

**EMERGENCY MANAGEMENT
AND
INCIDENT ACTION PROGRAM
(IAP)**

KID'S CANCER ALLIANCE

INDIAN SUMMER CAMP

2014

(REVISED)

Definitions:

This Incident Action Program (IAP) is a formal document that outlines the operational protocols for appropriate emergency response to specifically defined incidents that may occur during the administration and implementation of Oncology Camp and/or Sibling Camp on-site programs and activities.

Incident...an unplanned event that ***may*** adversely affect the health and safety of campers, counselors, staff, guest and outside volunteers. An incident does not have to be considered an “emergency” in order to activate the IAP. An immediate response may not be a requirement when declaring an incident. (ie: An injured camper may need medical attention or emergency medical attention. Both levels of attention are incidents. However, only one is an emergency.)

Emergency...an incident that has escalated to a level that requires an immediate response protocol. An emergency is declared when the danger to campers, counselors, staff, guests and outside volunteers is imminent.

Cabin Counselor...an individual charged with the responsibility of assuring the safety and health of the campers assigned to their cabin.

Head Cabin Counselor...an individual in a position of authority who can make immediate decisions regarding camper safety and health without notification or approval from Director Staff.

Activity Counselor...an individual responsible for the safety and health of all campers, counselors, staff, guests and outside volunteers who may become exposed to hazards created by the activity they are supervising. (Archery, Ropes, Pool, Scuba, etc.)

Staff Directors...Camp Director, Camp Medical Director, Activity/Logistics Director, Executive Director, Operations Director.

IAP Director...the individual responsible for initiating and administering the Incident Action Plan.

Outside Volunteers...Food Service, Church Groups, Boat Operators, Sports Teams, Motorcycle Clubs, Fire Department Personnel, Meal Donors, etc. An individual who has no day-to-day camper responsibilities.

Lock Down...the securing of an area by prohibiting access from unknown person. A lock down can be camp wide or area specific. (ie: All campers are “locked down” in their respective cabins. All camp staff and campers are “locked down” in the chapel.)

Evacuation...the physical removal of all persons from a particular area or location and the re-assembly of those persons at a pre-designated location. An evacuation can be camp wide or location specific. (ie: Campers have been evacuated from the dining room. All camp staff and campers have been evacuated to a safe location near I 65)

Remember....all emergencies are incidents.

But not all incidents are emergencies.

Objectives and Goals:

The objectives of the Incident Action Program (IAP) are:

1. To protect the campers, staff, guests, other personnel and the camp facility from the effects of known or foreseeable hazards that may cause damage, physical harm or death, while providing optimal care and maintaining normal camping operations;
2. To provide an appropriate response to incidents depending on the circumstances and to maintain control over all emergency conditions;
3. To mitigate hazardous conditions and situations by anticipating, planning and training for known and foreseeable emergencies involving all normal camp operations in order to prevent these conditions from becoming emergencies;
4. And, to ensure that all Indian Summer Camp staff, including medical personnel, cabin and activity counselors, kitchen staff, outside volunteers and administrators are aware of and understand the IAP, it's structure and implementation protocols.

Incident Protocols:

1. Any camp staff member or volunteer can activate the IAP.
2. An incident does not have to constitute an emergency in order for the IAP to be activated.
3. Once the IAP is activated, the IAP Director and appropriate and available Staff Directors will respond.
4. Response will be appropriate and calm.
5. Decisions will be made by the appropriate Staff Director.
6. Appropriate responses to those decisions will be the responsibility of the IAP Director. (ie: If the medical director determines that an ambulance is needed for a medical emergency, the IAP will ensure that the request is followed.)

Incidents and/or emergencies will be defined by two categories.

1. Isolated
2. Camp Wide

Isolated incidents or emergencies are those that involve or affect an individual or small group of individuals. (ie: one cabin, individual injury)

Camp Wide incidents or emergencies are those that involve or affect the entire camp including facilities. (ie: approaching severe weather)

For purposes of this IAP, the following will be considered Camp Wide Incidents and/or Emergencies.

1. **Fire/Explosion/Structure Collapse**...any fire, explosion or structure collapse that affects any facility, structure, part of a structure or camp facility area or immediate surrounding area. (Cabins, Kitchen, surrounding Woods within three miles of the camp location, vehicles, pool)
2. **Severe Weather**...any weather activity that can affect the camp location and has the potential to adversely affect safety and health. (Lightning, Wind, Hail, Flooding, Excessive Heat)
3. **Intruder**... the presence of, or potential for, an intruder who may be armed or considered dangerous, aggressive, angry, suspicious and/or un- authorized that based upon a logical

assumption or warning, could create an immediate threat to the safety and health of any and all persons at the camp.

