

## 20. EMERGENCY PROCEDURES

- 20.1. DESIGNATED MEETING PLACE (DMP): Is located at Cliff's Cabin/Staff Lounge or the Outdoor Basketball Court when Guest Groups are present.
- 20.2. MEDICAL EMERGENCY: In the case of a medical emergency, it is important we alert EMS (911) as quickly as possible along with the Director of Student Life. Beyond that, here are guidelines that should be applied in case of a medical emergency.

**Step 1: Call 911.**

Make sure someone is responsible for calling 911 before taking other steps.

**Step 2: Assess the Situation.**

Look for potential hazards that could be dangerous to you and the person needing medical attention. Do your best to neutralize any hazards. Be extremely cautious about moving the person if you suspect there is any chance of a spinal injury. Only move them if you or they are in a life-threatening situation.

**Step 3: Assess the Person.**

Check to see if the person is alert, coherent, and breathing. Keep them calm and as comfortable as possible. Be prepared to give CPR or use an AED if/when needed until emergency services arrive. Stay with the person until help arrives. 911 dispatchers can help navigate you through this.



**AED IS LOCATED IN THE KITCHEN ON THE WALL BY THE PREP SINK**

**Step 4: Assist Emergency Services in Any Way.**

Follow instructions and provide them with as much information as possible.

**Step 5: Lead Staff Will Notify Emergency Contacts.**

Their loved ones will want to know what is happening and where they are going. Get those details from Emergency Services if they are being transported to a hospital.

**Step 6: Lead Staff Will Make a Report/Record.**

Once the emergency is over, write up an incident report. Write down as many details of the event that transpired. Use others who were on the scene to help with the details.

- 20.3. GUEST GROUP EMERGENCY PROCEDURES: Guests Should:

**Step 1: Call 911.**

Make sure someone is responsible for calling 911 before taking other steps.

Notify the Lake Retreat Guest Host and let them know EMS is on the way. Give location of Emergency so they can assist EMS.

If an emergency happens during the open waterfront times at the waterfront, Lake Retreat Lifeguards may be first responders. If so, they will communicate the incident to the Lake Retreat Host and write an incident report.

**Step 2: Take First Aid Responder Steps if Appropriate**

**Step 3: Contact Guest Group's First Aid Personnel**



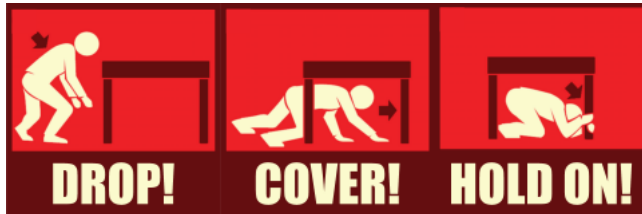
**AED IS LOCATED IN THE KITCHEN ON THE WALL BY THE PREP SINK**

**Step 6: Make a Report/Record.**

- 20.4. GUEST GROUP DMP (DESIGNATED MEETING PLACE): Outdoor basketball courts located next to the camp entrance and parking lot.

20.5. **POWER OUTAGES:** Power outages happen occasionally during the winter months. It may be a good idea to have a backup source of light such as a flashlight or headlamp. If Johnson Lodge is available and the power outage continues, students and staff may be allowed to move into Johnson temporarily. The Dining Hall will also be open for use.

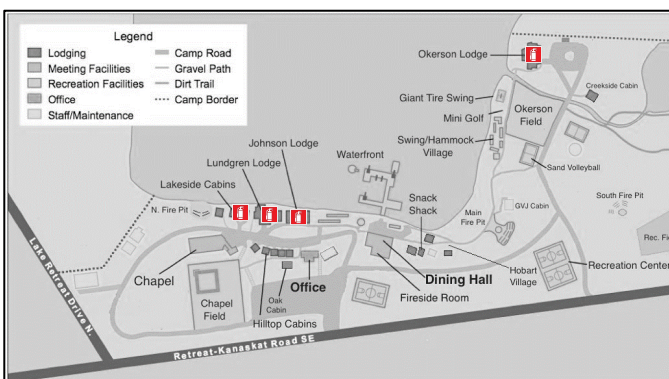
20.6. **EARTHQUAKE:** In the event of an earthquake: Drop! Cover! Hold On! Most injuries during earthquakes come from people running around while the ground is shaking. The best thing to do is to stay put in a building under a sturdy desk or table. Remember, aftershocks could follow an earthquake. When it appears safe proceed to the **DMP**.



20.7. **BUILDING FIRE:** In case of a fire immediately get out of the building (Stop! Drop! Roll! if necessary). Safely proceed to the **DMP** and call 911 and alert lead staff members.

