



Emergency Procedures

Summer Camp 2016

Injuries

Woodward Copper takes all necessary precautions to create a safe environment so that accidents do not happen in the first place. The key to reducing the likelihood of injuries is to provide a safe area for campers at all locations around camp. Below is the Injury Action Plan that is set in place that all Woodward staff is trained to follow.

Woodward Copper Injury Action Plan

What to do in case of an emergency:

1. Quickly assess the situation to understand the seriousness of the injury. Remain calm.
2. If you are in the Barn, Edge or around the Village, call the Athletic Trainer or Nurse. The decision to call 911 will be made by the Trainer or Nurse. If a Trainer or Nurse is not present or not available, assess the situation with another coach or counselor and, if necessary, call 911. Be prepared to tell 911 the name and age of the injured as well as the nature of the injury.
 - a. An Athletic Trainer can generally be found in the Barn between 1:00 P.M. and 9:00 P.M. and in the Café during meals.
 - b. The Nurse is on call when not in her office at the E.D.G.E. (Room 102).
3. If you are on the mountain, contact Ski Patrol. Ski Patrol should be standing nearby, but if not, you will need to have another coach or an available adult walk over to get their attention. When in doubt, call ski patrol.
4. In either location, ask another staff person to take charge of your group so you can focus on the injured person. If there is no one available to help with your group, send your group to a safe place (such as the lounge near the Fulfillment Desk, the Cage or a small park feature) and have them continue to work on something on their own that is mellow and safe.
5. Always keep other campers and staff away from the scene of the accident. Most of the time a single person will be able to address the situation.
6. Try to keep injured participants in a discrete location (i.e. do not take someone with a broken wrist to the fulfillment area where everyone who walks in the door can stare at them).
7. If a Camp Manager/Supervisor is not on-site, contact one as soon as reasonably possible. This person is responsible for notifying the Camp Office, who will pull waivers and consent to treat

forms which must be taken to the ER. This person will also follow up with parents if a Trainer or Nurse is unable.

8. Complete Red injury card if the injury happens in the Barn. Give the completed card to the Foreman at the Barn/Cage.
 - a. If the injury happens on-snow, Ski Patrol will complete a pink card. Be sure to get a copy of the pink card from Ski Patrol to give to your supervisor/manager.
9. The public will be hiking, biking and engaging in other recreational activities on Copper Mountain while our campers are in the terrain park. If you encounter someone from the public who is injured or see any suspicious or dangerous activity, let Ski Patrol know immediately.

If an ambulance is transporting an injured camper to the hospital, a staff person will drive to the hospital to hang out with the injured person and bring them back to camp. When an injury requires transport to the hospital but 911 is not involved (i.e. stitches, broken finger, etc.), contact a Manager or Supervisor to arrange for someone to drive the injured person to the hospital. Have another staff person go along whenever possible.

If you have an injured camper in your group, they may need some extra help with the following:

- Getting up and ready for the day
- Getting to and from breakfast, lunch or dinner
- Getting to and from the nurse or training room for medicine or check-ups
- Packing for their departure
- Most importantly: don't forget about them and provide them with enough attention and inclusion.

Parents/guardians/emergency contacts will be notified by Ski Patrol, Athletic Trainer, Supervisor, or Manager immediately after the injured camper is in the best care for their situation.

Injury Reporting Requirements

Woodward Copper tracks all injuries that occur in order to discover trends and make any necessary changes to reduce incidents. For injuries that occur in the Barn or on the Mountain, coaches must fill out a Red Incident Report card. Blank cards are kept at the Fulfillment Desk in the Barn. Day coaches must carry these incident cards while on the mountain and skateboard/freeride mountain bike coaches need to take these cards whenever traveling off-site. Incident cards need to be filled out completely, which means there must be some kind of notation in every space. If you do not know an answer or the question is not applicable, write "NA." Once the cards are filled out give them to the Foreperson at the Fulfillment Desk or to a Supervisor.

Storm Procedures

On Mountain Evacuation Plan

Severe storms roll through Summit County frequently during the summer. Ski Patrol or the Snow Supervisor will call for an evacuation when deemed unsafe to be outside. If an evacuation is ordered, immediately take your group to a bus, to CB1 or to the Sound Shack (walk to Copper Sports if you're at the Playground). Coaches must communicate with each other to determine who is going where since the buses only hold 50 people. Stay calm and move in a slow and orderly fashion to the safe locations. Move to the trees quickly and stay away from open areas while navigating to safety. We will typically wait about 20-30 minutes to see if the storm is going to pass or if we

need to evacuate off the mountain completely. This is NOT the time to leave someone behind so please count your group and double or triple check to make sure you have everyone.

Barn, E.D.G.E or Cage Evacuation Plan

If a severe storm occurs while you are in the Barn, Edge or Cage, close all doors and windows. Gather inside buildings, away from windows and doors. Account for your campers and remain calm until the storm passes. If possible, radio or call a Supervisor or Manager to let him/her know that you're safe, where you are and that you have everyone.

In the event you need to evacuate the Barn, follow the Exit signs in a safe fashion to the nearest Exit. There are two Emergency Exits located on the West side of the Barn, one Emergency Exit on the East side, as well as the Main Entrance/Exit on the south side of the building. The Barn Foreperson or Crew should do a final sweep to make sure everyone is outside. Once outside the building continue moving in safe fashion to the designated safety area located on the west side of the Barn. This designated safety area is directly outside of the Barn's western emergency exits and in front of the garbage garage. Once you arrive at the designated safety area call 911.

In the event you need to evacuate the Cage, follow the Exit signs in a safe fashion to the nearest Exit. There are two Exits located on the east and west sides of the building. The Cage Foreperson or Crew should do a final sweep to make sure no is left inside. Once outside the building continue moving in safe fashion to the designated safety area located over the bridge on the northwest side of the Cage. This designated safety area is directly outside of the U.S. Post Office in the Westlake building. Once you arrive at the designated safety area call 911.

