Longs Peak Council
Boy Scouts of America

Emergency Response Plan

(Condensed Version)

As of: April 23, 2012
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Longs Peak Council, BSA
Emergency Response Plan

I. Introduction

Organized response to an emergency requires clear understanding of the responsibility of the persons and departments of the Longs Peak Council, coordination with City, County, State and Federal emergency response services, and periodic update, review and evaluation of results. This Emergency Response Plan describes the Longs Peak Council’s concept of operations for response to potential emergencies and delineates the roles and responsibilities of departments and agencies that are expected to help protect lives and property.

This response plan accommodates a wide range of emergency situations, from relatively minor to very serious. Because specific response action and activity will vary with the severity and complexity of the emergency, judgment based upon the circumstances is necessarily exercised by those responsible for response services.

II. Locations

This Emergency Response Plan includes the following locations within the Longs Peak Council.

Service Centers

- Farr Service Center
  2215 23rd Avenue
  Greeley, Colorado  80634
- Reichenberg Service Center
  1075 East South Boulder Road, Ste. 100
  Louisville, Colorado  80027

- Loveland Service Center
  5604 McWhinney Blvd
  Loveland, Colorado  80538
- Lockwood Service Center
  10 S Beltline Hwy W.
  Scottsbluff, Nebraska  69363

Camps

- Ben Delatour Scout Ranch (BDSR)
  2331 CR 68C
  Red Feather Lakes, Colorado  80545
- Camp Patiya
  7022 Flagstaff Road
  Boulder, Colorado  80301

- Camp Soaring Eagle
- Camp Charles Jeffrey
- Elkhorn High Adventure Base

- Chimney Park
  Highway 230 (between Woods Landing and Fox Park)
  Albany County, Wyoming
- Camp Laramie Peak
  65 Forrest Service Rd 663
  Wheatland, Wyoming  82201
III. Communications

In the event of a disaster or emergency, clear and concise communication procedures are essential to save lives, warn the public and protect property. The purpose of this section is to describe the council’s system of communication in daily events, or in the event of an emergency or a natural or man-made disaster.

Emergency Contact List

In the event of an emergency see Appendix A for the Emergency Contact List. The Emergency Contact List includes phone number for camps, service center, and emergency contact information to individuals depending on the crisis or emergency.

Emergency Operations Center (EOC)

In the event that the EOC is activated, the EOC will be located at the Farr Service Center, 2215 23rd Avenue, Greeley, Colorado.

Camp Department Operations Center (DOC)

In the event that the DOC is activated at the camp, the DOC locations will be as follows:

- BDSR – Lions Club Administration Center
- Camp Patiya – Nixon Lodge
- Camp Jack – Entrance Gate
- Chimney Park – Baldwin Lodge
- Camp Laramie Peak – A Frame

The following (in order) will be the incident commander during an activated event:

- Ranch Director
- Camp Director
- Program Director
- Office Manager
- Scoutmaster
- Cubmaster

Public Information Officer (PIO)

In case of media or public inquiry requiring response from the Long Peak Council, the following are the only individuals authorized to speak on behalf of the Council and should be contacted in the following order:

- Scout Executive
- Marketing/Development Director
- Camping/Operations Director
IV. Emergency Procedures

A. Animal Encounters

Encounters with animals should be reported to a camp staff member as soon as possible. Camp staff members shall report the encounter to both the camp director and the camp ranger.

Bears

Bears are usually looking for a free meal. Keeping a clean campsite, picking up garbage, not spilling food, cooking at least 20 yards from sleeping tents, and not keeping food or other “smellable” items in tents will help keep bears away. When on the trail, food should be stored 10 to 15 feet above the ground between two trees. Always travel in groups of at least four. Whistle, sing, or make some other noise while hiking through bear country. Bears have been known to break in to vehicles!

Mountain Lions

Always travel in groups of at least four. Carry a big hiking stick; make noise to let the animal know when approaching. If a lion is encountered, stand ground – NEVER RUN – and make oneself appear as big as possible. This can be done by holding a coat or backpack over one’s head. If a lion does attack, do not play dead, but fight back and yell.

