

Camp Emergency Plan

*Environmental Health & Safety Office*

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# 1.0 Introduction

This Camp Emergency Plan (CEP) template, prepared by the George Mason University Environmental Health and Safety Office (EHS), is modeled on a template published by the University of California for use by 4-H Youth Development camps. This CEP template is designed for use by camps to outline the organization, responsibilities, and procedures for camp personnel responding to emergencies affecting camps while conducting operations at George Mason University.

## 1.1 Purpose

The purpose of this CEP template is to provide camps with direction and structure for individuals and functions necessary to respond to emergencies. This CEP establishes the emergency structure to direct and control operations during an emergency, and assigns responsibilities and roles to specific camp personnel. Efficient implementation of this CEP can provide clear direction, establish responsibilities, and potentially limit the effects of an emergency on the camp and campers.

## 1.2 Scope

This CEP applies to the camp named herein, including its personnel and campers. During emergencies affecting the camp, the university, or the region, the camp will cooperate with the university, and with any local, state, or federal authorities, as necessary.

An emergency is an event that disrupts the standard operations of the camp, or the activities of its personnel, including volunteers and campers. Emergencies may vary in severity and nature, and will be managed on a case-by-case basis.

## 1.3 Plan Requirements

George Mason University requires each camp to retain a written site-specific plan kept on-site, approved by the Camp Director. At a minimum, the plan must contain all elements outlined in this CEP template. Additionally, all camp personnel will be trained in the implementation of the procedures identified in this plan. Approval of this plan by the Camp Director certifies that all personnel have, or will have by start of the camp, received training regarding these procedures.

The plan can be prepared electronically and saved for subsequent use. Plans must be available to camp staff and maintained for the duration of the camp. For assistance completing this plan, please contact Environmental Health and Safety at (703) 993-8448 or safety@gmu.edu.

## 1.4 Assumptions

The following assumptions are in place for the purposes of creating this CEP:

* A sufficient number of personnel identified within this CEP will be able to reach the emergency scene or designated work location as appropriate to their function. All emergencies exceeding the response capacities of camp personnel will be managed by the university, or will be jointly managed by the appropriate university officials.
* Emergencies as described in this plan affect the Camp while it is on campus grounds.
* Federal, state, and local resources will be available if needed.

If these assumptions are not met, the Camp will establish alternative arrangements to satisfy the objectives of this Plan.

## 1.5 Emergency Response Definition

Emergency response encompasses the declaration of an emergency by the On-Campus Camp Supervisor, Camp Director, and/or Mason, and thereafter, implementing procedures for assessing the extent of the emergency, prioritizing response actions, and activating short- and long-term responses according to established priorities.

A formal camp declaration of emergency conditions is a result an assessment of the extent and type of emergency, and relayed as necessary to appropriate authorities, including University Police and the Mason POC, if warranted.

Assessment of the emergency situation is performed under the direction of the On-Campus Camp Supervisor and/or Camp Director, with appropriate assistance from Mason as needed or requested. Assessment may include performing headcounts of campers and camp personnel, implementing first aid and search efforts, and performing inspections to evaluate the extent of emergency impacts to camp/campus facilities.

## 1.6 University Emergency Notification Systems

The Camp Director and On-Campus Camp Supervisor, shall enroll in Mason Alert, George Mason University’s emergency notification system. Camp-owned or supplied cell phones shall also be enrolled in Mason Alert. Access to the system will be available via either the Mason Camp POC or <http://alert.gmu.edu/>.

Camp administration and staff can also register cell phones to receive text messages about emergencies on campus and changes to campus operations by texting **masonalert** to **226787**.  Emergency text message notifications will be received until users text **STOP** to the same number: **226787**. Students, faculty, and staff should not use this feature; students and employees must register devices using their university-issued Mason Alert account.

Notifications and updates may also be supplied by the Mason POC. If additional information is necessary in relation to a Mason Alert received by Camp personnel, the Camp Director or On-Campus Camp Supervisor shall contact the Mason Camp POC.

# 2.0 Camp Information

## 2.1 Plan Administrative Approval

|  |
| --- |
| **Plan Prepared By** |
| Name |  |
| Title |   |
| Signature |   |
| Signature Date |   |

|  |
| --- |
| **Plan Approved By**  |
| Name |  |
| Title |   |
| Signature |   |
| Signature Date |   |

|  |
| --- |
| **Plan Revision History/Annual Review** |
| **Version** | **Date** | **Reviewer Name** | **Comments** |
| Rev. # | DD/MM/YYYY |   | Comment on any changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

George Mason University recommends that each camp certify that it reviews its Camp Emergency Plan at least annually and whenever camp location or activities change.

