

PHANTOM RANCH BIBLE CAMP
W309 S10910 County Road I
Mukwonago, WI 53149

EMERGENCY ACTION PLAN

To facilitate and organize employer, employee, and participants of Phantom Ranch Bible Camp during emergencies.

CREATED | 10.2016

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SECTION ONE | GENERAL INFORMATION

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EMERGENCY NUMBERS

MEDICAL EMERGENCY | 911

POLICE | 262.636.6434

FIRE DEPARTMENT | 262.363.6430

POISON CENTER | 1.800.222.1222

EMERGENCY ROOM URGENT CARE MUKWONAGO |

PRO-HEALTH CLINIC MUKWONAGO | 262.363.1900

WALGREENS PHARMACY MUKWONAGO | 262.363.5235

MILLER PHARMACY MUKWONAGO | 262.363.4001

DIRECTORS' PHONE NUMBERS

OLEN JOHNSEN—EXECUTIVE DIRECTOR | 262.370.2598

DAN MAYER—PROGRAM DIRECTOR | 312.320.1036

KRISTA MAYER—HORSEMANSHIP DIRECTOR | 847.287.6179

MICHAEL DOUD, JR.—FACILITY DIRECTOR | 262.510.1097

BROOKS GALLMAN—OPERATIONS DIRECTOR | 256.770.5457

SIERRA FEARSON—FOOD SERVICE DIRECTOR | 262.352.1973

DIRECTIONS

DIRECTIONS TO PRO-HEALTH CLINIC | MUKWONAGO

Turn LEFT out of the camp entrance onto County Road I.

Turn LEFT onto County Road J.

Turn LEFT onto County Road ES.

Turn RIGHT onto Bayview Road.

Turn RIGHT onto Hwy 83.

Turn LEFT onto Wolf Way.

Turn RIGHT onto Maple Ave.

The clinic will be on your LEFT. Follow signs for clinic.

SECTION TWO | EMERGENCY ACTION PLAN

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PURPOSE

The emergency plan is to provide protection to the lives, property and operations through the effective use of camp, community, county and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations. The plan provides for the coordination between the camp and other government and emergency units. Additionally, it has been designed to provide a basic contingency manual for administration of Phantom Ranch Bible Camp in order to plan for camp emergencies. The plan cannot cover every conceivable situation; however it does supply the basic administrative guidelines necessary to cope with most camp emergencies. This plan applies to all faculty, staff, students and visitors and encompasses all buildings and grounds owned and operated by the Phantom Ranch Bible Camp. The Emergency Action Plan includes emergency guidelines identifying various types of emergency situations, suggested action and who to call.

The Emergency Action Plan for Phantom Ranch Bible Camp has been approved by the Camp Executive Director and outlines the procedures which deal with the following emergency situations.

1. Fire
2. Severe Weather
3. Severe illnesses and injuries (inside camp and outside)
4. Aquatic emergencies
5. Lost campers.

CAMPUS RESPONSE

In case of emergency, follow the specific guideline located in this document and call 911, the designated emergency number. Your personal safety is of utmost concern. Take appropriate precautions to assure your personal safety. In all other situations follow the specific procedure found in the Emergency Action Plan and call the appropriate office listed, e.g. Executive Director, Facilities Director, other trained staff etc. Upon notification of an emergency or when conditions permit and an impending emergency situation arises (e.g. an anticipated major snow or ice storm). The Executive Director or other emergency personnel shall facilitate and coordinate the appropriate response by camp resources as appropriate. The Executive Director shall ensure that the appropriate off campus emergency responders have been notified. As necessary, the Emergency Management Team shall be convened by the staff. The team will:

- Review all known information
- Decide on priorities, course of action, proper response, appropriate activities, issue instructions (e.g. cancel classes, close the camp)
- Identify resource needs and shortfalls
- Assign/deploy individuals in support of critical needs
- Disseminate additional information as necessary
- Issue public information reports – All media contact and external inquiries will be directed to the Executive Director.

