



# Oregon Trail Council Rendezvous Marion Mooney Scout Ranch Emergency Procedures

This document contains information needed in the event an emergency should arise while in camp. The policies and procedures in this document should be closely and carefully followed to ensure the health and safety of every individual in camp.

This document should be studied before an emergency situation arises so that you are familiar with the policies, procedures, and actions to be taken. If you have any questions, contact the Oregon Trail Council at 800- 801-4430 Monday thru Friday 9am to 5pm for clarification.

The first thing to remember in an emergency situation or incident is to remain calm and use common sense. This helps to keep others calm and prevent future injury or illness. It is also important to only state facts concerning the incident.

In order to maintain the confidence and privacy of those involved, please keep your comments and statements about any incident to a minimum. ***Because no one person will have all the correct facts, no Scouter should make statements or comments to any media or news person. All media should be referred to the Oregon Trail Council without exceptions. Any incidents should be reported to the Oregon Trail Council Scout Executive. If pertinent the media will be given information as soon as all facts have been gathered and confirmed. If the media should contact you, it is ok to say "we have just learned that there may be a possible situation and are currently working to obtain more information"***. Give them the Oregon Trail Council (OTC) phone number and take their phone number so that the OTC Scout Executive can call them back. Do not just give them the answer of "no comment".

We never plan on an accident or illness to occur, but should one happen, following these policies and guidelines will help the incident be resolved quickly and without future incident.

## Eligibility

Any registered Scout or Scouter of the Boy Scouts of America is covered by this procedure. All guests must comply with the *Guide to Safe Scouting* while present at Marion Mooney Scout Ranch.

Scout-to-Scouter ratios must also comply with the *Guide to Safe Scouting*, keeping in mind there are specific requirements for Cubs Scouts, Scouts BSA, Sea Scouts, and Venturers that differ between the programs.

## Emergency Signal

At an OTC Council event such as Rendezvous, the director will use a loud horn or whistle that can be used to sound an emergency while in camp.

**CONSISTENT SIREN**, in the case of severe weather, natural disaster, or lost scout.

- o Quickly secure your area.
- o Remain calm and walk with a purpose to assemble at parade ground.
- o Help those that need mobility assistance.

At assembly area, follow instructions for

**CAMPER ACCOUNTING.**

**WAVERING SIREN**, in case of an active shooter.

- o Conceal. Stay put and hide in place.
- o Wait until called out by a uniformed law enforcement officer.

When you hear this signal, secure your area and report immediately to the flagpole/pavilion.

## Emergency Communications

There is no phone in camp, please have a charged cell phone or, if needed, contact the caretaker at his trailer to use a landline.

## **Severe Storm or Natural Disaster**

In the event of an impending storm, the following procedures will be followed:

1. The Rendezvous Camp Director will sound the camp wide emergency signal to gather all campers and adults at the assembly area.
2. If at an OTC Council event such as Rendezvous, the Rendezvous director will begin accounting for all campers with the assistance of the adult leaders of each unit.
3. Everyone should be moved to a protected facility designed by the Rendezvous director or unit leader. Facilities for severe thunderstorms would be the pavilion or Adirondacks.
4. Everyone should remain in the designated area until the all-clear signal is given.
5. Forecasts will be monitored by the Rendezvous director using cell phone technology or radio.

## **Blood and Body Fluids**

**Rendezvous Camp Medic is Alicia Peacor RN.**

In the event of an emergency where contact with body fluids is possible, the following procedures will be used:

1. In emergencies where contact with body fluids of a victim is possible, standard precautions must be utilized.
2. Always protect yourself from contact with blood and body fluids of accident victims. Treat all blood as if it were contaminated with bloodborne viruses.
3. At a Rendezvous the health officer is the designated person who should deal with these types of emergencies.
4. In the case where body fluids are involved in an accident, use protective gloves and eye protection that should be available in a properly outfitted first aid kit. Do not use bare hands to stop bleeding; always use a protective barrier.
5. Surfaces and equipment contaminated with blood/body fluids should be washed with detergent and water. The surface should then be washed with a freshly-made solution of 1:10 household bleach and water. Gloves should be worn. Paper towels should be used rather than reusable sponges.

6. Always wash exposed skin area with hot water and soap immediately after treating the victim.
7. You should have the accident victim hold direct pressure on the affected area if he or she is able; this will prevent you from being in contact.
8. If you become exposed to possible bloodborne pathogens, a confidential medical evaluation should be conducted.
9. In case where CPR or respiratory assistance is needed, use the one way valve masks should be located in a properly outfitted first aid kit
10. Any one that responds to an emergency should take any items that touch blood to the pavilion so that they can be disposed of per the medical procedures.
11. All units should have an adult leader present trained in "Wilderness First Aid" or "first aid"

## **Suspected Child Abuse**

In the event of suspected child abuse, the following procedure will be used:

1. Suspected child abuse – whether physical, mental, emotional or sexual – should be reported to the Oregon Trail Council Scout Executive.