## 2.2 Camp Details

|  |
| --- |
| **Camp Information** |
| Camp Name |   |
| Camp Administrative Address |   |
| Camp Director |   |
| On-Campus Camp Supervisor |   |
| Camp Type |  |
| Years in Operation |   |
| # of Camp Personnel on site |   |
| # of Campers on site |   |
| On-Campus Location |   |
| Address |   |
| On-Campus Location |   |
| Address |   |
| On-Campus Location |   |
| Address |   |

Note: Campus addresses are available here <http://ehs.gmu.edu/programs_fire_safety.html>

|  |
| --- |
| **Attach Campus Layout Diagram (Footprint, Building Locations, Fields etc.)**  |
|  |

## 2.3 Camp Administrative Personnel

|  |
| --- |
| **Camp Leadership** |
| **Title** | **Name** | **Cell Phone Number** | **Email Address** |
| Camp Director |   |   |   |
| On-Campus Camp Supervisor |   |   |   |
| On-Campus Camp Health Supervisor |   |   |   |
| Mason Point of Contact (POC) |   |   |   |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

|  |
| --- |
| **Camp Administrative Personnel** |
| **Title** | **Name** | **Direct Phone Number** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
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## 2.4 Emergency Response Training

Prior to the beginning of camp, the On-Campus Camp Supervisor or Camp Director shall provide emergency response training to all camp personnel to include discussions and drills of the following issues/procedures:

1. Anticipated types of potential emergency conditions.
2. Method for receiving notification of emergency: Mason Alert or Camp Emergency Alarm.
3. Method for alerting the camp to an emergency condition (e.g., blowing an air horn or ringing a bell). The camp emergency alarm device is a \_\_\_\_\_\_\_ and will be sounded \_\_\_ times.
4. Meeting at pre-assigned Designated Assembly Areas and conducting head counts and assessments of the physical well-being of campers, counselors, volunteers, and staff.
5. Relaying emergency information and directives to other Camp personnel and campers.
6. Performing pre-assigned emergency response tasks, such as establishing communication with Mason and outside authorities, providing first aid, forming search parties and initiating searches, relocating campers to secure and safe areas, inspecting facilities and grounds for damage, and coordinating an orderly and safe camp evacuation.

At the beginning of camp, the On-Campus Camp Supervisor or Camp Director shall also provide emergency training to campers that encompass specific instructions about:

1. What the camp emergency alarm sounds like (provide sample alarm).
2. Describe/define the Assembly Groups (e.g., according to age, team name or number, etc.)
3. Describe where each Assembly Group will assemble when the camp emergency alarm sounds. Clearly identify the Designated Assembly Areas (e.g., front of building, parking lot, etc.) and Indoor Shelter Areas.
4. Require campers to follow group leader instructions during emergencies.
5. Require campers to follow group leader instructions during emergency drills.

## 2.5 Emergency Calling Assignments

Upon declaration of an emergency, by either the university or a Camp official, the On-Campus Camp Supervisor and/or Camp Director shall notify the proper authorities and Mason administrative services of the circumstances of the emergency, or depending on the type of emergency, one or more of the following authorities or groups may be contacted:

|  |  |  |
| --- | --- | --- |
| **Camp Title** | **Contact** | **Phone Number** |
|  | University Police | 703.993.2810 or 911 |
|  | Fire and Emergency Medical Serv. | 703.993.2810 or 911 |
|  | Environmental Health & Safety  | 703.993.8448 |
|  | Mason Camp Point of Contact | 703.993.9754 |
|  | Camper Parents |   |
|  |  |  |

## 2.6 Emergency Response Task Assignments

Camp personnel emergency response tasks are as follows:

|  |
| --- |
| **Emergency Response Task Assignments** |
| **Task** | **Task Assigned To (Name)** | **Backup (Name)** |
| Sound Camp Emergency Alarm |   |   |
| Assembly Group Headcounts |   |   |
| *Group #1* |   |   |
| *Group #2* |   |   |
| *Group #3* |   |   |
| *Group #4* |   |   |
| Establish Communication |   |   |
| Provide First Aid |   |   |
| Search Party |   |   |
| Relocating Campers |   |   |
| Inspect Facilities/Grounds |   |   |
| Camp Evacuation |   |   |
| Emergency Parental Notification |   |   |
| Other Task #1 |   |   |
| Other Task #2 |   |   |

**Note:** The Camp Director is responsible for any task not assigned to another member of the Camp’s staff.

## 2.7 Pre-Identified Emergency Locations

### 2.7.1 Designated Assembly Areas

Designated Assembly Areas generally exhibit the following characteristics:

