

Hume SoCal Camp Emergency Plan & Procedures

Updated 04/26/2024

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Emergency Contact Numbers

Emergency Medical Services

Emergency Dispatch – 911

Mountain Community Hospital – (909) 336-3651

29101 Hospital Rd, Lake Arrowhead, CA 92352 (24 Hour ER)

Redlands Community Hospital – (909) 335-5500

350 Terracina Blvd, Redlands, CA 92373

San Bernardino County Sheriff

Dispatch – (909) 336-0600

26010 Highway 189, Twin Peaks, CA 92391

San Bernardino County Emergency Information Line

Recorded info only (909) 355-8800

California Highway Patrol

Dispatch – (909) 867-2791

31230 Highway 18, Running Springs, CA 92382

Road Conditions (Recording) (800) 427-7623

California Poison Control

(800) 222-1222

Transportation

First Student – (909) 885-0993

Turnpike Charter – (909) 883-8030

Shalimar – (909) 923-1100

Roesh Lines – (909) 885-4465

Hume SoCal Camp **Administrative Personnel**

Main Office – (909) 867-4444

Site Director – Chad Castor – (559) 246-7733

Program Director – Kyle O’Neill – ()

Facilities Manager – Tyler Reed – ()

Office Manager – Lisa McRaven – (909) 264-6305

All Emergencies must be reported to the Hume SoCal Business Office. An “Incident Report” must be filled out for all major injuries sustained by campers.

San Bernardino County Evacuation Classifications

Evacuation Warning

Alerting of community members in a defined area of the potential threat to life and property from an emergency incident. An evacuation warning may be issued when the potential or actual threat to civilian life is more than 2 hours away.

Evacuation Order

Mobilization of the community to vacate a defined area due to an immediate threat to life and property from an emergency incident. An evacuation order should be used when there is a potential or actual threat to civilian life within 1 to 2 hours or the Incident Commander deems it necessary to protect civilians. There are three evacuation categories: Immediate, Delayed (4 or more hours), and Shelter in Place.

Evacuation Location – To be designated by San Bernardino County Sherriffs

HSC Phase Plan

Hume Christian Camps has developed a four-phase plan when responding to an evacuation notification by government authority:

Phase I - Evacuation Warning - Activate Evacuation Plan

Phase II - Evacuation Order - Alarm Sounds

Phase III - Evacuation

Phase IV - Evacuation Location

Business Office

Radio Channel: 1, 3 for Talking

Phase I: Evacuation Warning

- Close Welcome Center and secure the entry control points.
- Incident Management Team - Identify Incident Response Team.
- Review Evacuation Plan
- Identify Incident Commander (IC).
 - Contact Hume Executive Office to appraise them of our situation.
 - Assess transportation needs early.
 - Verify escape route and transportation availability with local authorities.
- Identify Public Information Officer (PIO).
 - Implement Communication Plan
 - Establish Media Briefing Area
- Identify Staff Evacuation Coordinator (SEC)
 - Prepare lists of all staff, family members, and current housing.
 - Prepare to “check-out” and account for all staff.
- Identify Evacuation Location Coordinator (ELC).
- Place Incident Status Board (A-frame) - In front of Welcome Center.
 - Current information and Status.
 - Post alarm signals and expectations.
 - Post maps and evacuation routes.
- Establish Media briefing area.
- Post HSC contact information.
- Publish Ten (10) Camp Rosters and distribute.
 - Three (3) to Program Director.
 - Three (2 Camper, 1 Staff) to Welcome Center.
 - Two (2 “all camp”) to Evacuation Bin for Evacuation Location.
 - Two (2 staff/families) to Staff Evacuation Coordinator.
- Transmit an “all camp” (includes campers, staff, and families) roster to the Hume Executive Office.
- Conduct daily briefings: 7:00am and 4:00pm with Camp Leadership at the Welcome Center.

Phase II: Evacuation Order - Alarm Sounds

- Welcome Center will be utilized as the Incident Command Post (ICP).
- Office staff to assist the IC as needed.
- PIO to maintain status board and regular media updates.
- Maintain communications with Hume Executive Office personnel.
- SEC to report to the Recreation Hall to brief Staff on evacuation plan.
- ELC to evacuate to the Evacuation Location and prepare to receive camp.
- Reassign personnel to Recreation Hall as they become available.

