**EMERGENCY INFORMATION**

In the event of an emergency, the front office staff is usually called upon to call emergency services. This contact is usually made via radio or phone.

The Amigo Centre emergency plans are located in the front office

Summer camp emergency information (i.e. bells and sirens) is located in the workroom of the front office on the bulletin board.

Inclement Weather

The Youth Leader, Summer Camp Director and front office staff will be responsible to keep an eye on the weather radar throughout the week. Use reliable websites like [www.weather.com](http://www.weather.com) or [www.wwmt.com](http://www.wwmt.com) to keep staff posted on incoming weather. There is also a weather radio located in the front office that will sound off when there is a weather watch and warning. When this happens, call or radio the lead staff to let them know what is happening. Be conscious when radioing that there may be children around when this call is being made.

The main emergency weather shelter is the DINING HALL BASEMENT or LOWER LEVEL BATHHOUSE. These locations MUST be used every time there is a “Severe” weather event.

Emergency Procedure for Evacuation

In the event that it becomes necessary to evacuate the premises of Amigo Centre due to a man made or natural disaster, the following steps are to be taken:

1. Everyone will be evacuated to the Lake Area Christian School, just under a mile away from Amigo Centre
2. All staff (full time and part time) on site are to report immediately to the parking lot to assist with the evacuation
3. Campers will walk to the school; those who have difficulty walking will be driven over via camp vehicles
4. Staff will remain with the children at the school until the danger has passed or other arrangements are made