

Sitka Fine Arts Camp Emergency Action Plan

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DANGEROUS PERSON ON CAMPUS

FACULTY OR SUPERVISING ADULT

- 1. Report immediately to Sitka Police by dialing 911**
- 2. Counselors move students to safe area (i.e. inside of closest building). If the dangerous person is not in your area, gather students and move to a room and lock the door**
- 3. Faculty/counselors take accountability report of students**
- 4. Make accountability reports to Director of Student Life (DSL)**
- 5. Stay with students, keeping them together**
- 6. Remain in room until all clear is given by emergency staff or Executive director**

FACULTY AND SUPPORT STAFF

- 1. Call 911, DSL and Executive Director**
- 2. Lock all outside doors**
- 3. Provide police with floor plan and follow their instructions**

SUICIDE THREAT OR ATTEMPT

FACULTY OR SUPERVISING ADULT

- 1. Notify Director of Student Life immediately**
- 2. Remove remaining students from the scene**
- 3. Remain calm and reassure students that everything possible is being done**
- 4. When the Executive Director, Director of Student Life, Police and/or medical personnel have arrived rejoin your students**

FACULTY AND SUPPORT STAFF

- 1. Call 911 and staff office to report**
- 2. Ensure students have adult supervision**
- 3. Contact Director of Student Life and Executive Director**
- 4. Contact parents of students involved**
- 5. Coordinate for critical incident management (refer to resource phone numbers)**

KIDNAPPING/STRANGER ALERT

FACULTY OR SUPERVISING ADULT

- 1. Report kidnapping, or attempted kidnapping to the office immediately**
- 2. Note person's appearance and any other information about the person (clothes, appearance, gender, vehicle type and/or plate number). This will be helpful to the police**
- 3. Custody disputes are treated as possible kidnapping**

FACULTY AND SUPPORT STAFF

- 1. Call 911 then Executive Director**
- 2. If kidnapper is still on camp property, is not armed or acting violent, attempt to communicate with the kidnapper to keep them in the area**
- 3. If children, faculty, or parents express concern about a stranger loitering on or near camp, report it to the Sitka Police department**

TO AVOID KIDNAPPINGS

- 1. Do not release student to anyone other than the designated parent or guardian as indicated in student file**
- 2. Do not take substitutes for parent or guardian without prior approval from the guardian or parent and the office**

Example: during a custody dispute a parent attempts to pick up student without proper authorization.

DEATH OR SERIOUS INJURY ON CAMPUS

FACULTY OR SUPERVISING ADULT

- 1. Notify office immediately**
- 2. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma (e.g. clear classroom)**
- 3. Remain calm and reassure students that all possible actions are being taken to care for their classmate**
- 4. Rejoin your students as soon as possible**
- 5. Account for all students and remain with them until told otherwise (make accountability reports to Director of Student Life)**

FACULTY AND SUPPORT STAFF

- 1. Call 911 then the Executive Director's office**
- 2. Send camp nurse or qualified first aid/CPR person to scene**
- 3. Ensure students have adult supervision**
- 4. Call family member of injured student or faculty member**
- 5. Coordinate critical incident stress management person**

ADDITIONAL INFORMATION

If injury is the result of aggressive behavior by a student or intruder, protection of student and staff becomes a key issue on how the event is handled.

FIRE OR EXPLOSION

FACULTY OR SUPERVISING ADULT

- 1. Pull closest fire alarm**
- 2. Call 911**
- 3. If fire is contained to a small area such as a trash can, have someone use a portable fire extinguisher if it is safe to do so**
- 4. Notify main office**
- 5. Evacuate building at least 300 feet from building. Close doors behind you if it is safe to do so**
- 6. Account for all students**
- 7. Report accountability to Director of Student Life**
- 8. Remain calm and stay with students**

FACULTY AND SUPPORT STAFF

- 1. Do not allow re entry to building until authorized by fire/safety officials**

ADDITIONAL NOTES:

Fire extinguishers are located throughout all buildings and in all wings and hallways in Sweetland. Remember when using a portable fire extinguisher

- P- pull the pin**
- A- aim nozzle at the base of the flame**
- S- squeeze the trigger**
- S- sweep the extinguisher from side to side, covering the area of the fire with extinguishing agent**

