

**ALL EMERGENCIES  
(SHERIFF, FIRE, AMBULANCE)  
STEP 1—CALL 911**

**GIVE DISPATCHER YOUR LOCATION:**

**Anthony Wayne Scout Reservation  
2282 W 500 S  
Pleasant Lake, IN 46779  
CODE \_\_\_\_\_ OR Building Name  
Phone# 1-260-475-5099**

**STEP 2— CALL CAMP OFFICE 260-475-5099 TO  
INITIATE CAMP RESPONSE**

**STEP 3— CALL CAMP RANGER 260-316-2171**

<b>Ranger Charles (Bones) Rall (cell)</b>	<b>260-316-2171</b>
<b>Parkview Dekalb Hospital - Auburn</b>	<b>260-925-4600</b>
<b>Cameron Hospital - Angola</b>	<b>260-665-2141</b>
<b>Poison Control Center</b>	<b>800-382-9097</b>
<b>Suicide Hotline</b>	<b>988</b>
<b>Suicide Text Line</b>	<b>Text HOME to 741741</b>
<b>Scout Office - Fort Wayne</b>	<b>260-432-9593</b>

**LOCATIONS**

**B43**

Look for these yellow reflective signs throughout camp that indicate a unique identifier for buildings, structures, and common areas. These LOCATIONS signs are to aid in emergency response if the camper doesn't know the building name or panics and can't remember. This example is the LOCATION for Larsen Lodge.

**CAMP EMERGENCY LIST  
BUILDINGS, STRUCTURES, COMMON AREAS  
CODE — LOCATION**

- B1 — RANGER HOUSE
- B2 — MAINTENANCE SHOP & WAREHOUSES
- B5 — LONG LAKE LODGE
- B20 — AUBURN LODGE
- B30 — RED ARROW LODGE
- B31 — FOELLINGER SITES LODGE (A-FRAME)
- B40 — ADMINISTRATION/MEDICAL LODGE
- B41 — COLE STAFF LODGE/STAFF VILLAGE
- B42 — SPORTS BLDG/VISITOR RESTROOMS
- B43 — LARSEN LODGE (DINING HALL/TRADING POST)
- B44 — GRANDSTAFF LODGE/S.T.E.A.M.
- B45 — SHOWER HOUSE/STORM SHELTER
- B47 — THOMS ECOLOGY LODGE
- B48 — LUTHERAN FOUNDATION CHAPEL
- B49 — FISHING SHACK
- B50 — AQUATICS BUILDING
- B51, B52, B53, B54 — FAMILY CABINS
- B55 — RIFLE RANGE
- B56 — SHOTGUN RANGE
- B57 — ARCHERY RANGE
- S21 — C.O.P.E. /CLIMBING AREA
- S30 — TREEHOUSE
- S32 — DEVOE SHELTER/CAMP FOELLINGER
- S33 — COVERED WAGONS
- S34 — TEEPEES
- S35 — ATV BASE
- S36 — FORT COOPER
- S49 — HALL'S HILL PAVILION
- S50 — FAMILY CAMP PAVILION
- S51 — TOMAHAWK RANGE
- S52 — TOMAHAWK CORNERS PAVILION/OUTDOOR SKILLS
- S54 — FOUR CORNERS PAVILION/TURTLE QUEST
- S57 — FLYING SQUIRREL
- C30 — MEANS CANOE BASE
- C43 — CAMPFIRE PROGRAM CENTER
- C44 — SAND HILL

## CAMP RESPONSE DURING AN EMERGENCY

OBJECTIVE: Communicate the chain of command during an emergency.

First to Respond  
Leader/Staff  
Health Officer  
Camp Director  
Camp Ranger  
Director of Camping  
Scout Executive

The Health Officer is responsible for following the Medical Director's Standing Orders in providing emergency medical aid and send completed incident report to council headquarters.

Camp Director or designee if absent is responsible to initiate camp-wide emergency procedures and procedures for conducting a roll call for participants, staff, volunteers and visitors. Camp Director also responsible to start documentation of event.

Camp Ranger or designee is responsible to direct emergency response vehicles to the scene of the emergency.

Director of Camping or designee is responsible for gathering all pertinent information and communicate with Scout Executive.

Scout Executive or designee acts as Public Information Officer and is responsible for external reporting to local officials and National Headquarters.

