

Camp Marshall

Risk Management Plan

This Risk Management Plan seeks to minimize the exposure of campers, staff, and volunteers to personal injury and to protect Camp Marshall facilities and property from unnecessary damage.
Updated: January 2023.

SECTION ONE: Overall Condition of Camp: (CR.J.1)

The year-round, seasonal full-time, and part-time staff at Camp Marshall are responsible for maintaining the camp's buildings, structures, grounds, equipment (including vehicles, if applicable), and activity areas in good repair, cleanliness, safety, and sanitation.

In cases where there is an issue with a facility, vehicle, or grounds, staff members are encouraged to address the need promptly, such as by performing necessary cleaning. However, if the required skills or resources are unavailable to you, it is important to submit a work order to the main office. This ensures that the appropriate measures can be taken to address the issue effectively.

Furthermore, if there is a potential risk to campers or staff, it may be necessary to block off the area or tag the equipment with clear markings such as "OUT OF ORDER" or "DO NOT USE." Additionally, please make sure to note the date and inform management of the situation, indicating that appropriate action has been taken.

By adhering to these guidelines, we can maintain a safe, functional, and enjoyable environment for all campers and staff members at Camp Marshall.

Note: (CR.5.1) refers to the relevant standard set by the American Camping Association.

SECTION TWO: RECEIVING CAMPERS AD.4.1

Vehicle Arrival/Departure Policy:

The camp has established procedures for the orderly arrival and departure of vehicles.

1. Parents have been given “drop off hours” and “pick up times” for the camp.

Supervision of the area and individuals during this time.

- 1) Available staff need to be present / close to the parking area to assist families when they arrive.
- 2) Encourage campers to stay with their parents until after they have completed their health screening.
- 3) Observe people who are on the property. If they look lost (perhaps looking for another camp such as the boy scouts) or are not connected with a camper please notify the main office.

This includes procedures for the unloading and loading of vehicles,

- 1) Direct families to the main office for check in. Here we confirm who has arrived and update any payment information.

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- 2) Then families are directed to the Health lodge for their camper(s) health screening. *Campers will need any meds (in their original containers) with them when they are screened.
- 3) After successfully being screened by the nurse campers are given their cabin/counselor assignment and may then get their luggage. Staff are encouraged to help. It is good to visit with parents during this time as they may share important information that has not been previously shared with the office or health center.

Designated parking areas are there to ensure the safety of our campers. Parking is approved for.

- 1) The upper parking lot
- 2) The upper parking triangle near the upper parking lot.
- 3) The lower parking area
- 4) At no time should guests drive anywhere but these designated areas.

Motorized traffic may be restricted in certain areas of the camp site and only allowed in designated areas.

- 1) During Family Camp we may need too park trailers that families will be staying in. In this instance these areas will be marked / set aside so no one is parking in those locations.

Verification of Absentees

To ensure accurate attendance records, it is essential for the Camp Health Care Attendant to promptly report any no-shows and add-ons to both the Camp Director and the camp office. This allows for proper tracking and follow-up procedures.

The Camp Director will collaborate with the office staff to compile the list of no-shows and add-ons. A comparison will be made between the two lists to ensure accuracy and identify any discrepancies.

Verification of absenteeism will be conducted through the Camp Office or via phone calls to a camper's guardian or emergency contacts. This step ensures that any absences are properly documented and verified.

By implementing these procedures, Camp Marshall can maintain accurate attendance records and promptly address any issues related to no-shows or add-ons.

Note: The verification process outlined in this section helps to ensure the integrity of attendance records and adhere to necessary protocols.

Personal Information

At Camp Marshall, safeguarding personal information is of utmost importance. Therefore, it is strictly prohibited to disclose any personal information of campers or staff over the phone or to any visitor without prior approval from the Camp Director. This policy applies to sensitive information such as home addresses, phone numbers, names, or whereabouts of campers, among others.

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For campers, the Camp Director must provide authorization before any personal information is shared. Similarly, in the case of staff members, their explicit permission must be obtained before disclosing any personal details.

By enforcing this policy, Camp Marshall ensures the protection of privacy and confidentiality for all individuals involved. Respecting personal boundaries and maintaining privacy is vital for creating a safe and secure environment within the camp community.

Note: This policy is in place to prioritize the privacy and safety of campers and staff members, and it aligns with industry best practices and legal requirements.

Release of Campers

To ensure the safety and well-being of all campers at Camp Marshall, a strict policy is in place for the release of campers. The Camp Director or designated staff members are authorized to release a camper only upon receiving signed permission or a note from their custodial parent(s) or guardian, along with proper approval. In some cases, identification may be required to verify the identity of the authorized person.

Parents who plan to pick up their child early or authorize someone else to do so must provide written notification to the camp staff. This notification should be submitted in advance and should follow the guidelines outlined in the "Release of Campers" form, which provides the necessary information for the camp administration.

This policy ensures that campers are released only to authorized individuals, thereby maintaining a secure and controlled environment. By adhering to these procedures, Camp Marshall prioritizes the safety and well-being of all campers.

Note: The release policy mentioned in this section is designed to protect the campers and comply with legal requirements surrounding the custody and safety of children.

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SECTION THREE / ORIENTATION FOR CAMPERS / STAFF AND VOLUNTEERS

Orientation for Campers / New Staff and Volunteers

During the orientation process at Camp Marshall, it is essential to review the four fundamental rules that govern camp behavior. These rules can be introduced to campers ahead of time within their cabin groups and then reinforced as a group during the orientation session.

The four rules of Camp Marshall are as follows:

1. **Show up on time:** Punctuality is crucial at camp. Campers and staff members are expected to arrive promptly for scheduled activities, ensuring a smooth flow of the camp program.
2. **Be prepared:** It is important for campers and staff to come prepared with the necessary equipment, supplies, and materials for activities. This includes appropriate attire, personal belongings, and any other items required for a successful camp experience.
3. **Participate and/or do tasks:** Active participation is encouraged at Camp Marshall. Campers and staff should engage wholeheartedly in activities, contribute to the camp community, and complete assigned tasks or responsibilities. As an extension of the Challenge course, Counselors are encouraged to use “Challenge by Choice” if a camper is struggling in one or more program areas.
4. **Respect yourself and others:** The camp community thrives on mutual respect. Everyone is expected to treat themselves and others with dignity, kindness, and consideration. Respect for personal boundaries, diversity, and camp guidelines is paramount.

By emphasizing and reinforcing these rules during the orientation process, Camp Marshall fosters an environment of accountability, engagement, and respect. These principles contribute to a positive and enriching camp experience for all.

Note: Reviewing and reinforcing these four rules during orientation sets a clear expectation for behavior and helps establish a positive camp culture.