Phase III: Evacuation

- Coordinate Evacuation Operations with direction from the IC.
- All personnel not designated by the IC will immediately evacuate campus through the Recreation Hall check-out process.
- Follow Campus check-out process for all camps in session.
- Provide regular media and status board updates.
- Monitor Evacuation Status.
- Consider sending registrars to the evacuation location to assist the ELC as needed.

Phase IV: Evacuation Location

- Evacuation location is designated by local authorities.
- Convey location to Hume Executive Office.
- Maintain communications with the ELC as transportation departs to Evacuation Location.
- ELC will reunite each student with appropriate parent or guardian. If in doubt, do not release students until appropriate verifications can be made.
- Students will arrive with staff. Utilize incoming staff as needed.

Staff Evacuation Coordinator (SEC)

Radio Channel: 1, 3 & 4 for talking

Phase I: Evacuation Warning

- Review Evacuation Plan
- Notification to **All** staff members via email, social media, teams, and phone of a potential evacuation.
- Distribute evacuation letter (Appendix “A”)
- Gather all necessary personnel files, computers and Red Dot items – stage for pick up
- Print 4 copies of all current housing lists, including family members
- Print 4 copies each of all current staff – alphabetically and by department

Phase II: Evacuation Order – Alarm Sounds

- Check-in with the Incident Commander (IC) at the Incident Command Post (ICP).
- SEC and designated Personnel move to the Recreation Hall and set up Staff Evacuation Center.
- Begin Check-out process for all Hume Staff.
- Utilize excess staff from other departments as needed.

Phase III: Evacuation

- SEC must document staff and families and their transportation off the hill. Lists of riders per vehicle must be created, checked, and turned into the IC in the Welcome Center.
- Staff lists should include:
 - Staff Person’s or Family’s Name(s)
 - What vehicle they left in
 - Their destination
 - Cell Phone number of each individual staff member

Phase IV: Evacuation Location

- Check-in with the Evacuation Location Coordinator (ELC)
- Aid the ELC with checking-in/out students and staff as needed.

Health Center

Radio Channel: 1, 3 for talking

Phase I: Evacuation Warning

- Report to the Health Center and staff as appropriate.
- Review Evacuation Plan.
- Nurse Manager to notify Camp Director via Teams or radio of any sick or injured campers staying in the health center.
- Prepare to return all medications if time allows. If not, prepare to transport medications to the evacuation location.
- Prepare to secure all files, equipment and computers as necessary – Stage for transport.
- Gather all Camper Release forms from the week out of the Health Center.

Phase II: Evacuation Order – Alarm Sounds

- Nurse Manager respond on channel 1 on radio with “This is (Name) responding.”
- Registered Nurses to remain at the Health Center assisting the Nurse Manager.
- Nurse Interns report to the Medication Station and assist with medication return.
- All sick or injured campers who can return to their groups will be directed to the appropriate staging area. The campers who need continued medical monitoring or care will transport with Health Center staff to the Evacuation Location.

Phase III: Evacuation

- Nurse Manager to keep records of the status of all students, counselors that are in their care.
- Designated Nurses will be dismissed to transport their charge to the Evacuation Location.
- All remaining nursing staff will report to the Recreation Hall.
- Completed check out forms to be given to the Nurse Manager as soon as possible.
- **Accountability is not an option: please keep detailed check out records!**

Phase IV: Evacuation Location

- Evacuation location is directed by local authorities.
- Arriving staff, counselors and students will be checked in at the Evacuation Location.
- All sick or injured campers to remain with nursing staff separated from other campers.
- Check out per Evacuation Location procedures.

Departments

Radio Channel: 1, 3 for Talking

Phase I: Evacuation Warning

- All staff meet at the Recreation Hall and take roll call.
- Review evacuation plan.
- Introduce identified Incident Command Post (ICP), Incident Commander (IC), Staff Evacuation Coordinator (SEC), Public Information Officer (PIO), and Evacuation Location Coordinator (ELC).
- Identify staff member(s) to remain and establish roles.
- Follow the following departmental procedures when Evacuation Order is in place.