\*Camp Director will designate key employees to remain at the Camp Office or alternate location to operate critical equipment until deemed unsafe and employees need to evacuate.

In an event that we need to evacuate the entire camp, the reunification site is the Steuben Township Park located at 1550 Main St., Pleasant Lake, Indiana.

## CHAIN OF COMMAND IN AN EMERGENCY

### CHAIN OF COMMAND

1. Individual at scene
  - A. Respond with first aid
  - B. Designate one person to call 911, indicate what to say
  - C. Designate another person to call the Camp Office for Health Officer
  - D. Designate another person to call the Camp Ranger
2. Health Officer
  - A. Makes sure the scene is secure
  - B. Verifies that 911 and Ranger have been contacted
  - C. Takes over care of patient(s) unless someone on site has more medical training
3. Camp Director
  - A. Verifies 911 has been contacted
  - B. Verifies Camp Ranger is notified and is able to direct emergency response vehicles. If not available, Camp Director will designate an individual for this role.
  - C. Initiates procedures for conducting roll call
  - D. Directs any media to stay at Long Lake Lodge, designates someone to ensure this happens
  - E. Designates an individual to start Incident Report
4. Director of Camping
  - A. If called to scene, takes over response as needed
  - B. Gathers information about the incident
  - C. Calls Scout Executive
5. Scout Executive
  - A. Takes over response, if needed
  - B. Acts as Public Information Officer
  - C. Handles all reporting to local officials and National Headquarters

## PROCEDURES FOR CONDUCTING ROLL CALL IN CASE OF EMERGENCY

### Every First Day of Registration

1. Office Manager will print off a roster of staff that will be at camp during the week and add to emergency response bag.
2. Office Manager will verify electronic roster of youth and adults with each unit at time of registration.
3. Officer Manager will print rosters and add to Emergency Response Bag.
4. Program Director will assign staff to each unit by campsite to conduct a roll call in case of emergency.
5. Camp Director will verify all units and rosters are accounted for prior to first Leader's Meeting.
6. Camp Director will verify the staff roster is correct and all units have staff assigned for roll call.
7. Camp Director will assign who will be in Camp Administration Building until and "all clear" or the situation becomes too dangerous to remain in the building.

### Participant Sign In and Sign Out Form

1. All youth and adult participants must sign out when leaving the property and sign in when returning to property to provide an accurate roll call.
2. This form is in the box that is next to Camp Office door.

### Staff Sign In and Sign Out Form

1. Staff are only allowed to leave the site with permission from the Program Director and/or Camp Director.
2. Staff must sign out when leaving the property and sign in when returning to property to provide an accurate roll call.
3. This form is in the box that is next to Camp Office door.

### Visitor Registration Procedures

1. Each individual to check in at Camp Office
2. Complete a Visitor Form
3. Receive a visitor pass that must be worn entire visit
4. Use sign-in sheet to document time of arrival
5. When leaving, each individual to sign out and return visitor pass

## PROCEDURES FOR CONDUCTING ROLL CALL IN CASE OF EMERGENCY (continued)

There are two locations that all individuals on the property will be directed to in case of emergency: Storm Shelter at Shower House and Flagpole. Only Camp Director and Camp Ranger can designate alternate locations in an emergency. In case of the Active Shooter or Shelter in Place emergency, a roll call will be conducted after an "all clear" has been announced and all persons, including staff and visitors, are to report to the Flagpole for a roll call.

### Staff Procedures for a Roll call

1. Persons designated by Camp Director will remain in Camp Office for communication and monitor situation.
2. Camp Director or designee will gather Participant Sign In and Sign Out Sheet, Staff Sign In and Sign Out Sheet, and Visitor Sign In and Sign Out Sheets and add to Emergency Bag.
3. Camp Director or designee will transport Emergency Bag located at Camp Office and report to Storm Shelter at the Shower House or Flagpole.
4. Once Emergency Bag arrives, Camp Director or designee will pass out Unit Rosters based on Campsite to designated staff.
5. Staff will call out campsites to begin unit roll calls.
6. Camp Director or designee will do a roll call for staff and visitors.
7. Camp Director or designee will keep track of units that all individuals accounted are for.
8. Process will continue until all individuals are accounted for.