Section: Health and Safety

At Camp Marshall, the well-being and safety of all campers, staff, and volunteers, regardless of gender identity, are of utmost importance. To maintain Camp Marshall as an outstanding camp, a strong focus on health and safety is essential for all members of the camp community.

Campers undergo a comprehensive safety orientation upon arrival, conducted by their counselors. This orientation highlights the following key aspects:

A. Familiarity with the Camp Site and Facility:

- 1) Understanding the camp layout, including boundaries around living areas for different groups, ensuring a safe and inclusive environment for all campers, regardless of gender identity.

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- 2) Recognizing potential hazards within the campsite and being aware of safety precautions.

B. Safety Rules in Various Areas:

- 1) Waterfront: Guidelines for water activities, swimming areas, and water safety protocols, ensuring the safety and inclusion of all campers.
- 2) Residential area of camp and chapel: Safety guidelines specific to the living areas and chapel, creating a safe and inclusive space for all individuals.
- 3) Showers and restrooms: Proper use and safety considerations in these facilities, respecting the privacy and comfort of all campers.
- 4) Brewer Lodge and kitchen: Safety guidelines for areas related to dining and food preparation, ensuring a safe environment for all individuals.
- 5) "The cliffs": Safety precautions when accessing or exploring cliffs or elevated areas, promoting inclusivity and safety for all campers.
- 6) The Challenge Course: Safety guidelines and protocols for the Challenge Course activities, accommodating the needs and safety of all participants.
- 7) Playing field: Safety rules and considerations while engaging in sports and recreational activities, fostering an inclusive and safe environment for everyone.

C. Familiarity with the Camp "Health House":

- 1) Understanding the location and purpose of the camp's Health House.
- 2) Knowledge of the procedures to seek medical attention when needed, with a focus on respecting the privacy and individual needs of all campers.

D. Conflict Resolution:

- 1) Understanding how to report or seek help when experiencing conflicts with fellow campers or staff members.
- 2) Encouraging open communication and conflict resolution in a respectful manner, ensuring inclusivity, and promoting a safe environment for everyone.

E. Prohibited Activities:

- 1) Emphasizing the strict policy of no consumption of alcohol, no sexual activity, and no use of tobacco products or illegal drugs on camp property, ensuring the safety and well-being of all campers and staff, regardless of gender identity.

F. Expectations for Appropriate Behavior:

- 1) Reviewing and setting clear expectations for respectful and appropriate behavior within the camp community, promoting inclusivity, respect, and safety for all individuals.

By prioritizing health and safety through this comprehensive orientation, Camp Marshall creates an environment that promotes the well-being, inclusivity, and positive experience of all individuals, regardless of their gender identity.

Note: The health and safety orientation outlined in this section ensures that all campers, staff, and volunteers, regardless of gender identity, are well-informed about potential risks, safety measures, and appropriate behavior, contributing to a secure, inclusive, and enjoyable camp environment.

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SECTION FOUR: CONDUCT OF CAMPERS AND STAFF

Conduct of Camper & Staff

At Camp Marshall, it is crucial for every staff member to uphold a high standard of conduct, ensuring the safety and well-being of all campers and maintaining a positive camp environment. Each staff member is responsible for the following:

- 1) Looking for, and identifying, unsafe and unhealthy conditions: Staff members should actively observe the camp surroundings, identifying any potential hazards or risks to ensure a safe environment for everyone.
- 2) Reporting and/or eliminating all unsafe conditions: Staff members are expected to promptly report any unsafe conditions they come across and take appropriate action to address or eliminate the risks.
- 3) Knowing and enforcing camp safety rules: Staff members should be familiar with all camp safety rules and actively enforce them to maintain a safe and secure camp environment for campers and staff alike.
- 4) Knowing camp disaster procedures, sanitary measures, and search and rescue methods: Staff members should be knowledgeable about camp disaster procedures, including emergency evacuation plans, sanitary measures, and search and rescue protocols, enabling them to respond effectively in crisis situations.
- 5) Attending immediately to a camper's health needs and seeking appropriate medical assistance as necessary: Staff members should be attentive to campers' health needs and provide immediate care or seek medical assistance when required. Prompt attention to health concerns is essential to ensure the well-being of campers.
- 6) Prohibition of alcohol/illegal drugs on camp property: Consumption of alcohol and illegal drugs is strictly prohibited while on the camp property. Tobacco use is permitted only under exceptional circumstances and with explicit permission from the Camp Director.
- 7) Reporting allegations of inappropriate staff behavior with campers: Any allegations of inappropriate staff behavior, such as fighting, physical force, or verbal abuse towards campers, must be immediately reported to the Camp Director. Prompt reporting is essential to ensure the safety and well-being of all campers.

By adhering to these responsibilities, staff members contribute to the creation of a safe, supportive, and positive camp environment for campers, fostering a memorable and enjoyable camp experience.

Note: The conduct of both campers and staff plays a crucial role in maintaining a safe and inclusive camp environment. The outlined responsibilities ensure that staff members are proactive in identifying and addressing potential risks, enforcing safety measures, attending to health needs, and promptly reporting any concerns, ultimately promoting the well-being and positive experiences of all individuals at Camp Marshall.

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SECTION FIVE: SITE HAZARDS

Section: Site Hazards (Natural and Man-Made) at Camp Marshall

Camp Marshall is surrounded by natural beauty, but it is important to be aware of potential hazards to ensure the safety of campers, staff, and volunteers. The following hazards should be considered:

- 1) Roots and rocks that can cause trips: Pay attention to hillsides, waterfront areas, and cabins where roots and rocks may pose a tripping hazard.
- 2) Steep hills, large rocks, and small cliffs: Be cautious when navigating areas with steep terrain or rocky formations to prevent accidents or falls.
- 3) Sharp objects and debris: Be mindful of sharp rocks, sticks, old nails, broken glass, and other potentially dangerous objects. Report and remove any hazardous materials found.
- 4) Loose rocks near waterfront areas: Avoid throwing loose rocks as they can cause harm to others. Maintain a safe environment by discouraging such activities.
- 5) Dock safety: Take care when using the dock, as it may have splinters and become slippery when wet. Exercise caution to prevent accidents.
- 6) Stairs and steps: Be cautious when using stairs and steps, particularly concrete steps at the lodge, to prevent slips or falls.
- 7) Climbing on trees and buildings: Encourage campers to refrain from climbing trees and buildings to avoid potential injuries. Ensure that campers understand the importance of safety precautions.
- 8) Yellow jackets and bees: Be aware of the presence of yellow jackets and bees and take necessary precautions, such as avoiding known nests and carrying appropriate medication for allergies.
- 9) Poison Ivy: Educate campers, staff, and volunteers about the identification of poison ivy and the importance of avoiding contact with it to prevent allergic reactions.
- 10) Unauthorized individuals entering the camp property: Remain vigilant and report any strangers or non-staff members/volunteers who enter the camp property without authorization. This helps maintain the security and safety of everyone at Camp Marshall.
- 11) Wildlife: Be mindful of various wildlife species that may be present in the area. Educate campers about safe interactions with wildlife and the importance of respecting their habitats.
- 12) Vehicles: Exercise caution around vehicles, both while driving and as a pedestrian. Follow traffic rules and be aware of moving vehicles within the campsite.
- 13) Tools, construction projects, and chemicals: Take care when handling tools, being involved in construction projects, or working with chemicals. Follow safety guidelines and protocols to minimize risks.

