

# EMERGENCY PROCEDURES

1. Check your cell phone to determine if you have reception.
2. Review the camp map in your cabin or camper manual to determine your location.

## EVACUATE & ASSEMBLE

(Fire, Bomb Threat, HAZMAT, etc.)

Alert given over the P.A. system & staff radios. Upon hearing the alert –

- Proceed immediately to your designated assembly area.
  - North Camp – Ed Center**  
Alternate: Archery Range
  - South Camp – Ed Center**  
Alternate: Archery Range
- Remain at your assembly area until an ALL CLEAR or further instructions are given by camp administration.

## SHELTER - TORNADO

Alert given over the P.A. system & staff radios. Upon hearing the alert –

- Proceed to the lower level of the nearest designated safe shelter.
  - Ed Center**
  - Nature Center**
  - Dining Hall**
- In any other building, stay away from windows and move to the interior.
- Remain in place until an ALL CLEAR or further instructions are given by camp administration.

## SHELTER - LIGHTNING

Alert given over the P.A. system & staff radios. Upon hearing the alert –

- Proceed to the nearest indoor safe shelter:
  - Any building with non-metal roof**
- Remain in place until an ALL CLEAR or further instructions are given by camp administration.
- If threat is immediate:
  - Get away from high places.
  - Stay low to the ground while moving towards the nearest building.

## LOCKDOWN

**IF POSSIBLE, alert will be given over the P.A. system & staff radios. Upon hearing the alert –**

- **EVACUATE (flee):** If possible, move quickly away from the threat.
- **SECURE:** If unable to flee, try to secure in a room & lock/barricade the door. Remain in place until authorities come and release you. **Never respond to an ALL CLEAR.**
- **CONFRONT:** As a last resort – yell, fight, throw objects, etc., to disable the attacker.

## EMERGENCY 911 CALLS

- Call 911 if life-threatening situation; provide address and exact location.
  - 3006 Camp Sherwood Road**
  - Boyne City, MI 49712**
- Contact camp administration: on call number **231-459-3300**  
Mitch: 248-939-6910 (Grey House)  
Julia: 989-854-3394 (Brown House)  
Kelley: 734-474-2567 (Brown House)
- **After-hours urgent camp assistance – call box (911 + Admin)**
  - South door lower level Ed Center
  - Porch at Nature Center

## LOST CAMPER

- Check your cabin.
- Contact **ANY** staff member
- Camp administration will get details and provide direction
- Remain in designated location, so that we can update you.
- As needed:
  - The alert for a camp-wide assembly will be given over the P.A. system and staff radios.
  - Camp-wide search for lost camper will commence.

## LOCKOUT

(Wild animal on site, potential threat off site)

Alert given over the P.A. system & staff radios. Upon hearing the alert –

- Proceed immediately to the nearest indoor building.
  - Avoid area of wild animal threat while seeking shelter indoors.
- Indoor activities can continue, as normal.
- Remain indoors until an ALL CLEAR or further instructions are given by camp administration.

## MEDICAL EMERGENCY

- Call 911.
  - If trained, administer first aid/CPR/AED, as appropriate.
  - If not trained, stay clear and offer other assistance.
  - Call camp administration.
- AED Locations:**
- Lower level Ed Center Call Box
  - Nature Center Call Box
  - Swimming
  - Dining Hall

## AED/FIRST AID KITS

Location	1 <sup>st</sup> Aid	AED	EPI
Infirmery	X		
Swimming	X	X	Adult
Nature Call Box		X	
Ed Center Call Box		X	
Dining	X	X	Adult
Kids Camp	X		Child
Nurses	X		Both
CAC	X		
Archery	X		
Riflery	X		
Tennis	X		
Boating	X		

## DIRECTIONS TO LOCAL MEDICAL CARE:

**24 hours: McLaren Northern Michigan Hospital**—416 Connable, Petoskey (231-487-4000): From the camp gate, bear left 1 mile down Camp Sherwood Rd, then turn right onto Camp Daggett Road. Take Camp Daggett Road until it ends at US 31. Turn Right, and head north on US 31. At the first stoplight in Petoskey, follow US 31 by turning left. NMH will be on your left within a quarter mile. Follow the signs to the Emergency Room.

**Northern Michigan MedCenter South**—1890 US 131 South, Petoskey (231-487-2000): M-F 8 AM – 6 PM,

Sat & Sun 9 AM – 3 PM. From the camp gate, bear left 1 mile down Camp Sherwood Rd, then turn right onto Camp Daggett Road. Take Camp Daggett Road until it ends at US 31. Turn right, and head north on US 31. At the first stoplight in Petoskey, turn right onto US 131 South and go 2 miles. MedCenter will be on the right.

**Northern Michigan MedCenter Boyne City** — 1196 M-75, Boyne City (231-582-1515) M-Th 8 AM – 6 PM, Fri 8 AM -5 PM Sat/Sun closed. At gate, bear left 1 mile on Camp Sherwood Rd; turn left onto Camp Daggett Rd for ~.5 miles to blinking light, turn right onto Sumner Rd. Turn left onto Boyne City-Charlevoix rd. At light turn left onto Water St. (becomes M-75) for ~1.6 miles. MedCenter will be on left.