### COMMUNICATION

- CCLT Public Announcement System (P.A.)
- Two-Way Radios
- Hardwired telephone system
- Cell phone
- WIFI
- Email and Apps such as Band

# Aquatics Emergency

## *LOST SWIMMER*

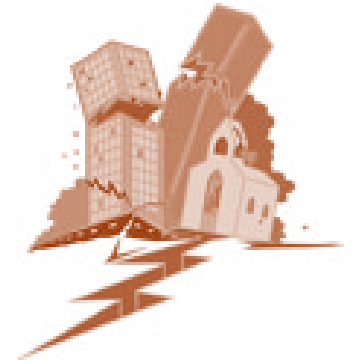


Primary Responsibility: Waterfront Director

Secondary Responsibility: Camp Director/Camp Ranger

1. Camp Director or alternate will announce several times over camp radios and P.A. system **Aquatics Emergency**.
2. All Program areas will close. All campers and leaders are to immediately report to the main **Flagpole**.
3. Roll call will be taken of all campers in camp.
4. Designated Camp staff are to report to the waterfront. All other staff report to **Flagpole**.

# Earthquake



Primary Responsibility: Camp Director/Camp Ranger

Secondary Responsibility: Camp Program Director/Camp Master

In the event of an earthquake, all campers, leaders and staff are to evacuate all buildings, structures, and forest areas. Unit leaders and designated staff will assist persons that need help exiting the buildings.

Camp Director or alternate will continuously announce over the camp radios and P.A. System **Earthquake**.

Be aware of aftershocks.

The staff leader, youth Scout leaders, or unit leader should move the group to an open area. Have everyone sit on the ground.

When the quake has stopped, report to main **Flagpole** by the Dining Hall for roll call.

**DO NOT ENTER ANY BUILDINGS OR STRUCTURES UNTIL THEY HAVE BEEN INSPECTED FOR STABILITY!**

**BE AWARE THAT LIGHTNING MAY OCCUR WITH EARTHQUAKES—BE AWARE OF SURROUNDINGS AND PROTECT YOURSELF FROM LIGHTNING.**



## Severe Weather

***SEVERE WEATHER,  
LIGHTNING, HIGH  
WATER, SMALL  
CRAFT WARNING,  
HIGH WIND  
WARNING***

Primary Responsibility: Camp Director/Camp Ranger

Secondary Responsibility: Camp Program Director/Camp Master

1. Upon receiving a weather warning, such as thunderstorms, small craft warning, tornado watch or high water, the Camp Director, Camp Ranger, or a representative will notify campers. All program areas will be notified and closed immediately.
2. **Severe Weather Alert** will be announced over camp radios and P.A. system. All campers are to report to the **LOWER LEVEL OF THE SHOWER HOUSE (Storm Shelter)**.
3. While traveling to the **SHOWER HOUSE** be aware of changing weather conditions and hazards such as trees. Keep all campers together.
4. Spotters will be posted to watch for changing weather conditions. All campers, leaders and staff are to stay in the shelter until the "all clear" is given.
5. Identify safe areas in or near your campsite. Be prepared for sudden weather changes.



