

# **OSC EMERGENCY PROCEDURES**

*For all camp emergencies,*

- 1) The Airhorn will be sounded with three loud blasts,*
- 2) Maintain supervision of your campers (count your campers), and*
- 3) Remain calm while returning to the field area near the logs. Form a circle with your group, and await further instructions from a Director.*

## **CRISIS PLAN**

Possible crises include earthquake, wildfire, major injuries/medical emergencies or a violent type of crime/dangerous human situation in the park. In the event of a crisis, the OSC plan is as follows:

1. The OSC director will inform you of a crisis in person, via radio to the Senior Counselor and/or by sounding three loud blasts on the airhorn in the Clubhouse. These three blasts will repeat every minute until all groups are accounted for.
2. Gather your entire group immediately and return to the field area near the logs, if safe. If you are unable to gather at the field area or to locate a Director, proceed to the evacuation areas (**see step 5**) AND contact the camp office as soon as you are safely able to do so.
3. Take attendance, count heads regularly, and reassure your group of campers. Staff must remain with their camper groups.
4. Do not panic; Remain calm.
5. Our evacuation areas are as follows:
  - a. The Canyonside Community park front parking area, near the community center.
  - b. Carmel Mountain Ranch Recreation Center. Turn left onto Black Mountain road. Take the 56 Freeway east and exit Rancho Carmel Drive (it is the first right after passing over the I-15 freeway). Turn left onto Rancho Carmel Drive. Turn left at second light into recreation center.
  - c. If you are unable to go North on Black Mountain Road, our alternative evacuation area (heading south from camp) is the Mira Mesa Recreation Center. Turn right onto Black Mountain Road. Turn Right onto Mira Mesa Blvd. You will see the park after Reagan Road. Park in the first parking lot after Reagan Road.
6. In an emergency, Senior Counselors will turn on cell phones to provide additional forms of communication if radios become ineffective.
7. If it is evident a crisis is in progress and you have not been notified by a director, use your judgment in returning to the correct area. It may be unsafe to proceed to the main OSC field or logs area, so you would take your group to the Canyonside front parking area, etc. Notify a director as soon as it is safe to do so.
8. The Director will decide when parents will be notified, and the Director will be the person to telephone any parents. If a parent cannot be reached, the Director will notify the emergency contact.
9. Do NOT talk with any media at any time. If asked repeatedly for any information by media sources, please tell them that the official OSC spokesperson is Stuart Jones, and that he answers all questions related to Outpost Summer Camps. Inform a Director immediately about your contact with media. A statement will be written by Stuart Jones, President of OSC, and released to the media as necessary. Copies will be distributed to Directors and Staff.
10. Above all, use common sense, stay with your group and contact our directors/office as soon as possible. Remember that the safety of the campers is our first concern at all times.

## **ACCIDENT / INCIDENT REPORTING**

We require staff to thoroughly record all accidents/incidents at camp. An accident is defined as a first aid or medical emergency that requires more than standard first aid care. An incident is any serious situation or circumstance (ie. fires, intruders, fighting, threats, lost campers, near drowning, etc.) that occurs at camp.

Accident/Incident Report forms are kept in the Clubhouse. They are completed by the Director and require detailed interviews with each staff member involved/witnessing the event/accident. Therefore, if and when an accident occurs in

your group, please do your best to document what is happening as it is happening, without taking away from your most important duty: assuring that each camper is safe and being cared for. All Accident/Incident Report forms are reviewed by OSC directors and at staff meetings as necessary.

## ***Specific Procedures—***

### **MAJOR MEDICAL EMERGENCIES AND POOL EMERGENCIES**

In the event of a major medical emergency, your first responsibility is to follow your first aid and CPR training. This means that you are required to provide the first response of care at the level of your certification until advanced medical personnel take over. You are also responsible for having an OSC Director notified immediately.

In the event of an emergency at the pool, your first responsibility is to follow the instructions of the pool lifeguard staff, who have their own crisis plans that we are required to follow. An OSC director is often on site at the pool to directly supervise all OSC campers and staff. Notify this Director immediately of any emergencies or medical concerns. If a Director is not on site, contact the camp office immediately.

