

**Greater Tampa Bay Area Council  
Emergency Action and Fire Prevention Plans**

**Revised 03/11/2021**

**This Plan is available online at:**  
**<https://tampabayscouting.org/council-emergency-action-plans>**

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# OBJECTIVE

The objective of the Council Office/Camp Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and Fire Prevention Plan (29 CFR 1910.39), as well as to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the Council Office or Camp property.

## ASSIGNMENT OF RESPONSIBILITY

### EMERGENCY PLAN MANAGER (E.G., SCOUT EXECUTIVE, CAMP RANGER, CAMP DIRECTOR)

The Emergency Plan Manager for the Council is the Director of Camping, Jason Borton. The emergency plan manager shall maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the emergency notification system for each property with the appropriate authorities.

The emergency plan manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

### EMERGENCY PLAN COORDINATORS

The emergency plan coordinators for each property are as follows:

| <b>Location</b>        | <b>Primary Name and Position</b>    | <b>Primary Phone No.</b> | <b>Alternate Name and Position</b> | <b>Alternate Phone No.</b> |
|------------------------|-------------------------------------|--------------------------|------------------------------------|----------------------------|
| Council Service Center | Angelique Saffore<br>Office Manager | 813-245-2107             | Frank Marion<br>Facilities Manager | 813-908-3505               |
| Camp Brorein           | Wayne Tepper<br>Ranger              | 813-505-8890             | Frank Marion<br>Facilities Manager | 813-908-3505               |
| Camp Soule             | Don VonDuser<br>Ranger              | 727-797-6307             | Frank Marion<br>Facilities Manager | 813-908-3505               |
| Sand Hill              | Dan Trembley<br>Ranger              | 352-585-1086             | Frank Marion<br>Facilities Manager | 813-908-3505               |
| Flaming Arrow          | Kevin Slater<br>Ranger              | 863-632-0389             | Frank Marion<br>Facilities Manager | 813-908-3505               |

The emergency plan coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. In the event of an evacuation, coordinators are responsible for accounting for employees/visitors after an evacuation has occurred.

The following individuals shall be responsible for assisting employees or participants during an evacuation who have disabilities or who may not speak English:

Responsible individuals will be assigned when individuals with disabilities or limited English skills enter the camp property.

## **MANAGEMENT**

GTBAC will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. GTBAC management will ensure proper adherence to this plan through regular review.

## **SUPERVISORS**

Supervisors shall themselves follow and ensure that their employees are trained in the procedures outlined in this plan.

## **EMPLOYEES**

Employees are responsible for following the procedures described in this plan.

## **CONTRACTORS**

Contract employees are responsible for complying with this plan, and shall be provided the training described herein by the Council Emergency Plan Manager.

## **DRILLS AND TRAINING**

Greater Tampa Bay Area Camp Properties use drills and verbal exercises to test our emergency response protocols and communication capabilities and allow staff and volunteers to become familiar with the procedures, exit routes and assembly areas.

**Drills.** Each camp will perform the following drills at the times specified. These drills will be for staff and the staff members will be responsible for letting guests and campers know about each of the procedures below and what they need to do for each.

### **LONG TERM CAMPS**

- Fire drill – During Staff Development and within 24 hours of the arrival of any group
- Severe weather drill – During Staff Development
- Lockdown drill – During Staff Development

### **SHORT TERM CAMPS**

- Fire drill – Review during Leaders' meeting the first evening
- Severe weather drill – Review during Leaders' meeting the first evening
- Lockdown drill – Review during Leaders' meeting the first evening

### **WEEKEND CAMPING**

- Fire drill – March and September with Ranger and Camp Masters  
Procedures given to leaders during check-in and available at campsites
- Severe weather drill – April with Ranger and Camp Masters  
Procedures given to leaders during check-in and available at campsites
- Lockdown drill – January and July with Ranger and Camp Masters  
Procedures given to leaders during check-in and available at campsites

### **COUNCIL SERVICE CENTER**

- Fire drill – Fire drill – March and September
- Severe weather drill – April
- Lockdown drill – January and July

- Drill of choice from emergency plan - October

Prior to each drill, the Emergency Plan Manager will identify personnel to assume command of the drill and post-drill activities (Emergency Plan Coordinators. Records of drills will be logged using the form in **Appendix D**.

During each drill the Emergency Program Managers at each Camp will identify:

- A. Gaps or weaknesses in emergency procedures
- B. Notification and communication system problems
- C. Opportunities for response speed and coordination improvements
- D. Problems with roles and responsibilities
- E. Opportunities for improvements amongst employees

After each drill, the Emergency Plan Manager at each Camp and their Emergency Plan Coordinators will evaluate and document the drill results, noting any particular problems or concerns. They will establish an improvement plan with detailed goals and assign tasks to those affected with clear, specific deadlines.

## **PLAN IMPLEMENTATION**

### **FIRE PREVENTION & RESPONSE**

The BSA does not require its employees to use fire extinguishers. The GTBAC will offer appropriate training on the proper use of fire extinguishers for any employee who is interested. Fire extinguishers may only be used if the fire is small, there is safe access to the exit, and if a second person is available to assist. Types of fire extinguishers: Follow all state and/or local regulations regarding the type (e.g., type ABC for most applications and type K for commercial kitchens) and size of fire extinguisher, physical placement (mounting height, distance between), frequency of visual inspection, and frequency of servicing. If your state does not have fire extinguisher requirements, the BSA recommends reviewing the National Fire Protection Association (NFPA) Standard 10: Portable Fire Extinguishers.

Hazardous materials, such as flammable liquids, combustible liquids, acids, bases and miscellaneous solvents, are stored in documented locations within the GTBAC properties. If the total volume of all hazardous materials on the property in cans or bottles exceeds 10 gallons, then the hazardous materials must be stored in a listed and approved flammable storage cabinet. For calculation purposes, the volume capacity of the original container shall be used.

Hazardous materials shall be stored in their original containers to maintain the product information and safety instructions. Safety Data Sheets (SDSs) will be maintained on all hazardous materials used within the building or the camp.

The Director of Facilities will be responsible for ensuring the fire source hazards are kept under control. An annual assessment of the GTBAC Properties will be conducted in cooperation with the council office/camp health and safety and/or risk management committees.

### **REPORTING FIRE AND EMERGENCY SITUATIONS**

All fires and emergency situations must be reported immediately by calling 911. In addition, any fires and emergency situations will be reported as soon as possible to property Emergency Plan Coordinators by one of the following means:

1. Immediately notify the Camp Director, they will assume the duties as Reservation Fire Warden.
2. Continuous sounding of camp alarm
3. Upon hearing alarm, immediately report to parade field in front of First Aid for roll call
4. Staff will report to the porch of First Aid and wait for instructions
5. After roll call, Troop SPL will report to the Camp Director if all are present and accounted for
6. Await further directions.

The telephone numbers and contact information for the emergency response personnel for Council Properties are:

| <b>Location</b>        | <b>Fire</b>  | <b>Police/sheriff</b> | <b>Ambulance/EMS</b> |
|------------------------|--------------|-----------------------|----------------------|
| Council Service Center | 813-975-2133 | 813-247-0600          | 813-971-6000         |
| Camp Brorein           | 813-264-3914 | 813-247-0330          | 813-264-3914         |
| Camp Soule             | 727-724-1520 | 727-462-6370          | 727-725-6111         |
| Sand Hill              | 352-754-4022 | 352-688-5000          | 352-596-6632         |
| Flaming Arrow          | 863-519-7350 | 863-678-4170          | 863-676-1433         |

Under no circumstances shall an employee or camper attempt to fight a fire that has passed the incipient stage (that which can be put out with a single fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

## **INFORMING COUNCIL OFFICE/CAMP EMPLOYEES OF FIRES AND EMERGENCY SITUATIONS**

In the event of a fire or emergency situation, emergency plan coordinators shall ensure that all employees are notified as soon as possible using the alarm system (which includes both audible and visual alarms 24 hours a day). Emergency plan coordinators or designee shall provide special instructions to all employees via the public address system (if one is available).

If a fire or emergency situation occurs after normal business hours, emergency plan coordinators shall contact all employees not on shift of future work status, depending on the nature of the situation.

## **COUNCIL HEADQUARTERS NOTIFICATION**

- A. Emergency plan coordinators (Rangers) shall contact the Director of Finance and Strategic Initiatives, Director of Field Service and the Scout executive as soon as possible if media coverage of the situation is expected.
- B. Emergency plan coordinators (Rangers) shall contact the Director of Field Service, Director of Finance and Strategic Initiatives and the Scout executive as soon as possible with information on employee injuries and/or loss of life, property damages, theft, or cargo losses.

## **EMERGENCY CONTACT INFORMATION**

Emergency plan coordinators or designated Camp Director shall maintain a list of all employees' personal emergency contact information and shall keep the list posted in accordance with NCAP Standards for easy access in the event of an emergency.



## EVACUATION ROUTES

Emergency evacuation escape route plans are posted in public areas throughout GTBAC Properties. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given by the emergency plan coordinator, all employees (except those noted in Part III.B of this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the Designated Assembly Area indicated on the escape route plans for each property. Employees with offices shall close the doors (unlocked) as they exit the area.

## SECURING PROPERTY AND EQUIPMENT

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records or shutting down equipment to prevent release of hazardous materials). Only the following individuals may remain in the building for the prescribed amount of time to secure the property and equipment to which they have been assigned and if it is safe do to so.