Always remain vigilant and report any potential hazards or concerns. If you are unsure about the safety of an area or activity, refrain from engaging in it and consult the Executive or Summer Program Directors for guidance. Your awareness and caution contribute to the overall safety and well-being of everyone at Camp Marshall.

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Note: This section highlights the various site hazards at Camp Marshall, emphasizing the importance of awareness, caution, and prompt reporting. By being attentive and proactive, we can create a safer camp environment for all individuals involved.

SECTION SIX: WHAT STAFF NEED TO KNOW

Section: Camper Health

Ensuring the health and well-being of campers is of utmost importance at Camp Marshall. The following guidelines and procedures are in place to promote camper health and medication management:

- 1) **Initial Health Screening:** Upon arrival at camp, all campers will undergo a health screening conducted by the Camp Health Care Attendant. This screening includes checking for bruises, illnesses (such as colds), limps, impairments, and any other health concerns. The Health Screening and Authorization form will be used for this purpose.
- 2) **Medication Administration:** The Camp Health Care Attendant or their designated staff member will be responsible for administering medications to campers. Medications will be dispensed as prescribed, except in cases where the camper goes off-site. If a camper goes off-site, the trip leader or the camper themselves (as per parental request) will be responsible for medication administration.
- 3) **Daily Health Checks by Counselors:** Counselors are required to monitor the health of their assigned campers on a daily basis. If a camper shows signs of illness or injury, counselors should promptly contact the Camp Health Care Attendant to determine the appropriate course of action.
- 4) **Communication and Availability of Camp Health Care Attendant:** The Camp Health Care Attendant will post a note on the health center indicating their whereabouts and estimated time of return when they are off-camp premises. This ensures that campers, staff, and parents are aware of their availability.
- 5) **Medication Return:** On the last day of each session, the Camp Health Care Attendant will return the camper's medications, which are kept in the dispensary, to the parent. It is the parent's responsibility to ensure that the medications are taken home with the campers.
- 6) **Medication Return During Transportation:** If a parent is unable to pick up their camper in person and campers are being driven home by staff, the Camp Health Care Attendant will appoint a staff member on the trip to ensure that the medications are returned home with the campers.

By adhering to these guidelines, we prioritize the health and safety of our campers, ensuring that proper medication administration is followed, and necessary support is provided when campers require medical attention or assistance.

Note: This section outlines the procedures related to camper health, including initial screenings, medication administration, counselor responsibilities, and medication return processes. These measures are in place to promote camper well-being and effective communication between campers, staff, and parents.

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SECTION SEVEN: SAFETY AND PERSONAL EQUIPMENT

Safety and Personal Equipment

At Camp Marshall, the safety of our campers and staff is a top priority. The following guidelines are in place regarding personal equipment brought to camp:

Personal Equipment for Campers:

- 1) Campers are encouraged not to bring personal equipment to camp. However, if they choose to bring items such as fishing rods or other sports equipment, they must demonstrate to their counselor that they can safely and properly use the equipment. Also, if the equipment is specific to an activity such as fishing agree to store it with other camp gear until that activity is being led or supervised by camp staff.
- 2) During their free time, campers may use their personal equipment only in a safe manner.

Section: Personal Equipment and Responsibility

At Camp Marshall, the safe use of personal equipment is essential for the well-being of both campers and staff. The following guidelines are in place regarding personal equipment:

Personal Equipment for Staff:

- 1) Staff members who bring personal equipment to camp are expected to use it in a safe manner and comply with all safety guidelines and protocols.
- 2) Staff members are permitted to use their personal equipment during their designated time off, but this must be done with the explicit permission of the Camp Director.

Responsibility for Personal Equipment:

- 1) It is important to note that Camp Marshall does not assume responsibility for any lost or damaged camper equipment. Campers are responsible for keeping track of their personal belongings and ensuring their proper care.
- 2) Staff members are personally responsible for the safekeeping and maintenance of their personal equipment throughout their time at camp.

By adhering to these guidelines, we promote a culture of safety and minimize the risk of accidents or damage. Campers and staff members alike are encouraged to prioritize safety and use personal equipment responsibly while at Camp Marshall.

Note: This section emphasizes the importance of safely using personal equipment and clarifies that Camp Marshall is not liable for any lost or damaged camper equipment. Staff members are expected to use their personal equipment responsibly during their designated time off, provided they have obtained permission from the Camp Director.

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SECTION EIGHT: SAFE AND PROPER USE OF CAMP TOOLS, BUILDINGS AND EQUIPMENT

Safe and Proper Use of Camp Tools, Buildings, and Equipment

At Camp Marshall, ensuring the safe and proper use of camp tools, buildings, and equipment is of utmost importance. The following guidelines are in place:

Use of Camp Tools:

Staff members who need to use any Camp Marshall tools must first demonstrate their understanding of safe and proper use to the Executive Director or their designated representative. It is essential to return tools to their designated storage place after use. Additionally, staff members utilizing Arts & Crafts supplies must check in with the Arts & Crafts Instructor regarding the use of Arts & Crafts tools.

Lost or Damaged Tools:

In the event that a tool is lost or damaged, it is crucial to report it immediately to the camp management team. Prompt reporting allows for proper assessment and necessary action to be taken.

Use of Camp Truck:

Staff members who will be operating the camp truck must receive proper training from the Executive Director or their designated representative. Any wear and tear or damage to the camp truck must be promptly reported to the Executive Director or their designated representative for assessment and necessary repairs.

Maintenance Issues:

If a new maintenance issue arises regarding a camp building or grounds, such as a widow maker in a tree or a backed-up drainage field, it is important to inform the camp management team. Timely reporting ensures that necessary steps can be taken to address the issue and maintain a safe environment for everyone.

By adhering to these guidelines, we promote safety and the responsible use of camp tools, buildings, and equipment. Staff members are encouraged to demonstrate diligence in reporting any issues or concerns to the appropriate camp management team.

