

NATURE AND ADVENTURE CENTER

Georgia Carolina Council

Boy Scouts of America

4316 Three J Road

Evans, Ga. 30809

EMERGENCY ACTION PLAN

To facilitate and organize employer, employee, and participants of Council business and activities during emergencies.

Dan Rogers

Scout Executive

828-734-2671

STATEMENT OF PURPOSE

The Georgia Carolina Nature and Adventure Center supervises and allows multiple camps and programs each year. These camps and programs are administered by a host of employees and volunteers looking to provide the best possible experience for both Scouts and non-scouts. Through partnerships with local school districts, universities, educational institutions and centers, scouting organizations, and community members the Nature and Adventure Center works diligently to manage the risk to participants and staff at all times. Supervision is the responsibility of the leadership of user groups, and it is important that you know how to respond in case of an emergency. This plan outlines the policies, procedures and resources in place at the Nature and Adventure Center that will be used to address emergencies involving accident, injury, illness, property damage, and even death of a participant. Any questions about this plan should be addressed to the Director of the Nature and Adventure Center or his/her supervisor, the Scout Executive of the Georgia Carolina Council of the Boy Scouts of America prior to your program. Otherwise, the expectation is that you are aware of the plan and are prepared to play your role in the response to emergency.

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Section I: Communication

A. Emergency Phone Numbers

1. Ambulance/Fire/Police	911
2. Columbia County Fire Department	706-863-7745
3. Columbia County Sheriff's Department	706-541-2800
4. University Hospital	706-722-9011
5. Poison Control Center	800-222-1222
6. Richmond County Emergency Management	706-821-1155
7. Georgia Department of Labor	706-721-3131

B. Critical Incident Call Plan

In case of a critical incident, as described in this plan, contact must be made with the Director or Scout Executive. Continue calling other Georgia Carolina Council Staff on list in order until someone answers. Confirm with them the details of the situation and whether 911 were called. In case of emergency, call 911 first!

- (i) Dan Rogers
Scout Executive
828-734-2671
- (ii) Mike Shook
District Director
706-691-7839
- (iii) Dr. Tim Murph
Director, Nature and Adventure Center
803-351-3872
- (iv) Ron Bain
District Executive
706-834-9536

C. Telephone Emergency Procedures

1. Phones are located in the Nature and Adventure Center main office, Scout Executive office, and District Executive offices. All can be used to call 911.
2. In case of emergency, call 911 first. Contact the Center Director as soon as possible. The Director or other key staff must be informed of all emergencies as soon as possible. See Critical Incident Call Plan.
3. When reporting an emergency to 911, use the following information to direct assistance to the scene. "This is the Nature and Adventure Center of the Georgia Carolina Council (formerly the Augusta Jewish Community Center). We are located at 4316 Three J Road, Evans, Ga. 30809. We have an emergency and need _____. Please come to (the area of the building or grounds needing assistance). Remember to stay calm.
4. Provide all pertinent information about the emergency and victim(s) involved. Wait for the other party to hang up before you do.
5. Have a member of the staff stand at Three J Road to direct emergency responders to the correct location if possible.
6. Have someone remain by the office phones until the emergency has resolved.
7. Camp staff must always report emergencies to camp staff after 911 is called.

D. Campus Warning Systems

1. Fire
 - (i) All buildings are equipped with smoke and CO detectors, which will sound in case of smoke or carbon monoxide presence.
 - (ii) Upon hearing the alarm, all inhabitants will evacuate buildings and report to designated meeting areas a safe distance away from buildings.

E. Deciding Whether to Call 911

1. Immediately call 911 in case of fire, threatening intruder, animal attack or waterfront or pool emergency.
2. If emergency is of a medical nature, use the following guidelines:
 - (i) If the person providing care to the injured or the person in charge of the situation thinks that (1) the victim's condition is life threatening, (2) might worsen within 15 minutes beyond our ability to provide First Aid, or (3) might be jeopardized by unattended transport, 911 should be called.
 - (ii) If the victim was injured due to a fall and there is any suspicion of a back, neck or head injury, call 911. (*Do not attempt to move the victim until 911 has arrived.*)
 - (iii) If road conditions are dangerous (I.E. snow storm) and there is a concern about transporting an injured person safely, call 911.

