



CITY of CALABASAS

Camp Calabasas and Little Learners

**EMERGENCY  
PREPAREDNESS  
HANDBOOK  
2022-23**

AFTER SCHOOL CAMP CALABASAS  
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# **EMERGENCY PREPAREDNESS HANDBOOK**

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## **Introduction**

**In the event of a major disaster , such as fire, earthquake or flood, or in the event of the need to evacuate our building, we have a plan to insure the safety and well-being of our children and staff. A well-developed emergency response that is reviewed and updated annually provides greater security for every member of our community and enables our facility to respond effectively and quickly in the event of an emergency. In the event of an emergency all staff and campers at Camp Calabasas will exit and wait on the filed awaiting further instructions.**

**In the event that a major disaster has occurred (fire, earthquake, flood) the Director or any authorized staff (herein referred to as the “person in charge” or “commander”) on duty at camp will immediately order the staff to follow the Emergency Preparedness Plan.**

**We urge families to sign up for the City of Calabasas Emergency Notifications which get sent out in case of an emergency.**

**<https://www.cityofcalabasas.com/emergency-notification.html>**

## **EMERGENCY ASSEMBLY AREA ON UPPER ATHLETIC FIELD**

- 1. The commander/person in charge will Campers Information and Emergency Backpack/Binder to the filed for the purpose of accounting for all the students, in the event of an all-school evacuation to an emergency disaster center such as DeAnza Park or the Calabasas Tennis and Swim Center**
- 2. The commander shall have the duty to check every room the camp occupies to verify that all students, parents and staff have evacuated the facility.**

## **ALL FIRE DRILLS ARE TO BE CONDUCTED AS IF THERE WERE A REAL FIRE!**

- 1. The commander has the responsibility to dismiss the fire drill.**
- 2. In the event of an actual fire, the person discovering the fire shall immediately call 911 or 818-880-4411 LA County Fire station #125 (Las Virgenes Road) or 818-880-4411 LA County Fire station #68 (Calabasas Road). Then we will call the City of Calabasas Community Services Director at 818-224-1600**
- 3. Any staff member who sights a small fire should attempt to extinguish it after first obtaining at least one person to act as back-up and secondly sending someone to call the fire department. Camp has fire extinguishers located inside all doors within the 3 camp rooms and there are also extinguishers located within the Music Room, Mini MPR and Art Room. Parents and staff members should not attempt to extinguish large or out-of-control fires, nor should anyone endanger themselves.**
- 4. If a fire breaks out after camp hours, the commander will determine canceling camp the next day. Updates will be posted on the LVUSD web page and City of Calabasas web page.**

## **FIRE**

### **PREPARATION:**

- 1. Camp Calabasas has several annual fire/evacuation drills. We also participate in school fire/evacuation drills if they take place while we have children in our care.**
- 2. All staff will discuss the evacuation routes with the campers on evacuating. Children will know that they should proceed to the athletic field (like at school). Campers will be informed of the appropriate behavior to be practiced (i.e. no talking or running) during drills.**
- 3. Teachers/Counselors should stress to campers that if they are separated from the group at the time of the drill or an actual fire, they must proceed to the athletic field and join back with camp. Each campers must be capable of identifying his or her assigned area.**
- 4. The commander is responsible for the annual inspection of the fire alarm system and inspection of the fire extinguishers.**

### **PROCEDURES:**

**In the event of a fire or fire drill, camp buildings are evacuated.**

- 1. All campers must proceed to the athletic field as soon as possible.**
- 2. No belongings or items (except for camp rosters, Emergency Handbook/Backpack and Emergency Kits) should be brought to the field during a drill or true emergency.**
- 3. The commander will take roll. If all campers are accounted for they will stay on the field until instructed otherwise. If a camper is not accounted for they will be looked for immediately.**

## **EARTHQUAKE**

- 1. We will conduct duck, cover and hold drills regularly, so that students are capable of doing them with ease. In October of each year we will be on site to participate in the Great Shake Out.**
- 2. The following supplies are available:**
  - a. First Aid Kit**
  - b. An earthquake kit for each camper which includes Food, water, blanket, light stick, and wet wipes.**
  - c. Special medications for individual students**
  - d. Materials for coloring to keep the kids calm**

## **FLOODING**

### **PROCEDURES:**

**During heavy or prolonged rains that commander shall contact the Public Works Department, LA County Road Maintenance Division 310-456-8014, Caltrans 818-769-0205, or the CHP 818-888-0980 to obtain information about road conditions.**