### **WATER RESCUE**

In the event of an emergency on the water (ie. aquatic activities away from camp: paddle boating, beach trips), one Lifeguard shall rescue the victim. Any staff/lookouts should notify the guard and keep his/her eyes on the victim at all times. One long whistle should be blown by the lifeguard to get other staff's attention before entering the water and to indicate for all participants to clear the water. All other staff and guards should continue watching the entire water area until all participants are out of the water. Then staff should continue to supervise campers and the waterfront area. Staff should assist the rescuing lifeguard as necessary with equipment, first aid, and communications (calling 911, calling camp office, etc.). The rescuing guard is responsible for the victim until more advanced medical assistance arrives. If a Director is not on site and camper must be transported by emergency services, contact the camp office immediately.

### **LOST CAMPERS**

In the unlikely event that a camper becomes lost, please follow these steps:

1. Make sure the rest of the campers in your care are being supervised while you...
2. Check the immediate area, yelling the camper's name and searching as much area as you can in 3-5 minutes. If you can't find the camper....
3. Notify an OSC director immediately.
4. Communicate all information and assist in gathering more
  - a. Last known location
  - b. Clothing/appearance
  - c. Mood/possible intentional reasons for disappearing
  - d. Information from other staff or campers
5. Write down this information if asked by director.
6. Follow subsequent instructions from the director.
7. If you are not able to find an OSC director, find the nearest phone (in park, these are located at the Ranch House and the Canyonside office) and call the OSC office. If there is no answer at the office leave a message, then call another OSC director using the director cell phone list provided to you at training (found in staff manual and posted on the wall of the clubhouse). Leave messages if there are no answers on the mobile phones with a number that you are at for a return call.
8. If for some reason you cannot contact an OSC director, go to the Ranch House and speak with the Head Ranger (Ranger Michelle W-F) immediately. Let her know your situation, and return to the Clubhouse/logs with your campers. She will assist in contacting us while you wait at the Clubhouse.

## **INTRUDER OR UNAUTHORIZED PERSON(S) INTO CAMP AREA & VISITORS**

Any staff person who sees someone in/around camp whom they do not recognize should approach that person, introduce themselves and take them to a Director if possible. For security, we cannot have unidentified persons lingering around our campers. In addition, all persons who wish to pick a child up from camp must be authorized to do so and sign the child out with a Director. These occurrences are usually known in advance as we ask parents to call our office first. A Director onsite will also be informed by the camp office of any authorized visitors or parents coming to see camp. Staff will be informed by the onsite director about visitors.

We do operate on public land, so sometimes this may mean relocating your group to a different area if necessary. Always let a Director know of suspicious activities or persons. Occasionally you will pass individuals on the trails and at these times your concern should always be your campers safety and making sure they stay with your group. If you see anything dangerous or of a concern, contact the on-site Director immediately. County and City Rangers are also available for concerns with public patrons.

## **ACTIVE SHOOTER**

### **Pre Camp**

- Find a safe location based upon your current location. Hide down low and close all doors possible. Silently check in with your camper and assure them silently. Have your phone out but ringer off. Keep in communication with directors via text rather than call. A list of preferred sites are determined below:
  - o Kitchen- lock all doors (close clubhouse main doors), place blocks over windows, and large item in front of door.
  - o Bathroom- immediately close all doors and slam hard.
  - o Forts- Hermie's magical kingdom. Spread out in small groups and keep campers as quiet and close as possible.
  - o Rocky Point- Hermie's magical kingdom or the bushes near Rocky Point.

### **Day Camp**

- Find a safe location based upon your current location. Hide down low and close all doors possible. Silently check in with your camper and assure them silently. Have your phone out but ringer off. Keep in communication with directors via text rather than call. A list of preferred sites are determined below:
  - o Logs- Inside the clubhouses
  - o Forts- Find shelter in the trees and bushes. Stay put
  - o Green Belt- bathroom or vans (whichever is closer)
  - o Bug World- behind the snack shack or in the rec center
  - o Pool- Go inside the locker rooms.
  - o Ranch House- Go inside the Ranch House or Barn. Close all doors.

### **Senior Outpost**

- Find a safe location based upon your current location. A list of preferred sites are determined below:
  - o Climbing - Find shelter in the trees and bushes. Stay put
  - o High Ropes – Inside the clubhouses or find shelter in the trees (whichever is closer)
  - o Beach - Bathroom or vans (whichever is closer)
  - o Hiking - Find shelter in the trees and bushes. Stay put
  - o Santee Lakes – Find shelter in nearby structure, vans or trees (whichever is closest)

Staff visitors are not allowed at camp unless authorized by a Camp Director or the OSC office.