EMERGENCY SITUATIONS

FIRE:

Fires at Phantom Ranch Bible Camp may be caused by inadvertent ignition of flammable liquids or combustible materials in kitchen, campfire, office, cabin, storage, or repair/shop areas. A camp may also be threatened from a naturally occurring (or man-induced) range or forest fire that is being driven by the prevailing wind toward the camp. Whatever the fire source, the following camp emergency fire response plan shall be implemented:

1. The Executive Director shall know whether any outdoor burning restrictions are in place and always follow any outdoor burning restrictions and government regulations that pertain to outdoor fires.
2. If an unintended fire has been observed, the observer—whether a camp representative, adult volunteer, teen counselor, or camper—stay calm and clear everyone away from the fire.
3. Immediately notify the Executive Director who shall take action to have the camp alarm sounded and contact the Fire Department, if necessary.
4. Upon hearing the camp alarm, camp staff/adult volunteers, teen counselors, and campers shall immediately report to their assigned assembly areas. Assembly group leaders shall conduct headcounts.
5. If the unintended fire is characterized by being small or of limited extent and not having spread beyond its starting point, then a portable fire extinguisher may be appropriate to suppress the fire. Examples of small or limited fires include fires on a stove burner or in a dumpster or trash can. **NOTE: If the fire is in a structure, the Fire Department should be notified regardless of the size or scope.**
6. Portable fire extinguisher use shall be restricted to adults only.
7. Adults using a portable fire extinguisher shall always locate and maintain an escape route between themselves and the fire they are attempting to suppress.
8. Portable fire extinguishers shall not be used on fires that have spread beyond their starting point. For example, from a trash can onto adjacent curtains and/or wall.
9. Adults using a portable fire extinguisher shall leave a fire area whenever:
 - a. The escape route becomes threatened;
 - b. The portable fire extinguisher becomes depleted; or
 - c. The fire in a structure or outdoor becomes uncontrollable.
10. Once a small fire cannot be suppressed or becomes uncontrolled, the Executive Director or an area director or manager in the vicinity shall immediately contact the Fire Department.
11. If range or forest fires are occurring in the vicinity of the camp, the Executive Director is responsible for monitoring fire locations and movement.
12. Should a range or forest fire appear to be threatening the camp, then the Executive Director shall contact the local Fire Department to notify them of the situation. If a camp evacuation is necessary, it shall be ordered and implemented.
13. Should smoke from a range or forest fire pose an unacceptable air quality illness-induced risk to camp, camp staff, adult volunteers, teen counselors, and campers, then the Executive Director shall restrict outdoor camp activities or shut the camp down to protect the health of the camp participants.
14. The Executive Director shall contact the County Director and notify them of the status of the camp fire situation.

PRECAUTIONS:

Fire or flame producing devices (i.e. propane torch, lighters, etc.) are not permitted in cabins.

CAMPFIRES:

1. All campfires will be started by camp staff or approved by camp administration.
2. Campfires may only be created in designated fire pits.
3. There will be a large container of water and/or a fire extinguisher at the site for the purpose of dousing the campfire.
4. The campfire must be doused before it is left unattended.
5. All other types of fire are prohibited.

SEVERE WEATHER CONDITIONS:

Potential severe weather conditions that may impact Phantom Ranch camp include flash floods, severe wind and thunderstorms, and tornadoes.

1. In the event of severe weather, the Executive Director or designated emergency staff shall issue, when appropriate, advance warning to allow camp staff, adult volunteers, teen counselors, and campers to take shelter at safe locations (e.g., administration building, dining hall, cabins, etc.) with their assembly groups from the effects of the disaster. Safe locations at this camp include the Office Basement and Dining Hall Basement.
2. During flash floods and severe wind and thunderstorms, camp staff, adult volunteers, teen counselors, and campers shall be assembled inside a building (until there has been at least 30 minutes from the last thunder rumble). Waterfront and Canteen will be closed.
3. During severe weather including tornadoes the administration staff will monitor severe weather through the radio, internet, and local authorities. Bells will be rung if it becomes necessary to move everyone. Guest Rooms A-C and Cabins 1-6 will be moved to the Office basement and Cabins 7-13 will be moved to the Dining Hall basement.
4. Following the natural disaster, the Executive Director or designated emergency staff shall order a headcount by assigned personnel, if determined necessary. As part of the headcount, assembly group leaders shall assess the physical well-being of campers and report and injuries or illnesses to the Executive Director or assigned Camp Health Supervisor.
5. The Executive Director or assigned Camp Health Supervisor shall evaluate and treat injured or ill campers. The Executive Director will determine those cases requiring evacuation to an emergency medical facility.
6. The Executive Director, in consultation with the assigned Camp Health Supervisor, will notify the parents or guardians, of campers transferred to an emergency medical facility.
7. The Executive Director or designated emergency staff shall initiate inspections of the camp facilities and grounds by assigned personnel as described above. The inspections shall identify damage that has occurred and restrict access to spilled chemicals, downed trees and power lines, damaged buildings and equipment, and areas that are flooded.
8. The Executive Director or designated emergency staff shall determine whether the impact(s) of the natural disaster require relocating campers to secure and safe harbor areas within the camp property or evacuation of the camp.
9. Should an evacuation order be issued, then the Executive Director shall implement the camp evacuation procedure.
10. Should natural disaster impacts pose unacceptable illness or injury risks to camp Representatives or Advisors, adult volunteers, teen counselors, and campers, then the

Executive Director or designated emergency staff shall restrict outdoor camp activities or shut the camp down to protect the health and safety of the camp participants.

