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Enclosure (1) – Information Specific to Each Council Location

- References: (a) 29 CFR 1910.38, *Emergency Action Plans*
 (b) 29 CFR 1910.39, *Fire Prevention Plans*
 (c) National Camp Accreditation Program AO-804, *Camper Security*
 (d) National Camp Accreditation Program AO-807, *Communication Systems*
 (e) National Camp Accreditation Program AO-805, *Emergency Procedures*
 (f) National Camp Accreditation Program FS-703, *Fire Detection and Prevention*

I. OBJECTIVE

The objective of the South Georgia Council Emergency Action Plan is to comply with references (a)-(d), as well as to prepare the professional staff and volunteers to prevent and respond to emergency situations. This plan is designed to minimize injury and loss of human life and council resources through training, implementation procedures, procuring and maintaining necessary equipment, and assigning responsibilities. The Scouting families we serve have an expectation that when they come to our Scout Office or to our camps that there are plans and procedures in place to respond to emergencies. Successful implementation of this plan relies primarily with the council's professional staff and their initiative and resourcefulness to prepare for and respond to emergencies in order to fulfill this expectation. This plan applies to emergencies that may reasonably be expected to occur at the Council Office, Camp Osborn and Camp Patten. Information specific to each council location is at Enclosure (1).

II. ASSIGNMENT OF RESPONSIBILITY

A. Emergency Plan Manager (Scout Executive) is responsible for:

1. Developing and updating the Emergency Action Plan for South Georgia Council.
2. Maintaining all professional staff training records pertaining to this plan.
3. Scheduling periodic tests of the emergency notification system at each location.
4. Ensuring the council coordinates with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond.

B. Emergency Plan Coordinators. The South Georgia Council Emergency Plan Coordinators are:

Location	Name	Position	Contact Information
Scout Office	Vacant	Office Manager	O: (229) 242-2331 C:
Camp Patten	Jerry Freeman	Camp Caretaker	C: (229) 977-5706
Camp Osborn	Eric Ginter	Camp Ranger	C: (229) 317-1757

Emergency Plan Coordinators are responsible for:

1. Instituting the procedures in this plan in their designated locations in the event of an emergency.
2. Maintaining a list and contact information of emergency response resources for easy access in the event of an emergency. The list should include: Police, Fire, EMS, local hospital, utility companies, forestry commission, etc.
3. -Ensuring exit routes in buildings are cleared and free of obstructions.

4. Ensuring that mobility-impaired people, and people who may not speak English at our facilities have an assigned assistant to aide in evacuating.
5. Ensuring there are serviceable and a visually monthly inspected fire extinguishers available in all required locations.
6. Ensuring the Automated External Defibrillator (AED) at their location is serviceable and the pads and battery are within service life.
7. Safely storing hazardous materials.
8. Scheduling and conducting an annual fire prevention inspection of your location's facilities with the Fire Marshal having jurisdiction.
9. Enforcing fire prevention housekeeping at their location.

C. Volunteers are responsible for:

1. Familiarizing themselves with the emergency prevention and response procedures outlined in this plan.
2. Maintaining accountability of all unit members and participants during activities and events at the camp properties. If an evacuation or emergency notification has occurred, the unit leaders will account for each person in their unit at the designated assembly area or shelter-in-place location. Unit leaders are responsible for reporting to the senior council staff or volunteer so an accurate head count can be made and reported to the Scout Executive.
3. Develop an emergency action plan for their unit's meeting location and include, at a minimum:
 - emergency exit routes with assembly area
 - location of fire extinguisher, first-aid kit and AED

III. PLAN IMPLEMENTATION

A. Fire Prevention and Fire Prevention Housekeeping

Fire extinguishers may only be used if the fire is small, there is safe access to the exit, and if a second person is available to assist. The annual contracted fire prevention inspection at each location will determine the requirement, type, size, physical placement (mounting height, distance between), and frequency of servicing.

