



Ebersole Environmental Education Center

3400 2nd Street | Wayland, MI 49348 | 517-755-5001

www.lansingschools.net/ebersole

Safety & Emergency Procedures

Updated: March 2022

R 400.11149(2)

Director:

Date:

(a) Missing Person

- I. **Initial Communication:** The director (or designee) will utilize the camp PA system and/or bell and/or walkies by sounding three alarms/alerts/rings and referencing a CODE MOUSE or MISSING CAMPER (repeating the sequence if necessary).
- II. **Outpost Groups:** Groups that are outside of the central campus and inpost areas shall communicate their camper roster to the director (or designee) via a cell phone or a handheld radio and return to central campus. All groups traveling to outpost areas should have an effective means of communicating with the main office.
- III. **Roll Call:** All campers and staff will report to the dining hall. Campers will sit at a table in groups (if applicable). The director (or designee) will take a head count. If all campers are accounted for the director (or designee) we will call an “ALL CAMPERS PRESENT”.
- IV. **Camper Search:** If a search is required, available camp and visiting staff will immediately report to the bell to receive search instructions from the director (or designee). Staff will be instructed to search all areas inside and outside of buildings (looking under beds, tables, up trees, in bathrooms by opening each stall door, closets, and any other spot the camper might hide) while calling out the camper’s name. The director (or designee) will remain in the dining hall/main office to calm other campers and serve as a communication hub for the ongoing search. Staff will be assigned to search the following areas:
 - a. Central Campus:
 - i. Main Lodge
 - ii. Classroom Building
 - iii. North Bunkhouse/Dorm
 - iv. South Bunkhouse/Dorm
 - v. Recreation Area
 - vi. Vehicle Service Garage
 - vii. Pole Barn
 - b. Inpost:
 - i. Archery Range
 - ii. Amphitheater
 - iii. Central Fire Pit
 - iv. Prairie Trail
 - v. Adventureland
 - vi. Wetland Trail
 - vii. Canoe Dock
 - viii. Fishing Dock
 - ix. Mound
 - c. Outpost:
 - i. Forest Trail
 - ii. Slingshot Range
 - iii. Challenge Course
 - iv. Ebersole Farm

- V. **Notification:** If the missing camper has not been located after 30 minutes, the director will call 911. The director will notify the appropriate Lansing School District personnel as soon as possible after a 911 call has been placed. The director or a Lansing School District central office administrator will contact the parents of the camper after calling 911.
- VI. **All Clear:** When the camper is found, the director (or designee) using the PA system and/or bell and/or walkies will sound three rings and communicate "CAMPER FOUND" (repeating the sequence if necessary). Staff then report to the dining hall to rejoin their groups.

(b) Campus Intruder

- I. **Assess the Situation:** Unfamiliar persons on the property may range from someone lost and looking for directions, to a person with intent to do harm. This requires staff to make some judgment pertaining to the intruder. Staff will be observant as to the make, model, and license number of the car (if applicable). Persons may be questioned to ascertain who they are and why they are here. Staff will be polite, give assistance if possible, and escort the person to the main office. This is private property and not open to the public. Staff will teach campers to notify a staff member if they see an unfamiliar person on the property.
- II. **Approach:** If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers away from the situation. If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the director, and continue to observe the whereabouts of the person.
- III. **Nighttime Intruder:** If you see or suspect an intruder in camp at night, immediately and quietly notify the director (and other staff members if necessary). Staff will check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel should try to carry flashlights and identify themselves when walking in the camp at night. Staff will teach campers to notify a staff member if they see an unfamiliar person.

(c) Emergency Health Care Services & Transportation

In the event that a camper or staff needs medical attention that our onsite health officer cannot provide the following will happen:

- I. **Healthcare Services:** In cases of immediate threat to life as judged by the health officer (e.g. crises or suspected crises involving airway, breathing, or circulation), transportation to Metro Health Hospital (or other emergency facility) will be provided by ambulance under the care of EMTs through activation of the 911 system. Transportation for non-emergency medical problems (e.g. ruling out fracture or concussion, or minor suturing, etc.) will be provided by visitor vehicle,

in which case two adults will drive the student to appropriate health care facility. See below for additional details.

