



Camp Koolaree

**EMERGENCY
&
SAFETY MANUAL**

REVISED 2019

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TEN STEPS TO SAFER CAMPS AND RECREATIONAL AREAS

1. Become familiar with local, provincial and federal regulations governing all aspects of camp.
2. Establish written policies and procedures.
3. Maintain complete and accurate records.
4. Initiate comprehensive staff training activities.
5. Provide thorough supervision of camp activities.
6. Maintain equipment and facilities in top condition.
7. Use the off-season wisely.
8. Understand the types of risks associated with camps.
9. Learn more about insurance.
10. Reward safety.

MAP OF CAMP KOOLAREE N | Eight Mile Creek | Chapel West Arm of Kootenay Lake Dining
Kitchen Water Treatment Approximate distances Storehouse between buildings: Staff cabin 6
Cabin 1 - Cabin 2 = 30' Guest cabin Cabin 2 - Cabin 3 = 60' 5 Cabin 3 - Cabin 4 = 60' 4 L.821E
Cabin 4 - Cabin 5 = 25' Campfire Lodge Cabin 5 - Cabin 6 = 30' Cabin 6 - Storehouse = 25' 3
Hospital Storehouse - Kitchen = 15' Kitchen - Staff cabin = 50' Washhouse Staff cabin - Guest
cabin = 50' Guest cabin - Lodge = 60' Wharf 2 Admin. Hut Lodge - Admin. Hut = 50' Admin. Hut
- Wash house = 30' 1 Wash house - Hospital = 15' Hospital - Lodge = 50' Beach Canadian /
Pacific L.111 45 / Railway

COMMUNICATIONS

Within Camp

Warning System:

Warning systems create an efficient method to quickly communicate to the entire site population. Everyone must know these signals.

1. One long whistle blast - everyone to assemble in front of the lodge in cabin groups (used for all assemblies).
2. One blast on air-horn - everyone to assemble in front of lodge in cabin groups IMMEDIATELY (drop everything and go!) Cabin leaders to do a head count and await further instructions from the Camp Director. Designated runner to report to the director, to relay any messages to the cook who will remain by the phone. Cook's assistant will remain with the cook.
3. Three blasts on the whistle - clear the water. This will be used to clear the water at all times, and will signal the swimmers to return to their cabins. Cabin leaders to do a head count. In case of emergency, the spotter on duty at the time will report to the director and relay any necessary information.

Emergency Phone Numbers

A list of emergency phone numbers is to be posted in the kitchen, in the office in the ad-hut, in the hospital, and copies are to be updated yearly and placed in the emergency manual. Any emergency phone calls are to be made by the Camp Director, cook, nurse, groundskeeper, or other designated person.

Southeast Fire Centre	250-365-4040
Police (RCMP)	911
Ambulance	911
Hospital (Nelson)	250-352-3111
Poison control	604-682-5050 or 1-800-567-8911
Conservation office	250-354-6397

COMMUNICATIONS CONT.

Camp Koolaree Board of Directors (2015):

PRESIDENT:	Peter Herd	250-368-7449
VICE PRESIDENT:	Robin Murray	250-354-1412
SECRETARY:	Misty Soukochoff	250-365-2943
REGISTRAR/MANAGER:	Juliana Marko	250-521-1088
TREASURER:	John Marko	250-368-6603
REGION REP:	Toni Lynn McKellar	250-512-1777
DIRECTOR:	Ray Lundquist	250-365-8100
DIRECTOR:	Bill Furey	250-365-2258
DIRECTOR:	Nicole Cameron	250-512-9148
Camp Koolaree	Cell Phone	250-777-1499

Camp Location

Camp Koolaree is located across the west arm of Kootenay Lake from McDonald's Landing which, if approaching from Nelson, is at the second intersection of Lower Six Mile Road and Highway 3A. A large 'K' can be seen in the trees above the landing parking area.

