



# Camp Virgil Tate Safety Orientation Packet



Hello, and welcome to Camp Virgil Tate! Camp Virgil Tate is a youth 4-H camp that is open year-round for other events. Because children and youth often use this facility, safety is our number one priority. As we invite you to join us for your very own fun-filled event, we ask that you keep your group safe with the information that we have provided to you in this document.

## **Camp Virgil Tate Emergency Services Telephone Numbers**

Please share emergency information with ALL staff during training,  
and prior to the arrival of your group.

**Sissonville Fire Department (non-emergency): (304) 984-0674**

**Emergency: 911**

**Kanawha County Emergency Ambulance Authority**

**(non-emergency):**

**(304) 342-1107**

**Emergency: 911**

**Search & Rescue (Sissonville Fire Department- non-emergency): (304) 984-0674**

**Emergency: 911**

**Kanawha County Sheriff (non-emergency 24/7): (304) 357-0169**

**Emergency: 911**

**Camp Virgil Tate's Office Phone: (304)-741-5657**

## **Camp Virgil Tate's Address:**

**1400 Camp Virgil Tate Road  
Charleston, WV 25312**

**In the event of an emergency situation- dial 911 and follow operator's instructions.**

**Please notify Camp Virgil Tate staff of the situation AFTER calling 911 and taking  
appropriate action.**

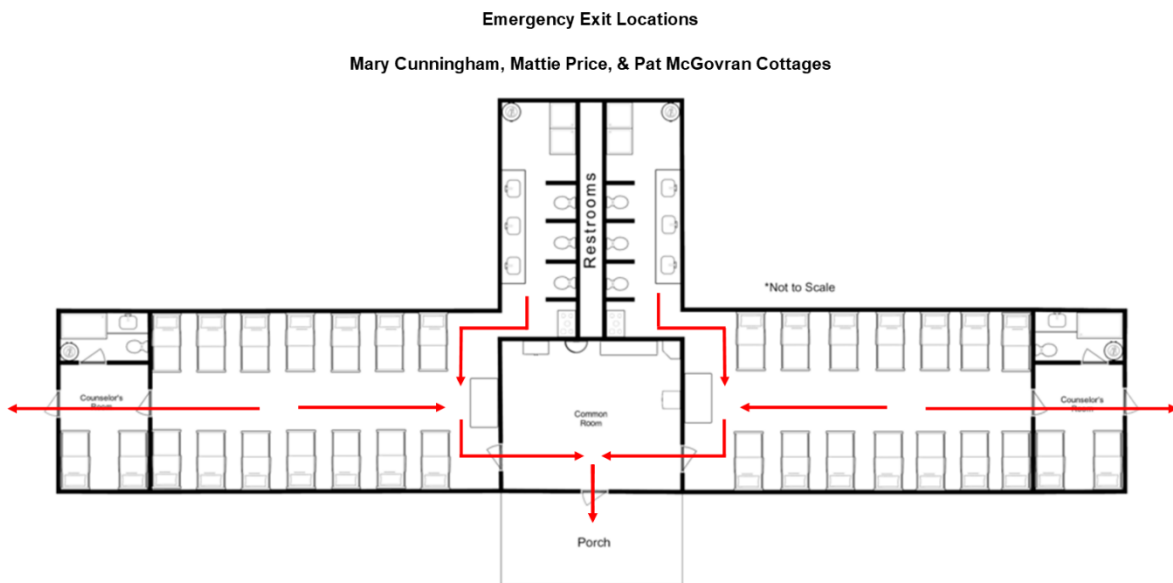
**If the situation is NOT an emergency, please use non-emergency numbers listed above to  
contact local authorities, and then notify Camp Virgil Tate staff.**

## Evacuation Plans

In the event of an emergency evacuation, all buildings on the property have clearly marked emergency exits.

