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| --- | --- |
| Emergency Plan for Youth Camp | Instructions: Keep a copy at the camp. Give a copy to your licensing specialist. Update the plan routinely or as information changes. |
| Facility name: | Owner name: | Camp director name: |
|       |       |       |
| Facility address: | Facility phone: |
|       |       |
| Inclement weather address, if applicable:       |
| Locations of Necessities |
| Parent phone numbers: | First aid kit(s): | Medications and med. forms: |
| 1.       2.       |       |       |
| List of Campers: | Emergency food/water\*: |  |
|       |       |       |
| \*Frequency/dates checked by administrator: |
| Emergency Phone Numbers | Contact Name | Phone | E-mail |
| Fire/Rescue (**911**) |  |  |  |
| Police (**911**) |  |  |  |
| Hospital |  |  |  |
| Licensing Specialist/OCCL |  |  |  |
| Building/property owner |  |  |  |
| Insurance company |  |  |  |
| U.S. Poison Control Center | 1-800-222-1222 | DE Abuse/Neglect Report line | 1-800-292-9582 |
| Evacuation Locations |
| Name: | Address:  | <1 mile away | Phone: |
|       |       |       |
| Name: | Address:  | >2 miles away | Phone: |
|       |       |       |
| Utility Shutoff and Alarm Equipment Locations |
| Electricity: | Water: | Gas: |
|       |       |       |
| Alarm device: | Smoke detector(s): | Fire extinguisher(s): |
|       |       |       |
| Staff Responsibilities in an Emergency |
| Staff name: | Title: | Assignment: |
|       |       | *evacuation and person count* |
| Staff name: | Title: | Assignment: |
|       |       | *call emergency services and parents* |
| Staff name: | Title: | Assignment: |
|       |       | *first aid* |
| Staff name: | Title: | Assignment*:* *children with disabilities or* |
|       |       |  *chronic medical conditions* |
| Staff name: | Title: | Assignment: |
|       |       | *transportation and meals* |
| Lockdown Procedures |
| * Lockdown procedures:
* list steps staff will take to ensure children's safety
* Staff members will take head counts based on the day’s attendance sheets.
* Staff and children will move to part of building or remain in part of building, away from doors and windows.
 | Lockdown code word:      All-clear code word/instructions:       |
|  |  |
| Weather Monitoring and Seeking Shelter Procedures |
| Weather Monitoring Procedures: list steps staff will take to ensure children's safety |
| Seeking Shelter Procedures: list steps staff will take to ensure children's safety |
| Specialized Activities, if applicable: |
| Emergency Procedures for activity: list steps staff will take to ensure children's safety |
|  |
| Transportation to evacuation locations | * Staff members will take head counts from attendance sheets before after leaving the grounds.
* Children will walk to location.
* OR children will be driven to location in a type of transportation or in staff members’ personal vehicles, to the out-of-neighborhood location listed above.
* After arriving, staff members will take head counts again.
 |
| **Shelter-in-place – If we need to shelter-in-plan due to a man-made or natural cause, the following procedures will be followed:** |
| Location | * Staff and children will move to part of building or remain in part of building, away from doors and windows.
* Supplies for sealing the room are stored in part of building.
 |
| Emergency supplies | * Emergency kits with food, toys, and water are stored in part of building.
* A first aid kit is/First aid kits are stored in the part of building.
* A battery-powered radio and NOAA radio is stored with the emergency supplies.
* Cell phone will be brought to the part of building.
* Emergency contact sheets are kept with the supplies.
 |
| Notification | • Parents/guardians will be notified once the immediate threat has passed. |
| **Parent reunification – To reunite children with parents/guardians or emergency contacts as soon as it is safe:** |
| Notification | Parents/guardians are provided:* Information on each evacuation site
* Cell phone number of the camp director
* Locations where updates may be posted: radio station, camp's website, etc.

Parent/guardian contact numbers are:* Stored in camp director or camp counselor’s cell phone
* Kept in emergency kits
 |
| Release | Children will only be released to contacts on the child’s info card, with proper identification. |
| Continuation of care after a disaster | Describe how care will continue to be provided so children are safe and secure and their needs are met:      |

Date

Dear Parent/Guardian:

In the event of an emergency situation, facility name has outlined the below response plan. Please know that we will attempt to notify you, so please keep your emergency contact information up to date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

**Evacuation/Relocation**

1. If the emergency is confined to the immediate area at the facility name, e.g. fire, and the children cannot stay on the premises, the children will be taken to in-neighborhood location. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread, encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to out-of-neighborhood location. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
3. Children will be transported by method/vehicle.

**Notification**

1. We will repeatedly try to call you as soon as the children and staff are safe. If we cannot reach you, we will call your emergency contact. During emergencies, children will only be released to you or your emergency contacts.
2. Information about the event can be found method: e-mail, camp's website, radio station, etc.

Our camp is most likely to experience:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | family-staff conflict | [ ]  | power outage | [ ]  | ice/snow storm | [ ]  | thunderstorm | [ ]  | flood |
| [ ]  | gas leak | [ ]  | fire/bomb threat  | [ ]  | building intruder  | [ ]  | missing child/kidnapping  | [ ]  | earthquake |
| [ ]  | medical emergency | [ ]  | water outage/ unclean water | [ ]   | chemical/hazmat exposure | [ ]   | tornado watch or warning | [ ]   | other: |

Please rest assured that facility name staff will remain with and care for the children at all times during an emergency to ensure the children’s safety. As always, please don’t hesitate to contact me if you have any questions or concerns.

Sincerely,

Camp director's name