

Maryland Department of Health and Mental Hygiene
Center for Healthy Homes and Community Services
Youth Camps

Emergency Plan

Purpose

The purpose of a written emergency plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while at camp.

Training

Staff and volunteers must receive training in the emergency plan. Training must include an opportunity to discuss the procedures and ask questions.

Knowledge and Conduct

Staff and volunteers must know and follow the camp's emergency procedures.

- Describe the training: what/where/when. Document that each staff/volunteer was trained before camp and knows the emergency procedures.

Availability

A copy of the emergency plan must be available to the camp staff. The emergency plan must be on file in the headquarters or office of the camp.

- Where are copies of the written emergency plan kept?
- Do staff/volunteers receive a copy?

Writing Emergency Procedures:

Answer each question by describing your procedures or the actions you want your staff members to take:

1. When severe weather or other emergencies happen where do campers go to be safe?
2. How would campers and staff members evacuate the camp? (i.e. buses or cars)
3. Where would everyone go?
4. How do you account for all campers? (i.e. daily roster for whole camp, daily roster for each group, buddy system)
5. What are the procedures your staff members follow for locating a missing camper?
6. For each group of campers, the operator must have a minimum of two staff present. At least one staff member must be an adult. In the event of an emergency, who remains with an injured camper and who summons emergency assistance?
7. Where is a phone that can be used to dial 911 located?
8. Do senior staff members have cell phones or radios?

9. Who is responsible for calling 911?
10. How do you contact emergency services if the telephone is not working?
11. What is available for transporting campers and staff members in an emergency?
12. How would you notify parents of what is happening at camp regarding an emergency?
13. How does the camp receive emergency communication?
14. Where would parents pick up the campers if camp needed to be evacuated?
15. When are drills in the emergency procedures practiced with campers? Drills are required at the beginning of each session or anytime new campers are added.
16. Do you have a form to document the date, time, and outcome of each practice drill?