- II. **Non-Emergency Transportation.** In a non-emergency, the camper's parent will be informed and asked whether they would like the camper to obtain further medical care offsite. If yes, then they are asked if they would like an Ebersole/Lansing School District staff/or visiting adult chaperones to transport the child in a visitor vehicle or if they would like to transport the child. Typically, campers will be taken to Spectrum Pennock Urgent Care (1108 W. State St., Hastings, MI 49508).
 - a. If the camper's parent would like to take them, the camper will be signed out to their parent's care once their ID is checked and verified.
 - b. If the parent would like an Ebersole/Lansing School District staff/visiting adult chaperone to take the child, the Ebersole/Lansing School District staff/visiting adult chaperone will take the camper with their copy of their health form to Spectrum Pennock Urgent Care (1108 W. State St., Hastings, MI 49508). A verbal report along with the camper's health form is given to the offsite medical staff. The staff member(s) and adult(s) stay with the camper until their parent arrives or upon their return to camp.
- III. **Emergency Transportation.** In an emergency, the highest person in the medical chain of command will take control of the situation and notify the health officer. Health officer (or designee) will call 911 and notify the director. The health officer, director, or offsite trip coordinator will call the camper's parent to notify them of the injured camper. Once EMS has arrived, the health officer will give them the camper's medical form, medical treatment information, and a verbal report of the situation. Typically, campers will be taken to Metro Health Hospital (5900 Byron Center Ave, Wyoming, MI 49519).
 - a. Examples of emergency or life-threatening situations: Cardiac arrest, respiratory arrest, airway obstruction, heat stroke, severe hemorrhage, severe fracture, head or spine injury, seizures, unconsciousness, severe allergic reaction, severe burn, etc.
 - b. Camp staff may not move an injured person with a suspected head, neck or spine injury (unless in immediate danger); only a paramedic unit can do this. If a head or neck injury is suspected, provide head neck stabilization as taught by the American Red Cross.
- IV. **Suitable Vehicle and Licensed Driver:** A suitable vehicle shall be available at all times for use in non-emergency and emergency situations. At least two adults will accompany students in all non-emergency and emergency transportation situations, unless permission is given to the health officer or director by parent for alternate transportation ratios. All drivers transporting students will have a valid (and non-suspended) driver's license.

- V. **Medical Emergency “Chain of Command”:** During a medical emergency, the highest person in the chain of command will:
- a. Take control of the situation;
 - b. Notify the health officer if (s)he is not present;
 - c. Initiate first aid protocol for the particular injury;
 - d. Relinquish "in-charge" status when someone "higher up" on the chain of command arrives at the scene;
 - e. Contact (or designate another to contact) the director as soon as possible; and
 - f. Assists the emergency unit personnel, if requested.

During a medical emergency, the following chain of command will be followed:

Health Officer

Assistant Health Officer

Ebersole Director

Facilities Supervisor

Senior Naturalist

Naturalist

VI. **Emergency Situation Roles:**

Person in Charge (see Chain of Command):

- a. Initiates evaluation, acknowledges it is an emergency, and initiates (or directs a designee to initiate) first aid protocol for the particular injury;
- b. Authorizes the next person in the chain of command or other competent person, to initiate a 911 call for emergency medical assistance;
- c. Arranges for the next person in the chain of command to locate the health officer (if not present) with the message of an emergency, location of the person, and nature of the injury;
- d. Assigns support staff the duty of directing the observers away from the injury site;
- e. Person with highest medical ranking continues treatment until emergency unit arrives;
- f. Health officer, director, or person in charge, assigns someone to meet the emergency unit at the camp’s main parking lot/gate (or other reasonable location) and guides the emergency unit to scene; and
- g. EMS assumes control of situation after arriving at the scene.

Director’s Role in an Emergency:

- a. If director is the first person on the scene, (s)he initiates first aid protocol and will remain in charge of the scene until the health officer/assistant or other qualified designee arrives;
- b. First aid treatment protocol is continued until the health officer and/or EMS arrives;
- c. Assigns support staff the duty of directing the observers away from the injury site;
- d. The director will ensure that operations return to normal activities;
- e. The director will contact the appropriate Lansing School District personnel;
- f. When health officer and/or EMS arrive, the director assists the health officer and/or emergency personnel until the injured person is transported for medical attention; and
- g. Director contacts person’s emergency contact to inform them of the situation.

Staff's Role during an Emergency:

- a. In the absence of the other staff higher in the chain of command of the person in charge assumes the responsibilities at the accident scene;
- b. Clears bystanders from the scene then supervises and occupies the campers if requested by person in charge;
- c. Assists the director or health officer as directed (e.g., in first aid protocol or copying health history form for the EMS); and
- d. Resume regular camp duties.

VII. **Medical Incident Follow-up and Paperwork:**

Investigation:

- a. Following an injury, the health officer will thoroughly investigate the cause of the injury, noting what factors contributed to the injury and which of these factors can be corrected or eliminated; and
- b. Investigate the cause of the injury and keep any evidence of that cause. If the injury was due to an avoidable condition, try to eliminate the condition and report the nature of the condition to the director who will take necessary steps to correct the problem.

Incident Reports:

- a. If an injury or illness occurs, which requires a camper to be sent home, stay overnight in a hospital or clinic, or death, the director and/or health officer will fill out an Incident Report. This report will be sent to LARA, in a timely manner, by the director and can be found in the main office.
- b. Incident Reports will be reviewed jointly by the health officer and the director ASAP after the incident. The director (or designee) must sign off on all incident reports within 24 hours. The director will discuss with the Executive Director and/or appropriate Lansing School District personnel any significant incident reports within 24 hours.

