

# **Camp Unalayee Evacuation Procedures**

**All staff are to keep their personal gear and their campers' gear organized and tucked at all times so that we can grab things quickly. In addition, keep an emergency "go bag" ready just in case (your most important personal items, water, warm clothes and rain gear, flashlight, knife).**

**Evacuation order will be delivered by phone and in person by Incident Team personnel (Forest Service).**

**At that time, a Camp U Director will call the home office and the Office Manager will make arrangements for a charter bus from Scott Mountain Summit if needed.**

**If conditions are not safe to stay at Scott Mountain Campground, arrangements will be made with the local Sherriff's office to bus campers and staff to an emergency shelter to await buses to the Bay Area.**

**The Office Manager will ensure that every camper's parent is called to notify them of the new date, time and location of pick up of their child.**

## **When Groups are in camp basin:**

Emergency Gong to be rung steadily, signaling all camp personnel to proceed immediat to waterfront for headcount/whereabouts confirmation and instructions. If the lakefront not accessible, proceed to the Central Campfire pit.

Each group to gather and stay together w. counselors at waterfront to await instructions

Directors to confirm headcount, and give instructions at waterfront.

Directors and Evac Gear Packers (and other central staff TBD) then move down to Central.

After waterfront headcount/instructions meeting, designated Evac Gear Packer counselors report to Central to help pack gear and load trucks. One director to delegate counselors as Helpers to the designated Evac Gear Packers.

Truck Drivers use checklist to confirm evac gear loaded in their truck, and inform Director of loading status & readiness for departure to Scott Mtn Summit. Evac gear to have top priority for initial run down to SMS. Personal gear to be loaded once all evac gear is onboard.

Designated Camper Counselor(s) from each group return to their camp site, (along with campers), to move all camper gear to Luggage Meadow.

Program Director on radio stays at Lake until all groups have moved to the luggage meadow, then relocates to Central

Once each group's camper gear has been moved to Luggage Meadow, the designated Camper Counselors will remain in Luggage Meadow with campers. Taking turns, counselors will go gather their personal gear and bring it to the luggage meadow.

Director will announce when campers and counselors should start walking down the road. Campers will walk at a normal hike pace, staying with their counselors.

Trucks will pack all emergency gear on first, fill in with as much personal gear as possible and then make a second trip back up to pick up remaining personal gear to bring it down to the Summit.

Traffic control on road in and out of camp basin to be coordinated by Fire Service

Fire service personnel will advise and assist Camp U staff protect camp buildings (clearing debris and branches, sprinklers, etc.)

After securing buildings and camp property as possible and as directed by fire service, all Camp U personnel will leave the basin.

No Camp U personnel are to return to the camp property until advised by fire service that it is safe to do so.

**When hikes are out on trail:**

All camp personnel to return immediately from hike destinations via the shortest and safest route to camp basin unless directed to evac to a trailhead

If safe to do so, 1 counselor from each hike to return to camp in advance of group to assist

1+ counselor(s) to remain with campers hiking back to camp

Upon return to camp, counselor(s) accompanying campers go immediately to check in with Director(s) in central

Directors to announce procedure for movement of camper gear to Luggage Meadow and gathering place for each group

*Continue w. protocol from in camp basin, step 6 onward*

**Shelter in Place/WORST case:**

Emergency Gong to be rung steadily, signaling all camp personnel to proceed immediately to waterfront for headcount/whereabouts confirmation and instructions. If the lakefront is not accessible, proceed to the Central Campfire pit.

All previously designated "evac gear" becomes Shelter In Place gear, and is to be carried to waterfront

Ember suppressing sprinklers in place and operational on Craft Shack deck, and around Food Shack

Park all camp vehicles next to Fire Engine at W end of Luggage Meadow

All camp personnel to hunker at waterfront and shelter in place as fire closes off/burns over evac routes from camp basin. Fire personnel will be on site with engines and equipment and will advise us on how to ensure everyone's safety.

**General preparedness**

All personnel to have important personal gear ready to go and easy to grab. Prioritize wallets, phones, cell phones, laptops, phone and computer charging cords

All Campers to keep personal gear stowed and ready to grab under tarps in campsites

When walking out or sheltering in place, preferable materials are cotton and wool, if so wear long sleeves & long pants.

Masks or bandanas to cover face, in order to reduce smoke inhalation

Synthetics are flammable and can melt on to skin if sparks or embers have contact with the clothing

DRIVERS: Drivers also coordinate the packing of trucks and enter in right hand column which truck each item is packed on as the items are packed on trucks-("green," "blue," "red"). Seats are to be kept free for passengers.