

EMERGENCY ACTION PLAN

This plan was developed in accordance with the Department of Health Services, Wisconsin administration code. Chapter DHS 175 Recreational and Educational Camps

Facility Name: Willerup Bible Camp

Facility Address: N4314 Alpine Village Rd., Cambridge, WI 53523

Facility Organizer: Willerup Bible Camp/Lake Ripley Institute

(Phone): _____

Visiting Organization: _____

Visiting Organization Address: _____

Signature: _____

(Facility Organizer)

Signature: _____

(Visiting Organization Director)

Date Prepared: _____

TABLE OF CONTENTS

1. Visiting Organization Emergency Personnel Names and Phone Numbers	pg. 3
2. Evacuation Routes	pg. 4
3. Communication with Community Responders	pg. 5
4. Emergency Phone Numbers	pg. 6
5. Utility Company Emergency Contacts	pg. 7
6. Emergency Reporting and Evacuation Procedures	pg. 8
7. Medical	pg. 9
8. Fire	pg. 10
9. Severe Weather	pg. 11
10. Lost Swimmer	pg. 12
11. Lost Campers	pg. 15
12. Training of Personnel	pg. 17
13. Training	pg. 18

VISITING ORGANIZATION EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Designated Responsible Official:

Name: _____ Phone: _____

Emergency Coordinator:

Name: _____ Phone: _____

On Duty Medical Provider

Name: _____ Phone: _____

Water Activity Director

Name: _____ Phone: _____

Area/Floor Monitors (if applicable)

Area/

Floor: _____ Name: _____ Phone: _____

Area/

Floor: _____ Name: _____ Phone: _____

Area/

Floor: _____ Name: _____ Phone: _____

Area/

Floor: _____ Name: _____ Phone: _____

Assistants to Physically Challenged (if applicable):

Name: _____ Phone: _____

Name: _____ Phone: _____

Date: _____

EVACUATION ROUTES

- Evacuation route maps have been posted in each living area. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers (Emergency Use Only)
 4. Fire alarm pull stations' location (if available)
 5. Assembly points
 - Fire
 - Severe Weather
 - Lost swimmer
 - Lost camper

- Site personnel should know at least two evacuation routes.

Date _____

COMMUNICATION WITH COMMUNITY RESPONDERS

A map consisting of:

- Campground layout and building floor plans
- Exits, routes and meeting areas for:
 - * Medical
 - * Fire
 - * Severe Weather
 - * Lost campers
 - * Lost swimmers
- Types of suppression systems:
 - * Fire extinguishers (for Emergencies ONLY)
- Number of visiting personnel and schedules
- Fuels stored on site
- Gas lines and shut-offs
- Water mains
- Utilities

Maps shall be provided to local emergency services

Date _____

EMERGENCY PHONE NUMBERS

PLEASE DIAL 911 IN CASE OF ALL EMERGENCIES

For all other needs contact the following phone numbers

FIRE DEPARTMENT: Cambridge 608-423-2014

PARAMEDICS: Cambridge 608-423-2014

EMERGENCY ROOM: Fort Atkinson Memorial 920-568-5000

POLICE: Cambridge 608-423-4328

Oakland 608-423-7415

NATIONAL WEATHER SERVICE: 262-965-2074

BUILDING MANAGER: Perry Oates 608-423-4952

Alternatives: Tim Eckblad 262-902-3216; Jared Smerchek 262-412-6179;

Carol Neumiller 262-989-9042

Date _____

UTILITY COMPANY EMERGENCY CONTACTS

(specify name of the company, phone number and point of contact)

ELECTRIC: Alliant 800-862-6261

WATER: On site well. Any EMERGENCY, please contact facility manager or Jim Lien at 608-423-3119

GAS: Alliant 800-862-6263

Date _____

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- LOST SWIMMER
- LOST CAMPERS
- OTHER

(specify) _____

Date _____

MEDICAL EMERGENCY

Call medical emergency phone number (check applicable):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling
- Do not move victim unless absolutely necessary
 - Call the following personnel training in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- Attempt first aid ONLY if trained and qualified.

Date _____

FIRE EMERGENCY

When fire is discovered:

- **Activate the nearest fire alarm (if installed)**
- **Notify the local fire department by calling 911.**
- **If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):**
 - Voice Communication**
 - Phone Paging**
 - Radio**
 - Other (specify)**

Upon being notified about the fire emergency, occupants must:

- **Leave the building using the designated escape routes**
- **Assemble in the designated area: Outside the Chapel area underneath the street lamp (see map)**
- **Remain outside until the competent authority (Designated Official, Emergency Coordinator or supervisors) announces that it is safe to re-enter.**

Designated Official, Emergency Coordinator or supervisor must:

- **Perform an accurate head count of personnel reported to the designated area**

Area/Floor Monitors must:

- **Ensure that all persons have evacuated the area/floor**
- **Report any problems to the Emergency Coordinator at the assembly area**

Assistants to Physically Challenged should:

- **Assist all physically challenged employees in emergency evacuation**

Fire extinguishers are for emergency use only!