Under no circumstances will anyone attempt to fight a fire that has passed the incipient stage (that which can be put out with a single fire extinguisher), nor will anyone attempt to enter a burning building to conduct search and rescue. These actions will be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

Hazardous materials, such as flammable liquids, combustible liquids, acids, bases and miscellaneous solvents, are stored in documented locations at the council office and camps. If the total volume of all hazardous materials on the property in cans or bottles exceeds 10 gallons, then the hazardous materials must be stored in an approved flammable storage cabinet. For calculation purposes, the volume capacity of the original container will be used. Hazardous materials will be stored in their original containers with label to maintain the product information and safety instructions. Safety Data Sheets (SDSs) will be maintained on all hazardous materials used within the office or the camp.

Hazardous accumulations of combustible waste materials must be controlled so a fast-developing fire, rapid spread of toxic smoke, or an explosion will not occur.

Emergency plan coordinators should be aware of the hazardous properties of materials in their locations, and the degree of hazard each pose.

Certainly oil-soaked rags have to be treated differently than general paper trash in office areas. However, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials that can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion must be controlled.

B. Reporting Fire and Emergency Situations

All fires and emergency situations will be reported to senior council staff or volunteer at the location in-person or by telephone as soon as possible.

To eliminate confusion and the possibility of false alarms, only the senior council staff or volunteer is authorized to contact the appropriate community emergency response personnel. The most expeditious method to summon emergency services is to call 911. Provide name, location, type of emergency. The following telephone numbers may also be used:

	Police	Fire /Rescue/EMS	Nearest ER
Scout Office	Valdosta Police Dept. (229) 242-2606	Valdosta Fire Dept. (229) 333-1835	SGMC 2501 N. Patterson St. Valdosta, GA (229) 333-1000
Camp Osborn	Worth County Sheriff (229) 776-8211/8212	Worth County Fire/EMS (229) 776-8223/8224	Phoebe/Worth Medical 807 Isabella St. Sylvester, GA (229) 776-6961
Camp Patten	Lanier County Sheriff (229) 482-3545	Lakeland Fire Department (229) 482-2594	SGMC Lanier Campus 116 West Thigpen Ave. Lakeland, GA (229) 433-8440

Police, Fire and EMS response times for both camps is < 10 minutes. It is important to meet responders at camp gate and guide them to the emergency location on camp.

The unit leader is responsible for contacting the parents of a camper injured or involved in an emergency situation.

C. Informing Location Occupants (personnel at the Scout Office or one of the camp properties)

In the event of a fire or emergency situation, including destructive weather, the senior council staff or volunteer at the location will ensure that all personnel are notified as soon as possible using the notification system which is word of mouth, cellular telephone or text message, runner.

D. Scout Executive Notification

The senior council staff or volunteer will contact the Scout executive as soon as possible if the emergency involves a reportable incident (injuries beyond first-aid/hospitalization/or loss of life, property damages, theft, or if media coverage of the situation is expected. Scout Executive Cell _____

E. Securing Property and Equipment

In the event that evacuation of the premises is necessary, some items may need to be secured to prevent further detriment to the facility and personnel on hand (such as securing confidential/irreplaceable records or to prevent release of hazardous materials). Only the Emergency Plan Coordinators may secure the property and equipment and only if it is safe to do so.

F. Advanced Medical Care

Under no circumstances will a professional staff or volunteer render advanced medical care and treatment. These situations will be left to emergency services professionals who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist.

G. Accounting for Personnel

Once an evacuation or emergency notification has occurred, the senior council staff or volunteer will account for each person under their responsibility at the designated assembly area or shelter-in-place locations. Unit leaders are responsible for reporting to the senior council staff or volunteer so an accurate head count can be made and reported to the Scout Executive.

H. Severe Weather

The senior council staff or volunteer will immediately disseminate severe weather alerts (such as severe thunderstorms or tornados) by the most expeditious means possible including in-person, cellular phone, text message, or runner.

All location occupants will immediately stop program activities and shelter in the designated location(s) until the threat of severe weather has passed as communicated by the senior council staff or volunteer by disseminating the “all-clear”.

I. Aquatics Incident

Aquatics incidents may arise from environmental factors, such as heavy rain in flood-prone areas, or from programs, such as swimming, boating, and 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 capsizes, and equipment malfunctions. Most such incidents are preventable, but risks cannot be completely eliminated. The senior council staff or volunteer are responsible for implementing preventative measures and also preparing and executing emergency action plans specific to the activity and the facility.

