

# FOCUS 7

*"A publication series prepared specifically for training summer camp workers in Lake Aurora programs."*



## RISK MANAGEMENT

**Knowledge of Emergency Procedures: Safety of everyone on the property is of the highest priority. Please be sure you know the answers to these and similar issues:**

### Lost Camper

1. Grid the campus and assign searchers to each area.
2. Simultaneously, notify a Lake Aurora Year Round Staff member and send someone to check along Golden Bough Rd. and the store.
3. If campers are not already in housing, sound emergency alarm and check roll.
4. If last seen around lake, involve the aquatics director in the search.
5. Is it a run away? Where would they go? Could they have met a ride?
6. Drive SR60 and check likely spots.
7. If still not found, only the Lake Aurora staff may initiate contact with the Sheriff, home minister, or the family.

### PREVENTING DEHYDRATION (Dehydration can kill)

You and each of your assigned campers should:

1. Drink at least 2 full glasses of liquid at each meal.
2. Eliminate (or at least limit) caffeine intake.
3. Drink plenty of water between meals. (Take the campers to drinking fountain between activities and insist they drink.)
4. Look for signs of heat exhaustion:
  - ◆ Cool, pale, moist skin
  - ◆ Rapid, weak pulse
  - ◆ Weakness, dizziness
  - ◆ Nausea, vomiting

### Lightning

1. Post "In Case of Lightning" posters throughout the campus.
2. When thunder is heard within 12 seconds of lightning, all field and water activities are to be IMMEDIATELY suspended and everyone should seek shelter quickly. Detector/radar located in office and radioed to staff with information.
3. Counselors should stay with campers.

### Handling Blood and Body Fluids

Since many diseases and conditions are spread through blood and other body fluids (urine, feces, vomit), it is essential that we protect ourselves and others. The following guidelines, recommended by the Center for Disease Control, must be followed:

1. Wash hands thoroughly before and after patient contact.
2. Wear gloves if you have to handle blood or other body fluids.
3. Wipe up blood and body fluid spills with a 1-10 solution of household bleach and water.
4. Remove gloves and wash hands thoroughly!

Obtain bleach and rags from nurse. Dispose of tainted materials in the infirmary.

### Hurricane

1. Since we are inland, it will probably be necessary to weather a hurricane with campers on the campus.
2. If campers are from areas that are less likely to be hit than the camp, efforts should be made to allow the campers to return home.
3. The initial command center will be set up in the camp office. If a hurricane is imminent, then the center will be relocated to a safe shelter.
4. The Executive Team will assume full control of the camp program, and the program at hand will follow their directions.
5. Emergency procedures will be initiated that:
  - ▲ Protect the campers
  - ▲ Provides a potable water supply
  - ▲ Provides for emergency power
  - ▲ Secures the food supply
  - ▲ Secures all loose equipment including the boats and waterfront inflatable structures
  - ▲ Maintains communication with the outside
  - ▲ Continually monitor the phones
  - ▲ Monitors weather advisories
  - ▲ Provides a 24 hour watch
  - ▲ Maintains an on campus communications system

## Tornado

1. If a tornado warning is given, a campus watch should be posted.
2. If advised to seek shelter, counselors should accompany campers, and all campers should not be in the same shelter.
3. Avoid shelters with wide, free span roofs; stay away from windows; stay away from mobile homes and light structures; and avoid downed power lines.
4. If outside, move away from the tornado's path at a right angle. If there is no time to seek shelter, lie flat in the nearest depression or ditch.
5. Campers and counselors should remain in secure shelters until a Lake Aurora staff tells them it is clear.
6. If a tornado hits the campus, the program leaders should control the campers while the Year Round staff assesses the damage and/or initiates emergency procedures.

## The Safest Shelters

Cabins— In the bathrooms

Dorms— In the bathrooms

Lower Deck— Against the north wall

Dining Hall— In the kitchen or bathrooms

V.G.Gilbert Program Center— In the bathrooms, closets, or kitchen

Scrub Oak— In the building away from windows.

### AVOID—

The chapel; the dining area, Community or Heritage rooms; the boathouse; the steel tents; Garden Court; vehicles; and any mobile home or temporary structure.

## Loss of Electricity

1. Since the pump will not function implement "Loss of Water" procedures.
2. Do not open any refrigerators or freezers unnecessarily.
3. Flashlights will be distributed to each housing area if needed.
4. The phone system will not operate. Cell phones will be used by staff. The hurricane command center has battery powered communication equipment.
5. The deployment of the generators will be determined by the camp staff.
6. The camp staff will do everything possible to restore electricity quickly, and will keep the program informed.