11. The Executive Director shall contact the County Director and notify them of the status of the natural disaster situation.

AQUATIC EMERGENCY:

1. The camp aquatic emergency (includes swimming and watercraft emergencies) alarm device (e.g., blowing a whistle, using a bullhorn or megaphone) to be used is with the lifeguards and on the watercraft.
2. If a swimmer or watercraft user is observed to be drowning, distressed, or a submerged victim, observer(s) shall immediately alert the lifeguard. The lifeguard (or designated camp staff or adult volunteer) shall sound the camp aquatic emergency alarm.
3. Upon hearing the camp aquatic emergency alarm, all swimmers and watercraft shall exit the aquatic area. Camp staff will gather their campers at the flag pole for an All-Camp Assembly.
4. The lifeguard shall provide an appropriate rescue response for the situation, including retrieving the victim from the water environment and initiating cardiopulmonary resuscitation (CPR) and/or first aid. If the waterfront staff needs assistance, they will ask for it, please do not assist unless asked. The Health Supervisor shall be immediately contacted for assistance and the Executive Director shall be notified.
5. If a swimmer or watercraft user appears to have sustained a spinal injury, the lifeguard shall use a backboard as trained to secure the victim from drowning risk and then stabilize them from further injury. The lifeguard shall not unnecessarily move the suspected spinal injury victim and contact the Health Supervisor for assistance.
6. If a swimmer or watercraft user notices that a member of their swimming or watercraft group is missing, they shall immediately notify the lifeguard. The lifeguard shall clear the aquatic area and direct camp staff and adult volunteers to search the last known location of the missing swimmer or watercraft user. The search time should be limited to 30 minutes. If the missing swimmer or watercraft user is not located within 30 minutes, then the County Sheriff's Department shall be contacted.
7. If the lifeguard determines a thunderstorm and associated high winds and lightening to be a significant threat to swimmers and/or watercraft, then the lifeguard shall declare an aquatic emergency and sound the camp aquatic emergency alarm. Upon hearing the camp aquatic alarm all swimmers and watercraft users shall exit aquatic areas and seek shelter indoors or at designated safe harbors.
8. The Executive Director shall contact the County Director and notify them of the occurrence and outcome of a camp aquatic emergency.

MISSING CAMPERS (NON-AQUATIC):

Adult volunteers, teen counselors, or campers will contact the Executive Director or other camp staff to inform them of the missing camper. A search coordinator will be assigned. The camp bell will be rung continuously. At this time all campers should report to designated meeting area, typically around the Flag pole. Counselors will do a head count of all their campers. If the camper has not reported to the designated area then a search will begin following the 3 levels;

1. Level 1: Search of most likely areas/last known locations.
 - a. Search coordinator will send one cabin counselor to search the cabin. Other counselors and staff will be sent to search other locations. These should include last known locations and anywhere the camper was talking about going to. Every one

searching needs to stay in contact with the search coordinator. If camper is not found then proceed to level two.

2. Level 2: Search all locations around camp.
 - a. The search coordinator will send staff to search each area around camp. Including but not limited to fire pits, waterfront, craft coral, paintball, archery, five acre field, and other cabins. At this time the search coordinator will contact the waterfront director who will have lifeguards ready to do an in-water search if necessary. If the camper is not found in these areas of camp proceed to Level 3
3. Level 3: Search Around perimeter of camp. Authorities contacted.
 - a. The following steps should happen simultaneously as directed by the search coordinator:
 - i. Authorities will be contacted to assist in the search efforts
 - ii. Waterfront staff, (including lifeguards who are working in other areas of camp) will be directed to start an in water search, the waterfront director should follow protocols for this search found in the waterfront operations manual.
 - iii. Campers will be moved to a different location and kept busy. Typically they will be moved to the Hill Chapel or dining hall.
 - iv. Staff will be directed to begin searching perimeter of camp, including horse trails, and all wooded areas.