Note: This section emphasizes the importance of safe and proper use of camp tools, buildings, and equipment. It highlights the need for staff members to demonstrate understanding and receive training, promptly report lost or damaged tools, and notify the camp management team of any maintenance issues.

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SECTION NINE: PREVENTION / EMERGENCY PREPAREDNESS/DRILLS

Prevention/Emergency Preparedness/Drills

Potential Risks and Vulnerabilities:

Camp Marshall is situated on a wide-open campus with a county road running through the property, providing waterfront access. It is important to recognize the vulnerability of the camp to unwanted guests or intruders. To ensure the safety of campers and staff, it is crucial to be aware of individuals who do not appear to belong on camp property.

Stranger on Camp Premises:

In cases where non-staff members unknowingly or knowingly wander onto camp, caution should be exercised, and access to camp property should not be granted to strangers.

Action Steps:

- 1) If there are concerns about personal safety or the safety of campers due to a visitor, contact the Camp Director or emergency services if necessary.
- 2) Introduce yourself to the person and inform them that Camp Marshall is a private camp, explaining that they are not allowed on the premises when children are present.
- 3) If the person wishes to tour the camp or speak with someone, accompany them to the office and contact the camp management team. Remain with the visitor until another staff member arrives to address the situation.

Terrorism, Armed Intruders, or Active Shooters:

Camp Marshall recognizes the importance of having a comprehensive plan in place to respond to active threats such as armed intruders or active shooters. This plan is continuously being developed and improved.

Preparation:

Regular rehearsals and preparation with campers and staff should be conducted, typically during the weekly fire drill at the beginning of each camp week. Full-time staff should also receive training and engage in discussions regarding this plan.

When considering an active shooter, it is essential to:

- 1) Familiarize yourself with the layout of the building and designated safe areas.
- 2) Know how to lock and barricade doors effectively.
- 3) Develop a plan for evacuation or sheltering in place.
- 4) Establish communication protocols for calling for help and alerting others.
- 5) Remain calm and follow instructions from authorities.
- 6) Be knowledgeable about providing first aid in case of injuries.
- 7) Be aware of your surroundings and recognize potential threats.
- 8) Know the location of emergency equipment such as fire extinguishers, fire alarms, and AEDs (Automated External Defibrillators).
- 9) Regularly practice drills to ensure preparedness for emergency situations.

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Monitoring:

Camp Marshall relies on in-person observation as the primary method of monitoring the camp. All staff members need to be vigilant and aware of activities on and off the property. It is important to be mindful of any suspicious or concerning behavior.

Steps to Take If Someone or Something Seems Suspicious:

- 1) Approach individuals on the property and offer assistance, introducing yourself and asking for their purpose.
- 2) Guests or visitors must check in through the main office and be accompanied by a staff member when on camp property.
- 3) If the person is in a vehicle, take a photo (preferably including the license plate) and share it with the Camp/Executive Director. Any such contact should be reported to the Sheriff's office by the Executive Director or Summer Program Director.
- 4) If there is an imminent risk, call 911 to activate emergency services and provide a detailed description of the situation.
- 5) Inform the Executive Director, Summer Program Director, or the highest-ranking program staff member about your observations.

If Confronted by an Active Shooter:

- 1) **Run:**
 - a. If there is an escape path, try to evacuate the area. Encourage others to do the same. Leave your belongings behind and keep your hands visible to police.
- 2) **Hide:**
 - a. If evacuation is not possible, find a place to hide where the shooter is less likely to find you. Block entry to your hiding place and lock the doors. Silence your phone and turn off any lights.
- 3) **Fight:**
 - a. As a last resort and only when in immediate danger, attempt to incapacitate the shooter. Act with physical aggression and use improvised weapons to subdue the threat.

It's important to note that the appropriate response may vary depending on the specific circumstances of the situation. Having a plan in place and practicing different scenarios with the group is crucial. Contacting the authorities as soon as possible and following their instructions is paramount. Additionally, each active shooter situation is unique and may require a different approach.

Action Steps (as soon as possible):

- 1) Dial 911 if appropriate and then notify the Program or Camp Director.
- 2) The Camp Director will notify the Bishop or their designee.
- 3) Appropriate authorities will be notified.
- 4) The Bishop or their designee may notify relevant resource people in the Diocese.
- 5) Refrain from speaking to the press. A spokesperson designated by the Bishop, or their designee will handle communications.
- 6) Complete an Accident/Incident Report.

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Evacuation Procedures:

In the event of a decision to evacuate the camp, the upper parking lot near the main office will serve as the meeting point for carpooling campers and staff to St. Andrews Episcopal Church in Polson, Montana. Parents/guardians will be contacted for camper pick-up arrangements.

Counselors will organize their cabin groups, ensure everyone is accounted for, and maintain a master camper sheet to record travel arrangements and departure time. Once at St. Andrew's Polson, campers will be organized by their respective groups, and counselors will remain with them until parents/guardians sign them out.

Lockdown Procedures:

If evacuation is not possible, campers and staff should be trained on how to shelter in place and secure the premises. This may involve barricading doors, turning off lights and noise, and remaining quiet and out of sight.

Depending on the location of cabins or campers, staff should aim to lock down campers in the nearest facility. While no space at camp can guarantee protection from bullets, certain areas with cement walls, such as the lower level of the dining hall, East Shower House, and the crawl space under Coventry cabin, may offer some additional safety.

Emergency Communication:

The most effective means of communication for staff is through personal cell phones. They should use cell phones to communicate with law enforcement and among themselves during emergency situations.

First Aid and Medical Support:

In any incident involving injuries to campers and staff, provide necessary first aid, call 911 for medical assistance and law enforcement, and seek appropriate professional help.

Post-Event Response:

After an active threat event, it is crucial to have a plan in place to address the needs of campers and staff. This includes providing emotional support and counseling, as well as addressing practical needs such as temporary housing or transportation.

Preparation for a Fire Drill:

Fire and Disaster Procedures:

A camp bell is located near the main lodge, and all staff should know its location. In the event of a fire or natural disaster, a designated program staff person is responsible for continuously ringing the bell for 2-3 minutes.

During camp orientation, all staff and campers will be instructed to stop their activities when they hear the continuous ringing of the bell and gather at the assembly area near the main lodge. If access to the lodge is blocked, campers should proceed to the Executive Director's House across the

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county road for evacuation. If the Executive Director's House is unavailable, the Assistant Camp Director or their designee will establish a new meeting place.

Counselors will verify attendance by checking their cabin groups. The Office Manager will bring the official camper list to the meeting area. Program staff, kitchen staff, and counselors will gather in their respective groups.