MARCOM

Phase II: Evacuation Order – Alarm Sounds

- Pack one (1) individual shooting bag to be used by the remaining staff for documenting the incident as necessary.
- Pack the rest of the camera gear and stage equipment for transport at the Recreation Hall Parking area.
- Be prepared to update web and social media with relevant information and updates.
- Staff & families of staff, report to the Recreation Hall.

Phase III & IV: Evacuation & Evacuation Location

- Continue video/ photo documentation as appropriate.
- Non-assigned staff to report to the Recreation Hall for assignments/evacuation.

FOOD SERVICE

Phase II: Evacuation Order – Alarm Sounds

- All staff report to the kitchen.
- Food Service Manager move to channel 1 on radio and respond with “This is (Name) responding.” Let your staff know you’ll be on channel 1. Your second in charge that you appointed will be on your normal department channel.
- Kitchen Lead will account for their staff and report to the SEC that all staff are accounted for and/or report any missing staff.
- Create a Food Plan – Focus attention on the next two (2) meals – one likely being a sack lunch.
- Implement records and equipment gathering and stage/ load for transport at the Recreation Hall Parking area.
- Provide bottled water at Dining Hall if available.

Phase III: Evacuation

- Food Service Manager will contact the SEC with list of accounted staff staying in place.
- Continue food plan as prepared.
- Non-assigned staff to report to the Recreation Hall for assignments/evacuation.

Maintenance/Facilities/Grounds

Phase II: Evacuation Order – Alarm Sounds

- It is expected that all maintenance personnel will remain on campus until specifically ordered to evacuate. Family members will evacuate per Phase (2) instructions.
- Maintenance Supervisor move to channel 1 on radio and respond with “This is (Name) responding.” Let your staff know you’ll be on channel 1. Your second in charge that you appointed will be on your normal department channel.
- Personnel to stage in the Recreation Hall and await assignments.
- All important records and equipment to the Recreation Hall Parking area for transport.
- Provide a road legal truck for transport of proprietary records and equipment. Pick up at Recreation Hall Parking area.

Phase III: Evacuation

- Stage any transport vehicles available on Basketball Court as directed ***DO NOT INTERFERE WITH BUS EVACUATION WITH CAMPERS***
- Please leave keys in vehicles.
- Non-assigned staff to report to the Recreation Hall for assignments/evacuations.

Accommodations

Phase II: Evacuation Order – Alarm Sounds

- Accommodations Manager moves to channel 1. Let your staff know you’ll be on channel 1. Your second in charge that you appointed will be on your normal department channel.
- Accommodations Manager acquire and secure documentation to the Recreation Hall Parking area for transport:
 - Key code books & MSDS books.
 - Managers laptop
 - Files relating to personnel matters.
- Provide personnel and keys to ensure a complete inspection of occupancies have been conducted.
- Assign personnel to specific areas of camp to ensure compliance.
- Non-assigned personnel report to the Recreation Hall for assignments/evacuations.

Phase III: Evacuation

- Continue with Phase II Assignments

Activities

Phase II: Evacuation Order – Alarm Sounds

- Activities Supervisor, in conjunction with the Activity Teams, will oversee the shutdown of all activities.
- Direct campers & Counselors to head to Oak Dining.
- Identify and send two (2) responsible staff to the Welcome Center to direct responding equipment and evacuation vehicles.
- Snack Shop, Coffee Co, & Supply Co.
 - Close Stores & Concessions – Secure money and records & take to Welcome Center.
 - Secure money from vending machines and other responsible venues.

Phase III: Evacuation

- Non-assigned personnel report to the Recreation Hall for assignments/evacuation.

Program Camps & Guest Groups

(including, but not limited to, summer camp, winter camp, guest groups)

Phase I: Evacuation Warning

- Camp Director & Staff Leads meet at the Recreation Hall.
- Review specific camp evacuation plan.
- Camp Director will obtain three (3) camp rosters for the camp from registration and place in their evacuation bin.
- Meet with Leads to pass on information and plan evacuation assignments.
- Head Lead Counselor will create a seating chart in Oak Dining for churches.
- Leads prepare activities, movies, or videos to keep students occupied in the Dining Hall during the evacuation process.
- Camp Director to update counselors at the next Counselor meeting of the current situation.
 - They will explain what to do if the evacuation/ fire alarm sounds.
 - They will meet with church leaders and determine transportation needs.
 - They will convey that only student's medications & cell phones will be transported on Hume transportation.
 - They will convey to Pastors & Counselors that luggage will **not** be permitted on Hume provided transportation. Cell phones, medications and small backpacks that will fit on the students lap will be the only materials allowed on Hume provided transportation.

