

Camp Roosevelt Emergency Procedures 2022

Policy and Procedures

Intrusion or Unauthorized Person Plan

1. Periodic review of security concerns of the site.
 - a. Leaders will be instructed to keep a minimum of two leaders at the site when possible.
 - b. Leaders will be instructed to “stop in” their sites throughout the day on a regular basis.
 - c. Commissioners and Troop Guides will be trained to be alert as they walk around camp during the program hours of camp.
 - d. Area Directors and Key Staff will be alert to anything out of the ordinary during after taps walk around. The program/and or commissioner will monitor the main camp side. The camp director and business manager will monitor the dining hall side with an evening check of campsites. The Trading Post manager will stay alert to visitors coming into the Trading Post and observe the parking lots during their return to their quarters. Area directors and key staff are equipped with radios and have access to the camp-wide intercom system.
2. Steps and training on procedures will be shared with Staff during staff training week.
3. Steps and training on procedures will be shared with campers and leaders during pre-camp and camp meetings. Stress not to approach strangers and minors travel using the Buddy System at all times.
 - a. **Procedures:**
 - i. All visitors must report to the camp office or health lodge to sign in and out. The book will be monitored by the camp administration.
 - ii. If an unauthorized person is suspected, notify the closest program area. All program areas are equipped with radios. The camp director or his/her designees should be notified of suspected person by radio or intercom phone immediately.
 - iii. The camp director or his/her designee will take appropriate action and give directions to staff members reporting suspected person. Once notified the camp director or designee with another adult will proceed to the location of the suspected person.
 - iv. If the person flees, there is a list of questions that should be completed and a camp incident report form completed.
 - v. Program areas should continue unless the situation warrants a count of every person in camp. Staff will be sent to the units to get a count of units or the emergency alarm will be sounded in order to take a count.
 - vi. The Scout Executive is notified of the situation. An assessment is made to the severity of the problem and the need to call the NJ State Police.

Lost Camper Drill:

- Report lost campers to the camp director or health officer in charge.
- The camp director/or the health officer in charge will direct a small staff crew to check the campsite area first.
- Runners are sent to gather needed staff members to organize a search of nearby roads and the camp areas.

PROCEDURES TO GET STAFF FOR SEARCH:

- Health Office calls McKeever Lodge, McKeever Lodge notifies the Kitchen/Range living area to report to Health Office. McKeever Lodge then notifies the Aquatics staff at the lake.
- Health Office calls Shobe Lodge Shobe notifies Nature living area.
- Health Office notifies the Aquatics staff at the pool.
- Should the search result in a “no find” response, parents will be immediately notified.

- The camp director will notify the state police.
- Staff will re-search areas and follow directions posted by the state police.
- A report of the actions and times will be recorded and given to the Scout Executive along with being notified of the situation.

Lost Bather Drill:

- Activate the camp search for the victim and activate the search in the water at the same time.
- Concentrate on areas of the water the victim was checked into or where they were last seen.
- The Aquatics Director or senior Aquatics staff member will take charge of the search.
- The Health Officer is called or runner sent.
- A runner is sent to the victim’s site to check for possible information on locations. Members of the troop should assist in the beginning stages of the search.
- The following stations are called to check for location of the victim and to summon additional help at the lake and/or pool:
 - Call the camp office at McKeever Lodge: Dial 116 on the intercom system.
McKeever Lodge calls: Rifle Range, Trading Post, Shobe, Ranger, and Dining Hall.
- Should a quick check of the camp site and camp areas indicate chances are good, someone is in the water, the camp director is to notify the local rescue units by calling 9-1-1 and then contact and inform the Scout Executive.
- **IN THE WATER PLAN:**
 - Search the area where the victim was checked into or last sighted.
 - Then move to other areas starting with the learner area, use wading and feeling with feet.
 - Search the beginner and swimmer areas, using surface dive and taking agreed upon number of forward underwater breaststrokes along the bottom before surfacing. Each searcher then moves backward in a line about 6ft. before repeating the underwater search procedure to ensure no gaps.