Scouting America has detailed policies found in the *Guide to Safe Scouting*, national camp standards for swimming and boating activities, *Aquatics Staff Guide* and *Aquatics Management Guide*. The program supervisors specified in those policies, such as a Council Aquatics Director, are trained in how to formulate and execute aquatics-related emergency action plans. The Scout Executive will verify that such qualified personnel are in place for council and district aquatic events and that those individuals have been provided sufficient support, documented training and proper equipment to perform their duties. In addition, *Safety Afloat* and *Safe Swim Defense* training courses are required volunteer qualification training for aquatics activities at the unit level.

J. Range and Target Activities Incident

Ranges will be operated by qualified Range Safety Officers and Rangemasters under the supervision of the Council's Range Activities Director and in accordance with the written standard operating procedure for each range. Prior to any shooting event, all range personnel will attend a safety briefing where the range rules and safety and emergency procedures are reviewed. A first-aid kit with appropriate equipment to provide basic first-aid treatment for injuries will be available on-site. Communications with camp headquarters or the senior council staff or volunteer as well as emergency medical services must be tested and available prior to events starting.

If an injury occurs, the RSO or Rangemaster will notify the senior council staff or volunteer immediately by communication means. The nature of the injury will be noted and an on-site qualified person will be notified of the injury. If it is a minor injury, a first-aid kit will be used to treat the injury. The range officer will ensure the safety of those participants remaining on the range. He/she will call for a cease fire, order all guns or bows cleared, and instruct all shooters to step away from the firing line until the situation can be properly managed.

In the event the injury requires additional medical treatment, the local EMS will be contacted or (depending upon the severity of the injury) the parents or other designated adults may transport the participant to the local treatment facility. Other participants will be cleared from the area until the injured is removed. Adherence to the Scouting America Safeguarding Youth policies remain in effect. If a serious injury occurs, the local EMS will be contacted immediately. Other participants will be removed from the area; only those assisting with the injured will remain.

K. Active Shooter

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. Practices for responding to an active shooter include:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits when you are indoors.
- 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 by any means possible.
- *Call 911 when it is safe to do so*

How to Respond When an Active Shooter Is in Your Vicinity (Run – Hide – Fight)

Quickly determine the most reasonable way to protect your own life. Remember that youth will likely follow the behaviors of the adults during an active shooter situation.

1. Run. If there is an accessible escape path, attempt to evacuate the premises.

- Have an escape route and plan in mind.

- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- 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. The hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap yourself or restrict your options
- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

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

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police of the active shooter's location.
- 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:

- Acting aggressively against him or her
- Throwing items and improvising weapons
- Yelling
- 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 teams of four.
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, and handguns.
- Officers may use pepper spray or tear gas to control the situation.
- 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:

- 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

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will 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.

L. Lost or Missing Scout

Use the Buddy System: Emphasize that Scouts should always travel in pairs.

Maintain Situational Awareness: Unit leaders should know where their Scouts are at all times.

Once it is determined that a Scout is not with their group and is not accounted for, the unit leader will immediately notify the senior council staff or volunteer (Camporee or Event Director). When the lost Scout plan goes into effect; a horn (air horn or vehicle horn) with three blasts will be used. Unit leaders will bring their Scouts back to their campsites and account for their Scouts, and any additional Scouts in their group. Units will remain at their campsites until notified. (It is important for leaders to give their Scouts something to do to keep them engaged and occupied; keep Scouting.)

The Event Director will:

- Speak with the Unit Leader reporting the missing Scout about the missing Scout.
- Check areas of interest to the youth. Buddy check all areas to determine if there is an extra youth there.
- Check all latrines, inside, around and under all vehicles, program areas, buildings, etc.

If the Scout is not found:

- Notify the Scout Executive.
- Divide the staff and assign areas to search. Start with the areas nearest where the youth was last seen.
- Follow instructions given by the Scout Executive if Scout is still not found.

When a Scout is found:

- If uninjured, return them to the Event Director.
- If injured, do not move them; follow medical protocols and call for proper emergency services as directed by the Event Director.

M. Unauthorized Persons on Camp Property / Intruder Prevention

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgement must be made on the part of the camp and event staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance, if possible, refer the person to the camp headquarters, or ask them to leave. Our camps are private property and not open to the public. Observe to ascertain that the person leaves the site.

