

Lost Swimmer Plan

In the event that a swimmer is missing from camp, the following steps will be taken:

1. All swimmers will immediately be evacuated from the pool and pool area.
2. Lifeguards will complete a thorough pool inspection, including the shallow and deep areas of the pool.
3. All Group Leaders will gather their groups and take attendance.
4. Attendance records will then be reported to the Camp Director.
5. The Camp Director and Facility Manager will complete a thorough search of the facility and grounds for the lost swimmer.
6. The missing swimmer's parents will be contacted immediately once it is determined that their child is unaccounted for.
7. The Camp Director or Facility Manager will call 911.

Lost Camper Plan

In the event that a camper is missing from camp, the following steps will be taken:

1. All group leaders will gather their group and take attendance.
2. Attendance records will be reported to the Camp Director.
3. The Camp Director and Facility Manager will complete a thorough search of the facility and grounds for the lost camper.
4. The missing camper's parents will be contacted immediately once it is determined that their child is not accounted for.
5. The Camp Director or Facility Manager will call 911.

Fire Evacuation Plan

IN CASE OF FIRE, PLEASE FOLLOW THE PLANS OF EVACUATION LISTED BELOW:

FIRE DRILLS WILL BE CONDUCTED ON THE FIRST DAY OF EACH CAMP WEEK

1. Alert the Camp Director immediately when a fire is detected.
2. Use water or a fire extinguisher to put out a small, localized fire (i.e. one contained in a waste basket). Have another employee stand by, ready to call the fire department should the situation become more serious.
3. If the fire is on a larger scale and more serious:
 - Call 911 immediately. Relax, speak slowly and clearly, and give the following information:
 - “This is (your name) calling from Teamworks Acton at 30 Great Road. We have a fire emergency at our building at (specify location).” Wait for the dispatcher to ask any questions. **DO NOT HANG UP THE PHONE.**
 - Use the P.A. (Public Address → Dial 900 on and office phone, hit send, then speak) system to announce: “Attention Teamworks Acton. We are asking everyone to calmly but quickly evacuate the building using the nearest emergency exit and proceed to the Ropes Course area out front. We have a small fire emergency and are evacuating the building as a precautionary measure. This is NOT a drill. Repeat, this is NOT a drill. Please use the nearest emergency exit to evacuate the building.”

Group Leaders

1. Instruct children to drop all equipment and form an orderly, single file line.
2. Locate the closest and safest exit that is free from barriers. This should be an exit which can easily be passed through without any difficulty.
 - Turfs 1, 2, and 3 will evacuate out of their respective side doors or the back door and meet at the Ropes Course.
 - Turf 4, Overtime Café, the office, and the Party Room will evacuate out the front door or nearest side door and meet at the Ropes Course.
 - The bathrooms will evacuate out the nearest side door and meet at the Ropes Course.
3. Upon exiting, walk on the side of the parking lot furthest from the building to ensure everyone's safety.
4. Once you are away from the building, make sure your group remains in an orderly, single file line and meet at the Ropes Course.
5. Once at the Ropes Course, all group leaders will do a head count and attendance roll call to make sure all of their campers are accounted for.
6. If a camper is missing from the group, we will then follow the steps in the Lost Camper Plan.

