



# STAFF EMERGENCY RESPONSE PROCEDURES

Camp Michigania’s first priority is the safety of its camper families and its staff. It is essential that all Camp Michigania staff understand and follow the emergency response procedures below to ensure the safety of our camp community.

## EMERGENCY COMMUNICATIONS









Notify Camp Administration for all emergency situations -

CRISIS RESPONSE TEAM (CRT)					
Name	Title	Radio Channel	Cell Phone	Residence	After Hours Assistance
<b>Mitch Rosenwasser*</b>	Camp Director	1	248-939-6910	Grey House	South Camp & Log Cabin/Lake Cottage/Nest/Grand
<b>James McRae*</b>	Associate Camp Director	1	734-476-6066	Brown House	North Camp
<b>Julia Roberts*</b>	Assistant Director	1	989-854-3394	Brown House	North Camp
<b>Administrator on Call* (AOC). The AOC will initiate and direct emergency response, as appropriate)</b> Additional camp resources may be added to the team, as needed, based on the type of event and level of severity.					

## LIFE-THREATENING EMERGENCIES

Dial 911 & provide the camp address and your exact location – **03006 Camp Sherwood Road, Boyne City, MI 49712**

## THREATS/EMERGENCY SIGNALS/RESPONSE

	<b>Radio/PA Alert:</b> “Armed Intruder at _____ (or whereabouts unknown). Follow protocol now.” <b>Response:</b> <i>Evacuate(Flee) / Hideout / Fight</i>
	<b>Radio/P.A. Alert:</b> “Fire located at _____. Proceed to _____ assembly area now.” <b>Response:</b> <i>Evacuate &amp; Assemble</i>
 	<b>Radio/P.A. Alert:</b> “Missing Camper/Lost Bather. Go to designated assembly area now.” <b>Waterfront:</b> Short whistle blows (repeated) <b>Boaters:</b> Long blast of megaphone siren <b>Response:</b> <i>Assemble</i>
	<b>Radio:</b> “Trespasser at camp. (Whereabouts unknown.) Stay alert.” <b>Response:</b> <i>Report unauthorized person sightings to Office immediately (radio channel 1).</i>
	<b>Radio/P.A. Alert:</b> “Lightning alert. The following activities are now closed: Waterfront, Riding, Field Sports, (other). Seek shelter indoors.” <b>Waterfront:</b> Long whistle blow (repeated) <b>Boaters:</b> Long blast of megaphone siren Red flag raised at flagpole <b>Response:</b> <i>Shelter Indoors</i>
	<b>Radio/P.A. Alert:</b> “Tornado alert. Go to your designated safe shelter location now.” <b>Response:</b> <i>Go to Designated Tornado Shelter</i>
	<b>Radio/P.A. Alert:</b> “Wild animal seen at _____. Follow these instructions. _____.” <b>Response:</b> <i>Avoid Area &amp; Shelter Indoors</i>
ALL CLEAR	<b>Radio/P.A. Alert.:</b> “All Clear.” <b>Response:</b> <i>Return to Normal Activities</i>

## 2-WAY RADIOS (WALKIE-TALKIE)

Radios will be used to communicate details regarding emergency situations to emergency response personnel. The following staff/activities are provided with radios and will operate on the following radio channels:

Channel	Location (Staff/Activity)
1	Admin / Office / Dining Hall
2	Housekeeping
3	Maintenance
4	Lawn Lunch
5	Ropes / Nature / Sustainability
6	Kids Camp
7	PA System
8	Riding / Riflery / Field Sports
9	Arts & Crafts / Teens
10	Boating / Swimming
11	Tennis / Fitness / Store
12	Open
13	Nurse
14	Open
15	Admin Private



**WHEN A RADIO ALERT/PA ANNOUNCEMENT IS MADE REQUIRING THE ENTIRE CAMP TO EVACUATE AND ASSEMBLE OR SHELTER, EVERYONE RELOCATES AS FOLLOWS:**

### CAMPWIDE EVACUATION/ASSEMBLY

EVACUATION/ASSEMBLY AREAS			
Group	Primary	Alternate (If primary is impacted)	Assigned Staff
North Camp Residents & Staff in Grand, Village, Crib, and Peyton Place	Dining Hall	Golf Range	CAC Coordinator
South Camp Residents & Staff in Nest	Ed Center	Archery Range	Kids Program Coordinator

**LIGHTNING SHELTER LOCATIONS** – Proceed to nearest building with a non-metal roof.

### TORNADO SHELTER LOCATIONS

<b>Assigned Staff Ed Center:</b> CAC Coordinator <b>Assigned Staff Nature Center:</b> Kids Camp Coordinator <b>Assigned Staff Dining Hall:</b> Waterfront Coordinator	
Current Location - Cabin	Shelter Location (lower level)
North Camp Residents & Nearby Staff Cabins	Nature Center
South Camp Residents & Nearby Staff Cabins	Education Center
The Village	Nature Center
Other Staff Residences (Go to nearest)	Nature Center, Ed Center, Dining Hall
Current Location – Activity	Shelter Location (lower level)
Archery	Education Center
Arts & Crafts	Education Center
Boating	Dining Hall
Ceramics	Education Center
Field Sports	Dining Hall
Fitness	Dining Hall
Golf Range	Nature Center
High Ropes	Nature Center
Hikes / Trails	Nearest Location
Kids Camp	Nature Center
Long Barn	Dining Hall
Low Ropes	Nature Center
Massage	Dining Hall
Nature/Nature Trail	Nature Center
North Beach	Nature Center
Playground (North Camp)	Nature Center
Playground (South Camp)	Education Center
Riding	Education Center
Riflery	Education Center
Swimming	Education Center
Tennis (Main Courts)	Dining Hall
Tennis (South Upper & Lower)	Education Center
Volleyball	Dining Hall
Other Staff/Locations	Shelter Location (lower level)
Infirmery Staff	Education Center
Office Staff	Education Center
Dining Hall Staff	Dining Hall
All Other Non-Activity Staff	Nearest Location

### MEDICAL EMERGENCIES

Type →	MINOR MEDICAL INCIDENT	MEDICAL INCIDENT	CRITICAL MEDICAL INCIDENT
Action ↓	Incident/minor accident that results in no apparent injuries or only minor first aid needed.	Accident/illness that requires additional medical care, but is <u>NOT</u> critical or life threatening.	Accident/illness that results in a critical or potentially life-threatening condition. Requires EMS Response
Staff Call to AOC / Office	No call required	Radio/cellphone, as appropriate, "We have a <b>Medical Incident</b> at _____."	Radio/cellphone, "We have a <b>Critical Medical Incident</b> at the (specific location)."
AOC / Office	No call required	As appropriate, the AOC will proceed to the incident site to provide assistance.	- Office calls 9-1-1. - AOC will proceed to the incident site to provide assistance.
Staff / Camp Nurse	- Staff member performs an initial assessment and the camper is taken to the infirmery, if necessary - Camper may choose to go to the infirmery for assistance.	- Staff member will provide first-aid, as appropriate. - Camp Nurse will respond with first-aid supplies to provide care on scene.	- Staff will keep victim still. - Camp Nurse will report immediately to the scene with emergency medical supplies.

### AED/FRIST AID KIT/EPI PEN LOCATIONS

Location	First Aid Kits	AED	EPI Pens
Infirmery	X		
Swimming	X	X	Adult
N. Laundry		X	
Riding	X	X	Adult
Dining	X	X	Adult
Kids Camp	X		Child
Nurses			On person
CAC	X		
Archery	X		
Riflery	X		
Tennis	X		
Boating	X		