### Service Center

| Name              | Property or Equipment to Secure | Location of Property or Equipment | Estimated Time to Complete Security Process |
|-------------------|---------------------------------|-----------------------------------|---|
| Angelique Saffore | Safe                            | Conference Room                   | 5 minutes                                   |
| Frank Marion      | Natural Gas Line                | N/A                               | N/A   |
| Frank Marion      | Water                           | Back of Building                  | 5 minutes                                   |

### Camp Properties

| Name                               | Property or Equipment to Secure   | Location of Property or Equipment | Estimated Time to Complete Security Process |
|------------------------------------|-----------------------------------|-----------------------------------|---|
| Ranger or Shooting Sports Director | Any Firearms that are not secured | Shooting Range                    | 15 minutes                                  |
| Camp Master or Ranger              | Natural Gas Line                  | Dining Hall                       | 10 minutes                                  |
| Camp Master or Ranger              | Water                             | Pump House                        | 5 minutes                                   |

All individuals remaining behind to shut down critical systems or utilities shall be capable of recognizing when to abandon the operation or task. Once the property and/or equipment have been secured, or the situation becomes too dangerous to remain, these individuals shall exit the building by the nearest escape route as soon as possible and meet the remainder of the employees at the Designated Assembly Area.

## ADVANCED MEDICAL CARE

Under no circumstances shall an employee provide advanced medical care and treatment unless trained with current credentials. Untrained individuals may endanger themselves and/or those they are trying to assist.

## ACCOUNTING FOR EMPLOYEES/VISITORS AFTER EVACUATION

Once an evacuation has occurred, emergency plan coordinators shall account for each employee/visitor assigned to them at the Designated Assembly Area for the property. Each employee is responsible for reporting to the appropriate emergency plan coordinators so an accurate head count can be made. All employee counts shall then be reported to the emergency action plan manager as soon as possible.

## REENTRY

Once the building has been evacuated, no one shall reenter the building for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain at the Designated Assembly Area until the fire department or other emergency response agency notifies the emergency plan coordinators that either:

1. the building is safe for reentry, in which case personnel shall return to their workstations; or
2. the building/assembly area is not safe, in which case personnel shall be instructed by emergency plan coordinators on how/when to vacate the premises.

## SHELTERING IN PLACE

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity and/or proximity to a GTBAC property, authorities and/or emergency plan coordinators may determine that it is safer to remain indoors rather than to evacuate employees. The emergency action plan manager shall announce shelter-in-place status by public address system or other means of immediate notification available at the worksite.

1. The emergency plan coordinator or designee shall immediately close the office/camp. If there are Scouts or visitors in any building, they shall be advised to stay in the building for their safety.
2. Unless there is an imminent threat, employees, Scouts, and visitors shall call their emergency contacts to let them know where they are and that they are safe.
3. The emergency plan coordinator or designee shall turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant shall be changed to indicate that the business is closed, and that staff and visitors will be remaining in the building until authorities advise that it is safe to leave.
4. The emergency plan coordinator or designee shall quickly lock exterior doors and close windows, air vents, and fireplace dampers. The emergency plan coordinator or designee familiar with the building's mechanical systems shall turn off, seal, or disable all fans, heating and air-conditioning systems, and clothes dryers, especially those systems that automatically provide for exchange of inside air with outside air. If there is a danger of explosion, the emergency plan coordinator or designee shall close the window shades, blinds, or curtains.
5. The emergency plan coordinator or designee shall gather essential disaster supplies (e.g., nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at ***the admin building and dining hall***, and shall take them to the ***Shelter-in-Place Location(s)*** within the property.

6. All employees, Scouts, and visitors shall move immediately to the **Shelter-in-Place Location(s)** within the building. **Responsible Person(s)** shall seal all windows, doors, and vents with plastic sheeting and duct tape.
7. **Responsible Person** shall write down the names of everyone in the room and call the **Designated Emergency Contact Outside of the Building** to report who is in the room and their affiliations with **Council Office/Camp** (employee, visitor, Scouts).
8. **Responsible Person(s)** shall monitor telephone, radio, television, and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

## SEVERE WEATHER

The Camp Ranger shall announce severe weather alerts (such as tornados) by public address system Or Other Means of Immediate Notification Available (camp siren or alarm).

## HURRICANE

- Condition ONE — Hurricane or Tropical Storm identified in Gulf or Atlantic
  - Briefing will be held with staff members and troop leaders
  - Monitor news media
- Condition TWO - Hurricane or Tropical Storm cone to hit the camp within 5 days
  - All new overnight events are postponed
  - Existing campers/participants are notified of the situation
  - Monitor news media
- Condition THREE - Hurricane or Tropical Storm cone to hit the camp within 72 days
  - All new overnight events are postponed
  - Brief campers about procedures
  - Begin to make evacuation arrangements
  - Secure buildings and remove objects from outside buildings
  - Monitor news media
- Condition FOUR — Hurricane or Tropical Storm cone to hit the camp area within 36 hours
  - Camps are closed and events/activities are cancelled
  - Contact parents and local churches for evacuation
  - Secure all program areas
  - Strike tents and place in shelter
  - Monitor news media
- Condition FIVE — Hurricane or Tropical Storm cone to hit the camp within 12 hours
  - Secure all buildings and evacuate remaining staff

## **TORNADO & HIGH WINDS**

- Tornado Watch" has been declared
  - Briefing will be held with staff members and troop leaders
  - Monitor news media
- "Tornado Warning" has been declared
  - All people will safely move to the designated severe weather shelter based upon their location in camp.

## **LIGHTNING**

- Upon first sound of thunder or lightning detection system, waterfront will be secured
- Unplug all unnecessary electrical equipment and stay off telephone
- In the event of severe nearby lightning, camp population will assemble in the designated severe weather shelter based upon their location in camp.

## **EXTREME HIGH TEMPERATURE**

- In the event of extreme high temperature, camp activities will cease, except for the waterfront
- Campers should report to their campsite

## **AQUATIC INCIDENT**

Aquatic incidents may arise from environmental factors, such as heavy rain in flood-prone areas, or from programs, such as swimming, boating, and ice fishing.

An aquatic emergency is an incident during an aquatic program that may result in injury or death. Examples include drowning; medical emergencies or missing persons in or on the water; boat collisions or capsize, particularly in cold or moving water; equipment malfunctions; and chemical releases at pools. Most such incidents are preventable, but risks cannot be completely eliminated. Paid and/or volunteer program staff is responsible for implementing preventative measures and also preparing and executing emergency action plans specific to the activity and the facility.

State and local codes often mandate specific training for those supervising aquatic programs at youth camps and public swimming venues. Scouting also has policies found in the *Guide to Safe Scouting* and national camp standards for swimming and boating activities. The program supervisors specified in those regulations and policies, such as a camp aquatics director or a camp ranger serving as a certified pool operator, should be trained in how to formulate and execute aquatics-related emergency action plans. Council leadership should confirm that such qualified personnel are in place for council and district aquatic events and that those supervisors have been provided sufficient support, such as trained staff, proper equipment, and time for training, to meet industry standards of care.

## **LOST CAMPER/SWIMMER**

- The unit is instructed to immediately search their campsite, including ALL tents, pavilions, latrine and closest bath house for the Scout.
- If not found, Staff is contacted according to standard communication method and meets at an instructed area.
- Camp Director or Ranger will assign staff (at least pairs) to areas of camp to search.
- If after lights out, each campsite should be checked with the staff asking the leader to do a bed check and if any visitors in camp.
- If person is missing for 30 minutes or longer the Scout Executive or designee is notified to make the call of notifying Search and Rescue
- A Camp Gather Drill may be called.

## **SHOOTING SPORTS INCIDENT**

Prior to any shooting event, all range personnel shall attend a safety briefing where safety and emergency management procedures are reviewed. A first aid kit with appropriate equipment to provide basic first aid treatment for injuries will be available on-site. Communications with camp headquarters or the activity operations center must be tested and available prior to events starting.

Before any event is to begin, ensure that all aspects of the range are functional and safe. Also inform all participants and staff of the format and objective of the event. During that time, range rules will be reviewed with all participants.

If an injury occurs, the Shooting Sports Director or NRA Instructor in charge on the range will notify the camp headquarters immediately by communication means. The nature of the injury will be noted and an on-site qualified person will be notified of the injury. If it is a minor injury, a first aid kit will be used to treat the injury. The range officer will ensure the safety of those participants remaining on the range. He/she will call for a cease fire, order all guns or bows cleared, and instruct all shooters to step away from the firing line until the situation can be properly handled.

In the event the injury requires additional medical treatment, the local EMS will be contacted or (depending upon the severity of the injury) the parents or other designated adults may transport the participant to the local treatment facility. Other participants will be cleared from the area until the injured is removed. Adherence to the BSA Youth Protection policies must be maintained in this scenario.

If a serious injury occurs, the local EMS will be contacted immediately. Other participants will be removed from the area; only those assisting with the injured will remain.

Adherence to the BSA Youth Protection policies must be maintained at all times in the event of an injury. This includes during transportation to a treatment center.

## ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. 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.
- *Call 911 when it is safe to do so!*

### How to Respond When an Active Shooter Is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. **Run.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to do the following:
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others escape, if possible.
  - Prevent individuals from entering an area where the active shooter may be located.
  - Keep your hands visible.
  - Follow the instructions of any police officers.
  - Do not attempt to move wounded people.
  - Call 911 when you are safe.

2. **Hide.** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
- Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Not trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby, do the following:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible, do the following:

- Remain calm.
- Dial 911, if possible, to alert police of the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. **Fight (take action against the active shooter).** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him or her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions

## How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, and handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow the officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or the 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

**Notes:** The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will probably be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.



# HOT/COLD WEATHER

## Extreme Heat Terms

- **Heat Wave**  
Prolonged period of excessive heat often combined with excessive humidity.
- **Heat Index**  
A number in degrees Fahrenheit (F) that tells how it feels when relative humidity is added to the air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.
- **Heat Cramps**  
Muscular pains and spasms due to heavy exertion. Although heat cramps are the least severe, they are often the first signal that the body is having trouble with the heat.
- **Heat Exhaustion**
- Typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. If not treated, the victim's condition will worsen. Body temperature will keep rising and the victim may suffer a heat stroke.
- **Heat Stroke**  
A life-threatening condition. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.
- **Sun Stroke**  
Another term for heat stroke.

