



Flood and Evacuation Procedures

Flood and Heavy Rain Procedures

General Guidelines

- Forest Home will **immediately evacuate** staff and guests upon a **mandatory evacuation order** from local authorities.
- If an evacuation order is issued **prior to a scheduled event**, that event will be **canceled or postponed**.

When No Guests Are on Campus

Evacuation Decision Criteria:

A member of the **Safety Committee** or **Executive Team** may initiate an evacuation when:

- There is a **high likelihood of flooding** that poses a safety threat to camp operations.
- Flooding on **Valley of the Falls Drive** could **block evacuation routes**.

*This decision should be made at the **first sign of flooding** on Valley of the Falls Drive.*

If **heavy flooding has already begun**, it is considered **too late to evacuate safely**.

Evacuation Procedure:

1. Communicate the evacuation of staff via **MS Teams** and use the **radio EAP broadcast system**.

2. Department leaders must **confirm once their teams are off-site**.

When Guests Are on Campus

Trigger for Action:

If forecasts predict **0.9 inches of rain or more within one hour**, or a Safety Committee/Executive Team member deems it necessary:

- **The creek area becomes off-limits** until further notice.
- The decision-maker must:
 - Notify **department leaders, hosts, and church leaders**.
 - Assign **at least 8 staff members** to station along the creek until the threat of flooding subsides.

Creek Monitor Staff Responsibilities:

- Do not put themselves in harms way.
- Direct all individuals away from the creek.
- Prevent **any creek crossings or lingering** in creek areas.

Guest Relocation:

- All guests and staff **west of the 40s and 50s cabins** must move **east** until the flood threat passes.
- Communication of this directive falls to the same decision-maker (Safety/Executive Team).

Emergency Action Plan (EAP) Activation

Who Can Activate:

- Safety Committee member
- Executive Team member
- On-duty Host (after hours)

Activate the EAP if:

- Flooding presents an **immediate or imminent threat** to life or safety.
- A **flash flood has caused structural damage or potential injuries and missing persons**.
- A **mandatory evacuation order** is issued during an event.

EAP siren system:

- The EAP siren system is designed to notify all guests and staff on property of an emergency situation.
- Use the EAP siren system to activate the EAP.

Follow standard EAP protocols outlined in the **Red Book**.

Evacuation Plan: Off Site-Disaster

Goal: Safely and effectively evacuate all guest and staff

In the event campers/staff need to be moved to an offsite location, the following will be the standard process followed until all campers have been released to a parent or legal guardian. Initiation headed by Senior Team and communication to IC. The call to evacuate camp will be determined by senior directors. If no communication is possible with senior directors, incident command will take the responsibility to make the call to evacuate camp.

The adult to camper ratio will be one adult responsible for the safety and wellbeing of up to ~ 25 campers.

Process: I.C. Assistant 2 - Contact Calvary Chapel Wildwood, (CCWW) notifying of need for staging area off site.

- The Evacuation transportation form will be used.
- All campers in the vehicle will be signed in prior to leaving FH once in the vehicle.
(Ask about medications, contact FA at appropriate camp center. If able, get meds prior to leaving)
- The driver and 1 accompanying adult (if available) will load the car and drive the group to
CCWW staging area.
- Before the car leaves the parking lot, an assigned employee will retrieve the top copy of the duplicate transport form. This remains at camp.
- Upon arrival to CCWW staging area, the campers AND the transport form will be turned over to the Area Leader.
- Camper medication will remain with campers in their luggage.
- Campers will stay at CCWW until released to parent or guardian.
- As parents/legal guardians arrive, they must sign out their campers on the transport form.
- All staff with their own transportation will check out with their respective department and leave when instructed it is safe to do so.

- All family camp guests will be given direction at the shelter area to go ahead and leave when the Area Leader instructs that it is safe to do so.
- If evacuation requires buses for transporting to CCWW,
 - A staff member will write names on the transport form, of every camper on the bus.
 - The top copy should be ripped off and remain at camp. Bottom page goes with the bus to CCWW.
- **Medications**
 - Every effort will be made to return medications to each camper, placed in their luggage before leaving camp.
 - If the evacuation does not allow the time to perform this task, the entire camp centers medications will be placed on a bus and transported to CCWW where the medications will be at check out for parents as they arrive to pick up their children.
- **See appendix B – Emergency Transport Form**