

FIRE SAFETY PLAN FOR RENTAL GROUPS

EMERGENCY PHONE NUMBERS

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|--------------------------------------|--------------|
| Emergency Response | 911 |
| Delevan Fire Department & Ambulance | 911 |
| Chaffee Hospital, Springville, NY | 716-592-2871 |
| Poison Control Center | 800-222-1222 |
| Burn Treatment Center | 716-898-3311 |
| Sheriff | 716-938-9191 |
| State Police | 716-492-4104 |
| Cattaraugus County Health Department | 716-373-8050 |

Camp Location: 11740 Worden Rd., Delevan, NY 14042

Onsite Emergency Phone

Locations: Keeler Lodge
Janeway Kitchen
Porch of Nurses Cabin Red Box dials direct to 911
Use personal cell phone

EXECUTIVE CAMP DIRECTOR: Dorothy Pearman 716-913-1147

CAMP CARETAKER: Dan Nuernberger 716-560-5644

EMERGENCY COMMUNICATIONS (Building Problems. **Contact Caretaker above first**):

Vince Luckoski 716-481-4719
Dwight Seymour 716-432-8756
Bill Springer 716-628-4600

Evacuation Plans; Assembly Area

The Group Leader is responsible for coordinating this plan component.

A continuous blast of the air horn or continuous ringing of the bell at Janeway will be the signal for all campers and staff to report to the volleyball court.

The campers will assemble in cabin/tent groups and the counselors will account for their campers. The staff will be accounted for by the Group Leader. A listing of all campers and staff will be kept by the Group Leader for this purpose.

In all buildings, campers and staff should leave by the nearest door or if blocked the nearest window or other safe door. See fire exit plans posted in each building.

If it is determined by the Group Leader that the camp should be evacuated, staff having cars will be instructed to get their cars. Remaining staff will supervise the campers until all vehicles are ready. All persons will be orderly loaded into the cars, youngest campers first. One counselor will go with every car. The cars will go to the Yorkshire Corners and assemble in the Ames Parking Lot at the corner of Route 16 and Creek Road. Upon arrival the campers should assemble in cabin/tent groups so that all can be accounted for. If the camp access road is not safe to travel, the Group Leader will determine the route of evacuation based on the nature of the emergency. The group will travel in a single group with staff keeping the group together.

When it has been determined safe to return by the Delevan Fire Department, the cars will return to camp. If it is not safe to return and or camp is not usable, the parents will be called to make the necessary pick up arrangements

The Group Leader will notify the Cattaraugus County Health Department and their contact person of Duffield Camp and Retreat Center of all fires or evacuations within 24 hours.

Supervisory Chain of Command

The key to quick action to detect and contain a fire and to warn the campers and staff is to follow the Chain of Command and specific duties of each staff member on duty. The Chain of Command is as follows:

Weekend Camping Rentals

Group Leader in charge calls 911 and determines staging area

Adult 2 accounts for all personnel and keeps campers calm.

Fire Prevention

The following preventive measures must be implemented to prevent fires:

- a. All flammable liquids (i.e. oil based paints, gasoline, kerosene, paint thinners, etc.) must be stored in a separate building from the cabins, Keeler Lodge, Janeway or any other meeting or sleeping building. These liquids will be stored in the Maintenance Building.
- b. Remove all dead grass and leaf litter from around the buildings
- c. Do not place wood piles next to any habitable building.
- d. Do not store large amounts of cleaning supplies or miscellaneous combustibles in the habitable buildings.
- e. No smoking is allowed in any of the buildings on the property.
- f. Place all appliances and furniture in each room near enough to electrical receptacles to eliminate or at least greatly reduce the need for extension cords. The routine use of extension cords is prohibited.
- g. Report any malfunctioning switches or light fixtures immediately to the Facility Manager (in writing and verbally).
- h. Minimize in-building storage of trash. The storage of combustible material in rooms containing heat producing equipment is prohibited.
- i. Keep all exit-ways and stairways free and clear at all times.

