

EMERGENCY ACTION PROCEDURES

The Head Coach or Camp Director should review these procedures with campers and camp staff prior to the start of camp. When utilizing campus residence halls, the Head Coach or Camp Director should conduct a "fire drill" on the first day of camp so that campers understand how and where to exit the building and know the designated location for assembling outside.

LOST CAMPER

Camp staff must account for their campers at all times.

Camp staff should keep camp attendance roster(s) with them at all times. Camp staff should regularly check and update attendance against the roster(s), particularly in transition times when campers have moved from one camp location to another.

- **Upon determining that a camper is unaccounted for** (through attendance procedures, notification by another camp staff member or camper or by any other means), **the Head Coach or Camp Director should be immediately notified.**
- **Camp staff and the Head Coach or Camp Director should immediately meet to exchange information** on the camper's possible whereabouts. The Head Coach or Camp Director should also check camp records to determine whether:
 - The camper reported to camp that day;
 - The last time attendance was taken; and
 - The camper left camp early.
- **At this initial meeting, the Head Coach or Camp Director should make note of the following information:**
 - The current time;
 - The camper's name and age;
 - The location where the camper was last seen;
 - The approximate time the camper was last seen; and
 - The camper's physical description (height, weight, the clothes the camper was wearing).
- **The Head Coach or Camp Director should designate camp staff to immediately search the area** where the camper was last seen and then the entire camp area.
- **If camper is not located after completing the steps listed above,** then the Head Coach or Camp Director:
 - **CALL 402-472-2222 for UNL Police. Call 911 for City of Lincoln Police.** – The Head Coach or Camp Director should remain at current location and wait for police to arrive.
 - **Contact parents** – The Head Coach or Camp Director should contact the camper's parents to advise them and determine if camper may have been picked up early without notification.
 - **Contact the Athletics Camp Manager, Melissa Baack at (402) 472-2631.**
 - The Head Coach or Camp Director should direct other camp staff to **continue searching until police arrive.**
 - **As soon as the police arrive, they will assume control** over the search for the camper.

SEVERE WEATHER

The Head Coach or Camp Director should begin each day by checking the weather forecast. Bad weather should not come as a surprise.

While a Camp is in session, the Head Coach or Camp Director shall monitor the weather and, if severe weather poses a threat to safety of campers and Camp Staff, immediately direct them to a "safe shelter" location and notify the Athletics Camp Manager.

Prior to the start of a Camp, the Head Coach or Camp Director shall determine a "safe shelter" location for each facility and field. The Head Coach or Camp Director shall notify Campers and camp staff of these locations when they arrive at a facility or field to begin Camp activities.

LIGHTNING

If lightning threatens when campers or camp staff are inside, they should:

- Stay inside;
- Stay away from open doors or windows, radiators, metal pipes, sinks, and plug-in electrical objects such as radios, electric typewriters, lamps, etc.;
- Not use plug-in electrical equipment; and
- Notify the Athletics Camp Manager.
 - Do not use a "land line" telephone. Lightning may strike the telephone lines outside.

If lightning threatens when campers or camp staff are outside, they should:

- Seek safe shelter in a building, if possible.
- When there is no safe shelter nearby, avoid the highest object in the area (trees, poles, etc.)
 - Avoid being the highest object. If only isolated trees are nearby, then the best protection is to squat down and minimize contact with the ground (do not lie on the ground), keeping at least as far away from isolated trees as they are high (in case they are struck).
- Get rid of anything metal they may be wearing or carrying;
- If an electrical charge is felt (hair stands on end, skin tingles), lightning may be about to strike. Drop to their knees and bend forward, putting hands on knees.

A person struck by lightning receives a severe electrical shock and may be burned, but they carry no electrical charge and can be handled safely. If necessary, move the victim with care to safer location (remember, do not seek shelter under a tree). Evaluate and treat the person for shock, fractures and/or burns. A person struck by lightning can often be revived by prompt mouth-to-mouth resuscitation and cardiac compression (CPR).

TORNADO OR TORNADO WARNING

Lincoln/Lancaster County Emergency Management will activate emergency sirens upon confirmation of a tornado. The duration of sirens is 3 minutes. Campers and camp staff should seek safe shelter upon activation of the sirens. It is not safe to leave the shelter until local radio, television stations or authorized campus emergency personnel announce that the warning has expired.

Where available, the University may provide supplemental notification of Lincoln/Lancaster County Emergency Management tornado warnings through one of the following methods:

- Amplified voice announcements over the public address system.
- UNL Alert. The UNL Alert is a mass notification system that sends text messages and emails to the device and address that a person designates. **All camp staff who are also University employees should sign up at unlalert.unl.edu**
- Other approved devices.

Safety procedures when campers or camp staff are inside:

- Move quickly to the tornado shelters listed on posters in University buildings.
- Do not use elevators.
- Stay away from windows.
- If a tornado strikes, help avoid telephone overloads. Do not use telephones (including cell phones) except for emergency.

Safety procedures when campers or camp staff are outside:

- Seek safe shelter indoors if possible. **Parked motor vehicles are unsafe and should not be used for shelter.**
- If an indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.
- If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

Camp staff are responsible for escorting campers with mobility impairments or physical disabilities to safety in a shelter in the event of a tornado or tornado warning.

FIRE/EXPLOSION

Fires can cause serious injury, death and property loss. Be aware that fires may exist alone or in conjunction with another type of emergency, such as explosion, tornado or chemical spill.

