

CAMP RUSSELL



**BOYS & GIRLS CLUB
OF THE BERKSHIRES**

EMERGENCY RESPONSE PLAN

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The camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

1 - Plan Overview

INTRODUCTION

This emergency response plan (ERP) is intended to be used by the Camp Russell Emergency Response Team (ERT) to ensure a timely and organized response to an emergency or crisis event that impacts Camp Russell. There is no one document or set of protocols that can anticipate every eventuality and its appropriate set of responses. Because it is impossible to foresee every emergency, good judgment and common sense must prevail.

This document is one of several documents that serve as a repository for information, activities, and tasks necessary for a timely and effective response to any event resulting in activation of the ERT.

Copies of this plan are given to the ERT and the plan is reviewed during pre-camp training.

This ERP is a living document and will be reviewed annually and updated as required, especially after every situation that requires its use.

This ERP will be brought on all field trips.

PURPOSE

The purpose of this ERP is to provide the Camp Russell staff a reference guide for handling emergencies and crisis that might occur at camp. Each staff member named in this plan must know his/her role in an emergency or crisis. This plan will:

- Provide emergency preparedness and response instructions, information, and guidelines for protecting campers and staff, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur.
- Provide for interface and coordination between the camp ERT and Camp Committee's Crisis Management Team (CMT), as needed.

For purposes of this plan, an **Emergency** is defined as a situation such as a non-life threatening injury containable and/or easily extinguishable fire, electrical wires down, storm, etc. A **Crisis** is defined as a sudden, generally unanticipated event that profoundly and negatively affects the camp; often involves serious injury or death, or significant impact to the camp's reputation/image, financial situation, and/or ability to operate.

SCOPE

This plan applies to emergencies occurring on Camp Russell property, as well as emergencies that occur off-site that affect Camp Russell campers, staff, and/or property.

TEAMS DEFINED

Camp Russell Emergency Response Team (ERT)

In order to provide for an organized response to major emergencies on campus, an Emergency Response Team (ERT) has been formed to respond to, manage, mitigate and recover from all emergency situations impacting Camp Russell. The ERT will be responsible for:

- Protecting life of staff and campers.
- Accounting for all campers and staff, and ensuring their safety.
- Activating the emergency response plan to coordinate response and recovery operations.
- Deploying, coordinating, monitoring, and supporting actions of the emergency response personnel.
- Conducting and coordinating evacuation procedures.
- Establishing communications with parents and other stakeholders.
- Providing initial and ongoing evaluation of the event, including property damage assessment.
- Monitoring and recording significant decisions or actions, situation status and resources used and needed.
- Providing for camper health and safety and coordinating the release of campers to parents/guardians.
- Working with agencies, such as local and state governmental agencies and the media, as needed.
- Communicating with Camp Committee CMT during crisis events.

CAMP EMERGENCY RESPONSE TEAM	
Title	Name
Camp Directors (Team Leader)	Cam Stockton
Day Camp/LIT Coordinator	Lauren McMahon
Athletics Camp Coordinator	Alex White
Recreation Therapy Coordinator	Rick Backer
Waterfront/ Pool Coordinator	TBD
Head Nurse	Kerry Martel, RN

SUPPORTING ROLES		
Role	Title or Name	Comments
Media Liaison	Joe McGovern	These are the ONLY camp people who may talk to the media.
Family Liaison	Cam Stockton	These are the ONLY camp people who may talk to the family member of the camper or staff member involved.
Communications/Organizational Liaison	Cam Stockton	As directed by Camp Director, these people will communicate situational updates to campers and staff.
Camper/Staff Support	Lead Counselors	Head Counselors & Group Counselors
Medical Liaison	Kerry Martel	Oversees medical emergencies for camp
Special Situations	Kais Abderrahim	Includes maintenance staffer on duty.

See Appendix A for Team Contact Information

Camp Committee Crisis Management Team (CMT)

The CMT will be responsible for: <https://www.bgcberkshires.org/Default.aspx?tabid=1021056>

- Evaluating and critiquing initial disaster assessment reports and action plans provided by the ERT, as appropriate, during crisis events.
- Determining CMT plan strategies to be implemented, if more than one strategy exists.
- Working closely with the ERT to ensure smooth integration of all recovery tasks.
- Providing oversight and guidance for all recovery efforts during a crisis event.
- Coordinating media and press releases.
- Assessing and providing guidance on all legal and compliance issues.
- Providing oversight and guidance on camper and staff issues.
- Approving expenditures related to recovery.

Coordinating and providing support services from Camp Committee to assist the ERT in its recovery

CAMP COMMITTEE CRISIS MANAGEMENT TEAM	
Name	Title
Cam Stockton	Camp Russell Director
Lauren McMahon	Day Camp /LIT Coordinator
Alex White	Athletics Camp Coordinator
Richard Backer	Rec Therapy Coordinator
TBD	Waterfront/Pool Coordinator

See Appendix A for Team Contact Information

2 - Crisis Response Overview

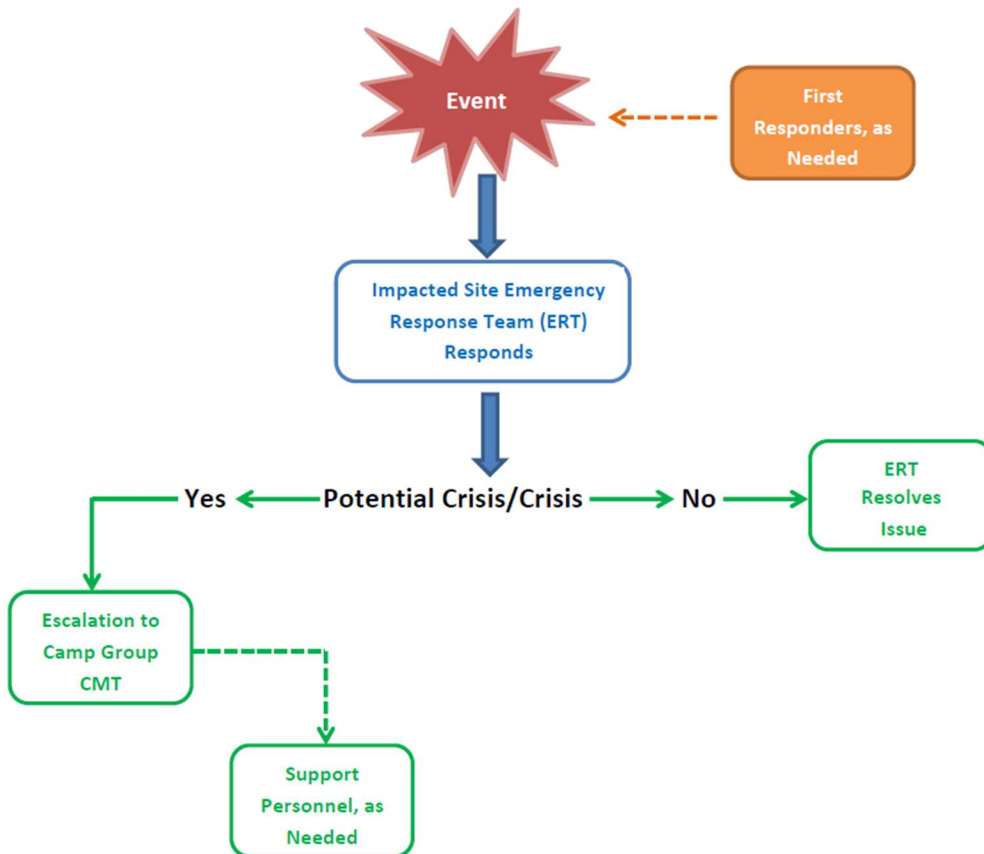
In the event a crisis (not an incident) has occurred impacting Camp Russell, procedures are as follows:

1. Camp Director(s) (herein 'Camp Director') will meet with the ERT to communicate all of the necessary information and immediate plans.
2. Club CEO (Joe McGovern) will be notified of all crisis or potential crisis events. CEO will convene CMT, as needed. If CEO cannot be reached, (Camp Committee Alternate Team Leader) will be notified.
3. Campers and staff will be asked to return to their cabins immediately or assemble at designated assembly area. Lead counselors will ensure all campers and staff are accounted for.
4. Camp Director will direct half of the cabin staff to a meeting in the Dining Hall with the other half attending when the first group returns. At each meeting the Camp Director will:
 - Present the ERT and each member's role.
 - Communicate all of the necessary information and plans.
 - Allow time for questions and personal support.
 - Reassure staff that:
 - Help is available for them as well as all campers.
 - They are vital to maintaining the mental health of their campers.
 - All necessary steps are being taken to assure a safe and healthy environment for everyone in the camp community.
5. All staff will return to their cabins. The following Leadership Staff will report to the areas around camp listed below to provide assistance, as needed. Staff should remain in their areas until otherwise notified.

Areas	Staff
Dining Hall	Lauren McMahon
Rec Hall	Cam Stockton
Boat House	Cameron Stockton
Field Cabins	Alex White
Rec Therapy Cabins	Rick Backer
Main Office	

6. If deemed necessary, campers (with their counselors) will meet Camp Director in the Dining Hall (or other location decided upon) according to the following order:
7. Camp Director will:
 - Review and explain the crisis to campers.
 - Explain what is being done for the campers and staff.
 - Allow ample time for questions.
 - Provide as much support as possible and also explain that additional support (professional and crisis support) will be at camp shortly to meet with individuals, groups and anyone who would like additional counseling.
 - Provide a plan for the rest of the day and following days.
8. Campers and staff will return to their cabins knowing the plan that will be followed and **Assigned Leadership Staff** will remain in designated locations to provide any necessary assistance until the camp schedule resumes.
9. Camp Director will communicate with all camp families apprising them of the situation and what steps are being followed, pursuant to Camp Committee's crisis communications procedures. Communication methods include:
 - Email to all parent email addresses on file.
10. Camp Director will utilize external emergency contacts, as needed. *(See Appendix A for External Emergency Contacts including neighboring camps, insurance and Camp Committee.)*

CRISIS RESPONSE FLOW



CRISIS ACTIVATION MATRIX

	INCIDENT MINOR EVENT Response led by onsite camp Emergency Response Team (ERT) and personnel. CMT Leader notified of situation Limited potential for media, regulatory, financial, and/or legal exposure.	CRISIS MAJOR EVENT Immediate activation to CMT Response led by the CMT Anticipated/High potential for media, regulatory, reputational, financial, and/or legal exposure.
Camper	-Minor injuries requiring some medical attention. -Controlled communicable illness diagnosis. -Suspected abuse at home.	- Multiple injuries requiring emergency medical attention. - Fatality. - Situation threatens the health of campers and staff. - Abuse allegation while at camp (current or past). -Kidnapping/Abduction. -Highly contagious communicable illness diagnosis.
Property	Minor damage to property/equipment requiring minor repairs; anticipated insurance claim; anticipated operations disruption for 24 hours or less.	Moderate-to-severe damage to property requiring repairs, renovations or replacement; anticipated operations disruption greater than 1 day.
Environmental	Minor impact on environment; no immediate threat to life & health -Failed water test; resolved internally.	Moderate-to-major impact to environment; May involve area surrounding property. May require communication to regulators. May require temporary evacuation of premises -Water contamination with need for intervention.
Critical Supplier	No impact on camp operations. Alternative strategies easily employed.	Supplier incident will have significant impact on operations beyond one day.
Electrical / Power Outage	-Up to 48 hour outage.	-Outage beyond 48 hours.