Other incidents that, due to circumstance, may fall under the category of an incident and/or emergency include, but are not limited to: ***sudden and unexplained death, national emergency, unexplained illnesses, loss of utilities, forced evacuation, wildlife hazard and infestation.***

IAP PROTOCOLS: MANDATORY

1. ***TRAINING***...All counselors and staff will receive a minimum of 2 hours of classroom training on all aspects of the IAP prior to the start of camp. This training will be mandatory and will be conducted with the entire camp staff present. This will be formal training. The training will conclude with a mock drill (table-top drill or field drill). Campers will be given a complete orientation of their required procedures if and when the IAP is initiated during the camp week. A full camp drill, including camper participation, will occur every two years.
2. ***Authority***...The command structure for all incidents will be as follows:

- a. Camp Director and IAP Director
 - b. Medical Director
 - c. Activity Director
 - d. Senior Cabin Counselor
3. **Communication**...All staff directors, senior cabin counselors, van drivers, golf cart (Gator, ATV) drivers and activity counselors must have appropriate working radios capable of providing communication from all areas of the camp including remote sites such as the Bazooka Ball facility and the lake. If two-way radios do not have the capacity for sufficient range and appropriate communication from all areas of the camp facility, then cellular phones must be made available for these areas.
4. **Transportation**... The Camp Director, Medical Director, Activity Director and IAP Director must have access to a working vehicle (golf cart, Gator, ATV or Van) at all times. Head Cabin Counselors with “special needs” campers will be assigned golf carts for their use only. All golf carts, Gators and ATV’s shall be marked with the name of the individual assigned to that vehicle and parked in designated areas at cabins, pool, chapel and dining room when not in use. No person is allowed to operate any camp vehicle without prior

authorization. Campers are never allowed to operate a camp vehicle of any kind for any reason.

5. ***Notification/Assembly***...If an incident and/or emergency occurs that requires important information announcements, head counts or evacuation, all camp staff directors and cabin counselors will be responsible for assembling campers, visitors, guests and outside volunteers, if applicable, to specific, pre-determined camp locations. These assembly areas will be determined by the type and severity of the incident. Assembly areas will include:

- a. The fire pit
- b. The lower activity field
- c. The pool
- d. The dining room
- e. The Chapel
- f. The upper activity field
- g. The basketball court

During any declared emergency, no one is permitted to leave the camp facility without permission of the Camp Director, the IAP Director or the Medical Director. Anyone given permission to

leave the camp facilities must sign out and give detailed information as to their destination and likely return time. Campers are never allowed to leave the facility unless accompanied by a staff member or their parents.

IAP Daily Briefing and De-briefing:

All potential hazards, such as severe weather forecasts, watches or warnings, will be discussed by Staff Directors, the IAP Director, Activity Directors and Head Cabin Counselors each morning. A de-briefing on any incident will also be discussed. The Daily IAP Briefing will occur in conjunction with the daily counselor meeting.

Public Information Spokesperson:

The Camp Staff Directors will designate a specific camp spokesperson who will handle the release of all public information when appropriate.

CAMP EVACUATION AND CAMP LOCK DOWN:

Due to extraordinary circumstances, an incident may require the lock down and/or evacuation of the camp facility.

A lock down may occur at a specific camp location or camp wide.

A camp wide evacuation may be mandated by local or state authorities including police and fire agencies or state health agencies.

Camp lock downs and/or evacuations may also be ordered by Camp Staff Directors.

The following protocols will take president during any camp lock down or evacuation:

1. All camp Director Staff, counselors, and other adult personnel will be ***notified in person*** that a lock down or

evacuation is going into affect. Radio announcements, bell, air horn or siren warnings must be followed by **person to person** conformation of the lock down or evacuation order.

2. All areas of the camp must be locked down or cleared and confirmed locked down or clear by the Camp Director, IAP Director, Head Cabin Counselor and Activity Director.
3. Confirmation of a cleared or locked down area must be confirmed and verified by the individual responsible for clearing their assigned areas of responsibility. (ie: Head Cabin Counselors must verbally confirm to the Camp and IAP Director that their cabin is clear and that all campers and other counselors are present and/or accounted for in the designated lock down or evacuation staging area.
4. The Activity Director must verbally confirm to the Camp and IAP Director that all activity areas are clear and all activity counselors and campers from that activity area are in their designated lock down or evacuation area.)
5. A lock down may occur in a specific area and may not affect the entire camp facility.
6. A lock down that affects the entire camp may occur which will require staff and campers to **shelter-in-place** and not assemble in one location.

