

JAMBO 2019 EMERGENCY PROCEDURES

Minsi Trails Council, BSA / Kutztown University

SEVERE WEATHER

The potential for severe weather, including tornados, thunderstorms/ lightning, can affect the JAMBO event with relatively short notice. Since nearly all events are held outdoors, all staff and unit leaders shall be prepared to take action to shelter attendees from those elements. The following outlines the actions required, in the event of severe weather events:

JAMBO Event "Command"

- Monitor the weather forecast and conditions at a minimum of every four hours; more frequently if adverse weather is expected.
- In the event a *severe weather warning* has been issued –
 - ☒ Headquarters will immediately contact Kutztown University Public Safety & Police Services and Conference Service Offices.
 - ☒ Headquarters personnel will ensure the information reaches key JAMBO staff out on the campus, who will ensure appropriate measures (securing property and moving participants to the closest building) are being taken in response to the warning.
 - ☒ Requesting an accountability report from unit leaders or other staff, on those Scouts under their tutelage.

PUBLIC SAFETY & POLICE SERVICES/Other Emergency Services Resources

- Public Safety & Police Services shall activate the campus-wide Mass Notification System – with the appropriate message (*Tornado warning or Severe Storm warning*)
 - ☒ Public Safety Officers, on scene EMS and/or Fire Department personnel can support the alert to JAMBO participants with a *30-second sounding of the Hi-Lo siren from emergency vehicles on scene*, followed by a message* providing instructions on actions to take. The alert shall be conducted in conjunction with the University Mass Notification system.
 - ☒ **Available staff shall open and direct participants to buildings on North Campus.**

CONFERENCE SERVICES STAFF

- Conference Services Staff shall assist JAMBO Event "Command" staff by –
 - ☒ Communicating severe weather information or confirming JAMBO staff have received up-to-date weather watch or warning information.
 - ☒ **Available staff shall open and direct participants to buildings on South Campus**

When directed to move into buildings for shelter, participants shall –

- ☒ **GO TO LOWEST LEVEL OF THE BUILDING (basement or ground floor)**
- ☒ **STAY AWAY FROM EXTERIOR WINDOWS AND DOORS**
- ☒ **REMAIN IN THE SHELTER UNTIL AN "ALL CLEAR MESSAGE" is received.**

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SHELTER AREAS

JAMBO participants will move to the following locations depending on their **camping/program** areas. It is important to review information and the map with your Unit members so that they know where they go whether they are at the camping or program areas.

FOR THUNDERSTORMS / SEVERE WEATHER

If you're a Scouts BSA/Venturing/RV Camper

In the event of a Tornado Warning, sighting, or touchdown use any of the following locations:

Lytle Hall (1st floor corridors)
DeFrancesco (Basement & 1st Floor corridors)
Beekey (1st Floor corridors/basement corridor)

If you're a Cub Scout/Family Camper

In the event of a Tornado Warning, sighting, or touchdown use any of the following locations:

Academic Forum (1st Floor classrooms & corridors)
Boehm (Basement & 1st Floor corridors)

Unit leaders are instructed to bring their unit rosters to verify all participants are accounted for. Upon verification of all participants, unit leaders will report to a member of the JAMBO staff.

Program Areas on **North Campus**: Report to the closest building in the program vicinity. **Public Safety & Police Services staff will be onsite to assist.** If one area is full proceed to the next available area.

Academic Forum, Beekey, Boehm, DeFrancesco, Lytle and Sharadin Art Building.

Program Areas on **South Campus**: Report to the closest building in the program vicinity. **Conference Services staff will be onsite to assist.** If one area is full proceed to the next available area.

Berks, Bonner, Deatrick, Johnson, GBVS 10, Johnson, Keystone Hall, Old Main, Risley Hall, Rothermel and Schuylkill Halls.

LOST JAMBO PARTICIPANTS

Upon receiving information that indicates a lost participant, JAMBO Headquarters should be contacted at **484-505-9752**. Headquarters will contact unit leaders with description and name of missing participant to be on the lookout for them. If it becomes necessary, headquarters will contact unit leaders to have them report to their camping areas. Unit leaders will verify that all participants are accounted for and then report to their respective sub-camp chief.

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JAMBO Headquarters in Schaeffer Auditorium 14G

Paul Oswald at 570-578-8927

Hours of operation:

Friday 9:00 AM to 10:00 PM

Saturday 7:00 AM to 5:00 PM

Sunday 8:00 AM to 11:00 AM

After Hours Contact

Arby Beisel at 484-505-9752 OR

KU Public Safety & Police Services

Emergency Line 610-683-4001

Non-Emergency Line 610-683-4002

* Messages for storm warnings are as follows:

Severe Thunderstorm Warning - If a Severe Thunderstorm Warning is issued for the area, use this announcement:

Attention, Attention - a severe weather warning has been issued for our area, including the campus. Be alert, identify a safe location, seek shelter and await further instructions.

Tornado Warning - If a Tornado Warning is issued for the area, use this announcement:

Attention, Attention - a tornado warning has been issued for this area. Seek shelter on the lowest level inside the nearest building immediately; stay away from windows and doors.

SATURDAY EVENING O'PAKE FIELD HOUSE SHOW

Severe Weather Related

JAMBO Officials shall be continually cognizant of any impending weather-related events throughout the day and through the night. As the evening activities draw closer in University Field (Football Stadium), JAMBO officials and staff shall prepare a plan to assist with directing participants to safety in the event a threatening storm event.

In the event a **WARNING** is issued for threatening weather (severe thunderstorms and/or potential tornados), the following actions should be taken –

JAMBO Event Coordinators

- Ensure unit/group leaders are prepared with rosters of Scout groups assigned to their care.
 - ☒ Establish a process for reporting accountability to JAMBO Event “Command”, should emergency sheltering of the participants become necessary
 - ☒ Brief each unit/group leader on locations of Shelters in the vicinity of University Field (Football Stadium) – provide campus maps with sites marked for easy location and recommended routes to shelter locations.
 - ☒ Consider ASSIGNING units/groups to specific buildings for sheltering – see shelter list for approximate occupant capacities.
 - ☒ Ensure Conference Services Contact is apprised of any issues that require immediate attention, in conjunction with the sheltering effort.

JAMBO Troop/Group Leaders

- ☒ Review all plans and information provided – BE PREPARED.
- ☒ Brief unit/group on keeping group together and being accountable to the leader
- ☒ If required, assemble the group before moving to shelter – ACCOUNTABILITY is Critical

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- WALK planned route to designated shelter areas – keep group together.

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FOLLOW DIRECTION OF PUBLIC SAFETY/EMERGENCY OFFICIALS

SHELTER LOCATIONS – FOR O’PAKE FIELD HOUSE EVENT

- DIXON HALL –
 - Lower Level – FIRST FLOOR CORRIDORS – North & South Building
- KEYSTONE HALL – Ground floor – interior corridors ONLY.
 - *DO NOT SHELTER IN THE FIELD HOUSE OR ARENA* if a tornado warning is issued.
- DEATRICK HALL –
 - Basement – CORRIDOR away from exterior doors and windows
 - First Floor – CORRIDORS away from exterior doors and windows