VII. **Remote Medical Emergencies:** In cases where a medical emergency takes place in a remote section (e.g., outpost area) of the campus, the following procedures will be followed:

- a. Notification of the medical details of the situation are relayed to the main office and/or the health officer immediately via a cell phone or a handheld radio. In cases where immediate means of communication are not available, a capable adult is identified to return to central campus to relay the information to the main office;
- b. The person with the highest medical ranking will begin or continue medical treatment until the health officer arrives on scene, at which time the health officer will take over medical treatment;
- c. Any other adults on scene will calmly and assertively move the remaining campers away from the injured camper, and return them to the central campus if deemed appropriate by the person in charge of the situation; and
- d. Once the medical situation has been assessed by the health officer, a medical evacuation plan will be formulated, and executed, in a timely manner. The medical evacuation plan

will include details about (a) the safest means and (b) safest route of egress from the remote area to the central campus or a location where additional medical treatment can be provided to the camper.

VIII. **Offsite Emergency Situation Roles:**

Person in Charge (see Chain of Command):

- a. Initiates evaluation, acknowledges it is an emergency, and initiates (or directs a designee to initiate) first aid protocol for the particular injury;
- b. Authorizes the next person in the chain of command or other competent person, to initiate a 911 call for emergency medical assistance;
- c. Arranges for the next person in the chain of command to locate the health officer (if not present) with the message of an emergency, location of the person, and nature of the injury;
- d. Assigns support staff the duty of directing the observers away from the injury site;
- e. Person with highest medical ranking continues treatment until emergency unit arrives;
- f. Health officer, director, or person in charge, assigns someone to meet the emergency unit at the camp's main parking lot/gate (or other reasonable location) and guides the emergency unit to scene; and
- g. EMS assumes control of situation after arriving at the scene.

(d) Inclement or Severe Weather

- I. **Severe Storm & Tornado Watch:** Watch means that weather conditions are conducive to the development of severe weather. It is important to remain vigilant because the weather conditions may change rapidly at any moment. During times when severe weather is possible, all campers and staff are required to remain on camp property (central campus and inpost) in case the weather becomes more severe. If a severe weather watch is issued while a day trip or offsite field trip is in progress (via bus), the trip shall continue at the discretion of the Offsite Trip Coordinator, with all precautions.
 - a. If there is thunder (heard) or lightning (seen) all outdoor camp activities will be postponed until at least 30 minutes after the last thunder clap or lightning strike.
 - b. In cases of thunder and lightning, campers and staff should seek shelter in the dining hall, classroom building, or dorms. Alternate activities should be provided to campers during these times.
- II. **Severe Storm & Tornado Warning:** Warning means that a severe storm and/or tornado has been sighted in the area and cover should be taken immediately. All campers and staff should take shelter in the dorms (or closest central campus building available).
 - a. The director (or designee) will utilize the camp PA system and/or bell and/or walkies by sounding three rings and referencing a CODE SNAKE or SEVERE WEATHER (repeating the sequence if necessary).

- b. Depending upon the size of the group, campers and staff should seek shelter in the shower and bathroom areas of the dorms. An acceptable alternative would be to have students lie on the floor underneath a bunkbed protecting their head.
- c. If there are campers onsite, the staff member or adult group leader should take roll immediately to ensure that all campers are accounted for (this is one reason an accurate group roster must be maintained at all times).
- d. Staff members and adult group leaders should then take cover in the same manner alongside campers.
- e. If the staff member and/or adult group leaders deem there is sufficient time, dorm windows should be opened (in the case of a tornado).
- f. All camp staff should remain under cover until the center office gives the "ALL CLEAR".

III. **Severe/Excessive Heat:** In order to ensure camper and staff safety, the following guidelines will be used to in cases of severe/excessive heat. These practices are the same practices adopted by the Michigan High School Athletic Association (MHSAA). We will use the AccuWeather Real Feel temperature to determine the heat index.

- a. If the Heat Index is below 95 degrees:
 - i. Provide ample amounts of water. This means that water should always be available and campers should be able to take in as much as they desire.
 - ii. Optional water breaks every 30 minutes for a 10-minute duration.
- b. If the Heat Index is 95 degrees to 99 degrees:
 - i. Provide ample amounts of water. This means that water should always be available and campers should be able to take in as much as they desire.
 - ii. Optional water breaks every 30 minutes for a 10-minute duration.
 - iii. Remove excessive equipment (if not needed for safety of the camper).
 - iv. Ebersole staff will complete checks (every 30 minutes) of the Heat Index.
- c. If the Heat Index is 100 degrees to 104 degrees:
 - i. Provide ample amounts of water. This means that water should always be available and campers should be able to take in as much as they desire.
 - ii. Mandatory water breaks every 30 minutes for a 10-minute duration.
 - iii. Remove excessive equipment (if not needed for safety of the camper).
 - iv. Ebersole staff will complete checks (every 30 minutes) of the Heat Index.
- d. If the Heat Index is 105 degrees or above:
 - i. The director or health officer will stop all outdoor and strenuous indoor activities until the heat index drops below 105 degrees.
 - ii. Provide ample amounts of water. This means that water should always be available and campers should be able to take in as much as they desire.