In an emergency the person phoning needs to state:

1. His/her name and position of authority
2. Camp Koolaree address
3. Clearly what the problem is

Example:

My name is _____, I am the _____ (director, cook, groundskeeper) at Camp Koolaree on Kootenay Lake. We have an emergency involving a _____ (male/female) about ___ years old who has (hurt his/her leg, become unconscious), and we require an ambulance to meet us at McDonald's Landing. The landing, if approaching from Nelson, is located at the second intersection of Lower Six Mile Road and Highway 3A. Watch for the big 'K' sign on the right in the trees above the landing parking area. Any other information? **Wait, and be the last to hang up.** It would be a good idea to ascertain their estimated time of arrival.

After hanging up, report to the Camp Director with any other information.

EMERGENCY RESPONSE TEAM

The team:

Camp Director

Groundskeeper

Cook

Cook's assistant

First-aid attendant

Waterfront director

In any emergency the Camp Director and the first-aid attendant must be notified. The first-aid attendant is essential to administer any first aid that is necessary. The Camp Director is responsible for the well being of all the people at the camp.

When the air horn sounds, it is a signal for the cook and the cook's assistant to go to the phone and be prepared to relay any message that is necessary.

The Camp Director will assess the emergency, and upon deciding who should be contacted, a runner (preferably one of the counsellors) will be sent to notify the cook as to who needs to be contacted and the information that needs to be relayed. This runner will wait for the completion of the phone call and then relay the results and necessary action to be taken to the Camp Director.

In a land emergency, if the waterfront director has enough training, he/she may offer to help the first-aid attendant, but if service is not needed then that person will report to the Camp Director to provide any help that the Camp Director might need with the campers. It can also become the responsibility of this person to obtain the camper registration forms to be taken to the hospital while the first-aid attendant is looking after the victim.

The groundskeeper will respond to the emergency by reporting to the Camp Director for instructions. He/she will keep a boat in readiness at all times for emergency transportation, and he/she will be the operator of the boat. If the groundskeeper is unavailable, an experienced alternate will be designated.

EMERGENCY DRILLS

Repeated emergency drills familiarize participants and staff with emergency procedures and help prevent panic.

1. Paid staff will be trained by appropriate personnel at the beginning of camping season
2. Camp Directors also require training before their camp goes in. Ideally a training session will be held at the same time as the paid staff.
3. Camp counsellors and leaders will be trained on arrival in camp - usually the day before camp starts.

See section on Emergency Response Team for paid staff duties in an emergency.

Procedures

1. An air horn is sounded to initiate any emergency drill.
2. Everyone will assemble in front of the lodge in cabin groups except the cook and the cook's assistant.
3. Cabin leaders will do a head count and report to the director.
4. Runners are to report to the director to await instructions.
5. The director will issue instructions.
6. The first-aid attendant is responsible for staff and camper lists.

Types of drills

1. Fire - see section on fire emergency
2. Camp evacuation - see section on whole camp evacuation
3. Intruder, human or animal - see appropriate section
4. Earthquake - see section on earthquakes
5. Waterfront mishap - see section on waterfront
6. Lost child - see section on lost camper

An emergency drill must be practised at least once within the first twenty-four hours at the camp.

PROCEDURES

Fire Emergency:

Fire extinguishers - located in kitchen, guest house, Hospital, boats and lodge

Fire pump - a gas operated pump is located on the beach below the campfire site

Fire hydrant locations:

- (a) east end of storehouse (near kitchen)
- (b) back of staff house
- (c) back of first-aid building
- (d) back of administration hut
- (e) front of cabin 1
- (f) front of guest house

Fire hoses - located at end of lodge and at kitchen hydrant

Tools - in storehouse (shovels and axes)

Fire alarm - blast of air horn

Smoke Alarms - located in all cabins, administration Hut, Kitchen and Washrooms

In case of fire, the priorities are moving campers to safety and putting out the fire.