In the event you need to evacuate the E.D.GE., immediately exit your room and knock firmly on your camper's doors 3 times shouting "FIRE!" Have your campers find a buddy while you perform one quick sweep of your area ensuring it is clear. Proceed to the nearest fire tower exit. Walk briskly and do not run. Descend the fire tower, exiting the building. Once outside, proceed to the Copper Commons and remain there until further notice. Do an headcount and call off the name of each of your campers.

Lock Down Plan for Summer Camp

For Camper and Staff on the housing floors

Remain calm and evaluate the situation. Employee Experience, Employee Housing, Copper Security, or Supervisors will verbally, in loud voices, announce "Lock Down." You will receive a mass text that will read "Lock Down."

Remove all campers / staff from the threat or public areas (i.e. hallways, elevators, common areas). Move them into rooms with doors that lock from the inside, turn the lights off, and remain away from the door. If a stranger is on the floor, call security first. If there is a gun/knife/ weapon visible, call 9-1-1 first.

Turn off ringers on cell phones and switch them to silent mode, DO NOT turn your phone off. Turn off televisions, radios or other electronics that will draw attention to your location. Open the windows and window coverings. Wait for further instructions via cell phones from Emergency personal, security, Housing or Supervisors. Don't leave rooms until you have been cleared by Emergency personal, security, Housing or Supervisors.

For Campers and Staff on the main floor (Café, Theater, Lobby, etc.)

Remain calm and evaluate the situation. Employee Experience, Employee Housing, Copper Security or Supervisor will verbally, in loud voices, announce “Lock Down.” You will receive a mass text that will read “Lock Down.”

Remove all campers and staff from threat. Move to Designated Safe Zone at Copper Mountain Conference Center. If Copper Mountain Conference Center is not available or deemed unsafe, move to Village Square Board Room. Wait for further instructions from Emergency personal, security, Housing or Supervisors.

Power Failure

In the event that the building you are in loses power during the day, calmly gather your group and move toward doorways and exit the building. Make sure you account for all campers. If you lose power at night, remain calm, and have everyone go back to sleep. Call Security at x60829 if you need assistance.

Power Outage Plan Day Time

1. Remain calm and head count your campers with organization
2. Gather children in a lit area such as the Edge Lobby, Barn Lobby, Café or the like.
3. Group supervision and split of 3 counselors to check Elevators, Floors, Bathrooms, Barn Space
4. If campers are found bring them to the group
5. If trapped in elevator stay in communication with the camper or counselor send for help and call 9-1-1, notify Supervisor and Logistics
6. Once everyone is accounted for help housing staff light hallways and stair wells with glow sticks/ lanterns
7. Most important keep head counts make campers feel safe and relaxed while still entertaining them.
8. If power outage happens during meal time, help café staff provide second meal options.
9. Keep calm and stay in communication

Power Outage during the Night Time

1. Room Checks upon your floor to get a head count
2. No issue with campers, head back to bed
3. If issues with campers, address them appropriately
4. Keep positive and calm, keeping campers in their rooms
5. Keep in communication with other counselors and supervisor
6. When you wake at appropriate times
7. Run evening/ morning routine and prepare for an awesome morning

Missing Camper Procedures

Coaches and counselors are supplied with a list of all campers in their group. The list includes the name, phone number, room number, coach/counselor, emergency phone number, and any medical conditions for each camper. The coaches and counselors maintain groups of 10:1 ratio or less. This allows the leaders to learn names and roll call at every activity to ensure no one gets left behind.

In the event that a camper goes missing, the Edge is the primary meeting place for all campers since it is one of the few buildings in which someone will always be present. It is important to set additional meeting places and times when engaging in activities around Copper in case a camper(s) gets lost or separated from the group. This is especially important during concerts and other large public events at Copper.

If you are missing a camper(s) on the mountain, immediately contact your supervisor who will then contact Patrol and the Logistics Specialists who will gather all the information needed (name, clothing description, last known location, phone number, etc.). We will begin a search. We will gather more personnel from mountain operations and other departments if necessary. Patrol and mountain operations personnel know the mountain extremely well and can cover lots of ground. If necessary, they will involve Summit County Search and Rescue/Summit County Sheriff's Department.

If you are missing a camper(s) in the village area, immediately contact your supervisor who will then contact the Logistics Specialist who will gather all of the necessary information. One of these people will notify Security and begin looking for the missing camper(s) and gather more personnel if needed.

We will always engage in a complete search before contacting the parents of a missing camper. The Logistics Specialists will complete the Missing Camper Response form.

As stated elsewhere, coaches and counselors are responsible for their group of campers at all times. You should always be able to account for all of your campers when asked. Campers are not permitted to wander around Copper outside of camp boundaries without supervision. Therefore, it is incumbent upon the coaches and counselors to ask your campers to check-in with you whenever they leave the group.

Offsite Emergency Plan for Action Sports

In the event of an emergent situation, call 911. Emergent situations include:

1. Head neck or back Injury
2. Vomiting due to trauma
3. Suspected femur or hip
4. Neurological
5. Multi systems trauma

If you suspect any of these, call 911 immediately and **DO NOT MOVE CAMPER** especially if suspected spine, femur or hip injury. Once care is on its way call Logistics at ext. 60824 so they can call an on-call Counselor to meet you at the hospital for camper hand off, and pull the necessary paperwork needed to administer care. Logistics will also contact the Athletic Trainer. The Athletic Trainer will contact the emergency contact numbers listed in the pre-arrival packet of the injured camper. Be sure to clear area if you cannot move camper due to emergent situation.