Date _____

TORNADO AND SEVERE WEATHER

Tornado and Severe Weather:

When a Tornado or Severe Weather Warning has been issued, all personnel shall seek inside shelter by moving to basement area of the Dorm in the Dining Area (see map)

- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado or severe weather threat is announced to be over

When a Tornado or Severe Weather Warning has been issued, notify site personnel about the emergency by the following means (check applicable):

- Voice Communication
- Phone paging
- Radio
- Other (specify)

Upon being notified about the emergency, occupants must:

- Leave the building using the designated escape routes
- Assemble in the designated area: Basement area of the Dorm in the Dining Area (see map)
- Remain inside until the competent authority (Designated Official or designee) announces that it is safe to leave

Designated Official, Emergency Coordinator or Supervisors must:

- Perform an accurate head count of personnel reported to the designated area

Area/Floor Monitors must:

- Ensure that all persons have evacuated the area/floor
- Report any problems to the Emergency Coordinator at the assembly area

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation

Date _____

LOST SWIMMER

Camper Swimming Ability Assessed

- All campers must have their swimming ability assessed by a qualified individual. At minimum, assessment categories must include non-swimmer and swimmer ability levels

Campers Confined to a Swimming Area Appropriate to Their Ability

- The permanent swimming area must be divided into a least non-swimmer and swimmer areas.
- Campers must be confined to the area appropriate to their assessed swimming ability
- Non-swimmers must be conspicuously identified to be readily distinguishable from swimmers except where non-swimmers are restricted from entering the swimmer area by a physical barrier such as a swim crib or dock, or are in a separate pool only for non-swimmers (a float line is not considered a physical barrier)
- Non-swimmers must be restricted to water less than chest deep, except:
 - a. During learn-to-swim programs; or
 - b. When counselors directly supervise a maximum of three non-swimmers in shallow water in the non-swimmer area.

“Buddy System” and Method of Accounting for Bathers

- The camp must describe the surveillance method they implement to account for bathers in their approved written plan. The method must include the following components:
 - a. A Buddy System and Board System of supervising and checking bathers. This system may be maintained on a stationary (conventional) “buddy board” or on a hand held “clip board”, and include, as a minimum:
 1. An accounting system which identifies each bather by name, the bather’s swimming ability and the swim area to which the bather is assigned;
 2. A method of recording the entry to and exit from the swim area for each bather;
 3. The assignment of each bather to a buddy who must have the same level of swimming ability. If a non-swimmer is paired with a swimmer, both must remain in the non-swimmer area. One threesome is allowed per swim area.

Date _____

4. Buddies shall be instructed to notify the lifeguard when their partner is in distress or is missing; and
5. That checks of the bathers are made at least every 15 minutes. These checks must be referenced against the accounting system.

Bather Surveillance

- Constant visual surveillance of the swimming area must be maintained. Lifeguards and counselors must be trained regarding their responsibilities at the camp waterfront.
- One qualified lifeguard is required for every 25 bathers.
- Counselors should be assigned to supervise specific children. The ratio of counselors to campers participating at the waterfront is 1:10 for children eight and older; 1:8 for children six and seven years old; and 1:6 for campers under six years of age.

LOST SWIMMER PLAN

Whenever a "buddy check" fails to account for the whereabouts of a bather, a lost swimmer plan must be implemented.

In the case of a lost swimmer, notified the nearest lifeguard of the missing child and requested a water search, initiate the procedure for finding a child who cannot be accounted for by:

1. Discontinuing all swimming activities
2. Assemble all campers and swimmers in a secure location away from the water.
3. Alerting the Water Activities director of a missing camper.
 - a. The Water Activities director will contact the camp Emergency personnel after with the following information:
 - i. Camper name
 - ii. Camper age
 - iii. Description of what camper is wearing
 - iv. Location the camper was last seen
 - v. How long has the camper been missing

Two pre-designated search groups will organize:

4. Water Search
 - i. To be conducted by designated personnel
 - ii. One by the deep end of lake; within the designated swimming area

Date _____

iii. One toward the shallow end of lake

iv. Both groups proceeding in a semi-circular fashion until the two groups meet.

Land search

i. To be conducted by designated personnel

ii. Expanding the land search as needed.

iii. Maintaining communication with the director

Search procedure will continue until:

1. The camper is found
2. The camper turns up elsewhere on camp
3. The Emergency personnel arrive and instruct otherwise

Date _____

LOST CAMPER

Each counselor

- Must be vigilant in keeping track of individual campers that have been assigned to them or their group. If for some reason a counselor must leave their duties, plans should be made to cover the leaving counselor's campers/group.

