

**File: BB – WALPOLE WOODS / PATHFINDERS SPECIFIC PROCEDURES**  
**Location of Program: Jarvis Farm**  
**691 Common Street, Walpole**

1. Fire Evacuation Plan & Drills

- a. A fire drill shall be held at JARVIS FARM at staff orientation or training prior to the start of the Walpole Woods program to train all staff in proper fire evacuation procedures.
- b. In the event of an emergency, staff and counselors will be trained to dial 911 from the nearest telephone. Staff will also be trained to know the property location at 691 Common Street.
- c. Prior to the start of every summer season, the Recreation Department will replace the batteries in each of the site's smoke detectors and ensure that each cabin contains a functioning smoke detector.
- d. In the event of a fire, the designated meeting space at JARVIS FARM will be BY THE "CHARLES HERSHMAN MEMORIAL POND" SIGN NEAR THE WATERFRONT.
- e. A fire drill checklist will be available to assist the Program Director with the process (see attached) and to document that fire drills have been performed.
- f. In the event of an active fire or fire drill,
  - i. The *WALPOLE WOODS / PATHFINDER* Program Director (or designee) will notify staff using the Public Address System located inside the Main Cabin. Anyone within the immediate area of danger must be notified.
  - ii. The Program Director (or designee) will call 911 from the nearest phone and provide the emergency services operator with the following information:
    1. Property Location: Jarvis Farm – 691 Common Street (by Mick Morgan's)
    2. Location of the fire on the property
    3. Known information about the fire/smoke
    4. Call-back telephone number – The cell phone number of the caller
    5. The caller should not hang up until the emergency services operator does so
  - iii. Meanwhile, counselors will instruct children to stop what they are doing, leave everything in the building, and line up in single file outside of their cabins or structures. Staff and counselors will, under no circumstances, leave the campers that are under their direct care.
  - iv. After conducting a headcount, one counselor will lead the line and one counselor will trail the line to the designated meeting space. Counselors will stay with their group to reassure campers and prevent any upset or panic.
  - v. The Program Director (or designee) shall bring the attendance roster and take attendance once every group has arrived at the designated meeting space.
  - vi. Staff will be instructed to await further instruction from on-scene fire officials. Program staff, counselors, and children must remain at the designated area until the fire drill/alarm has ended.
  - vii. At the end of the program day, the Recreation Director will notify parents of the fire and provide any follow-up information or instructions.



# TOWN OF WALPOLE RECREATION DEPARTMENT

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## Fire Drill Check List

In the event of a fire, the Program Director (or designee) should

- Notify anyone in the immediate area of the danger
- Activate, or designate someone else to activate, the fire alarm if it has not yet been sounded
- Evacuate the building assisting children and staff under their direction
- Call 911 to give the following information:
  - Jarvis Farm – 691 Common Street (near Mick Morgan’s Restaurant)
  - Location of the Fire
  - Any known information about the fire or smoke
  - Phone number of the caller
  - Do not hang up until the emergency services operator does so

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Meeting Place:** \_\_\_\_\_

**Number of Kids:** \_\_\_\_\_

**Number of Counselors:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Emergency Call?:** \_\_\_\_\_

**Check for Stragglers:** \_\_\_\_\_

**Request for Activation of Alarm:** \_\_\_\_\_

**Bring Day’s Attendance Roster to Meeting Place:** \_\_\_\_\_

**Arrival at Meeting Place:** \_\_\_\_\_

**Take Roll Call at Meeting Place:** \_\_\_\_\_

**Initial of Person Completing Form:** \_\_\_\_\_



## 2. Disaster/Emergency Plans

### a. General Evacuation Procedures

- i. If the Recreation Department is advised by authorities to evacuate an area, the department will do so immediately and in an orderly fashion. A designated area will be assigned by the Recreation Director depending on the location and nature of the problem. The Program Director (or designee) will bring the attendance roster to the designated area, ensure that all children are accounted for, and locate any missing children.
- ii. In the event that there is no power or water available,
  1. Parents will be contacted to pick up their child for the day.
  2. If children are already en route, the parent will be called and emailed to notify them that there will be no program for the day.
  3. Counselors will stay with the children until all the children have been picked up
- iii. In the event that children need to be transported to an emergency facility, including, but not limited to an emergency shelter, staff will use their personal vehicles. Passengers will be instructed to wear their seatbelts.