BOMB, BOMB THREAT, OR SUSPICIOUS DEVICE

FACULTY OR SUPERVISING ADULT

- 1. Do not touch or approach a bomb or suspicious device**
- 2. Avoid use of two-way radios and cell phones close to suspected object**
- 3. Avoid vibrations (e.g. running and other movement)**
- 4. Notify main office immediately**
- 5. Identify area clearly so it can be barricaded**
- 6. Get students out of the immediate area and wait for directions from office**
- 7. Account for all students**
- 8. Report accountability to Director of Student Life**
- 9. Person receiving call use checklist below**

FACULTY AND SUPPORT STAFF

- 1. Call 911 and Executive director's office**
- 2. Work with police and fire officials as requested**

BOMB THREAT CHECKLIST

QUESTIONS TO ASK

1. When is bomb going to explode
2. Where is it right now
3. What kind of bomb is it
4. What does it look like
5. What will cause it to explode
6. Did you place the bomb
7. Why
8. What is your address
9. What is your name

Background sound

- | | |
|---|---|
| <input type="checkbox"/> street noises | <input type="checkbox"/> moter |
| <input type="checkbox"/> voices | <input type="checkbox"/> office |
| <input type="checkbox"/> pa system | <input type="checkbox"/> factory machines |
| <input type="checkbox"/> music | <input type="checkbox"/> long distance |
| <input type="checkbox"/> threatening language | |
| <input type="checkbox"/> message read by | <input type="checkbox"/> animal noises |
| <input type="checkbox"/> well-spoken | <input type="checkbox"/> foul |
| <input type="checkbox"/> slang | <input type="checkbox"/> irrational |
| <input type="checkbox"/> incoherent | <input type="checkbox"/> street talk |

Write down exact wording of threat

Callers voice:

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> calm | <input type="checkbox"/> normal | <input type="checkbox"/> raspy |
| <input type="checkbox"/> angry | <input type="checkbox"/> distinct | <input type="checkbox"/> deep |
| <input type="checkbox"/> excite | <input type="checkbox"/> slurred | <input type="checkbox"/> ragged |
| <input type="checkbox"/> slow | <input type="checkbox"/> male | <input type="checkbox"/> deep breathing |
| <input type="checkbox"/> rapid | <input type="checkbox"/> female | <input type="checkbox"/> cracking |
| <input type="checkbox"/> soft | <input type="checkbox"/> child | <input type="checkbox"/> disguised |
| <input type="checkbox"/> loud | <input type="checkbox"/> nasal | <input type="checkbox"/> accent |
| <input type="checkbox"/> laughter | <input type="checkbox"/> lisp | <input type="checkbox"/> familiar |
| <input type="checkbox"/> crying | <input type="checkbox"/> raspy | <input type="checkbox"/> clearing throat |

***Dial *69 and record phone
number _____

Additional Comments below

TSUNAMI WARNING/IMMINENT

FACULTY OR SUPERVISING ADULT

- 1. When tsunami warning is issued**
- 2. Muster all students at Hames parking lot**
- 3. Remain calm**
- 4. Have students gather pertinent items if time permits**
- 5. Take accountability muster of students**
- 6. Report accountability to Director of Student Life**

FACULTY AND SUPPORT STAFF

- 1. Meet students and counselors at Hames parking lot**
- 2. Ensure all students are accounted for and report to Executive director**
- 3. Lead, walk all students to Sitka High School**

ADDITIONAL NOTES:

The city should sound the tsunami alarm which can be heard from inside the building. Although tsunamis are a viable threat to our area, they are often not immediate and we should have time to evacuate. It is vital that counselors and camp leadership remain calm for the students, and that ALL STUDENTS are accounted for before evacuation begins.

