER:

At first sign of impending storm (towering thunderheads, darkening skies, lightning, and thunder, and increasing wind) seek nearest enclosed shelter (list below). Do not stand in open-air shelters.

- Always take attendance at designated shelter/unit to make sure all girls and adults are present.
- Close all windows and doors.
- Be calm and reassure the participants.
- Listen to weather radio or check smart phone app for location and severity of the storm and emergency instructions.
- If you are caught by a thunderstorm outside and a building is not available, seek shelter in places like:
 - Depression in the ground
 - Deep valley
 - A dense wooded area
- If you are in a field or open area, squat down with only the balls of your feet touching the ground; hands on knees; and your head between your knees. Be small. If you are in the woods, move away from the tallest trees.
 - DO NOT stand under isolated trees.
 - DO NOT stand near wire fence or overhead wires.
 - DO NOT lean against a tree.
 - DO NOT engage in water sports; do not stand in or near puddles/water.

- NEVER BE THE HIGHEST OBJECT IN THE AREA - if caught in a broad open area, crouch on the ground...it's better to get soaked than struck by lightning.

TORNADO:

- **Tornado Watch** - Conditions are favorable for a tornado to form.
 - Identify the nearest shelter (listed below).
 - Darkened skies, thick storm clouds, and strong winds, combined with lightning and periods of rain and hail, often precede a tornado's arrival. At these signs, listen to a radio/weather app on smart phone for reports of tornado watch or warning.
 - Stop any water activities at the first sign of changing skies.
 - Do not stand in or near water.
- **Tornado Warning** - A tornado has been spotted.
 - Have participants move to shelter immediately. Such areas include:
 - Storm shelters and basements (listed below).
 - Interior corridors and hallways.
 - Reinforced concrete buildings.
 - If caught outside, lie flat in a ditch, ravine, culvert, or under a bridge and protect your head.
 - AVOID Cars and parked vehicles
 - AVOID Tents
 - AVOID Indoor areas that are near windows
 - Instruct participants to lay flat under a heavy piece of furniture and/or mattress, heavy blanket, or towels to protect them from flying objects.

STORM SHELTERS:

Camp Ledge

- Pool House – Inner rooms
- Moss Ledge – Bathrooms and store rooms
- White Oaks – basement
- Chickadee – Basement
- Whippoorwill - Bathroom

Camp Timberlane

- Rear of Stocker lodge kitchen
- Lower part of pool shower house
- Pinecrest
- Cherry Hill basement
- Under Tall Timbers A common area

Camp Sugarbush

- Shady Nook - Bathroom
- Pool House – Inner rooms
- Dining Hall

OTHER EMERGENCIES

FIRE:

- Evacuate all campers calmly, instructing girls to walk – not run – and proceed quietly so instructions can be heard.
- Do not permit girls to gather personal belongings.
- Designate an adult to ensure building is empty. Do not re-enter building – count heads, check roster!
- Call 911 to report the emergency.
- Walk to an area AWAY from the fire, and against the wind.
- Do not block road entrances; equipment or vehicles will need access.
- Take attendance of both girl campers and volunteers upon arrival at assembly point away from building.
- [GSNEO Incident/Accident](#) report is completed by troop leadership, within 24 hours of incident.
- Only the GSNEO CEO or their designee is to communicate (written/oral) with the media.

ACCIDENTS REQUIRING EMERGENCY MEDICAL ASSISTANCE:

- Volunteer with highest level of first aid training should give basic first aid and assess the injuries to determine whether professional medical service is required.
- Control the emergency situation - Calmly remove all other campers to another area.
- Call 911 if the injury/illness is serious.
- Unless in immediate danger, do not move patient if there is injury to their neck or back.
- [GSNEO Incident/Accident](#) report is completed by troop leadership, within 24 hours of incident.
- Only the GSNEO CEO or their designee is to communicate (written/oral) with the media.

LOST CAMPER AND/OR VOLUNTEER PROCEDURE:

- The buddy system will be in effect in all camping situations, both on and off GSNEO camp properties.
- When a camper or adult volunteer is suspected missing, the troop leader shall immediately take a head count and notify Camp Coach. They will contact other camping groups and enlist help in the search.
- Search in living unit areas, program areas, dining hall, health center, pool, and the lake.
- Question other campers or adult volunteers in camp to see if they have seen the missing person.
- If the missing person is not located within 15-30 minutes of report, the Camp Coach will notify the property manager.
- Local authorities will be notified by Camp Coach or GSNEO Staff.
- You and/or other campers may be asked to assist the authorities with proper search procedures.
- [GSNEO Incident/Accident](#) report is completed by troop leadership and Camp Coach, within 24 hours of incident.
- Only the CEO or his/her designee is to communicate (written/oral) with the media.

UNAUTHORIZED PERSONS ON CAMP PROPERTY:

All persons entering camp property must check in with the Camp Coach.

If an unidentified/suspicious person or vehicle enters camp, have an adult notify the Camp Coach (or Property Manager if no Camp Coach is onsite) immediately with description and location.

- If the unidentified person is carrying a weapon, behaving aggressively, or harassing campers, please call 911 immediately. Do not approach or call attention to the individual.
- Move group away to the nearest building away from the intruder and take attendance.
- Be calm and reassure the girls.
- [GSNEO Incident/Accident](#) report is completed by troop leadership, within 24 hours of incident.

THEFT & BREAK-INS:

If there are signs of external break-in damage to a building, DO NOT GO IN THE BUILDING; take campers to another location and call Camp Coach to report the break-in.

- [GSNEO Incident/Accident](#) report is completed by troop leadership, within 24 hours of incident.

EMERGENCY COMMUNICATIONS PROCEDURE:

- Control all emergencies. If situation is life-threatening, call 911 immediately.
- Remove camper or adult volunteer from immediate danger.
- Administer first aid.
- Notify Camp Coach.
- Once situation is assessed, call ambulance and police if necessary.
- Call parents or guardian.
- Camp Coach will call GSNEO Emergency Phone.
- Speak only to the police or proper authorities.
- Do not sign any accident reports except for the police or GSNEO.
- Do not talk with or comment to the media.
- Only the CEO or his/her designee is to communicate (written/oral) with the media.

In all the above emergencies, a GSNEO Incident/Accident Form is filled out by the troop/group leadership within 24 hours. The form can be found on the GSNEO website

<http://www.gsneo.org/incident>.