

Emergency Procedures & Risk Management: Fire and Missing Persons

Section 1: Opening Remarks

*He who dwells in the shelter of the Most High will rest in the shadow of the Almighty.
Psalm 91:1*

If you are reading this document, I think that I can safely assume that you are serving or thinking of serving at Beacon Bible Camp in some way. If that is the case, welcome aboard! I can promise you that your service at Beacon will be a fruitful one. Fruitful for God, for the campers we serve and for you.

To ensure the safety of our campers and staff it is very important that all staff familiarize themselves with these procedures. If you have any questions about any of the policies in this document, please address them to your session director or to the camp administrator.

Our prayer is that we never have to use any of these procedures, but if we ever do, it is very important that all Beacon Staff know what is expected of them, so read the following pages carefully.

Many thanks for your service!

Andrew "Monk" Nunn
Executive Director
Beacon Bible Camp

Section 2: In Case of Fire - Emergency Checklist

These things may all happen at the same time. Seconds count.

1. LEADER TAKE CHARGE. Make sure it is absolutely clear who is in charge. Take control of the situation or assist the person who has. If you are taking over control, state it clearly. The Leader taking charge will be the person in the immediate vicinity with the most senior authority, until very clearly relieved by a more senior person.
2. GET PEOPLE OUT. Can you do so safely? Seconds count. What about another way of exit?



3. CLEAR AREA. Assign someone to get people far back. Start getting people in groups to account for everyone. If trucks need to come in, can they do it fast and with lots of room?
4. SOUND ALARM. Has someone sounded the alarm yet? It is in back corner of Dining Room. Just flip switch and leave on for 5 minutes.
5. CALL FIRE DEPT. Have someone call Fire Dept. (911). Directions to Beacon are on sign by phone. Tell them what kind of fire it is - building, brush, grease, electrical. Get staff posted on road at maintenance building to direct trucks to the fire scene. If cars are in the way, get them moved - NOW.
6. CONTROL FIRE IF POSSIBLE. Can you extinguish the fire? Can you stop it from spreading? Close doors and windows if possible. Fire extinguishers are in every building. Have people get them to control fire. Do not put anyone in danger. Can you smother the fire with something? Find someone to shut off power to building.
7. ACCOUNT FOR EVERY PERSON AT CAMP. Send everybody to the same area - Lighthouse, or gym, in winter: another building. Assign someone to arrange groups and account for every person.
 - Cabin groups-Cabin Leaders & support staff.
 - Cooks & summer staff.
 - Other camp children.
8. If anyone is missing start MISSING PERSON EMERGENCY CHECKLIST.

Section 3: Missing Person - Emergency Checklist

When staff determine, after an initial check, that a camper, visitor or staff member appears to be lost or missing the following procedure must be followed. If this occurs at waterfront, proceed according to Waterfront Procedures Manual - Missing Person Emergency Procedure.

Otherwise:

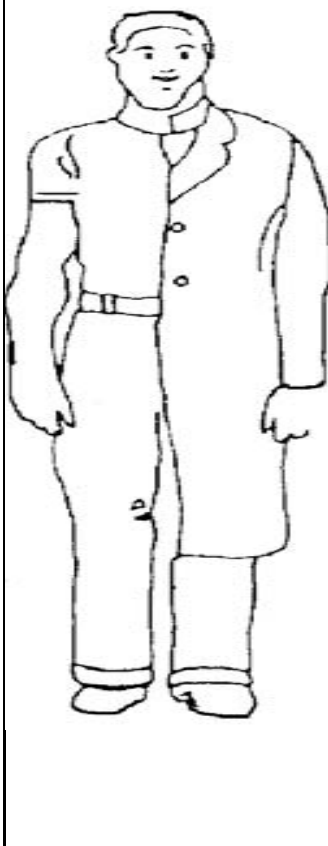
1. Contact the following people for an immediate meeting: Camp Administrator and / or Camp Director, Waterfront Director, missing person's immediate supervisor or: persons with the most senior authority available.
2. Gather the following facts about the missing person: Recent activities, Where last seen, Attitude of Person when last seen, What they were wearing, Did they take a boat out?
3. Make a decision to conduct a Land Search, Water Search, Missing Boat Search, or any combination of them.
 - Assemble campers and staff in Lighthouse by sounding missing person emergency siren (located in Dining Room). Check attendance to see if everyone else is there. Assign staff to supervise campers. Assign search duties to other staff.
 - Ring bell 10 times every five minutes to indicate to the missing person the direction they should take toward the camp.



- Missing Boat Search: Delegate a staff member who has their boat license (usually Mark Vandervecht or a Summer Staff) to take emergency motor boat and search all three lakes as determined by amount of time camper(s) and boat have been missing.
 - Water Search: Waterfront Director or designate will organize water search according to Beacon Waterfront Procedures Manual - Missing Person Emergency Procedure.
 - Land Search: Thoroughly check the following areas inside, outside, under and around, repeating the person's name, telling them, "Everything is okay." Staff are to search and report back to the person in charge. Check off all areas and if still not found send different people for a second search over the same location.
 - Check all buildings and washrooms, archery pit, playing field, bridge, maintenance building, and waterfront
4. If person is still missing after first search, send two vehicles up road both directions for 10 minutes.
 5. After cars return and second search has been finished, the most senior authority will call:
 - Camp Administrator (if not on site)
 - Ontario Provincial Police (911)
 - Camper's parents
 - Have staff member posted at the maintenance building to direct police.
 6. Begin a third search by different staff again.
 7. When they arrive, report to Police all details of missing person and procedures. Follow their directions. Have ready a filled out Missing Person Identification Chart (see Appendix A) and a Map of camp and area.
 8. WHEN MISSING PERSON IS FOUND AND EMERGENCY IS OVER sound emergency siren 4 blasts to let people know. Check person for any medical or emotional needs.
 9. If injury or fatality occurs, all staff who are involved in the event must complete an incident report. This must be done immediately and individually. The Camp Administrator must report incident to Beacon's insurance agent.
 10. Director shall give staff an opportunity to discuss what happened after incident reports have been filled out.
 11. In the event of a serious or fatal incident the camp program shall continue on as best as possible. Sending campers home could prove more detrimental than dealing with the events and bringing God's help and comfort into the situation.
 12. Media relations: Relations with the media will be cordial and honest. All inquiries by the media will be handled by the Camp Administrator or the Camp Director. It is important that only one person speak on behalf of the camp regarding any crisis situation - to help eliminate rumors or false information which could be given out and be damaging to the camp or to the family involved. Information will only be provided when we are sure of its validity. It is easy to inflate a situation out of proportion or to provide misinformation. The spokesperson will seek to guard against both situations.



APPENDIX A: MISSING PERSON IDENTIFICATION CHART

MISSING PERSON IDENTIFICATION CHART		
SEX		AGE
HEIGHT		WEIGHT
HAIR		RACE
EYES		HAT
TYPE OF GLASSES		COAT
SHIRT		SHOES
TROUSERS		COMPLEXION
NAME		
RECENT ACTIVITIES		
WHERE LAST SEEN		
ATTITUDE		
ANY OTHER INFORMATION		