To specify practices used:

- 1) Supervision of campers: Senior Counselors and Junior Counselors are to remain with their groups at all times.
- 2) Campers that get separated from group: Counselors should discuss with their groups what to do should a camper become separated from their group. Campers are instructed to “hug a tree” (remain where they are and do not wander) should they become lost from their group while hiking. If a camper gets separated from their group in the main area of camp, they should find another counselor or director and ask for help. If they are separated from their group at the swimming pool, they should immediately let the pool staff know and remain with that staff person

until reunited with his/her group. When approached by a stranger, campers are instructed to return to their group or to another group and to let their counselor know what happened immediately.

- 3) Safety in public places (transportation, parking lots, public restrooms, etc.): Campers are with their groups at all times, including public settings. When campers use the restroom, they must go in pairs and with a counselor. Counselors are instructed to check the bathrooms first. Campers are not allowed to leave their groups without permission and staff are to walk with 2 or more campers to the restrooms. Staff are instructed to follow-up quickly on campers that are gone for longer than expected (ie. middle school program uses bathrooms using a buddy system). On out-of-camp trips, boundaries are clearly defined and visible and are immediately set with staff and campers upon arrival.

# **OSC EMERGENCY COMMUNICATIONS**

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*For all camp emergencies,*

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- 2) Maintain supervision of your campers (count your campers), and*
- 3) Remain calm while returning to the Field area by the log, form a circle with your croup, and await further instructions from a Director.*

All emergencies, incidents and accidents should be immediately reported to a Director on site. The camp office should be notified as soon as possible. If you are unable to find a Director or are away from camp, please contact the **Camp Office** immediately at **(858) 842-4900**. After the incident/accident, all proper paperwork and logs must be completed and debriefing of staff must take place.

## **ON SITE COMMUNICATION SYSTEMS:**

**In the event of a serious accident or emergency, the following communication systems have been established:**

- Airhorn: 3 repeated blasts means to return to the camp Field by the logs immediately.
- 2-way radios: Used by the on-site Director with groups that go into camp's more remote wilderness areas and during any emergency/incident or search and rescue procedure.
- Mobile telephones: Every Director and Senior Counselor has a mobile telephone.
- Pay phones/land lines: The Ranch House and Canyonside Community Center both have office telephones that can be used in an emergency. There is an additional pay phones located at Canyonside Community Center. The swimming pools have office telephones that can be used in emergencies by staff.
- A camp director will make a decision when to contact a parent/guardian or emergency contact. Only the Director will telephone a parent. All communications with parents will be documented.
- If necessary, the Director will contact emergency services (911). If a Director is unavailable and you determine that emergency services need to be contacted, first call the Camp Office unless it is a life-threatening emergency. If it is a life-threatening emergency, call 911 immediately and then report your call to the camp office or a Director.

## **MEDIA RELATIONS:**

Do **NOT** talk with any media. The official OSC spokesperson is Stuart Jones, and he will answer all media questions related to Outpost Summer Camps. A statement will be written by Stuart Jones, President of OSC, and released to the media as necessary. Copies will be distributed to Directors and Staff.

# ABUSE ISSUES

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## ABUSE POLICY

*Physical, emotional and/or sexual abuse is illegal and will not be tolerated at Outpost Summer Camps. Any criminal conduct involving camp staff will be reported to the appropriate authorities - including any conduct that threatens the health or safety of campers. Inappropriate behavior of any kind will not be tolerated.*

## DISCLOSURE OF CHILD ABUSE

Child abuse is a subject that we all hear and read about frequently. It is a term that encompasses physical, emotional, and sexual victimization of children. As a camp counselor you are not trained to make judgments about whether a child has been a victim of any kind of child abuse. In every state there are agencies that are required to examine reports of suspected abuse and to use their expertise in handling the cases.

