

# Scoutland

## Emergency Procedures



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## Scope and Purpose

The scope of the Scoutland Emergency Procedures (here after referred to as “The Plan”) is to provide an outline of emergency procedures for use by the Northeast Georgia Council professional staff, youth staff and adult volunteers at Scoutland. This policy shall not supersede the Boy Scouts of America National Standards for Cub Scout/Boy Scout/Venturing Resident Camps, where applicable. The goal of The Plan is to provide specific guidelines, direction, and levels of decision making authority to respond to emergency situations that may occur during activities at the camp. The Plan will provide a framework of how to respond in conjunction with services available from local emergency management resources.

## Authorization

The Plan is authorized for use by the adult volunteers and by the Northeast Georgia Council Executive Board. The Plan will be administered by the professional staff of the Northeast Georgia Council and/or their designees. The Plan will be reviewed and updated on a regular basis. Any changes to the content of The Plan will be approved by the Executive Board prior to their implementation.

The Risk Management Committee of the Northeast Georgia Council will assist in the periodic review and revision of The Plan. The Risk Management Committee will make recommendations for modifications for The Plan to the Executive Committee.

## Communication of Emergency Procedures

The current version of The Plan will be retained at the Northeast Georgia Council headquarters in Jefferson, at the home of the Scoutland Ranger, and in the Administration building on the Scoutland property. The event leadership shall be responsible for familiarization with The Plan and the BSA Guide to Safe Scouting as part of their event planning process. Event Leadership will maintain a log of any incidents that occur.

### Camping Season

Reference to The Plan will be made in the leader’s guide for units attending camp during the summer camp season. Text of the appropriate sections will be included in the leader’s guide for guidance in emergency situations, such as Hazardous Weather.

### Non-Camping Season

The emergency contact information for the Camp Ranger will be posted at the administration building. This information will be visible at all times for quick reference by visitors and campers.

## Public Communication

All communication with the public and/or to the media regarding any aspect of an incident or other emergency situation shall be provided by the Council Scout Executive. This responsibility shall rest solely with the Council Scout Executive and may not be delegated to others. All members of the council's professional staff, employees, and adult volunteers are prohibited from speaking on the Council's behalf to the public or members of the media.

All information regarding an incident or emergency situation shall flow through the onsite Incident Manager to the Scout Executive. At the incident site, all information regarding the current situation, condition of individuals, or other pertinent information shall be communicated directly to the Incident Manager.

## Incident Management Structure

For all incidents and/or emergency situations involving Scoutland, The Event Leadership will be the onsite Incident Manager. The Event Leadership should, if the situation permits, consult with the Council Executive or his/her designee.

## Notification of Family Members

It is the responsibility of the Scout Executive or his/her designee to notify the family members of the affected individuals as to the nature and extent of their situation.

## Request for Outside Assistance

Due to the fluid nature of emergency situations, during the course of the incident or emergency, the onsite Event Leadership shall have the authority to request outside assistance from local emergency authorities. If the situation permits, consultation with the Scout Executive is encouraged.

## Physical Access to Scoutland

Event Leadership will escort EMS, Fire & Rescue, Law Enforcement and the Army Corp of Engineers to the site of the incident or emergency situation.

### Secondary access

In the event that there is loss of the primary access of Looper Lake Road, the alternative is evacuation by water from Lake Lanier to Sardis Park boat ramp located Antioch Church Road approximately

### Access and/or extraction by rotor wing aircraft

Primary Landing Zone Emergency extraction location for rotor wing aircraft method is the Parade Field (GPS Coordinates: N34° 20.1475' 03.7" W83° 52.6047') in front of existing Dining Hall as designated by the Hall County EMS.

Secondary Landing Zone would be the parking Lot (presents extreme hazard from debris and dust). (GPS Coordinates: N34° 20.2202 W83° 52.75)

## Notification of Insurance Company and National Council

The Council Scout Executive or his/her designee shall notify the insurance company(s) and the National Council office, as soon as practical, that an incident or emergency situation is occurring or has occurred. The Council staff shall update and keep the insurance company(s) and National Council informed of any developments that have or are occurring as the incident or emergency progresses. Following the resolution of the incident or emergency, the Council staff shall provide all necessary information requested by the insurance company(s) or National Council regarding the incident or emergency.

## Camp Emergency Notification

The emergency notification will be sounding of the siren located at the administration building. All scouts and adult leaders shall report to the designated camp sites. Leadership will take a head count to determine if any members of their unit are missing. The results of their head count, including missing personnel, will be reported to the Event Leadership. Missing personnel shall be reported to the Event Leadership. The Event Leadership shall inform the adult leadership the nature of the emergency and provide further instruction.