FIRE IN A BUILDING

- If campers or camp staff see a fire, they should pull the nearest fire alarm to evacuate the building. Camp staff should assemble the campers, leave the building immediately and gather in the designated assembly area.
 - Camp Staff should assist any mobility-impaired campers to a stairwell or other point of refuge if possible. Report their location to the emergency response personnel.
- If campers hear the fire alarm, they should leave the building immediately and assemble in the designated assembly area.
 - Camp staff should check the area of the building that they are supervising to ensure all campers and other camp staff are exiting the building.
 - Since a fire nearby may not be noticeable by sight or smell, everyone is expected to exit a building immediately upon hearing the fire alarm.
- If possible, camp staff should shut down any equipment that could cause a secondary fire if left unattended.
- **Know your emergency exit routes** and be prepared to use an alternate route if necessary. Do not use elevators. If trapped in the building, try to reach a point of refuge, such as a stairwell, or stay by a window and wave a white flag to attract the attention of emergency responders.
- If possible, camp staff should close doors and windows when exiting a room, hallway or stairwell to confine the fire.
- Keep low if there is smoke.
- If you work at a camp location that is frequented by the public or camp spectators, announce that an evacuation has been ordered and ask people to exit the building. Healthy adults and young adults are expected to evacuate themselves upon hearing the fire alarm.
- Assemble a safe distance away from the building. Try to account for campers and camp staff known to have been in the building. Do not block driveways or areas that may be used by emergency response personnel.
- If pertinent knowledge of the fire is known, meet the Lincoln Fire Department or UNL Police personnel outside the main entrance of the building and provide them with all the information regarding the fire. Report the exact location of the fire, status of any injuries and/or location of mobility-impaired, or other persons, trapped in the building.
- Do not re-enter the building until the Fire Department has declared the building safe.

If a camp staff member chooses to use a fire extinguisher:

- **The person must have already participated in EHS Fire Extinguisher Training.**
- Always pull the fire alarm before attempting to use an extinguisher.
- Only use an extinguisher if the fire is small and in a contained area. If the fire is starting to spread, exit the building.
- Only attempt to use one extinguisher on the fire. If one extinguisher does not put out the fire, exit the building.
- Do not endanger yourself or others in an effort to put out a fire in the building.
- Report the use of a fire extinguisher to the building maintenance staff so that the extinguisher can be recharged.

EXPLOSION IN A BUILDING

- From a safe location, pull the nearest fire alarm to evacuate the building.
- From a safe location, dial 911 and advise them of the location of the explosion and, if known, its seriousness and any possible injuries. Be sure to give your name, office location and telephone number. Do not hang up until released by them.
- Wait a safe distance outside the building until help arrives.
- Advise emergency personnel about the explosion area and any campers, camp staff or other people who may have been injured.

FLOOD

- Evacuate as instructed by emergency personnel.
- If outside:
 - Climb to higher ground and stay there.
 - Avoid walking through any floodwaters. If moving swiftly, even water 6 inches deep can sweep you off your feet.
- If in a car:
 - If driving towards a flooded area, turn around and go another way.
 - If the car stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled

vehicles.

During an evacuation:

- If advised to evacuate, do so immediately.
- Evacuation is much simpler and safer before floodwaters become too deep for ordinary vehicles to drive through.
- Listen to a battery-powered radio for evacuation instructions.
- Follow recommended evacuation routes -- shortcuts may be blocked.
- Leave early enough to avoid being marooned by flooded roads.

After a flood:

- Do not return to a flooded area until authorities indicate it is safe to do so.
- Stay out of buildings if floodwaters remain around the building.
- Use extreme caution when otherwise entering buildings. Watch for loose plaster and ceilings that could fall.
- Be alert for fire hazards, such as broken or leaking gas lines, flooded electrical circuits, submerged appliances and flammable or explosive materials.

EARTHQUAKE

The University of Nebraska-Lincoln campus is in a "moderate earthquake hazard zone". Earthquakes are unpredictable and may strike without warning. Earthquake injuries usually result from falling debris. Disruption of communication lines, light and power lines, and sewer and water mains can be expected.

If an earthquake strikes when campers and camp staff are inside, they should:

- Stay inside;
- Watch out for falling plaster, light fixtures, glass, bookcases, etc.;
- Stay away from windows and mirrors. Either crawl under a table or desk, sit or stand against an inside wall away from windows, or stand in a strong inside doorway. Assist others if necessary;
- Not use open flames.

If an earthquake strikes when campers and camp staff are outside, they should

- Avoid high buildings, walls, power poles, and other objects that may fall. Move to open areas away from hazards.
- If surrounded by buildings, seek shelter in the nearest strong one.

If an earthquake strikes when campers or camp staff are in a vehicle, they should:

- Stop in the nearest open area if possible.
- Stay in the vehicle.

After the tremor is over, camp staff should:

- Check for injured people.
- Not move seriously injured people unless they are in immediate danger.
- If it appears that the buildings may have been damaged, evacuate. Aftershocks can level severely damaged buildings.
- Not use the telephone except to report an emergency. If a call is necessary, dial 911 and report the situation. Be sure to give them your name, location, and telephone number.
- Not use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
- Open doors carefully, watching for objects that may fall.
- Not use open flames that may ignite gases from disrupted utility lines.
- Not use matches or lighters. Natural gas lines may have been disrupted. Watch for fires that may have started.
- Keep streets clear for emergency vehicles.
- Be prepared for additional earthquake shocks.