* At least 50 feet away from affected buildings
* Upwind from affected buildings to avoid possible smoke/fume inhalation
* Sheltered, if possible, to protect against the elements
* Away from fire lanes or other areas that must remain unobstructed to allow emergency response personnel and vehicles access to the building

### 2.7.2 Assembly Groups

|  |
| --- |
| **Designated Assembly Areas by Group #** |
| **Assembly Group** | **Assembly Group Leader** | **Designated Assembly Area Description** |
| *Group #1* |   |  |
| *Group #2* |   |  |
| *Group #3* |   |  |
| *Group #4* |   |  |
|  |  |  |
|  |  |  |
|  |  |  |

### 2.7.3 Indoor Shelter Areas

Indoor Shelter Areas generally exhibit the following characteristics:

* Interior space in a hardened structure with no windows or skylights
* Large enough for the expected group size and unlocked during business hours

|  |
| --- |
| **Indoor Shelter Locations** |
| **Building**  | **Room** |
|   |   |
|   |   |
|   |   |
|   |   |

# 3.0 Roles and Responsibilities

The positions identified below are assigned specific roles and responsibilities to implement this CEP. Also, general roles and responsibilities for each position are outlined below, and hazard-specific responsibilities are included in Section 4.0 *Emergency Response Procedures*. The Camp’s emergency operations organizational structure is as follows:



## 3.1 Camp Director

The Camp Director is responsible for the safety and well-being of all campers and camp personnel. The Camp Director maintains situational awareness and coordinates Camp emergency response procedures. All tasks and responsibilities not assigned by the Camp Director to another position are the responsibility of the Camp Director.

General responsibilities include:

* Review and re-approve this CEP annually.
* Provide basic emergency response procedures training to Camp personnel and campers.
* Appoint employees under their supervision to manage emergency response efforts associated with their role in the Camp.
* Delegate emergency response authority to On-Campus Camp Supervisor if Camp Director is off-site.
* Assign tasks and responsibilities for camp operations and provide guidance when necessary.
* Coordinate with the On-Campus Camp Supervisor to make notifications to University Police, the Mason POC, and camper parents regarding emergencies affecting the Camp.
* Sound the Camp Alarm when appropriate.

## 3.2 On-Campus Camp Supervisor

The On-Campus Camp Supervisor is the on-campus representative from the Camp who is responsible for day-to-day operations. If the Camp Director is off-site, then this position is the primary liaison between the Mason Camp POC, University Police, and the Camp.

General responsibilities include:

* Relay all relevant emergency information to Mason POC, University Police, and the Camp Director.
* Document all emergencies, injuries, or damages to property resulting from Camp activities and complete and submit Incident Reports to Mason’s Office of Risk Management.
* Monitor Camp activities and operations to prevent unsafe behavior and mitigate any unnecessary risks.
* Maintain accountability of all campers at all times.
* Coordinate an emergency procedures drill at the start of Camp.
* Ensure all Camp personnel have a complete, up-to-date copy of this CEP and a list of all campers.
* Coordinate with the Camp Director to make notifications to University Police, the Mason POC, and camper parents regarding emergencies within the Camp.
* Sound the Camp Alarm when appropriate.

## 3.3 Camp Health Supervisor

The Camp Health Supervisor supports the health needs of Camp personnel and campers for the duration of the Camp. This position assists with injuries, illnesses, or other health factors.

General responsibilities include:

* Assess and evaluate all injuries or illnesses arising from participation in Camp activities.
* Provide first aid if trained, and comfortable doing so. If not trained or comfortable providing assistance, call 911 or University Police.
* Coordinate with emergency medical services via 911 or University Police for injuries or illnesses exceeding the medical service capabilities or supplies of the Camp.
* Notify the On-Campus Camp Supervisor or Camp Director if a camper’s parents or guardians need to be notified of an injury or illness.

## 3.4 Assembly Group Leaders

Assembly Group Leaders are any of the Camp personnel assigned to oversee a group of campers at a Designated Assembly Area. An Assembly Group Leader could be the counselor responsible for a specific group of campers or an administrator who takes responsibility for several smaller groups of campers during an emergency.

General responsibilities include:

* Conduct headcounts of campers to ensure no one is missing.
* Report any missing campers to the On-Campus Camp Supervisor.
* Determine if any campers need medical attention from the Camp Health Supervisor.
* Report any injured or ill campers to the Camp Health Supervisor.
* Maintain safety and accountability of assigned campers while assembled in the Designated Assembly Area.

## 3.5 Other Camp Personnel

Other Camp personnel may include counselors, drivers, support staff, and volunteers. It is the responsibility of these personnel to understand general emergency procedures as outlined in this plan.

