

**Maryland Department of Health  
Center for Healthy Homes and Community Services  
Youth Camps**

**Emergency Plan Guidance**

**Purpose**

The purpose of a written emergency plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while at camp during an emergency. Emergency procedures must be conducted according to the safety plan.

**Training**

Staff and volunteers must receive training in the emergency plan. Training must include an opportunity to discuss the procedures and ask questions.

**Knowledge and Conduct**

Staff and volunteers must know and follow the camp's emergency safety plan procedures.

- Each staff member / volunteer must receive training on the emergency safety plan and be allowed to ask questions regarding the plan.
- The camp must keep documentation that each staff member / volunteer received the training not more than 30 days before camp.

**Availability**

The emergency safety plan must be on file in the camp headquarters or office and a copy must be available to the staff / volunteers.

- Each staff member / volunteer must know where the trip safety plan is kept and / or be provided with their own copy of the plan.

**Writing an Emergency Safety Plan and Procedures**

Provide the following descriptions and action in your emergency safety plan:

- 1) Describe what measures will be taken to ensure the safety of the campers and staff during a natural disaster, severe weather, and other emergencies.
- 2) Describe the required staff; staff qualifications; and each staff member's responsibility before, during, and after the summoning of emergency assistance due to an injured camper. Minimum state requirements for staffing are below. The camp's requirements may be stricter.
  - a) One adult staff member to remain with an injured camper.
  - b) One counselor or assistant counselor to summon emergency assistance.
- 3) Describe how the staff is to communicate with fire, rescue, police, and 911 services.

- 4) Describe the location of the telephone or alternate means of communication that can be used to summon emergency fire and rescue services, and receive emergency communication.
- 5) Describe what steps the camp takes to monitor for severe weather.
- 6) Describe how adequate shelter will be provided during severe weather for campers and staff.
- 7) Describe how the campers will be evacuated from one location to a safe location and where that location is.
- 8) Describe the emergency transportation, the process for loading and unloading, and where the designated meeting location is.
- 9) Describe how attendance of all campers is taken quickly at the beginning, during, and after an emergency.
- 10) Describe what steps will be taken to locate a missing camper.
- 11) Describe how and when parents are notified of an emergency.
- 12) Describe the steps that parents will follow, once notified of an emergency, to pick up the campers and how they are provided with this information.
- 13) Describe how, where, and when (not more than 30 days before the beginning of camp) staff members / volunteers will be trained on this emergency safety plan.
- 14) Describe how the camp will document that each staff / volunteer has received and understand the emergency safety plan training prior to camp and where that documentation will be kept.
- 15) Describe how the camp will document that each staff / volunteer has demonstrated their knowledge and understanding that emergency procedures must be conducted according to the emergency safety plan.
- 16) Describe what emergency drills will be conducted early in each session and where written documentation of those drills will be maintained.
- 17) Describe how the staff / volunteers will have access to the emergency safety plan; where copies of the plan will be kept and / or copies provided to the staff / volunteers.