## Heat Advisory

***EXTREME TEMPERATURE,  
HEAT ADVISORY***

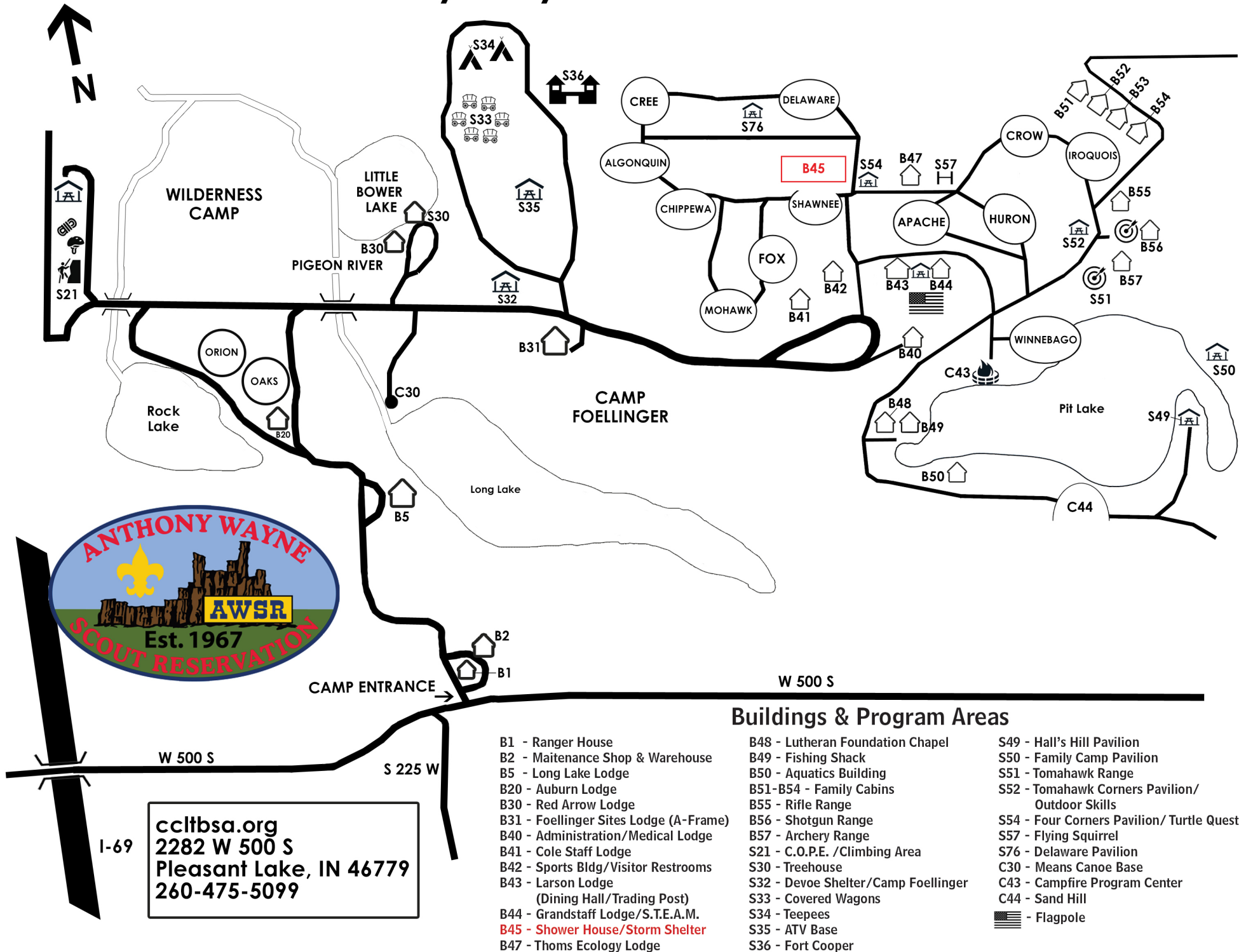
Primary Responsibility: Camp Director/Ranger/Health Officer

Secondary Responsibility: Camp Program Director

Upon receipt of heat advisory, the Camp Director, Camp Ranger, and Camp Health Officer will closely monitor the temperature, heat index and all instructions given by the National Weather Service.

1. Once the temperature reaches a degree to which the Camp Director, Camp Ranger, and Camp Health Officer deems it necessary, **Heat Advisory** will be announced over the camp radios and P.A. system. All Program Areas, with the exception of Aquatics, will be shut down. All other staff and all campers will report to Dining Hall.
2. Roll Call will be taken of all in camp and the camp will then be split in two. One half of campers, leaders and staff will remain in the Dining Hall to rest in the air conditioning, while the other half will be sent to the aquatics area for open swim.
3. The two groups will switch at a point determined by the Camp Director, Camp Ranger or Camp Health Officer.
4. Ample amounts of water will be provided to both areas to ensure proper hydration.
5. The Camp Health Officer will remain in the Health Office in order to provide quick response to either the Dining Hall or Aquatics should the need arise.

# Anthony Wayne Scout Reservation



[ccltbsa.org](http://ccltbsa.org)  
 2282 W 500 S  
 Pleasant Lake, IN 46779  
 260-475-5099