Staff duties in event of a fire (cook, cook's assistant, groundskeeper):

- (a) At kitchen site
 - (i) Close main propane valves
 - (ii) Evacuate any campers from site to safety
 - (iii) Fight fire with extinguishers and water from hydrant and pump
 - (iv) Call Camp Director
- (b) At any other building site
 - (i) evacuate and account for campers
 - (ii) Fight fire with water from nearest hydrant, pump, and tools
- (c) In the forest on camp property
 - (i) call Forest Service immediately
 - (ii) Account for campers and prepare for evacuation

Cabin Leaders: Call campers in each cabin to assemble in front of the lodge, account for each camper. Remain with the cabin group and lead them to any location as directed by the Camp Director.

Senior Staff: Assume responsibility for fighting fire under direction of the Camp Director.

General Rule

Light all lamps out doors. Fire rules are posted in each building.

PROCEDURES continued

Emergency Evacuation of Whole Camp

The camp would most likely have a fire emergency to require the evacuation of everyone on the property

1. Sound fire signal and remove all people to the safest place. First-aid attendant shall bring the camp list and registration forms.
2. The cook will phone the forestry fire number, police or whoever the Camp Director decides who should be contacted. State that the camp is being evacuated and request urgent assistance, giving the number of people in the camp.
3. Gather everyone on the beach in cabin groups and do a head count. Everyone is to don a life-jacket. The groundskeeper will start the boat engines. Allocate places in the boats.
4. The groundskeeper and other capable people will drive the boats across the lake to McDonald's Landing. One adult will go over on the first boat.
5. Everyone is to wait on the beach under the dock at McDonald's Landing.
6. Boats will continue to ferry people across as quickly as possible.

In the event danger is imminent, the canoes can be launched, and leaders with older campers - all wearing life-jackets - can take to the water roped together, but only as a last resort.

1. Do a head count when everyone has been ferried across.
2. Phone the Chair of the Camp Committee and other committee members.
3. Arrange temporary lodging and phone the parents of the campers.

PROCEDURES continued

Emergency Evacuation of Injured/Ill Persons

Since Camp Koolaree is about twenty minutes from the Kootenay Lake District Hospital in Nelson, the camp medical person must have first-aid training or be a registered nurse with emergency training.

Two methods exist for evacuating an ill or injured person:

Camp boat

1. The groundskeeper is to have the boat operational at all times. He/she is the designated driver of the boat. If the groundskeeper is away from the site, a qualified alternative person will drive the boat.
2. A patient may be removed under his/her own power, by spine board, or by basket stretcher, depending on the patient's condition.
3. An adult shall accompany the patient to the hospital and bring the patient's registration form and a first-aid kit.
4. At McDonald's Landing ambulance personnel will assume care if the patient is going to the hospital by that mode. Otherwise, the patient may be transported to the hospital by a vehicle which has been designated for that purpose.
5. The adult going with the patient is to be the liaison between the hospital, the camp and the parents of the patient.

Helicopter

1. If the patient's condition warrants air transport by helicopter, arrangements can be made through the ambulance dispatch centre.
2. Phone the ambulance dispatch centre, state the problem and request helicopter transportation.
3. The groundskeeper will light smudge pots and place at designated positions on the playing field. The area is to be kept clear.
4. Remember to send the registration form with the patient.
5. An adult is to go to the hospital by ground transport, to be the liaison between the hospital, the camp and the parents of the patient.

PROCEDURES continued

Intruders - Human

Use the air horn to gather everyone in front of the lodge. The cook and cook's assistant are to remain near the phone and to phone police if and as directed. Show as many lights as possible.

Confront the intruder, and, if necessary, in a group carrying available weapons (shovel, bat, etc.) for defence.

Try to ascertain the identification of the intruder(s).

If the intruder appears to be dangerous, we are allowed to take any action necessary to defend ourselves.

Do not panic but stay together.