Differentiating an 'Incident' Event from a 'Crisis' Event

Plans are designed based on an all-hazards approach to planning. The plan is designed to support the decision process and actions for incidents that may or may not escalate into a crisis. The differentiation of an incident from a crisis is defined as follows:

- **Incident:** Any situation which has the potential to develop into a crisis. **An incident is defined as an event which is not part of standard operations, which may impact or interrupt services, and in some cases, may lead to crisis.** An incident is declared if the situation is estimated to be handled in one day or less, and there is no modification to the daily work schedule. The Emergency Response Team will respond to the incident.
- **Crisis:** Any situation with the potential to significantly and adversely impact the performance, business operations, or reputation of the camp and Camp Committee. **A crisis is defined as a critical event, which, if not handled in an appropriate manner, may dramatically impact either the camp's or Camp Committee's profitability, reputation, or ability to operate. Or, an occurrence and/or perception that threatens the operations, stakeholders, brand, and reputation.**

3 - Emergency Communications

In order to ensure timely communication among staff, campers and emergency response personnel, Camp Russell utilizes the following communication mechanisms:

ASSEMBLY AREA(S)

Camp Russell has designated assembly area(s) for situations that require a camp headcount during/following an incident, such as fire or missing camper/lost swimmer.

- When an emergency alarm is sounded for fire or missing/lost camper, all campers and staff will report to their designed assembly area.
- Once cabin groups have assembled, lead counselor shall be responsible for acquiring an accurate head count of all members in camp.

ALARM SIGNALS

The emergency call will be sounded over by the 3 buzzard alarm, followed by 3 blows of air horn and/or via walkie-talkie. Alarm signals are as follows:

THREAT	ALARM SIGNAL	RESPONSE PROTOCOL
Armed Intruder / Active Shooter	Alert staff w/walkie-talkies: "Armed Intruder on premises. Follow protocol now." Alarm: 1 Sustained Air Horn for 5 seconds, break, 1 Sustained Air Horn for 5 seconds.	Lockdown/Hideout /Evacuate (Flee) <i>(See Armed Intruder Tab)</i>
Fire	Alert to staff w/walkie-talkies: "Fire located at _____. Evacuate and assemble now." Alarm: 3 Buzzards	Evacuate and Assemble <i>(See Fire Tab)</i>
Missing Camper/Lost Bather	Alert to staff w/walkie-talkies: "Missing Camper/Lost Bather. Follow protocol." Alarm: Two Consecutive Sustained Air Horns	Assemble <i>(See Missing Camper/Lost Bather Tab)</i>
Trespasser	Alert to staff w/walkie-talkies: "Trespasser at camp. (Whereabouts unknown.) Stay alert." Alarm: NONE AT THIS TIME	Staff will be on the alert for unauthorized person and report sightings to main office immediately.
Weather - Lightning	Alert to staff w/walkie-talkies: "Lightning alert. Seek shelter." Alarm: Blow Air Horn Three Consecutive Times	Shelter Indoors <i>(See Weather Tab)</i>
Weather - Tornado	Alert to staff w/walkie-talkies: "Tornado alert. Seek shelter." Alarm: Blow Air Horn Three Consecutive Times	Shelter Indoors <i>(See Weather Tab)</i>
Wild Animal on Premises	Alert to staff w/walkie-talkies: "Wild animal seen at _____. Follow lightning protocol." Alarm: Blow Air Horn Three Consecutive Times	Shelter Indoors - Same as Lightning <i>(See Weather Tab)</i>
ALL CLEAR	Alert to staff w/walkie-talkies: "All Clear." Alarm: Prefer to notify via walkie-talkie or in person instead of public alarm	N/A

EMERGENCY HORNS

Emergency horns are used to alert campers and staff to emergencies. Emergency horns are kept in the following locations:

- **Dining Hall (Horn & Buzzard)**
- **Waterfront (Horn)**
- **Pool (Siren/Megaphone)**
- **Nurses Office (Horn)**
- **Main Office (Horn)**
- **Pavilion (Horn)**

Telephones are located in the following locations:

- Main Office: (413) 698-2716
- Nurses Office: (413) 698-3498

WALKIE-TALKIES

These two-way radios will be used to communicate details regarding emergency situations to emergency response personnel. The following staff will be provided with walkie-talkies and will operate on the following channels:

Name	Channel
Cam Stockton	Channel 3
Alex White	Channel 3
Camp Office Staff	Channel 3
Lauren McMahan	Channel 3
Rick Backer	Channel 3
ALL OTHER STAFF	Channel 3

PARENT/GUARDIAN CONTACT

Camp Director will assess how Camp Russell will communicate with parents/guardians. In some cases, only the parents/guardians of the individuals involved will be contacted. In other cases, parents/guardians of all witnesses or closely affiliated campers who are affected will be contacted. At other times, all campers, parents/guardians must be contacted.

Whenever possible, Camp Director (or one of the Camp Coordinators in his/her absence) will call parents/guardian. These calls will be made from the main office or the residence of the Camp Director. If the database is not operational on a computer, names and phone numbers will be obtained from the emergency contact binder.

- Any time a camper is injured and requires medical treatment by a doctor; parents/guardians will be called by the Camp Director, or one of the Camp Coordinators, Nurse, regardless of whether or not the camper is taken to the hospital for treatment.
- If a camper's injuries require him to be hospitalized, a camp representative will stay with the camper at the hospital and will update the Camp Director as to camper's condition. Camp Director or a Camp Coordinator will provide parents/ guardians with continuous updates of camper condition.

See Appendix B for parent phone call scripts and letter templates.

MEDIA COMMUNICATION

Only the CEO will have contact with the media, unless otherwise agreed to by Camp Committee. No personal information regarding any camper or staff member is to be released.

4 - Roles & Responsibilities

Camp Director -Emergency Response Team Leader- Cam Stockton

- Assumes overall command of the emergency with the goal of minimizing the effect on the camp.
- Ensures that all ERT members carry out their responsibilities and have adequate personnel and other resources to accomplish their tasks.
- Declares an end to the emergency and after the emergency is over; conducts a review of the events and lessons learned.
- Ensures that staff and campers are aware of the communications systems that will be utilized in an emergency situation.
- Coordinates with Camp Committee, LLC, to prepare statements relative to the health, well-being and location of campers and staff.
- Maintains and updates telephone lists, including the cellular numbers of the Emergency Response Team.

Camp Nurse/Medical Staff- KERRY MARTEL

- Provides first aid care of injured persons prior to the arrival of first responders, if needed.
- Supports local emergency response services' personnel to create a system to triage, transport and treat persons impacted by the emergency.
- Communicates with the ERT Leader about the number, type and severity of injuries and the disposition of all victims transported to offsite medical facilities.
- Communicates with parents, as directed by Camp Director.

Area Supervisors- CAM STOCKTON, Alex White, Lauren McMahon

- Checks the buildings used in their program area. Reports what buildings have been swept to Cam Stockton at the assembly area location (Dining Hall).
- Cam Stockton may reassign members of this team to another task (including organizing a grid search or reporting to the lake).
- Lauren McMahon will check the cabin areas and report the status to Cam Stockton.
- Alex White will check the field areas (Soccer/LAX, Mini Fenway, tag ball, etc.) Lauren McMahon will check the Boat house, contact the pool, check whose out in the pond/waterfront and report the status to Cam Stockton.

Group Leaders

- Check the cabins in their division then reports what buildings have been swept to Cam Stockton at the Dining Hall.

Maintenance — KAIS ABDERRAHIM & STAFF

- Limits access to camp by stationing personnel at the gates at top of Boys Club Road/Barker Road, Entrance of camp road, and Camp Gates.
- Locks and secures all buildings if directed by the ERT Leader or law enforcement.
- Provides vehicles, equipment and operators for movement of personnel and supplies.
- Provides direction to camp personnel relative to crowd and traffic control.
- Prohibits media from accessing camp property and camper/staff without Camp Committee CMT approval.
 - Establishes media location, as directed by the ERT Leader.
- Provides initial damage assessments of camp structures, roads, grounds and utilities.
- Ensures that the local utility companies' representatives know the camp situation and need.
- Facilitates law enforcement and first responder access.

5 - Abuse

DEFINITIONS

Child Abuse

In a camp setting, physical abuse is most likely to happen when a counselor is disciplining a rebellious or unruly camper. Anything done to inflict pain while disciplining camper is considered child abuse.

The physical size and strength of staff members necessitates that they use discretion and restraint in all physical contact activities with campers. Games that encourage intense competitive activities with physical contact that potentially could cause injury must be eliminated or supervised very closely by non-participating staff members.

Child Sexual Abuse

Child sexual abuse includes, but is not limited to, any contact or interaction between a child and adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching.

Sexual behavior between a child and an adult is always considered forced, whether or not the child has consented.

The age of consent varies state by state. Regardless of the age of consent, camp employees are prohibited from having sexual relations with campers.

Camp staff is instructed NOT to touch the genital area or buttocks of ANY camper. Camp staff is also instructed NOT to hug campers.

SUSPECTED CHILD ABUSE

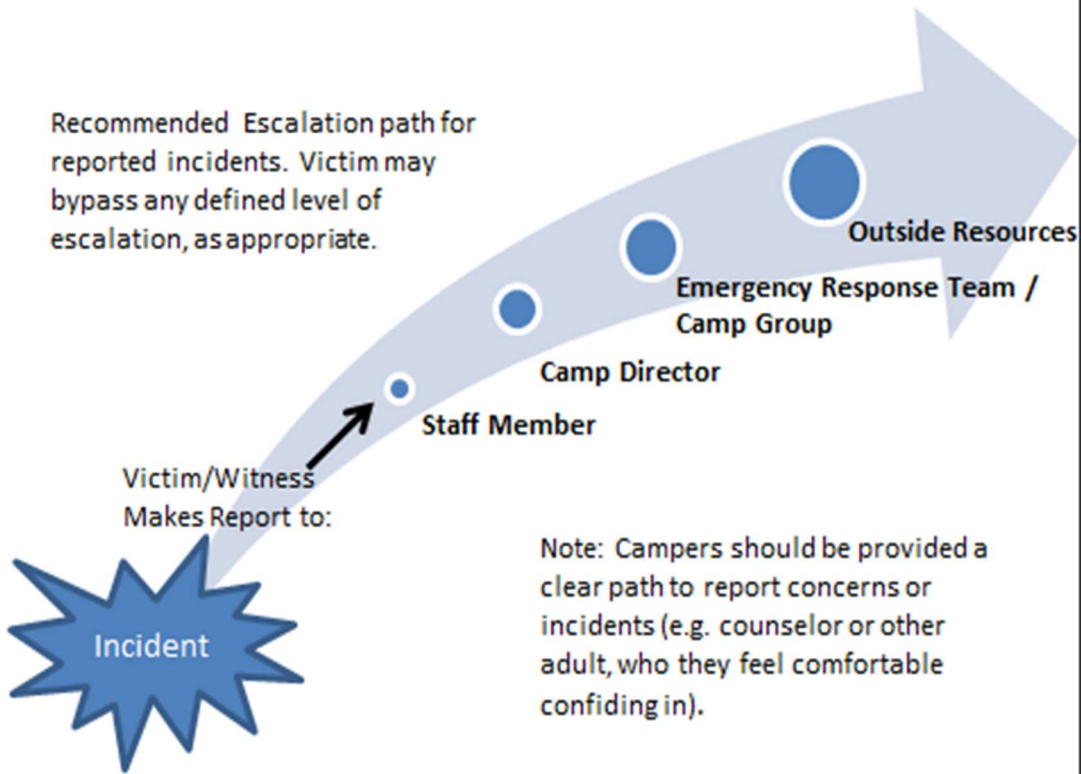
Camp Russell is required to report any alleged physical or sexual abuse that takes place at camp to State Child Protective Services within the timeframe mandated by the state's child abuse and neglect reporting requirements.