Rattlesnakes

Keep a keen eye out for rattlesnakes around rocks and ledges. Always watch where intending to step, and never place hands or feet without looking first. If a rattlesnake is encountered, move away as quickly as possible, and simply make a wide path around it to continue travel. If a rattlesnake is encountered in the main camp area, report it to a camp staff member or the camp ranger.

B. Bomb Threat

All bomb threats should be considered real until proven otherwise.

If a bomb threat is received by telephone, remain calm and courteous. Keep the Bomb Threat form (Appendix C) near all business phones where it can be accessed immediately.

Report all bomb threats immediately.

Advise Scout Executive immediately; if Scout Executive unavailable, advise next ranking Scout professional or Disaster Recovery Team Coordinator who will evacuate all personnel and employees should leave the premises.
C. Earthquake

At the first sign of an earthquake individuals should move away from the danger of falling rocks, electrical lines, trees, and other debris. If inside a building, move to a secure location under a doorway arch, heavy table, or other structure. If it is possible to move quickly from a building to an open area, do so.

Keep aware of aftershocks. After the main shock, account for all campers, employees, customers and guests. Report injuries and property damage to the Scout Executive or professional in charge.

D. Electrical Outage

When an electrical outage occurs the following information shall be used a guide:

**Supervising Authority**

1. Remain in place when the power goes out unless otherwise directed.
2. Individuals should use flashlights (when available) and account for all individuals.
3. If at a camp, report the outage to the camp ranger.
4. If moved to another area, account for all individuals again.
5. Wait to be contacted.

**Administrative and Support Staff**

1. Determine why power is out and respond accordingly. For example, outage as a result of severe weather conditions may require a wait in the building. Outage as a result of electrical problems may require an evacuation.
2. Call the power company to report an outage.
3. Direct staff to locate and identify all staff, groups, and/or individuals.
4. Call 911 if the building is unsafe (electrical problems, etc.)
5. Contact Maintenance Personnel (if available)
6. Contact Emergency Response staff (see Appendix A)

E. Epidemic

An epidemic is an outbreak of a contagious disease that spreads rapidly and widely. This can take on many forms in a camp setting.

**Multiple individuals with the same symptoms from the same unit**

- If the affected individuals are from a local unit (Longs Peak Council, Denver Area Council or Pikes Peak Council) they are to be sent home. Quarantine those affected until transportation home can be secured.
- If they are not from one of the above councils, they must be put in quarantine.

Guidelines should be used by camp medical personnel during a possible epidemic at camp. Refer to Appendix G for Ben Delatour Scout Ranch Epidemic Guidelines and Appendix H for Camp Laramie Peak.
F. Evacuation Plan

Some emergencies require the evacuation of buildings due to natural disaster, fire, flood, bomb threat, facility/utility failure and/or hazardous materials. It is possible that in the event of a flood or other major emergency, the entire population may need to be evacuated.

General Evacuation Procedures

- Never block, even temporarily, building evacuation routes and exits.
- Never ignore a sounding alarm or official instructions to evacuate an area.
- Ensure that those in the general vicinity are aware of the evacuation.
- Close, do not lock, doors upon exiting the area.
- Evacuate quickly and calmly, by way of the nearest exit, to a safe distance from the building. Keep clear of emergency vehicles.
- Account for all campers, employees, customers, staff members, and guests.
- Stay with the group from the area. Do not re-enter the area until the all clear has been given.
- When evacuating, go to the Evacuation Meeting Areas.

Evacuation Meeting Areas

When an evacuation is activated, all individuals shall go to the Evacuation Meeting Area. Below are the Evacuation Meeting Areas for each location.

Camps

<table>
<thead>
<tr>
<th>Ben Delatour Scout Ranch (BDSR)</th>
<th>Primary Area</th>
<th>Secondary Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Jack Nicol</td>
<td>Dining Hall</td>
<td>Castle</td>
</tr>
<tr>
<td>Camp Soaring Eagle</td>
<td>Coffin Shelter</td>
<td>Horse Corrals</td>
</tr>
<tr>
<td>Camp Charles Jeffrey</td>
<td>Dining Hall</td>
<td>Nuzum Shelter</td>
</tr>
<tr>
<td>Elkhorn High Adventure Base</td>
<td>Boulder Rotary Lodge</td>
<td>Outpost Parking Lot</td>
</tr>
<tr>
<td>Central Camp</td>
<td>Heritage Center</td>
<td>Block House</td>
</tr>
</tbody>
</table>

| Camp Patiya                     | Nixon Lodge        | Front Gate/Parking Lot |
| Camp Jack                       | Latrine            | Entrance Gate        |
| Chimney Park                    | Baldwin Lodge      | Parking Lot          |
| Camp Laramie Peak               | Dining hall        | Gentry Lodge         |