- (iv) In case of a moderate injury, arrangements should be made to transfer the victim(s) to the hospital by a member of the staff. If the victim is a child that is moderately injured, the parent should be called first and asked to come to Center immediately. Parent should be asked if ambulance should be called in the interim. Staff should explain to parent that no medical staff are on campus.
- (v) In case of serious or unknown injury of minor, 911 should be called immediately. Two staff members will accompany child to hospital and act as *Loco Parentis* until parent arrives.

F. If 911 is Called

1. Have a staff member wait at Three J Road to direct emergency services to proper campus location.
2. The onsite recorder of First Aid care (if applicable) should tell the rescue squad what has been done.
3. Call the chosen medical facility to let them know someone is coming from the Nature and Adventure Center. If EMS is transporting, they will contact the medical facility.
4. The victim's medical and insurance forms should be given to EMS team and transported with the victim.
5. The attending staff member will complete an incident report and verbally debrief that Director.
6. Notify parents, the appropriate personnel, and prepare media response if indicated.

Section II: Human Emergencies

A. Medical Emergencies

1. The most qualified person on site will take charge in case of a medical emergency.
2. Administer First Aid as needed immediately.
3. Do not move the victim unless the victim is in danger of further injury.
4. If a cell phone is available, call in to the Director.
5. If no cell phone is available and another staff member is there, send him/her to the main office for help.
6. Assign another staff member if possible, to relocate the rest of the group away from the scene and occupy kids with activities.
7. Upon notification, the Director should designate a person (possibly themselves) to be the "in charge" person who attends to other (non-medical) needs of the emergency, including:
 8. Coordinate additional support.
 9. Record all facts about the accident and response.
 10. Direct incoming rescue personnel or make arrangements for transportation of victim to the hospital.
 11. Initiate Critical Incident Call Plan.
 12. If contacted by the press, respond by saying, "We are currently gathering all the facts. Our Scout Executive will be in contact with you and provide you with whatever information we have at that time. The health and safety of those in our care is our highest priority. We thank you for your continued support and prayers for those involved."
13. Arrange for notification of emergency contact listed.

B. Swimmer or Boater in Distress

1. Call for help first if possible.
2. Every effort must be made to reach the victim WITHOUT entering the water.
3. Swimming rescue should only be attempted by a qualified lifeguard.
4. Remember there are rescue poles and floatation devices around the pool.
5. If a boat capsizes, victim(s) should stay with the boat and wait for assistance to arrive.
 - (i) Rescue team should use a boat for rescue and bring a floatation device, throw rope, or lifejacket.
 - (ii) As the rescue team nears the victim(s), throw a floatation device.

- (iii) Help the victim(s) get into the boat or hold onto the boat and tow them to shore. Do not get into the water.

C. Lost or Missing Persons Plan

1. Contact the Center main office first.
2. Find out last known location of missing person(s).
3. If a full search and rescue is called for, with or without assistance, the Director or staff will take charge and remain in communication with all rescuers via cell phones.
4. The Director or staff Coordinator will assign a leader and assemble a rescue team of staff to perform a search and rescue.
5. Specify when and how each team should check in with control center.
6. When missing person or group is found, call in and return to control center or activate medical emergency procedures.
7. If missing person is not found within 10 minutes of start of rescue, call 911.

D. Animal Attack

1. If an animal is on the premises and is acting abnormally, it should be reported to a staff member and all persons should seek shelter indoors.
2. If the animal attacks and/or bites a person, call 911.
3. Activate Critical Incident Call Plan and provide First Aid to victim.

E. Intruders

1. Unidentified visitor(s) should be directed to a full time staff member. From there, appropriate action will be taken to keep the guests safe.
2. If the unidentified visitor poses a threat, 911 will be called and guests will seek shelter indoors, behind locked doors if possible, and away from windows if possible.
3. The Director will be assigned to shadow the intruder and keep track of his/her whereabouts and behavior, keeping the Scout Executive aware of the situation if possible.
4. If the intruder is suspected of having a weapon, no attempt should be made to confront or provoke him/her.
5. When police arrive, direct them to the last known location of the intruder and leave the area.
6. Reconfirm the safety and location of all guests and staff and have them stay inside behind locked doors if possible, until the police clear the area.

F. Death of a Guest or Staff Member

1. Measures including CPR and Automatic Electronic Defibrillator (when indicated) should be continued until professional help arrives or the rescuers become exhausted.