General Responsibilities include:

* Participate in the emergency procedures drill at the start of the Camp.
* Complete emergency tasks as assigned by the On-Campus Camp Supervisor or Camp Director.
* Relay any information regarding dangerous behavior or suspicious individuals to the On-Campus Camp Supervisor or Camp Director.
* Know the location of the nearest Designated Assembly Area
* Know the location of the nearest Indoor Shelter Area
* Carry a copy of this CEP while on duty at Camp.
* Do not potentially endanger the safety of Camp personnel or campers.

## 3.6 Camp Transportation

Establishing a safe camp transportation program requires creating and implementing procedures for vehicle driving authorization, driver and passenger safety precautions:

1. All drivers shall have a valid driver license and personal automobile liability insurance, in addition to camp-provided insurance.
2. All drivers and passengers shall use seat belts at all times when traveling in vehicles.
3. Drivers shall ensure vehicles transport no more than the number of passengers recommended by the vehicle manufacturer, and no more than the authorized maximum number of passengers indicated below
4. 15-Passenger vans are prohibited from transporting minors.
5. Golf carts are prohibited from transporting minors.
6. Personal vehicles belonging to Camp Personnel may not be used to transport minors.
7. Drivers shall follow safe driving practices, including using headlights when appropriate, making safe lane changes, obeying speed limits, and reducing speeds to accommodate adverse weather conditions.
8. Camp personnel should not be one-on-one in a vehicle with campers other than their own child.
9. Minors are not authorized to drive on behalf of a camp and shall not transport any camper, nor any camp personnel, to or from any camp function.
10. Authorized vehicles, drivers, and maximum number of passengers shall be designated prior to camp as follows:

|  |
| --- |
| **Authorized Drivers** |
| **Authorized Vehicle** | **Authorized Driver Name** | **Max # Passengers** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 4.0 Emergency Response Procedures

The following incidents are those most likely to occur on campus. Guidelines and requirements are listed, as well as additional details with online sources identified, as needed. Two forms referred to by a number of the events are located at the following sites:

* GMU Employee First Report of Accident Form: <http://hr.gmu.edu/forms_standard/benefits/EmployersFirstReportOfAccident.pdf>
* Incident Report Form:

<http://risk.gmu.edu/wp-content/uploads/incident-report.pdf>.

## 4.1 Severe Weather & Earthquakes

Potential natural disasters that may affect a camp include earthquakes and severe weather events. Severe weather includes high winds, thunderstorms, lightning, hail, floods, hurricanes, extreme heat or cold, snowstorms/ice storms, and other weather events that could potentially create safety hazards or cause property damage.

If a tornado or severe weather, including lightning within 5 miles, is predicted for the camp area:

* Do not leave hardened structures. If you are in a modular, prefabricated, or temporary structure, move to the closest hardened structure immediately.
* Locate the closest Indoor Shelter Location/Designated Severe Weather Shelter Area.
* If severe weather strikes the Indoor Shelter Location/Designated Severe Weather Shelter Area and produces damage, protect your body from flying debris with any available furniture or sturdy equipment.

If an earthquake occurs:

* Drop to the floor and get under or adjacent to a sturdy table, desk, or permanent fixture. Cover your head and neck with your arms and hands. Hold on to the table or desk you are under as objects may shift during the earthquake.
* If in a building, evacuate to assembly areas once the shaking stops and begin headcounts.
* Do not reenter a campus building until it is cleared by a Mason official.
1. In the event of severe weather, the On-Campus Camp Supervisor or Camp Director shall issue, when appropriate, advance warning to allow camp personnel and campers to take shelter at Indoor Shelter Areas (e.g., administration building, dining hall, sleeping quarters, etc.) with their assembly groups.
2. The On-Campus Camp Supervisor or Camp Director shall provide precautionary information, such as promoting the consumption of adequate amounts of fluids to prevent heat illness, to minimize the effects of severe weather.
3. Following a natural disaster, the On-Campus Camp Supervisor or Camp Director shall order a headcount by assigned personnel, if determined necessary. As part of the headcount, assembly group leaders shall assess the physical well-being of campers and report any injuries or illnesses to the Camp Health Supervisor.
4. The Camp health Supervisor shall evaluate and treat injured or ill campers. The Camp Health Supervisor will determine those cases requiring evacuation to an emergency medical facility.
5. The On-Campus Camp Supervisor or Camp Director, in consultation with the Camp Health Supervisor, will notify the parents or guardians of campers transferred to an emergency medical facility.
6. For all camp-related injuries suffered by Mason employees, an Employee’s First Report of Accident form shall be completed and submitted to the Worker’s Compensation Office within three days of the date of injury (see section 4.0 for form location).
7. For all camp-related injuries suffered by non-Mason employees, including camp personnel or campers, an Incident Report must be completed and submitted to Mason’s Office of Risk Management, within 48 hours of the incident (see section 4.0 for form location).
8. The On-Campus Camp Supervisor or Director shall initiate inspections of the camp facilities and grounds by assigned personnel as described above. The inspections shall identify damage that has occurred, and restrict access to spilled chemicals, downed trees and power lines, damaged buildings and equipment, and flooded areas.
9. The On-Campus Camp Supervisor or Camp Director shall determine whether the effects of the natural disaster require relocating campers to secure and Indoor Shelter Areas within the camp area, or total evacuation of the camp.
10. Should an evacuation order be issued, the On-Campus Camp Supervisor or Camp Director will implement the camp evacuation procedures as described below.
11. Should natural disaster effects pose unacceptable illness or injury risks to campers or camp personnel, the On-Campus Camp Supervisor or Camp Director will restrict outdoor camp activities or shut the camp down to protect the health and safety of the camp participants.
12. The On-Campus Camp Supervisor or Camp Director will contact the Mason POC and notify them of the status of the camp area and camp operations.

