



Emergency Action Plan

Evacuation and Site Relocation

A variety of emergencies—both man-made and natural—may require evacuation procedures to be implemented. These emergencies may include, but are not limited to:

- Fire on property or nearby
- Toxic gas leak
- Bomb threat
- Hurricanes, flood and other severe weather conditions

Conditions will determine whether voluntary or mandated evacuation orders will apply, and may require programs to relocate to another site. Remember: evacuations are stressful. By planning ahead, you will not only be ensuring you can evacuate safely and efficiently, you will also be helping to minimize stress or trauma for everyone involved.

Note: When developing a plan, use titles as opposed to specific names when identifying the roles of the CRT, (e.g. don't say "Sally will contact the Chairman of the Board"). This helps to ensure that your plan stays relevant, even if staff responsibilities change.

Key Steps Prior to Evacuation

- Create an Evacuation Team
- Designate Chain of Command (ordinarily ED or Camp Director oversees the evacuation process)
- Maintain a list of team roles and responsibilities

Note: Teams and roles may need to be adjusted depending on time of year and types of programs running (e.g. weekend retreats with limited staff, full summer residential camp, when camp is not in session, after lights out, etc.).

Sample Roles and Responsibilities

ED/Camp Director

- Initiates evacuation process
- Briefs Evacuation Team and insures proper coordination of each area of responsibility
- Determines which location/site to move to. American Red Cross (ARC) or fire and emergency personnel may also determine this.
- Serves as point person for team leads

Evacuation Site Lead/Team

- Ensures evacuation site is open, and is the first on site
- Collaborates with ARC and local emergency personnel in establishing a check-in process as campers/staff arrive
- Collaborates with ARC in establishing a communication system to notify parents/guardians of camper/participant status

Account Lead/Team

- Obtains complete rosters of people on property
- Communicates with Unit Heads to ensure that all staff and participants are accounted for
- Communicates with Search Lead/Team if someone is not accounted for

Search Lead/Team

- Checks all buildings
- Checks all cabins and bathrooms
- Checks common pathways and outdoor areas

Transportation Lead/Team

- Coordinates route traffic in and out of camp/location
- Assists with loading vehicles/buses
- Provides site map directions to driver

Animal Evacuation Lead/Team

- Call all leased animal owners
- Coordinate transportation of animals or “free the animals”
- Obtain and transport (at least) a two-day supply of feed

Medical Lead/Team

- Obtain all medical records of current staff and participants
- Gather participants’ and staff members’ daily medications
- Gather first-aid kits
- Gather jump-kit (emergency bag) of medical supplies, AED, etc

Facilities Lead/Team

- Ensures all camp vehicles and personally owned vehicles (POV’s) identified for transport are gassed and ready to go
- Collects coolers of ice and water
- Gathers at least three days-worth of ready-to-eat food
- Gathers gloves, toilet paper, towels, garbage bags
- Team Lead assists Camp Director in close out of site
- Team Lead assists Camp Director in reentry of site

Phone Lead/Team

- Checks that all buildings and residences on property have been contacted
- After completing phone responsibilities, gathers activity kits or resources to keep participants occupied (guitars, art kits, games, etc.)

Executive/Development Team

- Coordinates media communications
- Writes outgoing phone messages
- Back-up of computers
- Obtains legal paperwork, insurance paperwork and other important documents

What to Plan For

Evacuation Locations

It's important to identify at least two separate evacuation locations in opposite directions, that way you will have options if and when an evacuation does become necessary. In order to do so, your organization will need to:

- Tour the sites to understand the lay of the land, sleeping arrangements, space for programming, etc.
- Develop partnership agreements with sites.
- Prepare and make multiple copies of directions to each site. (Label them “*Site A folder*”, “*Site B folder*”.)
- Keep copies in central location to be distributed to all vehicle drivers
- Coordinate evacuation sites with ARC and other emergency agencies

Transportation

- Determine whether you have enough vehicles to transport people and supplies safely
- Contract with local school bus companies for vehicle use in an emergency
- Ensure a policy is in place if personally owned vehicles are used for emergency transport
- When staff first arrive and register their vehicle, have them fill out a form for permission to use their personally owned vehicle as last resort. The form should indicate:
 - Number of seats aside from the driver
 - That vehicle has at least ¼ tank gas while parked on property
 - That driver has insurance and valid license
- Keep a current list of emergency contact information to include names and phone numbers of: all staff, local ARC office, local Animal Control office, Department of Public Safety, local Department of Fire and Emergency Services, local Sheriff's office, ACA Hot Line, Crisis Mental Health resources, area media contacts, horse and animal owners (if using leased animals), local schools, key stake holders, key vendors