2. Under no circumstances should the body be moved until the police or emergency responders arrive.
3. All participants should be moved away from the area to insure privacy. Only rescuers and EMS personnel should remain with the body.
4. Upon calling 911, all details should be recorded and exchanged to the rescue team.
5. Prepare the call to the parents, spouse, or emergency contact person. The Scout Executive will make the call unless directed otherwise.

G. Child Abuse

1. Any evidence of child abuse will be brought to the attention of the Director or Scout Executive.
2. Mandatory reporters are defined as:
 - (i) Child Care Centers: Employees and volunteers at these centers are mandated reporters.
 - (ii) Camps: Camps are included in the definition.
3. Any "mandated reporter" who suspects evidence of child abuse is required by Georgia Law to report it. They are to report as many details as possible.
4. Within 48 hours of the oral report, a written report is to be filed with the local county Department of Social Services Child Protective Services. 1-855-GA CHILD (1-855-422-4453)
5. If suspicions are confirmed by Child Protective Services, the child may be taken into custody for their protection. CPS will determine whether the report is "indicated" or "unfounded." If the perpetrator is a staff member, the Director and Scout Executive will remove that staff person from duty and terminate their employment. Any evidence of child abuse will be brought to the attention of the Director or Scout Executive.

Section III: Property Emergencies

A. Building Fires

1. Fire is one of our biggest concerns.
2. There are no open flames or smoking inside any of the buildings.
3. In case of fire, call 911 immediately and report location and severity of fire.
4. All guests hearing the fire alarm shall exit building immediately and gather 100 yards or more away from the burning structure.
5. A roster should be consulted if applicable, and everyone should be accounted for
6. If flammables are involved or near site, evacuate the area immediately.
7. Staff will monitor area from a safe distance to keep bystanders away.
8. Assign one staff person to meet firefighters at Three J Road to direct them towards the fire.

B. Natural Disasters (Forest Fire, Storms, Earthquake, etc)

1. In case of forest fire or any other imminent threat to life call 911 and evacuate immediately.
2. The Director, along with the Scout Executive will coordinate the emergency action response, based on the situation.
 - (i) In case of approaching forest fire, plan evacuation of site.
 - (ii) For storms, shelter in the central hallways (not in the lobby).
 - (iii) During an earthquake, stay outside away from buildings and large trees.
3. If an immediate evacuation from campus is warranted, everyone will walk together in groups to our evacuation site, Riverside Middle School.
4. Activate the Critical Incident Call Plan to notify staff of the situation.

C. Fuel Spills

1. Fuelspills present two major hazards – chance of fire, and contamination of soil, buildings and water.
2. If a spill occurs, it will be roped off and avoided by all guests.
3. The Scout Executive will contact appropriate responders to work to clean up the spill.

D. Building Evacuation

1. Certain maintenance emergencies may require the evacuation of a building. This may include building damage, sewer backup, chemical spills, contagious diseases, vermin, etc.
2. Each building contains lighted exit signs. Fire extinguishers are also available in each building.
3. All guests and staff will meet at a designated area away from the building entrances.
4. The guests and staff will be informed of the emergency and with the help of the Director and Scout Executive coordinate a plan to relocate.
5. Guests should be notified of the plan in a calm, orderly manner.
6. If campus services are severely affected, plans for an early departure will be made.

Section IV: Notification

A. Contacting Parent/Guardian In Case of Emergencies

1. If the injured person is over 18, notification of his/her parent/next of kin is not necessary prior to transport. Parents should be notified of a youth (under 18) that needs to be treated at the hospital before transporting the child, if possible. The Director or Scout Executive should make this call. Parents are often more comfortable speaking with someone they know (or at least know of) if their child is hurt.
2. If it is not possible to notify the parents before going to the hospital, a designated staff member should continue attempting to contact them and leave a brief message for them to call back as soon as possible.