In the event a staff member suspects or is told of an alleged case of child abuse, – whether physical, mental, emotional or sexual, – the following procedures will be used:

1. Staff is instructed to immediately report suspected child abuse to Camp Director or in his/her absence, Alex White or Lauren McMahon
2. Staff **must not** investigate allegations on their own.
3. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore staff will be instructed not to speak of this subject with anyone else. It is only suspected child abuse.

DEFINED REPORTING STRUCTURE

Recommended Escalation path for reported incidents. Victim may bypass any defined level of escalation, as appropriate.



CHILD ABUSE REPORTING

In the event that there is an accusation of child abuse, Camp Russell will take prompt and immediate action as follows:

Action Plan for Reports of Abuse		
Done	#	Action
Step One – Data Collection (Utilize forms provided by abuse reporting website for your state)		
<input type="checkbox"/>	1	Camp notified of allegation of abuse by: phone call, letter, in-person visit, third party, and media. Depending on the method of notification, the response will vary.
<input type="checkbox"/>	2	Document method of notification of abuse -- call, email, fax, letter, etc.
<input type="checkbox"/>	3	Document time and date of notification from source.
<input type="checkbox"/>	4	Document source information: <ul style="list-style-type: none"> • Name of source • Contact information of source
<input type="checkbox"/>	5	Document alleged offender information: <ul style="list-style-type: none"> • Offender's name • Camp Committee camp associated with • Role of Offender at camp: Administrative Staff, Counselor, Other Staff, Camper • Location of Offender now • Have you been in contact with the Offender?
<input type="checkbox"/>	6	Document alleged victim information: <ul style="list-style-type: none"> • Victim name • Victim's family contact information • Address of victim • Years victim attended camp • Age of victim now? • Gender and Race?
<input type="checkbox"/>	7	Document alleged abuse details, including: date(s), location (s), events, circumstance(s), potential witnesses, & ask if reported to authorities: Obtain the following information: <ul style="list-style-type: none"> • What happened • When the abuse occurred. • When the abuse first started. When the abuse stopped. • Frequency of abuse. • Where the abuse took place. • Description of injuries. Type of treatment sought, if any. • Whether threats were made to prevent reporting of the abuse. If so, what type of threats? • Names of others who may know of the abuse. What is their relationship to the victim? • Names of others that may have been subjected to the same type of abuse.
<input type="checkbox"/>	8	Identify and gather information from any other individuals with independent knowledge of the occurrence.
Camp ERT Reviews the information		
<input type="checkbox"/>	1	Camp Director reviews the incident with the ERT and Camp Committee President, as appropriate.
<input type="checkbox"/>	2	In the event the reported incident involves a staffer, chaperone, or other volunteer, Camp Director will, without exception, immediately suspend that person from the camp. The parent/guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
<input type="checkbox"/>	3	Camp Director will complete all state requirements for reporting and will cooperate to the extent of the law with any legal authority involved.
<input type="checkbox"/>	4	Whether the incident or alleged offense takes place on or off camp property, it will be considered job-related (because of the youth-involved nature of the camp).
<input type="checkbox"/>	5	Reinstatement of the staff person will occur only after all allegations have been cleared to the satisfaction of the Camp Director.
Step Three – Contact Legal Counsel		
<input type="checkbox"/>	1	CEO to contact Legal Counsel as needed.
Step Four – Report to Abuse Hotline (Via Telephone/Fax/Web)		

Action Plan for Reports of Abuse		
Done	#	Action
<input type="checkbox"/>	1	<ul style="list-style-type: none"> Go to https://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=11-11172 for listing of State Child Abuse and Neglect Reporting Numbers. Contact the parent/guardian unless that person is the alleged perpetrator. Notify DCF. Notify Police. Complete and file an incident report (51-A) immediately. Notify in writing the Department and the Board of Health if a report is filed pursuant to M.G.L.c. 119, & 51A alleging abuse or neglect of a child while in the care of Camp Russell. The report filed pursuant to M.G.L.c. 119, & 51A itself shall not be forwarded to the Department of Health. Notify the CEO or designee The Camp Director will have a written log of all of the reports that are reported to the MDPH and BOH.
<input type="checkbox"/>	2	<p>Be prepared to provide:</p> <ul style="list-style-type: none"> Name, date of birth (or approximate age), race, and gender, for all adults and children involved. Addresses or another means to locate the subjects of the report, including current location. Information regarding disabilities and/or limitations of the victims (especially for vulnerable adult victims). Relationship of the alleged perpetrator to the child or adult victim(s). Other relevant information that would expedite an investigation, such as directions to the victim (especially in rural areas) and potential risks to the investigator, should be given to the Abuse Hotline Counselor.
<input type="checkbox"/>	3	Document time and date of your notification to the hotline.
<input type="checkbox"/>	4	Document any contact information or case number received from the Hotline.
Step Five—Contact Insurance Carrier		
<input type="checkbox"/>	1	Follow instructions of Claim Examiner re: requests for documents, statements, etc.
<input type="checkbox"/>	2	If correspondence is received from the insurance company wherein the company ‘reserves rights’ or indicates in any way that there may not be coverage for the event which occurred, contact Camp Committee legal counsel.
Step Six -- Crisis Communications		
<input type="checkbox"/>	1	Do not contact any third party, other than through legal counsel.

6 – Armed Intruder

If an armed intruder is on the premises, the goal will be to get all campers and staff to a safe place.

Depending on where the campers and staff are located at the time an alarm is sounded, the response will vary.

Upon the realization of an armed intruder on the premises:

1. Identifying staff member will immediately notify the main office of the threat, if possible.
2. Staff with walkie-talkies will receive the following alert, "Armed intruder on premises. Follow protocol now."
3. Main office will call 9-1-1.
4. Director, Cam Stockton will sound the alarm (One Sustained Air Horn for a 5 second blast ,break, then another 5 second blast) to indicate armed intruder on premises.
5. Staff will implement armed intruder response protocols (see below).
6. Staff and campers will attempt to lockdown, hideout, or evacuate/flee.

If intruder is OUTSIDE and staff & campers are OUTSIDE:

1. Campers and staff will be instructed to seek cover and concealment.
 - If possible all will hide behind something capable of stopping a bullet, such as a brick wall.
2. If it's safe to evacuate, staff will instruct campers to lock hands, and follow in an orderly fashion to designated location.
3. Only if being fired upon, staff will instruct campers to run using a zigzag pattern.
4. Call 9-1-1 once safe.
5. If running or hiding is not an option, as a last option, campers and staff may make the decision to fight and use any object to disable the shooter.

If intruder is OUTSIDE and staff & campers are INSIDE buildings:

1. Campers and staff are instructed to lock doors and windows, turn off lights, close curtains or blinds, turn off cell phone ringers, lie down on the floor or crouch below the window line and remain silent.
2. If possible, staff will call 9-1-1 and let the dispatcher know the location, the number of shooters, the shooter's location and types of weapons involved.
3. If building is not able to be secured, and it is safe to move, campers and staff will move to a pre-established secure area with hardened walls, minimal windows and a lockable, thick door, or an external location.

If Intruder is INSIDE and staff & campers are INSIDE:

1. Campers and staff are instructed to try and exit or flee the area.
2. If it's not safe to leave, campers and staff are instructed to remain in place.
3. Staff will dial 9-1-1 and give a description of the scenario, if it is safe to do so.
 - All are instructed to lock and barricade the door, turn off lights, close curtains or blinds, and turn off cell phone ringers.
 - Remain silent, stay low and seek cover.
6. Campers and staff are instructed to drop to the floor, seek cover and concealment and play dead if the shooter is actively shooting.
7. As a last option, campers and staff may make the decision to fight and use any object to disable the shooter.

7 – Bomb Threat

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Staff must quickly determine the most reasonable way to protect campers.

Independent judgment must be made by all staff members.

- If the armed intruder alarm sounds, take the following action:
 - If it is safe to evacuate/flee – **Do so immediately!**
 - If it is not safe to evacuate/flee, follow lockdown/hide out procedures.

If You Evacuate/Flee

If you are located outside, away from camp buildings (i.e. sports fields) flee to closest place of refuge (woods, town, nearby business or home, etc.) Be sure to:

1. Evacuate campers as quickly as possible, away from the direction of the threat.
2. Staff to lead campers, locking hands, in an orderly fashion to designated location.
3. Only if fired upon, run in a zigzag pattern.
4. Leave all belongings behind.

If outside and unable to run away, seek cover and concealment:

1. Hide behind a brick wall (or anything that may stop a bullet), if possible.

- Call 9-1-1 when all are safe distance from intruder
- Follow the instructions of any police officers
- Keep your hands visible to police

If You Lockdown/Hide Out

If you are inside, and evacuation is not possible, staff and campers should find a place to hide where the shooter is less likely to find them. To prevent an active shooter from entering your hiding place:

1. Lock and barricade the door if possible.
2. Turn off lights and cell phone ringers; close blinds/curtains.
3. Lie down on the floor or crouch below the window line.
4. Call 9-1-1, if possible.
5. Remain silent.

The hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction.
- Not trap or restrict options for movement or escape.

If Evacuation and Hiding Out are not Possible

1. Try to remain calm
2. Dial 9-1-1 if possible – If you cannot speak, leave the line open and allow dispatcher to listen.

If Shooter is Actively Shooting

Drop to the floor, seek cover and concealment and play dead if the shooter is actively shooting.

If You Take Action Against the Shooter

Per Department of Homeland Security Protocol, as a last resort, and only when lives are in imminent danger and you cannot flee, your chance of survival is much greater if you try to incapacitate the intruder. Staff may attempt this by:

1. **Acting as aggressively as possible against him/her**
2. **Throwing items and improvising weapons**
3. **Yelling**
4. **Committing to your actions**

IF THE OFFICE RECEIVES A BOMB THREAT PHONE CALL

1. Person answering the call should remain calm and attract the attention of another staff member discreetly and quietly while listening to the caller.
 - Have the other staff member call 9-1-1 and request that the call be traced.
2. Call recipient will:
 - Try to get as much information as possible from the caller, using the 'Bomb Threat Checklist' at the end of this tab. Ask the caller to repeat the message and try to record every word.
 - Keep the caller on the line as long as possible; never hang up the phone.
 - If the caller does not indicate the location of the bomb or time of detonation, ask for this information. Try to note if the caller appears familiar with the facility.
 - Listen closely to the voice of the caller to determine voice quality, speech impediments, sex, age, accents, or words/phrases used repeatedly or incorrectly.
 - Pay particular attention to background noises, which could indicate the caller's location.