## GUIDELINES FOR SUSPECTED ABUSE

Camp is a nurturing and safe environment for children. It is possible that if children feel safe and are separated from an abusive environment, they may reveal this information. Be prepared to help the child. Follow the guidelines below if a child indicates that he or she may have been the victim of abuse or exploitation:

- Respond calmly and detached to the information disclosed.
- Validate their feelings (i.e., “That must hurt,” or “It must be tough to feel that way”). Criticizing the child or claiming that the child misunderstood what happened is harmful.
- Camp staff are mandated by law to report any disclosure of child abuse. You must report any incident/disclosure to a director. You cannot keep this a secret with the camper.
- Respect the child’s privacy. Take the child to a place where you cannot be overheard by the other campers. It is important that you discuss the child’s situations ONLY with a director. Any information pertaining to an abuse issue or potential abuse issue should not be discussed with any other staff member. Camp is a hard place to keep information confidential. Your campers should not have to pay the price of your indiscretion and become the subject of camp gossip.
- Encourage the camper to tell a Director. Make sure that the child feels that he or she is not to blame for what happened. Tell the child that no one should ask him or her to keep a special secret and that it is okay to talk with the appropriate adults about what happened. Avoid repeated interviews about the incident. This can be very stressful for the child.

## BEHAVIOR MANAGEMENT AT CAMP AND ABUSE

- Behavior management is a technique used to redirect negative behaviors into positive channels. Corrective measures should be taken as a way of redirecting actions and teaching alternative behaviors and appropriate choices.
- Consequences for inappropriate behaviors must always relate to the action. Abusive punishments will not be tolerated. It is NOT OK to use public humiliation, denial of food or denial of basic necessities as a consequence.
- It is NOT OK to use force as a behavior management tool. It is NOT OK to strike, push, pull, grab forcefully or restrain a child against his or her will. This includes threats of force - verbal or physical.

## PRECAUTIONS AGAINST ACCUSATIONS OF CHILD ABUSE

Child abuse is a serious criminal offense. As a camp counselor with the responsibility of caring for children, you may be placed in sensitive situations, making you vulnerable to the charge of child abuse and/or molestation. However, if you take these simple precautions, you need not be afraid of groundless accusations:

- Have other staff members present when supervising showers, changing into swimming suits, or other circumstances in which the child may be dressing or undressing.
- Respect the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child i.e., while checking minor injuries.
- Protect your own privacy. Be modest in your dressing habits and avoid exposing yourself in an excessive way. Activities such as “mooning” and “skinny dipping” are not appropriate.
- The child has the right to reject displays of affection if he or she feels uncomfortable about them. Not every child comes from a background in which affection is openly displayed. Respect the child’s wishes. Notice their non-verbal responses and be aware of their personal space.
- The campers are not your peers. Be careful not to become involved in “intimate” conversations. Use common sense in discussing sensitive subjects with your campers. They may have a natural curiosity about boyfriends or girlfriends, personal relationships and, with some of the older campers, sexual activity. Do not go into the details of your private life. This is not appropriate for camp.
- Sexual exploitation should not be confused with physical contacts that are true expressions of affection. A warm and healthy relationship can exist between the camper and camp staff if staff members respect the child and place reasonable limits on their physical interaction.
- ***BEHAVIOR MANAGEMENT UTILIZED IN CAMP MAY NOT BE ABUSIVE***

#### **PROCEDURE FOR REPORTING SUSPECTED ABUSE OR EXPLOITATIONS:**

**Step 1:** When there is a report of suspicion of child abuse, the staff who it has been reported to will immediately inform a Director. The Director will immediately attempt to confirm the facts and condition of the camper. **NOTE:** Every staff member has absolute duty to report any suspicion. The child protective agency will determine the accuracy of the report.

**Step 2:** All OSC Staff are to be sensitive to the need for confidentiality in handling of information in this area and understand that all matters pertaining to verified or suspected abuse be discussed only with the Camp Director.

**Step 3:** In the event the verified reported incident or suspicion involves an employee or volunteer OSC staff person, the responsible Director will, without exception, suspend the person from all activities.

**Step 4:** In the event the reported incident involves an OSC staff member or participant, an incident report will be filled out and a suspected abuse report filed within 24 hours. Record as much detail as is known.

**Step 5:** If an OSC staff member is involved in a reported suspicion abuse during non-camp activities, it will be considered as work related and all pertaining policies and procedures will be followed.

**Step 6:** Reinstatement of a staff person will occur after all allegations have been cleared to the satisfaction of the OSC Directors and the investigating agency.