



## LINCOLN COUNTY HEALTH DEPARTMENT

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## SUGGESTED GUIDELINES FOR EMERGENCY PROTOCOLS

### Fire

- ◆ Local firefighters are to be notified in writing when a camp is planned to be operational. If the camp is open year round then notification is to be done annually. HFS 175 (4) (c) 4.
- ◆ Keep in mind when developing your fire plan, all permanent structures are required to meet the fire requirements in Comm 57.
- ◆ Teach children about fire safety and keep matches out of reach.
- ◆ Flammables shall be stored in a secure location accessible only to staff.
- ◆ Inspect buildings regularly. Keep roof and gutters clean. At least once per year inspect and clean chimneys.
- ◆ Contact your local fire department for other fire safety tips and guidelines.
- ◆ Make sure smoke detectors are installed inside each sleeping area, and also as specified in Comm 57.
- ◆ Your emergency plan should address how often smoke detectors are checked to ensure they are working. In between each group of campers, for example. All batteries should be replaced yearly.
- ◆ Fire fighting equipment shall be available in non-permanent sleeping areas.
- ◆ Determine at least two ways of escape for each building. Your escape routes will vary depending on the type of structure. A ladder is needed for escaping second story structures and above.
- ◆ If you see fire or smoke in your first escape route, use the second way out. If you are escaping through a closed door, check the door by touching it before opening. If the door feels warm use the second escape route. If you have no choice but to exit through smoke, get down and crawl under the smoke to your exit.
- ◆ If smoke heat or flames block your exit route close the door and stay in the room. If the room has a phone call for help and let the firefighters know where you are. Signal for help by placing a bright colored cloth at the window.
- ◆ Have a designated meeting area outside after escaping and begin head a count.
- ◆ Once you have escaped call 911.

## Tornado

- ◆ Get latest emergency weather information from radio, TV, or internet.
- ◆ Know the tornado warning system for the area your camp is located in. Most areas have a siren system. Be sure that you can distinguish between the siren's warning for a tornado watch and a tornado warning.
- ◆ A tornado watch is issued when conditions favor the formation of a tornado. Be prepared to take shelter.
- ◆ A tornado warning is issued when a tornado funnel is sighted or indicated by weather radar. Seek shelter immediately.
- ◆ The on-site health services staff should bring the medication and emergency forms with him/her to shelter area.
- ◆ Pick a designated area to gather during a tornado warning. The safest place to take shelter is in a basement. If there is no basement go to a windowless inside room on the lowest level. Avoid windows; exploding glass can kill. For additional protection, get under something sturdy such as a heavy table. If possible cover up with a sleeping bag. You want to protect your head with anything possible, even your hands will work.
- ◆ The least desirable place to be during a tornado is outside. If there is no shelter immediately available do not try to out run the tornado. Lie down in a gully or ditch and cover your head with your hands. Avoid areas with many trees and taking cover under vehicles.
- ◆ After the tornado, take a head count and make sure everyone is accounted for.
- ◆ Do not use matches, lighters, or appliances, or operate light switches until you are sure there are no gas leaks. Electrical switches can ignite gas and cause an explosion. If you smell gas find the main shut off valve located on a pipe next to the gas meter. Turn the valve to off using an adjustable wrench. If you are unable to shut off the gas evacuate to a safe location.
- ◆ If necessary call 911

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