AFTER RECEIPT OF A BOMB THREAT PHONE CALL

1. Main office will immediately **call 9-1-1** (if not already contacted by co-worker).
2. Person receiving the call will notify Camp Director (if not already notified) that a bomb threat has been received.
 - Do not state the nature of the call to anyone except the person to whom you report the threat.

The decision whether to order an evacuation will be based on the recommendations of local authorities and the judgment and discretion of the Camp Director.

EXPLOSION OR IMMINENT THREAT THEREOF

1. Camp Director or designee will sound the fire alarm signal (Siren).
2. An announcement will be made to staff via text message to turn off their walkie-talkies immediately, as they could result in the detonation of a bomb if the device is radio/frequency controlled. As a precaution, other wireless communications, such as wireless components to PA systems and low frequency radio stations shall be turned off, as well.
3. Upon hearing the alarm, all members of the camp community will proceed to their designated assembly area for a camp-wide head count. Campers will assemble by cabin group and be seated. One counselor should be at the front of the line and one counselor at the back of the line.
 - Counselors will conduct a head count and the counselor at the front of their line will raise their hand to indicate that all campers are accounted for.
 - Missing camper(s) will be reported to the Camp Director
 - Campers and staff will be instructed to stay at the assembly area until given further instruction.
4. The ERT or local authorities will direct off-site evacuation, as needed.

SUSPICIOUS PARCEL OR DEVICES

Letter bombs are designed to travel safely but to explode when opened and/or triggered by either mechanical (spring loaded) or electrical means. One common type of postal bomb consists of 2 to 5 ounces of plastic explosive with a pencil-shaped metal fuse pressed in its center. Envelopes containing explosives usually measure approximately 5"by 4" by 3/16 thick and weigh between 2 and 3 ounces.

Some signs to look for:

- Size: Is the letter unusually thick?
- Weight: Is it heavy? An effective letter bomb will weigh over two ounces.
- Balance: Is it heavier on one end?
- Feel: Is there any springiness in the sides of the letter? Does it flex; indicating it is filled with folded paper, or is it stiff?
- Odor: Is there a smell of almonds?
- Appearance: Are there grease marks on the envelope or warping? Is the envelope taped shut? Is there an unusual style of writing? Take notice of:

Country of origin

Incorrectly addressed title or title without a name

No return address

Excessive securing material (tape, string, etc.)

Excessive postage

Protruding wires or aluminum foil

If suspicious package or item is identified, mail staff will follow the procedures below:

1. **Do not touch the suspicious device. It could trigger a detonation.**
2. Immediately call 9-1-1.
3. Stay clear of the area and the device.
4. If you come in contact with a suspicious item, **DO NOT** shake it; **DO NOT** empty its contents; **DO NOT** show it to others or allow others to examine it.
5. Alert staff in the immediate area of the suspicious package and ask them to remain clear of the area.
6. If its contents are spilled, **DO NOT** sniff or touch any of the material. Cover the item with anything that is handy—paper towel, copy paper, etc.—and evacuate the immediate.
7. Record from each side of the item all the available information (name and address of addressee and of sender, postmark, cancellation date, types of stamps, and any other markings or labels).

TELEPHONE BOMB THREAT PROCEDURES REPORT FORM

DATE: _____ TIME: _____

INSTRUCTIONS:

Be calm. Be courteous. Listen. Do not interrupt the caller.

Exact words of person placing call:

IF YOU CAN TALK TO THE CALLER, QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What kind of bomb is it?
4. What does it look like?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

CALLER'S IDENTITY:

Sex: Male: _____ Female _____

Approximate Age: _____ Years

Voice Characteristics	Speech	Language	Accent	Manner	Background Noises
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Office machinery
<input type="checkbox"/> High pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Factory machinery
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul	<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Bedlam
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Good	<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Animals
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Poor	<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Quiet
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Angry	<input type="checkbox"/> Mixed
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal			<input type="checkbox"/> Irrational	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Other	<input type="checkbox"/> Other			<input type="checkbox"/> Incoherent	<input type="checkbox"/> Airplanes
				<input type="checkbox"/> Emotional	<input type="checkbox"/> Party Atmosphere
				<input type="checkbox"/> Laughing	<input type="checkbox"/> Trains
				<input type="checkbox"/> Other	<input type="checkbox"/> Music
					<input type="checkbox"/> Voices

LEAVE PHONE OFF HOOK. CALL POLICE FROM ANOTHER PHONE.

8 – Electrical/Power Outage

The primary concerns of a loss in power are in the area of food storage, cooking and water. Most camp activities, including night time cabin life, can proceed normally for a day or even two days without power.

ELECTRICAL WIRES DOWN

In the event of an electrical wire being down, the most senior person at the site will take immediate charge and adhere to the following procedure:

1. Move everyone away from the area of the fallen wires. **Do not touch any involved material.**
2. Immediately notify the Camp Director, who will notify a Maintenance Team member. Notify the Infirmary if anyone was in contact with the downed wire.
3. Secure the area from entry by others.
4. Maintenance Team will immediately turn off the electrical source to the downed wires, if possible.
5. Contact utility company and appropriate authorities.

POWER OUTAGE

In the event of a power outage, Dan will provide further instructions.

1. If outage occurs while campers are at their activities, campers will stay with their Area Heads and/or Group Leaders at the given activity. Activity can continue assuming it is safe.
2. If campers are in their cabins, they will stay in their cabins or move to their porches. No one should leave their cabin area unless instructed to do so.
3. If power outage is related to weather, storm procedures will be followed.
4. Local utility company will be contacted for information on the extent of outage and possible return of service.
5. If outage is state-wide or nationwide or related to an outside threat, the ERT will immediately convene to determine best strategy to use.
6. Follow camp's procedures for obtaining a generator.

Note: In the event the camp's water and electricity are going to be interrupted longer than 24-48 hours, campers may be transported to Boys & Girls Club of the Berkshires located at 16 Melville St., Pittsfield, MA;

9 – Fire Emergency

GENERAL

1. An alert will go to all staff with walkie-talkies in the event of a fire emergency.
2. Camp Director will direct all actions until relieved by civil authorities or the situation is terminated.
3. Camp Director will assign Coordinators **Alex White or Lauren McMahon** to facilitate communication and control throughout the camp.
4. Upon being notified, year-round and seasonal maintenance staff will proceed directly to the fire location.
5. As appropriate, Cam Stockton will be utilized to check buildings, including but not limited to: A-Buildings: Dining Hall, Rec Center, Boat house

SOUNDING AN ALARM

In the event of a fire, alarms will be sounded.

1. **Cam Stockton, Alex White or Lauren McMahon** will sound the camp-wide fire alarm signal –
 - Siren
 - Manual fire pulls will be activated, if available.

UPON HEARING THE ALARM

1. Upon hearing the alarm, all members of the camp community will proceed to their designated assembly area for camp-wide head count. (Dining Hall)
2. Campers will assemble by cabin group and be seated. One counselor should be at the front of the line and one counselor at the back of the line.
 - Counselors will conduct a head count and counselors at the front of their lines will raise their hands to indicate that all campers are accounted for.
 - Missing camper(s) will be reported to the Camp Director or a Coordinator on site
 - Campers and staff will be instructed to stay at the assembly area until given further instruction.
 - Area Heads will ensure their areas are cleared of all campers prior to evacuating their areas.

3. Once all individuals are accounted for and emergency is cleared, an ALL CLEAR signal (via walkie-talkie or in person by Director) will indicate that the situation is resolved and camp may resume.
4. Camp Director will direct all actions until relieved by civil authorities or the situation is terminated.

NON-CABIN BUILDING FIRE

If it becomes necessary to evacuate the Dining Hall(or other building occupied by a group of campers) due to fire, **Camp Director** (or highest ranking staff members in their absence) shall act as Fire Marshals to ensure proper order and discipline during the evacuation.

If fire is detected while occupied, the most senior member there will take charge of the situation:

1. Notify main office by walkie-talkie.
 - Main office will call 9-1-1.
 - Main office will alert staff with walkie-talkies of the situation.
2. Direct occupants to exit through the closest door and proceed to the designated assembly area – (all campers and staff head to the parking lot).
3. Campers will assemble by cabin group and be seated. One counselor should be at the front of the line and one counselor at the back of the line.
 - Counselors will conduct a head count and counselors at the front of their lines will raise their hands to indicate that all campers are accounted for.
 - Missing camper(s) will be reported to the Camp Director or a Camp Coordinator on site
 - Campers and staff will be instructed to stay at the assembly area until given further instruction.
4. If trained, camp staff may attempt to extinguish the fire if fire is small and contained.(*See fire extinguisher locations at the end of this tab.*)

CABIN FIRE

1. Campers and staff will evacuate the cabin as quickly as possible. Adjacent cabins will evacuate, as well.
2. Counselors will take campers to the designated assembly area - (Dining Hall (or parking lot)).
3. Campers will assemble by cabin group and be seated. One counselor should be at the front of the line and one counselor at the back of the line.
 - Counselors will conduct a head count and the counselor at the front of their line will raise their hand to indicate that all campers are accounted for.

Fire Drills

Fire drills shall be conducted within the first 24 hours of the beginning of each camping session.

Fire Extinguisher locations: Main office, Infirmary, Rec Therapy cabin, Sports cabin, Dining hall, Arts & Crafts cabin, Girls Bathroom, Boat house, Rec hall, Pool shed

10 – Lost/Missing Camper

NOTE: WALKIE-TALKIE COMMUNICATION WILL BE CONDUCTED ON CHANNEL 3 or otherwise deemed appropriate by the Camp Director.

Missing person emergencies are usually caused by one of the following instances. The person has:

- Wandered off on own but is still in camp.
- Left camp without permission.
- Strayed from group and is considered lost.

Recommended preventive procedures include but are not limited to:

- Morning roll call.
- Roll call at the beginning of each activity.
- Roll call when on out-of-camp activities.
- Buddy system at all times when out of camp or swimming.
- Use of hazardous areas requires following instructions and rules.
- Leaders at front and rear of hiking parties.

Camper Unaccounted For:

1. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.)
2. Ask nearby campers and staff if they have seen or know where the camper is.
3. Staff member will ask the Program Director make an announcement over the walkie-talkie Channel 3 asking the camper to come to the main office.

If the camper is not immediately located lost/missing camper procedures are as follows, and progress as far as needed:

STEP 1: NOTIFICATION

1. **IMMEDIATELY NOTIFY OFFICE (if not already notified).**
2. If not already announced, the Camp office will make an announcement over the walkie-talkie Channel 3 asking the camper to go to the main office.
3. Camp office will check to make sure the camper has not made a recent schedule change, is not signed out of camp, or is not in the Infirmary.
4. Office will review camper file to determine if there is a non-custodial parent or any other family situation that may lead to abduction risk.
 - If high-risk family circumstances exist, **CALL 9-1-1 immediately.**
5. If camper does not show up within 5 minutes, the office will notify the Camp Director. Camp Director will oversee all searches for missing individuals and activate the ERT.
6. Staff with walkie-talkies will receive an alert and will respond accordingly, based on their roles in missing camper searches.
7. **Camp Director or designee** will activate the lost/missing camper alarm (Two Sustained Air Horns). This will trigger all campers to go immediately to their assembly area.

