



ROUNDUP RIVER RANCH EMERGENCY PROCEDURES

Last Updated 5/2/2025

In case of an emergency:

- Stay calm. Do not panic. Get help, if needed. Campers will follow your lead. Don't react, respond. The physical action of forward movement will help you to respond.
- **Safety before NPI's:** It is important to remember that the safety of our campers and team members takes priority over all infectious disease NPI's (non-pharmaceutical interventions), i.e.: masks, distancing, etc.
- **Practice situational awareness:**
 - To identify what's wrong you need to first know what's right!
 - If you see something that doesn't seem right, say something and/or get help.
 - Practice situational awareness with your campers by asking them for details about their surroundings, or what they would do in certain situations. Keep this fun, not scary.
- **Create a Visual Barrier:** If necessary to block the view of an incident from the campers, make a staff wall:
 - Adults stand close together to form a barrier to hide a situation that is happening.
 - Move campers away from the area as quickly as possible.
 - Guide campers in a calm and orderly fashion to an appropriate, safe area.
- **Confidentiality:** Given the confidential nature of working with children with health needs, details of incidents must not be shared with everyone.
- **Privacy:** To support the privacy of our campers, do not share any details of incidents outside of Roundup River Ranch.
- **Press / Public Inquiries:** All information inquiries by the public or press must be directed to the CEO only. The CEO will solicit the support of the Public Information Officer, as needed.
- **Post-Incident Communication:** When possible, the CEO will direct the Public Information Officer to share information about the incident with our constituents (staff, donors, volunteers, supporters, public).
- **Reputational Integrity:** To maintain reputational integrity, if an incident occurs at camp, please refrain from sharing un-vetted information and please refrain from engaging in any internet searches regarding the incident.
- **Debrief:** The Incident Commander will lead an Incident Debrief with all teams as soon as possible following an incident, beginning with the CEO.
- **Radio Channels:** general = 1, facilities = 2, medical = 1 primary, 3 PRN (all non-facilities camp staff/volunteers will live on channel 1 and will switch to the appropriate channel as needed)

ROUNDUP RIVER RANCH EMERGENCY PROCEDURES

- **Incident Commander** – Camp Director
 - Assistant Camp Directors
- **Safety Officer** – Assistant Camp Director Cabin Life
- **Crisis Management** – Chief Executive Officer
 - Crisis Team, including BOD
- **Medical Operations** – Medical Director & Nursing Director
 - Clinical Nurse Manager
 - Behavioral Health Manager
 - Seasonal Medical Team
 - Volunteer Providers

The Incident Commander may, at any time, reassign the following positions to support an incident:

- **Public Information Officer** – Chief Marketing Officer
- **Operations: Camper Support** – Program Supervisor
 - Seasonal Behavioral Team Lead
 - Food Service Manager
 - Cabin Leader (staff)
 - Cabin Nurses (volunteer)
- **Operations: Incident Response Team** – Assistant Camp Director - Programs
 - Camp Fellow
 - Cabin Team Lead
 - Program Team Lead
 - Program Leaders
 - Kitchen & Housekeeping Volunteers
 - Available YR Team
- **Planning & Logistics Section** – Camp Administrative Manager
 - Administrative Assistants
- **Family & Volunteer Communications Section** – Admissions Director
 - Admissions Team
- **Facilities and Infrastructure Section** – Facilities Director
 - Facilities Technicians
 - Facilities Volunteers
- **Finance, IT and Insurance Section** – Chief Finance Officer
- **Human Resources Section** – People & Culture Generalist

Emergency Camp Staff Roles – Functions

Incident Commander

- Verify that all key staff positions are filled
- Provide briefing to key staff
- Establish a coordinated plan to manage the incident
- Approve acceptable plans submitted by the key staff
- Provide the resources necessary to execute plans
- Notify CEO when appropriate

Safety Officer

- Receive briefing from IC
- Ensure head count of all people on site is done and recorded
- Keep a record of all actions taken (action, time, person)
- Ensure all Emergency Procedures & safety protocols are followed
- Establish, secure and maintain a perimeter around fixed-site incidents at the direction of IC
- Report to the incident scene in the event of a medical or psychosocial emergency

Incident Response

- Receive briefing from IC
- Make any modifications to the program as needed
- Undertake dynamic risk assessment of how changing the situation/environment impacts the program and make adjustments
- Coordinate the safe shutting down of program areas

Medical

- Receive a briefing from the IC
- Advise IC on medical needs of participants to aid decision making
- Report to the scene of any medical and/or psychosocial emergency
- Account for any people in the Depot
- Direct medical needs

EMERGENCY ASSEMBLY PROCEDURES

When an Emergency Assembly is required, the following protocol must be followed:

- An Emergency Assembly will be called by the Incident Commander for the following reasons and communicated via radio and communicated to radio channels 1 and 2 to alert the full camp.
- Indicated by stating "Attention all of camp, Attention all of camp: all teams assemble at your designated location". Examples of an emergency assembly may be in the case of:
 - Structure fire or wildfire
 - Severe inclement weather
 - Air quality concerns
 - Preparation for evacuation
 - Other reasons, as needed

Immediately upon an Emergency Assembly activation:

- Activity areas are closed safely, and ALL groups begin the Emergency Assembly procedures.
- Groups should immediately move to their designated Emergency Assembly location in a calm manner while remaining within their cabins. If needed, alternate locations will be communicated.