## What to Do in an Extreme Heat Emergency

- Stay indoors as much as possible and limit exposure to the sun.
- Stay on the lowest floor out of the sunshine if air conditioning is not available.
- Eat well-balanced, light, and regular meals. Avoid using salt tablets unless directed to do so by a physician.
- Drink plenty of water. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
- Limit intake of alcoholic beverages.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible.
- Protect face and head by wearing a wide-brimmed hat.
- Check on family, friends, and neighbors who do not have air conditioning and who spend much of their time alone.
- Never leave children or pets alone in closed vehicles.
- Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat and take frequent breaks.

**First Aid Protocols are in the GTBAC Standard Treatment Protocols located in the health lodge or with the location's first aid kit.**

# COLD WEATHER AND WINTER STORMS

Snow and extreme cold can immobilize an entire region. Even areas that normally experience mild winters can be hit with a major snowstorm or extreme cold. Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines and hypothermia.

## What to Do During Cold Weather or a Winter Storm Guidelines

- **Listen to your radio**, television, or NOAA Weather Radio for weather reports and emergency information.
- **Keep entrances and walkways clear of ice.** If necessary, use sand, salt or a commercially available de-icer.
- **Conserve fuel**, if necessary, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
- **If the pipes freeze**, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they are most exposed to the cold (or where the cold was most likely to penetrate).
- **Maintain ventilation** when using kerosene heaters to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
- **Eat regularly and drink ample fluids** but avoid caffeine and alcohol.
- **If you are outdoors:**
  - **Avoid overexertion when shoveling snow.** Overexertion can bring on a heart attack – a major cause of death in the winter. If you must shovel snow, stretch before going outside.
  - **Cover your mouth.** Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless necessary.
  - **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all its insulating value and transmits heat rapidly.
  - **Watch for signs of frostbite.** These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
  - **Watch for signs of hypothermia.** These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
  - **If symptoms of hypothermia are detected:**
    - Get the victim to a warm location.
    - Remove wet clothing.
    - Put the person in dry clothing and wrap their entire body in a blanket.
    - Warm the Location of the body first.
    - Give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious.
    - Get medical help as soon as possible.

## If you are driving:

- **Drive only if it is necessary.** If you must drive, consider the following:
- Travel in the day, don't travel alone, and keep others informed of your schedule.
- Stay on main roads; avoid back road shortcuts.

**If a snowstorm traps you in the car:**

- **Pull off the highway.** Turn on hazard lights and hang a distress flag from the radio antenna or window.
- **Remain in your vehicle** where rescuers are most likely to find you. Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close but be too far to walk in deep snow.
- **Run the engine and heater about 10 minutes each hour** to keep warm. When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. This will protect you from possible carbon monoxide poisoning.
- **Exercise to maintain body heat but avoid overexertion.** In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- **Take turns sleeping.** One person should always be awake to look for rescue crews.
- **Drink fluids** to avoid dehydration.
- **Be careful not to waste battery power.** Balance electrical energy needs – the use of lights, heat, and radio – with supply.
- **Turn on the inside light at night** so work crews or rescuers can see you
- **If stranded in a remote area, stomp large block letters in an open area spelling out HELP or SOS** and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.

## **FLOODS**

Floods can be serious catastrophes and are one of the most common hazards in the United States. Floods can be caused by a variety of factors, including a sudden accumulation of rain, rising rivers, tidal surges, ice jams, and dam failures. Floods are a common byproduct of hurricanes. Dangers include drowning, structural instability, utility disruptions leading to electrical or fire hazards, and biohazards from sewage and other contaminants.

Workers who have to respond to flooded areas face the greatest risks from floods, but councils/camps can help protect all workers and participants by preparing evacuation, response, and recovery plans and learning about the hazards commonly associated with floods. Conditions leading to floods are generally predictable, and plans should be keyed to flood watches and warnings. Council plans should include program and work cancellations in addition to early work releases and site evacuations. Federal agencies such as OSHA, CDC, and FEMA provide general information on flood preparedness, and local governments may have specific procedures for area evacuations that should be incorporated in council plans.

### **WHAT TO DO DURING A FLOOD**

**If a flood is likely in your area, you should:**

- **As time permits, follow the steps that apply from the “Hurricane” section of this document.**
- Listen to the radio or television for information.
- Be aware that flash flooding could occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

**If you must prepare to evacuate, you should do the following:**

- Secure your location. If you have time, move essential items to an upper floor or stack them as high up as possible.
- Pick computers and other electronics up off the floor and temporarily store them as high as possible in the facility, such as on desks, shelves, filing cabinets or other means of elevation (only if the equipment can be safely supported and stable).
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

**If you must evacuate, remember these tips:**

- If you have time and the means, remove as much computer equipment (laptops, desktops, printers, and back-up data) as possible.
- Do not walk through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

### **The following are important points to remember when driving in flood conditions:**

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups

### **WHAT TO DO AFTER A FLOOD**

#### **The following are guidelines for the period following a flood:**

- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Avoid moving water.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay away from downed power lines and report them to the power company.
- Return to the area only when authorities indicate it is safe.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, in foundations.
- Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- Clean & disinfect everything that got wet. Mud and floodwater contain sewage and chemicals.
- **Once the facility is safe to enter, determine the functionality of computer and other electronic equipment as regular duties**

### **SUSPICIOUS PACKAGES/LETTERS**

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- Are unexpected or from someone unfamiliar to you.
- Have no return address or have one that can't be verified as legitimate.
- Have protruding wires or aluminum foil, strange odors, or stains.
- Show a city or state in the post mark that doesn't match the return address.
- Are of unusual weight given their size or are lopsided or oddly shaped.
- Are marked with threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or packaging material, such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have hand-written or poorly typed addresses.

With suspicious envelopes or packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering.

- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, report the incident to your building security official or an available supervisor, who should notify police and other authorities without delay.
- List all people who were in the room or area when the suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.
- If you are at home, report the incident to local police.

## **EXPLOSIONS**

Terrorists have frequently used explosive devices as one of their most common weapons. The information on how to make explosive devices is readily available in books and other information sources. The materials needed for an explosive device can be found in many places including variety, hardware, and auto supply stores. Explosive devices are highly portable using vehicles and humans as a means of transport. They are easily detonated from remote locations or by suicide bombers. Conventional bombs have been used to damage and destroy financial, political, social, and religious institutions. Attacks have occurred in public places and on city streets with thousands of people around the world injured and killed.

### **BOMB THREAT:**

**If you receive a telephoned bomb threat, you should do the following:**

- Get as much information from the caller as possible. Try to ask the following questions:
  - When is the bomb going to explode?
  - Where is it right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your address?
  - What is your name?
- Keep the caller on the line and record everything that is said.
- Notify the police and building management.

### **WHAT TO DO DURING AN EXPLOSION:**

**If there is an explosion you should:**

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.

**Once you are out:**

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

**If you are trapped in debris:**

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.

- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

# **TRAINING & ORIENTATION**

## **EMPLOYEE TRAINING**

Temporary program staff shall receive instruction on this Emergency Action Plan as part of new-employee orientation upon hire in accordance to current NCAP standards.

All other employees shall receive instruction on this Emergency Action Plan as part of new-employee orientation upon hire. Additional training shall be provided:

1. when there are any changes to the plan and/or facility;
2. when an employee's responsibilities change; and
3. annually as refresher training.

Items to be reviewed during the training include:

1. proper housekeeping;
2. fire prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of the emergency action plan manager and coordinators;
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shutdown procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and
15. Emergency Action Plan availability.

## **TRAINING RECORDS**

Council Office Manager shall document all training pertaining to Council Employees to this plan and shall maintain records at the Council Service Center.

Temporary staff training records for camp properties will be maintained in accordance with the current NCAP standards.



## LEADER ORIENTATION – SAFETY MOMENT SPEECH

The Camp Ranger or designated employees will review emergency procedures and this plan with all leaders when they arrive at the camp. An outline of the Safety Moment Speech is below.

### Safety Moment – Accidents at Scouting Events

- Welcome
- Rules
  - Be safe
  - Have Fun
- Scouts use buddy system
- Fires rules – get it from the Ranger for current conditions
- Weather Status – if expecting it, give emergency shelter locations
- Emergency Contact Information is in the leader’s guide or posted on camp
  - Scouting Professional
  - Health Officer
  - Camp director
  - Ranger
- In the event of an incident
  - If life threatening
    - Call 911 first
    - Immediately after or get someone to call health officer, camp director or ranger so they can guide EMS
  - If not life threatening
    - Call Health Officer or camp director
    - They will take care of situation
  - Reporting the Incidents
    - Use incident reports
    - Filled out by leader and one other person who witnessed it
    - Keep to the facts
    - We will provide the forms
    - These are turned in to Professional or Ranger immediately
  - Reminder we are following Youth Protection Rules
    - 2 deep leadership
    - No one on one conduct
    - Buddy System
    - If you see something incorrect, please contact camp director or ranger at once
  - Any current Council Health and Safety Procedures
    - For example COVID procedures:
      - We must maintain social distancing
      - Masks required when social distancing is not possible and whenever mixing groups

## **PLAN EVALUATION**

This Emergency Action Plan shall be reviewed by the Council Risk Management Committee annually, or as needed if changes to the worksite are made. Following each fire drill at the council service center, the Scout Executive, or designee and the Council Office Manager shall evaluate the drill for effectiveness and weaknesses in the plan, and shall implement changes to improve it.