Identify supplies needed to evacuate

- Emergency medical supplies
- Food and water containers (for at least three days)
- Blankets, sleeping bags, towels, pillows
- Cell phones and chargers
- Computers, printers, office supplies 5
- Entertainment/program supplies to be used at evacuation site to keep campers/participants occupied
- Copies of participant information
- Blue prints of property including location of gas, utilities, breaker boxes, water holding tanks
- Emergency flashlights and whistles

Identify designated assembly area onsite

Depending on reason for evacuation, create two to three separate locations: Flag Pole, Dining Hall, Gym etc.

Determine Emergency Response code specifically for evacuation of site

- This will signal for everyone to assemble at a designated location
- Evacuation Team should assemble immediately for a briefing at the designated location area

Review plans with local fire and emergency at least annually

- Invite local fire and EMS out for the day
- Review blueprints of property to include: underground fuel storage, LP gas tanks, utilities, storage area containing ammunition, vehicle gas tanks, camping fuel storage, etc.

Evacuating the Property

The decision to evacuate can either be made by the ED/Camp Director, or the local Emergency Services office may mandate an evacuation. They will inform you of an evacuation timeline and which site to go to.

Note: It is important to remember that sometimes—especially during hurricanes, tornadoes, and wildfires—there is only a small window of time for evacuation.

Use emergency response code to notify staff

- Indicate assembly area for all staff and participants to convene
- Brief Team Leaders on emergency and activate team responsibilities
- If walkie-talkies are used, have a separate channel designated for Evacuation Team only
- Determine if there is time to gather personal belongings
- Determine which POV's are being used
- Consider how and when to quickly provide info to parents and guardians
- Determine how staff will communicate with their families

Note: In remote areas, it is not uncommon for parents and guardians to learn of situations or evacuations even before you do.

Account for all people on property using rosters and sign in/out sheets

- Determine if anyone is away, running errands, or has the day off and make note of the absence
- Determine if a camper was sent home/picked up and make note of the absence
- Account for all areas of property (e.g. dining hall, housekeeping, maintenance, office, medical staff, etc.)
- Keep record and make multiple copies
- Use same records during evacuation check-out, evacuation transport and evacuation site check-in

Phone Team

- Assign additional staffing to manage potential uptick in incoming calls from parents/guardians and media inquiries
- Work with media/Public Relations Administrator to develop a consistent message to be shared when calls are answered
- Direct all media calls to media/communications team
- Log all calls

Medical Lead/Team

- Collect all medical records for participants and staff
- Manage daily medications for all staff and campers
- Collect emergency equipment and medical supplies (e.g. first aid and “jump” kits)
- Consider special medical/accessibility needs of participants/staff and plan accordingly

Animal Team

- Determine if animals will be let out to pasture or transported
- Contact all leased animal owners
- Consider camp dogs and residence pets

Note: There will be some participants and staff who are very concerned with what will happen to the animals

Close Out of Site

ED/Camp Director (or designee) and Facilities Director should be the last officials to leave site. It's important to post a sign at the entrance of the site to notify everyone of the site you are evacuating to and where to call for information.

Communications team should prepare and activate a brief yet detailed outgoing message for the voicemail system. This message should provide as much information as possible and outline ways to get in touch with loved ones (e.g. through website, on social media, by phone etc.). Make sure the message includes the most up-to-date info on the status of the crisis.

Note: Posting pictures to social media sites is a meaningful way to ease family anxiety.

Entering the Evacuation Destination

- Set up portable check in/out system, working in partnership with other organizations (like the ARC) who may have established their own system as well
- Keep participants entertained with games, indoor campfire programing, stories, etc.
- Housing for staff—once campers have been picked up—will need to be considered
- Develop and update a list showing where people are housed along with their contact information

Re-entry

- Facilities Director and Executive Director should work with local Emergency Services office(s) to determine when site is safe for re-entry
- Ensure deliveries can be made
- Determine if power and water sources are in working order
- Take pictures of any damage
- Thank people for their care and assistance

Post-Evacuation Review

Following an evacuation, it is important to evaluate steps that worked, and steps that need modification to ensure more efficient evacuations in the future. And while there are standard operational steps to take—like gathering information to initiate insurance claims—do not forget to take into account that the emotional well-being of your community requires careful attention and follow-up as well.