## Loss of Water

1. Potable water will be secured from neighbors (Bornemanns and Gowers) or from our storage tank.
2. Water buckets filled with lake water will be used for sanitation. Use water conservation principles for toilet flushing:  
**If it's yellow, let it mellow.**  
**If it's brown, flush it down.**
3. Keep the buckets refilled. Wash hands with lake water.
4. Containers of potable water will be supplied to each dorm for teeth brushing.

## Emergency Containers

1. Emergency supplies are provided in each building. In the housing units, they are under counselor bed.
2. Contents consist of supplies and instructions and supplies for dealing with bodily fluids, minor first aid supplies (Band-Aids, insect bite treatment), and a copy of Focus #7.



## Fire

1. Post "In Case of Fire" action posters throughout the campus.  
Call 911  
Sound the emergency alarm  
Attempt to extinguish the fire  
**DO NOT involve campers in fire fighting**  
Move campers away from fire and to the Steel Tent on appropriate campus.
2. Have proper fire extinguishers readily available.
3. If appropriate, cut the power supply to the building.
4. If it is a furniture or mattress fire, attempt to drag the burning object outside and hose it down.
5. If it is a woods fire, move the campers to an open area up wind from the fire.
6. No open flame should be allowed in any tent, housing, or meeting space  
— NO CANDLES.

### Note:

Also reference the Waterfront manual or Transportation manual when dealing with those areas.

## Intrusion

1. An intruder could be a prowler, a vehicle driving in and around campus, bicycles or ATV's.
2. Get all campers secure and out of harms way. **DO NOT ALLOW THEM TO ENCOUNTER THE INTRUDERS.**
3. Be observant so you can accurately describe the intruder (get vehicle tag #).
4. Report the intruder to the camp office or to the Facilities Manager.
5. The Lake Aurora camp staff will decide whether to call the Sheriff. (The Sheriff will probably be called for a night intruder.)
6. If it is a night intruder, they should be approached only if there are two or more doing the approaching.
7. When possible, let the Lake Aurora camp staff do the approaching.

**Note:** Often the intruders are local teenagers out having some fun. However, drugs and alcohol are prevalent in this area, so care must be taken. The camp offices have been burglarized while summer camp was in session.



## Dealing with the Media

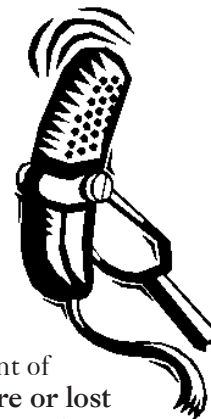
1. In the event of a crisis, you may be approached by the media.
2. You are not authorized to speak on behalf of Lake Aurora.
3. The media should be referred to the Executive Team.
4. Do not allow the media to interview campers.
5. We will attempt to keep unauthorized media off campus.

**Note:** From time to time journalists will do articles on Lake Aurora or camping, and they will seek our permission to photograph and interview. Only the Executive Team can grant such requests, and they will inform the program at hand when such a request has been granted.

## Strangers on Campus

1. Visitors on campus must check in with the main office where they will be given a visitor's badge to wear.
2. Any stranger on campus not wearing a visitor's badge should be told to go to the office. You should then report them to the office immediately.
3. Do not talk or allow campers to talk to unidentified persons.
4. If the stranger is a uniformed officer, or a legitimate inspector, they will be accompanied by a Lake Aurora camp staff member.

**WHY:** The stranger could be an attorney or an investigator preparing a suit against the camp, a reporter looking to write a critical article, a parent (or agent) looking to make an illegal abduction, or a person looking to do harm.



## Emergency Communication Plan On Campus

Emergency Alarm for Lakeside Camp is located on the front of the pump house. **Sound for fire or lost camper.** Alarm for Hillside campus is on Zebedee's Snack Shack.

- Bells on Lakeside & Hillside Campus should be rung continuously for any emergency where everyone's attention is needed.
- FM Radios are issued to key staff.
- Internal phone extensions are posted near each phone.
- A portable PA is in the office.
- The power boats have air horns.

### To Reach Off Campus

Phones with dialing instructions and emergency numbers are located in all offices and infirmaries. Phones not connected to the camp's central system are located in Program Director/ Nurse housing.

Cellular phones are owned by camp staff and our listed on the contact list by each phone.

# Natural Hazards Present

**The Lake** — Allow campers to be at the lake only during scheduled and supervised activities.

**Ant Hills** — Camp staff regularly poison ant hills in pedestrian areas. Please advise the camp Facilities Manager of their presence. Campers bitten by ants should be taken to the nurse.