## Appendix A: Maintenance Schedule

| Equipment or System Being Maintained         | Inspection Interval  | Other Criteria  |
|--|--|---|
| 1. Portable Fire Extinguishers               | Monthly checks<br>(Making sure it is available for use)<br>[29CFR1910.157(e)(2)] | Annual servicing<br>(Thorough evaluation usually by service co.)<br>[29CFR1910.157(e)(3)] |
| 2. Battery-Operated Emergency Lights         | Monthly test using test button<br>[NFPA 101 Sec.7.9.3]                           | Annual test for 1.5 hrs.<br>[NFPA 101 Sec. 7.9.3]   |
| 3. Fire Alarm System                         | Supervised system to be tested annually<br>[29CFR1910.165(d)(4)]                 | Maintained by trained person<br>[(29CFR1910.165(d)(5)]                                    |
| 4. Emergency Telephone System                | Unsupervised system to be tested every two months<br>[29CFR1910.165(d)(2)]       | Maintained by trained person<br>[29CFR1910.165(d)(5)]                                     |
| 5. Automated External Defibrillator(s) (AED) | Every year or according to manufacturer's instructions                           |   |
| 6. Cellphone Contact Lists                   | Updated as personnel change  |   |
| 7. Safety Data Sheets (SDS)                  | Annual review of SDS folder  | Maintained by trained person<br>[29CFR1910.1200(g)]                                       |

## Appendix B: References and Additional Guidance

Further information on **29 CFR 1910.38, *Emergency Action Plan***; **29 CFR 1910.39, *Fire Prevention Plan***; and **29 CFR 1910.157, *Portable Fire Extinguishers*** is accessible through OSHA’s public page at [www.osha.gov](http://www.osha.gov). An Evacuation Plans and Procedures eTool to assist in the development of an EAP can be found at [www.osha.gov/SLTC/etools/evacuation/index.html](http://www.osha.gov/SLTC/etools/evacuation/index.html).

The safety and health topics links to information on fire safety can be found at [www.osha.gov/SLTC/firesafety/index.html](http://www.osha.gov/SLTC/firesafety/index.html).

The National Incident Management System information and self-study courses can be found at <https://training.fema.gov/IS/NIMS.asp>.

FEMA, Active Shooter: What You Can Do course: <http://training.fema.gov/EMIWeb/IS/IS907.asp>

Run. Hide. Fight video (city of Houston): <http://www.readyhouston.tx.gov/videos.html>

Department of Homeland Security document, “Active Shooter: How to Respond”:  
[http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

The Centers for Disease Control and Prevention website on emergency preparedness can be found at <http://emergency.cdc.gov/>.

### PORTABLE FIRE EXTINGUISHERS—29 CFR 1910.157

The requirements of 29 CFR 1910.157, Portable Fire Extinguishers, apply to the placement, use, maintenance, and testing of portable fire extinguishers provided for the use of employees. Paragraph (d) of this section does not apply to extinguishers provided for employee use on the outside of workplace buildings or structures. Where extinguishers are provided but are not intended for employee use and the employer has an emergency action plan and a fire prevention plan that meet the requirements of 29 CFR 1910.38 and 29 CFR 1910.39 respectively, then only the requirements of paragraphs (e) and (f) of 1910.157 apply.

## **Appendix C: Camper Security Plan**

The security of all campers, leaders, and staff is of the utmost importance. We maintain a working relationship with the local police department for periodic patrols of the perimeter and, occasionally, interior of our camps. This security plan must be followed for all council and district program activities, both on and off of council properties.

### **DEFINITIONS**

“Unit camping” is camping at a council property where the unit leadership is in charge of activities.

“Day camps” are events or camps where Scouts attend for multiple days only during the day with no overnight option and where the council or district provides the program. Day camps may have the option for parents/guardians to drop off Cub Scouts for the daily program, whereas parents/guardians will remain with Cub Scouts in the other types of events or camps.

“Day events” are single day events with no overnight option where the council or district provides the program.

“Short-term camps” are events or camps that last 1-3 nights where the council or district provides the program. This includes weekend overnight events and trainings for both youth and adults.

“Long-term camps” are events or camps that last 4 or more nights where the council or district provides the program.

“Provisional Unit” is a group of Scouts from different units that are grouped together for an event. The Scouts will be registered as provisional. The provisional unit will be assigned leadership for the event. For the duration of the event the Scouts will be considered a unit under the assigned leader. A provisional unit could be Scouts BSA forming a provisional troop or Cub Scouts forming a provisional den during day camp.

“Staff” are individuals, paid or unpaid, who are registered Scouters that assist with the event or camping program, whether running a program area or serving as support staff such as cooks and commissioners.

### **CHECK-IN VERIFICATION AND WRISTBANDS**

For unit camping, day events, and short-term camps, the unit leader will check in at a designated location or with the ranger upon entering camp. No one may enter camp until a unit leader checks in. The unit leader will provide the head count of adults and youth attending the event. The unit leader will be given wristbands for the participants to wear during their stay at camp. If families come, they will be treated like a unit for registration purposes. Annual health forms are maintained by the unit. Wristbands are not required for events of short duration (scheduled for 3 hours or less) where there are no other events at the same camp or other location and there is no contact with the general public, or where an event is adults only and youth Scouts are not involved in other events at the same camp or other location.

For day camps and long-term camps, each event will have a designated location where units and individuals will check in. This area should be close to the event entrance to minimize the chance someone can enter the event without checking in. Every participant must report to the designated registration location where they will be given a medical screening and wristbands. Provisional Scouts will be assigned their Provisional Unit at registration. Annual health forms will be collected and maintained by the camp medical officer and returned to the unit at check-out on the last day of the event. At check-in, the registration information will be compared to the online registration and the individuals will be marked off. In the event of a walk-up registration the required registration information will be collected at the door.

Each participant (including adults and leaders) and all staff and visitors must wear a wristband for the duration of the event. The wristband will be worn on the right wrist. If the wristband falls off, a new one must be obtained. In the case of unit camping, day events, and short-term camps, the unit leader should request a new wristband from the camp director or delegate. In the case of long-term camps and day camps, the person who has lost the wristband must report to the camp director or delegate to receive a replacement. Names will be double-checked to the online registration system and the walk-up list before another wristband is provided.

If youth are attending unit camping, a day event, short-term camp, day camp, or long-term camp, and adults are attending an event (program or not) at the same camp or location, the adults are required to wear wristbands.

## **REQUIRED PARTICIPANT INFORMATION**

Registrations for all events must contain the following:

- Full Name of Registrant
- Email Address of Registrant
- Contact Phone Number of Registrant
- Registered Unit Number or District/Council
- Number of Adults attending
- Number of Scouts attending
- Number of Youth attending

If a leader or delegate is registering their unit, the full information is only required for the person that is creating the registration. All of this information must be provided for each walk-up registration.

Individual participant information, including full name and gender, is required for long-term camp and day camp. Individual participant information is not required for unit camping, day events, and short-term camps, unless required by the program director.

## **NO-SHOWS**

For unit camping, day events, and short-term camps, the unit leader is responsible for checking on no-shows.

For long-term camps and day camp, the unit leader is responsible for checking on any person who does not arrive by the end of the registration period. If the absence cannot be satisfactorily confirmed, then the camp director or designee will make calls and otherwise assist in locating the missing individuals.

## **VISITORS**

All visitors will sign in at a designated location upon their arrival to camp. They must provide the same information as a walk-in registration. Visitors will be questioned about the purpose of their visit and the staff will look for “red flag” behaviors. If there is any concern, the camp director or ranger will be notified immediately and the entrance interview will be continued by the camp director or ranger. Visitors will be issued a wristband of a different color or with “Visitor” prominently written on it.

## **IDENTIFYING INDIVIDUALS**

- Participants – Participants (including adults and leaders) will wear their participant wristbands for the duration of the event.

- Staff - Staff will be identified by a differently colored wristband. Name badges and recognizable staff shirts or field or activity uniforms are highly recommended. Staff wristbands will be required in all cases, because shirts may not have been issued for the specific event.
- Visitors – Visitors will wear their visitor wristbands for the duration of their stay.
- Rangers – Rangers will wear something that distinguishes them as the ranger. Wrist bands are not required.

## **INTRUDERS**

Intruders are any persons not identified as required above. If an intruder is discovered, staff or participants should contact the camp director/ranger. The camp director/ranger will locate and attempt to identify the intruder, with safety in mind. The authorities will be called if the situation warrants.

Vigilance of the staff and volunteer leadership in following the identification methods will help to identify any unauthorized persons who enter the property.

## **SIGN OUT**

For long-term camps and day camps, all campers, leaders, and staff will sign out of camp in the appropriate logbook / log sheet that is kept at the camp office or designated check-in area. For unit camping, day events, and short-term camps, the unit leader will report to the camp director/camp master/ranger that everyone has left camp. At day camps, campers can only be picked up by their parent/guardian or authorized designee.

## **EARLY RELEASE OF CAMPERS**

For long-term camps and day camps, any youth camper who needs to leave an event early must have their parent/guardian or other authorized person (see below) sign them out in the leader/camper logbook at the camp office or designated check-in area. The unit leader and camp director must be notified prior to a camper's departure. Campers checking out (whether or not returning to camp) with someone other than their parent/guardian must have a camper release authorization form signed by their parent/guardian. The parent/guardian may be called to verify.

If a camper release authorization form is not present the camp director, Scouting professional, or ranger will be notified, and a call will be placed to contacts listed on the camper's medical form for verification. The location of the camper will not be released until identification can be made. If the camper's unit is on-site, the on-site unit leadership may be contacted to solicit information. After all information has been verified, the name and unit of the camper as well as the name and the driver's license information of the person picking up the camper will be recorded and retained by the ranger or Scouting professional and placed on file for the event. If information is not verified or permission is denied, authorities will be made aware of the situation and the individual will be asked to leave the property at that time. The individual will not be granted visitor permission.