Phase II: Evacuation Order – Alarm Sounds

- Staging area – Oak Dining
- Secondary Staging Area – Oak Chapel
- Camp Director move to channel 1 on radio and respond with “This is (Name) responding.” Let your staff know you’ll be on channel 1. Your second in charge that you appointed will be on your normal department channel.
- Camp Director obtain three (3) registration rosters for Camp from the Welcome Center or Evacuation Bin.
 - One (1) Roster to the Camp Director
 - One (1) for Chapel check -in
 - One (1) for Chapel check out/ transportation roster
- Lead Counselor – Immediately help to shut down all activities and send students to Oak Dining.
- Church Counselors to account for all assigned students, within Oak Dining. Give the Lead Counselor of your cabin an accounting of your present and missing students.
- Head Lead Counselor – Collect any camper release forms from Health Center and/or Welcome Center of students who have already left for the week.
- Lead counselors to perform sweeps of the camp, report to Camp Director of any missing students.
- Maintain entry control points for Dining Hall management. Do not allow students/ counselors to leave the Dining Hall without permission.
- Communicate the Oak Dining seating chart and have all churches/ students move to and

remain in their designated area.

- Split the Dining Hall in half and have a designated Lead Counselor available for questions for each side of the room.
- Camp Director should maintain an up-front stage presence.
- Production team will report to the chapel, shut down critical systems and gather any physical backups/critical equipment.
- SCS counselors with students will remain with their students until safely transported to a safe location, potentially to the Evacuation Location.
- SCS counselors without students will report to the Recreation Hall.

Phase III: Evacuation

- Camp Director to keep records of the status of all churches, counselors and students.
- Students to remain with their respective counselor, by cabin for the duration of the evacuation.
- Counselors and students will be dismissed to their transportation in an orderly manner with emphasis on safety and accountability. Check “out” of the chapel and check “In” to the transportation vehicle will be recorded.
- All Churches with their own transportation will be processed first and free to evacuate.
- Buses and/or cars will be staged in the bus staging area in front of Oak Chapel, then loaded and occupants recorded. The vehicle will be free to proceed to the evacuation location.
- Completed check out forms to be given to the Camp Director as soon as possible.
- **Accountability is not an option: please keep detailed check out records!**

Phase IV: Evacuation Location

- Evacuation location will be designated by local authorities.
- In the case of a planned evacuation, churches with their own transportation will be allowed to return home, but must stay in phone contact to ensure safe arrival for final check-out process.
- Arriving Staff, Counselors and Students will be checked in at Evacuation Location.
- Churches, counselors and students to remain together.
- Check - out per Evacuation Location procedures.

Note: A plan will have to be developed to catalog and store luggage until such time as it can be claimed.

NATURAL DISASTER EMERGENCY PLAN

This plan is developed for the response of Hume Christian Camp personnel to a natural disaster which may impact camp operations. Natural disasters in the San Bernardino Mountains may include fire, flooding, earthquake, landslide and severe weather. This plan outlines the response to each of these emergencies.

FIRE OR MEDICAL EMERGENCY

Fires include both structure and wildland fire.

1. Dial 911 – Speak slowly, concisely, with a monotone voice.
2. Give name, address, and location (on property) of the incident.
3. State the nature of the request (Police, Fire, or Ambulance), current status and number of patients.
4. **DO NOT** hang up – answer all dispatcher questions and remain on the phone until dispatch tells you otherwise.

SEVERE WEATHER

Severe weather includes lightning storms, heavy rain, high winds and heavy snowfall.

When there is the reported potential for lightning activity:

1. The activities staff will monitor the electronic lightning meter which is kept at the activities office.
2. When lightning strikes are occurring within 3 to 8 miles of the camp facilities, the waterfront staff will close all swimming pools and notify all campers to return to the shore and exit the pond.
3. Additionally, all high adventure ropes course activity will cease.