## 4.2 Missing Camper

If a camper is determined to be missing, or is missing from an assembly group headcount, then:

1. The On-Campus Camp Supervisor or Camp Director will organize one or more search parties composed of camp personnel. Campers will not be directly involved in search parties.
2. No search should expose search party members to unacceptable injury or illness risks.
3. Search parties will be provided with communication devices, such as cell phones, and an accurate physical description (height, weight, hair/eye color, etc.) of the missing camper, including the clothing worn by the camper at the time they were determined to be missing.
4. Search parties should conduct search patterns that expand outward from the last known location of the missing camper.
5. Search times should be limited to 30 minutes.
6. If the camper is not located within 30 minutes, then University Police will be contacted as indicated above under Emergency Calling Assignments.
7. The On-Campus Camp Supervisor or Camp Director, in consultation with University Police, will notify the missing camper’s parent(s) or legal guardian(s).
8. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and provide regular status reports regarding the search.

## 4.3 Fires

Fires at camps may be caused by inadvertent ignition of flammable liquids or combustible materials in kitchens, offices, sleeping quarters, or storage areas. Whatever the fire source, the following camp emergency fire response plan shall be implemented.

If a fire is observed in the camp area:

* Activate the building fire alarm if a fire is confirmed by using a manual pull station.
* Utilize a portable fire extinguisher if properly trained, and attempt to extinguish the fire if safe to do so.
* Never allow a fire to come between you and an exit.
* Assist individuals with disabilities by providing directions and instructions.
* Evacuate the building as quickly as possible using the nearest safe exit route.
* Dial (703) 993-2810 or 911, and give the exact location of the emergency, including campus, building address, building name, and cause of the emergency, if known.

If a fire has been observed, the observer – whether camp personnel or camper - shall notify the On-Campus Camp Supervisor or Camp Director who shall take action to have the camp alarm sounded if necessary.

1. The On-Campus Camp Supervisor or Camp Director shall notify University Police of the location and size of the fire, even if a fire extinguisher is used to extinguish the fire.
2. If the camp building fire alarm activates, all camp personnel and campers shall evacuate and immediately report to their assigned Designated Assembly Areas and begin headcounts.
3. If the fire is small or of limited extent, and has not spread beyond its starting point, then a portable fire extinguisher may be appropriate to suppress the fire. Examples of small or limited fires include fires on a stove burner or in a dumpster or trash can.
4. Portable fire extinguisher use shall be restricted to adults only and only to those adults that have received portable fire extinguisher training.
5. Adults using a portable fire extinguisher shall always locate and maintain an escape route between themselves and the fire they are attempting to suppress.
6. Portable fire extinguishers shall not be used on fires that have spread beyond their starting point (e.g., from a trash can onto adjacent curtains and/or wall).
7. Adults using a portable fire extinguisher shall leave a fire area whenever:
* The escape route becomes threatened;
* The portable fire extinguisher becomes depleted; or
* The fire becomes uncontrollable.
1. Once the fire cannot be extinguished or becomes uncontrolled, the On-Campus Camp Supervisor or Camp Director shall immediately update University Police and the Mason POC.
2. For all camp-related injuries suffered by Mason employees, an Employee’s First Report of Accident form shall be completed and submitted to the Worker’s Compensation Office within three days of the date of injury (see section 4.0 for form location).
3. For all camp-related injuries suffered by non-Mason employees, including camp personnel or campers, an Incident Report shall be completed and submitted to Mason’s Office of Risk Management, within 48 hours of the incident (see section 4.0 for form location).
4. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and notify them of the status of camp operations and any injuries or damages.