In the case of unit camping, day events, and short-term camps, if a camper is leaving early the parent/guardian or other authorized person does not need to sign them out in the logbook, but the unit leader is responsible for checking that the camper is leaving early with only a parent/guardian or person authorized by a camper release authorization form signed by a parent/guardian. If the person picking up the camper is not a parent/guardian and there is no camper release authorization form, then the procedures above will be followed.

## **Emergency Signals**

Long Siren Blast – Report to Rally Area

Three Short Blasts (Repeated) – Shelter in Place

## **Training**

Rangers, camp masters and professional staff will be trained on these procedures annually. Camp directors and program staff will be trained on these procedures as part of the pre-event training. For overnight events, camper security will be a part of the first night leaders' briefing. There will be a camper security section in the leaders' guide for events.

For unit camping check-in, the unit leaders will be given a written Safety Brief when they receive their unit wristbands.



# Greater Tampa Bay Area Council Unit Camping Safety Brief

Dear Unit Leader,

The security of all campers, leaders and staff is of the utmost importance. We maintain a working relationship with the local police department for periodic patrols of the perimeter and, occasionally, interior of the camp. To maintain a safe camping environment for all of our Scouts and their families please observe the following rules:

- Everyone attending with your unit (including adults) must wear a wristband while in camp.
- Always practice the buddy system. This includes adults.
- You are responsible for the release of your Scouts from the camp. If a person other than a parent/guardian seeks to pick up a Scout without a camper release authorization form signed by the Scout's parent/guardian, do NOT release the Scout and contact the ranger or Scouting professional.
- If allowed by the ranger, drive only on designated roads at 10 MPH or less with your hazard lights on. Vehicles must be parked in designated spaces.
- Smoking is only allowed in designated areas, away from view of the Scouts. This includes electronic cigarettes and vaping.
- No alcohol or recreational drugs are allowed on camp property. Anyone found possessing them will be removed immediately.

**If you see someone suspicious or someone without a wristband:**

- Notify the ranger immediately. Do not approach the person.

## **In case of emergency call 911**

### **Emergency Procedures**



### **Incident Reporting**



### **Emergency Signal**

Long Siren Blast – Report to Rally Area

Three Short Blasts (Repeated) – Shelter in Place

## Appendix D: Emergency Action Plan Checklist

Courtesy of the Occupational Safety and Health Administration (OSHA)

| General Issues           |  |
|--------------------------|--|
| <input type="checkbox"/> | Does the plan consider all natural or man-made emergencies that could disrupt your workplace?<br><br>Common sources of emergencies identified in emergency action plans include fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.  |
| <input type="checkbox"/> | Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?<br><br>Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that may exist and could cause an emergency.  |
| <input type="checkbox"/> | Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?<br><br>Brainstorm worst-case scenarios, asking yourself what you would do and what would be the likely impact on your operation, and devise appropriate responses.   |
| <input type="checkbox"/> | Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors?<br><br>Keep your list of key contacts current and make provisions for an emergency communications system such as a cellular phone, a portable radio unit, or other means so contact with local law enforcement, the fire department, and others can be swift.   |
| <input type="checkbox"/> | Does the plan contain the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan?<br><br>List names and contact information for individuals responsible for implementation of the plan.  |
| <input type="checkbox"/> | Does the plan address how rescue operations will be performed?<br><br>Unless you are a large employer handling hazardous materials and processes or have employees regularly working in hazardous situations, you will probably rely on local public resources, such as the fire department, which is trained, equipped, and certified to conduct rescues. Ensure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained individuals may endanger themselves and those they are trying to rescue.  |
| <input type="checkbox"/> | Does the plan address how medical assistance will be provided?<br><br>Most small employers do not have a formal internal medical program and make arrangements with medical clinics or facilities close by to handle emergencies. If an infirmary, clinic, or hospital is not close to your workplace, ensure that on-site person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within three to four minutes of the accident. Consult with a physician to order appropriate first aid supplies for emergencies. Establish a relationship with a local ambulance service so transportation is available for emergencies. |
| <input type="checkbox"/> | Does the plan identify how or where personal information on employees can be obtained in an emergency?<br><br>In the event of an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, the names and telephone numbers of their next of kin, and medical information.  |

| <b>Evacuation Policy and Procedure</b> |  |  |
|--|--|--|
| <input type="checkbox"/>               | Does the plan identify the conditions under which an evacuation would be necessary?  | The plan should identify the different types of situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation may be different for different types of hazards.   |
| <input type="checkbox"/>               | Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?  | It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.  |
| <input type="checkbox"/>               | Does the plan address the types of actions expected of different employees for the various types of potential emergencies?   | The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.  |
| <input type="checkbox"/>               | Does the plan designate who, if anyone will stay to shut down critical operations during an evacuation?  | You may want to include in your plan locations where utilities (such as electrical and gas utilities) can be shut down for all or part of the facility. All individuals remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.  |
| <input type="checkbox"/>               | Does the plan outline specific evacuation routes and exits and are these posted in the workplace where they are easily accessible to all employees?                            | Most employers create maps from floor diagrams with arrows that designate the exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.   |
| <input type="checkbox"/>               | Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?                                    | Many employers designate individuals as evacuation wardens to help move employees from danger to safe areas during an emergency. Generally, one warden for every 20 employees should be adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and various alternative escape routes. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation. |
| <input type="checkbox"/>               | Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees? | Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.  |
| <input type="checkbox"/>               | Does the plan address how visitors will be assisted in an evacuation and accounted for?  | Some employers have all visitors and contractors sign in when entering the workplace. The hosts and/or area wardens, if established, are often tasked with helping these individuals evacuate safely.  |

| <b>Reporting Emergencies and Alerting Employees in an Emergency</b> |  |   |
|---|--|---|
| <input type="checkbox"/>  | Does the plan identify a preferred method for reporting fires and other emergencies?   | Dialing 911 is a common method for reporting emergencies if external responders are utilized. Internal numbers may be used. Internal numbers are sometimes connected to intercom systems so coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems.  |
| <input type="checkbox"/>  | Does the plan describe the method to be used to alert employees, including disabled workers, to evacuate or take other action? | Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform other actions identified in your plan. Sequences of horn blows or different types of alarms (bells, horns, etc.) can be used to signal different responses or actions from employees. Consider making available an emergency communications system, such as a public address system, for broadcasting emergency information to employees. Ideally alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace, including those who may be blind or deaf. Otherwise, floor wardens or others must be tasked with ensuring all employees are notified. You might want to consider providing an auxiliary power supply in the event of an electrical failure. |

| <b>Employee Training and Drills</b> |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/>            | Does the plan identify how and when employees will be trained so they understand the types of emergencies that may occur, their responsibilities, and actions as outlined in the plan? | <p>Training should be offered to employees when you develop your initial plan and when new employees are hired. Employees should be retrained when your plan changes due to a change in the layout or design of the facility; when new equipment, hazardous materials, or processes are introduced that affect evacuation routes; or when new types of hazards are introduced that require special actions. General training for your employees should address the following:</p> <ul style="list-style-type: none"> <li>• individual roles and responsibilities;</li> <li>• threats, hazards, and protective actions;</li> <li>• notification, warning, and communications procedures;</li> <li>• emergency response procedures;</li> <li>• evacuation, shelter, and accountability procedures;</li> <li>• location and use of common emergency equipment; and</li> <li>• emergency shutdown procedures.</li> </ul> <p>You may also need to provide additional training to your employees (e.g., first aid procedures, portable fire extinguisher use, etc.) depending on the responsibilities allocated employees in your plan.</p> |
| <input type="checkbox"/>            | Does the plan address how and when retraining will be conducted?   | If training is not reinforced, it will be forgotten. Consider retraining employees annually.  |
| <input type="checkbox"/>            | Does the plan address if and how often drills will be conducted?   | Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary to keep employees prepared. Include outside resources such as fire and police departments when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.   |

# Appendix E – Drill Schedule and Log

Company Location \_\_\_\_\_ Manager \_\_\_\_\_

**Fire/Evacuation Drills:** Practice using secondary evacuation routes once per year.

| Date Scheduled | Date Conducted | Weather Conditions | # Of Participants | Evacuation Time | Comments |
|----------------|----------------|--------------------|-------------------|-----------------|----------|
|                |                |                    |                   |                 |          |
|                |                |                    |                   |                 |          |
|                |                |                    |                   |                 |          |
|                |                |                    |                   |                 |          |
|                |                |                    |                   |                 |          |
|                |                |                    |                   |                 |          |
|                |                |                    |                   |                 |          |

## Severe Weather Drills

| Date Scheduled | Date Conducted | Weather Conditions | # Of Participants | Shelter Time | Comments |
|----------------|----------------|--------------------|-------------------|--------------|----------|
|                |                |                    |                   |              |          |
|                |                |                    |                   |              |          |
|                |                |                    |                   |              |          |
|                |                |                    |                   |              |          |
|                |                |                    |                   |              |          |
|                |                |                    |                   |              |          |
|                |                |                    |                   |              |          |

**Other Drills:** shelter-in-place, etc.

| Date Scheduled | Date Conducted | Weather Conditions | # Of Participants | Time To Safety | Comments |
|----------------|----------------|--------------------|-------------------|----------------|----------|
|                |                |                    |                   |                |          |
|                |                |                    |                   |                |          |
|                |                |                    |                   |                |          |
|                |                |                    |                   |                |          |