- Fire Extinguishers are in every building on campus. Only use a fire extinguisher if the fire is small and containable, and if you have a safe way to exit the building. Otherwise, call 911 and follow the steps below.
- Emergency Procedures:
  - If you hear the fire alarm, evacuate the building. If possible, close doors as you go.
  - Call 911. Communicate any details you may know.
  - Once you are outside of the building, help anyone needing assistance.
  - Do not under any circumstances go back into the building to help anyone.
  - Get away from the building. Head to the **DMP** if able.
  - Wait for emergency services to arrive.
- If you cannot get out of the building:
  - Stay low and cover your mouth.
  - Find a room and try to seal the cracks under the door.
  - If you are near a window, open it and wave/hang something outside to alert emergency services.
  - If your clothes catch fire: **STOP! DROP!** and **ROLL!** to smother the flames.

**FIRE EXTINGUISHER LOCATIONS ON CAMPUS:**



BUILDING	# OF FIRE EXTINGUISHERS	LOCATION
Chapel	2	<ul style="list-style-type: none"> <li>• On the front exterior of the building to the left of Maple Room</li> <li>• On the inside to the left of the stage</li> </ul>
Lakeside Cabins	1	<ul style="list-style-type: none"> <li>• on the exterior of cabin #8</li> </ul>
Hilltop Cabins	1	<ul style="list-style-type: none"> <li>• on the exterior of Cabin #2.</li> </ul>
Front Office	1	<ul style="list-style-type: none"> <li>• on the exterior frontside of the building.</li> </ul>
Lundgren Lodge	4	<ul style="list-style-type: none"> <li>• to the left of the refrigerator in the kitchen on the main floor.</li> <li>• at end of the hallway by rooms #6 and #7 on the main floor.</li> <li>• in the main hallway on the lower floor.</li> <li>• at the end of the hallway by the exit to the bridge on the upper floor.</li> </ul>
Johnson Lodge	3	<ul style="list-style-type: none"> <li>• in the kitchen on the main floor.</li> <li>• in the hallway on the upper floor.</li> <li>• on the exterior of the deck by room #9.</li> </ul>
Dining Hall	3	<ul style="list-style-type: none"> <li>• in the main kitchen.</li> <li>• on the left side of the dining hall located next to Willow Room</li> <li>• downstairs in Fireside by the main door.</li> </ul>
Okerson Lodge	3	<ul style="list-style-type: none"> <li>• by the main entrance to the building.</li> <li>• at the top of each staircase leading to the upper floor rooms.</li> </ul>

CLASSIFICATION	RESULTS FROM	MATERIALS	HOW TO EXTINGUISH
<b>CLASS A</b>	Ignites from common fuel sources	Wood, Trash, Fabric, Paper, Plastics	Water, Foam Fire Extinguisher, Mono Ammonium Phosphate
<b>CLASS B</b>	Result from an explosion of flammable liquids or gasses	Paint, Petroleum-based Oils, Solvents, Gasoline, Kerosene	Smother flames by depleting the oxygen. Can use dry chemicals like: Ammonium Phosphate or Pressurized Carbon Dioxide <b>** NEVER USE WATER **</b>
<b>CLASS C</b>	Erupt due to electrical components	Transformers, Appliances, Motors, Faulty Wiring	Shut off the electrical power. -Fire Extinguisher
<b>CLASS D</b>	Sparked by combustible metals	Laboratories or Facilities using: Titanium, Magnesium, Sodium, Lithium, Aluminum, Potassium	Graphite Powder, Powdered Copper, Sodium Chloride <b>** NEVER USE WATER **</b>
<b>CLASS K</b>	Cooking Fires sparked by Grease, Lard, Olive Oil, Butter, Animal Fats, Vegetable Fats	Kitchen, Grill, Oven, Microwave	Shut off any nearby sources of oxygen like a ventilation system or window and use Chemical Fire Extinguisher

## 20.8. Wildfire & Natural Disasters:

Lake Retreat Camp is in the "relatively low" wildfire risk environment according to FEMA risk mapping. In addition, the camp maintains a 125,000 gallon water reservoir providing sufficient water for the fire department to run 1,000 gallons per minute for 2 hours. Along with our onsite water system, the camp is situated on Retreat Lake with fire department access to draw water directly from the Lake.

Despite the low likelihood of an evacuation due to wildfire, if an evacuation does become necessary, the Lake Retreat Camp Wildfire Evacuation plan will be implemented. In-person training of Lake Retreat Camp's Wildfire Evacuation plan is required for all staff within the first two weeks of employment and annually thereafter. A summary of the evacuation process and routes are available to groups on our website FAQ section and are provided to group leaders upon arrival. Evacuation routes are also posted in all buildings.

In the event that an evacuation of camp becomes necessary, our facilities will be divided into three quadrants. Staff assigned to each of those quadrants are responsible to ensure all group members are evacuated. A quadrant checklist will be followed to ensure no buildings are missed.

Staff and group leaders will be contacted in person when feasible. As a secondary solution for notifying of evacuation, air horns are kept in the office and in staff homes.

