

## Camp Four Echoes Emergency Procedures



Camp Four Echoes - 22799 S. Four Echoes Rd., Worley, ID 83876  
(208) 664-6827

Local Emergency Response (Police/Fire/Ambulance) .....	911
Hospital (Kootenai Medical Center-Emergency Services) .....	(208) 666-2000
Kootenai Medical Center, 2003 Kootenai Health Way, Coeur D Alene, ID 83814	
Poison Control .....	1-800-222-1222
Alarm Central Station .....	1-800-452-3555
Monitoring Company	
Girl Scouts of Eastern Washington and Northern Idaho .....	(509) 747-8091
If no one answers call 1-800-827-9478 (after hours, dial extension 911) and leave a message.	
Someone from the council will return your call as soon as possible.	
Lani Nachtsheim, Buildng and Services Manager .....	(509) 276-0307
Zane Steininger, Property Assistant .....	(208) 446-9542

### Driving from Spokane Valley

1. From I-90, take exit **289** for **WA-27/ Pines Rd**
2. Turn right onto **WA-27 S/N Pines Rd**
3. Continue to follow **WA-27 S**
4. Turn left onto **E Elder Rd**
5. Turn right onto **US-95 S**
6. Take the 1st left onto **W Sun Up Bay Rd**
7. Take the 2nd right to stay on **W Sun Up Bay Rd**
8. Take slight right at the end of the road onto **S 4 Echoes Rd** (look for 'CFE' sign); camp is located at the end of the road

### Directions from Couer d'Alene

1. Head **west** on **E Garden Ave** toward **N 4th St**
2. Turn right onto **Northwest Blvd**
3. Take the **U.S. 95** ramp to **Sandpoint/ Moscow**
4. Turn left onto **US-95 S**
5. Turn left onto **W Sun Up Bay Rd**
6. Take the 2nd right to stay on **W Sun Up Bay Rd**
7. Take slight right at the end of the road onto **S 4 Echoes Rd** (look for 'CFE' sign); camp is located at the end of the road

**Emergency Contact** If there is an emergency, immediately contact local emergency personnel by **dialing 911**. Cell phone reception is limited within the campsites and is unavailable in the lodge. It is the user group's responsibility to provide their own cell phone for emergency calls in the campsites. For groups staying in the lodge, they may use the phone in the staff kitchen or band aid station for emergencies only. ***If the camp phone rings, designate a responsible adult to answer it.*** In the event of an emergency, GSEWNI may need to contact the group. If the call is for Girl Scout business call, please direct the caller to our Spokane office at (509) 747-8091.

**Serious Accident/Incident** In the event of an emergency the user group is responsible for calling 911 and notifying the Building and Services Manager. The user group leader is responsible for coordinating the emergency action response based on the situation. When EMS is contacted, the caller must be prepared to give their name, a number where they can be reached, a description of the incident and the specific location of the injured person(s) or incident. For example, ***do not*** say, "We have a suspected head injury and the person is at Camp Four Echoes." Instead, say "We have a suspected head injury at Camp Four Echoes and the victim is at \_\_\_\_\_ (give the campsite name, waterfront, main camp, lodge, etc.)." The group leader must complete a GSEWNI Incident Report that will include the name(s) of those involved and a statement as to what happened and return it to the Building and Services Manager within 48 hours.

**Fire Alarm** Every cabin at Camp Four Echoes is equipped with a smoke detector. Anytime the smoke detectors are set off in the lodge the alarm will sound and the camp monitoring company will contact 911. Guests should always respond to an alarm as an emergency and evacuate the building, call 911, report to the designated meeting location, and notify the Building and Services Manager.

**Camp Siren** If there is an all-camp emergency and the group has access to the lodge (i.e. fire, natural disaster, missing person) the user group leader is responsible for activating the camp siren located on the wall directly across from the Trading Post, calling 911 if appropriate and notifying the Building and Services Manager. The siren can be heard throughout camp, although it is faint at Smugglers Cove. The siren is not to be used as a meal or wakeup call - it is for ***emergencies only***. It is the group leader's responsibility to communicate what the emergency is and how their guests should respond.

**Fire** Fire is always a concern at Camp Four Echoes. Open flames (i.e. candles) are strictly prohibited in all of the buildings. Use of the lodge indoor fireplace is prohibited.

In case of fire, call 911 immediately and report the location and severity of the fire. All guests hearing the fire alarm need to exit the building immediately and gather in the designated location to await further instructions. (If it is a quickly spreading wildfire, immediately walk in a single file line towards the camp entrance. If access to the main road is blocked, walk down to the shoreline. ***ALWAYS travel away from the fire!***)

The group leader is advised to maintain a roster of everyone in their group to ensure everyone is accounted for. There should be at least one other designated adult with a cell phone who will be in contact with the group leader at all times. Once outside, the group leader should monitor the area from a safe distance to keep bystanders away. If it is safe to do so, an adult should use a fire extinguisher to try and control small fires with no fuel involved. Fire extinguishers are located in every picnic shelter, the boathouse, and the lodge. If there is a large fire in the commercial kitchen pull the Ansul pin to the overall fire suppression system (located near the dishwasher), evacuate the building and call 911. To manually sound the fire alarm in the lodge, guests can use the pull station located next to the Trading Post.