### b. Tornado or High Winds

In the event of a Tornado or High Winds,

- i. The Program Director (or designee) will instruct all program staff, counselors, and participants to gather inside the Main Cabin, crouch down against the floor and cover the back of their heads and neck with their hands.
- ii. If program staff, counselors and participants are not able to make it back to the Main Cabin, staff and participants will be instructed to lie flat in the nearest ditch or depression and use their hands to cover their head.

### c. Flash Flood

In the event of a Flash Floods,

- i. The Program Director (or designee) will instruct all program staff, counselors, and participants to evacuate low-lying areas.
- ii. Program staff, counselors and participants will be instructed to avoid small rivers or streams, like Hershman Pond, as well as low spots, canyons, and dry riverbeds.
- iii. Program staff, counselors and participants will be instructed to not walk through flowing water more than ankle deep.
- iv. If Department counselors and staff are in a vehicle, they will be instructed to not drive through a flooded area, even if it looks shallow enough to cross.

### d. Lightning

- i. In the event of lightning while inside,
  1. Program staff, counselors, and participants will be instructed to avoid using the telephone (except for emergencies) or other electrical appliances
  2. Program staff, counselors, and participants will be instructed not to take a bath or shower
- ii. In the event of lightning while outside,
  1. Program staff, counselors, and participants will be instructed to take safe shelter inside the Main Cabin immediately.
  2. If staff, counselors, or participants are swimming, they will be instructed to get out of the water immediately and move to a safe shelter away from the water

3. If staff, counselors, or participants are in a wooded area, they will be instructed to seek shelter under thick growth of relatively small trees.
4. If you feel your hair standing on end, squat down with your head between your knees. Do not lie flat.
5. Staff will be instructed to avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

e. Wildfire

In the event of wildfire in the area,

- i. The Program Director and Recreation Director will listen to local radio or television stations for updated emergency information.
- ii. The Program Director (or designee) and will follow the instructions of local officials. Wildfire can change direction and speed suddenly. Local officials will be able to advise of the safest escape route, which may be different than you expect.
- iii. If trapped, staff will be instructed to
  1. Crouch in a pond or river.
  2. Lie flat and cover your body with wet clothing or soil.
  3. If water is not around, look for shelter in a cleared area or among a bed of rocks.
  4. Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

### 3. Lost Camper Plan

- a. Upon notification of a missing child, the most senior-ranking person on site (such as the Recreation Director, Program Coordinator, or Program Director) shall be responsible for implementing the Lost Camper Plan to avoid confusion or wasted time.
- b. The individual in charge will first check attendance records to determine if the child was picked up by parents or legal guardians or made other special arrangements.
- c. If the child has not already been picked up or made any other special arrangements, the individual in charge should get a detailed description of the missing camper and give it to counselors, instructors, and lifeguards. The description should include:
  - i. Child's name and age
  - ii. Last place the child was seen
  - iii. What the child was wearing
  - iv. Other information that could be helpful
- d. The individual in charge will use a megaphone or Public Address System to alert all staff that a child is missing and ask the child to report to a designated area.
- e. At this point, all program participants at all locations must report back to their counselor so that head counts can be taken.
- f. Using a megaphone, if available, the individual in charge will ask the child to report to a designated area.
- g. A staff member will be assigned to conduct a search of bathrooms, closets, cabins, and the Main Cabin. While the search is being conducted, all campers should be moved to one central location, such as the Main Field, for a roll call.
- h. If the child still has not been found at this point, counselors will be paired into groups of two and asked to check the Jarvis Farm periphery, including along the beach, behind the cabins, and in the Town Forest. Counselors conducting this search will bring a radio to communicate with the designated individual in charge.
- i. If the child still has not been found at this point, the person in charge will call Center Pool and lifeguards will be instructed to activate the Lost Swimmer Plan.
- j. If the child has still not been found at this point, the most senior-ranking person on site, must immediately:
  - i. Contact the parent/legal guardian to determine if the child was picked up without notifying the department staff; and
  - ii. Notify emergency personnel (911) if the child is not found immediately or if the child requires emergency medical intervention.
- k. Counselors must continue to search the vicinity. The search must continue until all children are accounted for.
- l. If/when the child is found, the individual in charge should signify to all staff that the child has been found to conclude the search. The Program Coordinator responsible for the program must document the situation and the Recreation Director will notify the parent/guardian at the end of the day.