Assigned Emergency Assembly Locations:

- Primary assembly points are listed below. If an alternate location is needed it will be announced over the radio.
- Campers, Cabin Leaders and Cabin Nurses – Trent's Cookhouse (if the emergency is located in or near the Cookhouse – the Staff Lodge parking lot is the secondary assembly location).
- Incident Commander and Deputy Incident Commander(s) - DJ's Junction Conference Room
- Program Leaders – DJ's Junction pod 1
- Crisis Management Team – DJ's Junction Conference Room or Microsoft Teams Channel
- Medical Command and Nursing Operations – DJs Conference Room
 - Clinical Nurse Manager & CNA - Depot
- Operations, Camper Support – Trent's Cookhouse (or where the campers are)
- Operations, Incident Response - DJ's Junction Pod 1 (do not self-deploy)
- Planning & Logistics Section - DJ's Junction Front Desk
- Family Communications Section – DJs Conference Room
- Facilities & Infrastructure Section - Facilities Barn
- Finance, IT, and Insurance Section – DJs Conference
- Human Resources Section: DJs Conference Room
- All other team members and guests: report to DJ's Junction front desk for additional information and directions.
- All Teams will do a headcount and gather the group together calmly and quietly.
 - Cabin Groups:
 - Camper supervision during an Emergency Assembly is provided by their Cabin Leaders and Cabin Nurses.
 - The Cabin Team Lead(s) will oversee the attendance of campers and adults.
 - Each cabin group will receive an attendance roster from the Cabin Team Lead(s).
 - One Cabin Leader will ensure all campers and adults are accounted for in their cabin and will return the list back to the Cabin Team Lead once the attendance is completed.
 - One Cabin Team Lead will then radio the Safety Officer with the attendance.
 - Once attendance is completed, the Cabin Team will begin the indoor programming plan. All team members will:
 - Redirect campers' focus with songs, back pocket games, and other activities.
 - Provide positive reassurance to campers on an ongoing basis.

- Answer camper questions with honest, short statements to ease curiosity (i.e., It is being handled safely. They are taking care of the situation).
- Any missing persons will be reported immediately, **via radio**, to the Incident Commander.
- In the event that the designated Emergency Assembly location(s) is not safe, the secondary assembly point is the Staff Lodge parking lot. Any changes to the assembly point will be communicated by the Incident Commander or a designee.
- A Fire Drill and/or Emergency Assembly may be practiced at the start of each camp session.

Additional Steps Taken by the ICS Team:

- Beyond written protocol, Section Chief(s) will receive instructions and direction from the Incident Commander as needed.
- The Incident Commander will maintain communication with emergency personnel, with support from the Planning and Logistics Section.

MISSING CAMPER/PERSON

Prevention Steps:

- No camper is to be ever left alone or out of sight of supervision.
- Constant head counts—all staff should continually verify that all campers are always accounted for. Before moving from one location to another staff members must ensure all campers are accounted for.
- Situational awareness is another key to prevention.

First 2-3 Minutes:

If a person is unaccounted for:

- Immediately check the surrounding area.
- Ask all staff if they have seen the person or if permission was given for a camper to leave the area.
- Check if there are absent team member(s) who may have left with the camper.
- Call the Depot (channel 1) to confirm if the camper is there.
- Check with other campers to see if they know where the person is.
- One staff member should check the cabin.
- Radio the last activity area to verify if the person is still there.
- Initial check should be concluded within 2-3 minutes.

Next Steps:

- Remain calm and continue with the current activity, keeping the remaining campers together and stay in that program area.
- If the camper/person is not found after the preliminary check, the following Missing Person procedure will be implemented.
- After the hasty search, if a missing person is still unaccounted for radio: Your name to Admin, Your name to Admin **"we have a Hansel & Gretel at location"** via radio on channels 1 – repeating this phrase a second time to verify everyone has heard it.
- Cabin Groups:
 - Immediately upon hearing "Hansel & Gretel" activities areas are closed safely and all teams follow the Emergency Assembly procedures.
- Incident Response Team:
 - The Incident Response Team will report to DJ's Junction to receive instructions from the Incident Commander or designee.
 - As directed, the Incident Response Team will begin a full search of the property and outlying areas, as assigned.
- The Facilities Team will immediately sweep the perimeter of the property via camp vehicles and report any findings to the Incident Commander.