When heavy rain storms occur:

1. Facilities staff will monitor the Creeks and the Pond for potential flooding.
2. If flooding is imminent, facilities staff will take appropriate measures to sandbag or otherwise protect vulnerable areas.
3. Program staff will cease all camper/guest activities in the pond and prevent campers/guests from entering areas where there is potential for flooding.
4. If housing units are in the potential flood impact areas, residents will be moved to other housing for their safety.
5. Other activities will be evaluated to determine if a hazard exists due to the rain, and if so the activity will be terminated.

When high winds occur:

1. Facility staff will determine if there are any potential safety hazards as a result of the high winds, such as falling trees and limbs and flying debris. They will take appropriate steps to mitigate the hazard.

2. Program and activity staff will take measures to ensure that campers/guests are protected from actions that could place them in danger of falling trees or flying debris.
3. Housing units will be monitored and evaluated for potential failure due to the high winds, i.e. canvas coverings and tents.

When heavy snowfall occurs:

1. Facility staff will maintain clear roads and walkways.
2. Roads to/from camp property will be monitored.
3. If roadway blockage occurs, the Transportation Emergency Plan will be put into operation.

EARTHQUAKE

1. Depending on the severity of the earthquake, all staff will assist campers/guests in taking the appropriate action, which may include “duck and cover” and moving away from windows or other items that could potentially fall.
2. After the shaking has stopped, staff will assist campers/guests in leaving a building and going to a safe place outside away from potential falling objects.
3. Facility staff will make an immediate check of all buildings for potential damage and/or collapse and report structural integrity to the senior administrator in charge.
4. Damaged or collapsed buildings will be reported to 911 for response.
5. All Staff & campers will assemble at designated safety area – **Oak Dining**.
6. Once the status of the campgrounds and facilities is determined, a decision will be made by the site director if it is safe to continue normal operations or if activities should be modified or canceled.
7. Any fires or injuries will be handled per the plans for those situations.

LANDSLIDE

1. If the landslide is on the camp property, Facility staff will respond to determine the potential danger or obstruction to normal operations.
2. If the landslide is off camp property, 911 shall be notified and may be reported in association with the U.S. Forest Service or other outside agency.
3. If the landslide affects one of the roads entering the camp property, a determination will be made as to how it will impact our campers/guests. It may be necessary to implement the Transportation Emergency Plan.
4. In an extreme case, where access to/from camp property will be disrupted for more than a few hours, it may be necessary to modify or cancel camp operations and notification will need to be made to affected campers, churches and groups.

Lost Camper Procedure

We must take this seriously. On a number of occasions, campers have been reported missing. Nine out of ten times, they just got lost in the crowd and they really are around. But there always is that other 10% of the time. Use the following guidelines to determine if a camper is missing:

1. Where were they last seen, and at what time?
 - a. The longer they've been gone, the harder to find.
2. Could they simply be lost in the crowd?
 - a. Send people out to scan the crowd.
 - b. Make an announcement
3. Are they sick?
 - a. Did they go to their cabin to rest?
 - b. Could they have gone to the Health Center?
4. What is their temperament?
 - a. Are they likely to wander off?
 - b. Did they have a tough day?
 - c. Would they have a motivation to sneak off?
 - d. Do they NOT want to be found?
5. Who do they normally hang out with?

Once you've determined they're missing, it's time to act.

1. Have counselors and program staff check obvious places where they might be. Ex. Dining Hall, Chapel, Cabin, Health Center, Snack Shop.
2. If a staff person knows they are missing, and it's been more than 15 minutes, notify the Camp Director.
3. Use church counselors and available program staff to initiate a wider search.
4. After 30 minutes of a camper missing, notify the Site Director.
5. Use the radio to get all available staff, and coordinate a camp-wide search.
6. After a camper has been missing for an hour and a thorough search of camp has been conducted, call 911 to report a missing camper.
7. Once the proper officials have been contacted and searches are in effect, parents need to be contacted.

Fires and Medical Emergencies

CONDITIONS

Hume SoCal's location is remote. Hume has the following system for reporting and responding to emergencies and fires.

FIRE DISCIPLINES

Hume SoCal is part of an extremely hazardous fire area. Therefore, we must enforce some stringent rules to prevent forest fires and burning of buildings.

- Smoking is prohibited.
- No fireworks or firecrackers are allowed on the campus grounds at any time, nor in the surrounding National Forest.
- All staff are required to sign off for their understanding of fire reporting and procedures during initial orientation and safety training.

Throughout the year, there will be scheduled fire drills for staff.