Service Centers

| Farr Service Center             | Swimming Pool Parking Lot |
| Reichenberg Service Center     | Opposite End of Parking Lot |
| Loveland Service Center        | Grass Lawn – North Side |
| Lockwood Service Center        | Park – West Side       |

Follow the Evacuation Plan for the applicable camp/location.
G. Hazardous Material Incidents

Hazardous materials may be located at camps and service centers. If a hazardous material incident occurs the following are guidelines:

Responsibilities and Operations

The camp or service center staff will assess matters that have the potential to affect the general health and safety of constituents, the surrounding community, or any ecological threats posed by the release or potential release of hazardous materials.

Small Hazardous Material Incident

Small hazardous material incidents may be contained by BSA personnel if safe to do so. Any situation posing a potential threat to human health or the environment must be immediately report to the local fire department agency.

Large Hazardous Material Incidents

Large or dangerous releases of hazardous materials must be reported immediately to the local fire department. If warranted, BSA staff members shall activate evacuation procedures (see Section IV. F). If able, the evacuation staging area should be up-wind from the hazardous material incident.

H. Medical Emergencies

If a serious medical emergency occurs, do the following:

1. Keep the victim still – do not let the victim move or be moved.
2. Notify the nearest camp staff member, or other authority, who will call for medical assistance.
4. Keep the victim calm and comfortable until medical personnel arrive.

Minor injuries or illnesses should be treated with first aid, and seen by appropriate medical personnel.

Camp Medical Emergencies

In addition to the above protocols, individuals shall conduct the following during a medical emergency.

1. Radio to the office.
2. The office will contact 911
3. Health Officer (EMT) will be dispatched to location. Health Officer has an AED in the medical vehicle.
4. If Flight for Life is needed, provide the GPS coordinates for the camp to the authorities.
GPS Coordinates

BDSR...................... N 40° 44.209
W 105° 30.918

Camp Patiya.............. N 39° 57.795
W 105° 30.918

Camp Jack.................. N 41° 11.593
W 105° 16.01"

Chimney Park ............ N 41° 04.306
W 106° 06.420

Camp Laramie Peak .... N 42° 19.887
W 105° 20.486

I. Missing Person

Keep a roster of all members posted on the campsite bulletin board. Everyone uses the buddy system at all times.

When a person is missing, check obvious areas first: tents, campsites, latrines, showers, camp store, dining hall, program areas. Once these areas have been checked then check sign-out register and hike register.

- Ask questions: Who saw him last? Where – which way – was he going? When did he leave? With whom did he leave?
- Ask: What mood was he in when he left? Angry? Homesick? Normal?

If not located, notify nearest camp staff member, camp director, or other authorities.

J. Severe Weather

Blizzard / Snow Storms

Be prepared for snow storms and blizzards by dressing warmly and wearing multiple layers of clothing, scarves, mittens, and hoods. Keep head and mouth covered. Carry adequate shelter, high energy food, heat sources and first aid kit. Seek shelter in buildings or vehicle, if available. If in the backcountry, make camp in a sheltered area, and wait out storm.

Severe Cold

Be prepared for cold by using the C-O-L-D system. Keep Clean by keeping out dirt, grime, and perspiration. Avoid Overheating by adjusting clothing to meet outside temperature and exertion rate. Wear loose Layers of clothing so blood flow is not restricted and so dead air spaces between layers will trap warm air. Keep Dry by keeping damp clothing away from skin. Avoid situations that cause perspiration. Always wear a hat as about 80% of heat loss can be through one’s head. Limit time individuals are exposed to severe cold. Watch for signs of hypothermia.
Flooding

Flash floods result from rains filling drainage systems – streams, ditches, valleys – with possible debris and raging water to overflowing. Do not attempt to cross flowing streams where water is above the knees. Do not camp on low ground, and always be prepared to move out fast to higher, safer ground.