IV. **Severe/Excessive Cold:** In order to ensure camper and staff safety, the following guidelines will be used to in cases of severe/excessive cold. Cold exposure can be uncomfortable, impair performance, and even become life-threatening. A wet and windy 30-50 degree exposure may be as serious as a subzero exposure. For this reason, our policy will reference the AccuWeather RealFeel temperature which takes into account multiple different weather parameters. The guidelines below are meant to

serve as recommendations. The director and/or the health officer will have discretion to make additional weather-related restrictions based on actual conditions.

- a. If the RealFeel is below 35 degrees:
 - i. It is recommended that campers have available dry shoes/boots, pants, shirt(s), socks, gloves/mittens, coat/jacket, and a hat.
- b. If the RealFeel is 25 degrees to 35 degrees:
 - i. With appropriate dry clothing, campers can remain outdoors for up to 75 minutes, but then have to return indoors for 15 minutes to warm-up.
- c. If the RealFeel is 15 degrees to 24 degrees:
 - i. With appropriate dry clothing, campers can remain outdoors for up to 60 minutes, but then have to return indoors for 15 minutes to warm-up.
- d. If the RealFeel is 1 degree to 14 degrees:
 - i. With appropriate dry clothing, campers can remain outdoors for up to 45 minutes, but then have to return indoors for 15 minutes to warm-up.
- e. If the RealFeel is 0 degrees or below:
 - i. All outdoors activities will be postponed. Alternate activities will be provided indoors in the classrooms and/or dining hall.

(e) Fire Procedures

- I. **Proactive Fire Safety:** All facilities at the Ebersole Center were constructed with fire safety in mind. Ebersole facilities meet and/or exceed all required fire safety standards. A regular fire inspection is completed, by a licensed fire inspector, in order to ensure that the Ebersole facility maintains the highest level of fire safety standards. All fire safety equipment (including the fire alarm system) is inspected and tagged as required by State licensing regulations.
- II. **Fire Alarm Tests:** The fire alarm will be tested on a monthly basis (12 times a year) with at least 4 of those tests happening while campers are present.
- III. **Fire Evacuations:** If and when a fire alarm is triggered the follow steps will be taken:
 - a. All buildings will be evacuated immediately;
 - b. The director (or designee) will utilize the camp PA system and/or bell and/or walkies by sounding three rings and referencing a CODE FOX or FIRE (repeating the sequence if necessary);
 - c. The director (or designee) will call 911;
 - d. Staff members will provide calm and assertive evacuation instructions to campers;
 - e. All staff and campers will report to the field adjacent to the flag pole, north of the parking lot. Campers will sit in straight lines by group (if applicable);
 - f. Groups that are outside the central campus areas shall communicate their camper roster to the director (or designee) via a cell phone or handheld radio. They will then, swiftly and safely, make their way (as a group) to the evaluation location (adjacent to the flag pole);

- g. The director (or designee), with the complete roster, will take role call to make sure all campers and staff are accounted for and present;
- h. If one or more campers are not accounted for, the “missing person” procedure will be initiated;
- i. Under no circumstance is any staff to enter a smoke filled or burning building, or structure. Note that fire extinguishers are to be used to exit a burning structure, not to extinguish a structural fire;
- j. The director will contact the Executive Director or other appropriate Lansing School District personnel as soon as possible after a 911 call has been placed; and
- k. Campers and staff will remain in the designated area until an “ALL CLEAR” has been declared by the director.

IV. **Campus Evacuation:** In the event that the entire Ebersole Campus needs to be evaluated due to fire or other emergency the following steps will be taken:

- a. Campers will be led, by Ebersole staff, to the Washburn Property located at 3385 2nd Street, Wayland, MI 49348;
- b. Campers will be led single-file northbound on 2nd Street to the Washburn Property, which is located approximately .25 miles from the Center; and
- c. If further evacuation is required, the director (or designee) will call Wayland Union Public Schools Transportation (269-792-2262) to escort the campers to Wayland Union High School (870 East Superior St., Wayland, MI 49348). Once campers are safe, the director will notify the Lansing School District in order to arrange for transportation back to Lansing.

(f) Bedbug Protocol

I. Scenario 1: Bedbugs Found in Unoccupied Dorm Room

- a. The presence of bedbugs is confirmed by the director or head of maintenance.
- b. Lock down the dorm room – do not make it available to guests or allow staff to enter dorm room until it has been treated. All bedding and curtains should be placed into plastic bags and sealed shut. Immediately launder them on high heat (until the center of the object reaches 120° and sustains that temperature for 15 minutes, 60 minutes for eggs) and discard plastic bags into a dumpster or outside trash receptacle. Do not return bedding and curtains to dorm until after treatment.
- c. Contact the company who handles our bedbug maintenance to schedule a treatment.
- d. After the dorm room has been treated and cleaned, it can be available for occupancy.
- e. A thorough inspection should be conducted of all other potentially impacted areas to ensure that bedbugs were not carried in.

II. Scenario 2: Bedbugs Found in Occupied Dorm Room

- a. The presence of bedbugs is confirmed by the director or head of maintenance.