## 4.4 Transportation Emergencies

1. In the event of a collision, the driver or other camp personnel shall assess if passengers are injured and request emergency responders (Police and, if needed, ambulance) by dialing 911. If trained, the driver should administer first aid to injured camp personnel and/or campers until emergency medical responders arrive.
2. If collision witnesses are present, their names, addresses, phone numbers, and any other relevant information should be included in an Incident Report.
3. The vehicle(s) involved in the collision should not be moved until a law enforcement agency has authorized its movement.
4. All collisions involving automobiles owned, rented or leased by the University for use by employees in conducting official, authorized University business, must be reported to Police at the time of the collision.
5. All Camp-related vehicle collisions involving automobiles owned, rented or leased by the University for use by employees in conducting official, authorized University business shall also be reported within 3 calendar days to the Office of Risk Management (ORM). Additionally, an auto loss form and driver questionnaire form shall be completed and submitted to ORM. Forms are available online at: <http://risk.gmu.edu/forms/>
6. State-Owned vehicle accident reporting documentation is also in a packet in the glove compartment of every state-owned vehicle.
7. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and notify them of the status of the vehicle driver, passengers, and any damages.

## 4.5 Severe Illnesses and Injuries

* Immediately contact University Police by dialing 911 from a university phone or (703) 993-2810 from a cell phone and relay the following information:
* Nature of the injury or illness
* Victim’s location
* Identity of the victim
* Suspected or known cause of the injury or illness
* If trained, provide first aid or medical assistance as necessary.
* Do not move the victim if unconscious unless the victim is in immediate danger.
* If the victim is unconscious and not breathing, locate an Automatic External Defibrillator (AED) if available, turn it on, and follow the instructions provided by the unit.
* Remain with the victim until emergency response personnel arrive.
* If the camper is transported, camp personnel shall accompany camper at all times until released into the custody of the camper’s parent/guardian.
1. The Health Supervisor or On-Campus Camp Supervisor will evaluate all camp illnesses and injuries for severity and coordinate treatment. Treatment will be provided for illnesses and injuries within the scope and capabilities of the camp medical facilities and Camp personnel abilities.
2. Expertise and equipment may not be available at camp medical facilities to treat severe injuries or illnesses, such as fractures, lacerations requiring stitches, second or third degree burns, snake bites, major allergic reactions, concussions, and significant outbreaks of communicable diseases. As necessary, the Health Supervisor shall determine the need to evacuate any injured or ill camp personnel and/or campers.
3. Depending on the severity of the injury or illness, evacuation will be coordinated by the Health Supervisor through: 1) sending patients to emergency medical facilities by ambulance if emergency responders deem medically necessary; 2) contacting the responsible parent or guardian to pick up their camper; or 3) contacting the appropriate emergency contact for the camp employee or camp volunteer.
4. For all camp-related injuries suffered by Mason employees, an Employee’s First Report of Accident form shall be completed and submitted to the Worker’s Compensation Office within three days of the date of injury (see section 4.0 for form location).
5. For all camp-related injuries suffered by non-Mason employees, including camp personnel or campers, an Incident Report shall be completed and submitted to Mason’s Office of Risk Management within 48 hours of the incident (see section 4.0 for form location).
6. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and notify them of the status of any severe injuries or communicable illnesses.

##  4.6 Strangers in Camp

1. All visitors to the camp shall be: 1) notified, for example by a sign, to stop at the administration building/office/tent to sign in; 2) required to carry an identification badge; and 3) escorted by a camp employee or camp volunteer to their destination. The Camp Director, On-Campus Camp Supervisor, or their designee, shall approve visitors entering the camp controlled location.
2. Camp personnel and campers shall be instructed, during camp orientation training, to immediately report any unidentified stranger within the camp controlled location to the On-Campus Camp Supervisor or Camp Director.
3. Unless the unidentified stranger poses an obvious threat, the On-Campus Camp Supervisor or Camp Director shall approach the unidentified stranger in the camp controlled location to ask what their name and purpose is. If the unidentified stranger does not provide their name and a satisfactory reason for being within the camp controlled location, then the On-Campus Camp Supervisor or Camp Director may request they leave and escort them off the property. If an unidentified stranger becomes a threat or does not leave the property, the On-Campus Camp Supervisor or Camp Director will call University Police for assistance.
4. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and notify them of the status of reported strangers and any University Police action.

## Swimming Emergencies

If the camp makes use of swimming facilities on campus and a camper appears to be drowning or distressed, observer(s) will alert the lifeguard. The lifeguard will perform all appropriate rescue procedures. Immediately notify The Health Supervisor and the Camp Director.