### For Mary Cunningham, Mattie Price, and Pat McGovran cottages:

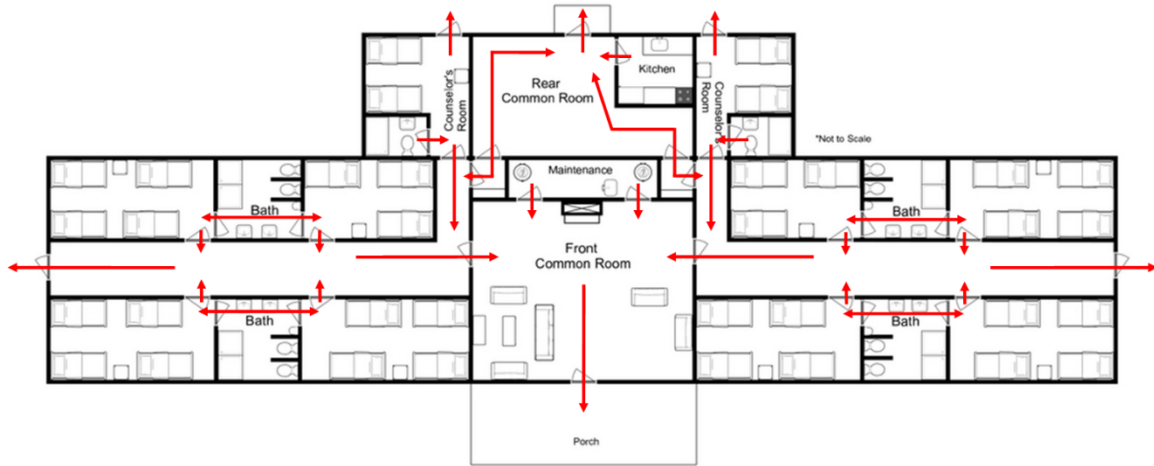
Emergency exits are located on the left and right wings of each building, as well as in the front common area. Once cottages are evacuated, you may choose to gather participants into the field (weather permitting) or in a different building to account for all individuals.



### For Ross Bonar Cottage:

Ross Bonar Cottage has all of the above listed emergency exits as well as additional exits. The two private rooms in the rear of the cottage each have their own emergency exits. The additional common area in the rear of the cottage also has an additional emergency exit.

