

Cataloochee District Emergency Actions Plans
For District Camporees

Revised 01/14/2026

These Plans Are Available Digitally From The District Short
Term Camp Administrator And Physically At The Events

Contents

Objective.....	3	Floods.....	11
Emergency Plan Manager.....	3	Misplaced Individuals.....	13
Emergency Plan Coordinators.....	3	Suspected Missing Camper.....	13
Responsibilities.....	3	Suspected Aquatic Incident.....	13
Information Meeting.....	4	Disease Outbreak.....	14
After Action Meeting.....	4	Blood Borne Pathogens.....	14
Fire.....	4	Hazardous Materials.....	15
Grassfire/Brushfire/Wildfire.....	5	Dangerous Encounters with Wildlife.....	16
Severe Weather Conditions.....	6	Bears.....	16
Storms.....	6	Venomous Snakes.....	16
Lightning.....	6	Other Animals.....	17
Tornados.....	6	Intrusion.....	18
Hail.....	7	Unknown Individual.....	18
High Winds.....	7	Active Shooter.....	18
Hot Weather/Extreme Heat.....	8	Natural/ Manmade Hazards.....	21
Cold Weather/Extreme Cold.....	9	Utilities Hazard.....	21

Objective

The objective of the Cataloochee District Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and Fire Prevention Plan (29 CFR 1910.39), as well as to prepare district staff and volunteers for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at district camporees.

Emergency Plan Manager

Emergency Plan Coordinator

Responsibilities

Management

Cataloochee District will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to all participants in the event of an emergency. Cataloochee District management will ensure proper adherence to this plan through regular review.

Camporee Admin

The admin shall follow and ensure that their staff and volunteers are trained in the procedures outlined in this plan.

Participants

Participants are responsible for following the procedures described in this plan and will be briefed on them at the Friday leaders meeting, in the leader's guide, and be able to see them at any time at the camp admin tent.

Visitors/Outside Resources

Any visitors or outside resources must be informed of the proper actions and how they need to respond in the event of an emergency plan being used. This should be done at the camp admin tent when they check in.

Information Meeting

At every camp there will be an informational meeting for the SPLs and Scoutmasters. At this meeting the following EAPs will be discussed to ensure they are known: Fire, Severe Weather, and Intruder.

After Action Meeting

In the event any plan is used, after the emergency is over and camp is restored to program. A meeting will be held to evaluate strengths and weaknesses of the plans and if any changes need to be made. If necessary, the meeting can be held after the camporee, but a debrief at the site should still be held.

Fire

Prevention

- **Site Setup:** Use designated fire rings, keeping them at least 15 feet away from tents and trees. If you are sodding a fire pit, follow the same guidelines, and ensure the sod is kept properly to replace. Ensure that there is a clear fire circle outside the pit so that any embers will not ignite unintentional fires.
- **Fuel Storage:** Store matches, lighters, and starters in a waterproof container outside tents, ensure that firewood is stored outside of the fire circle. (See Hazardous Materials Section for chemicals)
- **Unattended Fires:** **Never** leave a fire unattended. This is how fires spread and become dangerous.
- **Extinguishing:** Drown fires with water and stir until all ashes are cold to the touch.
- **Extinguishing agent:** Always keep a bucket of water or sand nearby, 10lb fire extinguishers that are Type ABC are also acceptable.
- **Cooking Equipment:** When using charcoal, ensure that all charcoal is properly stored and lit in a fire pit or on a charcoal table. Ensure that **all** gas lines from tanks to stoves are clear and visible, they should **not** be walked over.

Response

- If a campfire pops and releases embers outside of the fire pit, attempt to stomp on the ember to extinguish it.

- If a campfire, or charcoal, ignites the grass around the area, try to secure all items and stomp on the grass to extinguish. If needed, employ other methods such as water, sand, or fire extinguishers if necessary. If unable to succeed, refer to the grassfire section.
- If a building or vehicle catches on fire, notify event staff, and call 911. Begin evacuation to a safer location and wait for more information from the event admin on resuming activities.

Reporting

- If a youth spots a fire, notify the closest adult or event staffer for the proper notifications and response to be conducted.
- Adults or event staff need to ensure the beginning of proper steps in response. If it is safe to do so, adults can begin attempting to extinguish fire.

Notification

- If a fire occurs on property a mass notification will occur. Depending on the type of fire evacuation may be necessary, and these steps will be communicated.
- The event staff will notify the camp admin, the camp admin will then notify the District Executive staff and take appropriate action from there.