## Buildings & Program Areas

- |   |                                     |  |
|---|-------------------------------------|--|
| B1 - Ranger House                       | B48 - Lutheran Foundation Chapel    | S49 - Hall's Hill Pavilion                         |
| B2 - Maintenance Shop & Warehouse       | B49 - Fishing Shack                 | S50 - Family Camp Pavilion                         |
| B5 - Long Lake Lodge                    | B50 - Aquatics Building             | S51 - Tomahawk Range                               |
| B20 - Auburn Lodge                      | B51-B54 - Family Cabins             | S52 - Tomahawk Corners Pavilion/<br>Outdoor Skills |
| B30 - Red Arrow Lodge                   | B55 - Rifle Range                   | S54 - Four Corners Pavilion/ Turtle Quest          |
| B31 - Foellinger Sites Lodge (A-Frame)  | B56 - Shotgun Range                 | S57 - Flying Squirrel                              |
| B40 - Administration/Medical Lodge      | B57 - Archery Range                 | S76 - Delaware Pavilion                            |
| B41 - Cole Staff Lodge                  | S21 - C.O.P.E. /Climbing Area       | C30 - Means Canoe Base                             |
| B42 - Sports Bldg/Visitor Restrooms     | S30 - Treehouse                     | C43 - Campfire Program Center                      |
| B43 - Larson Lodge                      | S32 - Devoe Shelter/Camp Foellinger | C44 - Sand Hill                                    |
| (Dining Hall/Trading Post)              | S33 - Covered Wagons                |  |
| B44 - Grandstaff Lodge/S.T.E.A.M.       | S34 - Teepees                       |  |
| <b>B45 - Shower House/Storm Shelter</b> | S35 - ATV Base                      |  |
| B47 - Thoms Ecology Lodge               | S36 - Fort Cooper                   |  |



## Unidentified Person

***UNAUTHORIZED PERSON/  
TRESPASSER***



Primary Responsibility: Camp Director/Camp Ranger

Secondary Responsibility: Camp Program Director/Camp Master

1. Notify Camp office 260-475-5099 and give a description of the person, to include but limited to suspicious activity, last known location, size, clothes, hair, and shoes.
2. Do not engage unauthorized person.
3. Leaders and staff will take control of scouts in the area and stay where you are unless directed by a member of the camp leadership team.
4. Notify Camp Ranger 260-316-2171, call 911, if necessary.

Authorized persons can be identified by staff photo I.D., wristband, and visitor tag. All others are unauthorized.

## Fire



Primary Responsibility: Camp Ranger

Secondary Responsibility: Camp Director/Camp Master

1. Person who detects fire will sound the alarm by alerting everyone in the area.
2. Unit leader, staff member, or youth Scout leader takes charge of the area. Evacuate the area by leading Scouts up wind of the fire.
3. **DO NOT TAKE CHANCES!!!!** Call 911
4. Then person in charge sends runner to notify Camp Office or call 260-475-5099.
5. Then designate someone to call Camp Ranger at 260-316-2171.
6. Camp Director or designee will announce several times over the camp radios and P.A. Systems **Fire with the location.**
7. When a **Fire** is announced, all Scouts and Leaders are to report to the main **Flagpole** by the Dining Hall or alternate location if unsafe. Take the safest route possible. Roll call will be taken of all individuals.

### STAFF ASSIGNMENTS:

**Administrative Staff:** Coordinate effort from camp office. Call 911. Alert Camp Ranger if not in area 260-316-2171. Send designee to front gate with location of fire.



# CELL PHONE USE IN CAMP

\*Because Steuben County uses the enhanced 911 Emergency System, cell phones **do not** give the Emergency Dispatcher an exact location of the Emergency.\*

1. Call 911 in case of an emergency
2. Then call Camp Office 260-475-5099 to initiate Camp Response.
3. Then call Camp Ranger 260-316-2171 to direct emergency response to correct location.

If you call 911 always give them the address below along with the nearest building or intersection "LOCATION" or use any name that you know of for the building or area you are in.

**ANTHONY WAYNE SCOUT RESERVATION**  
**2282 W 500 S**  
**PLEASANT LAKE, IN**  
**LOCATION # \_\_\_\_\_**

## Medical Emergency



Primary Responsibility: Camp Director/Camp Ranger/Camp Health Officer

Secondary Responsibility: Camp Program Director

1. **DO NOT TAKE CHANCES!** Call 911 if an emergency
2. Contact Camp Office at 260-475-5099 to initiate camp response.
3. Contact Camp Ranger at 260-316-2171.
4. Youth Scout leader or Adult takes charge until Camp Health Officer arrives.
5. Do not move victim unless area is determined to be unsafe
6. Those in the area trained in First Aid begin appropriate treatment.
7. Camp Health Officer and Camp Ranger are the designated "Trauma Team" to handle bleeding cases to comply with blood born pathogen requirements.
8. A member of camp leadership team will assign someone to meet emergency responders at camp entrance.