1. The Camp Director or On-Campus Camp Supervisor shall notify the camper’s parents or guardians.
2. For all water rescues, an Incident Report shall be completed and submitted to Mason’s Office of Risk Management within 48 hours of the incident (see section 4.0 for form location).
3. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and notify them of the occurrence and outcome of a camp swimming emergency.

## 4.8 On-Campus Violence

Violence on campus can take many forms, including verbal and physical. Because of their minor age, campers are an especially vulnerable population. If violence in any form is witnessed or experienced on campus, it must be immediately reported to University Police. (See section on *Criminal Activity Reporting*)

If you witness physical violence or a person with a weapon on campus:

* Proceed to the nearest room with your campers, and hide - close and lock the door, if possible.
* If you cannot lock the door:
	+ Block the door with furniture or equipment.
	+ Take cover behind equipment or furnishings.
* Turn off the lights.
* Cover door windows.
* Notify University Police if you are able: (703) 993-2810, or call 911 and advise the following information as you are able:
	+ Your name and location
	+ Number and identity of shooters
	+ Type of firearm
	+ Number and location of any victims and their injuries
* Remain quiet and act as if the room is empty; play dead if necessary. Ensure cell phones are on silent or vibrate.
* Do not answer or open the door for anyone. Law Enforcement will have keys.
* As a last resort, attempt to incapacitate the attacker. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him or her.
1. The On-Campus Camp Supervisor or Camp Director shall file a Police report with University Police within 24 hours, regardless of injuries sustained or damages caused.
2. For all camp-related injuries suffered by Mason employees, an Employee’s First Report of Accident form shall be completed and submitted to the Worker’s Compensation Office within three days of the date of injury (see section 4.0 for form location).
3. For all camp-related injuries suffered by non-Mason employees, including camp personnel or campers, an Incident Report shall be completed and submitted to Mason’s Office of Risk Management, within 48 hours of the incident (see section 4.0 for form location).

## 4.9 Utility Failure

Loss of electricity or other utilities may impair the ability of a camp to continue using an impacted facility. Depending on the type of utility and its effects on the rest of campus, Camps may be required to vacate the affected building, or suspend Camp activities, until the utility is restored.

1. Report the utility failure to Facilities Management at (703) 993-2525.
2. Exit the building, assisting camp personnel, campers, or camp visitors who may not be familiar with evacuation procedures or the building floor plan.
3. If it is unsafe to exit the building, relocate campers to an area with sufficient ambient light to avoid injury, such as a lobby or conference room with windows.
4. If emergency lighting is unavailable, remain calm, contact University Police (703) 993-2810 or 911, provide your location, and request assistance.
5. If unable to use a cellular phone or desk phone to call for assistance or to report a utility failure, locate a fax machine with a phone handset. Fax machine phone lines often remain operational during a power outage.
6. If a building is evacuated due to a utility failure, do not allow camp personnel or campers to re-enter the building until University Police or emergency response personnel determine that the building is safe to reoccupy.
7. If a building is evacuated for utility failure, treat it as any other evacuation, and assemble campers with Assembly Group Leaders in Designated Assembly Areas and begin headcounts.
8. Determine if all campers and camp personnel are accounted for and notify emergency responders and the Mason POC, if anyone is missing.
9. The On-Campus Camp Supervisor shall notify the Camp Director of the interruption to Camp activities and determine if parents/guardians should be advised to pick-up their camper(s) due to an extended utility failure.
10. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and notify them of the status of camp operations if affected by the utility failure.

## 4.10 Regional Emergency

Regional emergencies are unforeseen or unavoidable events that significantly disrupt regional infrastructure and services or cause substantial damage. Severe weather (thunderstorms or a tornado), multi-vehicle collisions, extended utility failures, flooding, or terrorist activities can be cause for a regional emergency.

During an emergency, camp personnel and campers may be required to shelter in place on campus for an extended period of time. Camps are advised, but not required, to maintain an emergency supply kit. A camp’s emergency supply kit might include the following items:

* Flashlight
* Battery-powered radio, preferably a NOAA Weather Radio
* Extra batteries (should be replaced every six months)
* Snack foods (e.g., energy bars, trail mix) to last at least one day
* Bottled water (at least one gallon)
* Basic first aid kit
* Tools and other supplies (e.g., blanket, hygiene items, extra pair of comfortable shoes)

## 4.11 Criminal Activity Reporting

All crimes committed on-campus against the Camp, its personnel, or the campers, must be immediately reported to University Police by the Camp Director. Failure to do so may result in suspension of campus resource privileges and or legal proceedings.