## Missing Person

In the event a missing person is reported to the Event Leadership, the emergency notification signal will be sounded. All scouts and adult leaders shall return to their

designated camp site. If the warning is issued during class time, consideration should be given to 'holding' the scouts at their current locations until the warning period has passed. The leadership shall take a head count and report their findings to the Event Leadership. The Event Leadership will determine if outside assistance should be requested.

## Hazardous Weather

### High Humidity Environment

In the event of a 'high humidity' day as determined by NOAA, the Event Leadership will remind participants of the importance of drinking at least four quarts of water per day. Caffeinated drinks such as coffee, soft drinks, and tea are not to be included in the four quart amount. All individuals should be advised to use caution when participating in strenuous activities and long hikes.

### Tornado

When the National Weather Service issues a tornado warning for Hall County or a funnel cloud is sighted, the emergency notification signal shall be sounded and all scouts and adults should immediately report to their designated shelter site for a head count. The results of the head count should be reported to the Event Leadership.

### Severe Thunderstorm Warning

When the National Weather Service issues a severe thunderstorm warning for Hall County, all department heads should be notified by radio. The department heads will communicate the warning to their staff. Simultaneously, the volunteer adult leadership in camp should also be notified. If the warning is issued during class time, consideration should be given to 'holding' the scouts at their current locations until the warning period has passed. Scouts in aquatics should take immediate shelter in one of the permanent structures. Should the warning be issued after class time, consideration should be given to sounding the emergency notification signal and have the camp report to their designated shelter site for a head count. The results of the head count should be reported to the Event Leadership.

### Lightning

At the first sound of thunder, all activities at the aquatics center shall be immediately halted. All participants should take shelter (**not under a tree**) in the closest shelter. Activities may resume 30 minutes after the last thunder is heard.

### Flood

Large amounts of rain falling in a short period of time can result in rising water in Lake Lanier or other low lying areas. Should this occur, all individuals should be moved away from the lake and other low lying areas until the danger has passed. Under no circumstances should creeks or streams be entered or crossed on foot or by

vehicle until they return to their normal state. Roadways or areas covered by water should not be entered or crossed by vehicles.

#### Forest Fire

The Event Leadership shall notify all units in the camp and provide appropriate instructions depending on the location and scope of the forest fire.

#### Winter Storm

When the weather service forecasts a winter storm for the Scoutland area, consideration should be given to cancelling the event. Units, who are scheduled to visit the camp during the period of the forecasted winter storm, should be notified by the council office that the camp will be closed. Should a winter storm occur without warning, the Event Leadership should contact the units in camp as soon as possible to determine their condition and determine if outside assistance is need.

#### Chemical Spill

In the event of a chemical spill, all personnel should be evacuated from the area of the spill and the Hall County EMS unit shall be notified. Copies of all MSDS (material safety data sheets) shall be retained at the administration building and on site where the chemicals are being stored.

#### Wild Animals

All sightings of wild and or dangerous animals shall be reported to the Event Leadership. The report should include location and the nature of the wild/dangerous animal. If appropriate, participants should be removed from the area to a safe location. Depending on the nature of the situation, outside assistance may be requested by the Event Leadership.

Property Location - 3672 Looper Lake Road, Gainesville, GA 30506

Emergency Numbers - Hospitals and Emergency Departments:

Hall Co. EMS - 911 or (770)-531-6758

Northeast Georgia Health System - (770) 219-7666

Georgia Emergency Management Agency

Hall Co. EMA Director Information  
Hall Co. EMA Phone #: (770) 531-6838

Environmental Protection Division of Georgia DNR: 1-800-436-7442

DNR Law Enforcement: (770) 535-5703



## Medical Emergency

In the event of medical emergency, the Event Leadership shall be notified. Refer to annex A, B, C and D attached.

Annex A - Contagious Disease Response Algorithm

Annex B - Food and Water Borne Illness Response Algorithm

Annex C - Violent Intruder / Active Shooter

Annex D - Voluntary Departure of Participant with Unknown Person

# ANNEX A

## Scoutland Emergency Procedures

### Contagious Disease Response Algorithm

Whether in the course of the event itself or at initial arrival at the event, if a participant presents with medical symptoms an initial assessment should be done immediately by the unit leader, the activity staff, or the event staff.

**Are any of the following signs or symptoms present?**

Fever, chills, sweats, nausea & vomiting, diarrhea, headache, body aches, fever above 104, skin inflammation and/or lesions

**No ➡**

Participant may continue with activities but should still be monitored regularly.