## Missing Person

Primary Responsibility: Camp Director/Camp Ranger

Secondary Responsibility: Camp Program Director/ Camp Master

1. Camp Director or alternate will announce several times over the camp radios and PA system **Missing Person** and give the last known location of the missing scout as well as a description.
2. All staff, campers, and leaders are to report to the main **Flagpole**. All program areas will close.
3. Roll call will be taken of all campers in camp.
4. Unit may be organized into search groups.



## Active Shooter

Primary Responsibility: Camp Director/Camp Ranger

Secondary Responsibility: Program Director/Camp Master

1. Call 911 if there is a suspected gunman in or close to camp or active shooter.
2. Call Camp Office at 260-475-5099 to initiate camp response.
3. Continuous announcements will be made from the camp office on camp radios and the camp P.A. System “**Active Shooter and the Location.**”
4. Call Camp Ranger at 260-316-2171 to get emergency response to location.
5. **RUN**—get away from the scene as quick as possible
6. **HIDE**—if you cannot leave the scene, hide and make the area look vacant. Scattering and hiding in the woods is a good tactic.
7. **FIGHT**—as a last resort, when lives are in imminent danger, fight or confront the shooter.
8. It is the responsibility of the area directors and leaders to protect the lives of the Scouts and Scouters in their charge.
9. An “all clear” will be sounded over the P.A. and camp radios. This announcement will be followed by a text alert to staff members that it is clear to come out in the open.
10. After the “all clear” is sounded all participants and emergency teams will meet at the **Flagpole** or alternate location to take attendance.
11. Counseling will be made available to staff and scouts in the aftermath of a shooting.



## Shelter in Place

Primary Responsibility: Camp Director/Camp Ranger

Secondary Responsibility: Camp Program Director/ Camp Master

1. Camp Director or alternate will announce several times over the camp radios and PA system **SHELTER IN PLACE**. This emergency may be called for hazards on our property or something that is happening in our community around camp.
2. Then SHELTER IN PLACE is called. Stay where you are and do not move to any other location unless instructed to do so. If you are hiking, biking, or riding ATVs, SHELTER IN PLACE at your location.
3. When “all clear” is announced, all staff, campers, and leaders are to report to the main **Flagpole unless other instructions are given**. All program areas will be closed until further notice.
4. Roll call will be taken of all individuals in camp.

## CAMP CHIEF LITTLE TURTLE BE PREPARED FOR NATURAL HAZARDS

Natural areas have many hazards that you should take precaution to protect yourself and those in your unit. Here are some hazards that you may encounter:

1. Mosquitos
2. Ticks
3. Heat exposure/Cold exposure
4. Uneven ground
5. Low hanging branches and thorns
6. Trees in the case of lightning or falling



### *What you can do to avoid or reduce exposure to insect bites:*

When outdoors wear shoes, socks, long pants, and long-sleeved shirt. Loose fitting, light colored clothing is best. Tuck pants into socks and shirts into pants. Use an insect repellent containing 25-35% DEET on exposed skin and clothing. Another product called Permethrin Repellent may be used on clothing only. Remember to follow directions on the product you have chosen for insect protection.

