

Environmental Safety

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NUTRITION AND FOOD SERVICE POLICY

1. Three nutritiously approved meals will be provided each full day of camp or part thereof.
2. Meals will be served either family style or buffet style. The type of food service depends on the age of the group and type of program.
3. Meal hours will usually be 7:45 AM, 12:00 PM, and 5:30 PM. These meal times may fluctuate due to special events.
4. Group Leaders will meet outside with their students. When students are assembled and the cafeteria staff are ready, students will be allowed to enter the cafeteria and sit. After the meal is completed, they will bus and clean their tables prior to dismissal.
5. Special diets are available when instructed by the student's parent or physician. Arrangements for special diets should be made at least a week in advance.
6. A student is not to be deprived of a meal, or any portion of a meal, as discipline.

CAMPFIRE SAFETY INSTRUCTIONS

1. A CedarCreek staff member must always be in attendance at a campfire.
2. Have a pail filled with water at all campfire sites.
3. Matches should not be carried by students.
4. Clear the area around the campfire site.
5. Use only wood or paper to start a campfire (no chemical accelerants).
6. Dispose of matches only into the fire pit.
7. Extinguish a campfire by wetting-stirring-wetting.

PROGRAM & EMERGENCY TRANSPORTATION POLICY

Driver qualifications

All drivers of camp vehicles must be 18 years of age or older, possess a valid driver's license, and be approved by the Operations Director.

Riders

One staff member in addition to the driver will accompany each group of ten or less students. All students and staff will wear vehicle safety belts, if provided. All riders must remain seated and refrain from distracting the driver.

Evacuation

The team will be aware of all available exits from the vehicle to be utilized. students are to be evacuated away from the vehicle and any other hazards (i.e. out of traffic). Once in a safe area, a head count is to be taken. The team may then mark the vehicle as disabled, in accordance with state law.

Loading/Unloading

All loading and unloading of students and gear will be done off of roadways. Students are to remain orderly and enter and leave in a single-file line. A team member is to take a head count any time passengers enter or leave. No gear is to be stored in a manner that blocks aisles or exits. All passengers must be seated.

EMERGENCY & DISASTER RESPONSE PLANS **EMERGENCY TORNADO PROCEDURE**

The Hillsdale County Emergency Services Department oversees the Tornado Watch Service in this area. If the camp is endangered in any way, the Department will notify us as to what precautions should be taken.

There are two designations for the threat of a tornado:

WATCH: Conditions are right for a tornado

WARNING: Tornado has been spotted in the area—TAKE COVER

When a tornado WATCH is in effect, Michindoh staff will notify the contact person of each guest group and provide instructions for the TAKE COVER procedures.

TAKE COVER at Michindoh means that all buildings are cleared and all people move immediately to the appropriate emergency shelter. People on the main campus will go to the lower hallway of the Weatherwood Center, entering through the rear doors, if time permits. People on the East Campus will go to the rear hallway of the gymnasium. Those located on the West Campus should go to the center hallway of Hilltop Hall. Everyone is to be seated in the hallways where there is no danger of flying glass. Guests staying in Pine Ridge units should move into bedrooms of lower units.

The following procedures are for the summer camp program:

1. All summer staff are instructed on this procedure during orientation and training period.
2. During any severe weather emergency, each Group Leader is responsible for locating and counting all of his/her students and ensuring they reach a safe place.
3. If a Watch signal is given while a group is tenting, the Group Leader should take all students to the main camp and await instructions.
4. If **TAKE COVER** procedure is enacted during the day, all students and staff on the main campus will go to the lower hallway of Weatherwood Center as quickly as possible. Students on the East Campus will go to the rear hallway of the gym and students on the West Campus will go to the central hallway of Hilltop Hall. Everyone will be seated in the hallways. An assigned staff member will listen for further reports concerning the storm. Students should be kept quiet and still.

EMERGENCY FIRE PROCEDURE

When the fire alarm is sounded (3 LONG BLASTS), staff will supervise the evacuation of students. Designated personnel will report to the fire scene.

Close all windows and doors as you leave the building, if safety permits.

Once out of the building, **DO NOT** go back in for any reason.

Keep your cabin group together, keep calm, and take your group to the outdoor basketball/volleyball courts if you are at the main camp. If you are at Harmony Springs, go to the LCC field. If you are at the Chalet, go to the RV pavilion.