**Yes ↓**

Report condition immediately to the Event Leadership and designated Medical Officer who will assess participant.

**Is cause of symptoms found to be contagious?**

**No ➡**

Participant alone is treated and returned to event activities when it is felt to be appropriate.

**Yes ↓**

Contagious participant is isolated from rest of participants. Event Leader alerts all event staff and unit leaders to assess all participants for similar signs or symptoms of contagious disease.

**Is there evidence of similar contagious disease in other participants?**

**No ➡**

Participant is monitored. Plans initiated to remove participant from the event as determined by the Medical Officer. Options are to send participant home or to the local hospital for further treatment.

**Yes ↓**

All affected participants are isolated from the rest of event. Event Leader alerts the designated Safety Officer. The best course for quarantining the participants is then determined. All event staff and

**Yes ➡**

Participants are monitored and plans initiated to remove participants from the event as

leaders are alerted and advised of the signs and symptoms to watch for in the remaining participants. The BSA Professional is notified.

**Is the number of affected participants small enough to be isolated and housed at the medical facility?**

determined by the Event Leader, Medical Officer, and Safety Officer. Options include sending participants home or to the local hospital.

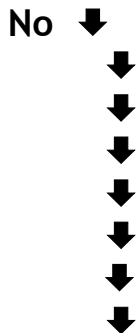
**No** ↓

An area of the event facility is designated as the isolation area. All affected participants are quarantined to the isolation area under very close monitoring until the Medical Staff and Event Leadership determine the scope of the incident.

**Is the outbreak limited to just the affected participants?**

**Yes** →

Affected participants are dealt with as in the previous step.



Normal camp activities may resume but with constant monitoring of all remaining participants for emerging evidence of disease. Due to the rapid onset of many contagious diseases, an assessment of all participants every 12 hours is recommended. These assessments should be done by camp staff and leaders who have been alerted and advised of the signs and symptoms to watch for.

The Event Leader and the Medical Officer review the incident with the Safety Officer

**Can the outbreak be contained?**

**Yes** →

Normal camp activities for the remaining participants may resume as in previous step.

**No** ↓

The Event Leadership, Camp Ranger (if available), and the BSA Professional must then determine how to safely terminate the event.

The Event Leader for an event should communicate with the Camp Ranger (if available) since they have access to all local emergency agencies and the communication capabilities to mobilize these agencies.

As always, under a contagious disease situation, staff and leaders must use all appropriate health precautions to reduce the risk of infecting themselves.

At each step of this plan, any identified contagious disease should be reported immediately to the local Emergency Management Services and the local Health Department.

# ANNEX B

## Scoutland Emergency Procedures

### Food and Water Borne Illness Response Algorithm

During the course of a scouting event, several non-infectious illnesses may arise that affect a large number of participants. One such illness can be due to food and water borne contaminants. The scope of the problem requires a well-coordinated response to treat the ill participants, identify the source of the problem, and prevent further impact on other participants. When a participant presents with a physical illness, an immediate assessment should be done by the unit leader, the activity staff, or the event staff.

**Are any of the following signs or symptoms present?**

Nausea & vomiting, diarrhea, intestinal cramps, fatigue, body aches.

**No ➡**

Participant is further assessed and the decision tree for other medical issues should be followed

**Yes ↓**

Report condition immediately to the Event Leadership and designated Medical Officer who will assess the participant.

**Is cause determined to be a food/water borne illness?**

**No ➡**

Participant alone is treated and returned to event activities when it is felt to be appropriate.

**Yes ↓**

Event Leader who will alert all event staff and unit leaders to assess all participants for similar signs or symptoms of similar illness.

**Is there evidence of similar illness in other individuals?**

**No ➡**

Participant alone is treated but efforts are begun to determine source of illness.

**Yes ↓**

All affected participants are treated by medical staff or by local ER if necessary. The Event Leader mobilizes the emergency response team to attempt to isolate the cause of the illness. Event staff, food

**No ➡**

Local Health Department is notified and the Event Leader, Medical Officer, and the BSA

service staff, and all affected participants are carefully questioned about all their activities and events prior to onset of symptoms.

**Can the contaminating source be identified?**

Professional must then determine how to safely alter event activities to prevent further participant contamination.

Yes ↓

The medical staff and all pertinent event staff related to the identified source of contamination should be involved in determining how the contamination occurred and how to limit further impact on participants.

**Is the contamination due to a food borne source?**

No ➔

No restrictions on food services activities are necessary. The Event Leader is advised and other sources of contamination are evaluated.