8. Campers will assemble by cabin group and be seated. One counselor should be at the front of the line and one counselor at the back of the line.
 - Counselors will conduct a head count and the counselor at the front of their line will raise their hand to indicate that all campers are accounted for.
 - Missing camper(s) will be reported to the Camp Director.
 - Campers and staff will be instructed to stay at the assembly area until given further instruction.

STEP 2: GATHER INFORMATION

1. Program Director will initiate and maintain a log of all events.
2. Will check with the cabin counselor and the camper's friends for pertinent information that may lead to finding the camper.
3. Will collect as much information as possible, including, but not limited to: name, personal description and problems, clothing worn, where and when last seen, names of friends, etc.

STEP 3: BEGIN SEARCH

Camp Director will direct search efforts.

The following steps should occur simultaneously:

1. Staff will search their assigned areas and report back to Camp Director via walkie-talkie or intercom. These areas include:
 - Mini Fenway
 - Dodge ball ring
 - Dare Camp pavilion
 - Dare camp course
 - Front Fields/ parking lot
 - Office
 - All day and sport cabins
 - Bathrooms
 - Waterfront
 - Rec Hall
 - Dining Hall
2. At Camp Director's discretion, a lost bather search may be implemented if there is a reasonable likelihood that the missing camper went missing at the waterfront. Waterfront staff will report to the waterfront and begin a lost bather search in the swim area, as practiced in pre-camp. (*See Tab 16–Waterfront Emergency*). Waterfront Director will make sure all boats & canoes are accounted for.

3. If camper is not located in the above areas, Camp Director will notify the local authorities and will send out designated search teams (pairs of Leaders with walkie-talkies) to check the surrounding area. Cars dispatched by main office are to report back to main office. One car each search:
 - Boys Club Rd
 - Swamp Road
 - Richmond Shores Rd.
4. Each search team will be provided with blankets, water, whistles, first aid supplies and cell phone.
5. If necessary, follow crisis procedures for alerting the rest of camp community. (*See Tab 2 – Crisis Response Overview*)
6. Once the camper is located, Camp Director will sound the ALL CLEAR signal (via walkie-talkie or in person by Director).
7. Camp Director will contact family to inform them that the incident occurred and that the camper is now safe.

STEP 4: If SEARCH IS UNSUCCESSFUL

1. If camper is not found within a reasonable amount of time, Camp Director will notify local authorities (if not already contacted). After a reasonable amount of time determined by the Camp Director the family will be contacted by the Camp Director.
2. ERT will report to designated area to meet and direct civil authorities should they be called. **Only Camp Director will speak with police or civil authorities.**
3. Camp Director will direct all actions until relieved by civil authorities, or the situation is terminated.

LOST HIKER SEARCH

If a camper turns up missing on a hike:

1. One staff member will stay in the area where the camper was lost.
2. Other staff member(s) will take the children out of the woods and call camp to notify Camp Director. If there is no cell phone reception in the immediate area, a staff member must drive to the nearest location where contact with the camp can be made.
3. Camp Director will decide whether to conduct a search with camp staff or to contact the appropriate authorities.
 - Factors such as time, location, remaining daylight hours, shall be taken into consideration in making this determination.

LOST CAMPERS ON FIELD TRIPS

All campers must wear camp identification while on field trips. Staff will take a copy of camper medical forms.

1. All campers will be instructed where to meet if they get lost.
2. Highest ranking Camp Russell staff member/Director on the trip will direct the search.
 - Counselors will check the area and discuss with campers where camper was last seen.
 - Counselors will check with First Aid Stations or Lost & Found.
3. While searching for camper, the remaining group will be supervised by staff.
4. Highest ranking Camp Russell staff member/director on the trip will contact the camp office.

5. If camper cannot be found within a reasonable amount of time as determined by the Camp Director local authorities will be contacted.

11 – Medical Emergency/First Aid

11 - MEDICAL EMERGENCY/FIRST AID

Staff must use good judgment when assessing a potential life-threatening injury. Staff should contact the Camp Doctor & Head Nurse immediately, for all **LIFE-THREATENING** emergencies. The Camp Doctor or Head Nurse will call 9-1-1 and respond to the scene with appropriate life-saving equipment.

Life-threatening injuries include, but are not limited to:

- Not breathing or difficulty breathing(shortness of breath)
- Unconsciousness, semi-conscious, or unusually confused
- Severe, uncontrolled bleeding
- Fracture with bone deformity and/or bone exposure
- Choking
- Near drowning
- Coughing or vomiting blood
- Chest pain or pressure that lasts more than 3-5 minutes
- Severe head, back or eye injury
- Severe burn
- Seizure or convulsion
- Suspected spinal injury
- Suspected poisoning or drug overdose
- Severe allergic reaction (bee sting, food, etc.)
- Sudden or persistent severe pain

Source: American Red Cross and American College of Emergency Physicians

It is essential that **ALL injuries** and illnesses, regardless of extent or severity, be reported to the **Head Nurse**.

NOTE: Camp Director, Head Nurse will communicate illness/injury status to parents when deemed significant, including notification of need to transport to medical facility for evaluation. Parents may be requested to pick up camper/staff member or may be advised that the camper/staff member is being treated at the appropriate local medical facility.

First Aid Supplies and Equipment Locations	AED Location(s)
Infirmary	Infirmary
Main Office	Main Office – hung next to main entrance
Pool	Pool
Waterfront	

FIRST AID

First aid kits are provided throughout the camp that can handle minor cuts or scrapes.

A Health Record Log is to be used whenever first aid is dispensed and must to be kept in the Infirmary.

When a camper becomes sick or injured, the following steps should be taken:

1. **Standard First Aid procedures apply.** For example: Start breathing (CPR), stop bleeding, and treat for shock. *(A list of staff members trained in First Aid, CPR and AED is located at the end of this tab.)*
2. If the injured or ill person can **safely** be brought to the Health Center, this should be done.
3. If the individual's condition is uncertain or the injury or illness appears to be severe enough to make moving the patient difficult, the Infirmary will be notified via walkie-talkie or intercom. Alternatively, a runner will be sent to the Infirmary, while leaving someone with the victim.
4. If emergency services are NOT needed at the scene, the Head Nurse or Designee will take the following steps:
 - Evaluate camper's needs, giving indicated/required assistance.
 - Continue to monitor patient; determine need for a physician's services. If needed, notify Camp Director; contact parent(s); and arrange appointment and transportation to physician.
 - Send the camper's Personal Health and Medical Record Form with the camper to medical facility, if transport to one is deemed necessary.

SERIOUS INJURIES AND ACCIDENTS (REQUIRES EMS RESPONSE)

Role of Primary Staff Member at the Scene:

1. Contact the Camp Nurse via walkie-talkie, or intercom. If there is no walkie-talkie or intercom available, a runner will be directed to the Infirmary or otherwise designated area to notify the appropriate personnel.
 - Explain exactly where the location is, who is hurt, what kind of injury. The Nurse will call 9-1-1 (if not already called), and proceed to the scene and take charge of the patient's care.
2. Coordinate with to begin collecting the facts. An incident report will be completed within 24 hours.
 - What happened? How? When? Where?
 - Who saw the accident? Witnesses?
 - Where was the staff? Campers?
 - What could the victim have done to prevent the injury?
3. **In the case of a critical accident, serious injury, harm or fatality:** A responsible adult will remain at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

Role of Secondary Staff Member at the Scene:

1. Follow the directions of the person in charge of the situation.
2. Relocate campers away from any potential danger and from the scene and engage them in their regular activities. A location away from law enforcement and media will be chosen.
3. Direct campers to Camp Director if they need to talk some more or if they have any questions.

Role of Head Nurse:

1. Determine immediate needs and steps to be taken, (e.g. check for broken bones, neck or back injuries) to determine if camper can be moved.
2. **Call 9-1-1** for an ambulance (if not already called), giving pertinent information and location of injured camper.
3. Notify Camp Director via walkie-talkie to come to the scene.
 - Camp Director will notify additional ERT members, as appropriate.
4. Follow Massachusetts Department of Health requirements for reporting the incident. If the incident requires reporting to the state, Camp Russell will do so **within required timeframe of state agency**, as dictated by Massachusetts Department of Health.

AMBULANCE PROCEDURES

In the event an ambulance is required at camp, the following procedures will be followed:

1. If in the cabin, one counselor will immediately notify the main office or Infirmary who will call for an ambulance. Always make sure one counselor is in cabin.
2. If at activity area, Area Heads will radio the main office or Infirmary, who will call for an ambulance.
3. Camp Head Nurse will immediately proceed to scene with appropriate medical equipment.
4. Director will direct staff members to the entrance on Boys Club Road and direct emergency personnel to the appropriate location.
5. Campers will be removed from the scene and taken to another location away from the scene.
6. Head Nurse will stay on scene and ride in the ambulance if camper is to be transported.
7. Once ambulance leaves camp property, Directors will talk with campers and get them back to their activity or cabin.
8. Camp Director or Head Nurse will immediately communicate with campers' parents (if not already done so).

DEATH

1. Any person discovering or coming upon a person who appears to be dead will clear the area of campers and immediately call Camp Director and Head Nurse.
2. Upon notification, Camp Director and Camp Head Nurse will report to the scene.
3. Camp Director will call 9-1-1. In his/her absence, the Head Nurse, or other member of the ERT may make this call.

4. Camp Director will initiate and maintain a log of all events. He will additionally determine the facts (who, what, where, when, how, and the name of others involved) surrounding the incident.
5. Cam Stockton and/or Alex White and/or Lauren McMahon will ensure the area is free of all non-essential personnel and maintain security throughout the duration of the incident or as directed by Camp Director.
6. ERT will report to designated areas to meet with and direct civil authorities.
7. No statements will be made to the news media by any staff member. This is the responsibility of CEO or civil authorities.
8. Camp Director will direct all actions until relieved by civil authorities or Boys & Girls Club of the Berkshires CEO, or the situation is terminated.
9. Incident reported will be completed and a copy will be sent to MDPH and BOH.

MEDICAL EMERGENCY OUT OF CAMP

In the event of a medical incident or emergency while away from camp, the on-location staff member in charge will:

1. Call 9-1-1 in any medical emergency situation. Notify the camp after 9-1-1 is called. The camp will then be notified. If the injury is not life-threatening or is an illness, the camp will be contacted and a determination will be made to contact 9-1-1.
 - Camp Director or Head Nurse will notify parent/guardian, as appropriate.
2. Cooperate with the first responders at the scene and obtain the name, badge number, and jurisdiction of the officer taking the report, along with the report number.

STEPS TO PERFORMING THE HEIMLICH MANEUVER

Signs the victim is choking:

- ✓ The person cannot speak or cry out.
- ✓ The person's face turns blue from lack of oxygen.
- ✓ The person desperately grabs at his or her throat.
- ✓ The person has a weak cough, and labored breathing produces a high-pitched noise.
- ✓ The person does any or all of the above, and then becomes unconscious.

