



STARS Emergency Action Plan

Revised May 2017

For All Summer Programming

**(Except for Camp Nanama and Wandering Creek Ranch)*

Purpose

The purpose of the Emergency Action Plan (EAP) is to outline actions that should be taken in the event of any emergency or serious incident concerning the health or injury of staff, volunteers, clients, or anyone involved in the operations of STARS camps and programs. The Emergency Action Plan is a guideline to follow in order to avoid further injury or illness once an incident has occurred. **Use this Emergency Action Plan at ALL sites for summer camps and programs excluding Humble Ranch, Camp Nanama, and Wandering Creek Ranch or unless otherwise advised.**

It is your responsibility to always know where the first aid kit and emergency contact information is located. At each facility or location familiarize yourself with:

- Exit routes
- Location of fire extinguishers
- Location of AED (use only if trained and if available or necessary)
- Your specific location in case you need to call 911 and give directions

Emergency Protocol:

If you are the first person present at an incident, your immediate responsibility is to

- Secure the safety of yourself and all other people in the surrounding area
- Call immediately: Each camp should have at least two phones available:
 - **Call 911** or other authorities immediately if the situation warrants, then administer care as you are trained and instructed. Do not hang up the phone until you are told to do so
 - **Call the Program Coordinator in charge** (from another phone) to help give instructions to the site and meet location
 - Cell Phone #'s:
 - Brett Maul- (505) 204-8850 - Program Director
 - Ty Perry- (575) 644-9498 - Program Coordinator
 - Max Berger- (919) 622-0095 - Summer Intern
 - Eva Cunningham- (781) 534-8717 - Summer Intern
 - **Call the STARS office** and briefly notify the Executive Director, Assistant Executive Director or Office Manager of the incident
 - STARS office (Lisa) – (970) 870-1950
 - Julie Taulman – (970) 819-1548 – Executive Director
 - Joel Berman – (312) 310-2770 – Assistant Executive Director
- Once the incident has been managed, fill out the proper incident report form

- Participate in a debriefing if you are asked to do so

In the event of a serious illness or injury:

- Secure the safety of yourself and all other people in the surrounding area
- **Follow the Emergency Protocol listed above and call 911 and a supervisor immediately**
- Respond to and administer first aid to the level of your certified training
- Always wear your personal protective equipment even when administering first aid
- DO NOT try to diagnose any illnesses or injuries
- DO NOT dispense medication
- Render only aid that is consistent with your level of training
- Fill out an incident report form
- Make sure it is turned in to your supervisor

In the event of an altercation or threat

- Maintain a calm and authoritative presence. Do not allow yourself to be drawn into a confrontation, either physical or verbal
- If the threat or altercation warrants intervention, call 911 and follow their instructions
- If the threat or altercation warrants, call your supervisor or STARS office and follow the Emergency Protocol listed above
- Keep camp/program participants safely away from the altercation until help arrives
- Fill out an incident report form
- Make sure it is turned in to your supervisor

First aid Equipment

- STARS supplies first aid kit items and will be responsible for refilling items after each use. **FIRST AID KITS MUST BE WITH YOU AT ALL TIMES**

Emergency Phone Numbers

STARS Office (Lisa): 970-870-1950

Brett Maul (Program Director) 505-204-8850

Ty Perry (Program Coordinator) -(575) 644-9498

Max Berger (Summer Intern) – (919) 622-0095

Eva Cunningham (Summer Intern) – (781) 534-8717

Julie Taulman (Executive Director) – (970) 819-1548

Joel Berman (Assistant Executive Director) – (312) 310-2770

Fire Department: 911

Police Department: 911

Poison Control: 911 or 1-800-332-3073

Routt County Communications: 970-879-1144

*Copies of STARS Emergency Action Plans are available at the STARS administration offices located in the Sheraton Steamboat Resort building at 2200 Village Inn Ct, Steamboat Springs, CO 80487.