B. Emergency Media Plan

1. In the event of a major emergency, the media will immediately arrive on the scene or start calling. It is important to be prepared for their questions, so that the media can do its job and the best interests of Georgia Carolina Council and its guests are protected.
2. The Scout Executive should be the official spokesperson. Every attempt should be made to get in touch with him/her. If the Scout Executive is not immediately available the District Director will take charge.
3. Before any statements are made to the media, a brief written statement should be drawn up. It should contain a simple, factual statement of the event, with no names used and no implications of what party might be responsible for the accident. It should say that a more detailed statement will be issued later. Other than this brief statement, no other information should be given to the media until a more detailed media plan has been drawn up by the Director in consultation with the Scout Executive.
4. The press release should start out with a brief statement about the nature and purpose of Georgia Carolina Council. Example: "Today, at approximately 2:30 pm a camper fell into the swimming pool at the Nature and Adventure Center. They have been transported to the hospital. The Georgia Carolina Scout Executive will issue a detailed statement as soon as we have more information about the camper's condition. The Nature and Adventure Center is owned and operated by the Georgia Carolina Council and used for a variety of indoor and outdoor educational programs."
5. Make sure that all staff have a copy of each media statement as it comes out. Post the statement in a few locations.
6. Instruct staff not to answer any questions from the media. All media questions should be directed to the Scout Executive
7. The Scout Executive will also contact the Council and Boy Scouts of America as they will likely be contacted by the media.

C. Critical Incident Stress Management

1. After a catastrophic injury of a guest or staff member, the community is in need of emotional support to deal with their own grief.
2. The Scout Executive and supervisors involved in the incident will meet and determine who needs what type of support. In the case of a public school group, the school's guidance counselor will be very helpful to the participants.
3. Staff, other participants, and possibly parents of participants and staff should be debriefed to gather and disseminate factual information and to determine the level of support they may require.
4. The Scout Executive, in conjunction with the Boy Scouts of America and our insurance carrier, will also determine what ongoing communication should take place with the families of the victims, the media, families of other participants, and anyone else involved.

Classifications of Level of Injury

A. Severe (serious) injury may include:

- A patient who is unable to breathe
- A patient without a pulse
- A patient with pale, blue or gray skin
- A patient with an altered level of consciousness
- Blood spurting into the air or pooling rapidly under the patient
- Extremities with obvious deformities
- Extremities that are missing Moderate Injury

B. Moderate injury

- Any injury that requires professional medical attention but does not include any of the symptoms above.

C. Mild Injury

- Any injury that does not require professional medical attention.

Incident Reporting Tool

General Incident Details

***Required Fields**

*Incident Date: _____ Incident Time (in 24-hour format): _____

*Report Date: _____

*Date Reported to Council/BSA Location: _____

Reported by Name: _____

Reported by Primary Phone: _____ Reported by Secondary Phone: _____

*Reported by Email: _____

Reported by Address: _____

Reported by City: _____ Reported by State: _____ Reported by Zip Code: _____

*Council/BSA Location: _____ *Location of Incident: _____

Specific area where incident occurred: _____

Incident Address: _____

Incident City: _____ *Incident State: _____ Incident Zip Code: _____

*Description of Incident (clear/concise/complete facts):

Was an Agency or Authority Notified? Yes No Which one(s): _____

Injury/Illness/Damage Information

*Claimant Name: _____

Claimant Address: _____

Claimant City: _____ *Claimant State: _____ Claimant Zip Code: _____

Claimant Primary Phone: _____ Claimant Secondary Phone: _____

Claimant Email: _____

Claimant Date of Birth: _____ Age of Claimant: _____

*General Classification (Cub Scout/Registered Leader/etc.): _____

Chartered Organization: _____

*Property Damage? Yes No Describe: _____

*Adventure/Program/Event: _____

Cause/Nature/Injury Detail: _____

*If medical treatment was provided, please describe: _____

If transported by air/ambulance, please describe: _____

*Are Accident and Sickness forms provided or filed? Yes No Unknown

If certificate of insurance has been provided, please describe: _____

If there is/was a contract for this event, please describe: _____

Did the event occur while transporting to/from activity? Yes No Unknown

Vehicle Involved (Duplicate if needed)

*Owner of vehicle: _____ VIN: _____

License State: _____ Vehicle make/model/year: _____

Description of Vehicle Damage: _____

Weather Conditions: _____

Driver Name: _____

Driver Address: _____

Driver City: _____ Driver State: _____ Driver Zip Code: _____

Driver Phone: _____ Driver Email: _____

Witnesses (Duplicate if needed)

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Witness Type: Adult Youth Unknown

*Witness Name: _____

Witness Address: _____

Witness Email: _____ Witness Primary Phone: _____

Witness Secondary Phone: _____

Attachments such as photos, statements, and this incident report form can be added during online entry and are helpful.

Return this completed form to your council's designated user for entry, or upload into Riskconnect.