Prevention

- If a counselor observes a camper off on their own, they will escort that camper to their group, activity, or to a member of the camp staff that can escort the camper back to his/her designated group.

Lost Camper Plan

In the case of a lost camper notify the Designated Responsible Official, Program Director, or Emergency Coordinator

1. Discontinuing all activities
2. Assemble all campers in a secure location away from the water
3. Alerting the Program Director of a missing camper
4. The Program Director will contact the camp Emergency personnel with the following information:
 - Camper name
 - Camper age
 - Description of what camper is wearing
 - Location the camper was last seen
 - How long has the camper been missing
5. Two pre-designated search groups will organize:
 - a. Land search
 - i. To be conducted by designated personnel
 - ii. Expanding the land search as needed
 - iii. Maintaining communication with the director
 - a. Water search
 - i. To be conducted by designated personnel
 - ii. One by the deep end of lake; within the designated swimming area
 - iii. One toward the shallow end of lake,
 - iiii. Both groups proceeding in a semi-circular fashion until the two groups meet

Date _____

Search procedure will continue until:

- 1. The camper is found**
- 2. The camper turns up elsewhere on camp**
- 3. The Emergency personnel arrive and instruct otherwise.**

Date _____

TRAINING OF PERSONNEL

- **Individual roles and responsibilities**
- **Location and use of emergency equipment**
- **Employee notification procedures**
- **Emergency escape procedures and routes**
- **Procedures to account for all campers after:**
 - a. **Seeking shelter**
 - b. **Evacuation**
 - c. **Lost camper/swimmer**
- **Rescue and medical duties for assigned individuals**
- **Procedures for reporting emergencies**
- **Names of person(s) to be contacted for information regarding the plan**
 - a. **Threat recognition**
 - b. **Hazards**
 - c. **Appropriate response**

REVIEW, EVALUATE AND UPDATE THE PLAN

- **After each emergency**
- **When personnel or their responsibilities change**
- **When procedures change**

Date _____

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Organization:

Name	Title	Responsibility	Date

Date _____

Be Red Cross Ready

Tornado Safety Checklist

A tornado is a violently rotating column of air extending from the base of a thunderstorm down to the ground. Tornado intensities are classified on the Fujita Scale with ratings between F0 (weakest) to F5 (strongest). They are capable of completely destroying well-made structures, uprooting trees and hurling objects through the air like deadly missiles. Although severe tornadoes are more common in the Plains States, tornadoes have been reported in every state.

Know the Difference

What should I do to prepare for a tornado?



- During any storm, listen to local news or a NOAA Weather Radio to stay informed about watches and warnings.
- Know your community's warning system. Communities have different ways of warning residents about tornadoes, with many having sirens intended for outdoor warning purposes.
- Pick a safe room in your home where household members and pets may gather during a tornado. This should be a basement, storm cellar or an interior room on the lowest floor with no windows.
- Practice periodic tornado drills so that everyone knows what to do if a tornado is approaching.
- Consider having your safe room reinforced. Plans for reinforcing an interior room to provide better protection can be found on the FEMA Web site at <http://www.fema.gov/plan/prevent/rms/rmsp453.shtm>.
- Prepare for high winds by removing diseased and damaged limbs from trees.
- Move or secure lawn furniture, trash cans, hanging plants or anything else that can be picked up by the wind and become a projectile.
- Watch for tornado danger signs:
 - Dark, often greenish clouds—a phenomenon caused by hail
 - Wall cloud—an isolated lowering of the base of a thunderstorm
 - Cloud of debris
 - Large hail
 - Funnel cloud—a visible rotating extension of the cloud base
 - Roaring noise

What should I do if a tornado is threatening?



- The safest place to be is an underground shelter, basement or safe room.
- If no underground shelter or safe room is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
 - Mobile homes are not safe during tornadoes or other severe winds.
 - Do not seek shelter in a hallway or bathroom of a mobile home.
 - If you have access to a sturdy shelter or a vehicle, abandon your mobile home immediately.
 - Go to the nearest sturdy building or shelter immediately, using your seat belt if driving.
 - Do not wait until you see the tornado.
- If you are caught outdoors, seek shelter in a basement, shelter or sturdy building. If you cannot quickly walk to a shelter:
 - Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
 - If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:
 - Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
 - If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.
 - Your choice should be driven by your specific circumstances.

What do I do after a tornado?