Evacuation

- Evacuation routes will be discussed before camp begins, then communicated to the campers via mass notification in the leader's guide, when the troop checks in, and the SPL/Scoutmaster Meeting.
- Event Staff will be informed at their meeting of these evacuation routes.
- It is recommended that evacuation areas be away from the fire, and an area that will not light on fire if possible. I.E. Parking lots, Concrete areas, etc.

Reentry/Resuming Camp

- Headcounts of all individuals will be conducted at the collection point from the evacuation routes.
- Headcounts will be turned into the admin to coordinate any further actions.
- Reentry/ Resumption of camp will be decided on once the fire is under control.

Grassfire/Brushfire/Wildfire

If a fire is spotted, yell **FIRE** as loud as possible. Have all individuals clear the area and move upwind and far away from the fire. Alert the event staff. Call 911. Identify evacuation route, or an area that the participants will go for safety until resumption of program or dismissal from the event.

Severe Weather Conditions

Storms

Seek shelter during heavy rain or a thunderstorm. The risks associated with thunderstorms to be aware of are:

- Lightning
- Hail
- High winds
- Tornadoes
- Flooding/Flash Flooding
- Extreme Heat/ Extreme Cold

A thunderstorm **watch** indicates conditions are favorable for a thunderstorm.

A thunderstorm **warning** indicates a thunderstorm is occurring in the area.

Lightning

If lightning can be seen OR thunder heard it indicates a thunderstorm is nearby and you should seek shelter. Wait for 30 minutes with **NO** lightning or thunder before leaving the shelter.

- Get out of the water immediately.
- Seek shelter, but if none is available go to the lowest area possible and away from trees.
- If in an automobile stay put.

Tornados

In the event of a tornado get as low to the ground as possible such as a ditch or low-lying area. Stay away from trees or any temporary shelters.

A tornado **watch** indicates that conditions are favorable for a tornado.

A tornado **warning** indicates a tornado is occurring in the area.

- "Tornado Watch" has been declared
 - Briefing will be held with staff members and troop leaders
 - Monitor news media
- "Tornado Warning" has been declared
 - All people will safely move to the designated severe weather shelter based upon their location in camp.

Hail

If you are caught in a hailstorm, immediately find hard shelter. Avoid taking cover under trees or in low-lying, flood-prone areas. If no shelter exists, crouch down, face away from the wind, and cover your head and neck with your arms, thick layers of clothing, or a backpack.

Outdoors

- Seek the immediate hard shelter.
- If no shelter is available, crouch down low to ground facing away from the wind, and protect head and neck with your arms, backpack, or heavy clothing.
- Avoid dangerous spots such as trees, towers, metal fences, and poles.
- Avoid low areas in case heavy rain triggers flash flooding.

In a Vehicle

- If driving stops safely, and in a covered spot if possible.
- Remain inside the vehicle.
- Move away from the windows or cover yourself with blankets or coats to protect yourself from shattering glass.

Preventative Measures

- Monitor local weather alerts, and forecasts, have a backup plan if severe weather is possible.
- Identify where the hard shelter is before the event begins, ensure participants know where it is.

High Winds

High winds can be experienced in multiple different weather conditions. It can be clear and windy, or it can be in a thunderstorm, it is imperative to keep up to date on the possibility of this happening.

- Ensure tents and other canopies are secured into the ground.
- Make sure there are no trees, or other overhead hazards that could catch the wind and cause harm.
- If items do catch wind, look out for them flying.
- Ensure that open flames are extinguished and discourage open burning.
- If needed, find hard shelter.

Hot Weather/Extreme Heat

Extreme Heat Terms:

- Heat Wave: Prolonged period of excessive heat often combined with excessive humidity.
- Heat Index: A number in degrees Fahrenheit (F) that tells how it feels when relative humidity is added to the air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.
- Heat Cramps: Muscular pains and spasms due to heavy exertion. Although heat cramps are the least severe, they are often the first signal that the body is having trouble with the heat.
- Heat Exhaustion: Typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to the vital organs. This results in a form of mild shock. If not treated, the victim's condition will worsen. Body temperature will keep rising and the victim may suffer a heat stroke.
- Heat Stroke: A life-threatening condition. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.
- Sun Stroke: Another term for heat stroke.

What to Do in an Extreme Heat Emergency

- Stay indoors as much as possible and limit exposure to the sun.
- Stay on the lowest floor out of the sunshine if air conditioning is not available.
- Eat well-balanced, light, and regular meals. Avoid using salt tablets unless directed to do so by a physician.
- Drink plenty of water. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
- Limit intake of alcoholic beverages.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible.
- Protect face and head by wearing a wide-brimmed hat.
- Check on family, friends, and neighbors who do not have air conditioning and who spend much of their time alone.
- Never leave children or pets alone in closed vehicles.
- Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat and take frequent breaks.