- b. Contact the company who manages our bedbug maintenance to schedule a treatment. A thorough inspection should be conducted of all other dorm rooms (in the building) to ensure that bedbugs were not carried from room to room.
- c. Lock down the dorm room. Do not allow campers to remove their belongings.
- d. Place a set of clothes and pajamas for each camper in a plastic bag and launder on high heat. Place all remaining potentially impacted clothing and bedding, in plastic bags and launder on high heat. Discard the plastic bags in a dumpster or outside trash receptacle. The campers' belongings should remain in the dorm room so that they can be treated.
- e. If possible, reassign the campers to another dorm room while their dorm room is treated. If there is not room in other dorm rooms, designate another building where the campers can stay until their dorm room is treated.
- f. After the dorm room has been treated and cleaned, it can be made available to the campers for occupancy.

(g) Lice Protocol

Head lice are a growing problem and a hot topic in schools and other programs, such as camps, where people are in close contact to one another. The nature of the life cycle of lice can make it very difficult to identify cases of lice, particularly in the early stages. Head lice are unpleasant to have and a huge burden to eliminate. And while they do not transmit disease like other pests such as ticks, mosquitos, and bats, they are highly contagious. The Ebersole Center is committed to minimizing the likelihood of transmitting head lice while at camp. We know that guarantees are impossible since lice can and do arise anywhere, even in the most privileged communities, but we are determined to do the best we can. We have therefore adopted a **no nit policy**. Children with any evidence of lice, including nits (egg casings) alone, will not be able to participate in the camp program.

There has been a shift in what is considered the best practice in school settings regarding the exclusion of children with lice, and understand that lifeless nits may be present when the risk of transmission no longer exists. But children have more contact at camp than at school and the risk of transmission is therefore greater. Without a microscope, there is no reliable way to determine if nits are viable or not. The Ebersole Center is not in a position to take chances (or to conduct microscopic screenings). With our sympathies to those children and families who will inevitably be inconvenienced, we have concluded that the no nit approach is the wisest one for the Ebersole Center environment. With this in mind, the center is implementing the following policies and procedures to reduce the likelihood of a lice outbreak at camp as well as being sensitive to the workload of Ebersole Center's staff.

Prior to arrival, we **strongly** recommend having all campers checked for lice by a trained professional. This is especially important for campers that have had lice or been exposed to lice in the months leading up to camp.

- I. If a child is identified as having lice and/or nits, the Ebersole Center health officer (or designee) will contact home.

- II. Campers who are identified as having lice and/or nits will be separated from their classmates and will not be allowed to participate in camp activities until they are treated. Alternative activities will be created for those campers.
- III. The campers bedding and belongings will be bagged and the parents can pick up their child ASAP after the phone call informing them of the lice and/or nits.
- IV. Campers may only return to camp once they have been identified as free from lice and/or nits by a professional. Proof of treatment must be presented upon returning to camp.
- V. The other children in that camper's dorm (those in proximity to the camper) will be screened and their families will be notified of the situation by visiting staff and/or the Ebersole health officer.

(h) Waterfront Emergencies

- I. **Camper Falls Off the Dock:** All campers must have on a lifejacket (at all times) if they are beyond the stationary docks (at the canoe dock).
 - a. If a camper falls off the dock and is within arm's reach the closest capable adult should immediately respond by assisting the camper back to the safety of the dock. The camper should be immediately examined to determine if they need to be brought back to the central campus in order to be assessed by the health officer and/or dry off.
 - b. If a camper falls off the dock and is not within arm's reach the closest capable adult should immediately locate and deploy the safety hook and/or ring buoy in order to assist the camper back to the safety of the dock. The camper should be immediately examined to determine if they need to be brought back to the central campus in order to be assessed by the health officer and/or dry off.
- II. **Camper Exits the Vessel:** All occupants of the canoes must wear lifejackets (at all times) that are completely secured and are appropriately sized. In the case of a camper who has fallen (or purposely exited the vessel) into the water the following steps will be taken:
 - a. Alert the lifeguard that a camper has fallen into the water if (s)he is not aware of the situation. Do so without panicking the rest of campers and occupants of the vessel.
 - b. The lifeguard will signal to the remaining canoes to return to the canoe dock by completing 2 short whistle bursts (i.e., our "clear the water" whistle command).
 - c. The lifeguard will approach victim cautiously in an emergency rescue vessel.
 - d. If the camper can swim back to a dock (canoe or fishing) or safety platform and has no injuries, they can while the lifeguard follows them closely. Otherwise, the lifeguard should use the reach and throw method to bring the victim to the rescue vessel.
 - e. If the camper cannot respond to the lifeguard's instructions (is conscious but is not in immediate danger of drowning), the lifeguard will call to activate a CODE WALRUS or WATERFRONT EMERGENCY. The lifeguard will continue to try and calm the camper while remaining close. This will continue until (a) the camper is able to respond and take

advantage of the assistance, (b) the camper becomes passive, or (c) the camper begins floating towards a dangerous situation.

- f. Once the camper is safely at the canoe dock the camper should be immediately examined to determine if they need to be brought back to the central campus in order to be assessed by the health officer and dry off.

