

For each facility used by your camp or conference, your Emergency Action Plan (EAP) needs to include, at a minimum, a designated assembly area if you should need to evacuate, a designated individual or role (i.e., camp counselor/director) who will be in charge of taking roll call, and a designated individual in charge of reporting to Public Safety.

General Camp Information

Conference Name:

Conference Dates:

Assigned Residence Hall(s):

EAP(s):

Dining Hall:

EAP:

Meetings Space/Athletic Field Space:

EAP(s):

Contact Information (Required)

On-site Emergency Contact Name:

Cell Phone:

Secondary on-site Emergency Contact Name:

Cell Phone:

Primary Conference Coordinator Name:

Office Phone:

Cell Phone:

Home Phone:

Contact Information (If Applicable)

Conference/Camp Main Phone Line:

Phone:

Secondary Conference Coordinator Name:

Phone:

Please answer the following “In Case of Emergency” questions:

1. Who will have the most up to date roster of staff and participants? (Include contact info.)
2. Who will have participant/staff health information? (Include contact info.)
3. Who will account for all participants and staff? (Include contact info.)
4. If you have a youth program, how will you communicate with parents?
5. Do you have staff trained to perform rescue or medical duties during an emergency? If so, what training do they have?
6. Who do your participants contact in the event of an emergency? (Include contact info.)
7. Who will be in charge of coordinating with any participants with special needs?

Please answer the following “Campus Evacuation Plan” questions:

1. Where will you hold an emergency check-out?
2. If JMU Conference Services is unable to provide staffing for your emergency check-out, which staff members will collect keys from participants and return them to Conference Services?
3. Who will be in charge of transporting participants that aren't picked up/don't have personal transportation?

Please provide a brief summary of any Emergency Preparedness training to be held with your staff, including all topics covered:

Do you provide your staff with an emergency kit or any particular emergency equipment? If so, please list them here:

- Please attach a program schedule or use the space below to list out program details.
- Attach any additional contact information and program-specific emergency preparedness information, or list it below.