

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

FIRE:

- Evacuate all campers, 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.
- Calmly instruct girls to walk, not run, and proceed quietly so that instructions can be heard.
- 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 campers and volunteers upon arrival at assembly point away from building.
- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online or fax (see below).

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 filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online or fax (see below).
- Only the CEO or his/her designee is to communicate (written/oral) with the media.

SEVERE WEATHER

- Always take attendance at designated shelter/unit to make sure all girls are present.
- In event of severe weather alert, 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.
- At first sign of impending storm (towering thunderheads, darkening skies, lightning and thunder, and increasing wind,) seek nearest enclosed shelter (see Attachment A). Do not stand in open-air shelters.
- If you are caught by a thunder storm 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 nearest shelter – see Attachment A.
 - 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 (see Attachment A).
 - 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.

LOST CAMPER AND/OR VOLUNTEER PROCEDURE:

- The buddy system will be in effect at all times, in all camping situations both on and off camp properties.
- When a camper or adult volunteer is suspected missing, the troop leader shall immediately take a head count and notify Camp Coach.
- Search in living unit areas, program areas, dining hall and 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 must be notified.
- Local authorities will be notified by Camp Coach.
- Assist the authorities with proper search procedures.
- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online or fax (see below).
- 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
- Individuals seen on the premises that are not carrying the identification appropriate to the camp should be reported immediately to the Camp Coach. In case of imminent threat (intruder is aggressive or carrying a weapon), call 911 immediately and then report to the Camp Coach.
- **DO NOT APPROACH OR CALL ATTENTION TO THE INDIVIDUAL.**
- A written description of the person including height, hair style/color, clothes, and where they were seen must be reported.
- If an intruder is sighted on camp property, lead your group to the nearest building away from the intruder. Take attendance upon arrival.
- GSNEO Incident/Accident report is filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online or fax (see below).

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 filled out by the Troop Leader and is delivered to the GSNEO Corporate Office – within 24 hours via online or fax (see below).

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 of the above emergencies, a GSNEO Incident/Accident Form is filled out by the Troop Leader and sent to the GSNEO Registration Office or submit to registration@gsneo.org within 24 hours. The form can be found and submitted on the GSNEO website <http://www.gsneo.org/incident>.

Ref: 3/15 Storm Tornado Fire (posted in cabins)
3/15 Staff Emergency Contact Phone Numbers (posted in cabins)

STORM SHELTERS

Camp Ledgewood

Pool House

Shields House Basement

Chalet Basement

Camp Timberlane

Pinecrest

Stocker Dining Hall

Pool House

Under the common areas of Tall Timbers

Camp Sugarbush

Shady Nook

Pool House

Dining Hall