



ROCK SPRINGS RANCH EMERGENCY PROCEDURES



MEDICAL

Non-Summer Camp Situations

1. Give priority attention to providing all possible care for sick or injured person(s).
2. Coordinator in charge of group should dial 911 for ambulance/police as appropriate.
3. Notify the Rock Springs Staff/Manager on Duty
4. Group Coordinator should contact parents/guardians regarding the situation. In the case of a fatality, only law enforcement officials should make this contact.
5. Refer any/all media (press, radio, and television) inquiries to Rock Springs Executive Director. Make no statements to anyone other than law enforcement and/or EMS personnel.
6. Complete an Accident/Incident Report Form, and secure witness names if possible.

During Summer Camp Programs

1. Give priority attention to providing all possible care for sick or injured person(s).
2. Notify the Rock Springs Staff/Manager on Duty and your Camp Director or Camp Health Supervisor.
3. Your Camp Director/Health Supervisor will call 911 for ambulance/police as required.
4. Your Camp Director will contact parents/guardians regarding the situation.
5. Refer all media (press, radio, and television) inquiries to your Camp Director and the Rock Springs Executive Director.
6. Complete an Accident/Incident Report Form as requested.



First aid kits can be found in any structure designated with the sign to the left.

TORNADOS

Rock Springs has threat/warning sirens which will be triggered in the event of a tornado warning; this system is located on top of Heritage Hall.

Rock Springs will monitor storm situations through radio, TV, and updates from the Geary and Dickinson County Departments of Emergency Management. If a storm watch is issued, group leaders will be notified of the possibility of severe weather. If a warning is issued, Dickinson County Department of Emergency Management and/or Rock Springs staff will sound the tornado warning siren. Group leaders and counselors are responsible for organizing and moving campers from each area to the storm shelters. Rock Springs Staff will notify each shelter with an ALL CLEAR announcement when conditions are safe.

Definitions

Tornado Watch – Conditions exist under which tornados may form.

Tornado Warning – Means a tornado has actually been spotted in your area.

If You Actually Sight a Tornado

1. Immediately move away from its path at right angles.
2. If there is enough time to escape, move to and lie face down in the nearest depression (ditch or ravine). Be aware of rising water.
3. Cover your head with your hands and arms.
4. Stay away from unfamiliar buildings except those marked as tornado shelters. They may not be solid enough to provide protection, and can put you in more danger if entered.

Procedures for an Issued Tornado Warning WHEN NEAR a Designated Shelter

1. Count campers/guests/staff to make sure everyone is accounted for.
2. Have youth line up single file with adults in front, back, and if possible the middle of the line to keep them together.
3. Proceed immediately to a tornado shelter area designated by the tornado shelter symbol shown below.
4. Upon arrival at the shelter, recount to make sure everyone is accounted for.
5. Place everyone in a kneeling position with their heads down, and hands and arms over their heads.
6. Utilize the weather radio located inside the shelter to obtain updates on the storm, and/or contact the Rock Springs Staff/Manager on Duty for further instructions.
7. Each shelter contains flashlights, water, first aid kit, etc. Utilize the contents as needed/directed.

Procedures for an Issued Tornado Warning WHEN NOT NEAR a Designated Shelter

1. If a storm is imminent, and you do not have time to head to a designated shelter, seek shelter by moving to housing bathrooms.
2. Have everyone immediately obtain their rain gear, and coats, blankets, or sleeping bags to protect heads from flying debris.
3. Make sure at least one adult has a flashlight and first aid kit.
4. Count guests/campers/staff to make sure everyone is accounted for.
5. Await further instructions from the Rock Springs Staff/Manager on Duty.

Rock Springs Designated Shelters Are:



- Williams Dining Hall (Middle Level – Primary; Lower Level – Secondary)
- Wiedemann Dining Hall Basement (Found in WaShunGa Area)
- Heritage Hall (Lower Level)
- Johnson Administration Center (Lower Level)
- Hilltop Storm Shelter
- Stoneybrook Housing Area Bathhouse Basement



SEVERE THUNDERSTORMS & LIGHTNING

1. Count guests/campers/staff to make sure everyone is accounted for.
2. Have youth line up single file with adults in front, back, and if possible the middle of the line to keep them together.
3. Proceed immediately to a building or shelter house.
4. Upon arrival and taking cover, recount to make sure everyone is accounted for.
5. **All outdoor activities will remain closed until 30 minutes after both the last sound of thunder and after the last flash of lightning** or the Rock Springs leadership approves resuming activities. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat.
6. If it contains one, utilize the weather radio located inside the structure to obtain updates on the storm, and/or contact the Rock Springs Staff/Manager on Duty for further instructions.
7. If the area is also under a Tornado Watch or Warning, refer to the procedures for Tornadoes for additional information and instructions.

General Things to Remember in Electrical Storms

- While you may not see it, if you hear thunder, then lightning is present in the area.
- Lightning can strike from blue sky and in the absence of rain. At least ten percent of lightning occurs when there is no rainfall and when blue sky is visible; this is especially prevalent with summer thunderstorms. Lightning can, and does, strike as far as ten (or more) miles away from the rain shaft. If you hear thunder, lightning is close enough to pose an immediate threat.