- j. Keep all exit door hardware in good operating conditions and check at least weekly. The Camp Caretaker is responsible for checking the doors.
- k. Keep all outside exit-ways, fire escapes, stairways, balconies, etc. free and clear of snow and ice or other situations which might obstruct exit travel.
- l. Candles may not be used in any area used for sleeping. They may only be used with adult supervision in Janeway.

Campfires and Fire Place Fires

- a. Fires will be kept small and made in designated places only.
- b. Gasoline is not allowed to be used to start a fire.
- c. Only staff will build fires. Open flue in Keeler prior to starting a fire in the fireplace.
- d. Only adult staff will light the fire.
- e. Before any fire is lit, the surround area should be checked for any burnable material and discard if necessary. A shovel and full pail of water (4 gallons) must be present. A garden hose can be used in lieu of a pail of water.
- f. Fires will not be left unattended. Under dry or windy conditions the Group Leader can temporarily ban the use of camp fires.
- g. Fires will be extinguished by spreading out the burning logs and dousing the area with water. The fire and coals must be completely extinguished before it is left.
- h. When cooking or roasting marshmallows there must be one adult for every four campers. The adults must carefully supervise these activities.
- i. Candles may only be used outside with permission of the Group Leader after establishing reasonable and thought out control of their use.

Electrical Safety

The Camp Caretaker is responsible for visually checking the overhead electrical wires and telephone wires, the height and condition of the wires as they enter the building and the maintenance of the junction and breaker boxes. The Camp Caretaker shall check the lines from the road to the buildings looking for interference of the wires by trees and branches and shall take the appropriate action.

The Group Leader will be responsible for seeing that no extension cords are used and will report any malfunctioning switches or lights to the Site Manager. The Group Leader will test the ground fault interrupters in each of their cabins or assigned areas.

Fire Alarms, Smoke Detectors and Carbon Monoxide Detectors

- a. All sleeping rooms are equipped with smoke and Carbon Monoxide detectors.
- b. Each year, just before the start of the summer season, the batteries in all smoke detectors will be changed.
- c. The smoke detectors will be tested each week during the summer camping season. The counselors will test the alarms during the first day of each camp. The campers will be present to hear the alarm and be instructed what to do when the alarm sounds. If the alarm does not sound the counselor will immediately report it do the Group Leader.
- d. During the rest of the year, the camp Caretaker will test the alarms as he opens the buildings for the rental groups.
- e. The fire alarm in Keeler Lodge is to be tested each week before the campers or rental group enters. A log of this test will be kept in the alarm cabinet. The emergency battery in the alarm box will be changed as needed.

Fire Extinguishers

The locations of fire extinguishers are marked in each building. Campers are not to use the fire extinguishers under any circumstances. The Group Leader will make the decision to put out the fire after all the Campers have exited the building. Life and health take precedence over fire fighting. Only small manageable fires will be fought. Protection of life and injury prevention takes precedence over putting out the fire.

Exits and Exit Signs

The Camp Caretaker is responsible for keeping exit signs at all the proper locations and making sure the signs are in place and/or lit. The Counselors are responsible for making sure that all exits in the sleeping and assembly areas are kept clear. Primary and secondary exits are identified for each building on posted signs. It is the responsibility of the Counselors to make all campers aware of where the exits are. The Site Manager is responsible for making sure all doors in the housing and assembly areas do not lock against egress, the exits are marked and that the doors properly swing outward in the direction of egress

Local Fire Department (Is familiar with Camp Duffield and its operation)

Delevan Fire Department and Rescue Squad
 85 S. Main Street
 PO Box 218
 Delevan, NY 14042-0218

Rental Group: _____

Leader: _____
Print Name

*Signature: Has read and agrees to follow above plan
 (Script Accepted as Electronic Signature)*

date