- All teams will continue the Emergency Assembly or Search Protocol, as assigned until the Incident Commander confirms the "return to all regular scheduled activities" via radio on channel 1.

Additional Steps Taken by the ICS Team:

- After receiving a briefing by the Incident Response Section Chief(s), the Incident Response Team, and program leaders will begin a full search of the property and outlying areas, as assigned.
 - A picture of the missing person will be shown to all search parties by the Incident Response Section Chief.
 - Supplies will be provided to each search team as needed, including a map, two-way radio, flashlight, and necessary keys for assigned area.
- Each area is searched thoroughly, quickly, and calmly, without running.
- If the missing person is NOT found, please radio "Archery to Incident Response, Archery to Incident Response (wait for them to respond), Archery is clear"
 - Search teams will then either be asked to stay put and monitor their location or to come back for a new map.
- If the missing person is found, the search party who finds them will call the Incident Commander, **by first name**, on the radio and confirm **"RED, Hansel & Gretel have been found AT LOCATION"** and will receive additional communications by the Incident Commander.
 - The Incident Commander, Nursing Director (or designee), Safety Officer and Behavioral Health Manager will go to the location to verify the identity of the missing person and check on any medical needs.
 - All search parties will continue searching until they hear the "all clear" from the Incident Command.
- Once the second site search has been completed (12-14 minutes has passed) the Incident Commander will contact the local authorities, including aviation assets, while teams continue their search.
- The Incident Commander informs the CEO to initiate the Crisis Management Plan.
- All teams will continue the Emergency Assembly or Search Protocol, as assigned, until the Incident Commander confirms the "return to all regular scheduled activities" via radio.

MISSING PERSON AT LAKE

Prevention Steps:

- Campers must always be supervised while participating in lakefront activities.
- All participants must wear a personal flotation device (PFD) that fits properly and comfortably while on the dock or in a boat. The fit will be checked by a trained team member.
- A Roundup River Ranch approved lifeguard must supervise all lakefront activities including fishing.
 - Boats are locked when the program area is not in operation.
 - The lifeguard, rescue boat, rescue tube, and rescue rope must be in place before any participants are allowed on the water.
 - In an emergency the lifeguard will give **one long whistle blast** to signal boaters to clear the water.
 - Staff members will secure the "Dock Closed" sign when they are not present, and the program area is closed.

First 2-3 Minutes:

If a person/camper is unaccounted for at the lake:

- Immediately check the surrounding area.
- Get the attention of all staff in the immediate area.
- Ask all staff if they have seen the person or if permission was given for the camper to leave the area.

- Check to see if there is an absent staff member that may have left with the camper.
- Call the Depot (channel 1) to confirm if the camper is there.
- Check with other campers to see if they know where the camper is.
- Initial check should be concluded within 2-3 minutes.

If the Missing Person is in the Lake:

- If the lifeguard confirms that the person is in the lake, one team member contacts the Incident Commander and the Nursing Director by radio to meet with them, in-person, to share this information.
 - To indicate urgency, this radio call is made in a series of three (on channel 1). Example: "Admin & Medical to the Lake, Admin & Medical to the Lake, Admin & Medical to the Lake"
- The Incident Commander and Nursing Director will arrive on scene to receive the detailed information about the situation.

"Hansel & Gretel" - initiated by the Incident Commander:

- If a missing person is confirmed, the Incident Commander communicates **"attention all of camp, attention all of camp we have a Hansel and Gretel at Rose Lake"** via radio on channel 1 – repeating this phrase 3 as needed.
- The Incident Commander will then radio facilities on channel 2 to alert them to situation.
- Cabin Groups:
 - Immediately upon hearing "Hansel & Gretel" activities areas are closed safely and all teams follow the Emergency Assembly procedures.
 - All lifeguards are to report to the lake to assist in a water search/rescue.
- Incident Command:
 - Due to the water related incident, the Incident Commander, or designee, will call 911 immediately to report the incident to Emergency Services.
- Incident Response Team:
 - The Incident Response Team will report to dock to await instructions from the Incident Commander or designee.
 - If necessary, the Incident Response Team will begin a full search of the property and outlying areas, as assigned.
 - If necessary, the Facilities Team may be directed to immediately sweep the perimeter of the property via camp vehicles and report any findings to the Incident Commander.
- All teams will continue the Emergency Assembly or Search Protocol, as assigned until the Incident Commander confirms the "return to all regular scheduled activities" via radio on channel 1.