## 4.12 Evacuating Individuals with Access or Functional Needs

All emergency response procedures, including evacuations, must comply with the Americans with Disabilities Act. The On-Campus Camp Supervisor or Camp Director will make accommodations to include all camp personnel and campers in all emergency drills and actual emergency responses. Appropriate emergency training must be provided to personnel who may be assigned to work with an individual with access or functional needs during an emergency.

* Do not use elevators if fire alarm is sounding.
* Individuals with access or functional needs who are unable to use stairs under their own control can be accompanied to a safe location within the building, typically an enclosed stairway landing.
* If necessary, seek help to safely assist the person.
* When the individual is in a safe place, notify emergency response personnel of the location and request assistance. For additional assistance, call (703) 993-2810 or 911.
* If the individual can navigate stairs under their own control, allow them to take your arm below the elbow and instruct him/her to follow you.
* Remember to move slowly and communicate clearly with the individual. Also, evacuate any service animal with the person.
* Advise the individual of any hazards or obstacles in his/her path.
* Once the Designated Assembly Area is reached and custody has transferred to the Designated Assembly Area Group Leader, advise the individual of his/her location.

# 5.0 Traffic Control (Pick-up/Drop-Off) and Camp Evacuation

Camp traffic control is coordinated through University Police, and Parking and Transportation. At no time will camp personnel or campers direct traffic on campus. Requests for special traffic consideration can be submitted to the Mason POC for referral to Parking Services at least 10 business days prior to the anticipated need. During any emergency evacuation of camp, the Camp Director or On-Campus Camp supervisor shall contact the Mason POC or University Police. The primary and alternate camper pickup/drop-off points are as follows:

|  |
| --- |
| **Pickup and Drop Off Locations** |
| **Primary Camper Pick-up/Drop-off** | **Alternate Camper Pick-up/Drop-Off**  |
| Location #1 Description | Location #1 Description |
| Location #2 Description | Location #2 Description |
|  |  |

## 5.1 Camp Evacuation

Natural disasters or other emergencies may cause an unacceptable risk of harm to camp personnel and/or campers, resulting in ordering the evacuation of the camp property as follows:

|  |
| --- |
| **Evacuation Routes** |
| **Evacuation Route Order** | **Evacuation Route** |
| Primary |  |
| Secondary |  |
| Tertiary |  |

Note: Mark each evacuation route on a map of the campus where your camp is located and attach it to this plan as an appendix. Maps are available online at <http://www.gmu.edu/resources/welcome/Directions-to-GMU.html> and should be provided to each authorized camp driver as part of an orientation packet.

1. The On-Campus Camp Supervisor or Camp Director shall issue instructions for camp assembly groups to gather at their assembly areas.
2. Assembly Group leaders shall conduct headcounts.
3. The Health Supervisor shall carry necessary medication doses and medical release forms for campers during the camp evacuation. If necessary, camp personnel shall assist under the direction of the Health Supervisor in the monitoring and/or dispensing of medication(s).
4. The On-Campus Camp Supervisor or Camp Director shall instruct drivers with assigned vehicles to proceed to Designated Assembly Areas to pick up assembly group members.
5. The Assembly Group leader shall assure that all members of their Assembly Group are in their assigned vehicles.
6. The On-Campus Camp Supervisor or Camp Director shall give evacuation route instructions to vehicle drivers.

# 6.0 Internal and External Communications

1. The On-Campus Camp Supervisor or Camp Director shall provide camp personnel and campers with information about internal and external camp communications during emergency planning training.
2. Campers will immediately communicate information about camp strangers, potentially hazardous conditions, and observations about risky behaviors to camp personnel.
3. As appropriate, camp personnel shall inform the On-Campus Camp Supervisor or Camp Director of information provided from campers.
4. In the event of the On-Campus Camp Supervisor or Camp Director declaring an emergency condition, notification to civil authorities and the Mason POC will be made as described under Section 5 above.
5. The following camp buildings have telephone lines for making outside emergency calls:

|  |  |  |
| --- | --- | --- |
| **Building** | **Room** | **Location of Phone** |
|   |  |   |
|   |  |   |
|  |  |  |
|  |  |  |

1. The following camp personnel have cell phones and appropriate coverage available for making outside emergency calls:

|  |  |  |
| --- | --- | --- |
| **Name** | **Location** | **Cell Phone Number** |
|   |   |  |
|   |   |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. The On-Campus Camp Supervisor or Camp Director shall contact the Mason POC and notify them of the occurrence and outcome of any emergency situation.

# 7.0 Additional Emergency Response Procedures

This section will identify any procedures unique to the camp not already included in this plan. This section may be blank if no other emergency procedures have been identified by the camp.

|  |  |
| --- | --- |
| **Camp Emergency Alarm (Description of method, sound, and process)** |  |