- Buildings with electricity are the safest, because lightning will find its way to the ground along electrical wires.
- Do not use plug-in electrical equipment like hair dryers, curling irons, or razors during an electrical storm.
- While indoors, stay away from fire places, electrical appliances, and windows.
- Use telephones only for emergencies as lightning may strike telephone lines outside.
- Stay away from bodies of water, lone tall objects, and hilltops.
- In open, treeless areas, sit in a three-point stance (3 body parts on the ground).

FLASH FLOODING

1. Count guests/campers/staff to make sure everyone is accounted for.
2. Have campers line up single file with adults in front, back, and if possible the middle of the line to keep the youth together.
3. Leave the area immediately and proceed to the Rock Springs Ranch evacuation site marked on the map.

Rock Springs Evacuation Site is the fields in front of The Stone House and to the east of Johnson Administration Center, and upon arrival you will see it designated as follows:



4. If levels rise too quickly, and high water prevents your exit to this area, then immediately proceed to Williams Dining Hall.
5. Upon arrival at the evacuation site, recount to make sure everyone is accounted for.
6. Immediately contact the Rock Springs Staff/Manager on Duty.

MISSING OR LOST CAMPERS



1. Remain calm. Ask everyone in the group when they last saw the missing person. Establish when and where person was last seen, and what he/she was wearing.
2. Check all cottages, shelters, lodges, etc. in the area.
3. Check the woods in the immediate area to a depth of 10-20 feet. If recently on another part of the property, send two people to check that area too.
4. If steps 1, 2, and 3 are unsuccessful, do the following:
 - Notify Rock Springs Staff/Manager on Duty
 - Have one adult drive the road circling the interior of Rock Springs while other adults enlist the aid of others available to search all paths, areas, etc. Start these searches near where the person was last seen, and give specific directions and time on how and when is to report back.
 - Be sure to maintain adequate supervision of the remaining youth while these steps are taking place.
5. If step 4 is unsuccessful, concentrate all available personnel on the wooded area(s) around where the person was last seen or discovered missing.
6. If unable to locate the missing person within 30 minutes, do the following:
 - Contact local authorities through Rock Springs Staff, and contact the youth's parents/guardians.
 - Have available for local authorities upon arrival the person's name, age, approximate height and weight, a description of the clothing they were wearing, any items they might have had with them, and contact information for their parents/guardians.



UNAUTHORIZED PERSONS/TRESPASSERS

Rock Springs is a private facility, and its use is limited to registered guests only.

Any individuals or parties encountered during your stay who are not a part of your group should be immediately reported to Rock Springs Staff/Manager on Duty so that appropriate action may be taken.

Registered guests (youth and adults) can be identified by wristbands issued to them during the check-in process.



FIRE

1. **DO NOT** attempt to deal with any fire that can't easily be extinguished!
2. Count guests/campers/staff to make sure everyone is accounted for.
3. Have youth line up single file with adults in front, back, and if possible the middle of the line to keep them together.
4. Leave the area immediately and proceed to the Rock Springs Ranch evacuation site marked on the map.

Rock Springs Evacuation Site is the fields in front of The Stone House and to the east of Johnson Administration Center, and upon arrival you will see it designated as follows:



5. Upon arrival at the evacuation site, recount to make sure everyone is accounted for.
6. Immediately notify the Rock Springs Staff/Manager on Duty.



EARTHQUAKES

1. Remain calm. Be prepared for aftershocks.
2. If outside, stay away from buildings.
3. If inside, get under furniture or stand inside interior door frames. Cover everyone with a mattress if possible.
4. After shaking stops, count guests/campers/staff to make sure everyone is accounted for.
5. Have youth line up single file with adults in front, back, and if possible the middle of the line to keep them together.
6. Leave the area immediately and proceed to the Rock Springs Ranch evacuation site marked on the map.

Rock Springs Evacuation Site is the fields in front of The Stone House and to the east of Johnson Administration Center, and upon arrival you will see it designated as follows:



7. Upon arrival at the evacuation site, recount to make sure everyone is accounted for.
8. Immediately contact the Rock Springs Staff/Manager on Duty.

TOXIC SPILL/BIOTERRORISM

1. If notified of such an event in your area, count guests/campers/staff to make sure everyone is accounted for.
2. Have campers line up single file with adults in front, back, and if possible the middle of the line to keep the campers together.
3. Leave the area immediately and proceed to the Rock Springs Ranch evacuation site marked on the map.

Rock Springs Evacuation Site is the fields in front of The Stone House and to the east of Johnson Administration Center, and upon arrival you will see it designated as follows:



4. Upon arrival at the evacuation site, recount to make sure everyone is accounted for.
5. Follow additional directions as provided by the Rock Springs Staff/Manager on Duty.



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 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 him/her.
- Call 911 and notify Rock Springs staff 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 guests are likely to follow the lead of employees and staff during an active shooter situation.

1. Evacuate
If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - 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.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep your hands visible. (For benefit of police you may encounter while exiting.)
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.
 - Call 911 and Rock Springs staff when you are safe.

2. Hide out

If evacuation is not possible, find a place to hide where the shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

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

If the active shooter is nearby:

- Silence your cell phone and other electronic devices.
- 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 to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. 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 as aggressively as possible against him/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 (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, 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 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 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 likely 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.