Additional Steps Taken by the ICS Team:

- The Incident Commander will call 911.
- The Assistant Camp Director - Programs will assist in making all lifeguards available.
- The following team will assemble at the boating dock:
 - Incident Commander
 - Nursing & Medical Commander
 - Incident Response Team
 - All available lifeguards
- The lifeguard team will search, swimming in a line arm's length apart from each other and begin deep dives of the lake, starting with the area defined as the last seen point or highest risk areas.
- Lifeguards will scan from the edge of the lake into the center, using underwater flashlights, if needed, which will be brought to the lake by the Planning and Logistics Section Chiefs.
- Directed by the Incident Response Section Chief, the Incident Response Team Members will:

- Walk the shoreline and communicate any findings to the lifeguards.
- Begin a land search starting at the lake area.

The Incident Commander informs the CEO to initiate the Crisis Management Plan.

MISSING PERSON IN THE RIVER

Prevention Steps:

- Roundup River Ranch does not provide any river or riverside activities.
- **River Garden Use: given the distance from the river, the River Garden is an approved program area only under the following criteria:**
 - **All participants must remain 10 feet away from the river's edge.**
 - The Camp Director will be informed in advance of all activities at the River Garden.
 - The Cabin Leaders are responsible for having two working radios within the group. (Example cabin radio and nurse radio)
- If a person is confirmed in the river and unable to be immediately rescued, one team member contacts the Incident Commander and the Nursing Director by radio to meet with them, in-person, to share this information.
 - To indicate urgency, this radio call is made in a series of three (on channel 1). Example: "Admin & Medical to the River Garden, Admin & Medical to the River Garden, Admin & Medical to the River Garden".
- **At no time are Team Members or campers allowed to enter the river to support rescue operations.**
- The available team members at the activity will coordinate the campers to move to main camp for alternative activities, out of sight from the rescue operations.
- The Incident Commander and Nursing Director will arrive on scene to receive a briefing about the situation.

"Hansel & Gretel" - initiated by the Incident Commander:

- If a missing person is confirmed, the Incident Commander communicates **"attention all of camp, attention all of camp we have a Hansel and Gretel at the River"** via radio on channel 1 – repeating this phrase 3 as needed.
- The Incident Commander will then radio facilities on channel 2 to alert them to situation.
- Cabin Groups:
 - Immediately upon hearing **"Hansel & Gretel"** activities areas are closed safely and all teams follow the Emergency Assembly procedures.
- Incident Command:
 - Due to the water related incident, the Incident Commander, or designee, will call 911 immediately to report the incident to Emergency Services.
 - IC will send a team of two in a camp vehicle to drive the river road looking for the camper. If spotted they are to flag down emergency services if they see them driving towards camp.
 - IC will place a call **Classic Air Medical** (800-444-9220) to launch a helicopter to begin search and rescue.
- Incident Response Team:
 - The Incident Response Team will report to DJ's Junction to receive instructions from the Incident Commander or designee.
 - If requested, the Incident Response Team may begin a full search of the property and outlying areas, as assigned.
 - If requested, the Facilities Team may be directed to immediately sweep the perimeter of the property via camp vehicles and report any findings to the Incident Commander.
- All teams will continue the Emergency Assembly or Search Protocol, as assigned until the Incident Commander confirms the "return to all regular scheduled activities" via radio on channels 1, 2 and 3.

Additional Steps Taken by the ICS Team:

- The Incident Commander will call 911 at their discretion.
- The Incident Response Team will meet at the assembly location and the Incident Response Team Section Chief will communicate the needs of the team.

MISSING PERSON AFTER LIGHTS OUT

Prevention Steps:

- No camper is to be ever left alone or out of sight of supervision.
- Staff/volunteers should count their campers after lights out.
- One final count should be done before all adults go to bed.
- Alarms on doors should be armed at lights out.

First 2-3 Minutes:

If a camper is discovered to not be in the cabin after lights out:

- Immediately check the surrounding area (including the bathroom, under beds, outside the cabin).
- Ask all staff if they have seen the camper or if permission was given for the camper to leave the area.
- Call the Depot (**channel 1**) to confirm if the camper is there.
- One staff member should check the outside of the other cabins.
- Initial check should be concluded within 2-3 minutes.

Next Steps:

- Remain calm and head outside the cabin, making sure to allow other campers to remain sleeping.
- If the camper is not found after the preliminary check, the following Missing Person procedure will be implemented.
- After the hasty search, if a missing person is still unaccounted for radio: Your name to Admin staff, Your name to Admin staff **"we have a Hansel & Gretel at location"** via radio on channel 1 – repeating this phrase a second time to verify everyone has heard it.
- Quietly, and quickly wake up all additional adults in the cabin to help with the search.
- Admin on call:
 - Immediately upon hearing "Hansel & Gretel" switch to channel six and repeat it making sure the Camp Director has heard and can respond.
 - Camp Director will call the Facilities Director
 - Immediately make the same call on channel 4 to alert all seasonal leadership.
- Seasonal Leadership
 - Immediately, get dressed, grab a radio and begin waking up staff lodge volunteers and FTYR staff in the lodge to help with the search
- Incident Response Team:
 - The Incident Response Team will report to DJ's Junction to receive instructions from the Incident Commander or designee.
 - As directed, the Incident Response Team will begin a full search of the property and outlying areas, as assigned.
- The Facilities Team will immediately sweep the perimeter of the property via camp vehicles and report any findings to the Incident Commander.
- All teams will continue the Emergency Assembly or Search Protocol, as assigned until the Incident Commander confirms the "return to all regular scheduled activities" via radio on channel 1.