Cold Weather/ Extreme Cold

Snow and extreme cold can immobilize an entire region. Even areas that normally experience mild winters can be hit with a major snowstorm or extreme cold. Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines and hypothermia.

What to Do During Cold Weather or a Winter Storm Guidelines:

- Listen to your radio, television, or NOAA Weather Radio for weather reports and emergency information.
- Keep entrances and walkways clear of ice. If necessary, use sand, salt or a commercially available deicer.
- Conserve fuel, if necessary, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
- If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they are most exposed to the cold (or where the cold was most likely to penetrate).
- Maintain ventilation when using kerosene heaters to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
- Eat regularly and drink ample fluids but avoid caffeine and alcohol.

If you are outdoors:

- Avoid overexertion when shoveling snow. Overexertion can bring on a heart attack – a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- Cover your mouth. Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless necessary.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all its insulating value and transmits heat rapidly.
- Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
- If symptoms of hypothermia are detected:
 - Get the victim to a warm location.
 - Remove wet clothing.
 - Put the person in dry clothing and wrap their entire body in a blanket.
 - Warm the Location of the body first.

- Give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious.
- Get medical help as soon as possible.

If you are driving:

- Drive only if it is necessary. If you must drive, consider the following:
- Travel in the day, don't travel alone, and keep others informed of your schedule.
- Stay on main roads; avoid back road shortcuts.

If a snowstorm traps you in the car:

- Pull off the highway. Turn on hazard lights and hang a distress flag from the radio antenna or window.
- Remain in your vehicle where rescuers are most likely to find you. Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close but be too far to walk in deep snow.
- Run the engine and heater for about 10 minutes each hour to keep warm. When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. This will protect you from possible carbon monoxide poisoning.
- Exercise to maintain body heat but avoid overexertion. In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- Take turns sleeping. One person should always be awake to look for rescue crews.
- Drink fluids to avoid dehydration.
- Be careful not to waste battery power. Balance electrical energy needs – the use of lights, heat, and radio – with supply.
- Turn on the inside light at night so work crews or rescuers can see you
- If stranded in a remote area, stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.

Floods

Floods can be serious catastrophes and are one of the most common hazards in the United States. Floods can be caused by a variety of factors, including a sudden accumulation of rain, rising rivers, tidal surges, ice jams, and dam failures. Floods are a common byproduct of hurricanes. Dangers include drowning, structural instability, utility disruptions leading to electrical or fire hazards, and biohazards from sewage and other contaminants.

In the event of a flood, or the conditions are possible:

If a flood is likely in your area, you should:

- As time permits, follow the steps that apply from the “Storms” section of this document.
- Listen to the radio or television for information.
- Be aware that flash flooding could occur. If there is any possibility of a **flash flood**, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

- Secure the location that you will consider moving to. Have a location identified in advance and begin the communication of this information to units and leaders.
- Have units prepare their gear, all non-essential gear should be stowed and prepared for evacuation if needed.
- Continue monitoring weather conditions closely, consider calling local emergency management officials for more information and advice.

If you must evacuate, remember these tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
- Pay attention to your surroundings. In the areas we are camping Flash Flooding can occur at a moment's notice. Be prepared to move to high ground quickly, gear and materials can be replaced, life cannot.

The following are important points to remember when driving in flood conditions:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups

WHAT TO DO AFTER A FLOOD

The following are guidelines for the period following a flood:

- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Avoid moving water.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay away from downed power lines and report them to the power company.
- Return to the area only when authorities indicate it is safe.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, in foundations.
- Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- Clean & disinfect everything that got wet. Mud and floodwater may contain sewage and chemicals.

Misplaced Individuals

Suspected Missing Camper

In the event that an individual in a unit is not where they are supposed to be, and you have not found them after looking initially,

- The unit is instructed to immediately search their campsite, including ALL tents, pavilions, and latrines for the Scout.
- If not found, Staff is contacted according to standard communication method and meets at an instructed area.
- Camp Director or Event Lead will assign staff (at least pairs) to areas of camp to search.
- If after lights out, each campsite should be checked with the staff asking the leader to do a bed check and if there are any visitors in camp.
- If person is missing for 30 minutes or longer the District Executive or designee is notified to make the call of notifying emergency services/Search and Rescue.
- A Camp Gather Drill may be called.

Suspected Aquatic Incident

Aquatic incidents may arise from environmental factors, such as heavy rain in flood-prone areas, or from programs, such as swimming, boating, and ice fishing.