- 1. In the event that heavy rains occur after school hours, the commander must follow the same guidelines as LVUSD to determine that camp will be closed. Updates will also be posted on the LVUSD and City of Calabasas web pages.**
- 2. If heavy rains or flood conditions occur during camp hours, camp will remain open until the roads are safe for transportation home. If students are required to remain at camp due to inclement weather, we will notify caregivers.**
- 3. If a flooding emergency occurs at camp, the commander shall contact 911 and the LA County Sheriff Department 818-878-1808. If an evacuation is necessary we will follow the evacuation plan.**

## **Buddy System Procedure:**

**The Buddy System is a system in which two teachers function as the other's "buddy" in case of a major emergency. In the event of severely injured or trapped individuals in a specific area, the buddy teacher takes the able members of the group to the Emergency Assemble Area on the athletic field while the other person stays with the injured or trapped campers. Should both buddy teachers be injured or trapped, the commander is responsible for immediately appointing a replacement to take the classes to the Emergency Assembly Area on the athletic field.**

- 1. The evacuation team must check for injuries and trapped people but should not move a seriously injured person unless they are in danger of further injury (in the teacher's best judgment). Individuals with minor injuries should proceed to the athletic field area with the campers and then they will receive first-aid treatment on the field.**
- 2. In the event of a seriously injured and/or trapped individual, the buddy system is put into effect. The teacher not requiring help should take the campers to the field and notify the commander of the emergency situation.**

**In the event of a Major Disaster requiring evacuation to a pre-assigned Emergency Shelter:**

- 1. In times of extreme crisis, emergency evacuation shelters will be established by the American Red Cross and LA County Sheriffs Department. All the students and campers shall follow directives and will evacuate to assigned emergency centers. Caregivers can find out the location by calling the following agencies:**

|   |                     |
|---|---------------------|
| <b>LA County Sheriffs Department</b>    | <b>818-878-1808</b> |
| <b>LA County Fire Department #125</b>   | <b>818-880-4411</b> |
| <b>LA County Fire Administration</b>    | <b>310-317-1802</b> |
| <b>American Red Cross Valley Office</b> | <b>818-376-1723</b> |
| <b>City of Calabasas– City Hall</b>     | <b>818-224-1600</b> |

**Emergency reminder numbers and information may also be obtained by calling:**

|  |                     |
|--|---------------------|
| <b>Camp Calabasas Cell Phone</b>           | <b>818-447-9469</b> |
| <b>De Anza Park</b>                        | <b>818-880-6461</b> |
| <b>Las Virgenes School District Office</b> | <b>818-880-4000</b> |
| <b>Calabasas Tennis and Swim Center</b>    | <b>818-222-2782</b> |
| <b>City of Calabasas– City Hall</b>        | <b>818-224-1600</b> |



## **STUDENT PICK-UP PROCEDURES**

**Campers will remain at the camp site after a major earthquake until the caregivers are able to pick them up. The commander shall attempt to notify caregivers of students who have been seriously injured, but this may not be possible if telephones are inoperable.**

**If conditions require, the staff will seek medical aid for the critically injured by requesting an ambulance or helicopter if possible or by transporting the campers in private automobiles if the roads are open. The rest of the campers will remain at the camp site under the direction of the staff until caregivers arrive.**

**Camp Calabasas requests that caregivers do not call during an emergency, as this would tie up the phone lines. In the first few hours following a major disaster, personnel are occupied with containing the situation at camp. Upon authorization of the person in charge, parents or authorized representatives should arrive to pick up their children.**

### **IMPORTANT INFORMATION**

1. No camper shall be released to anyone except their pre-assigned caregivers or designees. Moreover, each authorized individual must sign out the child they are picking up.
2. In case of an earthquake during the students' time of arrival, these procedures will be followed.
  - a. Teachers/Counselors should proceed immediately to the athletic field when told to evacuate.
  - b. The commander is responsible to make certain that all the camp rooms and buildings are completely evacuated.
  - c. If a staff member has not arrived, his or her buddy teacher takes charge of their duties.
  - d. If campers are in transition, we will work with the school in getting all the kids to the field safely.