Additional Steps Taken by the ICS Team:

- After receiving a briefing by the Incident Response Section Chief(s), the Incident Response Team, and program leaders will begin a full search of the property and outlying areas, as assigned.
 - A picture of the missing person will be shown to all search parties.
 - Supplies will be provided to each search team as needed, including map, two-way radio, flashlight, and necessary keys for assigned area.
- Each area is searched thoroughly, quickly, and calmly, without running.
- If the missing person is found, the search party who finds them will call the Incident Commander, **by first name**, on the radio and confirm **"RED, Hansel & Gretel have been found AT LOCATION"** and will receive additional communications by the Incident Commander.
 - The incident Commander, Nursing Director (or designee), Safety Officer, and Behavioral Health Lead will go to the location to verify the identity of the missing person and check on any medical needs.
 - All search parties will continue searching until they hear the all clear from the Incident Command.
- If the missing person is not found in an area after a full search, the team members will return to the assembly point, sign back in and await assignment of another search area.
- Once the second site search has been completed (12-14 minutes has passed) the Incident Commander will contact the local authorities, including aviation assets, while teams continue their search.
- The Incident Commander informs the CEO to initiate the Crisis Management Plan.
- All teams will continue the Emergency Assembly or Search Protocol, as assigned, until the Incident Commander confirms the "return to all regular scheduled activities" via radio.

FIRE (STRUCTURE OR WILD) PROCEDURES

- A fire evacuation plan is posted in each cabin and each building is equipped with smoke detectors, fire extinguishers and sprinklers.
- If an alarm is sounding, do not turn off the alarm and leave all personal belongings in the building.
- The Incident Commander will lead any and all inspections of potential fire/hazard, with the support of the Facilities Director.
- The Incident Commander will contact 911.

If you discover a fire:

- If in a safe area, pull a nearby fire alarm pull box to sound the alarm.
- Fire extinguishers are in every building, please put out the fire if you can safely do so.
- Immediately clear everyone away from the area, do a headcount as quickly as possible and move to your Emergency Assembly location.
- Alert the Incident Commander by radio, sharing details of the building and/or location of fire – no radio code is needed, please calmly share the information with plain language.
- Activity areas are closed safely, and ALL groups begin the Emergency Assembly procedures.
- Stay off the roadways to allow Emergency Services to respond.
- The Incident Response Team will report to their Emergency Assembly location and await directions from the Incident Commander.
- All teams will continue the Emergency Assembly or response protocol, as assigned until the Incident Commander confirms the "return to all regular scheduled activities" via radio.

Wildfire:

- If a Wildfire affects the property or air quality of camp, the Incident Commander will be in direct contact with the Eagle County Emergency Management Team.

ANIMALS

- Proactive procedures are in place, including:
 - Food will only be served and consumed in limited areas, with the discretion of the Camp Director and the Assistant Camp Directors.
 - Ensure garbage is in appropriate containers: dumpsters that are latched.
 - Food cooked at campfires will be cleaned at the end of the activity.
- If a wild animal is seen on camp property, inform the Incident Commander.
- An Emergency Assembly will be called on the discretion of the Incident Commander.
- If the animal is not deterred, the Colorado Department of Parks and Wildlife (CPW) will be phoned by the Incident Commander.
- The Crisis Management Plan will be enacted, if necessary.

VISITORS / INTRUDERS

- Intruders are unfamiliar persons on property. They may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made by Team Members. If comfortable doing so, all unfamiliar persons should be greeted by a team member and questioned to ascertain who they are and why they are on the property. If a team member is uncomfortable approaching an unfamiliar person they should immediately radio the Admin team with the location.
- All team members will wear their assigned Roundup River Ranch lanyard or name tag during camp session. Any unknown persons on-site should be escorted to DJ's Junction to be checked-in and directed to the correct location.
- All guests will be accompanied by a Full-Time Team Member when campers are on site.
- When possible, approach any unknown individuals in pairs.
- Someone should always stay with the campers, keeping them away from the unknown individual(s).
- If the person seems threatening in any way, do not approach the individual(s). Remove yourself and campers from the area, notify the Incident Commander by radio, and observe the whereabouts of the person.
- If you see or suspect an intruder in camp at night, immediately notify the on-duty staff by calling 5738 from any camp landline phone or radio them on channel 1.
- If there is someone suspicious on-site, the Incident Commander or designee will phone Eagle County Sheriff's Department and initiate the lock-down procedures.