Intruders - Animal

In the event a bear enters the camp, the air horn will be sounded and everyone will gather in the lodge. The director and the groundskeeper will attempt to scare the bear away with whistles, etc. The Conservation Office must be called for instructions as to whether experienced camp personnel may destroy the bear or what they wish done.

Rules:

1. No food in cabins
2. Grease from griddles is to be put in the garbage
3. The grill from a barbecue is to be soaked in the lake and thoroughly cleaned
4. Garbage is to be picked up from outside containers and cabins and stored in the brick house (with the door closed) until it can be transported across the lake.
5. At night, visits to the washhouse should be in pairs. (Two people will likely talk and disturb any animals along the way. Noise will cause a skunk to move out of the way.)

PROCEDURES continued

Earthquake Preparation

1. Know safe spots in each cabin or building (against inside walls, under beds or tables or supported doorways).
2. Know the danger spots (windows, hanging objects, tall unsupported furniture, shelves).
3. Practice moving quickly to safe areas. Hold firmly to a bed or table as they may move. Crouch low, bury head between knees.
4. Have readily accessible first aid supplies, food, water, blankets.

During the tremor

1. If indoors, get to a safe location quickly. Stay there for two minutes after the tremor stops.
2. If outdoors, move quickly to a safe area and lie flat on the ground, covering your head with your arms and hands.
3. Keep groups together; vocalize reassurance.

After the shaking stops

1. Stay calm
2. Make sure all campers have been accounted for.
3. Check for injuries. Do not move seriously injured persons unless they are in immediate danger.

Be prepared for aftershocks

1. Evacuate the building, moving to a designated safe area away from buildings and trees.
2. Do not re enter buildings until they have been declared safe.

Camp staff should make sure that all campers and staff have been evacuated from buildings. If possible, turn off water because of possible line breaks. Practice with campers what to do in the event of an earthquake. Be aware of any upstream dams or potential avalanche areas. A safe area should be on high ground in case of any sudden rise in the lake. This may occur long after the first shock.

Remember: stay calm and render aid wherever possible.

Watercraft Rescue

Power Boats: If the boat remains upright, paddle to shore if possible or call the camp cell if carrying a phone and wait to be towed. If the boat becomes cap-sized, if cell phone is still functional, call the camp cell and then stay with the boat and await rescue. If no cell phone is an option, if available, sound the air-horn 3 times and remain with the boat. If no cell or air-horn is available, stay with the boat and yell and wave a paddle above your head to draw attention.

Non-powered Boats: If the boat remains upright, use hands if no paddles available and row to shore. If a cell phone is available, call the camp cell and await rescue. If the boat is cap-sized, swim to shore when available. If swimming is too far, stay with boat and yell and raise paddle above head to draw attention, if a cell phone is present call the camp cell.

WATERFRONT RULES

Swimming

1. No one is to be on the dock unless the lifeguard is present.
2. All swimmers must have a buddy for whom they are responsible.
3. Everyone must take a swimming test under the direct supervision of the lifeguard, and must obtain a bracelet before they will be allowed to swim on the outer side of the dock.
4. Swimmers must remain in the marked off area and must not swim where the power boats enter.
5. Shoes must be worn to and from the beach area.
6. Fishing off the dock is not permitted.
7. Any swimmer who cannot complete the swim test will be required to wear a life-jacket on the dock at all times.
8. There is to be absolutely no pushing or throwing-in by anyone.

Boating

1. Everyone traveling in a boat or canoe must wear a life-jacket.
2. No one is to take out a canoe without first consulting the lifeguard.
3. Some training in canoe safety must be given to everyone before any boating can begin.
4. There will be no swimming from boats at any time.
5. There will be no water fights, fooling around or standing in boats at any time.

6. Anyone who chooses to go out in a boat is responsible for beaching the canoe and returning the life-jackets and paddles to their place of storage.

In the event of an emergency a whistle will be blown three times, signalling the spotter to take over the responsibility of clearing everyone from the water while the lifeguard takes care of the emergency. At any swim time there is to be at least one senior camper who shall be available to assist the lifeguard in any way called upon. Upon removing everyone to the beach it is the responsibility of this person to notify the Camp Director of the emergency.