III. **Multiple Campers Exit the Vessel:** All occupants of the vessels must wear lifejackets (at all times) that are completely secured and are appropriately sized. In the case of campers who have fallen (or purposely exited the canoe) into the water the following steps will be taken:

- a. Alert the lifeguard that campers have fallen into the water if (s)he is not aware of the situation. Do so without panicking the rest of campers and occupants of the canoes.
- b. The lifeguard will signal to the remaining canoers to return to the canoe dock by completing 2 short whistle bursts (i.e., our “clear the water” whistle command).
- c. The lifeguard will approach victims cautiously in an emergency rescue vessel.
- d. If the campers can swim back to a dock (canoe or fishing) or safety platform and have no injuries, they can while the lifeguard follows them closely. Otherwise, the lifeguard should use the reach and throw method to bring the victims to the rescue vessel.
- e. If the situation requires a lifeguard rescue because campers cannot respond to the lifeguard’s instructions (are conscious but are not in immediate danger of drowning), the lifeguard will radio for additional support (CODE WALRUS or WATERFRONT EMERGENCY). The lifeguard will continue to try and calm the campers while remaining close. This will continue until (a) the campers are able to respond and take advantage of the assistance, (b) the campers become passive, or (c) the campers begin floating towards a danger.
- f. Once the campers are safely at the canoe dock the campers should be immediately examined to determine if they need to be brought back to the central campus in order to be assessed by the health officer and dry off.

IV. **Near Drowning and Passive Camper:** All occupants of the vessels must wear lifejackets (at all times) that are completely secured and are appropriately sized. In the case of a camper who has fallen into the water and is passive and unresponsive the following steps will be taken:

- a. The lifeguard (or designee) needs to immediately activate a CODE WALRUS or WATERFRONT EMERGENCY and 3 short whistle bursts.
- b. The lifeguard calls for 911 to be called, calls for the AED, and The lifeguard enters the water in the appropriate manner and swims the camper to the nearest extraction point.
- c. The person bringing AED will meet the lifeguard and camper at the extraction point.
- d. The victim should be removed from the water and a certified lifeguard or preferably the health officer should begin assessment/treatment of the victim.
- e. The director, if not already notified, should be notified immediately.

(i) Transportation Accidents

- I. **Offsite Day or Overnight Trip Transportation Accidents:** In cases where campers are being transported to an offsite destination and an accident occurs the following steps will be taken:

- a. All protocols and procedures put in place by the transportation company will be followed and supported by Ebersole and visiting staff.
- b. Any medical attention and/or emotional support that is needed by the campers and staff will be provided at the request of the person in charge at the scene.
- c. Unless the campers' immediate safety and well-being is in jeopardy, campers and staff shall remain on the bus (or in vehicles) until a safe means of egress and location for long-term waiting is determined.
- d. An Ebersole staff member or offsite trip coordinator will notify the director of the situation details including health and wellbeing of campers and staff, location, and potential timeline.
- e. The director will contact the appropriate Lansing School District personnel as soon as possible to notify them of the situation.
- f. If a transportation accident occurs, the offsite field trip shall continue at the discretion of the director and offsite trip coordinator, with all precautions.

(j) Active Shooter and/or Lockdown

- I. **Lockdown:** A lockdown is used when a serious threat exists inside campus or immediate perimeter of the campus. The purpose is to fully secure the facility and restrict movement of campers and staff. During a lockdown, all interior and exterior doors should be locked (if possible). No one is permitted to enter or exit the building until the director (or designee), working with law enforcement officials, have given the "ALL CLEAR". The length of the lock down may vary and depends on the situation. A lockdown could last for a few minutes to hours. It is possible that a lockdown could involve holding campers beyond regular departure times. In the case of a lockdown the following steps will be followed:
 - a. The director (or designee) will utilize the camp PA system and/or bell and/or walkies by sounding three rings and referencing a CODE LADYBUG or LOCKDOWN (repeating the sequence if necessary).
 - b. Ebersole and visiting staff will immediately lock classrooms, offices, the dining hall, and the dorm doors (if safely possible).
 - c. Campers and staff will move to the safest possible positions in their lockdown locations and sit quietly away from doors or windows. See below for location ideas:
 - i. Classroom Building: Consider the naturalist storage room or offices
 - ii. Dorms: Consider the shower and bathroom area
 - iii. Dining Hall: Consider the eastern end of the dining hall nearest the clean-up area
 - iv. Main Office: Consider the infirmary and bathroom area
 - d. A capable adult in the group will be responsible for placing the RED (injuries) and GREEN (no problems) cards under the door or in windows to signal the status of campers and staff secured in that location.
 - e. A capable adult will turn the lights off in the area.
 - f. Campers and staff will remain in lockdown until the "ALL CLEAR" is given.

