

## Recreational Camp Emergency Plans for Unrecognized Persons

All licensed Recreational Camps are required to implement policies and procedures for various emergencies that may occur. Below is a sample plan for unrecognized person(s) emergencies pursuant to 430.190(E). Each camp is unique in character and operation which should be reflected in their plans. Please make appropriate modifications to ensure the plans are useful for your camp including adding site specific facilities, buildings, directions for proper egress, designated meeting areas, communication systems (e.g., intercoms, etc.) and emergency response numbers.

**Note:** This plan is general and is intended to assist the camp operator in developing a comprehensive plan that is appropriate for their individual camp, location, facility and applicable situations.

**All appropriate staff must be trained on all of the camp's policies and procedures.**

Please review regulations 105 CMR 430.159(B), 105 CMR 430.190(E), 105 CMR 430.210, and 105 CMR 430.215 regarding emergency plans.

The aim of an Unrecognized Persons policy is to ensure the safety of those on the premises by making the responsibilities and expectations of all camp staff clear when dealing with unknown or unrecognized persons.

### Unknown or Unauthorized Person at Camp Checklist

Implement and regularly review procedures to ensure the safety of all children and staff at all times, including a procedure for recognizing and addressing unknown or unrecognized persons on the premises.	Yes	No
Train appropriate staff in all the above procedures	Yes	No
Parents/guardians must specify who is authorized to have access to the children and notify any changes immediately	Yes	No
Overall response of trained staff	Satisfactory	Unsatisfactory

### Recommended Procedures

- If an unknown or unrecognized person enters the premises **staff** should:

1. Immediately inquire about the purpose for being at the camp and to clarify any misunderstanding regarding the location being sought
2. Confirm if the person has any authorization, such as from a parent/guardian, to be at the location
3. If necessary, explain politely to the person that they are not permitted and escort them off the premises
4. Ensure that the person leaves the premises immediately
5. Notify the person in charge of the incident
6. Notify the camper's parent/guardian of the incident

- If the person refuses to leave the premises, becomes aggressive or violent or attempts an unauthorized removal of a child, **the person in charge** should:

1. Call emergency personnel (911, if available) to report the incident and request immediate assistance
2. Alert other staff to the situation, order all premises secured and locked
3. Ensure that no person enters or exits the premises until the local Police have arrived
4. Provide a main point of contact for staff, parent/guardian and the Police
5. When resolved, write a detailed report of the incident indicating dates, times and persons involved