**Trees** — Most of our trees are allowed to grow in their natural form, thus being low to the ground. Avoid running activities around these trees. Do not allow climbing of trees. (Counselor directed sitting in a tree for a class is acceptable, provided the campers are kept low and on strong branches.)

**Snakes** — Campers and counselors should not attempt to pick up snakes. While most snakes on campus are not poisonous, rattlesnakes, coral snakes, and cottonmouth moccasins have been known to be present. If a snake is sighted, please keep the campers clear of the area and send for a camp staff member. If the snake is poisonous, it will be destroyed by a staff member. If it is not poisonous it will either be left alone or relocated. The eastern indigo, a large, black snake, is present on campus. These snakes are harmless and are protected by Florida law — do not disturb.

If bitten by a snake, remove the victim from danger, attempt to identify the snake, have the victim lie down (do not let the victim run or do anything that will increase blood circulation), send for the nurse who will direct emergency procedures.

**Wasps, Bees, Scorpions, and Spiders** — Report wasp nests to the Facilities Manager.

Sometimes honey bees are attracted to algae bloom that occurs on the moist beach and to the liquid left in drink containers; so wear sandals when walking on the beach and look before you drink if you set your drink can down.

Scorpions and spiders are around wood piles, cardboard, palm fronds, and may get under bedding.

If a counselor or camper is stung or bitten, seek first aid from the nurse. If respiratory problems develop, it is critical that medical attention be obtained immediately.

**Wild Animals** — Campers and counselors should not attempt to handle any wild animal. We have regularly visiting or living on our campus red fox, raccoons, armadillos, opossums, squirrels, rabbits, pocket gophers, field rats, bats, and moles. Less frequent sightings include deer, black bear, wild pig, and bobcat.

We also have gopher tortoises, which are protected by Florida law.

Birds of prey such as bald eagle, osprey, and large owls are also regular visitors.

Domestic cats which have been abandoned and turned wild also live in our woods.

## Man-Made Hazards

**Present Sewage Systems** — Do not allow campers to move or remove lids to septic tanks. Do not allow campers to be in the area of the sewage disposal system. Report any sewage seepage to the Facilities Manager.

**Water Chlorinating System** — The pump house is to remain locked. Campers and counselors should not use the pump house for any activity.

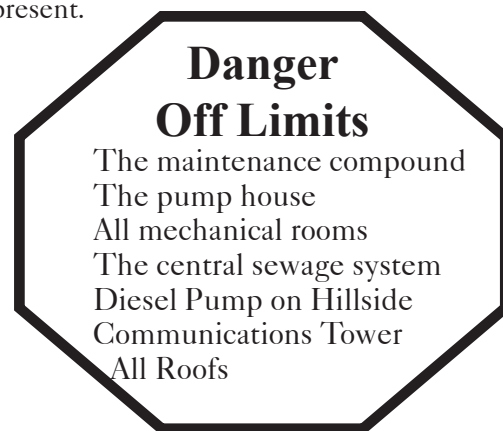
**Roadways and Vehicles** — No activities (other than transportation) should take place on public roads.

Campers and counselors should not ride on the outside of road vehicles, even for short distances on campus. Campers should never be transported on public roads in the uncovered back of a pickup truck. Campers and counselors in work groups may be transported on campus in the back of a pickup truck, provided they are sitting on the bed of the truck and not on the sides. **MAXIMUM ON CAMPUS SPEED LIMIT IS 15 MPH.**

**Roofs** — Campers and counselors should not be on any roof system for any reason. If an object needs to be retrieved from a roof, a camp staff member should retrieve it.

**Flag Poles** — Campers, counselors, nor staff are allowed to climb flag poles. No one should be dared, challenged, or goaded into climbing a flag pole.

**Team Challenge Course** — No access is allowed except when an authorized facilitator is present.



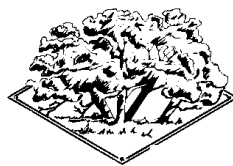
## Limited Access

- ▼ Target sports range
- ▼ Boat house and beach guard house
- ▼ Life Expeditions Storage
- ▼ Team Challenge Course/Tower
- ▼ All staff residences
- ▼ The kitchen
- ▼ Locked storage areas
- ▼ The office
- ▼ The infirmary
- ▼ The waterfront
- ▼ The Paintball Armory
- ▼ Healing Hooves Corral

### HOW TO USE THIS ARTICLE

Program Directors: Make as many copies as you need to distribute to your counselors and administration.

Counselor: Study this "Focus" training material and request the next number in the series from your Program Director.



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04/16/2016