REPORTING

Report first, get help, and then respond to the condition if you are trained and able. Do not try to fight the fire, revive a victim, or deal with the emergency before reporting.

When fire or smoke is spotted in Hume SoCal or surrounding area, it should always be reported. Report it to your supervisor, the Welcome Center, or any Executive Staff member. In the event that a fire is confirmed, report it immediately by dialing **911**.

EMERGENCIES

If at any time an emergency arises, such as a life threatening accident or fire, please respond to the problem in the manner described below.

HIGH ALTITUDE

Hume SoCal is approximately at 6,800 feet elevation. There is generally 40-45% less oxygen here than there is at sea level. The humidity level is 50-90% less here than there is at sea level. Signs of Oxygen deficiency due to the high altitude usually occurs 24 to 36 hours after arrival.

Less Severe Symptoms Include:

- Weakness
- Loss of appetite
- Insomnia
- Drowsiness and yawning
- Restlessness
- Shortness of breath
- Nasal congestion
- Sore throat
- Headache

More Severe Symptoms Include:

- Increased Heart Rate
- Palpitations
- Nausea and/or vomiting
- Nose Bleeds
- Cough
- Fatigue
- Diarrhea
- Dizziness

There are ways to avoid Oxygen Deficiency. Plenty of rest, drinking lots of water, and eating light meals is a helpful way to keep Oxygen Deficiency at bay.

DEHYDRATION

Dehydration occurs more rapidly in high altitude due to low humidity. You should drink more water than you would on a normal basis at higher elevations. Carry water when you go hiking or at any activity that encourages physical exertion.

Transportation Emergency Plan

This plan is developed for the response to potential camper/guest transportation emergencies that might arise on mountainous roadways which are subject to traffic accidents, rain storms, heavy snow, ice, landslides, wildfires or other roadway issues.

1. When a report is received of a roadway situation which has or may impact the vehicular travel to or from the Hume Christian Camp facilities, an immediate investigation will be conducted to determine the impact to our campers/guests.
2. If the investigation reveals that campers/guests have been, or will be, impacted by the roadway situation, appropriate resources will be mobilized to handle the needs of the emergency.
3. A staff member will be assigned to coordinate the response by HSC resources and to liaison with outside agencies and affected guests/churches.
4. Resources to be mobilized may include HSC vehicles and personnel and other local and State government agencies, as needed.
5. Actions to be taken may include delaying arrival or departure of guests until the roads are cleared; providing escort vehicles for convoys of guest vehicles; providing blankets and food for delayed or trapped guests.
6. In extreme cases, additional food and lodging at the camp facilities may need to be provided for those who are not able to leave the grounds.

While HSC will do everything we can to assist our campers and guests, it is understood that every group/church or individual is responsible to ensure that they have the appropriate means of travel, especially for winter conditions, in the San Bernardino Mountains. The road and weather conditions can change rapidly during mountain storms and HSC is only responsible for clearing the roads in and around the Hume SoCal facilities. All other roads and highways are the responsibility of the US Forest Service and/or CalTrans.

Staff & Camper Illness/Injury Procedures

STAFF PROTOCOL

All staff at HSC must have a Health Screen completed prior to starting employment. This will screen for illness or injury that may interfere with work or possibly be contagious.

If a staff member is found to have a contagious illness, they will be prohibited from working and/or food handling for 72 hours after symptoms cease, as per the health department. If a staff member comes to work ill and you think it may be contagious, please send them to the Health Center for assessment.

We will emphasize strict hand washing for at least 20 seconds with soap for all staff as part of normal personal hygiene.

Pursuant to Title 17, California Code of Regulations, we must report immediately by phone, 2 or more cases of suspected food borne disease from 2 separate households.

If a staff member is injured on the job, they shall be sent to the Health Center with their supervisor if possible, so Workmen's Comp paperwork can be started. If there is an injury that may interfere with their job, they must be sent to the Health Center for clearance prior to starting their assignment.

CAMPER PROTOCOL

Any camper who is ill and needs treatment should find their counselor and go to the Health Center to see the nurse. In the event that the camper is too ill to go to the Health Center, 911 can be notified to pick the camper up and transport them to the Hospital. The Health Center staff will determine if the camper needs to be monitored in the Health Center, or isolated in our sick bay. Parents, counselor, and youth pastor will be notified of the plan of care.