### **EVACUATION**

#### **Procedure:**

1. In case of an ordered evacuation, all campers will be taken to the assigned emergency shelter by private teacher/counselor cars or by City transportation.
2. Students will vacate buildings using normal fire drill procedures. The person in charge shall evacuate students from the buildings.
3. No student is permitted to go home until all head counts are taken and the emergency sign out procedure begins. All students must go to the evacuation site to check out according to formal process.
4. Staff will verify information within the Children's Information Emergency Book to reunite caregivers with loved ones and releasing the students to their caregivers.
5. If a parent/guardian cannot be reached, the person calling will call alternate people on the emergency contact list.
6. The staff member in charge shall assign a staff member with duties after evacuation. Campers shall not leave the evacuation site until picked up by a parent or authorized representative.
7. As the campers are picked up, the staff members must check them off of the sign-in sheets in addition to them being signed out.
8. In case of the roads being closed during a major fire, students and staff members will remain assembled on the athletic fields until the danger has passed or procedures for evacuation begin. If the camp site is in imminent danger and the roads are closed, the commander must immediately coordinate an on-foot evacuation.

### **OTHER EMERGENCIES**

**Smog Alert:** Call 800-288-7664 (Press 1 for Smog Alert). In the event of a Stage I, II, or III smog alert, the commander shall order staff to refrain from all strenuous outdoor activities. Campers and staff with health problems must follow any additional precautions recommended by their physicians.

**Downed Power Lines:** In case of a downed power line on or near the camp site, the commander shall take all appropriate steps to ensure the safety of the campers and staff. Moreover, the downed power line should be reported to Southern California Edison 800-990-7788. If necessary the main electrical breakers should be turned off. In case of an electrical fire, call 911 and initiate fire procedures. Staff should cordon off the danger area until help arrives.

**Chemical Spills:** In the event of a chemical spill on or near the camp site, the commander must call 911 to request a hazardous materials team. All students and staff shall remain indoors until the Hazardous Materials Division of the LA County Fire Department gives further instructions. It is necessary to shut down the air conditioning system and close the windows and doors. The Fire Department will inform the camp if an evacuation is necessary and will provide us with a safe exit route.

## FIRST AID TEAM

A majority of our camp staff are First Aid and CPR Certified. There is a designated team who will:

1. Administer first aid and record information on extent of injuries and treatment administered.
2. Determine the need for medical assistance and report serious injuries to emergency personnel.
3. Refer to the Children's Information Emergency Book and the camp Allergy/Medical Condition list to verify the campers in our care that could require special medical information and possibly write the information on the clothing of the severely injured camper or staff member.
4. Assist severely injured or trapped individuals who were unable to evacuate the buildings.
5. Get supplies such as: blankets, first aid supplies, emergency kits flashlights and other goods that are available for camps use.

### COMMUNICATION TEAM

- A. In the event of an all-camp evacuation, this activates the emergency telephone calling system to inform caregivers of the pick-up site for the campers.

#### A. EMERGENCY NOTIFICATION NUMBERS:

|                                  |              |
|----------------------------------|--------------|
| LA County Sheriffs Department    | 818-878-1808 |
| LA County Fire Department #125   | 818-880-4411 |
| LA County Health Services        | 213-744-3945 |
| American Red Cross Valley Office | 818-376-1723 |
| Hospital– West Hills             | 818-676-4000 |
| Hospital– Los Robles             | 805-497-2727 |
| Water and Power                  | 800-821-5279 |
| Gas Company                      | 800-427-2200 |

# CALIFORNIA CHILD PASSENGER SAFETY LAW

Protect your child — it is the law.



## **IS YOUR CHILD IN THE RIGHT CAR SEAT?**

### Use of child passenger restraint system for child under age 8

A parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is under eight (8) years of age, without properly securing that child in a back seat in an appropriate child passenger restraint system meeting federal motor vehicle safety standards.

Exception: A child under the age of eight (8) who is four feet nine inches (4'9") in height or taller may be properly restrained by a safety belt in a back seat.

### Use of child passenger restraint system for child between 8 and 16

A parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is eight (8) years of age or older, but less than 16 years of age, without properly securing that child in an appropriate child passenger restraint system or safety belt meeting federal motor vehicle safety standards.

"Properly restrained by a safety belt" means that the lower (lap) portion of the belt crosses the hips or upper thighs and the upper (shoulder) portion of the belt, crosses the chest.

**You may be cited for a violation of the child passenger restraint system provisions. In addition, your automobile insurance rates could be adversely affected as a result.**

**Call your local health department for more information at:**

**LA County Local Office of Health Services  
818-880-3409**

**For more information on safety seats: <http://www.chp.ca.gov/community/safeseat.html>**



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