High Winds

Do not camp under or near dead trees with dead limbs. Place tents on downwind hillside or forest area of prevailing winds. Use extra lines to secure tents. In a building, stay away from windows.

Lightning

If near a building or vehicle, get inside. Stay away from natural lightning rods: trees in open areas, hilltops, ridges, water, beaches, boats, canoes, farm equipment, small structures in open areas, and any metal object. In a forest, seek shelter in a growth of trees in a low area and not under the tallest tree in the area. If in the open seek a low area, such as a ravine or valley. Groups should spread out. If on the prairie, drop to the knees and bend forward putting hands on the knees. If available, kneel on a foam pad. At the first sign of an electrical storm, all water activities are to be closed.

Tornadoes

Knowing the difference between a watch and a warning can be life saving.

- A **tornado watch** means conditions are right for a tornado to form. Keep apprised of weather conditions and be ready to take shelter.
- A **tornado warning** means that a funnel cloud or tornado has been spotted in the area. Take shelter immediately in case a tornado approaches.

The following are primary and secondary tornado staging area locations. If a building or proper shelter is not available, go to a low-lying area (ditch, ravine).

**Tornado Shelter Areas**

<table>
<thead>
<tr>
<th>Camps</th>
<th>Primary Area</th>
<th>Secondary Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ben Delatour Scout Ranch (BDSR)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camp Jack Nicol</td>
<td>Shower houses</td>
<td>Food prep area, dining hall</td>
</tr>
<tr>
<td>Camp Soaring Eagle</td>
<td>Shower houses</td>
<td>Coffin shelter storage area</td>
</tr>
<tr>
<td>Camp Charles Jeffrey</td>
<td>Rifle range</td>
<td>Shower houses</td>
</tr>
<tr>
<td>Elkhorn High Adventure Base</td>
<td>Shower house</td>
<td>Low lying ditch</td>
</tr>
<tr>
<td>Central Camp</td>
<td>Rifle range</td>
<td>Latrine</td>
</tr>
</tbody>
</table>
### K. Suspicious Persons / Intruder

All persons (campers, leaders, staff, visitors, and others) upon arrival at camp or any facility are asked to check in at the office. If a staff member observes anyone who does not appear to belong or might seem to be lost, the staff member should offer assistance.

If the person has not checked in at the office, the staff member should direct the person to the office and offer to escort him/her there. If the unknown person offers resistance, the staff member should walk away and report promptly to the Camp Director or other director in charge of the facility or camp.

Any scout member who observes any unknown person, who appears to be a threat, should report immediately to the office either in person, by radio, or phone. The Camp Director or designee will take appropriate action.

### L. Fire Emergencies

The following protective measures should be followed in order to prevent fires:

1. No flames or liquid or gas fuel lights in tents
2. All extra fuel for lanterns and stoves stored in flammables’ box
3. No explosives or match-lit fireworks allowed
4. Post fireguard chart and select fire warden
5. Keep fire barrels filled to rim, and keep two buckets of water or dirt at each tent
6. Post fire extinguisher in a visible and accessible location
7. Forest Service (Camp Patiya’s authority is the Boulder County Sheriff) fire restrictions are followed

Flammable materials must be properly stored in flammable storage cabinets. Flammable storage cabinets are available at specific camp sites. Below is a list of the locations:

- Camp Jeffrey – Nuzum Shelter
- Soaring Eagle – Coffin Shelter
- Elkhorn – near Boulder Rotary Club
- Maintenance Shops
When a fire is sighted, report the location of the fire immediately to a group of adults, the camp staff, and notify 911.

If the fire is small, suppress it with the campsite firefighting equipment. If the fire is large, keep away, and wait for camp staff, or other authority, to put out the fire. Prepare to evacuate the area.

The Camp Director will activate evacuation, if necessary. The Camp Ranger will instruct further details as they follow. Adult leaders should account for all group members and be prepared to report group status to camp staff or other authority.

1. If area fire alarm (siren) is sounded, members should report to Evacuation Meeting Areas (See Section IV. F) if established, or to their campsite or nearest program area to await further instructions.

2. The group fire warden will report group members not at the Evacuation Meeting Areas to the camp staff or other authority.