The Camp Director or their designee will coordinate communications during the incident. They will provide evacuation and other special instructions as necessary.

Regular fire drills will be conducted during each session, typically on Monday morning before breakfast, where the bell will be activated for drill purposes.

It is important for all staff members to be familiar with these procedures and to ensure the safety and well-being of campers in the event of a fire or other emergency.

Evacuation Plan for a Large Forest Fire or other Catastrophic Event:

While unlikely, it is important to have an evacuation plan in place for major catastrophic events, such as a running forest fire, that could potentially occur at Camp Marshall. In the event of such a disaster while youth are on-site, the following evacuation options have been established:

- 1) Two-hour time frame with the use of Hwy 93 to the south:
 - a. If a two-hour window is available and Hwy 93 to the south is accessible, the evacuation destination will be St. Andrews Episcopal Church located at 110 6th Ave E., Polson, MT 59860. Contact information: (406) 883-5524.
- 2) Two-hour time frame without the use of Hwy 93 to the North:
 - a. If a two-hour window is given, but Hwy 93 to the south is not accessible, the alternative evacuation location will be the Big Arm Fire Station at 28565 7th St., Big Arm, MT 59910.
- 3) Immediate evacuation without a two-hour time frame:
 - a. In the event of an immediate evacuation without a two-hour window, water evacuation will be the chosen method since Camp Marshall has sufficient watercraft to facilitate a quick evacuation. The initial evacuation will be to Dream Island, which is located just a few yards off the camp dock. Camp boats, canoes, kayaks, and paddle boards will be utilized for this purpose.
 - b. After regrouping on Dream Island, coordination will be made with the Boy Scouts to arrange transportation to Melita Island.

It is crucial for staff members to be familiar with the evacuation plan and to follow the instructions provided in the event of a major catastrophic event. The safety and well-being of campers and staff are of utmost importance, and the evacuation plan aims to ensure their swift and secure relocation to designated safe locations.

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In the event of such an evacuation, it will be the responsibility of the Summer Program Director or his/her designee to bring a complete list of all campers and their home contact information. It will be the responsibility of the camp nurse, or designee to bring all camper medications. It will be the responsibility of the waterfront director or his/her designee to make sure everyone is in a lifejacket (if evacuating by water). It will be the responsibility of all counselors to check to see if all their campers are accounted for. It will be the responsibility of the program staff to assist in any way possible.

Search and Rescue Procedures for a Lost Camper:

When a camper or person is missing at Camp Marshall, it is important to follow the search and rescue procedures to locate and ensure their safety. The following steps should be taken:

- 1) **Ensure camper supervision:** Before initiating the search, the counselor or staff person should ensure that the other campers under their care are adequately supervised. If needed, they can send two campers to find another counselor or staff person for assistance.
- 2) **Gather information:** Determine the last known location of the missing person, what they were doing, and their emotional state before they went missing. This information can be crucial in guiding the search efforts.
- 3) **Conduct immediate search:** Start by circling the immediate area where the person was last seen while calling their name. This initial search should cover nearby surroundings and places the person is familiar with.
- 4) **Notify appropriate personnel:** If the search within the immediate area is unsuccessful, promptly notify the Executive Director or Summer Program Director. If there are multiple staff members available, designate one person to remain in the search area while others coordinate further actions.
- 5) **Camp-wide gathering and expanded search:**
 - a. **Camp-wide gathering:** The director or acting director may decide to sound the dining hall bell to gather the entire camp. This gathering can serve to collect all possible information and make the missing person aware of the search efforts.
 - b. **Expanded search within camp:** Send two staff members equipped with cell phones to search the entire camp area, including the waterfront.
 - c. **Involvement of authorities:** If the missing person is not located during the expanded search, the Program Director will consult with the Executive Director, who will then contact the Bishop and notify the local Sheriff's department by calling 911. The Program Director will also contact the missing person's parent or guardian to inform them of the situation.
 - d. **In case of injury:** If the missing person is found but injured, camp staff should follow the appropriate first aid procedures, provide medical assistance as necessary, and contact emergency medical services (EMS) by calling 911.

It is crucial to follow these procedures systematically to maximize the chances of locating the missing camper and ensuring their well-being. The involvement of camp personnel, campers, and appropriate authorities is essential in conducting an effective search and rescue operation.

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Severe Storm Procedures:

When an impending storm is anticipated, the following procedures will be followed at Camp Marshall:

- 1) Alerting and gathering: The Camp Director or Program Director will sound the bell continuously to notify and gather all campers, volunteers, and staff. The designated gathering area will be Brewer Lodge. If Brewer Lodge is deemed unsafe, the assembly will take place at the Executive Director's House or other designated buildings like Coventry or Canterbury on-campus.
- 2) Accounting for campers: The Program/Camp Director, along with the assistance of counselors and the office manager, will begin accounting for all campers. The official camp list, brought by the office manager, will be used to ensure that all campers are present.
- 3) Decision on relocation: The Camp Director or their designee will assess the situation and decide regarding whether it is necessary to relocate campers. Campers and staff will remain in the designated area until the all-clear signal is given, indicating that it is safe to resume normal activities.
- 4) Accident/Incident report: Following the severe storm, an Accident/Incident report will be completed. This report serves to document any incidents or damages that occurred during the storm.

Extreme Weather Procedures:

In addition to severe storms, Camp Marshall also has procedures in place for other forms of extreme weather. Here are the guidelines for handling specific weather conditions:

- 1) Inclement weather, cold temperatures, or lightning: The Waterfront Director and Watercraft Instructor will limit aquatics activities during these conditions to ensure the safety of campers and staff.
- 2) High temperature: The Camp Director and Camp Health Attendant may limit activities during times of high temperature to prevent heat-related issues and ensure the well-being of campers.
- 3) High winds: In the event of high winds, the Program Director, Camp Director, or Executive Director may require all campers to gather in designated buildings such as Canterbury House or the Executive Director's House. Campers will remain in these areas until the high wind event has concluded and the all-clear signal has been given.
- 4) Extreme weather on off-site trips: If extreme weather is experienced during an off-site trip, camp staff will take appropriate safety measures. This may include finding adequate shelter and "hunkering down" until the extreme weather subsides. Staff should avoid high-risk areas and dangerous objects such as tall trees or metal poles. If possible, the camp management team should be notified of the situation.

By following these procedures, Camp Marshall aims to prioritize the safety and well-being of campers, volunteers, and staff during severe storms and extreme weather conditions.