SHELTER-IN-PLACE

- Shelter-in-Place: A shelter-in-place is the use of a structure and its indoor atmosphere to temporarily separate you from a hazardous outdoor atmosphere.
- There may be various situations that require shelter-in-place, including:
 - Aggressive Animal
 - Severe/Abrupt Weather Event
 - Nearby Train Derailment
- A Shelter-in-Place will be enacted by the Incident Commander announcing for all of camp to "Shelter-in-Place" over the radio. This will be announced three times over the radio on Channels 1 and 2.
- All staff will immediately get a headcount of their cabin group and proceed to the **closest building**. During a Shelter-in-Place once you are inside, close all doors, windows and vents and take immediate shelter within interior rooms or hallways.
- When the area has been confirmed safe, the Incident Commander or designee will communicate via radio "please return to regular scheduled activities".

LOCKDOWN

- Lockdown: A lockdown indicates an immediate physical threat.
- There may be various situations that require a lockdown, including:
 - Armed intruder / active shooter
 - Unknown, suspicious or hostile intruder
 - Nearby police activity
- A lockdown will be initiated by using the phrase **"Tie-Dye Cabin"**, typically in conversation, over the radio on Channels 1 and 2 (if possible).
- If an intruder is seen on camp property with a firearm or weapon intended to cause harm, **anyone can use this code, in a calm voice within a message, via the radio.** If this phrase is used, all staff will immediately implement the lockdown procedures. The phrase **"Tie-Dye Cabin"** may be used in many ways.
 - Example: If an armed intruder comes onsite and asks for a specific camper, they will be told "yes." The staff member they are speaking with will tell him they will call on the radio to get the camper to the location. The staff member will radio the Incident Commander as follows:
 - "Camp Director name are you on radio?"
 - "This is Camp Director name go ahead"
 - "Camp Director name, will you get (camper's name) from the **Tie-Dye cabin** and bring them to _____ (location of incident)?"
 - The Camp Director will ask the staff member to repeat themselves (to make sure everyone heard the code word) and will then respond:
 - "Sure, it will take me a few minutes, I am on the other side of camp"
 - Staff member will then ask the person to wait where they are and will excuse themselves to go help with camper retrieval.
 - Example: If someone sees an armed intruder heading to a certain location on camp the person will radio the Incident Commander as follows:
 - Attention all of camp, attention all of camp I'm stuck at fishing can someone head to the **Tie-Dye Cabin** for me? Again I'm stuck at fishing can someone head to the **Tie-Dye Cabin** for me?
 - This alerts all of camp that the intruder is heading to fishing and that area should be avoided as they head indoors.
- All staff will immediately get a headcount of their cabin group and proceed to the **closest permanent building (cabins, cookhouse, DJs Junction, Depot, Facilities Barn, Staff Lodge)**. Be thoughtful to move away discretely from the location of the incident as much as possible. Once you are indoors lock all doors behind you and barricade your group in, if possible.
- You will turn off lights, silence phones, close blinds, move away from windows and hide out of sight, such as bathrooms, kitchens, stairwells, interior rooms and downstairs rooms. Be aware of your radio volume to ensure that you can hear it yet it isn't loud enough to draw attention to your group. If you feel that it is unsafe to have your radio on, please turn it off until you feel it is safe to turn it back on.
- Staff and Volunteers with access to a phone will immediately call 911.
- When the area has been confirmed safe, the Incident Commander will communicate via radio "please return to regular scheduled activities".
- If the situation deems it, Roundup River Ranch will provide an incident debrief and trauma support for all involved.

KIDNAPPING

- Staff should refer all visiting persons (stranger or known) to DJ's Junction. All visitors must check in and obtain a visitor's badge.
- Under no condition may a camper be removed from camp without the permission of the Camp Director or Nursing & Medical Operations Director.
- The Camp Director, Nursing Director, or Admissions Director will verify that the camper is released only to legal guardians or their authorized designee. All requests to pick up campers must be directed to the Camp Director, Nursing Director, or Admissions Director.
- Should a camper be taken from camp without following this protocol, immediately notify the Incident Commander.
 - If a kidnapping is confirmed, the Incident Commander will:
 1. Call 911
 2. Enact a lockdown
 3. Inform the CEO
 - The Crisis Management Plan may be implemented at the discretion of the Incident Commander.
- When the area has been confirmed safe, the Incident Commander will communicate via radio "please return to regular scheduled activities".

INCLEMENT WEATHER

Excessive Heat:

- The Depot, Trent's Cookhouse and DJ's Junction are air conditioned.
- All campers will be moved inside for indoor programming.
- If the heat is deemed unhealthy for campers and the implementation of the program inside is not possible, the Camp Director and Assistant Camp Director, Program will determine next steps.

