



EMERGENCY PROCEDURES OUTLINE

City Properties

General Guidelines: The following are preparations, roles, and steps for encampments held on city properties in the event of an emergency. Please see this as a tool to be shaped to meet the needs of your group. Remember, in addition to this suggested system, you will have the Girl Scout emergency system and the staff team as a resource and support.

PREPARATIONS:

- 1) **Emergency Drill:** Create a chart to track numbers and amount of time it takes to complete the drill. After completion, this chart will be a reference for number of people in your group at camp. It is important to track if people plan to come and go during the event so that there is always an accurate count.
- 2) **Car Keys:** Because the main mode of transportation is personal vehicles to these events, it is important that you develop a plan for where the keys will be kept throughout the event. Everyone should be doing the same thing whether it's leaving the keys under the driver's seat or carrying the keys with them at all times. It is also helpful to keep a list of drivers and number of people that they can carry in addition to themselves. This will help when organizing people in cars.
- 3) **Health History Forms:** All Health History forms should be organized in a logical way as the groups arrive. This can mean alphabetizing, in envelopes by troop, in envelopes by car they are departing in, etc. Note that these forms need to go with the group in the event of an emergency.
- 4) **Communications:** Review your communications procedures with all people who are on the core team of the event. All of these people should be given roles as well (see following suggestions). Also, if there are any special needs that may require extra assistance, all core staff members should know this information.
- 5) **Accommodations:** Make yourself familiar with the emergency accommodations that are available at camp. Review the local maps and possible evacuation site directions.

EMERGENCY LEADERSHIP TEAM

Communications Coordinator: _____

The director or leader of the event should satisfy this role. It is their responsibility to talk with camp staff members, communicate updated information to troop leaders and set up regular meeting times throughout the day to continue updates. This person should hold all vital information regarding the event, such as total numbers of participants, maps, and evacuation routes. This person will be delegating the other roles.

Logistical Coordinator: _____

This person will strategize with the camp staff regarding logistics of luggage moving, people moving, and food and water rations. They will report all plans to the Communications Coordinator. They will advise the adults regarding locations, preparations, and check out systems in the event of an evacuation. The Logistical Coordinator will work closely with the Transportation Coordinator to check people out and give them accurate information for destinations and safe roadways.

Transportation Coordinator: _____

This person will have car key information and use the driver list to coordinate the safe departure of all people from camp. They will enlist assistance from Emergency Contacts One and Two to direct traffic and distribute resources, such as maps and directions. They will report their plan directly to the Logistical Coordinator.

Emergency Contact One: _____

This person will assist in all behind-the-scenes work including assisting camp staff in carrying out logistics, directing traffic, making copies of maps, and carrying out good communication with the coordinators.

Emergency Contact Two: _____

(SAME AS ABOVE) This person will assist in all behind-the-scenes work including assisting camp staff in carrying out logistics, directing traffic, making copies of maps, and carrying out good communications with the coordinators.

Primary First Aider: _____

This person will be the first aider originally established for the event, with at least First Aid Two certification. They will be responsible for transporting paperwork and gathering necessary supplies that are appropriate for the emergency at hand. They will deal with any medical needs of the people in the group.

Assistant First Aider: _____

This person will assist the Primary First Aider in anyway necessary. They must have at least basic first aid and CPR certification.

STEPS TO EVACUATION

Step One: Evacuation will be decided by the Girl Scout staff or local authorities. They will communicate this to the Communications Coordinator.

Step Two: Assemble the LEADERSHIP TEAM

Step Three: Brief them on all pertinent information and decide upon regular meeting times and communications systems (radios). With the camp staff, decide upon the appropriate timeline and evacuation site. Send the LEADERSHIP TEAM to work.

Step Four: Communications Coordinator and a camp staff member will meet with all assisting leaders (leave some with campers) to disseminate information regarding the situation, general logistics, and timelines.

STEPS FOUR AND FIVE MAY OCCUR TOGETHER IF THE TIMELINE IS SHORT DUE TO SEVERITY OF THE EMERGENCY

Step Five: Make an announcement to the campers about the general details. Send leaders with the campers to prepare with a set time to return to the general gathering spot. Make sure everyone is clear on what needs to happen and who to go to for further information.

Step Six: Meet with the LEADERSHIP TEAM to discuss progress and check in on the timeline. Relay any change in information regarding the situation.

Step Seven: Prep all tracking lists, water and food rations, medical supplies, and paperwork. Ensure communication with camp staff regarding the situation.

Step Eight: Quick check in with the LEADERSHIP TEAM and confirmation of plan.

Step Nine: Meet with all participants. Confirm plan, distribution of maps and directions, and visual evaluation of mental state of the group. Reassure them of confidence in the plan.

Step Ten: Begin evacuation. Place the Transportation Coordinator at the front gate; Primary First Aider should be the lead car to the evacuation site. All cars should have headlights on and travel a safe distance from the car in front of them.

Step Eleven: Communications Coordinator check in with camp staff that will have completed a final sweep of camp. Confirm that all people have departed safely and Transportation Coordinator, Logistics Coordinator, and Communications Coordinator depart. Check in all groups upon arrival at evacuation site.

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

Troop #	Drill	Evac Out	Evac In
Leader 1			
Leader 2			
Campers			
First Aid Kit			

COMMENTS

DRILL TIME	
START	
FINISH	
FINAL	

NUMBERS	
LEADERS	
CAMPERS	
TOTAL	

TROOP SAFETY CARD

Great Escape 2005

CO-COORDINATORS: "Star" Gabby Coburn, "Kix" Jamie Suchoski
(Check in table will have contact phone numbers if you cannot find the coordinators.)

TROOP MANAGEMENT

- Minor injury or illness
- Personal gear
- Cooking arrangements
- Working with other leaders to coordinate site space
- Checking in and out
- Designating an emergency meeting spot for troop

COORDINATOR MANAGEMENT

- Serious injury or illness
- Lost camper
- Vehicle accident
- Intruder
- Theft
- Overall site communication
- Maintaining accurate count of participants

EMERGENCY AND EVACUATION

When you hear the three loud horn blasts, meet your troop at your designated spot, count participants and bring them immediately to the flag pole area. Instruction details will be given from there. You will have an opportunity to call your in-town contact after the meeting.