#### 4. Lost Swimmer Plan

- a. In the event that a *Walpole Woods / Pathfinders* child is missing from the pond area, the most senior-ranking person on site (such as the Recreation Director or Program Director) shall be responsible for implementing the Lost Swimmer Plan to avoid confusion or wasted time.
- b. Lifeguards must immediately clear the swimming area. Using a megaphone, the designated person in charge must ask the child to report to the main lifeguard area, as the child may have left the area. The Program Director must also use the Public Address system in the Main Cabin to do the same.
- c. The individual in charge should get a detailed description of the missing camper and give it to counselors, instructors, and lifeguards. The description should include:
  - i. Child's name and age
  - ii. Last place the child was seen
  - iii. What the child was wearing
  - iv. Other information that could be helpful
- d. The individual in charge must contact emergency personnel (911) and notify the dispatcher that they have a possible lost swimmer. Delays in contacting emergency numbers (911 if available) must be avoided.
- e. Adult counselors may help search shallow areas – locking arms and sweeping the pond floor until neck-depth; trained lifeguards should search deeper areas.
- f. While the search is being conducted, counselors should move the remaining campers to one central location, such as the grassy area.
- g. If the child still has not been found at this point, counselors will be paired up into groups of two and asked to check the pool periphery, including bathrooms, showers, changing rooms, parking lots, playgrounds, fields, wooded areas, and all other areas surrounding the pond area.
- h. If the child has still not been found at this point, the most senior-ranking person on site, must immediately:
  - i. Contact the parent/legal guardian to determine if the child was picked up without notifying the department staff; and
  - ii. Notify emergency personnel (911) if the child is not found immediately or if the child requires emergency medical intervention.
- i. Lifeguards must continue to search the entire waterfront. The search must continue until all children are accounted for.
- j. If/when the child is found, the individual in charge should signify to all staff that the child has been found to conclude the search. The Program Coordinator responsible for the program must document the situation and the Recreation Director will notify the parent/guardian at the end of the day.