MISSING CAMPERS: (AQUATIC RELATED)

Upon knowledge of a missing swimmer, Adult volunteers, teen counselors, or campers will contact the Executive Director or other camp staff to inform them of the missing swimmer. Often the knowledge of a missing swimmer is determined by more buddy tags on the Beach Board than there are patrons in the water and on the beach and/or a patron informing a lifeguard that they cannot find their buddy. The Emergency Action Plan (EAP) is initiated by one long whistle blast and all lifeguards shouting "Clear the waterfront!" Lifeguards begin searching their zone as soon as it is cleared (See waterfront operations manual for detailed descriptions of Search). When the EAP for Missing Swimmer is initiated, a search for the swimmer outside of the beach area should also begin; the Executive Director will implement this by contacting the session director and or other programming/ administrative staff who will coordinate the search following levels one and two from above. A search will continue until the camper has been found. If camper is found in the water, follow EAP for water emergencies found in the waterfront operations manual. If the water has been cleared, and the camper has not been found in likely areas of camp proceed with EAP for missing camper-non waterfront related. For some retreat groups the buddy system will not be used. Follow the appropriate EAP depending upon the situation.

STRANGERS IN CAMP:

1. All visitors to Phantom Ranch Bible Camp shall be: 1) notified, for example by a sign, to stop at the administration building/office to sign in; 2) receive an identification badge; and 3) escorted by an adult volunteer or teen counselor to their destination. The Executive Director or their designee shall approve visitors entering the camp property.
2. Camp staff, adult volunteers, teen counselors, and campers shall be instructed, during camp orientation training, to immediately report any unidentified stranger on camp property to the Site Operator or Camp Director.
3. Unless the unidentified stranger poses an obvious threat the Executive Director or adult designee shall approach an unidentified stranger on camp property to ask what their name

and purpose is. If the unidentified stranger does not provide their name and a satisfactory reason for being on the camp property, then the Executive Director may request they leave and escort them off the property. If an unidentified stranger becomes a threat or does not leave the property, the Executive Director shall contact local law enforcement for assistance.

4. The Executive Director shall contact local law enforcement and notify them of the status of reporting strangers in camp.

ACCIDENTS AT CAMP:

1. In the event of an accident at camp, immediately notify the Executive Director and Health Supervisor.
2. The staff member with the highest level of appropriate certification is delegated the responsibility to begin to administering First Aid. Under no circumstances will the injured party be moved unless the party is in immediate danger.
3. Instruct other staff members to take the campers away from the immediate scene. At least one staff member should remain at the accident scene with the victim.
4. If the victim is unconscious, call 911 immediately.
5. The Health Supervisor, Camp Director, or PRBC Leadership will decide if an ambulance is necessary. If the camper is brought off camp grounds for treatment, a copy of the signed health form must be brought. The medical information and bill should be sent to the camper's parents.

ACCIDENTS OUTSIDE OF CAMP:

1. In the event of an accident at camp, immediately notify the Executive Director and Health Supervisor.
2. The staff member with the highest level of appropriate certification is delegated the responsibility to begin to administering First Aid. Under no circumstances will the injured party be moved unless the party is in immediate danger.
3. If the victim is unconscious, call 911 immediately.
4. Instruct other staff members to take the campers away from the immediate scene. At least one staff member should remain at the accident scene with the victim.
5. Complete an Incident Report.

* All trips with campers or minors outside of camp must carry a cell phone with them at all times.

PROCEDURES:

CAMP EVACUATION

Assessment of impacts from natural disasters or other emergencies by the Executive Director, or local authority may result in a determination that the situation poses an unacceptable risk of potential harm to camp staff, adult volunteers, teen counselors, and/or campers and therefore, justifies ordering evacuation of the camp property as follows:

1. The Executive Director shall issue instructions for camp assembly groups to gather at their assembly areas.
2. The Executive Director shall order headcounts by assembly group leaders of camp assembly groups.
3. The Health Supervisor shall carry necessary medication doses and medical release forms for campers during the camp evacuation. If necessary, camp staff or adult volunteers shall assist under the direction of the Health Supervisor in the monitoring and/or dispensing of scheduled medication(s).

SECTION THREE | EMERGENCY ACCESS PLAN

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EMERGENCY SECTIONS

In the event of an emergency requiring emergency response, all access in and out of Phantom Ranch Bible Camp by road must come through County Road I. Once on camp property the access sections and buildings will be designated by signs defining the building and emergency Sections A-E. A brief description follows as well as a detailed map defining each section.