**Fire (Known False Alarm)** Anytime the fire alarm goes off in the lodge all guests should treat the alarm as a true emergency and evacuate the buildings. The smoke detectors are ***very sensitive***. However, if it is a known false alarm, contact the Building and Services Manager and they will cancel dispatch if it is appropriate to do so.

**Missing Person** If there is a missing person an adult should first check to find out where the person was last seen and re-check that area. If the person is not found, the group leader must be notified so that they can organize an all-camp search. Guests should report to their nearest designated emergency location and await further instruction. During the search, while calling the person's name, guests should check the area where the person was last seen and all of the campsites, trails, and program areas. Once all of the areas of camp have been searched, if the person is still missing the group leader must notify local authorities and the Building and Services Manager.

**Power Outage** In the event of a power outage only use flashlights for emergency lighting, **DO NOT BURN CANDLES**. Keep refrigerator and freezer doors closed. The generator will turn on providing power to essential items in the lodge such as (limited) lighting in the building. The light switches on the walls that are lit in red are connected to the generator. GSEWNI will not be responsible for power outages occurring as a result of user group's inappropriate use of power sources (i.e. plugging too many things into one source). The generator runs a self-test Sunday mornings from 9:00 – 9:45 am.

**Evacuation/Emergency Location** In the event of an evacuation, or during an all camp emergency, guests should gather at the nearest designated location and await further instructions. Everyone should be wearing shoes and if it is safe to do so quickly and easily, bring a first aid kit and personal gear (jacket, flashlight and any necessary medications). If access to the meeting area is blocked, guests should proceed to the next nearest gathering site.

Current Location	Designated Gathering Area
Lodge, Sky Meadows, Main Camp	Flagpole
Singing Pines, Sherwood Forest, Swagman, Sequoia, Smuggler's Cove	In a single file line, walk along the service entrance road and stop at the entrance to the main road. Remain in a single file line at all times.*
Archery Range, Challenge Course	In a single file line, walk to the main road and stop once you reach the entrance to the road and program area. The head of the line will face the main road and the tail of the line will be towards the program area. (The line should run parallel to the road.)
Waterfront – Swimming Area	Swimmers should exit the water and gather on the swim docks
Waterfront – Boating Area	All boaters should gather together at the boat docks

\*If access is blocked to the main road, proceed to main camp swim docks or Smuggler's beach, depending on safety of the route.

### Natural Disaster

- Forest Fire: In case of an approaching forest fire evacuate the site (moving away from the fire), call 911 and contact the Property Assistant. Fire spreads quickly!
- Volcanic eruption (ash fall):
  - The group leader will sound the camp siren and guests should immediately seek shelter in an enclosed building, closing all windows and doors and await further instructions. If possible, all guests should seek shelter in the lodge if it is close enough.
- Earthquake: **Stay inside if you are inside and stay outside if you are outside.**
  - If you are **outside stay away from buildings**, large trees and utility wires.
  - If you are **inside stay where you are** and do not run to other rooms during shaking. In most situations, you will reduce your chance of injury from falling objects if you immediately:
    - **DROP down onto your hands and knees** before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
    - **COVER your head and neck** (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
    - **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. If possible within the few seconds before shaking intensifies, quickly move away from glass and hanging objects, and bookcases, china cabinets, or other large furniture that could fall. Watch for falling objects, such as bricks from fireplaces and chimneys, light fixtures, wall hangings, high shelves, and cabinets with doors that could swing open.
  - If an immediate evacuation is warranted, transportation will be arranged by the group leader.

**Intruders** If there is an unauthorized person in camp and it is safe to do so, the group leader should make contact in a non-threatening manner and ask the person to identify themselves and their reason for being at camp. Never approach a stranger alone or with a child. If the person is on Girl Scout business, contact the Building and Services Manager. Do not leave the person unattended. If the Building and Services Manager is unavailable, inform the unauthorized person that they must leave. If the person is not on the property for Girl Scout business, inform them that they are on private property and ask them to leave. Ensure that the person leaves the site. If they become uncooperative, immediately remove any children from the area and dial 911. Note any details of the person or any vehicles involved.

### **Active Assailant**

Try to identify the location of the threat

1. Do not attract attention to yourself or your group. Do not ring the bell. Do not gather in large groups.
2. Run, Hide or Fight
  - a. Run! If there is an escape route, use it. Run between trees and objects. Leave personal belongings. Help others get out. Get to a safe location and stay there. Call 911 on a cell phone.
  - b. Hide! Remain with your group. Lock & barricade doors. Turn off lights, silence phones, and stay quiet. Hide behind furniture, if possible.
  - c. Fight! Improvise weapons, react aggressively, throw items at assailant, and commit to action.

**Gas** If a gas leak is suspected, guests should immediately evacuate the building, call 911 and contact the Building and Services Manager. All smoking materials and open flames should be extinguished. Lights, appliances and phones (including cell phones) should not be used. Flames or sparks from these sources could trigger an explosion or fire.