

## Evacuation Procedures

**If you are holding this document you are the  
INCIDENT COMMANDER!**

1. Stay calm, say a quick prayer, and lead with confidence.
2. Stay on the front porch of Columbine so people can find you.
3. You are the Incident Commander until an RTALC staff member with more authority takes over command.
4. Keep this Red Book with you for the duration of the incident.
5. Work through these Evacuation Procedures systematically. They will guide you through the process.
6. There are tear out sheets with instructions for many individual tasks in the next section of this binder. These tasks are noted **I-#** next to them and the number corresponds to the instruction sheet in the next section.
7. There are pens in the labeled front pouch of this folder to give to people when you give them instructions.

# Evacuation Procedures

1. Do not cause a panic by setting off the Fire Alarm, unless time is an immediate issue.
  - a. Delegate available staff members to alert all other staff to calmly move to the volleyball court and gather with their campers in cabin groups and villages, including any Compass Points and Bridging Borders groups on site. A daily onsite schedule is posted on the front office door.
  - b. If necessary, sound alarm until everybody is accounted for. Fire Alarm switch is located on the North side (service road side) of Holling Lodge porch, outside, above the door to Pop Shop.
  - c. Designate one person to stay on the front porch of Columbine and answer phones.
  
2. Designate a person to move all portable radios to the Front Porch of Columbine and:
  - a. Distribute hiking radios to all full-time directors.
  - b. Distribute radios to individuals sent out to check on areas of the site.
  - c. When time allows get a box and move all chargers to the porch.
  
3. Delegate a staff member to check in villages, Staff, Adult Leaders, Compass Points and Bridging Borders. Use the Master Lists from the expanding file portion at the front of this book.

4. Evacuation Preparations

- a. Designate a Director or other staff to **Call Seeger Ranch** to inform them of the evacuation and that we are moving to the staging area.

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**Rizza Edelman, 719-458-9200**

- b. Designate a Director or other staff to **Call Custer County Schools Transportation Department** for emergency transportation. Tell them that it could be transportation to either an Evacuation Center or to Canon City.

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**Custer County School District 719-783-2291**

**Transportation: TRACI TERRY 719-783-9779 (H) 719-553-6628 (C)**

- c. Send the Summer Facilities Director with the **Keys to the Seeger Ranch** to direct stage arrival and direct incoming traffic. Keys are in a front pouch of this Red Book.

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5. Designate a staff member to contact Will Johnson, 512-774-9326, immediately to evaluate danger to any Compass Points Groups on trail.

6. Send two staff members to open up the emergency exit down in Eagle Peak meadow. Emergency Road is marked with rocks out to CR198.

7. Start sending complete Villages with counselors, Compass Point groups, and Bridging Borders groups to the Seeger Ranch staging area.

**I-5**

- a. A Full-Time Director, or their designee, should be on the first vehicle leaving with campers. They should have a **Master List** and radio.
- b. These groups should be transported on the first school s to arrive. See I-5 for additional information.
- c. All vehicles leaving camp need to exit from camp through the **EMERGENCY EXIT** in Eagle peak meadow, not the main entrance.

- d. If necessary and available, designate a staff members to shuttle people in other available camp vehicles. Camp vehicle keys are in the key box behind Dave’s desk.
  - e. Extra keys to the ranch are on Full-Time Directors’ key rings.
8. Designate two staff to get the bag of staff extra car keys from the safe.
- a. Instruct them to start matching keys to vehicles
  - b. Roll down the driver window and put the keys in the ignition.
  - c. Campers are not to be transported in staff vehicles unless it is absolutely necessary.
9. Designate two staffers to recheck every building on site starting at the Western Boundary (Buttercup) and ropes course and move toward the Eastern Boundary (Pavilion).
- a. Send the Camp Clearing Maps with them
  - b. Instruct them to Double check every building shouting “Anyone in here?” in every building.
  - c. Cross off each building after they have checked it.
10. If we need to evacuate to Canon City:
- a. Designate a staff person to call Shepherd of the Hills (719) 275-6797
  - b. Designate a staff person to call Custer County Schools Transportation, **TRACI TERRY 719-783-9779 (H) 719-553-6628 (C)**
11. Collect critical computer equipment:
- a. Full-time Director laptops (Dave, Maggie, Sands, Cam, Hannah and Chris) and power cords from their respective office spaces
  - b. If time allows also collect, in this order:
    - i. Videographer computer, trac pad or mouse, and power cord from the Guitar room in Columbine.
    - ii. Apple desktop computer in the front office on Director desk.
    - iii. Apple desktop computer in the front office on summer office desk.