## Emergency Exits Ross Bonar Cottage

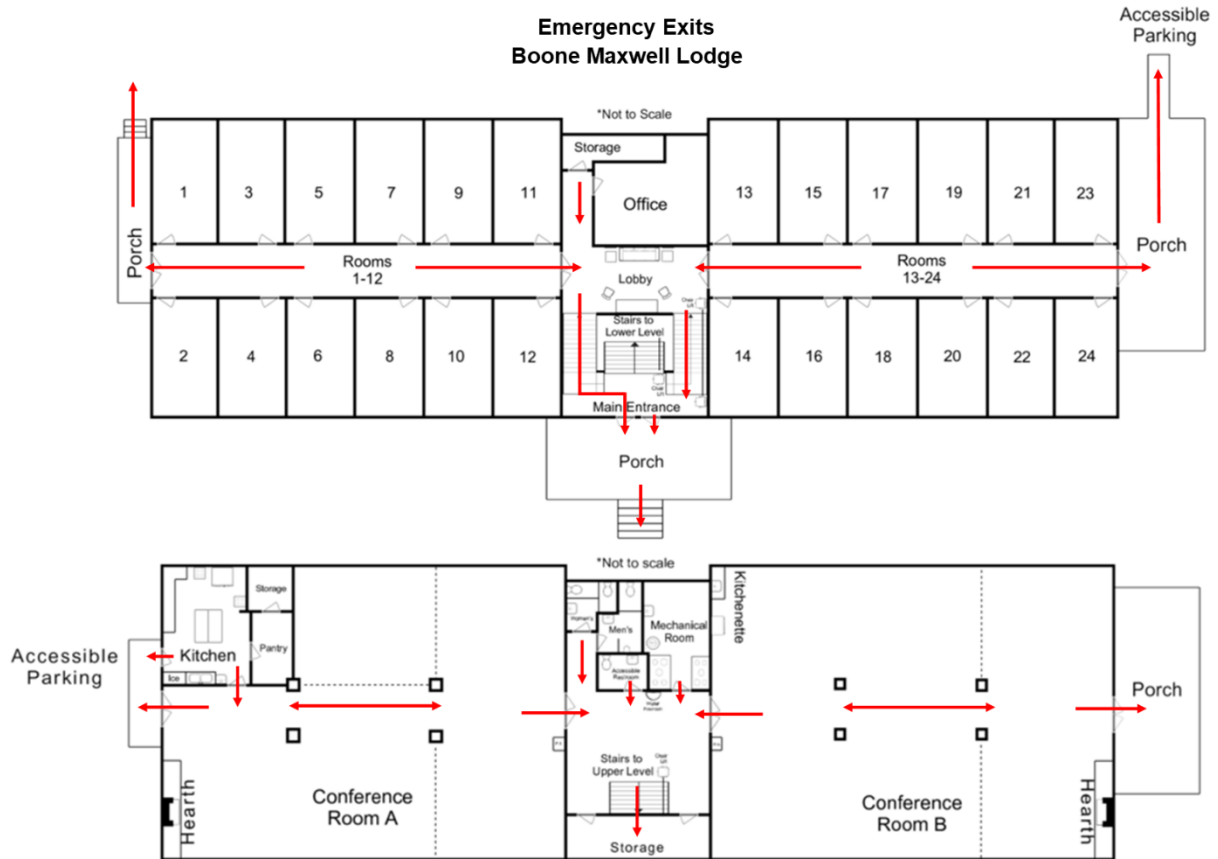


### For Lodge Upstairs:

The upstairs of our “Boone” Maxwell Lodge exits are located on the left and right wings of the Lodge. There is a central exit on the first landing of the stairs, or you may continue down the stairs and exit on the lower level.

### For Lodge Downstairs:

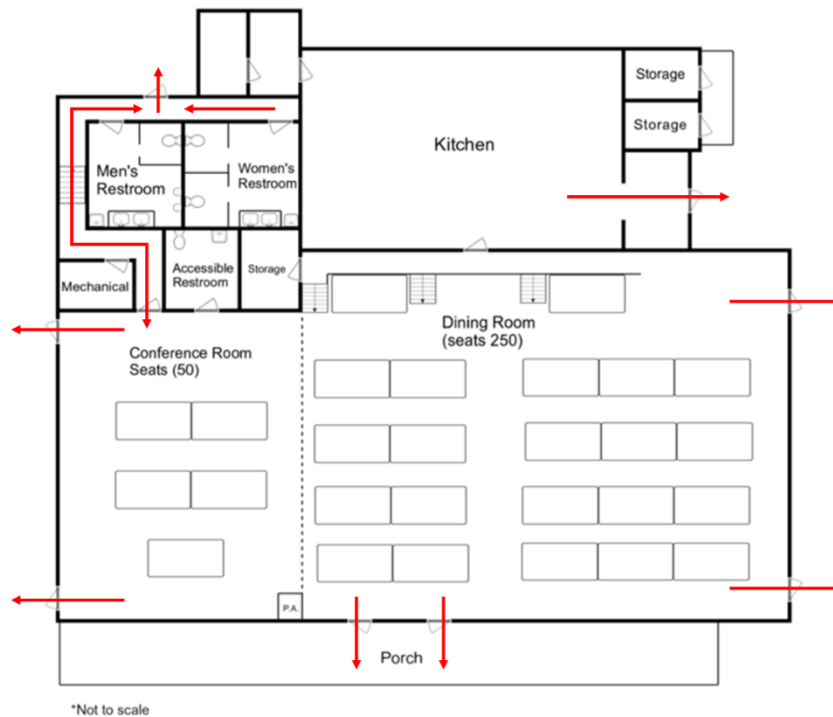
Exits downstairs are located at the end of each wing. If those exits are inaccessible, a central exit is located up the stairs on the first landing, or you may continue upstairs for additional exits.