HOW TO DEAL WITH EMERGENCIES, INCLUDING DEATH

General

1. Determine the exact nature of the emergency.
2. Ascertain that correct emergency care is in process. If death has occurred, cover the body and keep others away from the scene.
3. Begin to log each action, both the time and procedure, including all phone calls, etc.
4. Summon appropriate auxiliary services. To get help the following must be given:
 - (a) The nature of the emergency - drowning, fire, lost person, etc.
 - (b) Name(s) and brief description if a single or small number of persons involved.
 - (c) Assistance required - police, resuscitator, fire fighting equipment, etc.

Note: see section "Emergency Phone Numbers".

5. Call your legal counsel, if appropriate.
6. Call police, if appropriate. In the case of death, police **MUST** be called.
7. Inform staff of essential facts and advise them how to deal with auxiliary services.
8. Ascertain safety of other campers in a prearranged location.
9. Inform campers of essential facts.
10. Ensure full cooperation is being given to auxiliary services.
11. Inform parents or person(s) named on the camper registration to be advised in case of an emergency.
12. Initiate preparation of written statements from appropriate people involved. These will probably include:
 - (a) Conditions as they existed prior to the incident. This would include environmental conditions (weather, numbers of natural objects, number of people in the area, etc. Take photos if at all possible.
 - (b) Statements of persons on duty at the time of the incident. Each person prepares his/her own written comment.
 - (c) A description of the incident written by those closely involved.

HOW TO DEAL WITH EMERGENCIES, INCLUDING DEATH continued

13. Seek advice from a lawyer with respect to the content and wisdom of circulating
 - (a) a letter to parents or guardians of staff and campers
 - (b) a press release.
14. Only the Camp Director or his designate speaks to the press by saying "No comment at this time." Police will speak for the incident.
15. Phone the British Columbia Camping Association (BCCA) President to give verbal notification within twenty-four hours. Keep in mind that BCCA people may provide valuable moral as well as material support in such cases.
16. The Camp Director should commence a full evaluation of all incidents. The following may be of help in completing this process.

Review and Record

1. How were staff and campers made aware of the hazard (if any) that resulted in the incident?
2. What safety devices were provided with respect to the hazard? When and by whom had these devices last been checked?
3. What were the camp's emergency procedures for such a situation? (They MUST be reviewed and understood by all staff.) What was the date of the last drill or review of such procedures?
4. What specific instructions were given to staff when these emergency procedures were reviewed?
5. What are the certification requirements of staff? Is training and competency to perform an issue in this situation?
6. What rescue procedures were employed and how effective were these procedures? Were vital signs monitored from the instant of discovering an injured person?
7. What was the time span between the incident and the time help/treatment commenced?
8. Who administered the treatment?
9. Were the proper authorities advised? Was auxiliary service available within the time claimed?
10. What arrangements were made for the welfare of others in the group?
11. Compare written statements. Any inconsistencies? Any common problems or weaknesses identified?
12. How could the incident have been avoided?

HOW TO DEAL WITH EMERGENCIES, INCLUDING DEATH continued

13. What effect has the incident had on the Camp Director, staff, campers, parents, local authorities, etc.?
14. What has been learned from the experience by the Camp Director, staff, campers, parents, auxiliary services, etc.?

Excursions Off the Camp Property

On any excursion off the camp property, staff must be prepared to deal with emergencies such as drowning, injury, loss of life, lost camper or staff member, etc. The following steps may serve as guidelines from which each Camp Director can prepare procedures suitable for the staff of his/her camp.