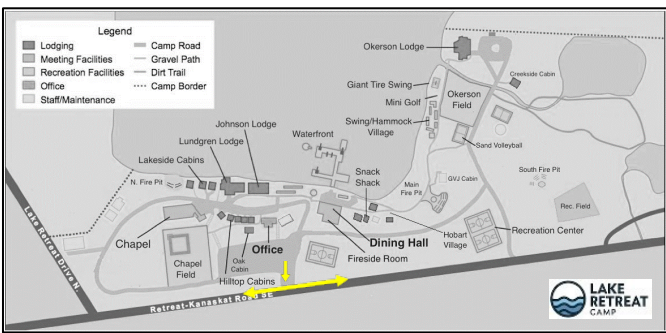
Quadrant 1 - Lower staff housing and all student housing

Quadrant 2 - Buildings left of (when facing the lake) the Dining Hall which include chapel, Lundgren, Johnson, Lakeside cabins, Hilltop cabins, office, Severson, Oakroom and staff house

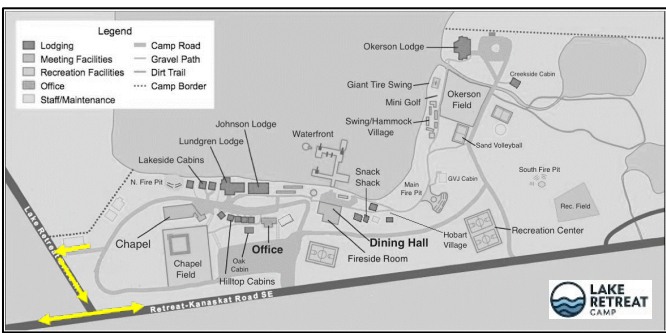
Quadrant 3 - Dining hall, Fireside, Hobart village, Okerson and Rec pavilion

If staff has time after ensuring all groups have evacuated, they should gather important belongings like car keys, wallet/purse, medication, ID, phone, charger, along with extra clothes and toiletries. Get in your car and get away as safely and quickly as possible. If you don't have a vehicle on campus, find a lead staff member or another student. Head out of

camp and away from the direction of the fire. Contact your loved ones once you are in your vehicle heading away from the fire.



**Route #1:** Exit out of the main entrance of Lake Retreat Camp and proceed Left or Right onto Retreat-Kanaskat Road. SE



**Route #2:** Exit out of the side entrance of Lake Retreat Camp and proceed Left onto Lake Retreat North Drive and then proceed Left or Right onto Retreat-Kanaskat Road SE.



**Route #3:** Exit out of the side entrance of Lake Retreat Camp and proceed Right onto Lake Retreat N Drive. Then turn Left onto 304<sup>th</sup> Ave SE and proceed Left or Right onto SE Kent Kangley Road

20.9. VOLCANIC ERUPTION: We are not in the direct path of any lava flow from Mt. Rainier. However, there will be a huge amount of ash filling the air making visibility and breathing hazardous. If there is an eruption, please proceed as safely as possible to the DMP. Emergency sirens will sound in an eruption. You can check 1580 AM for further updates/instructions.

20.10. ACTIVE SHOOTER: If there is an active shooter remember to: Run! Hide! Fight!

1. Run away as far as possible from any threats.
2. Hide if you cannot create distance between yourself and the threat. Find barriers to prevent or slow down the shooter from getting to you. Turn off any lights and silence your phone.
3. If you have no other options, confront the shooter aggressively! Yell, throw items, use improvised weapons, and survive by any means necessary.

If you are in a building:

- Call 911 and give as many details as possible. Include what building you are in, and if possible, include the number of shooters, physical description of the shooter, and how many potential victims there are. If you are unable to speak, leave the line open and allow the dispatcher to listen.
- Stay there and stay quiet. If you are safe, stay where you are. Be as quiet as possible.
- Lock the door. If the door has no lock and the door opens in, use heavy furniture to barricade the door.
- Cover windows. If the door has a window, cover it if you can. Depending on where the shooter is, consider exiting through the windows if it is a safe option.
- Stay Low. If you can't safely exit, get out of sight from the door and stay low and quiet. Hide behind large furniture/items.
- Silence Phones and other electronics that could lead the shooter to your location.
- When Law Enforcement Arrives on scene, remain calm and move toward them when they tell you to. Always keep your hands visible to them.
- Follow All Police Directions.

If you are in an open space:

- Stay alert and look for cover. Find brick walls, large trees, retaining walls, parked vehicles, or any other object you can get behind that may stop gunfire.

If you are trapped in a room with the shooter:

- Do not provoke the shooter. Do what the shooter says and do not make any sudden movements.
- If the shooter starts shooting, take one of these actions:
  - Stay very still and protect your head.
  - Run for an exit while running in a zig zag pattern.
  - Attack the shooter. This is dangerous, but it may be the last option.

20.11. MISSING CAMPER/MINOR: If a guest group informs Lake Retreat of a missing camper/minor, Lake Retreat will coordinate with the guest group leader and assist checking staff areas using the Quadrant system described in 20.8 above.