

Emergency Safety Plan for Newtowne Players Summer Camp

1) Measures during Natural Disasters, Severe Weather, and Emergencies:

In the event of natural disasters, severe weather, or emergencies, the Newtowne Players summer camp will implement the following measures:

- Immediate communication with all staff and campers to ensure awareness.
- Evacuation to designated safe locations based on the nature of the emergency.
- Regular weather monitoring through reliable sources.
- Adequate shelter provision with clearly designated safe areas.

2) Staffing Requirements and Responsibilities for Injured Campers:

- A. One adult staff member will stay with the injured camper.
- B. One counselor or assistant counselor will summon emergency assistance.

3) Communication with Emergency Services:

Staff will communicate with fire, rescue, police, and 911 services through the camp's designated communication system.

4) Location of Emergency Communication:

The telephone or alternate communication means for summoning emergency services are located inside of the Newtowne Players box office.

5) Monitoring Severe Weather:

The camp employs weather monitoring systems via weather apps and emergency notifications, and stays informed about severe weather conditions through relevant authorities.

6) Providing Shelter during Severe Weather:

In the event of severe weather, both campers and staff will seek shelter in the box office.

7) Campers' Evacuation Plan:

Campers will be evacuated from their location to a predetermined safe location, which is at the USPS across the street from Three Notch Theatre.

8) Emergency Transportation and Meeting Location:

Emergency transportation procedures, loading/unloading processes, and designated meeting locations are detailed in the camp's transportation plan.

9) Attendance Monitoring:

Attendance of all campers will be taken promptly at the beginning, during, and after an emergency to ensure accountability.

10) Locating Missing Campers:

In the event of a missing camper, staff will follow the following [predefined protocol by the American Camp Association \(ACA\)](#), adjusted to fit the Newtowne Players Summer Camp, to quickly locate and ensure the camper's safety.

1. Staff makes a check of the immediate area, as well as where the camper was last seen. Do a search of the immediate area with available staff.
2. Check any known accomplices. (Friends in other groups, the camp staff, etc.)
3. Staff will contact the Camp Director about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing.
4. Camp Director will assign the following:
 - a. All assigned counselors to thoroughly check facilities and property leave NOTHING unchecked
 - b. All staff report to Camp Director
 - c. Camp Director stays in a central location.
5. If the camper is not found in 20 minutes, the camper will be presumed lost. The Camp Director will institute a public search that will include contacting the police/sheriff's department and camper's parents. The Camp Director will pull the camper's emergency forms and medical information for reference.
6. When found, camper should be returned to the Camp Director. **UNLESS INJURED**
7. Should camper be injured:
 - a. Do not move camper.
 - b. Depending on severity of injury, Camp Director will decide on what action to take.
 - c. If necessary, Camp Director will tell the Show Director to call proper authorities.
 - d. Care must be taken to avoid any additional injury to camper.
 - e. The situation and outcome shall be documented in writing.
8. If problem is due to social/emotional concerns:
 - a. Camp Director and group counselors will discuss events leading up to runaway.
 - b. These items will be discussed with the camper.
 - c. At the discretion of the Camp Director the camper will be returned to the group or sent home.
 - d. Corrective measures are to be outlined with the camper and the counselor by the Camp Director.
 - e. Follow-up with the parent/guardians will take place concerning the nature of the situation, the action taken and recommendations. This follow-up shall be documented in writing.
9. Complete an incident report and any other reports requested.

11) Parent Notification:

Parents will be notified of emergencies through a phone call as soon as possible.

12) Parent Pick-Up Procedures:

Parents will follow the communicated procedures for picking up campers in case of an emergency.

13) Staff Training:

Staff/volunteers will be trained on the emergency safety plan not more than 30 days before the beginning of camp.

14) Documentation of Training:

Documentation of staff/volunteer training on the emergency safety plan will be maintained in the camp box.

15) Demonstration of Knowledge:

Staff/volunteers must demonstrate their understanding of emergency procedures according to the safety plan.

16) Emergency Drills:

Emergency drills will be conducted early in each camp session, with written documentation maintained for review.

17) Access to the Emergency Safety Plan:

Staff/volunteers will have access to the emergency safety plan, with copies kept in the camp box and provided to each staff/volunteer.

This comprehensive plan aims to ensure the safety and well-being of campers and staff during various emergency scenarios. Regular training and drills will enhance preparedness and responsiveness.