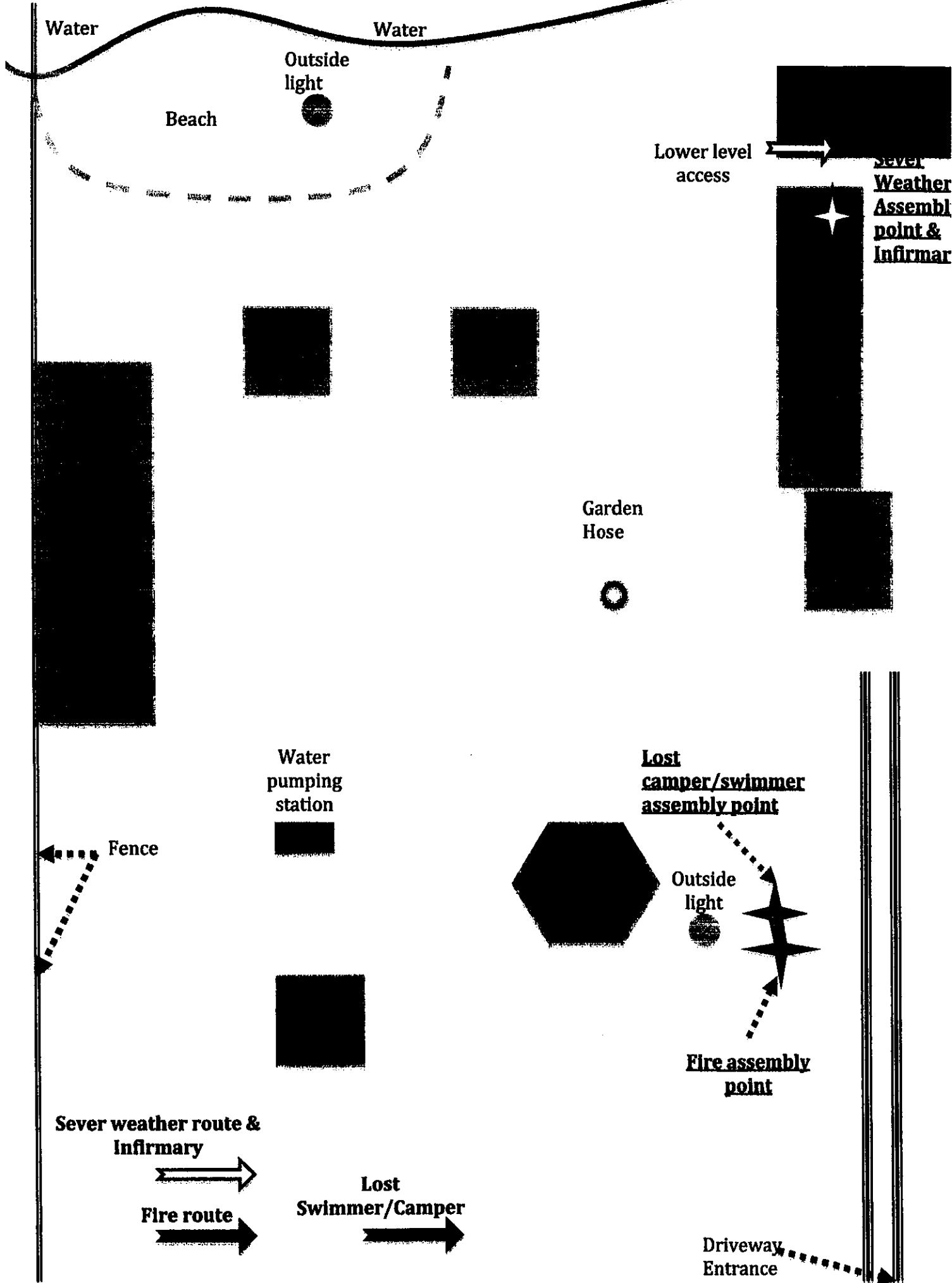


- Continue listening to local news or a NOAA Weather Radio for updated information and instructions.
- If you are away from home, return only when authorities say it is safe to do so.
- Wear long pants, a long-sleeved shirt and sturdy shoes when examining your walls, doors, staircases and windows for damage.
- Watch out for fallen power lines or broken gas lines and report them to the utility company immediately.
- Stay out of damaged buildings.
- Use battery-powered flashlights when examining buildings—do NOT use candles.
- If you smell gas or hear a blowing or hissing noise, open a window and get everyone out of the building quickly and call the gas company or fire department.
- Take pictures of damage, both of the building and its contents, for insurance claims.
- Use the telephone only for emergency calls.
- Keep all of your animals under your direct control.
- Clean up spilled medications, bleaches, gasoline or other flammable liquids that could become a fire hazard.
- Check for injuries. If you are trained, provide first aid to persons in need until emergency responders arrive.



For more information on disaster and emergency preparedness, visit RedCross.org.

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Water

Water

Beach

Outside light

Lower level access

Sever Weather Assembl point & Infirmar

Garden Hose

Water pumping station

Lost camper/swimmer assembly point

Outside light

Fire assembly point

Fence

Sever weather route & Infirmar

Fire route

Lost Swimmer/Camper

Driveway Entrance