1. The person in charge of the trip should initiate all first aid treatment required, and delegate those items best done by other people.
2. Instruct a second staff person or an alternate to:
 - (a) Communicate the problem via the fastest method to the Camp Director.
 - (b) Instruct that person sending the message to remain at the phone, radio, etc.
 - (c) Log the time of the call and the information relayed - who, when, where, what happened, what is being done.
 - (d) Continue to log in and out calls.
3. Having secured the victim:
 - (a) Make sure others on the trip are secure and reassured.
 - (b) Log (written) the time and details of the incident, including the extent of any injuries and all treatments or procedures given.
4. Determine the next action:
 - (a) The Camp Director will advise regarding the method of extraction, etc.
 - (b) The senior person on the trip must be prepared to recommend about the remainder of the trip, i.e., to be continued, to be aborted, to be altered, etc.
 - (c) If a major injury or accident has occurred and a camera is at hand, photograph all relevant details - location, extent of injuries, equipment damage, etc.
5. The Camp Director or designate will be responsible for:
 - (a) Notifying next of kin.
 - (b) Talking to authorities.
 - (c) Notifying legal counsel, insurers, etc.
 - (d) Talking to the media (all staff and campers are to be advised to make NO statements, comments or opinions on their own).

HOW TO DEAL WITH EMERGENCIES, INCLUDING DEATH continued

6. Continue to log (written) all details. Make no comments to outsiders, as such comments may well be misinterpreted.
7. The camp stands behind its staff members, and expects each member to perform to the best of his/her capabilities and training.

Serious Accidents or Death

1. The Camp Director (or designate) must phone the BCCA President (if not available, then any other Executive member) within 24 hours to report the facts of the accident or death.
2. The BCCA President must advise each member of the Executive by phone of the event(s) reported. If appropriate, the BCCA President may call a meeting of the Executive.
3. No statements are to be made by any member of the Executive or Board on behalf of the Association unless approval for same has been given by the Executive.
4. The member camp concerned must submit a report in writing to the BCCA office within 20 days of the incident. At a minimum, this report must include the name(s) of the person(s) injured or deceased, the date, the time and location of the incident. A copy of the letter sent to parents of campers on such occasions would normally suffice.
5. The Executive will meet at the call of the President following receipt of the report required in item 4 above.
 - (a) The need and/or the desirability of calling experts for information. This might be arranged in advance by the President.
 - (b) The position to be taken by the BCAA at the inquest if one is scheduled.
 - (c) The person who is to appear as a witness on behalf the BCCA at the inquest.
 - (d) Agreement on a press release to be issued on behalf of the BCCA.
 - (e) Content of the letter, if any, to be sent to the Director of the camp involved.
6. Should a coroner's inquest and/or a legal suit be held following the incident, the BCCA Executive will again be convened at a special meeting called by the President. This meeting will be held following the inquest or legal proceedings. At this meeting the Executive will formulate recommendations to be made to the Board for discussion and vote. The Executive will in these recommendations consider:
 - (a) Any action to be taken by the BCCA with respect to the status of the member camp.
 - (b) Proposals for changes in the Code of Ethics, Standards, and/or policies of the BCCA.
 - (c) The stance to be taken by the BCCA on each of the recommendations of a coroner's jury.
 - (d) Methods by which the learning gained as a result of the incident might be usefully shared with the membership of the BCCA.
 - (e) The content of a press release to be circulated to the media in British Columbia.

SPOT AND CORRECT

This form is used to report incidents which could have been accidents. This report form will help the camp committee to “spot” potential accident sites or conditions and correct them before an accident does occur.

Who was involved?

Where did the incident occur?

When (date, time) did the incident occur?

What happened, and why?

Suggestions for prevention of similar incidents in the future.

Signature of person responsible at the time of the “near miss”

Date

Signature of Camp Director

Date

ACCIDENT REPORTS

There are various forms kept in the top drawer of the filing cabinet in the camp's kitchen, as well as at the treasurer's office. Check with the camp director, or chairperson if unclear as to which form needs to be filled out as they are incident specific.

The relevant form must be completed immediately following the incident, and must be submitted to either the Board of Directors, or the camp director. They will ensure the proper authorities receive a copy.