2. Do not speak of this subject with anyone else. It is only suspected child abuse. 3.

Always maintain two deep leadership when directly communicating with a scout. 4.

At some point, a youth in your care may disclose that he or she has been abused.

a. Don't panic or over react to the information disclosed by the child.

b. Don't criticize the child.

c. Do respect the child's privacy.

d. Do make sure the child feels that they are not to blame.

e. Do let them know that you must report this to the Camp Director.

5. The Oregon Trail Council Scout Executive will complete all state requirements for reporting.

## Fire in Camp

The most important item is to get everyone out safely. Property damage is secondary to the safety of Scouts, leaders and staff. In the event there is a fire in camp, the following procedure will be followed:

### 1. Forest or Structure Fire

- a. Immediately notify everyone in the area of danger.
- b. The Rendezvous director or unit leader will notify the fire department and camp caretaker.
- c. The Rendezvous director or unit leader will sound the emergency signal, account for all campers at the flagpole, and await instructions from the camporee director or unit leader.
- d. If at an OTC council event, the health officer will report to the flag pole.
- e. Only incipient stage fires should be fought by the Scouters on site, in no case should a Scout be involved or put at risk.
- g. If evacuation of the camp is required, leaders will use their vehicles in the parking lot to transport people. The Rendezvous director or unit leader will be responsible for tracking the people as they leave to insure that all people are accounted for.
- h. The Rendezvous director or unit leader will determine when all is clear.

### 2. Campsite Fire

- a. Each Unit will post a Unit Fireguard Plan sheet in the campsite. It is the responsibility of the unit leader to train Scouts in the use of the fire plan, fire prevention, fire detection, reporting and fire control. All burnable material should be cleared 6 to 10 feet away from any fire source. No flames are to be in tents and all fuel is to be stored away from tents and fire sources. Refer to the Fireguard Plan for more details.
- b. The Fireguard Plan must be completed on the first day of camp.
- c. If a small fire breaks out, the person discovering it should take immediate

action, whether or not they are on the fire patrol for the day. They should sound the alarm by yelling "Fire".

d. Immediately send someone to seek assistance. The scout should contact the first Scouter they see. The Scout or Scouter will contact the camporee director.

e. If the fire is small and measures can be taken without risk of injury, the following actions can be taken.

i. Douse the fire with water or sand, remember a shovel and "B4" bucket of sand and water is required before lighting any campfires (only the vault toilet between the Coquille and Umpqua Adirondacks is equipped with running water).

ii. Smother fire with a lid or other item.

iii. In the event of a tent fire (canvas only) kick out the end poles if it can be done safely.

f. The Rendezvous director or unit leaders will direct Scouters in fighting the fire and determine if the fire department is to be activated.

g. If the fire department is to be activated, the Rendezvous director will assemble everyone in the designated area.

h. The Rendezvous director will determine when all is clear.

## Missing Person

In the event there is a missing person, the following procedure will be used:

1. Send a runner immediately to the missing person's campsite to see if they have returned.

2. Notify the Rendezvous director or unit leaders immediately.

3. After talking to the unit leaders, the Rendezvous director will call for a camp-wide assembly after an appropriate amount of time if the person is still missing.

4. The Rendezvous director or unit leaders will direct a search and will order notification of proper authorities as needed.

5. Establish the last place the person was seen, search the Scout's tent for missing items and with the unit leader insure that the person is not in the campsite.

6. The health officer will remain in the pavilion to provide medical assistance and provide a communications center.

7. The Rendezvous director or unit leaders will instruct the Scouters in searching areas where the missing Scout was last seen and other logical areas.
8. If the area is unknown or the person is not found, Scouters will search their assigned areas according to the Rendezvous director or unit leader assignments
9. The Rendezvous director or unit leaders will make the decision on how to continue the search.

### **Fatal or Serious Injury or Illness**

In the case of a fatal accident or illness, the following procedure will be

followed: 1. A serious injury or illness includes:

- a. Any period of unconsciousness.
- b. Any hospital inpatient admission.
- c. Any surgical intervention including other than suturing of the skin or setting of simple fractures.

2. In the case of a serious injury or illness, the Rendezvous director or unit leader should do everything possible to provide first aid. At OTC district events a first aid kit will be at the pavilion, at unit events each unit should provide their own first aid kit. At an OTC council event the health officer should be contacted to bring additional first aid equipment to the location. EMS should be contacted by the Rendezvous director or unit leader as soon as it is determined that additional assistance is needed.

