

Kids on Campus

Summer Camp Emergency Response Team

2017

FOR INTERNAL PURPOSES ONLY-
Procedures used upon declaration by and approval from DTCC Public Safety Director, Chris Moody will prompt ALERT activation

Team Members:

Erin Schutt- Camp Director, 302-423-9941

Dustin Abshire- Operations Manager, 260-224-0999

Jami Jackson, 302-535-3445

Alison Tonge, 302-858-2056

Tami Whaley, 302-228-7267

Louise Rathfon, 302-381-3026

Code Green- Fire Alarm or minor emergency to evacuate building

Code Yellow- Building or campus lock-down (remain locked in classrooms)

Code Red- Campus Evacuation

* Howard T Ennis Contact- Kris Perfetti (w) 302-856-1930 (c) 302-745-9993

CODE GREEN	
Person	Responsibility
Erin Schutt	Maintain First Aid Kit, Camp rosters/emergency lists and check in with camp instructors from JTC and A&S buildings in their meeting locations
Dustin Abshire	Maintain camp rosters/emergency lists and check in with camp instructors from Energy House/Carter Building
Jami Jackson	Maintain First Aid Kit, Camp rosters/emergency lists and check in with camp instructors from JTC and A&S buildings in their meeting locations
Alison Tonge	Maintain camp rosters/emergency lists and ALL CAMP FORMS on person while exiting building
Tami Whaley	Remain on standby if needed

CODE YELLOW

Person	Responsibility
Erin Schutt	Maintain First Aid Kit, Camp rosters/emergency lists and check in with camp instructors from JTC and A&S buildings in their rooms to notify them of emergency- ensure everyone stays locked in- notify Field camps to head inside to assigned classroom (ext care)
Dustin Abshire	Maintain camp rosters/emergency lists and check in with camp instructors from Energy House-upon directive, call parents of campers/Carter Building
Jami Jackson	Maintain First Aid Kit, Camp rosters/emergency lists and check in with camp instructors from JTC and A&S buildings in their rooms to notify them of emergency- ensure everyone stays locked in- notify Field camps to head inside to assigned classroom (ext care)
Alison Tonge	Maintain camp rosters/emergency lists and ALL CAMP FORMS on person - upon directive, call parents of campers
Tami Whaley	Remain on standby if needed: upon directive, send out ALERT message (Chris Moody will prompt directive)

CODE RED

Howard T Ennis Contact- Kris Perfetti (w) 302-856-1930 (c) 302-745-9993

Person	Responsibility
Erin Schutt	Maintain First Aid Kit, Camp rosters/emergency lists and notify camp instructors from JTC and A&S buildings and field camps of emergency code- assist in evacuating buildings and lead to meeting spot
Dustin Abshire	Maintain camp rosters/emergency lists and notify camp instructors from Energy House of emergency code- head to stop sign at corner of Pondsides and Community Drive to help direct campers/Carter Building
Jami Jackson	Maintain First Aid Kit, Camp rosters/emergency lists and notify camp instructors from JTC and A&S buildings and field camps of emergency code- assist in evacuating buildings and lead to meeting spot
Alison Tonge	Maintain camp rosters/emergency lists and ALL CAMP FORMS on person while exiting building- head directly to Howard T Ennis school to serve as primary site coordinator
Tami Whaley	Maintain camp rosters/emergency lists- Upon directive, send out ALERT message- Remain on standby to assist if needed. Head to Howard T. Ennis school to assist

*** All ERT members will be cross-trained on all duties.**

Louise Rathfon will be trained as well to serve as backup personnel on an as-needed basis.