7. All commands issued by the Camp Director, IAP Director or Medical Director must be followed without deviation, comment or hesitation.
8. Commands issued by the Camp Director, IAP Director or Medical Director must be brief, clear, concise and specific to task.
9. Evacuation of all camp staff and campers will require re-assembly and a re-count of all evacuees, at a pre-determined location.
10. If an emergency evacuation is ordered, campers will be assigned to and placed in specific numbered vehicles and driven away from the camp.
 - a. All exiting vehicles will be logged out with the name of all occupants before departing to the pre-assigned re-assembly area.
 - b. Upon arrival at the re-assembly area, all vehicles will be re-logged and all occupants will be re-logged and identified by name and cabin assignment.
 - c. A final sweep of all camp facilities will be conducted and documented by pre-assigned camp staff personnel.

If the evacuation becomes permanent, all campers will be held at the re-assembly area until parents are notified of the situation and arrangements for pick-up are finalized.

Potential Lock Down and/or Evacuation Scenarios:

Medical Lock Down and/or Evacuation

Camp Medical Director will be in charge of the following situations.

1. Unexplained Illness/Multiple Victims (Food/Water, Contagion)
2. Unexplained and/or Un-witnessed Death
3. Infestation (Vermin, Parasite, Bugs)
4. Multiple Injuries

Intruder Lock Down and/or Evacuation

Camp Director and IAP Director will be in charge of the following situations.

1. Potential access to camp property by person or persons not authorized to have contact with any camper. (Restraining Orders, Custody Restraints)
2. Potential access to camp property by fugitives, suspicious individuals, armed individuals, individuals who are under the influence of drugs or alcohol, individuals who are angry, agitated or displaying odd or unreasonable behavior)

Severe Weather, Fire, Lock Down and/or Evacuation

Any Staff Director or Counselor can put into affect a severe weather ***lock down or shelter-in-place***.

The Camp Director and IAP Director will decide if an ***evacuation*** is ordered. Only the Camp Director and/or IAP Director can issue an all clear.

1. Severe weather is the single most common cause for a lock down (shelter-in-place) and/or an evacuation.

2. The biggest threat to the safety of staff and campers is lightning. While tornados are common throughout the Ohio Valley, late June and July normally sees a significant drop off in the likelihood of these types of severe storms. However, preparation and awareness is essential. All Staff Directors and Counselors must remain vigilant and alert to changing weather forecasts and conditions.
3. Being familiar with weather forecasts for the Ohio River area from Louisville to Lexington is mandatory. The National Weather Service will update local weather related alerts, watches and warnings as they occur. Local forecasts are usually updated every 8 hours. Several NOAA Weather Radios will be placed at strategic locations throughout the camp including the Med Shed, Dining Room, Cabin 11/12 and Chapel.
4. Staff Director Cell phones will be programmed with NOAA and local severe weather alert program.
5. At the first sign of an approaching storm, the pool area, basketball court, lake, Bazooka Ball and archery will be evacuated to the nearest shelter-in-place location.
6. An “all-clear” will be announced by the Camp Director and/or IPA Director after the storm has passed.

7. No outdoor activities will resume until weather forecasts and radar images are reviewed by the Camp Director and/or IAP Director.
8. If a tornado warning is issued, all staff, volunteers and campers will take shelter at the pre-designated shelter locations. (Med Shed basement, under cabin 11/12, Chapel basement) No person will be allowed to exit their shelter area until the all-clear is issued and confirmed.
9. The camp location provides significant exposure to extreme heat and humidity. The Medical Director will assess weather conditions and has the authority to significantly curtail outside activity if deemed necessary for the safety and health of campers. The Medical Director will make a determination of the potential for excessive heat exposure on an individual basis based on current medical condition, medications, treatments and any other underlying medical conditions of the individual. Flag colors will dictate the permitted level of outdoor activity.
 - a. **Green Flag**.....normal activity
 - b. **Yellow Flag**.....some activities may be limited or cancelled

c. **Black Flag**.....most outdoor activities will be limited or cancelled

Flag indicators and special weather announcements/alerts will be updated at each meal by the Camp Director, IAP Director and Medical Director.

IAP Executive Committee:

The Kid's Cancer Alliance Board of Directors will create an Executive Committee which will implement, administer and edit the Incident Action Program annually.

Supplemental Training:

Each member of the Executive Committee, the Camp Director, IAP Director, Medical Director and Activity Director will receive an additional six (6) hours of formal training, including "table top drills," on the full implementation of the Incident Action Program, each calendar year.

See Attached Forms and Exam.