An aquatic emergency is an incident during an aquatic program that may result in injury or death. Examples include drowning; medical emergencies or missing persons in or on the water; boat collisions or capsize, particularly in cold or moving water; equipment malfunctions; and chemical releases at pools. Most such incidents are preventable, but risks cannot be completely eliminated.

Paid and/or volunteer program staff is responsible for implementing preventative measures and also preparing and executing emergency action plans specific to the activity and the facility. State and local codes often mandate specific training for those supervising aquatic programs at youth camps and public swimming venues. Scouting also has policies found in the Guide to Safe Scouting and national camp standards for swimming and boating activities.

The program supervisors specified in those regulations and policies, such as a camp aquatics director or a camp ranger serving as a certified pool operator, should be trained in how to formulate and execute aquatics-related emergency action plans. District leadership should confirm that such qualified personnel are in place for district aquatic events and that those supervisors have been provided sufficient support, such as trained staff, proper equipment, and time for training, to meet industry standards of care.

Disease Outbreak

- Upon suspicion of a potential disease outbreak, the health officer will be notified.
- Health officer will examine the patient(s), and if necessary, take the immediate steps to treat the patient.
- Health officer will notify the camp admin and then consult the local health department for any guidance and further actions needed.
- Continuation of camp will then be evaluated from there.

Blood Borne Pathogens

- In the event that a medical item or biohazard is found, youth will not touch it. They need to alert an adult immediately.
 - These items can be hypodermic needles, used gloves, used bandages, etc.
- The adult will then notify the health officer, and the health officer will then secure the items and dispose of them.
- In the event of an unintended release of bodily fluids, such as vomiting, urine or excrement. Notify an adult or event staff, and the health officer will evaluate response.

Hazardous Materials

Fuels

- **Chemical fuels:** Liquid, gaseous, or gelled fuels.
- **Recommended chemical fuels:** White gas (Coleman fuel), kerosene, liquefied petroleum gas fuels (including propane, butane, and isobutane), vegetable oil fuels, biodiesel fuel, and commercially prepared gelled alcohol fuel in original containers.
- **Chemical fuels are not recommended:** Unleaded gasoline; liquid alcohol fuels (including isopropyl alcohol, denatured ethyl alcohol, and ethanol), and other flammable chemicals that are not in accordance with the manufacturer's instructions for chemical fueled equipment.

Equipment

- **Approved chemical-fueled equipment:** Commercially manufactured equipment, including stoves, grills, burners, heaters, and lanterns that are designed to be used with chemical fuels.
- **Prohibited chemical-fueled equipment:** Equipment that is handcrafted, homemade, modified, or installed beyond the manufacturer's stated design limitations or use. Examples include alcohol-burning "can" stoves, smudge pots, improperly installed heaters, and propane burners with their regulators removed.

Storage

- An adult knowledgeable about chemical fuels and equipment should always supervise youths involved in the storage, handling, and use of chemical fuels and equipment.
- Operate and maintain chemical-fueled equipment according to the manufacturer's instructions and in facilities or areas only where and when permitted.
- Using liquid fuels for starting any type of fire, including lighting damp wood, charcoal, and ceremonial campfires or displays, is **prohibited**.
- No flames in tents. This includes burning any solid, liquid, gel, or gas fuel, including tents or teepees that feature or support stoves or fires, and any chemical-fueled equipment or catalytic heaters.
- Store chemical fuels in their original containers or in containers designed for immediate use. Securely store any spare fuel away from sources of ignition, buildings, and tents.
- During transport and storage, properly secure chemical fuel containers in an upright, vertical position.

Spills

In the event of a major fuel spill. Deny entry and contact professionals to deal with the spilled fuel. They may need to ensure disposal or proper cleanup.

Dangerous Encounters with Wildlife

Bears

Prevention

- **Store Smellables:** Use bear resistant canisters or bear bags to store food, trash, and scented items (toothpaste, deodorant, sunscreen, etc.) an ideal height is 12 feet high and 8 feet from adjacent trees. Another method is storing trash, and other items inside trailers.
- **Camp Hygiene:** Never keep food in tents. Pack out all trash.
- **Group Behavior:** Hike in groups, and make noise to avoid surprising bears, ensure leave no trace to discourage attraction.
- **Site Selection:** Avoid setting up tents near dense brush, berry bushes, or bear trails.

During an Encounter

- **Stay Calm & Together:** Gather the group together to appear large.
- **Do Not Run:** Running can trigger a chase response.
- **Back Away Slowly:** Quietly move away without turning your back on the bear.
- Alert an adult and Event Staff as soon as you are able to get away from the bear.

