

Say Yes Summer Camp Written Safety Plan

Organization name: _____

Site address: _____

Summer Camp lead staff: _____

EVACUATION DRILLS

How will your site begin the drill? _____

What will you take with you? _____

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

EVACUATION ROUTES

Describe how the site will be evacuated: _____

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

Who will be responsible (name/title) for ensuring everyone has left the building and is accounted for?

NOTIFICATIONS

Emergency/Fire/Police/Ambulance: 911

Poison Control: 1-800-222-1222

How will you notify parents/guardians of an emergency evacuation? _____

EVACUATION ASSEMBLY AREAS

List each room or area in your site and write the corresponding primary and secondary evacuation exits. Additionally, list the assembly area (where you will take attendance) for each.

Room/Area	Primary Exit	Primary Assembly Area	Secondary Exit	Secondary Assembly Area

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? _____

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? _____

