



## Emergency Action Plan

### **Missing Child & Lockdown**

1. A camper that cannot be accounted for by a counselor should immediately be reported to your immediate supervisor, and the Camp Director. Any information should be given to the Director including but not limited to:
  - o Last place and time the camper was seen
  - o Name, age and what the camper was wearing
  - o Other information that could be helpful (medical conditions, odd behavior, etc.)
2. Upon notification of a missing camper, a special announcement through the EAP system will be made. At this moment, all staff will initiate a lock-down.
3. In **Lockdown**, all campers and staff will stop their activity and will head straight to the nearest cabin and take a seat on the floor and remain quiet for further instructions. The Camp Director, will notify authorities if necessary and will select a few staff members to join on a sweep of the campus, while the remaining staff will stay with the children in the cabins (keeping them calm, cool). These staff members can help escort children to the bathrooms if necessary.
4. When the camper is found, it will be announced, and staff/counselors will escort their groups back to their activities and resume their day. If the camper continues to be missing, authorities will implement procedures to ensure the safety of our campers, staff and counselors.

### **Bad Weather & Earthquakes**

Pay attention to the weather. If you notice any thunder/lightening conditions, notify your supervisor and the Camp Director. If severe weather is imminent, move your group to a cabin and await further instruction. Avoid open fields, water or metal structures.

### **Duck and Cover Policy**

If you feel the ground start to shake like there's an earthquake:

1. Face away from windows or glass
2. Put your head and back of your neck beneath your desk so it is protected. Try and get your entire body under your desk if possible.
3. If no desks or tables are available, kneel on the floor and cover the back of your neck with interlaced hands and duck your head down.
4. After the shaking stops, and IF INSTRUCTED TO DO SO, proceed with Fire Alarm safety precautions listed below.
5. Stay quiet; be prepared for after shocks.

### **Camp Argo**



## Emergency Action Plan

### **Fire & Fire Alarm**

Whenever we hear a **fire alarm**:

- We will always evacuate the building. It is important to stay calm once the fire alarm sounds to allow the counselors/staff to evacuate accordingly.
- Counselors will have their campers line up in alphabetical order (according to their attendance sheet/roster) and follow their counselor out to the parking lot area to wait for further instructions.
- If there are two adults with your group, please have one lead the students in a line, and the second bring up the end of the line, securing the cabin behind them. In the case of only one counselor/staff member to a group, designate one responsible camper to lead the group out to the parking lot as you bring up the end of the line to make sure every camper stays with the group.
- There must be complete silence during this time. Once outside, everyone must remain quiet and in line as the counselors take role and everyone waits for instructions from the fire department.
- After the buildings have been checked and cleared, a signal or announcement will be made to release the campers back to their activities and/or cabins. The Camp Director will then give directions for the rest of the day.

If **no fire alarm** sounds:

The person(s) who discovers a fire will:

- If the fire is small, safely move any children away from the scene.
- Locate your nearest fire extinguisher, and apply to the flame according to directions. Fire extinguishers are located in main buildings/cabins.
- The Camp Director and admin should be notified immediately.
- If the fire is large, proceed with above Fire Alarm instructions.

**Camp Argo**

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## Emergency Action Plan

### **Security/Safety Threat & Shelter In Place Policy**

In the event there is a security or safety threat at Camp Argo/Camp Cedarcrest, the following **Shelter In Place** procedures will be followed:

- The Camp Director or supervisor will relay the information to all staff members efficiently.
- Counselors must not leave their campers unattended for any reason.
- Note: the purpose of Shelter in Place is to give the impression of an empty cabin/facility.
- If an intruder has been identified, the counselor should immediately report their presence to a supervisor if possible.
- The Camp Director, or supervisor will immediately call 911.
  1. Counselors need to shut and lock down the cabin doors; this should be done by the counselor and not a camper.
  2. All windows need to be closed, available blinds closed and lights turned off. Cover the window of the door with paper.
  3. Next, within the cabin, students and staff must make themselves as invisible as possible by finding space away from the line of sight of doors and windows.
  4. To give the appearance of an empty cabin, it is very important that all students are silent. If you hear the doorknob being turned, stay silent. Divert the campers' attention, and reassure them that they are safe and loved. If necessary to keep the young children calm, quietly tell them a happy story, sing them a soft song, etc.
  5. Do not use your cell phone to make a call, remain silent.
  6. Anyone in an open area (gym, hallway, picnic area, etc.) should retreat to the nearest room (classroom, office, closet, restroom, etc.) and shut/lock the door, turn off the light, stay quiet, and move away from the door and windows.
  7. All counselors/staff with campers outside in the field or on the courts shall head directly to the arts & crafts, bathrooms, or main building and follow the above instructions.
- Each counselor will take attendance of his/her group. All campers will be accounted for prior to any further actions.
- When the threat is over, a verbal command and secret code word will be given to the staff to let them know it is safe to come out.

### **Camp Argo**