Camp Ta-Kum-Ta
Lockdown Emergency Procedure

Drills shall be conducted in coordination with Emergency Management Coordinator AND the county sheriff OR fire chief for South Hero, Vermont where the camp is located, or the designee of the sheriff, or fire chief.

Event I: Intruder, active shooter or significant threat is inside or outside a building on Camp Ta-Kum-Ta grounds.

Event II: Hazardous material or chemical incident

Authority to Initiate: (1) Camp Director/Assistant Director (2) Security (3) Law Enforcement Officer (4) Fire Chief

Immediate Actions

- Activate notification system using radios with the following:
  - We are in a Lockdown Emergency due to:
    - e.g. intruder, hazardous material or chemical incident
  - Share important information
    - Is intruder on foot, in vehicle, description, likely direction...
    - Known information about hazard or chemical...
- Call 9-1-1 (Anyone, everyone, repeats ok)

Protective Measures

- If You Are Outside:
  - Outside activities are routed to a safe location away from danger
  - Turn off all radios, cell phones, etc. that may make noise
  - Remain in position until you receive the all clear by law enforcement, fire, emergency manager, camp director or designee
  - Report to Activity Barn for debrief and account for all campers/staff
- If You Are Inside:
  - Check rest rooms for campers and/or staff
  - Close and lock interior doors and windows
  - Move campers to safe corner to reduce visibility
  - Turn off radios, cell phones and lights (including computer monitors)
  - Remain in position until you receive the all clear by law enforcement, fire, emergency manager, camp director or designee
  - Report to Activity Barn for debrief and account for all campers/staff
### Camp Emergency Drills
#### Documentation Form

**Type of Drill**
- [ ] Code 4 Drill (2 required)
- [ ] Lock Down/Shelter in Place Drill *(required)*
- [ ] Fire Drill

**Time of Drill**
- [ ] Day
- [ ] Evening
- [ ] Other Events

Date of Drill: ________________  
Time drill was held: ________________ (pm/am)

Exact time required to evacuate/shelter/secure: ________________

Total Participants: __________

Remarks: ________________________________________________________

This report is for emergency drill #_____ for camping season ________.

Name of person(s) conducting drill: ________________________________

Title of person(s) conducting drill: ________________________________

Signature of person conducting drill: _______________________________

If necessary, drill was coordinated with:

- [ ] Emergency Management Coordinator – Assistant Director
  Name & Title ________________________________

  **AND**

- [ ] Law Enforcement (county sheriff or designee or MSP)
  Name & Title ________________________________

  **OR**

- [ ] Fire (fire chief or designee)
  Name & Title ________________________________