SECTION A

Section A starts upon entering the camp. When you enter camp you are going east. To the south (right) is an empty field and to the north (left) is our Horsemanship facility. Section A encompasses our horse shelter, show corral, parking area, hitching post, horseback trail ride, and Bonfire A.

SECTION B

Section B begins when the road turns south (right) by our large activity field, passes Section C and turns north (left) by the Hill Chapel passing the basketball court and dodgeball court and ending at cabins 12 (Winchester), 13 (Lonestar), Staff House #1.

SECTION C

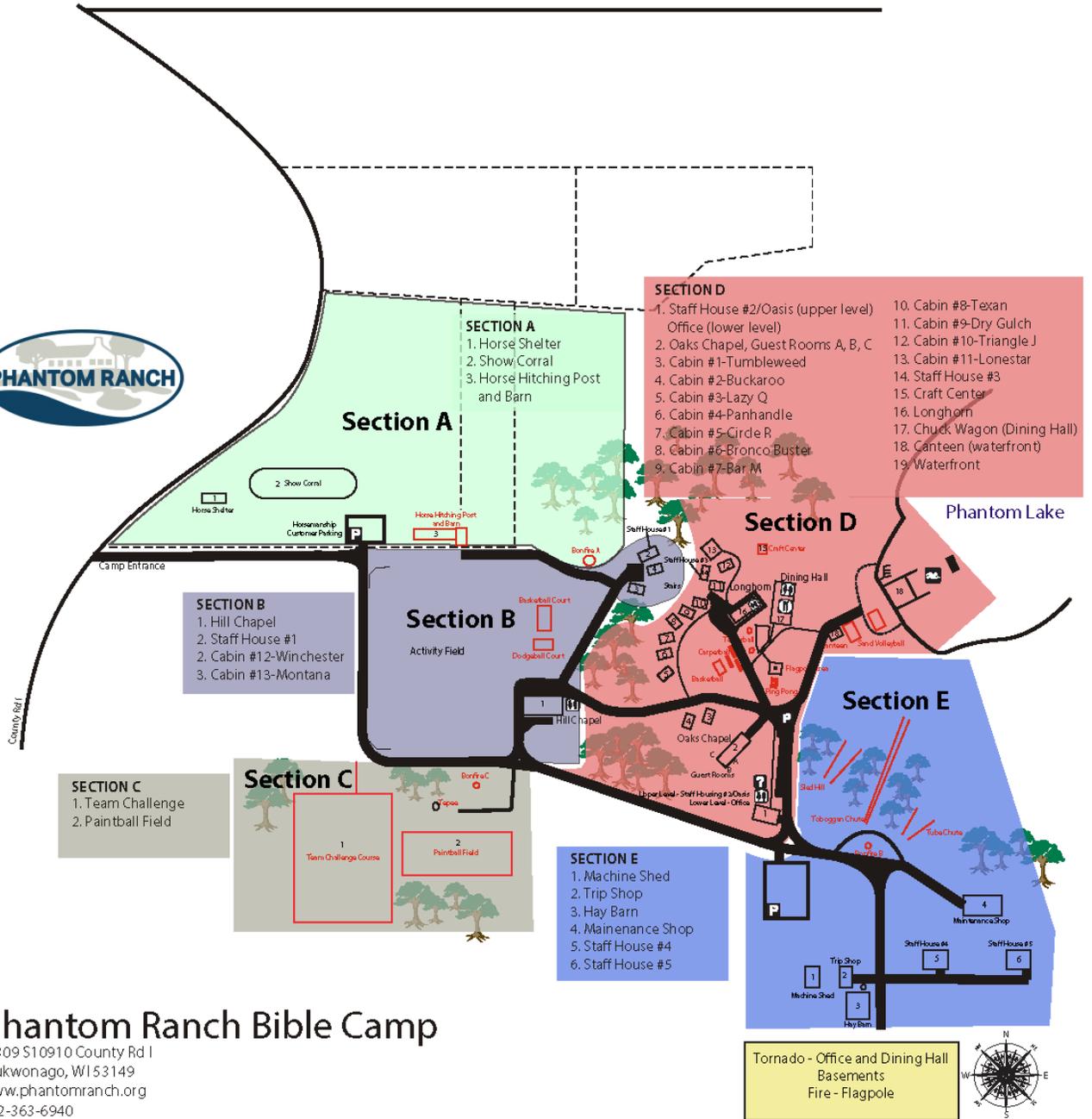
Section C is in the bend of the road in the woods, southwest of the Hill Chapel. Section C houses our Team Challenge, Bonfire C, and Paintball field.