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SECTION TEN: SERIOUS INJURY OR ILLNESS

Serious Injury or Illness Procedures:

In the event of a serious injury or illness involving one or more individuals at Camp Marshall, the following procedures should be followed:

- 1) Provide immediate first aid: Staff members should take all necessary steps to provide first aid to the injured or ill individual. The Camp Health Care Attendant should be contacted to bring additional first aid equipment to the location of the injury. If the situation requires urgent medical attention, emergency medical services (EMS) should be contacted by the first responder or their designated staff member as soon as notice is given to the Camp Health Care Attendant.
- 2) Notify the Camp Director: It is essential to inform the Camp Director immediately about the serious injury or illness. The Camp Director will need to be aware of the situation to coordinate appropriate actions and support.
- 3) Gather basic facts and communicate: The Program Director/Camp Director will gather essential information about the incident or illness. They will then decide on the appropriate way to communicate the details to the parents of the affected camper(s) and to other relevant parties. Communication should be handled with sensitivity and accuracy.
- 4) Complete an Accident/Incident report: It is important to document the serious injury or illness by completing an Accident/Incident report. This report will provide an official record of the event and will be valuable for future reference or investigation purposes.
- 5) Refrain from talking to the press: In the event of a serious injury or illness, it is crucial to refrain from speaking to the press. Designated spokespersons should be identified in consultation with the Bishop and the Camp Director. These individuals will be responsible for handling media inquiries and providing accurate and appropriate information.

By following these procedures, Camp Marshall aims to ensure that prompt and appropriate actions are taken in the event of a serious injury or illness. The safety and well-being of individuals involved, as well as clear and effective communication, are prioritized during such situations.

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Death of a Camper or Staff Member Procedures:

In the unfortunate event of the death of a camper or staff member at Camp Marshall, it is important to follow the appropriate procedures to handle the situation with sensitivity and professionalism. The following action steps should be taken:

- 1) **Notify paramedics and emergency services:** The first step is to immediately notify paramedics and emergency services. They will provide the necessary medical assistance and take appropriate measures in response to the situation.
- 2) **Notify the Program Director:** After notifying the emergency services, the Program Director should be informed promptly. The Program Director will then take immediate action to notify the Camp Director.
- 3) **Notify the Executive Director:** The Executive Director must be notified as soon as possible about the incident. The Camp Director will assume overall responsibility for coordinating the response and initiating the necessary actions.
- 4) **Notify the next of kin:** In consultation with the authorities, the Camp Director will decide who will be responsible for notifying the next of kin of the deceased individual. This is a delicate and sensitive task that should be handled with utmost care and compassion.
- 5) **Notify appropriate resource people:** The Bishop or his designated representative may choose to notify appropriate resource people within the Diocese. These individuals can provide guidance, support, and assistance during this difficult time.
- 6) **Designate a spokesperson:** It is crucial not to engage with the press directly. In consultation with the Bishop or his designee, a spokesperson should be designated to handle all media inquiries and external communications. This ensures that accurate information is shared and that the camp's interests are protected.
- 7) **Complete an Accident/Incident Report:** To document the details of the incident, an Accident/Incident report should be completed. This report serves as an official record and may be required for insurance purposes or future investigations.

Dealing with the death of a camper or staff member is a deeply challenging and emotional situation. It is essential to approach it with empathy, respect, and adherence to appropriate protocols. The involvement of emergency services, the Executive Director, Program Director, and designated spokespersons will help facilitate a coordinated and compassionate response.

Please note that specific procedures and actions may vary based on the policies and protocols of Camp Marshall and the Diocese. It is important to consult the appropriate authorities and follow their guidance in such situations.

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Public Relations Emergency Procedures:

In the event of a potential public relations emergency at Camp Marshall, which may involve negative media coverage or community reactions, the following action steps should be taken:

- 1) **Notify the Camp Director:** The first step is to immediately notify the Camp Director about the situation. The Camp Director will need to be aware of the potential public relations emergency to initiate the necessary actions and communicate with relevant parties.
- 2) **Notify the Bishop or his Designee:** Upon receiving the notification, the Camp Director will notify the Bishop or his designated representative. This step ensures that the highest authority within the Church is informed about the situation.
- 3) **Notify appropriate resource people:** The Bishop or his Designee may choose to notify appropriate resource people within the Diocese. These individuals can provide guidance, support, and expertise in handling the public relations emergency effectively.
- 4) **Designate a spokesperson:** The Bishop or his Designee will designate an appropriate person as a spokesperson to handle media inquiries and external communications. This individual will be responsible for providing accurate and consistent information and representing the camp in a professional manner.
- 5) **Complete an Accident/Incident Report:** It is important to document the details of the potential public relations emergency by completing an Accident/Incident report. This report will serve as an official record of the event and will be helpful for future reference or investigations.
- 6) **During a public relations emergency, it is crucial to respond promptly, transparently, and responsibly.** The involvement of the Camp Director, the Bishop or his Designee, and designated spokespersons ensures a coordinated and appropriate response to address the concerns and mitigate any potential harm to the camp's reputation.

Please note that specific procedures and actions may vary based on the policies and protocols of Camp Marshall and the Diocese. It is important to consult the appropriate authorities and follow their guidance in such situations.

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SECTION ELLEVEN: INCIDENT REPORTING AND PROCEDURES

Incident Reporting Procedures:

At Camp Marshall, it is important to report any incidents promptly and accurately, accidents, near misses, or emergencies that occur on camp premises. The following guidelines outline the incident reporting process:

- 1) **Completion of Incident Reports:** Camp staff are required to complete written reports using the Accident/Incident Report Form, which can be found in a designated file folder in the camp office or camp truck. These reports should be filed within 48 hours of the event.
- 2) **Reportable Incidents:** Incidents or accidents that should be documented include, but are not limited to:
 - a. Fires and natural disasters
 - b. Threats or danger from intruders or trespassers
 - c. Crises arising from camper, staff, or rental group behavior (such as fighting or serious emotional outbursts) that pose a serious safety threat.
 - d. Any situation that requires professional medical treatment or consultation with a licensed physician
- 3) **Near Misses and Emergencies:** Near misses or emergencies that do not result in injury should also be reported. This includes incidents such as lost campers, near drownings, or the use of drugs or alcohol by staff or campers.
- 4) **Consultation and Documentation:** When unsure about whether an incident should be documented, it is advisable to consult the Camp Director and/or fill out a report form. It is better to provide more information than to under-report. When completing incident reports for staff, the Camp Director will note relevant information for filing a worker's compensation report if necessary.
- 5) **Contacting EMS and Emergency Personnel:** In the event of an emergency requiring medical assistance or other emergency services, the following information should be provided:
 - a. Camp Marshall's address: 41524 Melita Island Rd., Polson, MT 59860 Location details: Melita Island Road is situated between mile marker 70 and mile marker 71 on Hwy 93. Camp Marshall is approximately $\frac{3}{4}$ of a mile from the intersection of Hwy 93 and Melita Island Rd. A camp staff member will meet emergency personnel at the camp sign at the end of the driveway.