EARTHQUAKE

FACULTY OR SUPPORT STAFF

IF IN DOORS:

- 1. If the city sounds an earthquake signal or if you see or feel signs of an earthquake**
 - **Take cover immediately under desk, tables, or other heavy furniture**
 - **Turn away from windows**
- 2. If cover is not available, stand in interior doorways, narrow halls or against weight-bearing walls**
- 3. Stay away from windows, light fixtures and suspended objects**
- 4. Remain calm, reassuring students by speaking and giving instructions in a firm voice**
- 5. When quake is over, evacuate the building as quickly as possible in an organized fashion**
- 6. Account for all students, make reports to Director of Student Life**
- 7. Remain outside the building until authorized to re-enter**

IF OUTDOORS:

- 1. Move away from the building**
- 2. Go to a clear, open space if possible such as the quad in front of Allen Hall or the Hames center**
- 3. Avoid utility poles, trees, and overhead wires**
- 4. Remain calm and reassure students**
- 5. Account for all students, report to (DSL)**
- 6. Remain outside buildings until authorized to re-enter**

Be aware of aftershocks and DO NOT let anyone re-enter building until you have the all clear from emergency personnel. REMEMBER during an earthquake; cell phones and land lines will most likely be interrupted and will not work

CIVIL DISTURBANCE

FACULTY OR SUPERVISING ADULT

- 1. Account for all students and remain in classroom, barracks or designated area until contacted**
- 2. Contact Camp Office**
- 3. Report accountability to (DSL)**

FACULTY AND SUPPORT STAFF

In an emergency:

- 1. Call 911 if violent or uncontrolled behavior is occurring or probable**

SEVERE WEATHER CONDITIONS

ADMINISTRATIVE AND SUPPORT STAFF

- 1. The Executive Director's office or a designee will notify counselors if:**
 - Emergency action or class dismissal is required**
 - Conditions require students to remain in class or building**

ELECTRICAL OUTAGE

FACULTY OR SUPERVISING ADULT

- 1. Remain where you are unless directed to go to another designated area**
- 2. Account for all students or wait for a faculty member to come to your room or area with flashlight if needed**
- 3. If moved to another area account for students again**
- 4. Wait to be contacted**
- 5. Report accountability to Director of Student Life**

FACULTY AND SUPPORT STAFF

- 1. Contact maintenance team; Mike Wild or Bill Workman**
- 2. Maintenance team will call city electric department to report outage and arrange emergency response if needed**
- 3. Direct faculty to locate all students and counselors**
- 4. Maintenance team will contact Executive director**

BODILY FLUIDS SPILL

FACULTY OR SUPERVISING ADULT

- 1. Notify SFAC custodian immediately for safe cleanup and disposal procedures**
- 2. Wear disposable gloves at all times when dealing with bodily fluids**
- 3. Avoid getting another person's bodily fluids in your eyes, mouth, open sores or wounds**
- 4. If exposed, rinse the affected area immediately wash with soap and water and report the exposure to the camp nurse and Executive Director**
- 5. See the blood born pathogen program guide (available from Bill Workman) for more information about related exposure and clean up issues**

NOTES:

All bodily fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illness.

CHILD ABUSE REPORTING

ALL SFAC EMPLOYEES

- 1. If reasonable cause exists to believe abuse has occurred, report immediately to Office of Child Services or law enforcement agency**
- 2. Notify Executive Director and Director of Student Life**
- 3. Do not inform parents of the report. It is the OCS or law enforcement's responsibility to investigate and inform parents**

NOTES:

Abuse may include, but is not limited to the following:

- Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred**
- Neglect which leads to physical harm**
- Sexual molestation**
- Emotional abuse**

Reporting suspected child abuse:

- SFAC employees are legally obligated to report to OCS or law enforcement agency if they believe that any student with whom they have had official contact may have suffered abuse**
- Reporting employees may not inform parent of their report**

Investigating suspected abuse:

- SFAC staff is required to cooperate with investigations being conducted by OCS or a law enforcement agency**
- It is not the responsibility of SFAC employees to investigate abuse**

RESOURCE NUMBERS

Police/Fire/Medical	911
Office of Children Services	907-747-2802
SEARCH	907-747-3370
SEARCH Mental Health	907-966-2411
Sitka Fire Dept (non-emergency)	907-966-8611
Sitka Electric department	907-747-3233
Sitka Community Hospital	907-747-3294
Sitka Counseling and Prevention	907-747-3241
Sitka Health Center (Public Health)	907-747-3636
Sitka Police Dept (non-emergency)	907-747-3255
Sitka Prevention & Treatment Services	907-747-3245
U.S. Coast Guard Emergency	907-747-3202
Youth Advocates of Sitka	800-478-5555
SFAC Main Office	907-747-3085