NON-EMERGENCY CARE

It is expected that all emergency situations will be dealt with as in the preceding pages. Non-emergency medical care will have been arranged with a doctor. Contact the medical office to arrange an appointment. All minors for medical attention must be accompanied by an adult. Parents are to be notified by an adult if the situation warrants.

Emergency dental care will have been arranged with a dentist. If unable to contact a dentist, the emergency department of the nearest hospital can assist. (There is usually a dentist on call at the hospital.) Parents must be contacted, to be notified of the situation, and to arrange payment for services.

LOST CAMPER

Prevention

A little bit of advance planning can help a lot, so let's consider some prevention.

1. All tracks, trails, paths, etc. in, out and around the camp should be well marked, and the whole camp familiar to all staff and campers.
2. Each camp should be prepared for a search. A general plan should exist and everyone should be familiar with it.
3. Counsellors and staff can be reminded of the importance of knowing where their group is at all times
4. Whistles! Each camp should have enough whistles so that each member of a cabin group, for example, can each have a whistle when they go on a hike or an overnight.
5. There should be a good map of the camp, including all trails.

Equipment

To conduct a search efficiently you will need:

1. A map of the immediate area, including the camp buildings.
2. Flagging or surveyor's tape.
3. Whistles
4. People with watches
5. Possibly flashlights
6. One person designated as the search leader
7. Compasses (not necessary but nice to have).

LOST CAMPER continued

Types of Lost Campers

There are three types of lost campers, but a deliberately lost camper and someone lost within the camp grounds can both be found the same way.

1. Use the air horn to signal an emergency. Have everyone gather in front of the lodge.

2. Have cabin leaders do a head count; the search might end there.

3. When you are sure someone is really missing, the “fact gathering” starts,

- (a) Who is missing? Is he/she still in the bathroom?
- (b) Is he/she really missing or on an errand for one of the camp staff?
- (c) What was he/she wearing?
- (d) Where was he/she last seen and in what direction was he/she going?
- (e) When was he/she last seen? How long has he/she been missing?
- (f) Is this appropriate behaviour for the missing camper?
- (g) How old is the lost camper, and how adept is he/she in the woods?
- (h) Is he/she on any medication?

4. The next step is to call a perimeter search. This means a thorough search of all buildings in the camp. Each cabin group is sent to check their certain areas of the camp and report back to the lodge with the leader. The leader, of course, is keeping a record of all of this. Remember, when searching the buildings to look under them, on top of them and in the rafters. The leader waits until all of the groups have reported back before proceeding to the next stage.

5. The next stage is to “track crawl”. This means searching all the trails and paths. Each group is assigned to a specific area. Each group is given some flagging tape, a watch, possibly a compass, and whistles for everyone. Don’t forget flashlights if it is at or after supper time. The flagging tape is for marking the trail, path, etc., so that any other group will know which trails have been searched and which have not. The watch is for searching by time. This means that the leader tells the group to walk the trail for a designated period of time, mark the turnaround with tape, and then return to the lodge. The whistles are for “calling”. The whistle blast carries farther than the voice, so blow the whistle, listen for a response, blow again, etc. When the groups blow their whistles together (all at the same time) the sound carries even farther. Chances are the lost

person will hear the whistles long before you can hear him/her, and the whistles are very reassuring.

6. The next stage is the parallel sweep. This type of search uses a group of people who are spread out in a particular formation at specified distances apart for one sweep of an area. The end person stays in place and the other searchers rotate around this person at positions the same distance apart without missing any area.

7. At this point outside help must be called in. Never hesitate to call in outside help early. After 30 minutes of searching, call the police, as the search continues. All professional search groups and the police would rather be turned back by happy outcomes or false alarms.