Severe Weather and Lightning:

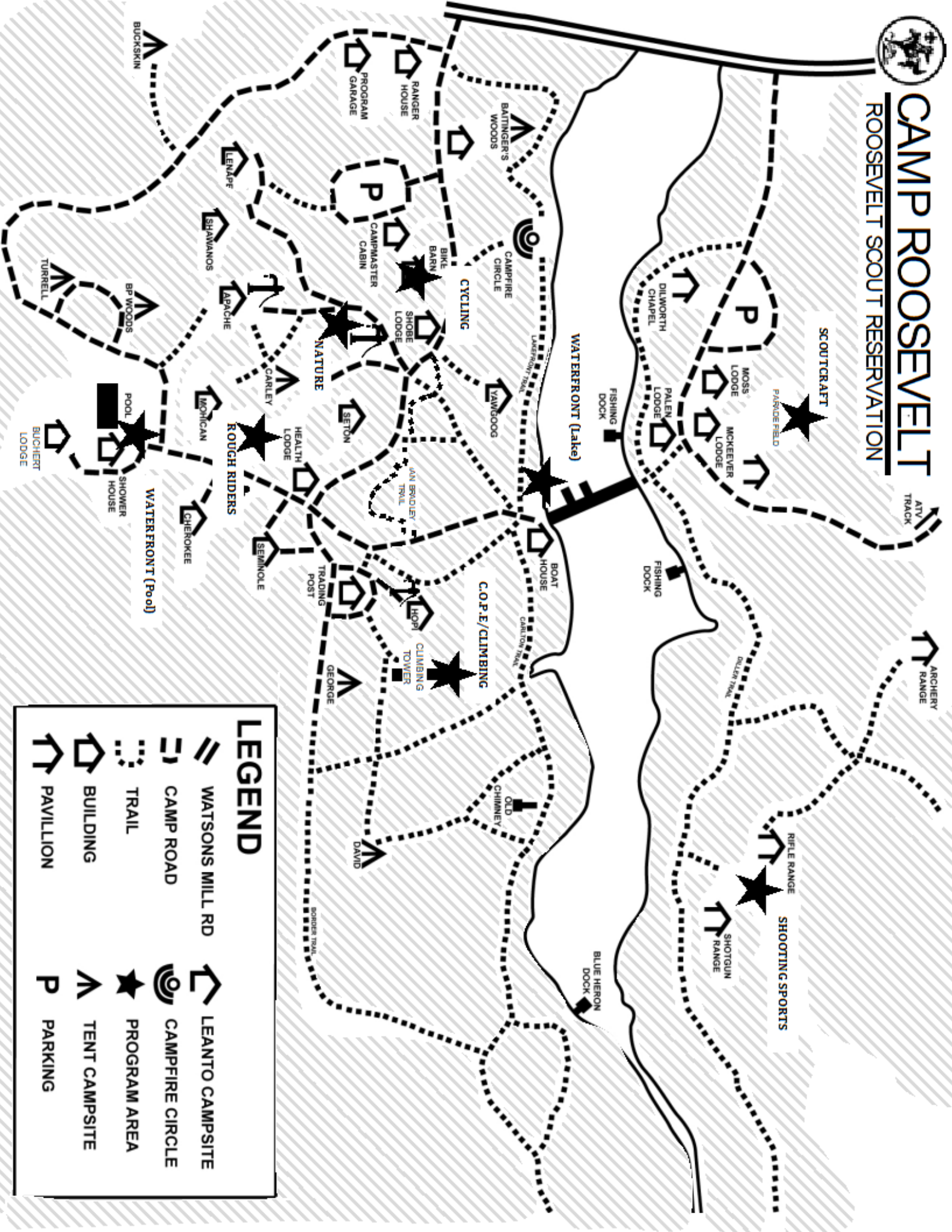
In the event of severe weather, each campsite has a designated hard-roofed building in which they are to take shelter. Staff runners will be dispersed to alert your troop of possible weather danger and direct you where to go if weather becomes severe enough to warrant temporary relocation of the troop. If you are asked to relocate to a temporary hard shelter, please do not leave your designated area until told it is safe to do so by camp staff. These procedures will be reviewed with the camp population during the Sunday night dinner.

Campsite	Severe Weather Location
Baitinger Woods	Shobe Lodge
BP Woods	Buchert Lodge
Buckskin	Program Garage
Camp George	Trading Post
Carley	Trading Post
Turrell	Buchert Lodge
Apache	Shobe Lodge
Cherokee	Buchert Lodge
Hopi	Trading Post
Lenape	Program Garage
Mohican	Buchert Lodge
Seminole	Trading Post
Seton	Trading Post
Shawanos	Shobe Lodge
Yawgoog	Shobe Lodge



CAMP ROOSEVELT

ROOSEVELT SCOUT RESERVATION



LEGEND

- WATSONS MILL RD
- CAMP ROAD
- TRAIL
- BUILDING
- PAVILLION
- LEANTO CAMPSITE
- CAMPFIRE CIRCLE
- PROGRAM AREA
- TENT CAMPSITE
- PARKING