Mudslide:

If a mudslide affects the roads leading to camp, transportation to and from camp can be affected. Depending on the location of the mudslide and need for travel alternate routes will be used to access or depart from camp.

Plans to support a mudslide incident throughout a camp session include:

- Communication with transportation company
- Off-site evacuation plans
- Communication with local authorities
- Medical support
- Activity Programming

Additional Steps Taken by the ICS Team (Mudslide):

If a mudslide occurs on **Arrival Day**, communication with car and bus arrivals is necessary.

- If the bus is already enroute and a mudslide has occurred, an off-site program may take place until the road has been cleared.
- The Incident Commander will secure a location deemed appropriate for the group to stay, supported by the Evacuation Plans.
- The Incident Commander will be stationed at camp, communicating with local authorities for up-to-date information.

- When possible, an Off-Site Camp Team, determined by the Incident Commander and Nursing & Medical Operations Director, (*recommendation: the ACD, Program, 3-5 staff members, and a medical team*) will assemble at the determined location.
- The Off-Site Camp Team will provide low-key programming and adhere to the basic camp schedule such as mealtimes, bedtimes, and distribution of medications.
- The Incident Commander will inform the CEO of the incident and the CEO will join the Off-Site Camp Team, if possible.
- The Off-Site Camp Team will bring an Alert Box containing: Camp Policies and Procedures, Emergency Contact Information, Accident/Incident Report forms, contact details for each camper, staff and volunteer, and Medical Check-In Forms.
- The Nursing Director (and if needed the Medical Director) will coordinate a temporary medical check-in/out so distribution of medication can occur until the campers arrive on-site.
- The Family Communication Section Chief, or designee will coordinate communication with the Bus Company and families who may be impacted. Contact information for the Off-Site Camp Team will be provided to the families.
- If off-site programming is required beyond 24 hours, the Incident Commander will communicate with the Planning and Logistics Section Chiefs and the Family Communication Section Chief to coordinate continued off-site programming or the campers' return to Denver.

If a mudslide occurs on **Departure Day**, communication with car and bus arrivals is necessary.

- If the bus is already enroute and a mudslide has occurred, the Family Communication Section Chief will contact the bus company to coordinate a location for the bus to remain locally until the road is reopened.
- The Camper Support Team will provide low-key programming and adhere to the basic camp schedule such as mealtimes, bedtimes, and distribution of medications.
- The Nursing Director & Clinical Nurse Manager will coordinate any medical needs associated with campers remaining on-site longer than planned.
- The Family Communication Section Chief will coordinate communication with families who may be impacted.
- The Incident Commander will inform the CEO of the incident.
- If the road closure remains in effect for more than 24 hours beyond the camp session, alternative evacuation plans will be determined by the Incident Commander, CEO, and Eagle County Emergency Manager.

Excessive Winds and/or Tornadoes:

- A Tornado Watch is when weather conditions indicate that a tornado could be coming.
 - During a tornado watch, campers and adults will take shelter in their assigned cabin or nearest appropriate building (yurts, sheds and outbuildings are not appropriate shelters). The Camp Director will ensure each group has a radio and is on alert.
- A Tornado Warning indicates that a tornado has been sighted.
 - During a tornado warning, a shelter in place will be enacted and everyone must move to the closest shelter immediately. An announcement over the radios will notify that such action will be taken. Everyone will move immediately to the closest strong structure, away from possible blowing debris.
 - If possible, each cabin group will move to their cabin and will get into the center of the bathrooms.
 - If you are in any building other than a cabin, move away from any glass and into the strongest inner structure.

- Alternate shelter areas include closets and interior bathrooms without windows. If you find yourself and your group in an open area, move toward the best possible depression (trench, ditch, etc.) and lay down, covering your head with your arms. Remember to keep your group calm; keep track of who is in the group and communicate your location and needs via radio.

Reduced Air Quality:

- Reduced air quality may be caused by pollution, wildfire or other factors.
- The Camp Director will monitor air quality through onsite and web-based resources to indicate the need to move indoors.
- If needed, alternate indoor activities will be directed by the Program Team.

Severe Weather:

- *Severe thunderstorms* may occur. In case of thunder or lightning, boating and all outdoor activities will be canceled, and groups will seek shelter.
- Activities will not re-open for 30 minutes following the last thunder heard or lightning seen, or longer at the discretion of the Camp Director.
- Do not allow campers to go outside when there is lightning. If you are outdoors, seek shelter in a building immediately.
- If severe weather comes and you are not near immediate shelter, seek a low-lying area and lie flat. Avoid large open spaces and trees. Lightning will seek tall objects, so stay away from lone trees, and hilltops.
- Alternate indoor activities will be directed by the Program Team.
- *Hailstorms* may occur. In case of hail, all outdoor activities will be canceled. Activities will be reopened at the discretion of the Camp Director.
- Do not allow campers to go outside when there is hail.
- If you are outdoors, seek shelter in a building and move away from windows.
- Alternate indoor activities will be directed by the Program Team.