The third type of lost camper is on a trip away from the main camp. Assuming that all the overnights have a whistle, then as soon as the camper strays too far from the group, he/she can blow the whistle frequently so the leader can respond with his/her whistle, and the search ends quickly. However, if no one has a whistle, the first thing to do is for the group to stop and to set up a "base". The group leader can then set out to do a perimeter search of the immediate area. Always leave at least two or three members of the group at the "base" in case the missing camper shows up on his/her own. The group that is out searching should mark the area they have covered and keep returning to the "base" to check with the others.

At some point the decision will have to be made to either continue in this manner or to return to the main camp. This decision should be made approximately one to two hours after the search started. If the group is going to return to the main camp, the entire group goes back together. Leave the "base" area clearly marked and leave a note in an obvious spot. The note should include instructions for the missing camper to stay there at the "base" and that someone will be returning as soon as possible.

Points to Remember

1. The search party must proceed at the speed of the slowest member.
2. Most lost people stick to the trails or paths or just off to the side of them. Occasionally, they will walk up or down dry creek beds, but this is not usual.
3. Children seem to be able to recognize sooner than an adult that they are lost and should stay put.
4. Include basic survival skills and "what to do when you are lost" in the camp program.
5. Three whistle blasts is now recognized as the "I need help" signal.

LOST CAMPER CHECK LIST

Personal Description

To be used by a search party in case campers become lost or must be rescued because of accident or illness.

Camper Name:

Parent or Guardian to be notified:

Name:

Address:

Telephone:

Personal Description of Camper:

Age

Height

Weight

Colour of:

Hair

Eyes

Skin

Description of clothing (include type material and colour):

Headwear

Raincoat Wind-jacket Sweater

Trousers

Footwear

Other

SWEEP AND CREEPING-LINE SEARCHING |----->----->----->-----> |
 |----->----->----->-----> Starting point of | Fig. 1 Parallel Sweep base line
 |----->----->----->-----> Search | |----->----->----->-----> Leader
 on a compass bearing or predetermined track Datum point Datum line
 X----- Leader 1 |----->----->----->----->
 Base | 2 line |----->----->----->-----> | 3
 |----->----->----->-----> | 4 |----->----->----->-----> Deputy
 leader 4 |<-----<-----<-----<-----<-----<-----<-----<-----<-----<-----
 | 2 |<-----<-----<-----<-----<-----<-----<-----<-----<-----<----- 1
 |----->----->----->----->-----> | 2 |----->----->----->-----> Fig. 2
 Creeping Line | 3 Ahead |----->----->----->-----> | 4
 |----->----->----->----->

TRAINING PROCEDURES

All paid staff and volunteer adults must be trained in emergency procedures. And be aware of safety rules specific to Camp Koolaree.

Paid Staff

1. Must be oriented to camp by a committee member with specific attention paid to fire hydrants, fire extinguishers, use of the water pump, use of the telephone, how to operate the boat, and how to shut off the propane.
2. Comprise the emergency response team and be aware of their job on the team for each type of emergency. (See section on Emergency Response Team)
3. Should have first-aid training and CPR training at least at a basic level, but if he/she does not, the camp committee must provide several hours of training by a qualified person.
4. Will be trained by a qualified person on the camp site emergency procedures specific to Camp Koolaree.
5. Must be thoroughly aware of and obey all camp rules. Every effort will be made to send at least one staff member to any course useful to the camp, e.g., a course on fire fighting offered by Selkirk College.

Adult Volunteers, Camp Directors, first-aid attendant or nurse, counsellors, youth leaders

1. Must receive orientation to the camp as stated above.
2. Must know the responsibilities specific to their position.
3. Must know what the emergency response team is, what it does, and where he/she fits in.
4. Must be aware of all camp rules and obey them, especially emergency signals.

Since time and distance constraints usually prevent the volunteer staff from getting together for training before camp starts, arrangements must be made for all staff to arrive in camp the day prior to the start of the camp. A committee member must be available to do the orienting if no one qualified is available. On the first day of the camp, paid and volunteer staff will have a joint training session. Since training is of little use without putting it into action, a fire drill must be held within the first 24 hours of the camp.