

Emergency Procedures

Program Center

The purpose of the procedure is to provide groups with a set of guidelines on how to deal the emergency situations that might arise while using the Program Center. The Event Director oversees all emergency procedures.

Building Evacuation

If an evacuation is necessary:

- Leave the building immediately
 - o Remain calm
 - o Walk to the nearest exit
- Assemble on the grass north of the building
- Do a head count as soon as possible
- Help the Handicapped
- Wait for instructions as to either return to the building or leave the Area

Medical Emergencies:

In the event of an injury or illness to a Participant:

- Evaluate the nature of the injury or illness and the need for outside emergency medical assistance or a first-aid trained person
- Call 911 if outside emergency medical assistance is required.
- If the injury or illness is life threatening, take appropriate first-aid measures.
- Make the person as comfortable as possible until assistance arrives.
- Upon arrival of paramedics, direct them to the correct location, cooperate to the fullest extent possible, and provide them with any pertinent information regarding the condition of or events leading up to the condition of the injured, or ill, person.

Fire / Smoke / Carbon Monoxide Procedure

If the building's smoke / carbon monoxide warning sounds or if you discover smoke or fire:

- Evacuate the building immediately, following the above evacuation plan
- Call 911

- Do not reenter the building until the Fire Department Personnel issue an all clear
- Event Director will determine whether to continue or suspend the event

Utility Outages

In case of a utility outage, the Event Director will:

- Call 911 if this is a utility emergency
- Determine whether to continue or suspend the event
- Contact the building manager to inform them of the outage and determine next steps.

Tornado / Severe Weather

The event Director should monitor for tornado and severe weather warnings

Upon receiving a tornado or severe weather warning:

- The event Director will tell everyone to seek shelter area in the lower level until the threat has passed
- All participants will immediately head to the lower level
- Everyone should sit or crouch low to the floor as close to the back wall as possible, staying away from the windows, and be prepared to cover their heads in case of flying debris and / or glass
 - o Tornado Watch
 - Conditions are such that tornadoes can occur
 - The police and other agencies have alerted and are watching
 - o Tornado Warnings
 - A funnel cloud has been sighted on the ground in this area
 - Seek shelter immediately!

Emergency Contacts

The Event Director will contact the appropriate council person and alert them to the emergency and the remediation steps taken.

Name	Title	Office Phone	Cell Phone
Sedrick Robinson	Scout Executive	815-397-0210	
Emily Cross	Director of Field Service	815-397-0210	847-417-9426