Yes ↓

The Food Service Director, medical staff, and all pertinent event staff related to the identified source of contamination should be involved in determining the specific source of the food contaminant and how to limit further impact on participants.

**Is the contamination due to water borne source?**

No ➔

No restrictions on water related consumption or activities are necessary. The Event Leader is advised.

Yes ↓

The Event Leader, Safety Officer, medical staff, and all pertinent event staff related to the possible source of contamination should be involved in determining if the source is due to potable water sources or to water sports activities.

**Can the specific contamination source be determined?**

Yes ➔

Restrictions on the specific sources are enacted. If water sports activities are the source, these activities are stopped. The Event Leadership will alert all unit leaders.

No ↓

The Event Leadership, Camp Ranger (if available), and the BSA Professional must then determine if the event can proceed with modifications. The incident and findings of all cases of contamination should be reported to the local Health Department and Hospital.

The Event Leader for an event should communicate with the Camp Ranger (if available) since they have access to all local emergency agencies and the communication capabilities to mobilize these agencies. In this type of emergency, the response team should include all pertinent event staff, the medical staff, the Event Leader, the BSA Professional, the Food Service Director and personnel, and the Safety Officer.

## ANNEX C

### Camp Rainey Emergency Procedures

#### Violent Intruder / Active Shooter

##### Purpose:

The purpose of this Annex is to provide guidance to the Camp Staff and Campers during summer camp and for those Scouters using the camp during the off season in how to deal with a violent intruder or an active shooter if the situation arises.

##### Background:

Active shooter and violent intruder situations are certainly the most disturbing events that any organization can face. The apparent rise in these types of attacks in recent years has created a need for every organization to have a clear, well-defined plan of action when faced with these devastating situations.

An active shooter is as an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms, and there is no pattern or method to their selection of victims. Active shooters often have intended target victims, but will take targets of opportunity that present themselves. Active shooters goal is to kill as many people as possible to create the biggest effect. Most active shooting incidents have occurred in locations where the shooter has been undeterred and unobstructed from carrying out their attack. The incident locations have often been described as soft targets with limited active security measures or armed personnel to provide protection for members of the public. In most instances, shooters have either taken their own lives, been shot by police, or surrendered when forced with a confrontation by law enforcement.

Active shooter scenarios have created a paradigm shift in law enforcement due to the fact that active shooters are unlikely to surrender and generally do not desire escape. The law enforcement response must be aggressive and implemented as quickly as possible. The agenda of the active shooter is straightforward: harm as many individuals as possible until cornered or captured by law enforcement and escape is not typically a priority. In the majority of cases, active shooters have already decided that they will commit suicide. Generally, the desired response for unarmed individuals in an active shooter situation is to evacuate the location. Scoutland will utilize a three-step process in dealing with an active shooter inside its facilities.



## **The Plan:**

### **Evacuate:**

If an opportunity presents itself attempt to evacuate the location and take as many Staff, campers, volunteers and visitors around you as possible. Run to the nearest evacuation location and move as far away from the building or site of the incident as possible. When considering evacuation remember windows can be used as an evacuation route. It is important to remember that a lull in the shooting does not mean the active shooter is done. They could be lying in wait for people to appear in hallways or doors. If you have any question where the intruder is or you feel evacuation is not possible secure yourself and others in a safe location.

### **Secure:**

Attempt to secure yourself in a safe area preferably one that provides cover against gun fire. Lock all doors, barricade doors if possible. Hide in an area out of the sight line of the shooter. If cover is not possible attempt to conceal yourself and any other Staff, campers, volunteers and visitors with you.

### **Confront:**

If the intruder gains access to an area where you are located be prepared to confront the intruder in an attempt to disable them. Be prepared to use extreme physical violence to prevent injuries to yourself and others. Many items commonly found in Camp can be used as weapons these items include but are not limited to (Scissors, Fire Extinguishers, chairs, tools, broken glass, pens, etc.). In the event you are forced to confront be prepared to fight for your life and the lives of others. Attack vital areas such as eyes, groin, throat, head, and nose. Fight like your life depends on it—because it does!