3. Groups should stay at the Evacuation Meeting Areas until directions are received from the camp staff or other authority.
Longs Peak Council, BSA
Bomb Threat Checklist

If you receive a bomb threat telephone call, be calm and courteous. LISTEN TO WHAT IS SAID. Do not interrupt! Let the caller talk. As he talks, try to record as much information as possible without becoming distracted from what he or she is saying. When the caller seems to be finished with his/her statement, attempt to obtain further information. Fill in the following blanks as quickly as possible. It is a good idea to read through these items now because you will not be able to read them easily as you are listening to a caller.

Time of call_________________________________________________________________________________

Where is the bomb?________________________________________ What room?____________________________

What time will the bomb go off? _____________________ How much time is left? __________________

What kind of bomb is it? ________________________ What does it look like? ___________________

IF THE BUILDING IS OCCUPIED, INFORM CALLER THAT THE EXPLOSION WILL CAUSE INJURY AND DEATH.

Why are you doing this? ________________________________________________________________

How do you know about the bomb? _______________________________________________________

Why are you calling? __________________________________________________________________

What is your name? ___________________________________________________________________

Where are you now? ___________________________________________________________________

VOICE CHARACTERISTICS    SPEECH            LANGUAGE
Male    Child    Female    Fast    Slow    Poor    Obscene
Loud    Soft     Pleasant    Lisp    Stutter    Fair    Profane
Deep    Nasal    Intoxicated    Distinct    Distorted    Good    Abusive
High    Raspy    Disturbed

ACCENT    MANNER    BACKGROUND NOISE
Local______________ Calm    Angry    Office Machine    Trains
Foreign___________ Rational    Irrational    Factory Machine    Planes
Racial___________ Coherent    Incoherent    Music    Voices
Unknown__________ Deliberate    Emotional    Animals    Quiet
None______________ Laughing    Serious    Party Noises    Traffic

After the above has been completed, quickly write out the caller's message in its entirety, and as accurately as you can remember it (using exact words when possible). Then, contact the local authorities. Follow the dispatcher's instructions and WAIT FOR POLICE TO ARRIVE.
INCIDENT REPORT

Reporting instructions:
This form is used to report any incidents that happen within your unit during any Scouting Activity. You must fill out the form completely, including all of the facts from the incident. On page 2, write a short narrative of the incident. The information on this form will be reviewed by the Council Risk Management Committee and Scout Executive. If follow up is necessary, you will be contacted. You must return this form to:

Longs Peak Council
PO Box 1166
Greeley, CO 80632
970-330-6305 or 800-800-4052

☐ Unit  ☐ District  ☐ Council  ☐ Other

Date and time of incident: ____________________  Date Reported __________________

Incident location: ______________________________________________________________

Type of incident: ______________________________________________________________
  Example (injury, property damage, near miss, traffic accident or youth protection)

Emergency response required:  ☐ Fire  ☐ Ambulance  ☐ Law enforcement
  ☐ Other  ☐ None

Name of Agency (ies):__________________________________________________________

Unit leader: ____________________________ Unit number: ___________________________

Reporting party (print name): __________________________________

Signature _________________________________________________

Contact information: ___________________________________________________________

Name of involved:__________________________________ Adult____ Youth____
  Unit Number __________ Contact Information_______________________________

Name of involved:__________________________________ Adult____ Youth____
  Unit Number __________ Contact Information_______________________________

Name of involved:__________________________________ Adult____ Youth____
  Unit Number __________ Contact Information_______________________________

Name of involved:__________________________________ Adult____ Youth____
  Unit Number __________ Contact Information_______________________________
**Narrative instructions: (Who, What, When, Where, & Why)**
To document the incident just write a story of what happened. Be as detailed as possible. This is not a police report; record the events as they happened. (This information will remain confidential.)

Narrative:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

**Follow up:**

*FOR OFFICIAL USE ONLY*

Unit Chartering Organization contacted:_______________________________________
________________________________________________________________________
Other contacts: __________________________________________________________
________________________________________________________________________
Other actions taken: ______________________________________________________
________________________________________________________________________

Incident Reviewed _______________________________ Date_____________________
Other Reviews__________________________________  Date_____________________

Risk Management Committee will identify any records/documents that relate to the incident that need to be retained (i.e., medical forms, employment records, inspections).