

Day Camp Emergency Action Plan

Work with your Director and other necessary members of the Day Camp admin team to answer the following questions. Use this plan as a quick reference for all day camp volunteers to manage on-site emergencies.

Day Camp Director _____ SU # _____ Name of Site _____

Site Manager, Owner or Agency _____ Phone _____
cell

Estimated Attendance _____ Are there other non GS campers on site? No Yes

Local emergency numbers: Police _____ Fire _____ Other _____

Nearest medical facility _____
Name Location Phone

Where is Day Camp headquarters? _____
Pinpoint on Map

Where will the first aid station be located? _____
Pinpoint on Map

How will participant medication be stored? _____

If a camper gets separated from her unit, where should she go? _____

Who is off-site emergency contact? _____ Cell phone _____

How will the director be notified of inclement weather? _____

How will parents be notified? _____

How will membership manager be notified? _____

Where will the emergency vehicle be located on site? _____

Who determines when campers and staff should take shelter? _____

Where do participants go in case of a fire? _____

Where do participants go in case of a tornado? _____

Who makes a decision that a situation warrants site evacuation? _____

How will the director be notified in case of emergency? _____

How will the site manager (if applicable) be notified in case of an emergency? _____