Flooding:

- In case of flooding, all outdoor activities affected by the flood will be cancelled and the area(s) cordoned off. Alternative programming will be determined by the Camp Director and Program Team.
- Weather and water levels will be monitored by the Camp Director or their designee in coordination with local emergency responders and NOAA.

POWER OUTAGE

- In case of a power outage, the water treatment plant, medical center (the Depot), and Cookhouse will be provided with power from generators.
- The Facilities Director will communicate with the electric service provider, Holy Cross Energy, regarding the timeline of power being restored.
- Based on the needs of the campers, length of time into the session and information provided by Holy Cross Energy, the session may be canceled.
- Cabin Leaders will be provided all necessary items for alternative programming, including light sources, programming supplies, and other needs.

RAILROAD

- The railroad tracks bordering camp's east property line is a live railroad. The main road into camp is the boundary line for all campers, giving a border between camp and the railroad tracks.
- At no time are campers or adults allowed near the railroad tracks.
 - All staff will be trained to scan the railroad track periodically, when in sight.
 - The Camp Director and Facilities Director will immediately be informed of a camper on the road, or in danger of nearing the railroad track.
 - A barbed wire fence borders the railroad.
- In case of a train derailment, the Incident Commander will coordinate with local emergency officials on the appropriate protocols including activating shelter-in-place, evacuation or the crisis management plan, if necessary.
- The Incident Commander will immediately inform the CEO of a train derailment.

EVACUATION

If camp needs to be evacuated due to an emergency, the Camp Director will contact Emergency Services for vehicle and logistical support. Pre-determined evacuation plans will begin, and the Crisis Management Plan will be activated.

Additional Steps Taken by the ICS Team:

If a full evacuation is needed, the Incident Commander will alert the Crisis Management Team and the Crisis Management Plan will be activated.

- The Incident Commander will be in contact the Eagle County Emergency Manager and other related Emergency Services for logistical support, including:
 - Transportation
 - Evacuation location
 - Dietary needs
 - Overnight supplies, if expected
- Once evacuation plans are confirmed, the Incident Commander will communicate the details with the Public Information Officer.
 - The Public Information Officer will communicate with the Family Communication Section Chief to coordinate communication to families, sharing logistics, locations, transportation, and other pertinent details approved by the Public Information Officer
- The Planning and Logistics Section will coordinate the Incident Alert Box, including:
 - Camp policies and procedures
 - Contact information for:
 - All Emergency Services
 - Camp neighbors
 - Emergency contacts for Campers, Summer Staff, Full-time Staff, Volunteers
 - Accident/incident reporting forms
 - Blank medical check-in forms
- The Incident Response Team will support the coordination of:
 - Programming supplies
 - Sports Bin – Cabin Leaders to add books/coloring/board games and bring with cabin to evacuation site
 - Residential life supplies
 - Grab evacuation bin
 - Campers' personal effects (non-medical) if possible

- Staff/Volunteers' personal effects (non-medical) if possible
- The Medical Response Team will coordinate all medical needs.

PROGRAM AREAS EMERGENCY PROCEDURES

All program areas have specific emergency response plans, directed by the Program Team, including the Camp Director, Assistant Camp Director, Program, Program Supervisor, and Program Team Lead. *When in operation Equestrian and the Challenge Course have additional support through certified Challenge Course Program Leaders and Equestrian Wranglers.*

STANDBY PROTOCOL

Situational incidents will require the Incident Response Team to follow Standby Protocol. During Standby Protocol, the Incident Response Team will follow the Camper Support Procedures and remain on standby until the Incident Commander or Incident Response Section Chief calls for the team to support operations. Standby incidents include:

- Building fire and wildfire
- Animals
- Weather
- Power Outage
- Railroad-related Incidents
- Child Abuse

EMERGENCY PHONE NUMBERS

NAME	POSITION	NUMBER
Kelly 'RED'	Camp Director	Office - 718 Cell - 803-518-5316
Connor	ACD - Program	Office - 721 Cell - 216-926-2958
Katie	ACD - Cabin Life	Office - 715 Cell - 417-761-2905
Jourdan	Program Supervisor	Office - 722 Cell - 207-518-0110
Kara	Camp Administrative Manager	Office - 714 Cell - 314-814-1531
Camp EnGenius		Office - 738
Cami	Nursing Director	Office - 711 Cell - 417-689-2752
Dr. Ben	Medical Director	Office - 710 Cell - 720-284-1701
Medical EnGenius		Office - 723
Sarah	President/Chief Executive Officer	Office - Cell - 563-505-4747