## Appendix F - Emergency BSA Organization Resources

### Florida

| County/Department                        | Website   | Address   | Phone          |
|--|---|---|----------------|
| Collier County Emergency Management      | <a href="http://www.collierem.org">www.collierem.org</a>  | 8075 Lely Cultural Parkway, Naples, FL 34113    | 239.252.3600   |
| Citrus County Emergency Management       | <a href="https://www.sheriffcitrus.org/emergency-management.php">https://www.sheriffcitrus.org/emergency-management.php</a>   | 3549 Saunders Way<br>Lecanto, FL 34461-7108     | 352.249.2775   |
| Hardy County Emergency Management        | <a href="https://www.hardeecounty.net/eoc.htm">https://www.hardeecounty.net/eoc.htm</a>   | 404 W. Orange St., Wauchula, FL 33873           | 863.773.6373   |
| Hernando County Emergency Management     | <a href="https://www.hernandocounty.us/departments/departments-a-e/emergency-management">https://www.hernandocounty.us/departments/departments-a-e/emergency-management</a>           | 18900 Cortez Blvd. Brooksville, FL 34601        | 352.754.4083   |
| Highlands County Emergency Management    | <a href="https://www.highlandsfl.gov/departments/PublicSafety/emergency_management/index.php">https://www.highlandsfl.gov/departments/PublicSafety/emergency_management/index.php</a> | 6850 W. George Blvd. Sebring, FL 33875          | (863) 402-6800 |
| Hillsborough County Emergency Management | <a href="https://www.hillsboroughcounty.org/residents/public-safety/emergency-management">https://www.hillsboroughcounty.org/residents/public-safety/emergency-management</a>         | 2711 E. Hanna, Tampa, FL 33610                  | 813.272-6600   |
| Lee County Emergency Management          | <a href="http://www.leecoc.com">www.leecoc.com</a>  | 2675 Ortiz Avenue, Ft. Myers, FL 33905          | 239.533.0622   |
| Manatee County Emergency Management      | <a href="http://www.mymanatee.org/home/g">www.mymanatee.org/home/g</a>  | Public Safety Department – Bradenton, FL 34206  | 941.749.3507   |
| Okaloosa County Emergency Management     | <a href="http://www.co.okaloosa.fl.us/p">http://www.co.okaloosa.fl.us/p</a>   | 90 E College Blvd, Niceville, FL 32578          | 850.651.7150   |
| Orange County Emergency Management       | <a href="http://www.orangecountyfl.net">http://www.orangecountyfl.net</a>   | 6590 Amory Ct Winter Park, FL 32792             | 407.836.9140   |
| Pasco County Emergency Management        | <a href="http://www.pascoemergencymanagement.com">www.pascoemergencymanagement.com</a>  | 7530 Little Rd., New Port Richey, FL 33654      | 727.847.8137   |
| Pinellas County Emergency Management     | <a href="http://www.pinellascounty.org/emergency">www.pinellascounty.org/emergency</a>  | 400 S. Fort Harrison Ave., Clearwater, FL 33756 | 727.464.3800   |
| Sarasota County Emergency Management     | <a href="http://www.scgov.net/emergencyservices">www.scgov.net/emergencyservices</a>  | 1660 Ringling Blvd #6, Sarasota, FL 34236       | 941.951.5283   |
| Sumter County Emergency Management       | <a href="http://sumtercountyfl.gov/718/Emergency-Management">http://sumtercountyfl.gov/718/Emergency-Management</a>   | 7375 Powell Rd,<br>Wildwood, FL 34785           | 352-689-4400   |
| Volusia County Emergency Management      | <a href="https://www.volusia.org/services/public-protection/emergency-management/">https://www.volusia.org/services/public-protection/emergency-management/</a>                       | 3825 Tiger Bay Road, Daytona Beach, FL          | 386-736-5980   |

### Other States

| State/County/Department                           | Website   | Address  | Phone         |
|---|---|--|---------------|
| Alabama - Jefferson County Emergency Management   | <a href="https://www.jeffcoema.org/">https://www.jeffcoema.org/</a>                                     | 709 19th St N,<br>Birmingham, AL<br>35203                  | 205.254.2039  |
| North Carolina - Wake County Emergency Management | <a href="http://www.wakegov.com/em/Pages/default.aspx">http://www.wakegov.com/em/Pages/default.aspx</a> | P.O. Box 550,<br>Raleigh, NC<br>27602                      | 919.856.6480  |
| Texas - Harris County Emergency Management        | <a href="http://www.readyharris.org">http://www.readyharris.org</a>                                     | 6922 Old Katy Rd,<br>Houston, TX<br>77024                  | 713. 881.3100 |
| Texas - Galveston County Emergency Management     | <a href="http://gcoem.org/">http://gcoem.org/</a>   | 1353 FM 646 Rd<br>West Suite 201<br>Dickinson, TX<br>77539 | 888.384.2000  |

#### Disaster Relief Web Sites

- America Red Cross: [www.redcross.org](http://www.redcross.org)
- Florida [Disaster.org](http://www.floridadisaster.org) – Division of Emergency Management: [www.floridadisaster.org](http://www.floridadisaster.org)
- Disaster [Safety.org/Institute](http://www.disastersafety.org/hurricane/) for Business & Home Safety: [www.disastersafety.org/hurricane/](http://www.disastersafety.org/hurricane/)
- FEMA – Are You Ready?: [www.fema.gov/areyouready/index.shtm](http://www.fema.gov/areyouready/index.shtm)
- FEMA – The National Flood Insurance Program: [www.fema.gov/business/nfip/](http://www.fema.gov/business/nfip/)
- NOAA’S National Weather Service: [www.nws.noaa.gov](http://www.nws.noaa.gov)

#### Disaster Relief Numbers

- State of Florida Emergency Information 24-hour hotline: (FEIL): 1.800.342.3557
- FEMA Registration: 1.800.621.FEMA(3362)  
TTY: 1.800.462.7585
- Elder Affairs: 1.800.96.ELDER (1.800.963.5337)
- Department of Financial Services Insurance Claims: 1.800.22.STORM (1.800.227.8676) To find out if an adjuster is legitimate or not, contact the DFS: 800.227.8676
- Verify a contractor's license: 850.487.1395  
[www.myfloridalicense.com/w111.asp?mode=0&SID](http://www.myfloridalicense.com/w111.asp?mode=0&SID)
- Report unlicensed contractors: 850.488.6603
- Traffic: 511

## Appendix G - Camp Procedures and Drills

### GTBAC FIRE DRILL / CAMP GATHER PROCEDURE

Signal – Solid tone for at least 10 seconds

If safe, all campers report to the designated area

|                                 |                       |
|---------------------------------|-----------------------|
| Flaming Arrow Scout Reservation | Council Ring          |
| Sand Hill Scout Reservation     | Dining Hall Field     |
| Camp Brorein                    | Basketball Court      |
| Camp Soule                      | Field by Trading Post |

Units will line up in groups. Camp staff/ volunteers will form one group

Unit leaders are responsible for taking attendance and a head count

For Staff – area leads or the camp director is responsible for taking attendance and a head count

The camp director and/or ranger will call out each unit and ask if everyone is present and accounted for. If anyone is missing, the unit leader will report their names and their last known location.

If needed the ranger or camp director will assign and direct personnel to search for any missing campers. Everyone remains at the meeting location until full camp attendance is taken AND the situation is cleared by the camp director or ranger.

### GTBAC SHELTER IN PLACE PROCEDURE

Signal – Three short siren blasts or car horn three times in a row – done repeatedly

All Clear Signal – one long siren blast (at least 15 seconds)

- Everyone remains at their current location
- If in a lodge, close all of the doors and windows and remain out of site.
- If in a campsite or outside, stay low and seek nearby shelter.
  
- Remain in place until all clear is given

### LOST CAMPER DRILL

- The unit is instructed to immediately search their campsite, including ALL tents, pavilions, latrine and closest bath house for the Scout.
- If not found, Staff is contacted according to standard communication method and meets at an instructed area.
- Camp Director or Ranger will assign staff (at least pairs) to areas of camp to search.
- If after lights out, each campsite should be checked with the staff asking the leader to do a bed check and if any visitors in camp.
- If person is missing for 30 minutes or longer the Scout Executive or designee is notified to make the call of notifying Search and Rescue
- A Camp Gather Drill may be called.



# Appendix H – Flaming Arrow Scout Reservation

## SHELTER IN PLACE LOCATIONS

- **Saunders**
  - Arapaho, Cheyenne, Dakota, Erie
- **Jenkins**
  - Blackfoot, Fox, Goshute, and Hopi
  - Climbing, Aquatics - Boating
- **Wood Hall**
  - Baden-Powell, Seton, Beard, West, and Tad Stoler
  - Aquatics - Swimming
  - Shooting Sports, COPE
- **Health Lodge, Lakeside, Ecology**
  - Remain in place