- II. **Remote Lockdown:** If a group is located in an area of campus other than the central campus, and a lockdown goes into effect the following steps will be taken:
- a. The director (or designee) will utilize the camp PA system and/or bell and/or walkies by sounding three rings and referencing a CODE LADYBUG or LOCKDOWN (repeating the sequence if necessary).
 - b. Campers and staff will move to the safest possible position in their location and sit quietly. See below for location ideas:
 - i. Wetland Trail: Far west side of the wetland trail past Carrier Creek
 - ii. Prairie Trail: Boardwalk between prairie and wetland trails
 - iii. Forrest Trail: Outpost clearing
 - c. Ebersole and visiting staff will relay their location information to the main office/director as discretely as possible.
 - d. Campers and staff will remain in lockdown until the “ALL CLEAR” is given.

(k) COVID-19 Safety Protocols

Note: Due to the evolving nature of the COVID-19 virus, the science, and various recommendations put out by district, health departments, etc. these protocols will continue to evolve. Know that we will continue to adhere to the most recent guidelines set forth by the Lansing School District.

I. Ebersole Center Facility Capacity

- a. The legally allowed number of residential (i.e., overnight) guests according to our State of Michigan and Fire Marshal-approved site license is 240 guests.
- b. With 240 guests, we would not be able to maintain the recommended safe physical distance (per CDC and MDHHS guidelines) in indoor common areas such as the main lodge, dorms, and classrooms. After a review of our indoor common spaces here is we have determined would be our space limitations:
 - i. Dorms. With one guest per bunk, and a safe amount of physical distance between the bunks, we believe that we can safely house up to 30 guests (14 in the bunk rooms plus two adults in the chaperone rooms) on each side of the dorms. We can safely house up to 60 guests in a single dorm building.
 - ii. Classrooms. Each classroom has approximately 450 square feet of available (after immovable bookcases and vanities are accounted for) floor space. We could safely space up to 16 guests (for programming purposes) in each classroom. We have four classrooms available so we can accommodate up to 64 guests total.
 - iii. Dining Hall. We have 16 round top (five feet in diameter) dining tables in the dining hall and we believe we can safely seat 4 guests per table. As such, we believe that we can safely accommodate (16 x 4) 64 guests total in the dining hall at one time. Note that meals could be done in shifts or we could eat outdoors (i.e., picnic style) if needed.
- c. Given the space limitations mentioned above, we recommend limiting, until further notice, overnight groups to 72 total guests, and day trip groups to 96 total guests.

III. COVID Communication (Pre-Arrival)

- a. Prepare and distribute via email and website any COVID-19 documents (targeted to Ebersole staff, summer staff, and to parents) in order help answer any questions that they may have leading up to onsite visit;
- b. Use the health forms in order to prescreen for students with pre-existing conditions that may put them at higher risk for complications related to COVID-19, and to encourage and support them in taking additional precautionary measures including consultation with their healthcare provider prior to arrival;
- c. Communicate the importance of keeping students at home if they show any symptoms associated with Covid-19;
- d. Inform and seek consent from parents/legal guardians for any health monitoring (e.g. daily self-screening and temperature checks) that will occur while at camp; and
- e. Post relevant posters and signage in appropriate areas to encourage behaviors that mitigates the spread of COVID-19.

IV. COVID Communication (Onsite)

- a. Focus onsite orientation on mitigation behaviors and expectations including mask wearing, hand-washing, physical distancing, coughing etiquette, etc.;
- b. Encourage continued COVID-19 mitigation behaviors throughout the entire duration of the stay;
- c. Model COVID-19 mitigation behaviors through the entire duration of the stay; and
- d. Post relevant posters and signage in appropriate areas to encourage behaviors that mitigates the spread of COVID-19.

V. Health Screening (Pre-Arrival)

- a. Complete, at the Lansing-based departure location, a COVID-19 self-assessment for every guest coming to camp. Our recommendation is that the self-assessments are completed by the parent/guardian, but in cases where that is not possible the self-assessment can be completed by the student; (Stopped in March 2022)
- b. Complete, at the Lansing-based departure location, a temperature check for every guest coming to camp; (Stopped in March 2022) and
- c. In order to support/expedite pre-screening prior to groups departing for camp, we recommend that all LSD staff attending camp be available at the departure location to assist with pre-arrival screening. (Stopped in March 2022)

VI. Health Screening (Onsite)

- a. Complete our initial onsite health screening and check-in process. This process will largely remain the same with only procedural changes (i.e., inviting guests off the bus in an orderly fashion) to ensure guests remain physically distanced at check-in;
- b. In order to monitor the ongoing health and well-being of guests we will:
 - i. Monitor students, staff, and chaperones temperatures and symptoms (daily upon arrival for breakfast) via self-assessment and temperature checks; (Stopped in March 2022)

- ii. Groups will be invited (via PA) to breakfast to complete the daily self-assessment and temperature checks prior to entering the dining hall; and (Stopped in March 2022)
- iii. During adult orientation we will remind the staff and chaperones of symptoms they should pay attention to regarding COVID-19 and ask that they monitor and report to the health officer any guest(s) that may be exhibiting symptoms.