1. All persons entering camp property must check in with Event Chairperson and state their purpose for being on camp property.
2. Unit leaders will:
 - (a) Provide an accurate, by name attendance of their unit at the time of check-in.
 - (b) Ensure Scouts are only released to a parent or legal guardian at the end of the event.
(Be cautious of an unauthorized person seeking release of a minor during or at the end of an event.)
 - (c) Maintain accountability of all youth members and remain vigilant to unauthorized persons on camp property.
 - (d) Ensure any visitors to the camp or their unit are escorted during their time on the camp property.
 - (e) Ensure Scouts use the Buddy System when travelling through camp.
3. In order to prevent false alarms and unnecessary fright, all campers will carry flashlights and identify themselves when walking in the camp at night.
4. If an unidentified/suspicious person or vehicle enters camp, have an adult notify the Event Chairperson or unit leader immediately with description and location.
5. If the unidentified person is carrying a weapon, behaving aggressively, or harassing campers, call 911 immediately. Do not approach or call attention to the individual. Move Scouts to the nearest building away from the intruder and take attendance. Remain calm and reassure the Scouts.

IV. TRAINING

A. Professional Staff Training

The professional staff will receive instruction on this Emergency Action Plan as part of new-employee orientation upon hire. Additional training will be provided: when there are any changes to the plan and/or facility; when staff member's responsibilities change; and annually as refresher training. Training will include:

1. proper housekeeping
2. fire prevention practices
3. fire extinguisher location and use
4. means of reporting fires and other emergencies
5. alarm systems
6. escape routes and procedures
7. procedures for accounting for employees and visitors
8. closing and securing doors
9. sheltering in place
10. severe weather procedures

B. Volunteer Training

Volunteers are encouraged to:

- Become familiar with the *Guide to Safe Scouting*.
- Become familiar with the contents of this EAP.
- Complete the specialized on-line training courses related to specific Scouting activities available on *my.scouting* such as: *Climb On Safety*, *Range Activities Safety Training*, *Hazardous Weather Training*, *Safety Afloat* and *Safe Swim Defense*.

C. Fire/Evacuation Drills

Fire/evacuation drills will be conducted at least annually, and will be conducted in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the facilities change (building modifications, changing gates or road network at camps), or as otherwise deemed necessary.

D. Training Records

The Scout Executive will document all training pertaining to this plan and will maintain records at the Scout Office.

V. PLAN EVALUATION

This Emergency Action Plan will be reviewed annually, or as needed if changes to the Scout Office of camps are made. Following each fire drill, Scout Executive will evaluate the drill for effectiveness and weaknesses in the plan, and will implement changes to improve it.

Information Specific to Each Council Location

Name	South Georgia Council Scout Office	Camp Osborn	Camp Patten
Address	3005 N. Ashley St. Valdosta, GA 31602	480 Camp Osborn Road Sylvester, GA 31791	261 Burnt Church Road Lakeland, GA 31635
Phone	(229) 242-2331	(229) 317-1757 (Ranger's Cell#)	(229) 242-2331
GPS Coordinates	30.87401° N 83.29053° W	31.64909° N 83.94450° W	31.02122° N 83.04989° W
Law Enforcement	Valdosta Police Dept. (229) 242-2606	Worth County Sheriff (229) 776-8211	Lanier County Sheriff (229) 482-3545
Emergency Plan Coordinator	Office Manager	Camp Ranger	Camp Caretaker
Nearest ER	SGMC Health Main	PPMH Main	SGMC Health Lanier
ER Address	2501 N Patterson St. Valdosta, GA 31602	417 West Third St. Albany, GA 31701	116 West Thigpen Ave. Lakeland, GA 31635
Phone #	(229) 433-1000	(229) 312-1000	(229) 433-8600
Notification Alert	In-Person Voice	3 air horn or car horn blasts	3 air horn or car horn blasts
Communication	In-Person Voice	Cellular Phone or Text Runner	Cellular Phone or Text Runner
Severe Weather Shelters	Storeroom	Shower houses, Abernathy Dining Hall walk-in cooler	Copeland Center

Enclosure (1)