

Heart of Texas Baptist Camp Emergency Procedures

Every counselor and camp leader needs to be informed as to procedures to be followed in the case of emergency. It is not possible to cover all situations completely but leaders should realize that some circumstances call for common sense action. In an emergency the key phrase is **"Keep calm."**

Lifeguards and Ropes Course Facilitators are trained in emergency procedures (Rescue Skills, CPR, First-Aid, etc.). It is important to allow these trained staff members to take charge of an emergency situation.

In Case of Fire:

1. Evacuate building immediately.
2. Move everyone to a safe place and make sure everyone is present. Choose a predetermined place upon arrival to camp.
3. Notify Camp Staff.
4. Campers should have exits to their dormitory pointed out to them. All dormitories should have directions to exits posted.
5. Campers are not authorized to use fire extinguishers under any circumstances. The counselor should be responsible for using the extinguishers.

Tornado or Severe Weather:

Heart of Texas Baptist Camp staff will monitor news. If a storm is in the area, the campers should:

1. Go to the Huff Meeting Room and Dorms.
2. Counselors will be responsible for orderly evacuation of the dorms and see that all campers are in the Huff Meeting Area and Huff Dorms.
3. Cover with mattresses. Stay inside until notified all clear.
4. If a camper is caught in the open when a storm strikes, they should take cover in a depressed or low area of open ground. Do not get under a tree.

Minor Accident:

A minor accident is one in which a doctor's attention is not needed, such as a minor cut, bruise, abrasion, etc.

1. Stay with the injured person
2. Render emergency first aid
3. Move the person to the camp first aid station or summon medical staff.

Major Accident:

A major accident is an accident that requires an ambulance, such as a drowning, near drowning, back injury where victim is immobilized, unconscious, severe bleeding or hemorrhaging.

1. Stay with injured person
2. Render emergency first aid
3. Send someone to notify Staff
4. Notify Administrator
5. With the supervision of trained personnel, the injured person should be taken to the Brownwood Regional Medical Center.
6. Parents or relatives should be notified by Camp Staff.

Snake Bite

1. Apply a restriction (belt or wide cloth) above and below the bite but not tightly enough to halt blood circulation completely.
2. Keep bitten area lower than the heart if possible.
3. Notify camp staff.
4. Transport to the hospital at once.

Africanized Bees

A new danger to areas of Texas is the Africanized bees. Campers should be aware that they should not agitate any swarm of bees. If a swarm is seen, it should be avoided. Someone should be posted to keep other campers from approaching the swarm and someone should go to the camp office to report the swarm.

1. If a camper is stung, they should go immediately to the nurse's station.

Child Abuse

Should a counselor discover evidence of child abuse or sexual molestation, it should be reported to the Camp Director and the Administrator. Advice on procedures to follow can be obtained by calling the abuse hotline, 1-800-252-5400. We are obligated by law to report all incidents.

Intruders

An intruder is anyone who has not registered at the camp office his/her presence in camp. This may include parents of campers or even church staff. The camp office should be notified if you suspect there is someone in camp that does not belong. Anyone acting suspicious should be reported. One should keep in mind that on family night, great numbers of parents are present and have made arrangements through the camp office. Campers and counselors should not be in remote areas of the camp late at night.

Nurses Station

All prescription medicines are to be given by the camp nurse. Any counselor who gives medication of any kind to campers is placing himself/herself in a vulnerable position. Heart of Texas Baptist Camp is not responsible for the treatment of pre-existing conditions. The nurse's station will be closed after 10:00 p.m. except for emergencies. Campers with head lice or an infectious disease will be sent home. Do not move a camper who has a possible head or spine injury or who is unconscious unless his life is endangered by the circumstances. Heart of Texas Baptist Camp and Conference Center recreational personnel have hand held radios and can call for help.

Drowning

No camper or counselor should be in the lake at any time unless it is a sponsored activity with Heart of Texas Baptist Camp lifeguards on duty. In the event of a drowning, or near drowning, allow the trained lifeguards to perform the appropriate rescue. In the unlikely event there is a drowning, or near drowning, with no lifeguards on duty; **rescue attempts should not be made that endanger other lives.** The rule of thumb is throw, don't go.

Emergency Phone Calls

During an Emergency Call: Be prepared to give EMS your name, location, what happened, how many people injured, condition of victims and care being given. Stay on the line until EMS hangs up first.

Emergency: 911

Ambulance: . . 325-641-2665

Hospital: 325-646-8541

Police Dept: . . 325-784-2525

Fire Dept: 325-784-7046