



NEW ENGLAND CHINESE YOUTH SUMMER CAMP

紐英崙中文夏令營

Fire Evacuation Plan

General

1. In case of fire or smoke alarm, staff and group's counselors in the area shall guide the campers to evacuate the area immediately. Staff or counselor should contact Evaluation Director or Assistant Evaluation Director as soon as possible.
2. NECYSC Fire Evacuation Plan will be reviewed by staff, counselors and CITs at the camp orientation.
3. Following positions will be assigned and trained before the camp starts:
 - Evaluation Director
 - Assistant Evaluation Director
 - Stair monitors
 - Elevator monitors
 - Search monitors
 - Special Assistants to the physically disabled and non-ambulatory will be assigned.
 - Evaluation assistants will check rest rooms.

Evacuation from the dormitories:

Angela Hall

1. Proceed to the nearest staircase –
2. Rooms in the vicinity of *01, *02, *27, *28, *29 should use the central stairs.
3. Rooms in the vicinity of *17, *18, *19, *20, *21, *22, *23, *24, *25, *26, *27 should use the stairs across from room *21 at the end of the hall.
4. Rooms in the vicinity of *03, *04, *05, *05, *06, *07, *08, *09, *10, *11, *12, *13, *14, *15, *16 should use the stairs across from room *09 at the end of the hall
5. Once on the first floor, use the closest exits. The people coming down from the central stairway should go through the front door of Angela Hall.
6. Once outside, report the parking lot closest to Angela Hall.

Maria Hall

1. First floor, even rooms should exit through the side stairs across from room 226 outside.
2. First floor odd rooms should exit through the side stairs across room 225.
3. Second floor, even rooms should exit through the side stairs across from room 330 outside.
4. Second floor, odd rooms should exit through the side stairs across from room 325 outside.
5. Basement, all room should exit through the side stair exit across from room 125 outside.
6. Once outside, report the parking lot closest to Maria Hall.

Both Halls

1. Each group counselor and CIT's should find his/her group's campers and report to his/her group lead counselor. Lead counselor for each group will report the total count and missing campers (if there is any) to the Director.
2. Stair monitors, Elevator monitors, Search monitors, Evaluation assistants (check rest rooms) and special Assistants for any physically disabled and non-ambulatory will perform their duties and report to Evaluation Director.



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Evacuation from the classrooms or other campus facilities:

Each group's counselors and CIT's should lead the group proceeding to the nearest staircase and exit to the nearest parking lot from the Science Building.

Once outside, report the parking lot closest to Angela Hall. Each group counselor and CIT's should find his/her group's campers. Each group counselor and CIT's should find his/her group's campers and report to his/her group lead counselor. Lead counselor for each group will report the total count and any missing campers (if there is any) to the Director.

Stair monitors, Elevator monitors, Search monitors, Evaluation assistants (check rest rooms) and special Assistants for any physically disabled and non-ambulatory will perform their duties and report to Evaluation Director.

Disaster Plan

General

If advised by authorities to evacuate an area, camp director or assistant camp director will notify each group's counselors to instruct them through walkie-talkie about what, where and how to do immediately. If it needs transportation vehicles, the staff's vehicles will be used to bring campers to a safe area as designated by authorities. All the staff should communicate through the walkie-talkie with camp director or assistant camp director.

In the event of an evacuation from the dormitory:

Angela Hall

1. Proceed to the nearest staircase –
2. Rooms in the vicinity of *01, *02, *27, *28, *29 should use the central stairs.
3. Rooms in the vicinity of *17, *18, *19, *20, *21, *22, *23, *24, *25, *26, *27 should use the stairs across from room *21 at the end of the hall.
4. Rooms in the vicinity of *03, *04, *05, *06, *07, *08, *09, *10, *11, *12, *13, *14, *15, *16 should use the stairs across from room *09 at the end of the hall
5. Once on the first floor, use the closest exits. The people coming down from the central stairway should go through the front door of Angela Hall.
6. Once outside, report the parking lot closest to Angela Hall.

Maria Hall

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4. Second floor, odd rooms should exit through the side stairs across from room 325 outside.
5. Basement, all room should exit through the side stair exit across from room 125 outside.
6. Once outside, report the parking lot closest to Maria Hall.

Both Halls

1. Each group counselor and CIT's should find his/her group's campers and report to his/her group lead counselor. Lead counselor for each group will report the total count and missing campers (if there is any) to the Director.
2. Stair monitors, Elevator monitors, Search monitors, Evaluation assistants (check rest rooms) and special Assistants for any physically disabled and non-ambulatory will perform their duties and report to Evaluation Director.



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Tornado or High Winds

Each group's counselors and CIT's should lead the group to a basement in the building or to interior rooms and halls on the lowest floor.

Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge.

Crouch down against the floor and cover the back of your head and neck with your hands.

If no suitable structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.

Flash Flood

- Evacuate low-lying areas – go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- Do not try to walk through flowing water more than ankle deep.
- If in a vehicle, do not drive through a flooded area, even if it looks shallow enough to cross.

Lightning

When inside:

- Avoid using the telephone(except for emergencies) or other electrical appliances.
- Do not take a bath or shower.

When outside:

- Go to safe shelter immediately.
- If boating or swimming, get out of the water immediately and move to a safe shelter away from the water.
- If in a wooded area, seek shelter under a thick growth of relatively small trees.
- If you feel your hair standing on end, squat down with your head between your knees.
- Do not lie flat.
- Avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

In the event of an evacuation from the classroom:

- Each group's counselors and CIT's should lead the group proceeding to the nearest staircase and exit to the nearest parking lot from the Science Building.
- Once outside, report to the parking lot closest to Angela Hall. Each group counselor and cits should find his/her group's campers. Camper should report to his/her counselor to let him/her know you are safe

Wildfire

- Staff should listen to local radio or television stations for updated emergency information.
- Follow the instructions of local officials. Wildfire can change directions and speed suddenly.
- Local officials will be able to advise you of the safest escape route, which may be different than you expect.
- If you are trapped, crouch in a pond or river. You cannot outrun a fire.
- Lie flat and cover your body with wet clothing or soil.
- If water is not around, look for shelter in a cleared area or among a bed of rocks.
- Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.