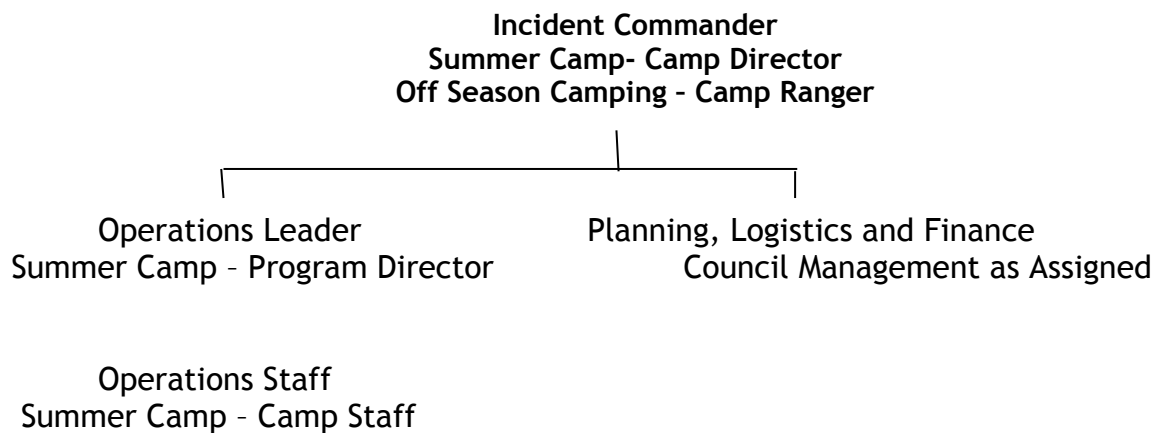
It is important for the Management and Staff of Scoutland to understand how law enforcement will respond to an active shooter or violent intruder. Generally, the first arriving officers will attempt to locate and neutralize the threat. Scoutland Staff should understand that police will not assist in an evacuation or rescue until the threat has been neutralized. Then police will go to rooms or areas with injured and evacuate them first. The police will systematically search the facility for additional intruders and then will evacuate the occupants.

If an active shooter/or violent intruder situation occurs in an outside area of camp, the Staff should immediately conduct a reverse evacuation into the nearest building and notify those in the building of the situation via the proper notification. The staff should then lock down in place.

Be aware that active shooters and violent intruders may place devices to be used for secondary attack. Be observant of exits in case they are rigged with devices, etc. Stay away from suspect's vehicle during evacuation as it could also be a source of an improvised explosive device. If possible, assign staff to prevent departures from the parking lots to free up the roads for the ingress and departure of emergency vehicles. Once the parking lots have been cleared by the Police vehicles will be allowed to depart.

## Violent Intruder / Active Shooter

### Incident Response and Structure



### Action Plan

Sound Alert! Ensure immediate evacuation procedure is followed. Call 911 and report any known details. If unable to evacuate lock door, shut off lights, shut blinds, silence cell phones. Barricade the door if possible. Ensure everyone else in the room does the same.

Avoid doorways and hallways when evacuating and move as far away from the danger as possible. Assist others in evacuating if possible. If there are any questions as to location of threat run away from the building. Do not run in a straight line.

If attacker enters area where you are locked down, or you encounter the attacker while evacuating, you must use extreme physical force to overcome threat. Throw objects or strike the attacker with any available weapons. Continue to fight until the attacker is completely disabled.

Once the attack is over stay locked down in safe area until you are removed by police. DO NOT open the door for anyone. The police will get you out when safe. Render first aid in accordance with training until evacuated by the police.

## Job Responsibilities:

### Incident Commander IC:

- Assist first responders with establishing staff count. Direct staff to move Camper and Visitors to remote site
- Be main point of contact for emergency services.

### Operations Leader:

- Direct operations staff to prepare for evacuation to remote site:
- Assess accountability and pass information regarding missing to IC.

### Operations Staff:

- Communicate any known intruder and injured information to IC.
- Be available for emergency services until released by IC.

### Planning, Logistics and Finance:

- Assist law enforcement as needed.
- Emergency Services will be on scene for an extended period and may require assistance.

## ANNEX D

### Scoutland Emergency Procedures

#### Voluntary Departure of Participant with Unknown Person

A participant is identified as missing by the unit. Actions to take.

- Notify Incident Commander
  - Camp Director (During Summer Camp)
  - Camp Ranger (Off Season)
- Notify Scout Executive
- Notify Parent or Guardian

If the missing Participant cannot be located in camp or it is determined that the Participant may have left camp:

- Conduct an interview with unit leaders, participant's friends, staffers who may know the participant, and parents or guardian(s). Ascertain if participant could have met someone on or near the property. If possible; identify vehicle type, make, model, color and a description of the driver and passenger(s).
- Determine if participant's cell phone can be tracked.
- Determine if the unknown individual may be known. Collect as much information on that person as possible.
- Incident Commander should communicate with Emergency Services.
  - Provide the information gathered to the local authorities.
  - Help as needed.