**For Dining Hall:**

The Brooks Daugherty Dining Hall has five (5) emergency exits located around the perimeter of the dining area. Additional exits can be found in the back right of the commercial kitchen preparation area, and up the stairs across from the bathrooms in the back hallway.

## Emergency Exits Brooks Daugherty Dining Hall



### Staff Training

You should provide all staff at your event training. Topics for training should include: staff supervision, appropriate behavior, reducing risk of child abuse, mandated reporting, emergency scenarios, emergency responsibilities and plans, evacuation plans, care of camper and medical training, special activity training, and any other relevant training to the program being offered.

You can find resources for trainings on the American Camping Associations website at:

<https://www.acacamps.org/>. You may also consider printing wallet size cards or small booklets for staff to keep on their person with relevant emergency information including: phone numbers for prominent camp staff (i.e. director), emergency phone numbers, the Camp Virgil Tate phone number and address, and emergency codes (example provided below).

## Emergency Response Codes

<b>Red: Fire</b>	<b>Brown: Dangerous Animal</b>
<b>White: Weather Storm/ Tornado/ Flood</b>	<b>Orange: Bomb/Chemical/ Outside Threat</b>
<b>Gray: Active Shooter</b>	<b>Blue: Medical</b>
<b>Yellow: Child Abduction</b>	<b>Green: All Clear</b>
<b>Pink: Lockdown</b>	<b>Purple: Intruder in Camp</b>

### **Additional Evacuations:**

We strongly advise that rental groups have their own specific evacuation plans if a camp-wide evacuation is needed, such as those that may arise from severe weather (i.e. flooding, severe storms, tornado watches and/or warnings, winter weather storms and/or advisories, etc.) or other inside or outside threats (i.e. chemical threats, fires, intruders, active shooters, etc.). We always hope that groups never have to encounter problems like these, but we ask that you prepare for them to keep you and your group safe. If you need assistance in creating these plans, the Camp Virgil Tate staff is happy to refer you to outside agencies who may help you create these plans.

### **Camp-Wide evacuation:**

If it is unsafe for a group to stay on the entirety of Camp Virgil Tate property whether that be determined by the group leader, or by the Camp Executive Director, groups will be responsible

for the removal of all members. It is advised that groups determine an evacuation plan prior to arrival at Camp Virgil Tate. Groups must exit the camp via Camp Virgil Tate Road. There are no other roads that run into, out of, or through the camp. We ask that groups be aware of this information when developing an evacuation plan.

## **Intruder Protocol**

Camp Virgil Tate takes the safety of our groups very seriously. In the event of an intruder on the property, Camp Virgil Tate asks that staff for youth groups assess the situation and make decisions based on their level of concern. Often, unauthorized persons are simply community members walking their dog, going for a walk, or coming to fish at the pond and are unaware that groups are on campus. If this seems to be the case during your event, approach them and kindly explain that camp is closed. Ask them to leave if you feel comfortable doing so. If you do not feel comfortable approaching the individual, notify a member of the camp staff and we will approach them. However, if the person(s) appear armed, agitated, or seem otherwise dangerous, remove participants from the area immediately, and alert local law enforcement, or call 911. If unauthorized persons make a visit to the facility, please notify the Camp Manager AFTER alerting local authorities if necessary. Though unlikely, groups are responsible for providing active shooter training to rental group staff. Many active shooter trainings and resources are available. You can contact the Kanawha County Sheriff's department for an in-person training. Information on active shooter plans can also be found on the U.S. Department of Homeland Security's website at: [https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)