Do Not

- ✓ Interfere if the person is coughing forcefully, able to speak, or is able to breathe in and out adequately. However, be ready to act immediately if the person's symptoms worsen.
- ✓ Try to grasp and pull out the object if the person is conscious.

If victim is confirmed to be choking, responding staff member will:

After checking the scene and the injured or ill person, have someone call 9-1-1 and get consent.

1. **GIVE 5 BACK BLOWS**

- Bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one hand.

2. **GIVE 5 ABDOMINAL THRUSTS**

- Place a fist with the thumb side against the middle of the person's abdomen, just above the navel.
- Cover your fist with your other hand.
- Give 5 quick, upward abdominal thrusts.

3. **CONTINUE CARE**

- Continue sets of 5 back blows and 5 abdominal thrusts until the:
Object is forced out.

Person can cough forcefully or breathe.

Person becomes unconscious.

4. **WHAT TO DO NEXT**

- IF THE PERSON BECOMES UNCONSCIOUS—CALL 9-1-1, if not already done, and give care for an unconscious choking adult, beginning with looking for an object (*See image at bottom of this page.*)

If The Person is Lying Down or Unconscious – CALL 9-1-1- IMMEDIATELY

After checking the scene and the injured or ill person:

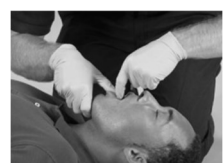
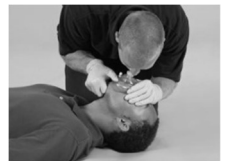
1. **GIVE RESCUE BREATHS**

- Re-tilt the head and give another rescue breath

2. **GIVE 30 CHEST COMPRESSIONS**

- If the chest still does not rise, give 30 chest compressions. *Person must be on firm, flat surface. Remove CPR breathing barrier when giving chest compressions.*

3. **LOOK FOR AND REMOVE OBJECT IF SEEN**



4. **GIVE 2 RESCUE BREATHS**
5. **WHAT TO DO NEXT**
 - IF BREATHS DO NOT MAKE THE CHEST RISE—Repeat steps 2 through 4.
 - IF THE CHEST CLEARLY RISES—CHECK for breathing. Give CARE based on conditions found.

STEPS TO PERFORMING CPR - ADULT & CHILD

1. Check the scene for safety. Make sure it is safe to help.
2. Check the victim for consciousness by shaking or tapping their shoulder and saying in a loud, clear voice, "Are you okay? Are you okay?"
 - If they do not respond, continue on to the next steps.
3. Check for signs of life:
 - Tilt the head back gently and lift the chin slightly. This opens the airway. Hold your cheek over the face of the subject, looking at the chest. Check if the chest is rising and lowering (it should). Listen and feel for the breath - if you feel or hear a breeze on your ear, there is breathing.
 - Do this for ten seconds. If you do not feel a breath or see the chest rising, perform CPR.

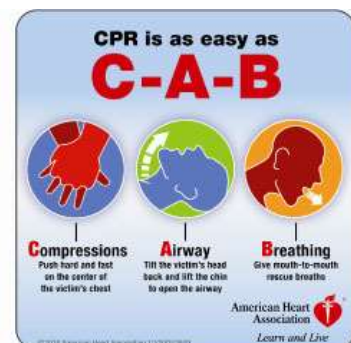
Advice from the American Heart Association:

- **Untrained:** If you're not trained in CPR, then provide hands-only CPR. That means uninterrupted chest compressions of about 100 a minute until paramedics arrive (described in more detail below). You don't need to try rescue breathing.
- **Trained, and ready to go:** If you're well trained and confident in your ability, begin with chest compressions instead of first checking the airway and doing rescue breathing. Start CPR with 30 chest compressions before checking the airway and giving rescue breaths.
- **Trained, but rusty:** If you've previously received CPR training but you're not confident in your abilities, then just do chest compressions at a rate of about 100 a minute. (Details described below.)

Performing CPR

The American Heart Association uses the acronym of **CAB — circulation, airway, breathing** — to help people remember the order to perform the steps of CPR.

1. **Compressions/Circulation:** Start chest compressions:
 - Put the person on his or her back on a firm surface.
 - Kneel next to the person's neck and shoulders.
 - Place the heel of one hand over the center of the person's chest, between the nipples. Place your other hand on top of the first hand. Keep your elbows straight and position your shoulders directly above your hands.
 - Use your upper body weight (not just your arms) as you push straight down on (compress) the chest at least 2 inches (approximately 5 centimeters). Push hard at a rate of about 100 compressions a minute.
 - If you haven't been trained in CPR, continue chest compressions until there are signs of movement or until emergency medical personnel take over. If you have been trained in CPR, go on to checking the airway and rescue breathing.



2. **Airway:** Clear the Airway
 - If you're trained in CPR and you've performed 30 compressions, open the airway with a head tilt and chin lift. Put your palm on the person's forehead and gently tilt the head back. Then with the other hand, gently lift the chin forward to open the airway.
 - Check for normal breathing, taking no more than five or 10 seconds. Look for chest motion, listen for normal breath sounds, and feel for the person's breath on your cheek and ear. Gasping is not considered to be normal breathing. If the person isn't breathing normally and you are trained in CPR, begin mouth-to-mouth breathing. If you believe the person is unconscious from a heart attack and you haven't been trained in emergency procedures, skip mouth-to-mouth rescue breathing and continue chest compressions.
3. **Breathing:** Rescue breathing can be mouth-to-mouth breathing or mouth-to-nose breathing if the mouth is seriously injured or can't be opened.
 - Pinch nostrils shut for mouth-to-mouth breathing and cover the person's mouth with yours, making a seal.
 - Prepare to give two rescue breaths. Give the first rescue breath — lasting one second — and watch to see if the chest rises. If it does rise, give the second breath. If the chest doesn't rise, repeat the head-tilt, chin-lift maneuver and then give the second breath. 30 chest compressions followed by 2 rescue breaths is considered one cycle.
 - Resume chest compressions to restore circulation.
 - If the person has not begun moving after five cycles (about two minutes) and an automatic external defibrillator (AED) is available, apply it and follow the prompts. Administer one shock, then resume CPR — starting with chest compressions — for 2 more minutes before administering a second shock.
4. Repeat **C-A-B** until help arrives or the victim begins breathing. If there are two rescuers, one does the breathing and one does the compressions - CPR steps and ratios remain the same.

IMMUNIZATIONS

Campers must provide documentation of immunization according to school requirements, or show a medical or religious exemption. Medical exemptions come from the student's doctor and document a contraindication, which is a reason why an individual cannot medically receive the vaccine. Religious exemptions come from the parent/guardian and state in writing that a vaccine conflicts with his/her sincerely held religious belief.

Required vaccines for campers and staff younger than 18 years of age are required to have written documentation of:

- At least one MMR. A second dose administered at least one month after the first does, is required for all campers and staff entering K-12 or college in the school year immediately following the camp session or, in the case of ungraded classrooms, or not attending school, the requirement for 2 dose applies to everyone 5 years of age and older.
- At least 3 doses of polio vaccine
- At least 4 doses of DTaP

- One dose of Td (Tdap preferred) for campers and staff entering grades 7 through college. Everyone else is required to have a dose of Td (Tdap preferred) if it has been more than 10 years since the previous dose of Td.
- 3 doses of hepatitis B vaccine, or laboratory evidence of immunity.

*** In situations where one or more of a vaccine-preventable or any other communicable disease are present at camp, all susceptible children, including those with medical or religious exemptions, are subject to exclusion as described in 105 CMR 300.000 Reportable Diseases and Isolation and Quarantine Requirements. 105 CMR 40.152*

12 – Nuclear/Biological/Chemical Incident

In the event of a nuclear, biological, or chemical incident, shelter-in-place is a superior option until primary radiation or other agent exposure passes.

- **If outside**, approach or evacuate **upwind** of the suspected area.
- **If outside**, cover all exposed skin surfaces and protect the respiratory system as much as possible. Jackets and hats will help provide protection.
- **If inside and the incident is inside**, evacuate while minimizing passage through the contaminated area, keep windows and doors not used closed.
- **If inside, and the incident is outside**, stay inside. Turn off air conditioning, seal windows and doors with plastic tape, if possible.

Sensory indications

- Strange or pungent odor in the area.
- Irritation of the eyes or throat experienced by people in the area.
- Smoke or a fog in the area.
- Unusual noises, such as the release of gas under pressure in or near the area.

Symptoms

- People reporting nausea, collapse, choking, or irritation of the eyes or throat.
- Observing these symptoms in other people nearby.

NOTE: Anyone believed to have been exposed to a chemical, biological, or radiological source, will be taken immediately to an emergency facility, such as a hospital.

IF EXPOSED TO NUCLEAR RADIATION

If radiological material is suspected, the following procedures will be followed:

- **Shield:** Campers and staff will attempt to put as much heavy dense material between themselves and the source of the radiation as possible. A thick shield or shelter will protect somewhat from the immediate effects of the blast and pressure wave; since it will absorb some of the radiation, persons will be exposed to smaller amounts of such. This may include sheltering-in-place.
- **Distance:** The farther away campers and staff are from the blast and fallout, the lower their exposure. Evacuation may be ordered by authorities for areas close to the release incident.
- **Time:** Radioactive materials become less radioactive over time. Camper and staff will be instructed to stay inside until authorities determine that the threat has passed.

IF EXPOSED TO A BIOLOGICAL AGENT

Once it is apparent that an airborne hazard exists, it is important to act quickly. Staff will:

1. In most cases, evacuate the area.
2. If the plume (cloud or smoke-like structure) has infiltrated the area making evacuation unsafe, immediately take shelter in an unaffected area of the facility.
3. When taking shelter, close all windows and doors; turn off fans and air conditioner.
4. As soon as the plume has passed, immediately open all windows and doors to create ventilation.
5. If available, provide protective masks to campers.

IF EXPOSED TO A CHEMICAL AGENT

Contamination by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, impacted campers and staff will be instructed to immediately proceed to the Infirmary. Medical staff will use extreme caution and appropriate PPE when helping others who have been exposed to chemical agents.

Exposed persons will:

1. Remove all clothing and other items in contact with the body.
 - Items removed over the head should be cut off to avoid contact with the eyes, nose, and mouth.
 - Put contaminated clothing and items into a plastic bag and seal it.
2. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate, and then rinse and dry.
3. Decontaminate hands using soap and water. Flush eyes with water. Rinse for a minimum of 15 minutes.
4. Gently wash face and hair with soap and water before thoroughly rinsing with water. Rinse for a minimum of 15 minutes.
5. Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
6. Change clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
7. Proceed to a medical facility for screening and professional treatment.

WHEN TO SHELTER-IN-PLACE

Shelter-in-place means proceeding to a building with an interior room that has few or no windows, and taking refuge there. Shelter-in-place procedures will be used when the safety of campers and staff would be best served by having them remain in a building.