## 5. Jarvis Farm Traffic Plan

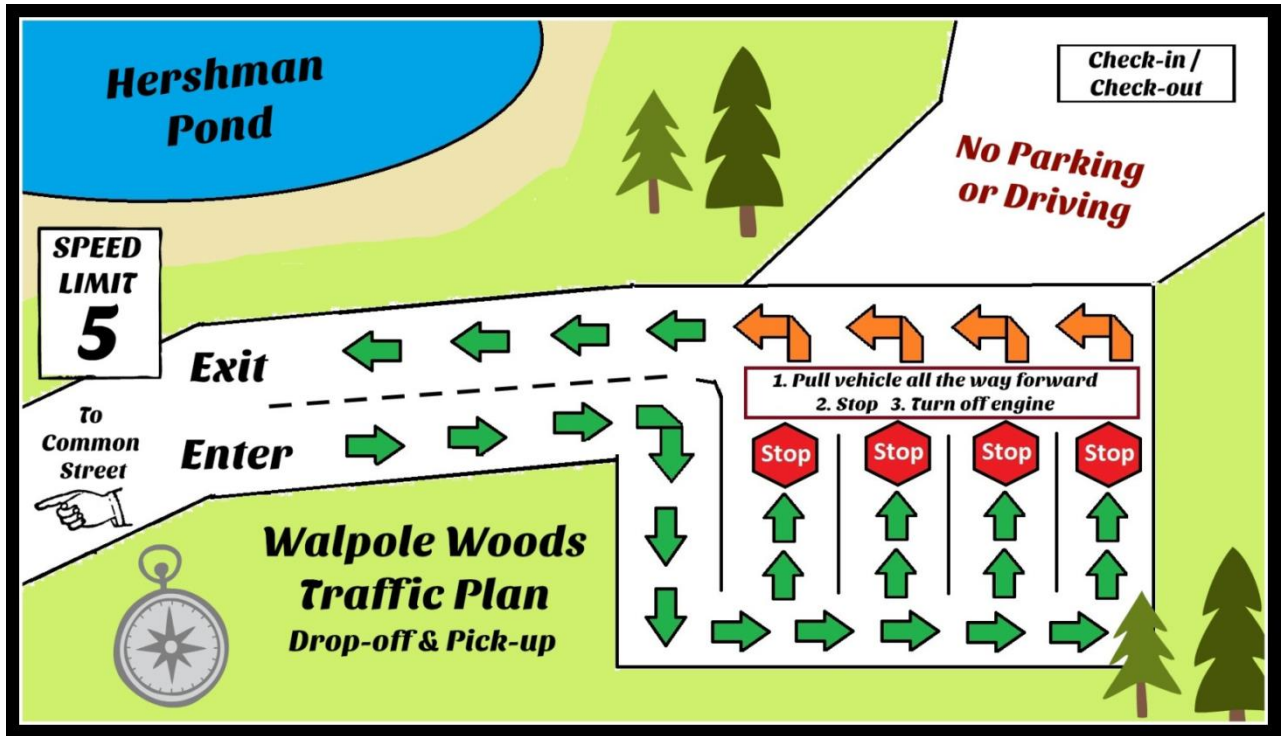
This traffic plan is designed to keep all children safe and to protect children who are arriving and departing by car. Parents will be asked to follow these steps:

### a. Drop-off

- i. Please arrive at Jarvis Farm by driving down the driveway from the entrance on Common Street.
- ii. Upon arriving at the campground, take a right at the "PARKING" sign and loop around facing toward the front of the parking lot.
- iii. Please pull your vehicle all the way forward, make a complete stop, and turn off your engine before anyone exits the vehicle.
- iv. Please do not drive in the check-in/check-out area as children and parents will be walking here.
- v. Once everyone is out of the car, please sign your child in at the check-in desk and hand in any necessary paperwork.
- vi. When leaving the parking lot, pull straight forward, turn left, and exit back toward Common Street, staying to the right and observing the 5 MPH speed limit. Please make sure you are mindful of other cars arriving and departing Jarvis Farm.

### b. Pick-up

- i. Please arrive at Jarvis Farm by driving down the driveway from the entrance on Common Street.
- ii. Upon arriving at the campground, take a right at the "PARKING" sign and loop around facing toward the front of the parking lot.
- iii. Please pull your vehicle all the way forward, make a complete stop, and turn off your engine before anyone exits the vehicle.
- iv. Please do not drive in the check-in/check-out area as children and parents will be walking here.
- v. Once everyone is out of the car, please sign your child out at the check-out desk.
- vi. When leaving the parking lot, pull straight forward, turn left, and exit back toward Common Street, staying to the right and observing the 5 MPH speed limit. Please make sure you are mindful of other cars arriving and departing Jarvis Farm.





**Map of Jarvis Farm**  
 (For reference only - not to scale)