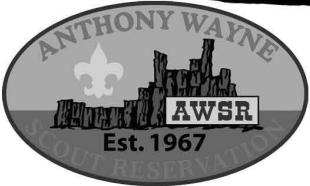
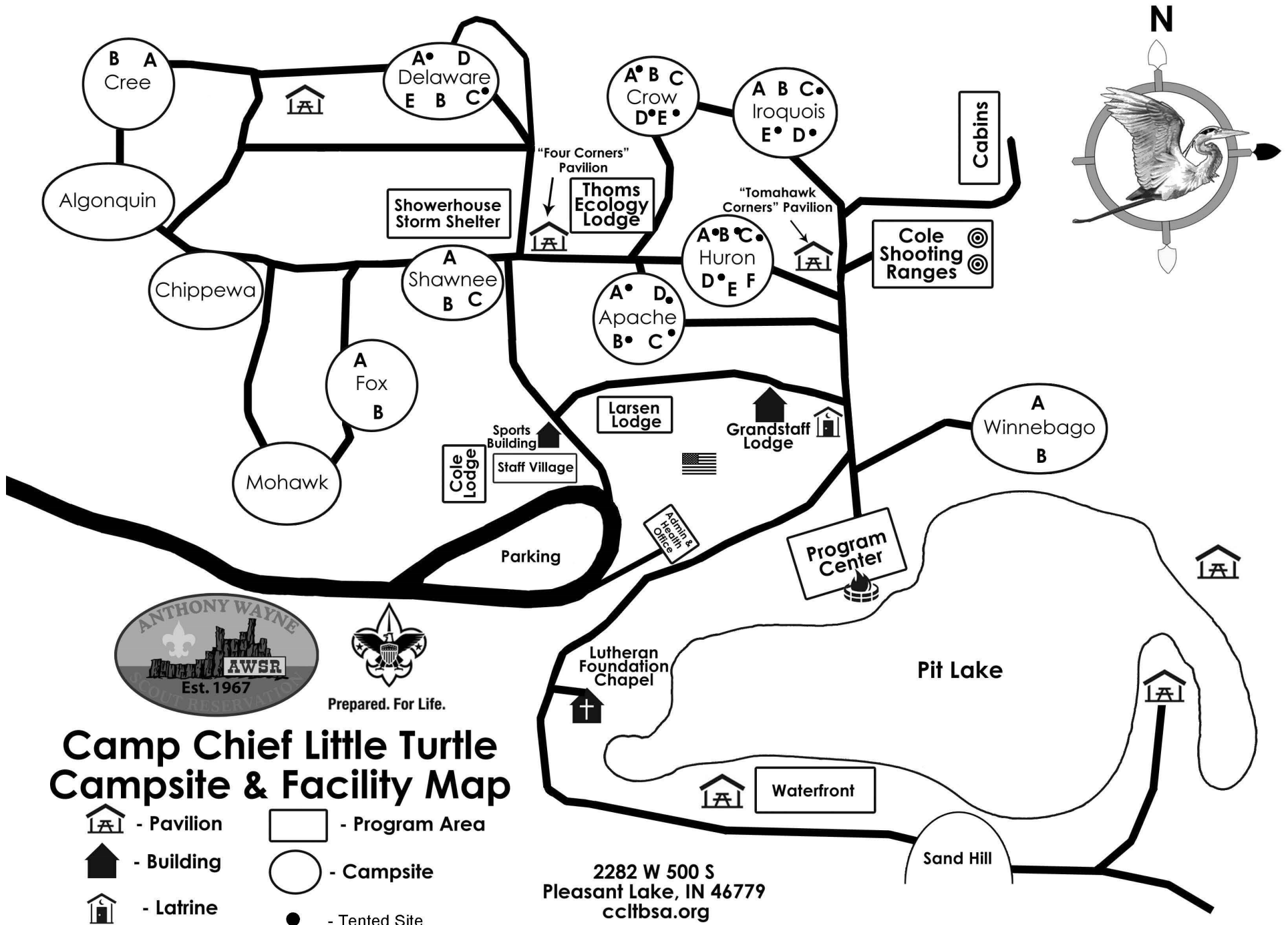
Use of tentage with screened doors and windows is preferable to give you protection during day and night. If your tents have no screening, a good quality bed insect net would be fine.

## BE PREPARED FOR FIRE HAZARDS

Always be aware of your surroundings. Use doors as primary exit and windows as a secondary exit in all buildings. Types of fire hazards:







1. Grass fires
2. Forest fire
3. Electrical fire
4. Chemical fire

We conduct weekly and monthly checks on fire suppression system, smoke alarms, CO2 monitors, and fire extinguishers. Under no circumstance shall an employee attempt to fight a fire that has passed the incipient stage (that can be put out with a single fire extinguisher), nor shall any employee attempt to reenter a burning building to conduct search and rescue. Do not reenter buildings until it passes inspection.



Prepared. For Life.

# Camp Chief Little Turtle Campsite & Facility Map

-  - Pavilion
-  - Building
-  - Latrine
-  - Program Area
-  - Campsite
-  - Tented Site

2282 W 500 S  
Pleasant Lake, IN 46779  
ccltbsa.org



This Emergency Procedures Booklet is reviewed annually and updated as needed by the Anthony Wayne Area Council's Properties Committee in cooperation with the Camp Ranger and Director of Camping, Properties and Restoration.

Updated: February 29, 2024