“Shelter-in-Place” will be called for when an event occurs in a location:

1. That poses no immediate threat to the occupants.
2. That is directly outside, contaminating the immediate area.

WHEN TO EVACUATE

For a nuclear, biological, or chemical incident occurring outside, wind direction may impact evacuation routes.

An evacuation may be issued if it is determined that conditions exist in or around the camp that are suspected to be dangerous or contaminated, and require evacuation.

13 – Offsite Emergency

Emergency procedures when off the premises (including off the premises field trips and participation offsite facilities). Counselor will notify Senior Counselor of an emergency situation. Additionally, they will request another Counselor to escort any children to a safe area away from the emergency and contact 911. Senior Counselor will administer the adequate first aid treatment/assessment. Counselor will remain available to assist the senior counselor, if needed, until an (EMT) Emergency Medical Technician arrives. The child will be transported (via an ambulance) to the closest medical facility, if the EMT determines a child needs additional services. The parents/guardian will be contacted and directed to meet the EMT at the medical facility.

All drivers and staff should follow the procedures below if involved in a vehicle accident or an emergency situation. One staff member should be designated in-charge before trip departure. Where feasible, Camp Russell will have a relief driver available.

CAR BREAKDOWN OR ACCIDENT ON THE ROAD

1. Driver will get the vehicle out of traffic, if possible.
 - Place reflectors or emergency flashers as appropriate.
2. Counselor or staff member in charge will:
 - Instruct passengers to exit vehicle when appropriate to do so, with a partner/buddy.
 - Group passengers with minor or no injuries together in an area safe from oncoming traffic to await further instructions/medical attention/new pick up.
 - Ensure any injured passengers are attended to.
 - Call 9-1-1 for emergency assistance (refer to list of hospital locations if required). If there is no cell phone coverage, the counselor-in-charge will remain with the injured and ensure the safety of the uninjured while the second counselor will go for help.
 - Call Camp Director with description of accident and action already taken. Camp Director will provide instructions for alternate drivers and alternate routes if necessary.
 - If there is only one staff person, all campers must accompany him or her to the phone. Campers are never to be left without a Camp Russell staff person.
 - Instruct emergency personnel to contact the camp for medical and personal information, as needed.
 - Obtain names, addresses, and telephone numbers of any witnesses and non-camp participants in the accident.
 - Obtain location where any police reports will be filed. Make no statements to anyone but police. Limit statements to facts, avoid opinions, and do not admit any wrong doing. Do not give out any names of campers or staff to the media.
 - Call Camp Director again to inform of current status. Camp Director will determine further action and will handle parent notification.

Medical staff will see that any situations requiring medical attention are entered into the medical books.

Staff should not make any statement concerning the accident. Staff will write a complete report to be kept on file as soon as possible.

Any questions from the media should be referred to the Boys & Girls Club of the Berkshires CEO.

BUS EMERGENCY PROCEDURES:

Emergency Plan goes on all Field Trips.

Away from Camp Accident

1. First aid will be administered, as needed.
2. Counselors will remain with campers; driver will make a call to camp at 413-698-2716.
3. Follow normal traffic accident procedures. Call police, note time, weather, witnesses, etc.

Fire

1. Turn off ignition.
2. If campers are on bus, they will be evacuated from emergency exit, or whichever exit is free.
3. All people will be moved a safe distance away from the bus.

Lightning Storm

1. Everyone will be kept in the bus.
2. If heavy rains, the bus will pull over, turn on hazards, and wait until weather clears.

Tornado

1. If the tornado is visible and far away, the bus driver should try to drive at right angles to the storm movement and out of the path of the tornado.
2. If caught outdoors, campers will be instructed to immediately get on the bus and buckle their seat belts (if provided). The driver will drive to the closest sturdy shelter, if possible.
3. If flying debris hits the bus (or is flying around) while driving, the bus will quickly pull over and park. The following options are a last resort:
 - Stay in the car with the seat belt on. Campers will be instructed to put their heads down below the windows; covering their heads with their hands and a blanket, coat or other cushion if possible.
 - If all can safely get noticeably lower than the level of the roadway (ditch, ravine, etc.), campers and staff will leave the bus and lie in that area. Campers will be instructed to lie flat, face down, and to protect their heads with a jacket or other clothing, or their hands and arms.

- NEVER USE AN OVERPASS FOR SHELTER!

The choices above will be driven by the specific circumstances.

After the tornado passes staff will:

1. Account for all campers, check for injuries, and provide first aid if needed. Obtain medical attention if needed.
2. Monitor the local sky for a few minutes in the direction the tornado came from to determine whether a second tornado is following a similar path.
3. Be alert for continued storm activity, downed power lines, ruptured gaslines, or structural damage to trees, buildings, roads and bridges.
4. Complete any reports or other protocols required by camp.

14 – Severe Weather

PREPAREDNESS ACTIVITIES

In the event of an impending storm that has the potential to cause damage to the camp and/or injury, the following steps will be taken in advance:

1. The ERT will meet and review strategies.
2. The medical staff will meet to review methods for dealing with possible injuries.
3. The ERT will inspect the condition of (and ensure the availability of) onsite supplies.

SEVERE STORM

Program Team and the Camp Director will monitor current and predicted conditions via radio/TV/internet and have a battery-powered weather radio should electrical power be lost. In the event of a severe weather threat, proceed as follows:

- Program Director (with Directors' approval) will sound the appropriate camp-wide weather emergency signal.
 - All water activities will be stopped immediately and individuals are moved out of the water.
 - All outdoor activities will be stopped immediately.
 - If storm takes place during cabin time, and a weather alarm is sounded, campers and staff will be advised to stay inside cabins or relocate to safer refuge, depending on the type of storm. (*See 'Safe Shelter Table' below.*)
 - If storm takes place during activity time, and a weather alarm is sounded, campers will be taken to the designated shelter location for that activity (*See 'Safe Shelter Table' below*). Campers will not go back to their cabins unless directed to do so.
 - Staff must make sure all campers are accounted for. Missing campers will be reported to the Camp Director or Sports or Day camp director.
 - Staff responsible for supervising campers shall ensure that campers remain indoors until the Group Leader or Area Head indicates that it is safe to resume outdoor activities. This will typically be 20 to 30 minutes after the last clap of thunder was heard.
 - A member of the ERT, or designee, will alert staff when activities can resume.
1. The highest ranking staff member in each building will be in charge of that building, and will standby for instructions from Camp Director.
 2. Persons will remain inside, away from electrical appliances, outlets, water pipes, and windows.
 3. All campers and staff will remain in their shelter location until given permission to return to their normal activities. This permission may not be given until a damage assessment has been completed, as directed by the ERT.
 4. The Program Director will initiate and maintain a log of events.
 5. Camp Director will direct all actions until relieved by civil authorities, or the situation is terminated.

EVACUATION DUE TO SEVERE STORM WARNING

Should a storm warning be so severe as to require evacuation, Camp Director, Lauren McMahon and Alex White assemble all campers and staff, and then direct them by groups to the parking area. If necessary, all available

vehicles and drivers shall be used. Where there are not enough vehicles to transport all campers and staff in one trip, vehicles will run in shifts until the camp community has been evacuated.

Campers shall have priority for evacuation. Each driver shall be given instructions regarding where to meet and will be provided an emergency contact number.

LIGHTNING & THUNDERSTORM ACTIVITY

If lightning is in the area, Director or Designee will alert staff with walkie-talkies, and sound the lightning alarm signal (Three Air Horns) to notify the camp community to take the following appropriate action:

1. Campers will evacuate all outdoor areas and assemble in the designated shelter locations. If threat is immediate, campers will be taken to the closest non-metal (safe) structure.
 - Waterfront staff will assist campers evacuating the pools and bring them into Boathouse or nearest cabin which is the nearest building to the pools or waterfront.
 - Counselors will take a roll call once in the building. Missing campers will be reported to the Camp Director or director in charge
 - Campers will be instructed to stay away from the windows.
2. If unable to seek shelter indoors campers and staff are instructed to:
 - Immediately get away from high places.
 - Stay as low and flat to the ground as possible while moving towards the closest building.
 - If campers feel their hair stand on end indicating that lightning is about to strike, they should be instructed to squat down with their head between their knees – Campers should not lie flat on the ground or place their hands on the ground.
 - Keep away from metal and water.
 - Keep away from the tallest objects in the area.
 - If it is not possible to choose an outdoor location that offers good protection from lightning, counselors will:
 - Seek depressed areas—avoid hilltops and high places.
 - Seek dense woods—avoid isolated trees.
 - Take a roll call of all campers. Missing campers will be reported to the Camp Director or director in charge.
3. Campers will remain stationary until the “ALL CLEAR” signal is sounded (via walkie-talkie or in person by a Director).
4. If out of camp in a wooded area, groups should seek shelter under a thick growth of relatively small trees.
5. Campers on off-site trips are given instructions where to meet in the event of a lightning or thunder storm.

TORNADO WARNING

Upon notice from town sirens or weather radio alert, Directors will alert staff with walkie-talkies, and sound the tornado alarm signal (Three Air Horns) to notify the camp community to take the following appropriate action:

1. The waterfront will be cleared immediately.
2. Campers and staff will proceed to their designated shelter location. Staff will check to make sure all their campers are accounted for. Missing campers will be reported to the Camp Director or Director in charge.
3. If tornado is imminent, and campers cannot leave their cabins to go to designated shelter location, counselors are instructed to wrap campers in blankets. Injuries should be reported to the Infirmary immediately.
4. Structural damage should be reported to the Camp Director immediately.
5. Camp Director will assume control and direct actions, as necessary, to include activation of ERT to perform or oversee damage assessment, evacuation of camp, and/or request for outside assistance. The Program Director will initiate and maintain a log.
6. Camp Director will notify Joe McGovern, as appropriate.

EARTHQUAKE

If Outside during the Earthquake:

1. Upon the first signs of an earthquake, all staff and campers will evacuate to an open area, away from trees, buildings, power lines and poles, etc. All must be alert to rocks and boulders falling from higher elevations. Campers will be instructed to:
 - Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
 - If jackets are handy, hold over head for added protection.
 - Stay away from heavy objects.
 - Maintain position until shaking stops.
2. When it is safe to move, campers and staff will meet in the assembly area (Dining Hall or as Alternative). Counselors will take a head count of their campers and report any missing campers to the Camp Director or another Director.
3. Camp Health Center will report with medical supplies. S/He will determine the condition and location of the injured, and treat as necessary.
4. Camp Director will assume control and direct actions, as necessary, to include activation of ERT to perform or oversee damage assessment, evacuation of camp, and/or request for outside assistance. The Program Director will initiate and maintain a log.
5. ERT will report to designated area to meet and direct civil authorities, should they be called.
6. Camp Director will notify CEO, as appropriate.
7. Camp Director will direct all actions until relieved by civil authorities, or the situation is terminated.

If Inside during the Earthquake:

The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, it is important to remain inside the building and quickly move away from windows, glass and freestanding partitions and shelves. Take cover under a sturdy piece of furniture, in a doorway, or against an inside wall until the shaking stops.

1. Give DROP, COVER, and HOLD command.
 - Get under a piece of sturdy furniture with back to windows.
 - Drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
 - If not near any furniture, sit in a corner or with back against a wall with back to windows
 - If jackets are handy, hold over head for added protection.
 - Stay away from windows, bookcases, or other heavy objects.
 - Maintain position until shaking stops.