SECTION D

Section D is accessed by continuing east/southeast past Section B and Section C. When the road splits turn north (left). Section D houses our Office (lower level)/Staff House #2 (upper level), Oasis Guest Room (attached to Staff Housing, upper level), Oaks Chapel, Guest Rooms A-C (in the back and attached to the Oaks Chapel), Cabins 1 (Tumbleweed), 2 (Buckaroo), 3 (Lazy Q), 4 (Panhandle), 5 (Circle R), 6 (Bronco Buster), 7 (Bar M), 8 (Texan), 9 (Dry Gulch), 10 (Triangle J), 11 (Montana), Staff House #3, Longhorn, Craft Center, Chuck Wagon (Dining Hall), Canteen (waterfront), and waterfront area. This section is the center of camp with the highest traffic and most activity.

SECTION E

Section E is accessed by keeping east/southeast (right) at the split of the road near Section D. Section E houses the Sled Hill, Toboggan Chute, Tube Chute, Machine Shed, Trip Shop, Hay Barn, Maintenance Shop, Staff House #4 with guest rooms in the basement, and Staff House #5 with guest rooms in the basement.



Phantom Ranch Bible Camp

W309 S10910 County Rd I
 Mukwonago, WI 53149
 www.phantomranch.org
 262-363-6940

SECTION FOUR | DRILL PROCEDURES AND EXPECTATIONS

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ASSEMBLY DRILL DESCRIPTION

FOR FIRE AND MISSING CAMPER

GOAL: To learn how to perform quickly and accurately the emergency action plan procedures listed below.

DRILL PROCEDURE: FIRE

1. Participating members will be divided into 1-9 cabin groups. One member will be designated as the cabin leader.
2. Groups will be sent to cabins 1-9. Groups will wait in cabin until drill leader rings bell.
 - a. Alternate Drill: Cabin groups will scatter to other areas of camp to wait for bell.
3. Drill leader will ring bell by dining hall continuously.
4. Groups will leave cabins and gather around flag pole area by cabin group.
5. Drill leader will check with each cabin group leader to confirm all group members arrived at flag pole safely.
6. Debrief session concludes this drill.

DRILL PROCEDURE: MISSING CAMPER (NON-WATERFRONT RELATED)

1. A participant will be directed to hide in a location around camp.
2. Follow steps 1-5 from the FIRE DRILL PROCEDURE.
3. When staff realizes that one camper is missing, the drill leader will direct staff members to begin search at level one and report back.
4. If the camper is not found, the drill leader will direct staff in a level two search.
5. Camper should be found at this point.
6. Debrief session will include what happens in a level three search and concludes this drill.

DRILL PROCEDURE: MISSING CAMPER (WATERFRONT RELATED)

1. Participants will gather at the beach.
2. Lifeguards should be in chairs.
3. A staff person will approach the waterfront director and say that they cannot find their buddy.
 - a. ALTERNATE DRILL: A buddy check is performed and the count is off. A recount buddy check is performed and the count is still off. Proceeded to step 5.
4. A buddy check will be performed to confirm the buddy is no on the beach
5. Waterfront director will clear the water and a search will be started.
6. Participants should be instructed in how to assist with a shallow water search.
7. A debrief session includes what happens in other areas of camp if the water is being searched. This concludes this drill.

ASSEMBLY DRILL DESCRIPTION (CONT)

FOR SEVERE WEATHER

GOAL: To learn how to perform quickly and accurately the severe weather drill procedure listed below.

DRILL PROCEDURE: SEVERE WEATHER

1. Participating members will be divided into 1-9 cabin groups. One member will be designated as cabin group leader.
2. Groups will be sent to cabins 1-9. They will wait until the drill leader rings the bell.
 - a. ALTERNATE DRILL: Perform during night time hours.
3. Drill leader will ring bell by dining hall continuously.
4. Groups in cabins 1-4 will report to lounge area.
5. Groups in cabins 5-9 will report to dining hall basement area.
6. Drill leader will confirm with group leaders that all groups reported to their areas safely.
7. Debrief session concludes this drill.

SCALE OF EFFECTIVENESS

4. All participants completed all steps with no errors
3. All participants completed all steps with one or two minor errors
2. Several participants did not follow directions, with errors that could affect the success in an actual emergency.
1. Most participants did not follow instructions. There were glaring errors in execution that would affect success in an actual emergency.
0. Drill was not performed.