

# Say Yes Summer Camp Written Safety Plan

Organization name: \_\_\_\_\_

Site address: \_\_\_\_\_

Summer Camp lead staff: \_\_\_\_\_

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## EVACUATION DRILLS

How will your site begin the drill? \_\_\_\_\_

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What will you take with you? \_\_\_\_\_

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In the event of an actual emergency, how will you notify the children and staff? \_\_\_\_\_

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## EVACUATION ROUTES

Describe how the site will be evacuated: \_\_\_\_\_

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Describe how each group will take attendance in the event of site evacuation: \_\_\_\_\_

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## RELOCATION SITES

Identify three potential relocation sites where you can take the children in the event of a site evacuation. It is recommended that you obtain permission from a person in charge at each location.

FIRST RELOCATION SITE: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

How would you get to this site? \_\_\_\_\_

SECOND RELOCATION SITE: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

How would you get to this site? \_\_\_\_\_

THIRD RELOCATION SITE: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

How would you get to this site? \_\_\_\_\_

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## OUTSIDE THREAT

In the event of a potential outside threat, it may be necessary to remain on-site while taking special precautions to ensure the safety of the children. This may include keeping the children in care beyond normal program hours, or the short-term restriction of movement in and out of the program.

Describe how you would handle an outside threat: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you notify parents/guardians if such a situation occurs? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you keep the children fed and hydrated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you keep the children calm? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **LOST CAMPER PLAN**

Staff should be aware of where the children are at all times. In the event that a child is deemed missing, this procedure should be followed.

Describe your plan for responding to a lost camper: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At what point, would you notify the police? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you notify the parent/guardian of the lost camper? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you train the children on our Lost Camper Plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What preventive measures will you take to avoid children going missing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_