VII. Residential Guest Housing Protocols

- a. Limit dorm access to only guests that are staying in that dorm (with the exception of essential Ebersole staff);
- b. Assign guests to specific bunks (one guest per bunk) and ask that they remain in those bunks exclusively for the duration of their visit;
- c. Maintain a roster of bunk assignments for reference purposes;
- d. Require top and bottom bunk alternation in order to maximize physical distancing;
- e. Designate specific entry and exit routes in order to minimize foot traffic and congestion while entering and exiting dorms;
- f. Create a shower/sink schedule that minimizes congestion in the shower/sink areas;
- g. Maximize ventilation and air flow by keeping windows open (weather permitting), all HVAC fans running, and have floor/pedestal fans available for each bunk room; and
- h. Require campers, chaperones, and staff, while in the dorms, to wear masks unless they are showering, washing their face, brushing their teeth, or sleeping.

VIII. Restrooms

- a. Ensure that campers avoid sharing common toiletry supplies, towels, etc.;
- b. Put in place contactless trash containers;
- c. Create a restroom schedule, or permission procedure, that limits the numbers of guests in a restroom at one time;
- d. Post handwashing signs in the bathroom to remind guests when and how to properly wash hands; and
- e. Ensure high-touch surfaces in all restrooms are regularly cleaned and disinfected by Ebersole staff, including after every meal.

VI. Dining Hall

- a. Assign all guests to a specific seat and table in the dining hall and ask that they use exclusively that seat and table for indoor dining for the duration of their visit;
- b. Plan, to the extent possible, menus that are conducive to a “grab-n-go” service; (Stopped in March 2022)
- c. Plan, to the extent possible, for the use of disposable dining ware; (Stopped in March 2022)
- d. Assign, when food service is required, staff and/or chaperones to serve everyone in order to minimize multiple touches on a single serving utensil – when grab and go meal services are not available; (Stopped in March 2022)
- e. Limit the number of guest, at a given dining hall table, to 4;

- f. Place hand sanitizing stations in the dining hall and encourage guests to thoroughly wash their hands prior to eating;
- g. Discontinue the use of shared beverage dispensers and plan for the use of individual water bottles or cups; **(Stopped in March 2022)**
- h. Put in place contactless trash containers;
- i. Require campers, chaperones, and staff, while in the dining hall, to wear masks at all times unless they are actively eating and/or drinking;
- j. Designate specific entry and exit routes in order to minimize foot traffic and congestion while entering and exiting the dining hall; and
- k. Maximize ventilation and air flow by keeping windows open (weather permitting), all HVAC fans running, and have the ceiling fans running.

VII. Programming: Outdoor Activities

- a. Recommend face masks be worn during all outdoor activities where social distancing is not possible; **(Stopped in March 2022)** and
- b. Limit, to the extent possible, shared high-touch equipment and if high-touch equipment is used we will clean thoroughly between sessions. **(Stopped in March 2022)**

VIII. Programming: Indoor Activities

- a. Establish and maintain throughout the duration of camp, consistent programming rotation groups;
- b. Require campers, chaperones, and staff, while completing all indoor programming activities, to wear masks at all times;
- c. Plan, whenever possible, to move traditionally “indoor” programming activities outdoors;
- d. Require safe physical distancing (per CDC guidelines) for all indoor programming activities; and
- e. Limit, to the extent possible, shared high-touch equipment and if high-touch equipment is used we will clean thoroughly between sessions. **(Stopped in March 2022)**

IX. Response and Management of Case(s) or Probable Case(s)

- a. The following steps will be taken in the event of a probable case/potential exposure:
 - i. Invite the guest to remain (while supervised) in our COVID Care Room (i.e., empty dorm room) until they are able to be picked up by a parent, guardian, or emergency contact;
 - ii. Inform, immediately, LSD supervisor for the Ebersole Center if a guest exhibits COVID-19 symptoms and is placed in the COVID Care Room;
 - iii. Inform, immediately, parent/legal guardian and request a pick-up if a student exhibits COVID-19 symptoms and is placed in the COVID Care Room; and
 - iv. If the COVID-19 case is confirmed, the Ingham County Health Department (or the LSD) will begin the contact tracing process and notify all other parties of potential exposure.
- b. Prepare (with the district) a letter about probable/confirmed case exposure that could be sent immediately (upon COVID-19 confirmation), if needed; and

- c. Focus onsite orientation on mitigation behaviors and expectations including mask wearing, hand-washing, physical distancing, coughing etiquette, etc.

X. Additional COVID-19 Resources

- a. Ingham County Health Department – When to Stay Home
- b. Lansing School District’s COVID-19 Exposure Protocol
- c. Lansing School District’s COVID-19 Decision Tree
- d. Lansing School District’s COVID Care Room (i.e., Isolation Room)
- e. Isolation Room Guidelines
- f. Isolation Room Requirements
- g. Isolation Room Strategies
- h. Isolation Room Log
- i. Isolation Room Visit
- j. Illness and Injury COVID 19 Triage
- k. Improve How Your Mask Protects You
- l. Hand Sanitizer Use Out and About
- m. COVID-19 Symptomatic Student Letter to Parents