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**I-7**

**I-8**

iv. Emergency Printer in box on top of cabinets in the copy room.

12. If time permits, designate remaining support staff people to collect important camp items on the list that is contained in this book. **I-9**
13. If the Fire Department Needs to fill their Fire Trucks with water, have a staff member help using the directions in this book. **I-10**
14. After the site is clear and before we check out with the fire fighters, **forward our phones** to the Canon City Office, using the directions in this book. **I-11**
15. Radio from the site to the staging area to be sure that every single person is accounted for before leaving the site.
16. Double Check that all steps have been completed:
  - a. Verification has been made that all campers, adults, and staff have left the site.
  - b. All buildings have been double checked for people in them.
  - c. Keys have been placed in staff vehicles.
  - d. Critical computers have been removed from the site.
  - e. Phones have been forwarded.
17. Check out with the firefighters and exit the site. There are **Emergency Camp Maps** in the expanding file of this book for their use.

## Instructions For Checking In At The Volleyball Court

1. Check-in all people on-site using the Village Check-In System
2. As full Villages and other groups are accounted for:
  - a. Write the name of the Village or group on the list below
  - b. Send the Village or group down to the concrete pad by the pavilion to wait for a vehicle to transport them off-site.
3. If people are missing, inform the Incident Commander immediately

### Onsite Villages

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### Compass Points Groups

*Contact Maggie Brakke immediately to evaluate danger to any Compass Points Groups on trail.*

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### Bridging Borders Groups

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\_\_\_\_ Adult Leader  
\_\_\_\_ Volunteers  
\_\_\_\_ Support Staff

## **Instructions For Calling To Alert Seeger Ranch Of Camp Evacuation**

1. Call Seeger Ranch, Rizza Edelman, 719-458-9200
2. Inform him, or another person that you talk to, that we are beginning to evacuate campers to the Staging Area at the bottom of Witcher Hill.
3. We have sent our Summer Facility Director to open the gate and direct vehicles into that location.
4. If he indicates that we need to go to another location down the road, inform the Incident Commander of this immediately.

## Instructions For Calling To Request Custer County Schools Transportation

1. Get the total number of people on site from the master lists in the Red Book with the Incident Commander, and write it down here  
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2. Call Custer County Transportation (CCT) to get School Buses to drive us.  
**Traci Terry 719-783-9779 (H) 719-553-6628 (C)**
3. Tell CCT that we are evacuating camp and requesting transportation from our staging area to an evacuation point.
4. Give them instructions on where to pick us up:
  - a. Seeger Ranch -- We might be walking to the Trails End Ranch, west; we will be 1½ miles west of Hillside, on County Road 198. Just before the steep hill on the south side of the road.
  - b. Rainbow Trail Lutheran Camp -- 3056 CR 198. We are approximately 4 miles west of Hillside on County Road 198.
5. If known, tell them where we will be evacuated to, see I-5
6. If no evacuation point is known, tell them we will contact them as soon as possible with an evacuation destination.

## **Instructions For Opening Seeger Ranch Staging Area**

1. Get the keys from the Incident Commander. They are on a key loop in a front pouch of the Red Book.
2. Take a radio and camp vehicle.
3. Take Billy Humble Road (CR 198) toward Hillside (East) for 1.5 miles.
4. At the bottom of “Witcher Hill” there is a 25 MPH Sign.
5. The key opens the gate on the right side of the road.
6. Open the gate and wait to direct incoming vehicles to this staging area.
7. Direct staff to hang out at the ranch with their campers, try to continue with camp life as normal (i.e. Bible study, Song Singing, Time filler games etc.) until you receive further instructions.

