

CAMP READINESS – EMERGENCY PREPAREDNESS

*Use this checklist to help assess your organization's camp readiness

√ SAFETY AND LOSS PREVENTION ITEM	COMMENTS
<input type="checkbox"/> Site-specific emergency plan addresses wide-range of emergency situations (i.e. lost camper; severe weather; natural disaster; wildfire, health threats, campus lock-down)	
<input type="checkbox"/> Emergency plan has been reviewed by local emergency personnel (i.e. EMS or fire department) to ensure effectiveness and compliance with local protocols	
<input type="checkbox"/> Emergency plan included in all new staff orientations and in-service trainings. A record of participants is maintained in each employee's personnel file.	
<input type="checkbox"/> Regular and unannounced emergency drills are routinely practiced and documented	
<input type="checkbox"/> Staff, volunteers, campers and user groups are made aware of emergency plan and procedures – reviewed at least once per camper session and documented	
<input type="checkbox"/> Emergency plan includes system for notification of local authorities – police, EMS, fire department, Poison Control, etc.	
<input type="checkbox"/> Emergency plan details specific staff responsibilities during emergency situation (i.e. one staff member remains in office to manage 911 call and public address system or facilities manager meets and directs EMS to emergency access.)	
<input type="checkbox"/> Emergency Communication Plan has been developed and system is in place regarding communication between key staff members and includes a strategy for camp-wide communication with counselors, campers and user groups	
<input type="checkbox"/> Staff members have been cross-trained and assigned as back-ups for key emergency response positions	
<input type="checkbox"/> A plan is in place regarding communication with camper parents	
<input type="checkbox"/> Additional steps have been taken to protect staff and campers with special needs (i.e. non-ambulatory, individuals with disabilities or medical conditions)	
<input type="checkbox"/> Emergency response kit contains all necessary medical equipment and is easily accessible by emergency response staff (i.e. AED, first aid kit, 2-way radio or cell phone, blanket, towels, sterile gloves and facemask)	
<input type="checkbox"/> Emergency response is managed or lead by either trained program staff members or trained/certified response team	
<input type="checkbox"/> Camp counselors are trained to assist with (1) moving campers to secure location (2) helping move victims to safety (3) providing first aid or resuscitation and (4) notifying the Executive Director or CEO	
<input type="checkbox"/> A spokesperson or media relations point-of-contact has been predetermined and a script of potential questions and answers has been prepared in advance	
<input type="checkbox"/> Decisions regarding shelter-in-place vs. site evacuation should be brainstormed in advance by management. "Action Matrix" has been prepared to aid leadership in decision making process in the emergency response phase	
<input type="checkbox"/> Alternative program sites and mode of transportation have been identified and secured in advance	
<input type="checkbox"/> Protocols are in place regarding steps to be taken before returning campers and staff to the campsite during the post-evacuation stage (i.e. check for gas leaks, damage to electrical system and/or sewage/water systems)	
<input type="checkbox"/> Emergency plan includes all off-site activities and field trips	
<input type="checkbox"/> Leaders of off-site trips are required to carry emergency information for all group members including health forms and permission to treat forms signed by parents	
<input type="checkbox"/> Leaders of off-site trips travel with documents that fully identify the organization, provide contact information, identify leadership and group members, in addition to insurance information	
<input type="checkbox"/> Written emergency plan is in place and reviewed annually by safety committee and management team	

* This checklist is provided for the purpose of general education and all possible exposures or hazards requiring risk management review and attention may not be identified. No warranty or guaranty of fitness or suitability, express or implied, is granted. The information provided in this checklist is not legal advice or legal counsel, and it is not intended in any way to be a substitute for legal advice or legal counsel.