Disaster Plans/Emergency Contingency Plans

1. **Loss of Power:** In the case of loss of power, all children should be assembled on Turf 1. Group Leaders will take attendance and run small group activities until dismissal of the children. If loss of power results in conditions that will degrade safety over time, the children will be escorted to the Gymnastics Academy of Boston next door to the facility. Emergency phone numbers and attendance sheets will be taken, and parents/guardians will be notified of the incident and location to pick up their children.
2. **Loss of Water:** If loss of water occurs, all children should be assembled on Turf 1. Group Leaders will take attendance and run small group activities until dismissal. No strenuous activities should occur at this time. Bottled water will be made available by the Teamworks Acton Snack Bar. If loss of water effects the facilities used for toileting, Teamworks Acton must close. The children will be escorted to Gymnastics Academy of Boston next door to the facility. Emergency phone numbers and attendance sheets will be taken and parents/guardians will be notified of the incident and location to pick up their children.
3. **Fire:** If a fire should occur, all group counselors should follow the Fire Evacuation Plan and escort the children to the meeting place in front of the building. The Director or Facility Manager must take attendance sheets with them and meet the groups outside at the Ropes Course. Attendance will be taken immediately to account for all children. If the fire conditions worsen, all children will be moved to the Gymnastics Academy of Boston, while parents/guardians are notified for pick-up.
4. **Natural Disasters of Other Emergencies:** Procedures for natural disasters will depend on the severity of the incident. If it is safe for the children to remain in the building, all children will be assembled on Turf 1. Group Leaders will take attendance and conduct small group activities until parents/guardians are notified of early dismissal. If it is unsafe for children to remain in or near the building, Group Leaders will take attendance and the children will be escorted to a safer facility nearby in an orderly fashion. Attendance sheets and Emergency Contact information will be gathered by the Camp Director or Facility Manager and Parents/Guardians will then be notified to pick up.

Contingency Plans

- **Children who are registered and on the camp roll but fail to arrive for a given day's activities:** The child's parents will be contacted at home and place of employment to verify the child's whereabouts. If the child's parents cannot be reached, a message will be left and they will be asked to contact the camp as soon as possible.
- **Children who fail to arrive at the point of pickup following a given day's activities:** If a camper cannot be located at the time of pickup then steps in the Lost Camper Plan will come into effect.
 - All Group Leaders will gather their groups and take attendance.
 - Attendance records will be reported to the Camp Director.
 - The Camp Director and Facility Manager will complete a thorough search of the facility and grounds for the lost camper.
 - Once it is determined that the child is not accounted for, the parents will be contacted immediately (if the parents are not on the premises already).
 - The local authorities will then be contacted.
- **Children who appear at camp without having registered and without prior notification:** The parents of a child who is dropped off at camp without being registered and without prior notification will be contacted and asked to pick up their child immediately. In order for a child to attend camp, the child must be previously registered with the proper emergency and medical paperwork and payment. If the child's file is incomplete and they do not have the proper paperwork, they will not be permitted into the camp. Under no circumstance will a child be allowed to participate in camp activities without being registered.

Emergency Communication System/Procedure

In order to ensure the safety of our campers we have a variety of communication systems available on site in case of an emergency.

- Public Address System
 - Teamworks has a public address system accessible from any ground phone in the building. These phones are located in the office, in the café, and at the pool. During an emergency, the Camp Director or a Group Leader will inform the rest of the Group Leaders and Camp Counselors of the nature of the emergency and where to congregate.
 - In order to use the Public address System, the extension 900 will be dialed and then the "Send" button will be pressed.
- Walkie Talkies
 - Walkie Talkies are also given to each group at the beginning of the camp day. In the event that the P.A. system is not working, the Walkie Talkies will be utilized by the Camp Director and/or Group Leader to communicate a camp emergency and emergency procedures to the Group Leaders and Counselors.
- Cell Phones and Ground Phones
 - In addition to a P.A. system and Walkie Talkies, Ground Phones throughout the building and cell phones of the office staff can be utilized to contact the proper emergency responders as well as the parents of campers in the event or need for an early release of camp.

Travel Contingency Plans

All contingency plans for missing campers, lost swimmers, illness, and injury during on-site camp operation shall apply in the same or similar fashion when the camp or any portion of the camp is off camp property. A specific off-site natural disaster plan has been developed and details are listed below.

Natural Disaster Plan for Travel/Trips

Procedures for a natural disaster will depend on the severity of the incident. If it is safe for the children to be transported back to Teamworks in the proper camp vehicle, Group leaders will take attendance and all children will be transported back to the facility where they will remain on Turf 1. The Camp Director will notify parents/guardians of early dismissal and campers will remain on Turf 1, playing games with counselors, until they are picked up. If it is unsafe for the children to be transported back to Teamworks or be near the building, Group leaders will take attendance and transport campers in the proper camp vehicle to the Gymnastics Academy of Boston, next door to Teamworks, at 12 Keefe Road in Acton, MA. Attendance sheets and emergency contact information will be gathered by the Camp Director or Facility Manager and Parents/Guardians will then be notified where they can pick up their campers.