Camp contact numbers: Camps Main Office - (406) 319-5041

During a crisis or emergency situation, the following communication protocol should be followed:

- 1) **Call 911:** In case of an emergency, dial 911 to immediately notify emergency services.
- 2) **Contact Summer Program Director:** The camp staff member responding to the emergency should have another staff member promptly contact the Summer Program Director at (406) 319-5042.

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- 3) **Notify Executive Director:** The Summer Program Director will immediately inform the Executive Director at (406) 319-5041 and work together to initiate the appropriate emergency action plan.
- 4) **Parent/Guardian Communication:** The Executive Director, Program Director, or their designated representative(s) will personally contact the parents/guardians of minors who are directly supervised by Camp Marshall to provide necessary updates and information.
- 5) **Media Communications:** Only the Bishop or the Bishop's designated representative may communicate with media outlets. It is important to avoid providing information to the press without proper authorization.

Following these incident reporting and crisis communication procedures helps ensure that incidents are documented, appropriate actions are taken, and information is shared accurately and responsibly with the relevant parties involved.

Note: These procedures are based on the provided guidelines for Camp Marshall. It is important to tailor the reporting and communication protocols according to the camp's specific policies and local regulations.

SECTION TWELVE: TRANSPORTATION:

Emergency Transportation (AD.2.1):

- 1) **Primary Vehicle:** The camp's truck, which has both a front and back seat, is designated as the primary vehicle for emergency transportation within the camp premises and for remote programming such as day camps (AD.2.1).
- 2) **Staff Vehicles:** Staff vehicles may be used for emergency transportation, provided that they meet the criteria for emergency equipment outlined below (AD.2.1).

Criteria for Emergency Equipment:

For any vehicle used for emergency transportation, the following criteria must be met:

- 1) Regular maintenance (AD.10.1.A): The vehicle must undergo regular maintenance and safety checks to ensure it is in proper working condition. This includes adherence to maintenance schedules and procedures as outlined in the American Camp Association (ACA) standards.
- 2) Safety checks (AD.10.1.A): The vehicle should undergo safety checks to ensure that all essential components (e.g., brakes, tires, lights) are in good working order.
- 3) Insurance and permission (AD.3.1): Written permission is required from the owner of the private vehicle, along with a copy of the vehicle's insurance policy, as per the ACA standards.
- 4) Safe operating condition (AD.3.1): The vehicle should be in a safe operating condition consistent with the ACA requirements.

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Permission to Use Private Vehicles (AD.3.1):

- 1) **Written permission:** Before using a private vehicle for camp business, written permission is required from the owner, as per the ACA standards.
- 2) **Insurance and affidavit:** Permission should include a copy of the vehicle's insurance and a signed affidavit stating that the vehicle is in a safe operating condition consistent with the ACA requirements.
- 3) **Owner's responsibility:** Owners granting permission for others to drive their vehicle are responsible for maintaining and ensuring the vehicle, as outlined in the ACA standards.

Leased, Rented, or Chartered Vehicles (AD.10.1):

When using leased, rented, or chartered vehicles from external providers, the camp requires compliance with the following requirements:

- 1) **Regular maintenance and safety checks (AD.10.1.A):** Providers must have a system in place for regular maintenance and safety checks on all vehicles provided to the camp, in accordance with the ACA standards. Written evidence, such as appropriate policies or maintenance records, should be provided.
- 2) **Driver qualifications (AD.10.1.B):** Providers must verify the acceptable driving records and experience of their drivers, as per the ACA standards. Written evidence, such as a signed statement indicating the requirements for hired drivers, should be provided.

By adhering to the specified criteria for emergency transportation and following the guidelines for private or leased vehicles, Camp Marshall ensures compliance with the ACA standards, prioritizing the safety and well-being of campers and staff during transportation-related activities.

Compliance Demonstration:

The camp may require providers to provide copies of written evidence, such as contracts, promotional materials, checklists, or signed letters indicating compliance with the above standards.

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TRANSPORTATION SAFETY RULES [AD.5.1]

Driver & Vehicle Policies and Procedures

Driver Requirements (AD.9.1):

- 1) **Age:** Drivers must be 21 years of age to transport campers or drive camp vehicles off the site. Staff driving service vehicles on, or off camp property must be 18 years old, without campers on board.
- 2) **Driver's Record Check:** A driver's record check must be completed through the DMV within the last four months for seasonal drivers and twelve months for year-round drivers. Drivers must have no moving violations for the previous 18 months (AD.9.1.A).
- 3) **Valid Vehicle Operator's License:** Drivers must hold a valid vehicle operator's license appropriate for the size and type of camp vehicle (AD.9.1.B).
- 4) **Drug and Alcohol Testing:** Drivers MAY be asked to participate in and passed random drug and alcohol testing, as required.
- 5) **Prior Approval:** All drivers transporting campers must have the specific knowledge and approval of the Executive or Summer Program Director.
- 6) **Behind the Wheel Training:** If a driver is operating a vehicle they are not familiar with, the camp director will evaluate and determine if additional behind-the-wheel training is required before transporting people or equipment. This includes training in vans, camp trucks, buses, and vehicles pulling trailers.

Vehicle Type/Capacity (AD.7.1):

- 1) Passenger Vehicles: Campers and staff should only be transported in vehicles designed to carry passengers.
 - a. Riding in trucks: Campers and staff are not permitted to ride in the back of trucks except in extreme emergencies and when directed by appropriate staff, such as during a fire evacuation.
 - b. Passenger capacity: Vehicles should carry only the number of passengers specified by the vehicle manufacturer (AD.7.1.A).
 - c. Seatbelts: There should be a seatbelt for each passenger, and passengers must wear restraint devices when provided, including seat belts and booster seats as per age/weight requirements (AD.7.1.B).
 - d. Wheelchair passengers: Passengers in wheelchairs must be seat-belted into wheelchairs that are in locked positions and secured to vehicles, when applicable (AD.7.1.E).
- 2) Staff Presence: A staff member (adult) must be present in each vehicle. When traveling by bus, a staff member or volunteer must accompany the group in addition to the driver. Extra staff and/or aides must be present for campers with disabilities based on established ratios for persons requiring additional assistance or supervision.

