



# 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 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.

## 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.



## Intrusion/Strangers/Active Shooter Procedures

Lake Aurora relies on God for the primary safety of our campers, staff, and camp. In saying this, we believe we are responsible to train and prepare our staff to know what to do in the event an intruder scenario arises. Therefore, the following actions should be taken if a situation was to arise.

**First Defense** – As a first line of defense, LACC staff are trained to meet vehicle/visitor(s) as quickly as possible once they arrive on camp grounds. Having multiple entrances, it is important to notice any suspicious vehicles or visitors and make contact to determine their intent.

### A. Strangers/Visitors on Campus

1. Visitors on campus **MUST** check in with the main office where they will be given a visitor's badge to wear. Any visitor not wearing a visitor's badge should be escorted to the office. Call and report them to the office immediately.
2. If the stranger is a uniformed officer, or a legitimate inspector, they will be accompanied by a Lake Aurora camp staff member.

### B. Intrusion

1. Get all campers secure and out of harms way. **DO NOT ALLOW CAMPERS TO ENCOUNTER THE INTRUDERS.**
2. Be observant so you can accurately describe the intruder (get vehicle tag #).
3. If it is a night intruder, they should be approached only if there are two or more doing the approaching.
4. When possible, let the Lake Aurora camp staff do the approaching.

### Report any suspicious activity to one of the following:

Steve Bornemann	863-528-9359
Jason Mocherman	941-812-7107 (summer camp only)
Curtis Whalin	863-855-8306

## Firearms Policy

Only permanent LACA staff with concealed weapon license are permitted to carry firearms on LACA campus.

All others, *even if they have a concealed weapons license*, are **required** to lock up their firearms in their vehicles in the appropriate manner while they are on campus.



## C. Active Threat/Shooter: How to respond



In the event of an *active threat*, you have the option to respond in one of three ways. It is up to each counselor, staff member to choose the best response according to the scenario. When safe to do so, dial 911.

- **RUN** - Evacuate the area if there is an accessible escape path. Take as many campers as possible and run into the woods as long as it is safe to do so. Follow the instructions of any police officer.
- **HIDE** – If it is not safe to run into the woods, staff and counselors should grab their campers and get to a safe hiding spot. Keep in mind - hiding spots may need to change if a situation progresses. If in a building, lock the doors if possible, move furniture to block entrances, move away from the windows. Remain quiet.



- **FIGHT** – Sometimes, ensuring the safety of our campers means we need to take action to neutralize an intruder. It is every capable staff's responsibility to take action against the threat. Sometimes even simply throwing things at an intruder can cause enough distraction to allow someone else to neutralize the threat.

Although it is important to be prepared, it is equally important not to unnecessarily alarm campers. Therefore, we ask that you do not discuss these situations with the campers.

### Information to law enforcement or 911 Operator:

- Location of the active shooter and number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### How to respond when Law Enforcement arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Remain calm, and follow officers' instructions and put down any items in your hands (i.e., bags, jackets)
- Keep hands visible at all times and avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling.

## 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 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, protected by Florida law and birds of prey such as bald eagle, osprey, and large owls often visit.

## 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.

## Emergency Communication Plan On Campus



**Sound for fire or lost camper.** Emergency Alarm for Lakeside Camp is located on the front of the pump house. 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. *Active Shooter has different alert.*
- FM Radios are issued to key staff.
- Camp staff phone numbers listed at office door
- The power boats have air horns.

### Danger

### Off Limits

Maintenance compound  
Pump house  
All mechanical rooms  
Central sewage system  
Diesel Pump on Hillside  
Communications Tower  
All Roofs

## Limited Access

- ▼ Target sports range
- ▼ Boat house & beach guard house
- ▼ Life Expeditions Storage
- ▼ Team Challenge Course/Tower/Zip/Swing
- ▼ All staff residences
- ▼ The infirmaries
- ▼ The kitchen
- ▼ The waterfront
- ▼ Locked storage areas
- ▼ The Paintball Armory
- ▼ The office
- ▼ 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.



### Lake Aurora Christian Camp

237 Golden Bough Road

Lake Wales, FL 33898

(863) 696-1102

info@lakeaurora.org

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