Once your cabin is accounted for, notify a coordinating core staff member and await instructions.

When all persons are accounted for, the Operations Director or Ministry Director will move students to a building that is not in danger and keep them together until their release is okayed by the Fire Chief and/or director.

Alert the office of the fire and its location.

If the office is not open, contact the Fire Department by dialing 9-911 on any camp phone.

Send a person to the camp entrance to direct the Fire Department to the fire's location.

Upon arrival, the Fire Department will take full charge. Venue personnel will assist as requested.

If it becomes necessary to evacuate venue property due to fire or other potential danger, students will be taken to a safe location on venue property where they will await release to their parent/guardian. If it becomes necessary to evacuate the property before arrangements can be made for their release, emergency services will be contacted for assistance in transporting the students to Hillsdale United Brethren in Christ Church, where they will await release to their parent/guardian.

MISSING & LOST STUDENT PROCEDURES

Missing Student Procedure

A Missing Student Procedure is not an emergency, but is a procedure used to locate a student who is not following the flow of the program and cannot be located by his Group Leader. This procedure is also used to determine if an emergency Lost Student Procedure needs to be put into effect.

Group Leaders are responsible for their own students but, because of free time and electives, they cannot be with them at all times. This means some responsibility is given to the student to follow the program. A student acting outside of the program is usually the cause of most missing students.

When a Group Leader recognizes one of his/her students is missing, he/she should try to find the student by questioning the other students in his/her cabin. If the schedule permits, the Group Leader should do a quick search for

the student. If not, it should be reported to one of the team members that a student is missing. The Group Leader and his/her group can then continue with the program.

The Operations Director should be informed of the situation by the team member immediately.

Once the Operations Director is informed of the situation, he then must determine what action will be taken. If he feels it is necessary, he can put the Lost Student Procedure into effect immediately or assign some of the available staff to search for the student. The Operations Director must decide how long the core staff will search before the Lost Student Procedure is put into effect. (This will be limited to 30 minutes.)

If the student is found and is okay, then they will continue with the program. If the student is not okay, then they will follow the emergency procedures set forth.

Lost Student Procedure

The Lost Student Procedure is designed to mobilize the entire event staff to effectively respond to a potential emergency dealing with the unexplained absence of a student. This procedure will consist of a search which will include all of the grounds, the lake and ponds, and the roads surrounding the grounds. Once this procedure is put into effect, the student must be found within 30 minutes or the local authorities must be informed of the situation. Instances in which the Lost Student Procedure will be put into effect are as follows:

- The Operations Director deems it necessary because a student cannot be located.
- The Head Lifeguard deems it necessary because there has been an emergency at the waterfront in which a student cannot be located.
- The Operations Director or Executive Leadership deems it necessary because of information which would lead them to believe a student is in danger.

Once a lost student emergency is declared, Michindoh staff and the Operations Director are informed of the situation. Then staff will be mobilized and head to their different areas of responsibility.

- The Operations Director and Executive Leadership should meet at the Medical Cabin to coordinate the search.
- The Group Leaders will take all students to their cabins.
- Operations Team Members will meet at the Lodge.
- Maintenance and Accommodations Services personnel will check with the office for information and instructions on where to search.
- The Door Holder Coordinator will assist with communications from the admin office.
- Lifeguard Staff will coordinate any search of the waterfront or lake.

Our lifeguards are well trained and have procedures for searching the lake and dealing with water emergencies. If there are no lifeguards on duty when a Lost Student Procedure is put into effect, a staff member trained in water safety should coordinate the search of the waterfront and the lake. A list of trained staff will be in the front office. There will be one person in charge of coordinating the search of the waterfront. Anyone assisting in the water search should report to that person and follow their instructions.

Notification of Outside Emergency Services

In case of emergency, Michindoh's front office should be notified immediately and 911 will be called by an appropriate team member. Another team member will be sent to the front entrance to wait for and guide the emergency services to the appropriate location.

If Michindoh's front office is closed, contact the Program Administrator or Guest Services Staff immediately and 911 will be called by an appropriate staff member

Appropriate team members include:

- Medical Team
- Safety Team
- Ministry Director
- Operations Director
- Service Programing Director