Reporting

- Always report the bear sighting and what actually is occurring with the bear.
- If needed contact the local Tennessee Wildlife Resources Agent about specific actions.
- In the event that a new sighting or announcement needs to be done, run briefings with unit leaders, and at flags.

Venomous Snakes

Prevention

- **Gear:** Wear boots and long pants (or snake gaiters).
- **Situational Awareness:** Watch where you step and place your hands; use hiking poles to check brush.
- **Training:** Ensure leaders have basic first aid training for venomous bites.
- **Site Management:** Keep camp areas clean of debris that attracts rodents, down log and heavy brush make for perfect nests for rodents, and snakes.

Immediate Action

- Move away from the snake. Stay Calm. Notify an event staff member or an adult leader.
- If bit, notify a leader or event staff member.
- Keep calm and await further help from the health officer and event staff.

- Do **NOT** chase the snake in an attempt to identify it. Give your best recollection of the snake.

Reporting

- If you have seen the snake report it to event staff or an admin. They will follow up on the report.
- If needed contact the local Tennessee Wildlife Resources Agent about specific actions.
- In the event that a new sighting or announcement needs to be done, run briefings with unit leaders, and at flags.
- Snake tongs may also be needed to handle any snake regardless of venomous or non-venomous.

Other Animals

- Other critters will still be annoying but may also be dangerous. Animals such as raccoons, possums, and birds. Please be judicious about the use of food, and the storage of food.
- Please don't try to domesticate the animals. They are wild and should not become humanized.
- If you are concerned about an animal, please inform event staff, or camp admin, they will then work to identify and learn about the animal, and make any contact needed for it.

Intrusions

Unknown Individual

In the event that an unknown individual is identified on property, polite caution should be exercised. Youth and Adults should be cautious, but odds are they are an individual in the area that is interested about the activity. Youth should not initiate contact, and inform an event staff, or adult leader.

Report any suspicious or out-of-place individuals to your unit leader immediately. Do not approach the individual. Try to note as much as you can about the person's appearance. Deliver this information to the event staff and they will direct a proper individual to contact them and redirect them if needed.

Active Shooter *FBI Active Shooter Attack Prevention and Preparedness (ASAAP)

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.
- Call 911 when it is safe to do so!

How to Respond When an Active Shooter Is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that scouts and visitors are likely to follow the lead of adults and volunteers during an active shooter situation.

1. Run. If there is an accessible escape path, attempt to evacuate the premises. Be sure to do the following:
 - a. Have an escape route and plan in mind.
 - b. Evacuate regardless of whether others agree to follow.
 - c. Leave your belongings behind.
 - d. Help others escape, if possible.
 - e. Prevent individuals from entering an area where the active shooter may be located.
 - f. Keep your hands visible.
 - g. Follow the instructions of any police officers.
 - h. Do not attempt to move wounded people.
 - i. Call 911 when you are safe.
2. Hide. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - a. Be out of the active shooter's view
 - b. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - c. Not trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

 - d. Lock the door.
 - e. Blockade the door with heavy furniture.

If the active shooter is nearby, do the following:

 - f. Lock the door.
 - g. Silence your cell phone and/or pager.
 - h. Turn off any source of noise (i.e., radios, televisions).
 - i. Hide behind large items (i.e., cabinets, desks).
 - j. Remain quiet.

If evacuation and hiding out are not possible, do the following:

 - k. Remain calm.
 - l. Dial 911, if possible, to alert police of the active shooter's location.
 - m. If you cannot speak, leave the line open and allow the dispatcher to listen.
3. Fight (take action against the active shooter). As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - a. Acting as aggressively as possible against him or her
 - b. Throwing items and improvising weapons
 - c. Yelling
 - d. Committing to your actions

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.

- Officers usually arrive in patrol units.
- Officers may wear regular patrol uniforms, or street clothes. Uniform items might look like external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, and handguns.
- Officers may shout commands, and may push individuals to the ground for their safety.

How to react when law enforcement arrives:

- Remain calm and follow the officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or the 911 operator if possible:

- Location of the active shooter
- 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

Notes: The first officers arriving 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 probably 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.

Natural and Manmade Hazards

- Natural and manmade hazards will be noted by the camp admin on their walk throughs of camp.
- Any areas deemed a hazard will be noted and marked off limits.
- If any hazards are made from units, these will be noted by the camp admin and dealt with accordingly.

Utilities Hazards

- Utilities will be identified by the camp admin before the event.
- Emergency Shutoffs will be located, and individuals to shut them off will be identified and communicated.
- In the event that the shutoffs will not work, E-911, and the utility departments will be notified and used in accordance with need.