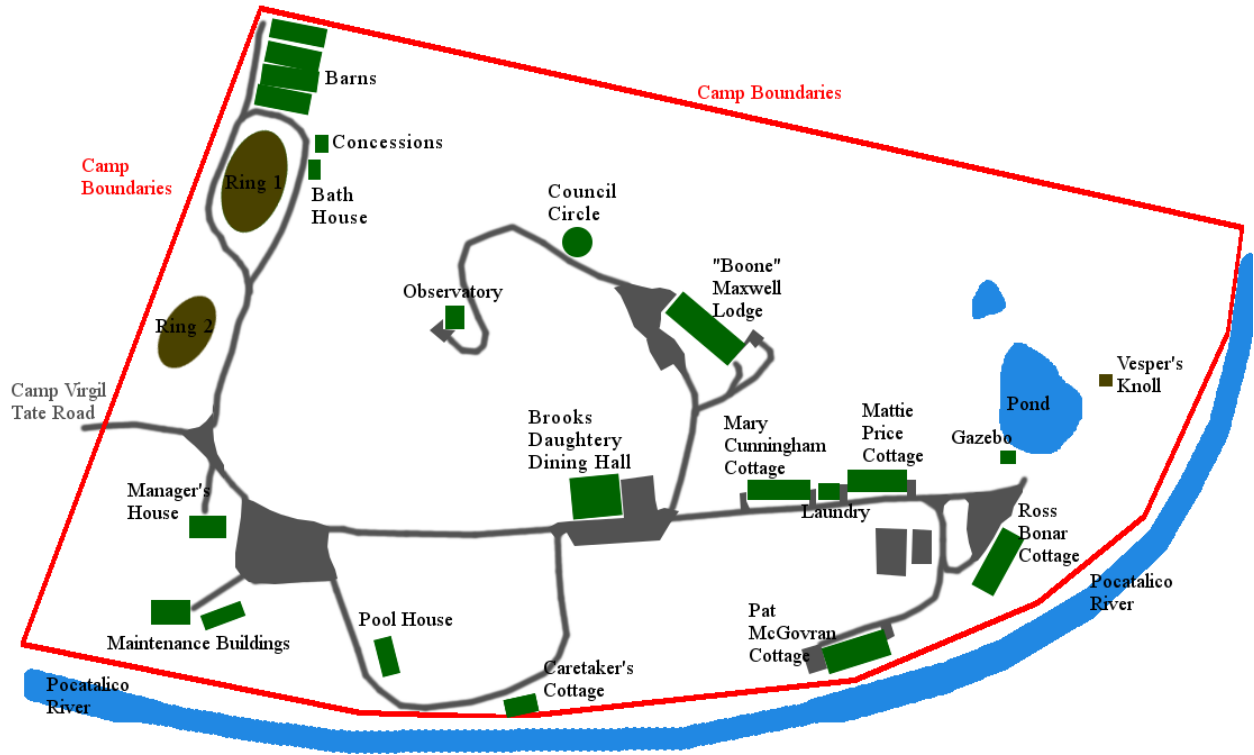
## **Missing Persons Procedure**

Groups are responsible for training group staff on what to do if a participant is deemed missing. Camp Virgil Tate recommends if a group finds that a participant is missing, that the group first contact local law enforcement. Once law enforcement has been notified, follow their instructions. They may ask that you contact the Sissonville Fire Search and Rescue team. We have included their number in this Safety Orientation Packet. After all appropriate law enforcement and search teams have been contacted, and the missing participant's legal guardian(s), notify the Camp Executive Director of the situation.

## **Map and Boundaries**

Camp Virgil Tate currently doesn't manage or maintain trails. As such, we suggest that groups remain on the cleared portion of the property, displayed on the map below. These areas are noted on the camp map as "Camp Boundaries" in red print. For summer camps, we ask that participants remain behind the gate, unless groups are using the barns. Additionally, the area immediately surrounding the Manager's House and Caretaker's Cottage should be "off limits" to campers.