In the event that a camper needs to go home due to illness or injury, parents will be notified along with the appropriate camp staff, and a Camper Release form will be filled out and signed by the parent or guardian picking that camper up.

If the camper needs more advanced medical care due to the illness or injury, their church staff (counselor, youth pastor) will transport the camper to the most appropriate medical facility.

If the camper has an illness or injury that is life threatening, limb threatening, or unstable, contact EMS for transport via ambulance or helicopter as needed.

In the event of a food borne illness or viral outbreak, contact the nurse first, then the Medical Supervisor, and the Health Department if necessary.

San Bernardino County Health Department: Phone: (800) 782-4264

Stranger In Camp Procedure

Anyone visiting our camps are required to check in with the Welcome Center.

If an unidentified person is on property the staff is to report to camp Leadership. The designated staff is trained to approach and follow the below procedures:

- Inquire to find out if the individual or group is lost and needs help finding a specific place.
- Ask the individual or group to vacate the private property.
- If the individual or group refuses to stay off the HSC private property, the designated staff will contact 911 or the San Bernardino County Sheriff's Department, to have a Law Enforcement Officer dispatched.
- Take note of any vehicles involved, as well as personal descriptions.
- Be sure to monitor the movements of the stranger until Law Enforcement arrives.

Waterfront Emergency Plan

The following are waterfront Emergencies that need **IMMEDIATE ACTION**:

These emergencies will be **on or in**: the ponds / pools / streams

- Cold water rescues
 - Boat over turns – (Spring and Fall)
 - Fallen through ice (Winter)
- Drowning /near drowning
 - Non-swimmer falls out of boat
- Other Emergencies **on or in** the water
 - Heart attack
 - Stroke
 - Seizure
 - Severe allergic reaction
 - Potential loss of life or limb

Activate the emergency response system(EMS) by calling 9-1-1

Report the following information:

- **Location:** Pond? Last specific sighting of victim, time last seen, time down.
- **About the person:** Name, sex, age, height, weight
- **Hume camper?** Guest, Staff?
- **Mechanism of injury:** Non-swimmer? Trauma?
- **Check reliability of notifier:** get name, phone #.

Critical incident Debriefing

- Same Day – mandatory for all staff present at scene
- 24 hours later – Site Director follows-up with each individual 1 on 1.

Animal, Insect, and Plant Sightings & Exposure

During the course of normal day to day activities, many animal/insect sightings and brushes with poisonous plants will happen. If you see the following, or are attacked, bitten, or touched by any of the below, please follow the procedures listed.

ANIMAL SIGHTING

Many large animals such as black bears, big horn sheep, mule deer, coyotes, bobcats, and mountain lions inhabit the San Bernardino Mountains. These animals are shy and are frightened of humans.

In the event that you do have a large animal sighting while on the trails or in the camp, you should do the following:

1. Stay quiet and observe the animal.
2. Keep calm and stay together in your group.
3. Insure that the animal has plenty of room and a way to retreat.
4. **DO NOT** get between an adult animal and its offspring.

If the animal acts aggressively:

1. Stay together in your group and keep campers calm.
2. **DO NOT** show fear.
3. Back group away slowly while continuing to face the animal, waving hands and shouting.
4. Report the incident to Camp Leadership.

RATTLESNAKES

1. Rattlesnakes are most often seen on hot, sunny days but they may be searching for food at any time, including after dark.
2. When provoked, a rattlesnake usually “rattles.”
3. Observe the snake from a safe distance (at least twice its body length away).
4. Give it plenty of room to escape.
5. **LEAVE IT ALONE**, do not attempt to catch it and notify Camp Leadership.

INSECTS AND SPIDERS

1. Bees, Wasps, various Spiders, and Scorpions may be found around the camp area and hiking trails.
2. Ground nesting Wasps are common under rocks or along trails.
3. Learn to recognize the insects.
4. If you get stung or bitten, go to the Health Center for treatment.

STINGING NETTLE AND OTHER POISONOUS PLANTS

1. Stinging Nettles usually grow in moist areas.
2. Touching the leaves or stems cause a rash to break out immediately.
3. If exposed, **DO NOT** touch or rub the affected area. Pour fresh water over the area. Lightly use soap and water if available.