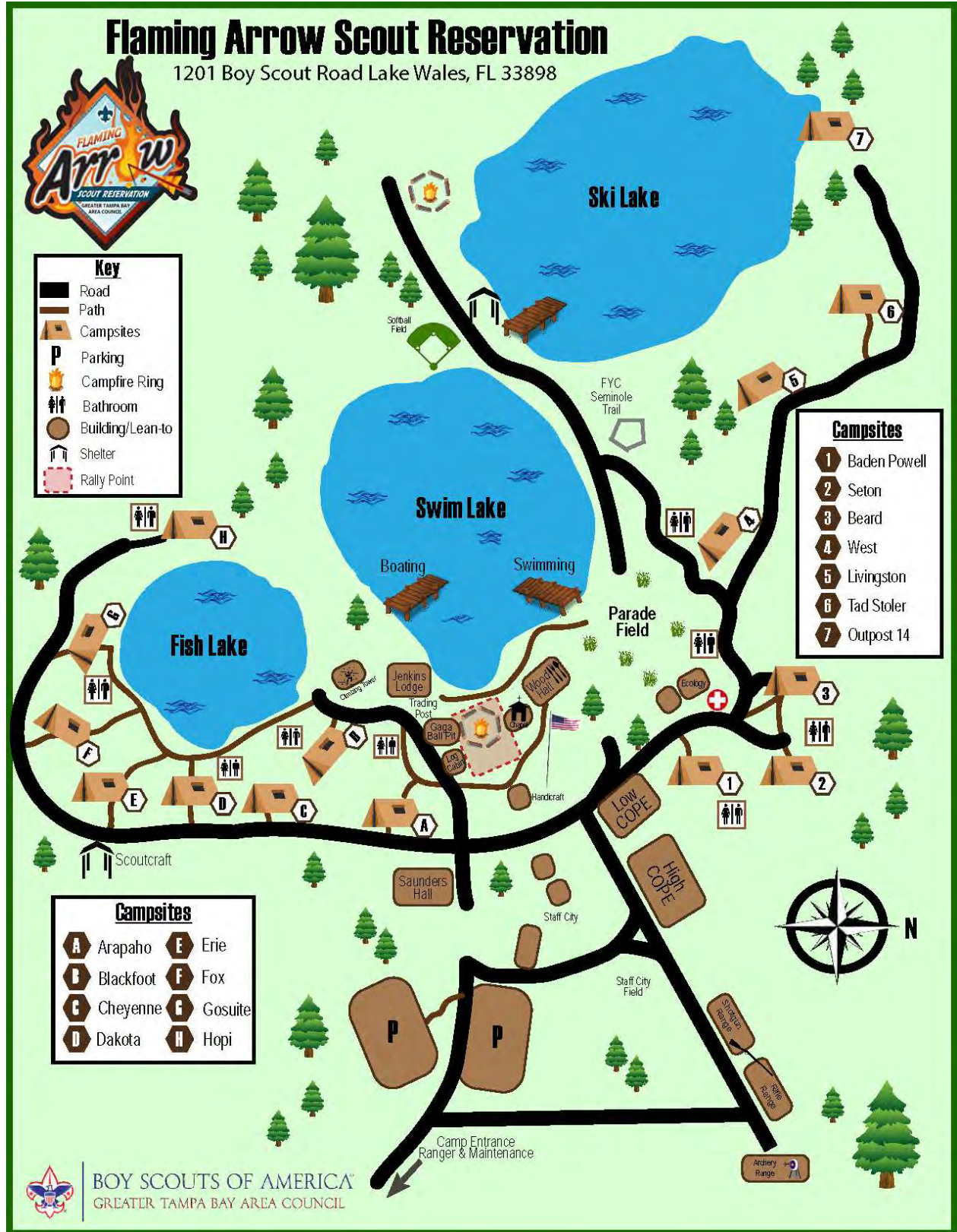
## EMERGENCY CONTACT NUMBERS

|  |  |
|--|--|
| Polk County Fire Service                 | 863-519-7350   |
| Polk County Sheriff                      | 863-678-4170   |
| Lake Wales Hospital                      | 863-676-1433   |
| Scout Executive – Jim Rees               | 813-872-2691 – Council                               |
| Director of Field Service – Dwayne Jones | 813-344-6687   |
| Director of Camping – Jason Borton       | 813-624-9764   |
| Ranger – Kevin Slater                    | 863-632-0389   |
| Ranger Wife – Jackie Slater              | 903-681-1442   |
| Council Property Manager – Frank Marion  | 813-908-3505   |
| Weather Service                          | <a href="http://www.weather.gov">www.weather.gov</a> |

## VENDOR / CONTRACTOR CONTACT LIST

| VENDOR                             | PURPOSE                       | CONTACT        | PHONE NUMBER/EMAIL |
|------------------------------------|-------------------------------|----------------|--------------------|
| Carson Consulting                  | General Contractor            | Corey          | 863-412-4820       |
| Anderson Maintenance Inc.          | General Contractor            | Tommy Anderson | 863-528-4300       |
| Consta Flow                        | Water Plant Operation         | Jennifer       | 863-221-4895       |
| JC Carson Air Systems              | HVAC / Ice Machine            | Johnathan      | 863-632-8682       |
| Polk County Health Department      | Dining Hall Inspection        | Emily Rose     | 863-209-2172       |
| Polk County Health Department      | Drinking Water                | Darian Lalla   | 863-578-2022       |
| Statewide Fire & Safety            | Fire Extinguisher Insp        |                | 863-214-2720       |
| Alliance Fire & Safety             | Bathhouse Sprinkler Sys       |                | 841-485-5402       |
| Polk County Fire Dept              | County Fire Inspector         | Dorell Nelson  | 863-534-6000       |
| Brooker Septic                     | Septic Tanks / Systems        |                | 863-676-1645       |
| Republic Services                  | Trash Disposal                |                | 863-665-1489       |
| Duke Energy                        | Power Provider Line Tech      | Mike           | 863-287-2267       |
| Forester                           | Forester                      | Sam Vanhook    | 863-678-5199       |
| Wildlands Conservation Inc.        | Spray Tech                    | Trina          | 321-536-3327       |
| Wildlands Conservation Inc.        | Spray Tech                    | Tara Rambo     | 352-575-5683       |
| Wildlands Conservation Inc.        | Director                      | Neal Halstead  | 813-494-1293       |
| Florida Game & Fish                | Game Warden                   | Jeremy Deweese | 813-751-7248       |
| Gordon Food Service                | Equipment Maint               | Aaron Nalker   | 863-267-4874       |
| Florida Rural Water Assoc.         | Water Operator                | Ben            | 850-791-2298       |
| Tropic Oil                         | Bulk Fuel Delivery            |                | 863-676-4516       |
| Rhoda's Rentals                    | Porta – Potties               | Fred Rhoda     | 863-965-7722       |
| Terry's Tires                      | Tire Sales                    | Terry          | 863-676-3555       |
| Ridge Equipment                    | Tractor Repair/ Sales         | Dan            | 863-382-4157       |
| Nice Guy A/C                       | HVAC / Ice Machine            | Gus            | 813-365-9449       |
| Clancy Electric                    | Electrical Contractor         |                | 863-455-6778       |
| Polk Tractor                       | Kubota Dealer                 |                | 863-967-0651       |
| Able & Willing Small Engine Repair | Mower / Chainsaw repair/sales | Curt / Morica  | 863-425-4574       |
| Hawkins Inc                        | Water Plant Bleach            |                | 800-330-1369       |
| Dock Builders Supply               | Dock Hardware                 |                | 813-677-4000       |
| Bigfoot Trailers                   | Trailer Mfg / Repair          |                | 863-589-7616       |
| Grove Equipment                    | Woods Mower Dealer            |                | 863-537-1345       |
| Amerigas                           | Propane                       |                | 863-439-1597       |

# CAMP MAP



# Appendix I- Sand Hill Scout Reservation

## SHELTER IN PLACE LOCATIONS

- **Administration Building**
  - Hagerty
  - Sites 11-12
- **Dining Hall**
  - Sites 5-10
  - Nature Pavilion
- **Swimming Pool House**
  - Swimming Pool
  - Sites 1-4
  - Handicraft Pavilion
- **Staff Center**
  - Staff Cabins
  - Cub Shooting Range
- **First Aid / Trading Post**
  - First Aid / Trading Post
- **Sertoma House**
  - Sertoma House
  - Boating Area
- **Shooting Range Bathroom**
  - Shooting Range

## EMERGENCY CONTACT NUMBERS

|  |  |
|--|--|
| Hernando County Fire Service             | 352-754-4022   |
| Hernando County Sheriff                  | 352-688-5000   |
| Oak Hill Hospital                        | 352-596-6632   |
| Scout Executive – Jim Rees               | 813-872-2691 – Council                               |
| Director of Field Service – Dwayne Jones | 813-344-6687   |
| Director of Camping – Jason Borton       | 813-624-9764   |
| Ranger – Daniel Tremblay                 | 352-585-1086   |
| Weather Service                          | <a href="http://www.weather.gov">www.weather.gov</a> |

## VENDOR / CONTRACTOR CONTACT LIST

| VENDOR                       | PURPOSE                    | CONTACT         | PHONE NUMBER/EMAIL |
|------------------------------|----------------------------|-----------------|--------------------|
| FLORIDA DEPARTMENT OF HEALTH | Water Plant Operation Pool | SHAWN SOMBUTMAI | 352-540-6802       |
| NICE GUY MECHAICAL           | HVAC / Ice Machine         | GUS             | 813-365-9449       |
| FLORIDA DEPARTMENT OF HEALTH | Dining Hall Inspection     | SHAWN SOMBUTMAI | 352-540-6802       |
| N/A                          | Drinking Water             | CITY WATER      |                    |
| PYE BARKER FIR & SAFETY INC  | Fire Extinguisher Insp     |                 | 352-796-4433       |
| BEACH LAKE SPRINKLER         | Sprinkler Sys              |                 | 352-799-2990       |
| HERNANDO COUNT FIRE RESCUE   | County Fire Inspector      | Barry Smith     | 352-540-4353       |
| CLIFFS SEPTIC                | Septic Tanks / Systems     |                 | 352-796-4540       |
| WASTE CONNECTIONS OF FLORIDA | Trash Disposal             |                 | 727-847-9100       |
| WITHLACOOCHEE RIVER ELETRIC  | Power Provider Line Tech   |                 | 352-596-4000       |
|                              | Forester                   |                 |                    |
| R&R GARAGE DOORS AND GATES   | Garage door gate repair    |                 | 352-799-3685       |
| HERNANDO COUNTY SHERIFF      | Sheriff                    |                 | 352-745-6830       |
| AMERIGAS                     | Bulk Fuel Delivery         |                 | 352-796-4988       |
| HANDY CAN                    | Porta – Potties            |                 | 863-519-5400       |

