

Counselor Handbook

Response to Emergencies



Meadowlodge Bible Camp is committed to keeping all staff and campers safe and healthy so that camp can be their most rewarding experience of the summer. In spite of all the planning, emergency situations may arise. This section discusses the steps that you must take in the event of an emergency. Always remember, the safety of the campers in your care is of utmost importance.

FIRE

- 1) Take appropriate action to move all campers away from danger and then to notify the Director.
- 2) The Director is responsible to:
 - a) call the alarm over the PA system
 - b) call the fire department if necessary.
- 3) When directed, all campers and personnel should gather at the Evacuation Muster point at the South side of the swimming pool on the extended parking lot (between the pool and the fence to Birch Bay).
- 4) The counselor's primary responsibility is for the campers in their own charge at the time. If you are doing an activity in teams, you are responsible for your team. If you are doing an activity in cabins, you are responsible for your cabin.
- 5) The counselor should report to the Camp Director that their cabin or area is evacuated, and all campers are accounted for. Also report if there are campers not accounted for.
- 6) The Director or his/her designate is responsible for providing instruction, including the resumption of the normal schedule, when the emergency has passed.
- 7) Prevent campers or staff from going back into buildings until the Camp Director has given permission to do so.

NATURAL GAS LEAK

- 1) If it is an emergency situation please remove any campers from the area.
- 2) Notify the Director/Manager of any problems.
- 3) If requested by the Director or Camp Manager to call for help, please call 911.
- 4) The camp location to provide the operator is:
 - a) 15 Miles southeast of Sherwood Park
 - b) Legal description: S-32 TWP-51 West of 4th

PERSONAL INJURY

- 1) Notify Nurse/First Aider and Director if necessary.
- 2) Take appropriate action, don't move patient unless necessary.
- 3) The Director or designate is responsible for calling the Paramedics or clinic as required.
- 4) The Director is responsible to call the parents.