FLASH FLOODING

- Staff will be directed to evacuate campers from low-lying areas (e.g. waterfront) and go to higher ground (Dining Hall or Cabins)
- Campers and staff will be instructed to:
 - Avoid small rivers, streams and waterfront
 - Not to walk through water that is more than ankle deep
 - Not drive through a flooded area, even if it looks shallow enough to cross

WILDFIRE

1. Program Director will listen to local radio or television stations for updated emergency information.
2. Camp Russell will follow the instructions of local officials. Wildfires can change direction and speed suddenly. Local officials will advise Camp Russell of the safest escape route.
3. If caught in or near a wildfire, campers will be instructed to:
 - Lie flat and cover their bodies with wet clothing or soil.
 - Seek shelter in a cleared area or among a bed of rocks, if no water is nearby.
 - Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

15 – Visitors/Unauthorized Person Onsite

PREVENTATIVE

All visitors must be directed — both by signs and physical layout — to the main office.

All visitors must check in and sign the visitor's log in the main office and pick up a visitor identification badge that must be worn (and visible) at all times while on camp property. Upon leaving the camp, visitors will be escorted back to their cars.

A SUSPICIOUS PERSON ON SITE (SOMEONE WHO DOESN'T 'FIT'):

Campers: All campers are instructed to stop a **staff member** and report any suspicious person remaining or loitering around camp. **Campers are instructed never to approach an unrecognized person on camp property.**

Staff: All staff is instructed to be on the look-out for adults that do not work at camp or look suspicious. (Don't automatically assume a person wearing Camp or Club logo-wear "belongs".)

Note: If the person seems threatening in any way, staff is advised not to approach or take any chances. They should remove themselves and the campers from the area, notify the main office, and observe the whereabouts of the person, if possible. Main office will alert staff with walkie-talkies by saying one of the following:

"Trespasser at camp. Be on alert."

If an adult is seen on camp property staff will be instructed to:

1. Politely question the person on camp property as to the nature of their business here. For example, "Hello, I'm _____, can I help you?"
2. Escort them to the main office and check in.
 - Do not let them walk by themselves.
 - Once in the office, the office staff will determine if they are an invited guest, and if confirmed, a visitor identification badge will be issued. If determined to be an unwanted guest, 9-1-1 will be immediately called and the person will be escorted off camp by either a director or the police.
3. If visitor is unwilling to go to the main office, or acts in an erratic, boisterous or threatening manner and is unwilling to leave camp, notify the main office immediately or signal another staff member to do so. Maintain visual contact of location of person.
 - The main office will immediately call 9-1-1 and notify Camp Director.
 - Remain calm until help arrives.
4. If the unauthorized person is confirmed to be onsite, but cannot be located:
 - Staff with walkie-talkies will be notified by radio of the intrusion by saying the following, "Trespasser at camp, whereabouts unknown."
 - Staff will remain on guard and await further instructions. If person is spotted, staff would radio the main office immediately.
 - Main office will call 9-1-1 immediately.

Never divulge any information concerning campers or other staff members to anyone who has not been to the main office and clearly authorized to receive the information.

16 – Waterfront Emergency

GENERAL WATERFRONT GUIDELINES

1. The buddy system is used at recreational swimming activities.
2. "Buddy checks" will occur at the Pool Director's or Waterfront Director's discretion during each recreational swim period.
3. The following chain of command is set up in order to ensure that potential waterfront emergencies have effective results:

Pool	Lake
1 st - Pool Staff	1 st - Waterfront Director
Director	Director

The following water staff/activities will operate on the following radio channels:

Lake – Chanel 3

Pool – Chanel 3

WATERFRONT MEDICAL EQUIPMENT

First Aid Kit Locations – bottom of boat house

Backboard Location – bottom of boat house and brought out to the beach every morning.

MINOR INCIDENTS:

The Waterfront Director will be notified of all incidents/accidents. The Waterfront Director will:

- Begin First Aid procedures
- Radio Infirmary (if needed)
- Radio main office (if needed)
- Complete an injury report and file with Health Center/main office

POOL EMERGENCY/NEAR DROWNING

1. The lifeguard signals a long blast on the whistle. This signal alerts other aquatic staff and watchers that it may be necessary to clear the pool/lake and put rescue procedures into action.
 - ONE WHISTLE --- All swimmers will stop and sit on the edge of the pool.
 - TWO WHISTLES– All swimmers will get out of the pool area. Swimmers assemble at Bench front under the Tent for an immediate head count. Group Leader will report results to Head of Pool.
2. Lookouts and additional guards will signal all campers and staff to leave the water and surrounding area. The lookouts/counselors will supervise the relocation of campers.
3. The Head Nurse will be contacted immediately via walkie-talkie or intercom and report to the scene.
4. Lifeguard on duty will reach victim in the fastest possible manner and administer appropriate lifesaving techniques. If s/he requires help in the rescue, s/he will extend a clasped fist into the air. Remaining lifeguards will assist with the rescue.

5. One counselor will be asked to report immediately to the office (in person, via walkie-talkie or intercom-whichever is quickest) to explain the nature of the incident. If the emergency is a drowning or major injury, 9-1-1 will be contacted. (Follow procedures for serious Injuries or accidents.)

LOST SWIMMER (POOL)

1. A whistle is blown for a “buddy check.” Everyone immediately gets out of the water and a recount of swimmers is immediately taken. Group Leader will report results to Head of Pool.
2. If camper is not accounted for, the Waterfront Director or lifeguard assign staff to remove other campers from the pool area.
3. Camp Director will be notified via walkie-talkie.
4. Head of Pool will sound the alarm for lost swimmer (Two Sustained Air Horns).
 - Upon hearing the alarm, Camp Nurse will go to the pool with the necessary life-saving equipment.
 - Upon hearing the alarm, all members of the camp community (other than those participating in the search and rescue procedures) will proceed to their designated assembly area for camp-wide head count. Divisional Lineup Locations).
 - As campers arrive, counselors will get their campers seated in a line by cabin, and will quickly count the number of campers present from their cabin to determine if all campers are present.
 - Some cabins will have both/all counselors taking part in the search and rescue at the waterfront. These cabins will be pre-assigned a Leader or other available staff member to count the number of campers.
 - Counselors at the front of their lines will raise their hand to indicate that all campers are accounted for. Missing camper(s) will be reported to the Camp Director or Director in charge.
 - The Camp Director or director in charge will report results to Boys & Girls Club of the Berkshires CEO.
 - Campers and staff will be instructed to stay at the assembly area until given further instruction.
5. Pool Director will institute emergency waterfront search procedures.
6. Pool staff will immediately scan the pool, and then check the restrooms.
7. Pool staff will designate a staff member to inform the camp office of emergency details.
8. If the camper is not found, **Missing Person and/or Lost Bather Procedures** will be followed. *(See Tab 10 - Missing/Lost Camper and/or Lost Bather Search below.)*

LOST BATHER (POND)

1. THREE WHISTLES- Everyone will immediately be removed from the lake so a head count can quickly be taken.
 - Via walkie Talkie– All boaters will return to the dock in an orderly fashion as quickly as possible. Boaters will stand in front of pond and attendance will be taken.
2. If camper cannot be accounted for, a lost bather search shall be initiated by a series of THREEWHISTLE BLOWS, repeated continuously.
3. Waterfront Director will notify all waterfront staff and the main office immediately via walkie-talkie or intercom.
4. The main office will immediately notify Camp Director, Infirmary and call EMS personnel (9-1-1). The Camp Director will be sent to the main entrance to meet emergency vehicles.
5. Camp office staff will sound the alarm for lost swimmer/bather (Two Sustained Air Horns).

- Upon hearing the alarm, all members of the camp community (other than those participating in the search and rescue procedures) will proceed to their designated assembly area for camp-wide head count.
- As campers arrive, counselors will get their campers seated in a line by cabin or on the hill, and will quickly count the number of campers present from their cabin to determine if all campers are present.
 - Some cabins will have both/all counselors taking part in the search and rescue at the waterfront. These cabins will be pre-assigned a Leader or other available staff member to count the number of campers.
- Counselors at the front of their lines will raise their hands to indicate that all campers are accounted for. Missing camper(s) will be reported to the camp office and Camp Director.
- Campers and staff will be instructed to stay at the assembly area until given further instruction.

Lost Bather Search Protocol

A Search Team will assemble, consisting of Waterfront Director, lifeguards and swim staff, (plus all other red cross certified counselors on camp).

1. Searchers line up in a straight line, no more than arm's length apart. Line up along the beach on both sides of the dock. The leader will be located to the far left.
2. At the leader's signal searchers will perform **FOOT SWEEPS** along the bottom (this includes under the dock); walk forward in a shallow area sweeping each foot in front of you and out to the side; continue to the first swim line.
3. At the first swim line, the leader will instruct the searchers to perform surface dives:
 - **FEET-FIRST SURFACE DIVES:** Use arms to aid in submerging body in water getting your bottom as close to the bottom of the lake as possible. Bend at the waist modeling a "sitting position" under water. Legs should be totally extended and making a "scissors" motion.
 - **DUCK DIVES:** From the surface of the water dive hands first, straight down with arms extended above head. When you reach the bottom perform 3 breast stroke motions with arms with patting the ground with fingers and hands. Then swim straight up to the surface.
4. They then back up one body's length and again, following the leader's directions, repeat the process and continue the search to the end of the third area.
5. It is important to stay in as straight of line as possible. Failure to move back before making the next dive may mean that an area just beyond the previous surface dive was missed.
6. The search continues until one of the following happens:
 - All campers are accounted for at the assembly area.
 - Lifeguards reach a spot which the Waterfront Director feels is too deep (at which point they will turn around and start towards shore.)
 - A victim is discovered. Appropriate life-saving procedures will be administered. If CPR is needed, it should be conducted by one of the following people at the scene, in order:
 - 1) Camp Nurse
 - 2) Other trained medical staff member
 - 3) Another certified, qualified staff member (e.g. Program Director)
 - 4) Pool Director or Waterfront Director – whomever is most rested
 - Rescue authorities arrive and take over and direct the staff on their duties.

POSSIBLE SEVERE INJURY ON THE WATERFRONT

Severe injuries shall include, but are not limited to the following: spinal injury, severe bleeding, broken bones, sprains/strains of injuries, and loss of consciousness. Appropriate life-saving procedures will be administered:

1. Unless a risk of injury to either the victim or rescuer exists, the victim shall not be moved.
2. Waterfront Director will be notified immediately:
 - The Waterfront Director will radio the Head Nurse or main office to notify EMS personnel.
3. Rescuer, following Red Cross protocol, maintains the in-line stabilization.
 - To avoid potential further risk of injury, only camp staff with special training on the usage and application of cervical collar should attempt to apply a cervical collar, should one been needed.
4. Medical staff and/or other staff with first aid certifications of training shall administer first aid.
5. The Camp Director will be sent to the main road, equipped with extra radio and flashlight (if dark) in order to direct ambulance to site of injury.
6. Extra counselors will be used to take campers away from area and back to their cabins.
7. Waterfront Director and staff will complete necessary reports.