3. The Rendezvous director or unit leaders should be contacted immediately.

4. The Rendezvous director will gather basic facts and call the Council Scout Executive. The Rendezvous director and Council Scout Executive are to read and review the BSA Report of Fatal or Serious Injury or Illness.

5. The Rendezvous director and Council Scout Executive will follow the steps as outlined in the BSA Report of Fatal or Serious Injury or Illness.

## Unauthorized Person Entering Camp

In the case that an authorized person is seen in camp, the following procedure will be followed:

1. At OTC council events, all authorized adult campers will wear colored wrist bands. Parents and other family members visiting camp must check in at the pavilion, sign in and receive a wristband. The colors may change from event to event to insure that unauthorized persons cannot copy the color.

At unit events the unit leaders should be aware of who belongs in camp and who does not.

2. If any camper or Scouter observes an unauthorized person entering camp, they are not to approach the person under any circumstances.

3. The camper or Scouter should immediately alert the Rendezvous director to the location of the unauthorized person. This should be done directly!

4. Once the Rendezvous director or unit leaders are alerted, they will take the necessary action. The Rendezvous director will take no less than two other Scouters and proceed to the last location the person was seen. If the unauthorized person is one that is to be escorted off the camp property with additional assistance (police, county sheriff), the Rendezvous director will contact the necessary authorities.

5. The Rendezvous director or unit leaders will speak to the unauthorized person to determine the identity of the person and why they are in camp.

a. If it is determined that the person would be approved to be in camp (parent, troop leader), the Rendezvous director or unit leaders will check the person's driver's license and confirm with the troop scoutmaster. The person will be taken to the pavilion to be formally authorized to be in camp.

b. If the Rendezvous director or unit leaders decides the threat level of the authorized entrant is high, then the Rendezvous director will call the proper authorities. While authorities are en route, the staff will do what they can to keep the authorized person at the location.

6. If the unauthorized person is confirmed but cannot be located, the Rendezvous director will call for a full camp assembly. The Rendezvous director with the assistance of unit leaders will account for all campers and staff in camp.



## **Safety around Animals in Camp**

Marion Mooney Scout Ranch is also the home of many wild animals. To insure the safety of campers and staff, all should follow the following general wildlife stewardship steps:

1. Hike on designated trails only.
2. Keep a clean campsite.
3. Keep food and other aromatic scents out of your tent.
4. At night, hang food and other aromatic scents in bear bags or locked in trailers.
5. Never approach or follow wild animals.
6. Do not feed wild animals.
7. Don't mistake a passive animal as a sign of safety.
8. Never tease or attempt to pick up wildlife.
9. Leave young animals alone; a protective mother is usually nearby.
10. Stay away from dead animals and berry patched important food sources for some wildlife.
11. Avoid aggressive behavior.
  - a. Direct eye contact, even though a camera.
  - b. Walking directly towards an animal.
  - c. Following an animal that has chosen to leave.
  - d. Circling or standing around an animal
12. In the case that you see a dead animal or you see an animal acting in a strange manner, leave the area and notify the camporee director or unit leader. The camp caretaker will take appropriate actions to remove the animal. Do not approach the animal.

## **Hazard Chemical Spills**

1. At an OTC council event, all bulk chemical fuels are to only be stored in the storage shed under the control of the Rendezvous director. At a unit event the unit leader should have these items stored under lock and key in their vehicle or designated lockbox.

2. If a spill is observed, all people are to leave the area and report it to the Rendezvous director.
3. All chemicals are to be stored in their original container. If chemicals are required to be placed in a different style container for use, the container must be clearly labeled as to the contents.

### **Safe Operation of Facilities and Equipment**

1. The camp caretaker or designee and Camp Mooney property committee members are responsible for the maintenance of camp equipment and facilities. They are also the people to train the Rendezvous director or unit leader on the safe operation of equipment.
2. The camp caretaker or designee will train the Rendezvous director in the operation of equipment in the camp. The campers can then use equipment under the direction of the Rendezvous director.
3. If any equipment is not functioning properly, it is to be turned off and reported to the Rendezvous director.
4. Repairs are only to be made under the direction of the camp caretaker or designee. Campers and staff are not to make repairs or adjustments to equipment without the camp caretaker or designee present.
5. Camp equipment is only to be used as it was intended to be used.

### **Noise Exposure and Hearing Conservation**

1. Campers and staff are to wear ear protection at all events with exposure to loud noise. Camp will have ear protection for all merit badge classes with noise exposure.
2. Ear protection should also be worn at locations where prolonged exposure would be over average of 85 decibels.
3. Regardless of the level of noise, everyone who works in the rifle range, shotgun range, or blackpowder range are required to wear hearing protection (earplugs, inserts or muffs).