## Instructions For Sending People Off-Site

1. Start sending complete Villages with counselors, Compass Points groups, and Bridging Borders groups to the Seeger Ranch staging area.
  - a. These groups should be transported on the first bus to arrive and available camp 15 passenger vans first.
  - b. If necessary and available, designate staff members to shuttle people in other available camp vehicles. Camp vehicle keys are in the key box behind Dave's desk.
2. A Full-Time Director, or their designee, will be on the first vehicle leaving with campers. This person should take a Master List from the Incident Commander and a radio.
3. Each person getting into a vehicle should be checked off of a Master List given to you by the Incident Commander.
4. All vehicles leaving camp need to exit from camp through the EMERGENCY EXIT in Eagle Peak Meadow, not the main entrance.
5. Extra keys to the ranch are on Full-Time Directors' key rings.
6. The last vehicle off site checks on the McHenry cabin just below our site to see if anyone is there and that they are aware of the evacuation.

**Insert Two Camp Clearing  
Maps Here**

## Instructions for Calling to Evacuate To Canon City

1. Get the total number of people on site from the master lists in the Red Book with the Incident Commander, and write it down here  
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2. Give this number to both Shepherd of the Hills and Custer County Transportation.
3. Call Shepherd of the Hills Lutheran to get permission to stay there.
  - a. Office 719-275-6797
4. Call Custer County Transportation to get School Buses to drive us.  
**TRACI TERRY 719-783-9779 (H) 719-553-6628 (C)**
5. Give Custer County Transportation instructions on where to pick us up:
  - a. Seeger Ranch -- We might be walking to the Trails End Ranch, west; we will be 1½ miles west of Hillside, on County Road 198. Just before the steep hill on the south side of the road.
  - b. Rainbow Trail Lutheran Camp -- 3056 CR 198. We are approximately 4 miles west of Hillside on County Road 198.
6. Give Custer County Transportation the address of where they will be taking us:
  - a. Shepherd of the Hills Lutheran Church -- 801 Sheridan Ave, Canon City, CO 81212. Phone: 719-275-6797
  - b. Other Location – The Incident Commander will give you information if this is necessary
7. Maps and route instructions to Shepherd of the Hills follow this page.

## Instructions Collecting Critical Computer Equipment

1. Collect Full Time Director Laptops from offices
  - a. Dave's Computer and power cord
  - b. Will's Computer and power cord
  - c. Cam's Computer and power cord
  - d. Delta's Computer and power cord (if onsite)
  - e. Matt's Computer and power cord from the shop
  - f. Chris' Computer and power cord from the kitchen
  
2. If time allows collect additional computer equipment in this order
  - a. Videographer computer, trac pad or mouse, power cord, and back up hard drive from the Conference room in Columbine.
  - b. 2 Apple desktops computer in the front office.
  - c. Popshop laptop computer in popshop and ipad/cash box and all cords.
  - d. Emergency Printer in box on top of cabinets in the copy room.

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**Instructions Collecting  
Additional Important Items From Camp**

# I-10

## How to fill a Fire Engine with Water

1. Have the fire engine drive up the North Service Road to Holling Lodge, the 'Fire Hydrant' is the capped off large white PVC pipe sticking out of the East Wall, by the small split rail fence.
2. The maintenance key opens the door on the North Porch of Holling Lodge into the pump room.
3. The valve is down the stairs, below the 4 pressure tanks, labeled Fire Engine Fill.
4. Turn on valve.
5. The hose spigot on the North side near the pump house door may be used as needed.

## How to Forward Our Phones

1. Pick up an office phone
2. Dial \*72
3. You will hear three pulses
4. Dial 719-276-5233
5. Hang up the phone

### To forward the Fax Machine

1. Pick up phone on fax machine in front office
2. Dial \*72
3. You will hear three pulses
4. Dial 719 276 5235
5. Hang up the phone

### To un-forward the phones

1. Pick up the phone
2. Dial \*73
3. Hang up the phone

### **Staff cell phone numbers:**

Dave Jarvis – 719-429-1377  
Will Johnson – 512-774-9326  
Cam Regennitter – 719-661-8631  
Delta Regennitter – 830-998-1125  
Matt Turman – 512-934-0309

**Weekly documents to have in this book:**

Weekly staff assignments (3 copies)  
Camper cabin assignments (3 copies)  
Adult leader housing (3 copies)  
Compass Points list on-site (3 copies)