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Vehicle Safety Checks:

At the beginning of each camping season, all motor vehicles used for passenger transportation by the camp will be evaluated for safety and quality by qualified personnel. Prior to transporting campers, the following must be checked and recorded in the vehicle logbook (on designated camp vehicles, these items must be checked monthly, regardless of vehicle use):

- Lights
- Tires (weekly using a tire gauge, and daily for wear)
- Horn
- Windshield and wiper condition
- Brakes
- Mirrors
- Fluid levels
- Emergency warning systems

VEHICLE CHECKLIST:

Vehicles used for transportation must be equipped with the following:

- First aid kit
- Emergency accessories such as a fire extinguisher, reflectors, maps, motion sickness bags
- Cell phone
- Flashlight
- Blanket
- Container of fresh drinking water

By adhering to these transportation safety rules and guidelines, Camp Marshall ensures the well-being and safety of campers and staff during transportation activities.

For trips over 10 miles from camp,

the staff member accompanying the group must carry:

- 1) A list of all campers and staff with health forms for all passengers (Both the main office and the vehicle must have this information) (AD.7.1 D)
- 2) Cell phone for emergency communication
- 3) Rental agreement (if driving a rental) or vehicle registration.
- 4) Vehicle mileage sheet (if it is a camp vehicle)
- 5) Insurance information
- 6) Vehicle safety maintenance checklist

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All these documents should be kept in the vehicle at all times.

Loading and Unloading Passengers:

- 1) Load and unload in areas that are free from vehicular traffic unless it is an emergency.
- 2) The vehicle should be parked with the emergency brake engaged and the engine turned off.
- 3) Loading and unloading should take place in an orderly fashion, following the directions of a staff member.
- 4) After unloading, campers should be directed to assemble in a designated area and kept under the supervision of an adult.

Passenger Orientation (AD.8.1):

- 1) Passengers should be instructed in the following safety procedures before transportation:
 - a. Passengers should remain seated at all times with hands and arms inside the vehicle (AD.7.1 C).
 - b. Seatbelts should be fastened, with one person per seatbelt (AD.7.1 B).
 - c. The noise level should not distract the driver. There should be no throwing of objects or any other disruptive behavior.
 - d. Passengers should enter and exit the vehicle under the direction of a staff member and/or driver. In the event of an emergency stop, passengers should follow the directions of the staff member and/or driver and use the buddy system if leaving the vehicle.

Camper Behavior:

- 1) In larger vehicles, behavior problems should always be handled by adults or staff members other than the driver.
- 2) If the driver is the only staff member available to address disruptive behavior and verbal corrections are not successful, they should pull off the road in a safe area.
- 3) Follow established camp discipline procedures as outlined in the staff manual.

Travel Procedures:

- 1) Vehicles traveling together should maintain a safe distance from each other. It is not recommended to travel in a convoy.
- 2) Drivers should establish predetermined rest stops to check in with each other.
- 3) All drivers should have maps/GPS, complete directions to the destination, and appropriate telephone numbers.
- 4) Designate one driver as the lead driver.
- 5) Make stops only at acceptable rest stops during the trip.
- 6) Strictly adhere to all traffic laws of the state when transporting campers and staff.

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Backing Up:

- 1) Backing up is inherently dangerous as you cannot see everything behind your vehicle. Whenever possible, avoid backing up.
- 2) When parking, try to position your vehicle in a way that allows you to pull forward when leaving.
- 3) If you have to back up, follow these safety rules:
 - a. Look at your path.
 - b. Back up slowly using your mirrors.
 - c. Whenever possible, back and turn toward the driver's side.
 - d. Use a helper whenever possible.

Fuel:

- 1) The designated emergency vehicle should always have at least half a tank of gas and should be refueled before reaching a quarter of a tank.
- 2) When refueling, the engine must be turned off.
- 3) If campers are being transported, they should remain in the vehicle and unsupervised campers should not be allowed to leave the vehicle for any reason.

Drivers and staff participating in transporting campers must be trained to follow written accident procedures (AD.6.1) which include the following:

A. Providing and securing care for the injured (AD.6.1.A):

Accident Procedures (AD.6.1.A):

- 1) In the event of any accident involving a Camp Marshall or privately-owned vehicle used for transporting camp participants, even if minor, treat it as an emergency. Accident/incident report forms can be found in the camp truck.
- 2) Call 911 and remain on the line with the dispatch until instructed to hang up. Attend to any ill or injured passengers and ensure they receive necessary medical care by taking them to the nearest medical facility.
- 3) Use appropriate reflectors or emergency flashers. If the vehicle needs to be moved, mark its original location with chalk (from the back of the tire).

Dealing with Passenger Illness (AD.6.1.A):

- 1) Administer first aid as needed and ensure the comfort of the camper.
- 2) If a stop is necessary, try to do so in an authorized or designated area.
- 3) Contact the camp about the camper's condition or return to camp as soon as possible and have the camper check in with the Health Care Supervisor.

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Supervising the uninjured (AD.6.1.B):

- 1) Instruct uninjured passengers to exit the vehicle, using the buddy system when appropriate. Group uninjured passengers together in a safe area away from traffic to await further instructions or pickup. Adult supervision must be provided for campers at all times.

Emergency communication (AD.6.1.C):

- 1) Call 911 and remain on the line with the operator until instructed to hang up. After contacting emergency services, inform the Executive or Summer Camp Director or designated emergency contacts.
- 2) Complete an accident/incident report for the camp (AD.6.1.D):
 - a. Identify witnesses and gather relevant accident or emergency information.
 - b. Obtain names, addresses, and telephone numbers of any witnesses and note the location where any police reports will be filed.

Dealing with Vehicular Breakdown:

- 1) Move the vehicle off the road as far as possible, prioritizing safety over convenience. It is better to drive on a flat tire than to park in an unsafe location.
- 2) Place the transmission in low, reverse, or park. Turn off the ignition and remove the key.
- 3) Engage the emergency brake.
- 4) Activate the four-way turn (emergency) blinkers.
- 5) If the vehicle needs to stop in a non-designated parking area (e.g., the side of the road), carry reflective triangles and follow these guidelines for placing reflectors:
 - a. Place one on the traffic side of the vehicle, within ten feet of the front or rear corners.
 - b. Position reflectors about 100 feet behind and ahead of the vehicle, on the shoulder of the lane where you are stopped.
 - c. Place reflectors beyond any hill, curve, or obstruction that hinders visibility of the vehicle within 500 feet.
 - d. On a one-way or divided highway, position warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.
- 6) If it is safe to do so, unload passengers and move them well off the roadway, away from the vehicle. Ensure that campers are supervised at all times by an adult. If evacuation from a bus becomes necessary, follow established procedures and the directions of staff members.
- 7) Contact the camp and provide information about the nature of the breakdown and your precise location. Additional assistance may be requested if needed. At least one staff member must remain with the vehicle and campers.