# CAMP MAP



# Appendix J - Camp Soule

## SHELTER IN PLACE LOCATIONS

- **Dining Hall**
  - All Sites and Activity Areas
- **Swimming Pool Building**
  - Swimming Pool, Tequesta

## EMERGENCY CONTACT NUMBERS

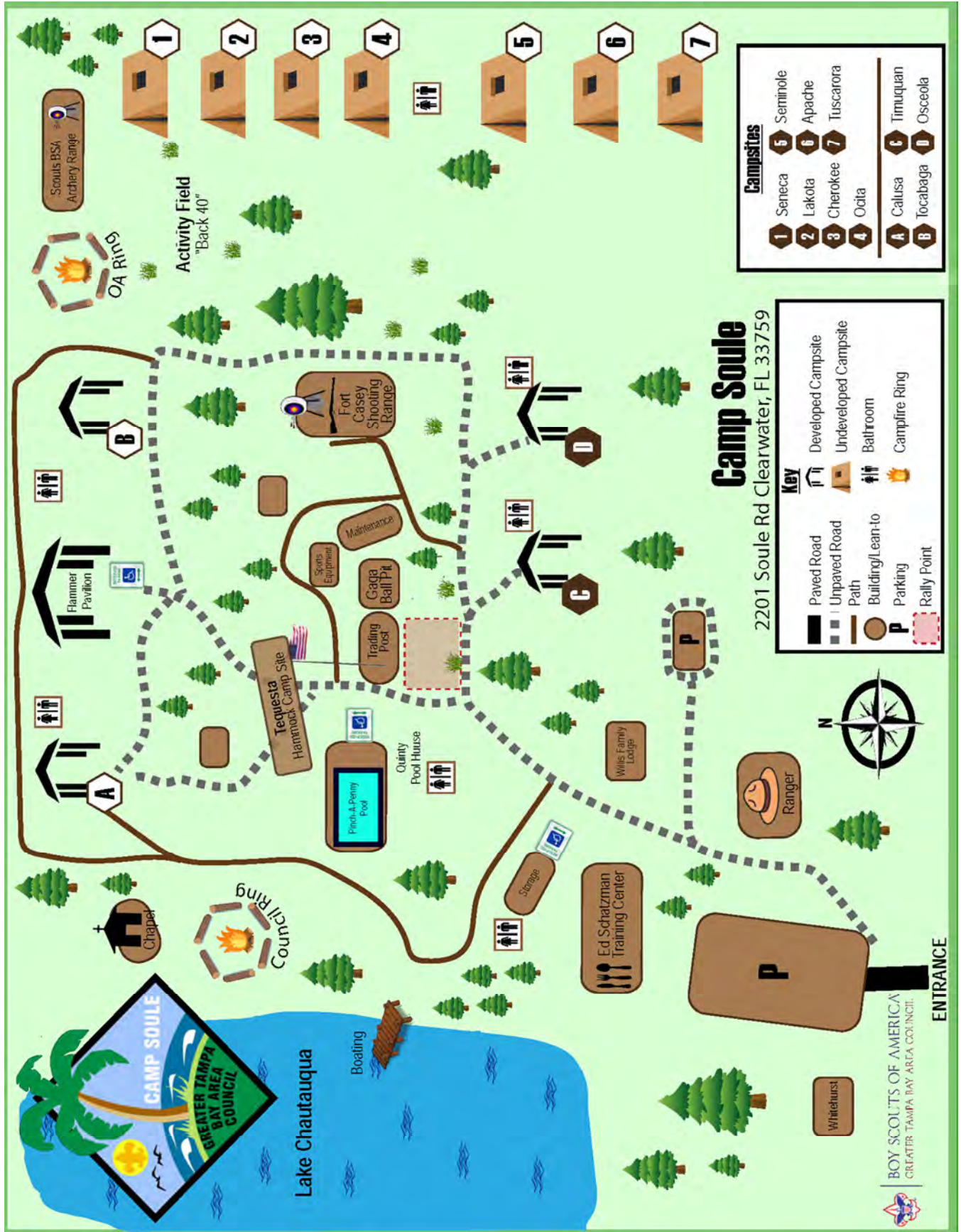
|  |  |
|--|--|
| Safety Harbor Fire Services              | 727-724-1520   |
| Clearwater Police Department             | 727-462-6370   |
| Mease Countryside Hospital               | 727-725-6111   |
| Scout Executive – Jim Rees               | 813-872-2691 – Council                               |
| Director of Field Service – Dwayne Jones | 813-344-6687   |
| Director of Camping – Jason Borton       | 813-624-9764   |
| Ranger – Don VanDuser                    | 727-797-6307   |
| Weather Service                          | <a href="http://www.weather.gov">www.weather.gov</a> |

## VENDOR / CONTRACTOR CONTACT LIST

| VENDOR                         | PURPOSE                   | CONTACT         | PHONE NUMBER/EMAIL |
|--------------------------------|---------------------------|-----------------|--------------------|
| Pope's Water Systems           | Well Operation            | Andy Nixon      | 813-949-7413       |
| Nice Guy Mechanical            | HVAC / Ice Machine        | Gus             | 813-365-9449       |
| Florida Health Pinellas County | Dining Hall Inspection    | Mary Jacobsen   | 727-275-6470       |
| Fire Master                    | Fire Extinguisher Insp    | Chris Pellicano | 727-430-5465       |
| Piper Fire Protection          | Fire Inspector in kitchen | Chris Twente    | 727-213-7979       |
| Author Price Septics           | Septic Tanks / Systems    | Author          | 727-843-0632       |
| Waste Management               | Trash Disposal            |                 | 727-572-8779       |
| Duke Energy                    | Power Provider Line Tech  |                 | 727-443-2641       |
| Able Willing                   | Equipment Maintenance     | Kurt            | 863-226-8668       |
| Jay Sheridan                   | Water Operator            | Jay             | 813-601-4039       |
| Porta Pottys tampa             | Porta Potty               |                 | 813-558-8523       |
| Ricks Pool Service             | Pool                      | Rick            | 727-442-4343       |



# CAMP MAP



# Appendix K - Camp Brorein

## SHELTER IN PLACE LOCATIONS

- **Dining Hall**
  - All Sites and Program Areas
- **Trading Post**
  - Trading Post and Campmaster

## EMERGENCY CONTACT NUMBERS

|  |  |
|--|--|
| Hillsborough County Fire Service             | 813-264-3914   |
| Hillsborough County Sheriff                  | 813-247-0330   |
| Ambulance - Hillsborough County Fire Service | 813-264-3914   |
| Scout Executive – Jim Rees                   | 813-872-2691 – Council                               |
| Director of Field Service – Dwayne Jones     | 813-344-6687   |
| Director of Camping – Jason Borton           | 813-624-9764   |
| Ranger – Wayne Tepper                        | 813-505-8890   |
| Weather Service                              | <a href="http://www.weather.gov">www.weather.gov</a> |

## VENDOR / CONTRACTOR CONTACT LIST

| VENDOR                                   | PURPOSE                  | CONTACT   | PHONE NUMBER/EMAIL |
|--|--------------------------|-----------|--------------------|
| GLF WATER INC                            | Water Plant Operation    | GLENN     | 727-243-8998       |
| NICE GUY                                 | HVAC / Ice Machine       | GUS       | 727-247-3276       |
| STATE OF FLORIDA DEPARTMENT OF HEALTH    | Camp Inspection          | SELINA    | 813-307-8015       |
| ALLIANCE FIRE SAFETY                     | Fire Extinguisher Insp   |           | 813-855-7670       |
| HILLSBOROUGH COUNTY FIRE MARCHEL         | County Fire Inspector    | JOSE      | 813-280-9810       |
| COTES SEPTIC TANK SERVICE                | Septic Tanks / Systems   | JIMMY     | 813-920-7793       |
| WASTE MANAGEMENT                         | Trash Disposal           |           | 813-635-4536       |
| TECO                                     | Power Provider Line Tech |           | 877-588-1010       |
| J S DIESEL                               | Heavy Equipment          | JOHNATHAN | 813-816-1269       |
| PORTABLE SANATATION                      | Porta – Potties          | JIMMY     | 813-558-8523       |
| POPE WATER SYSTEMS INC                   | Well repair              | JIMMY     | 813-949-7413       |
| HILLSBOROUGH COUNTY DEPARTMENT OF HEALTH | Drinking Water           | KATHEY    | 813-468-7062       |
| AUTHER PRICE SEPTIC TANK SERVICE         | LIFT STATION             | AUTHER    | 727-845-0632       |
| ABLE & WILLING                           | LAWN EQUIPMENT REPAIR    | KURT      | 863-425-4574       |
| BARTLETT ROOFING                         | ROOF REPAIR              | ALLEN     | 727-847-5540       |
| HILLSBOROUGH COUNTY                      | SHERIFF                  |           | 813-247-8200       |
| HILLSBOROUGH FIRE RESCUE                 | FIRE                     |           | 813-264-3914       |

# CAMP MAP



## **Appendix L - Camp Alafia**

### **SHELTER IN PLACE LOCATIONS**

Primitive Camping – Evacuate in severe weather

### **EMERGENCY CONTACT NUMBERS**

|  |  |
|--|--|
| Hillsborough County Fire Services Station 44 | 813-653-7702   |
| Hillsborough Sheriff Office District 4       | 813-247-0455   |
| Brandon Regional Hospital                    | 813-681-5551   |
| Scout Executive – Jim Rees                   | 813-872-2691 – Council                               |
| Director of Field Service – Dwayne Jones     | 813-344-6687   |
| Director of Camping – Jason Borton           | 813-624-9764   |
| Director of Facilities – Frank Marion        | 813-908-3505   |
| Weather Service                              | <a href="http://www.weather.gov">www.weather.gov</a> |

### **VENDOR / CONTRACTOR CONTACT LIST**

Primitive Camping – not required

# CAMP MAP