## **Map of Camp Virgil Tate**



**Hazards**

While the Camp Virgil Tate Staff works tremendously hard to ensure our camp is as safe as possible, there will always be risks and hazards. The most relevant risks and hazards are listed here. Please help make camp a safer place by following these suggestions to avoid and manage these risks and hazards.

**Wild Animals**

Camp Virgil Tate is home to creatures of all shapes and sizes. However, we do occasionally have nuisance animal problems. Most often they may include, raccoons, opossums, snakes, feral cats, and stray dogs. If you see a wild animal, please do not attempt to interact with, trap, or exterminate the animal. Remove participants from the area immediately and contact the Camp

Executive Director. Camp Virgil Tate will make all efforts to have the creature removed in a safe and humane way.

### **Flora/Fauna Dangers**

With a wide variety of plants and animals that call camp home, groups should be aware of potentially dangerous varieties. Some plant species that exist here and may pose a threat to groups include poison ivy, poison oak, rose bushes, and barberry. Some creatures that may pose hazards not already mentioned may include stinging, biting, or nuisance insects. Staying away from wooded areas and avoiding planted or landscaped areas should reduce these risks greatly. We advise that groups be aware of individuals that may have allergies to stinging/biting insects and/or plants. Additionally, groups should provide their own first aid kits, and may want to include items such as anti-itch cream, insect sting treatments, and wound cleaning items in those kits.

### **Fallen Trees and Limbs**

While most trees on the property are healthy, limbs, branches, or an entire tree may fall at some point in the tree's lifetime. Our maintenance staff tries to keep most trees trimmed and in a safe state, but events like excessive wind, severe storms, lightning, or age may increase the risk for falling branches or trees. If at any point you notice trees or limbs that appear to be a danger to participants or structures, please notify the Camp Executive Director as soon as it is safe to do so. If a tree or limb has fallen on a structure or a power line, evacuate to the nearest safe building or area, and then notify the Camp Executive Director.

### **Terrain**

Be mindful of the trails, hills, and any incline, especially if weather has been wet, as much of our ground will become muddy. Trails are currently not maintained or managed by Camp Virgil Tate,

so exercise extreme caution if navigating them. Again, Camp Virgil Tate recommends that groups stay on the cleared portion of land (approximately 75 acres) to ensure safety of campers.

### **Holes**

During your stay, please be on the lookout for large and small holes in fields and wet areas. Camp Virgil Tate maintenance regularly inspects fields during mowing. However, it is easy to miss some of the smaller holes among our nearly 75 acres of cleared land. If you notice a large hole anywhere on camp grounds, please notify the Camp Executive Director or the maintenance staff. We will have the hole filled or clearly marked as soon as possible.

### **Pond**

Camp Virgil Tate's pond is intended for fishing only. No campers or staff should be permitted to swim, canoe, kayak, or wade in any part of the pond for any reason. The safest way for campers to fish is in the gazebo area, where a barrier is present between campers and the water. If campers will be fishing near the benches located around the perimeter of the pond, make sure that adequate supervision is available, and reiterate that participants are never permitted to be in the waters. If groups will be using the pond, they should have an appropriate number of adults to supervise activities. At least one of those adults should have appropriate health certifications (CPR, first aid, etc.) with water rescue experience preferred.

### **Flooding**

If the area receives a large amount of rainfall, some areas of camp close to the Pocatalico River have a tendency to flood. This is very rarely a problem within camp, as most buildings are situated on higher ground. However, the bridge located at the beginning of Camp Virgil Tate Road may be submerged if rain is prolonged and excessive. Groups should keep this in mind

when planning their evacuation plans and monitor water levels at the bridge if an evacuation may be necessary due to weather at any time during their stay.

### **Chemical Threats**

Situated near a natural gas station on Rocky Fork Road and being located close to the DOW Chemical Plant in Institute, WV, chemical threats are not likely, but are possible. Groups should have emergency plans in place prior to arrival for a chemical emergency or “lock-down/shelter in place” procedure.