

### EMERGENCY PHONE NUMBERS

Title	Contact Name	Phone Number
President and CEO	Peter Bell	267-304-3043
Adventures Director	Mathew McCabe	309-267-2911
Adventures Manager	Conlan McGough	970-219-3915
Emergency	N/A	911
Police (non-emergency)	N/A	970-963-2662
Fire (non-emergency)	N/A	970-963-2491
Poison Control	N/A	800-222-1222

### MEDICAL EMERGENCIES

**All the following are considered a medical emergency which warrant treatment:**

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ear after a blow to the head
- Severe headache
- Stiff neck
- Hives that appear quickly
- Sick child getting increasingly worse
- Severe abdominal pain
- Possible broken bones
- Shock

In all the above scenarios, Ascendigo will contact 911 or a consulting medical doctor at Grand River Health and/or Valley View Hospital. Our camp medical professional (RN) will be immediately notified. A managing staff member will contact the parents/guardians.

#### **Steps Followed in Medical Emergencies:**

1. Staff are trained to recognize signs and symptoms of conditions that require immediate medical attention.
2. Staff will call 911 immediately when recognizing symptoms of a medical emergency
3. Parents will be called by a managing staff member to inform them of the situation and that 911 was called, including where they are being transported.
4. Staff will perform CPR/First Aid until more experienced professionals arrive.
5. Child's emergency medical information will travel with them to hospital
6. Staff will remain with the child until their parent/guardian arrives
7. Participant will be taken via ambulance or via Ascendigo vehicle, based on the recommendation of the dispatcher

### Valley View Hospital

1906 Blake Ave, Glenwood Springs, CO 81601

970-945-6535

### Grand River Health Hospital

501 Airport Road, Rifle, CO, 81650

970-625-1510

### In all Emergencies, the following must be in place:

1. In the event of an emergency the director or designee will be notified as soon as possible regarding the situation and the response to it.
2. An account of all participants and staff must be kept. Always start and end with counting participants and matching to attendance list of the day when moving the participants.
3. The emergency information on each participant and staff should accompany the attendance list during an evacuation.
4. The first aid kits, any medical supplies such as participant's medication and emergency supplies should be taken when facility relocates to a safe place or area.
5. A cellular telephone should be available to contact emergency agencies, parents and Child Care Licensing.

## EMERGENCY PROTOCOLS AND PROCEDURES

### Fire Plan

Ascendigo Autism Services

2600 County Road 114, Glenwood Springs, CO, 81601

1. Evacuate anyone in immediate danger
2. Pull Fire alarm
3. Report fire to 911 once outside. Tell 911 "there is a fire at 2600 County Road 114, Glenwood Springs, CO, 81623"
4. Staff will use portable fire extinguisher if safe to do so.
5. Evacuate ALL people through the closest exit away from the fire to the CMC Gym
6. As soon as fire is discovered, start an orderly evacuation as during a fire drill. Exit through safest route and walk to CMC's Gym in the Student Center.
7. The director or designee will check all bathrooms and any other room or areas where someone may be.
8. All leads take attendance log and first aid kit.
9. Adventures Administrator takes time sheet, emergency files, cash, checks, and any other records easily carried.
10. Director and Manager will close all doors as they leave the building.
11. Leads will account for all participants by checking attendance log and reporting to the Director or designee as soon as possible.
12. Program Manager or designee will provide first aid as needed.

13. Do not reenter the building until permission is given by the Fire Officials. Notify parents/guardians to pick up participants as soon as safety permits.
14. In case of campus evacuation, participants will be temporarily moved to Ascendigo's main office at 818 Industry Place, Carbondale, CO, 81623.

### Shelter in Place

#### Ascendigo Autism Services

2600 County Road 114, Glenwood Springs, CO, 81601

1. Alert others to shelter in place.
2. Report issue to 911. Tell 911 "there is an emergency at 2600 County Road 114, Glenwood Springs, CO, 81623.
3. Staff will accompany their designated participants.
4. All doors and windows will be closed and locked, staff and participants will be together.
5. As soon as issue is discovered, begin sheltering away from windows, doors, and exterior walls.
6. The director or designee will check all bathrooms and any other room or areas where someone may be.
7. All Leads take attendance log and first aid kit.
8. Adventures Administrator keeps timesheets, emergency files, cash, checks, and any other records easily carried.
9. Director and Manager will stay in the building with participants.
10. Leads will account for all children by checking attendance log and reporting to the Director or designee as soon as possible.
11. Program Manager or designee will provide first aid as needed.
12. Do not leave the building until permission is given by the authorities. Notify parents/guardians to pick up (if necessary) participants as soon as safety permits.

### Active Shooter

#### Ascendigo Autism Services

2600 County Road 114, Glenwood Springs, CO, 81623

Quickly determine the most reasonable way to protect your own life.

1. Staff will immediately find and be with participants.
2. Evacuate if there is an accessible escape path, attempt to evacuate the premises.
3. Escape to frisbee golf course, or far away from shooter's location.
4. Prevent individuals from entering an area where the active shooter may be.
5. Keep your hands visible.
6. Follow the instructions of any police officers.
7. Do not attempt to move wounded people.
8. Call 911 when you are safe.

9. Hide out if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
10. Your hiding place should:
  - a. Be out of the active shooter's view
  - b. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
  - c. Not trap you or restrict your options for movement.
11. To prevent an active shooter from entering your hiding place:
  - a. Lock the door, blockade the door with heavy furniture
12. If an active shooter is nearby:
  - a. Lock the door
  - b. Silence your cell phone
  - c. Turn off any source of noise (i.e., radios, televisions)
  - d. High behind large items (i.e., cabinets, desks)
  - e. Remain quiet if evacuation and hiding out are not possible
  - f. Remain calm
  - g. Dial 911, if possible, to alert police to the active shooter's location
  - h. If you cannot speak, leave the line open and allow the dispatcher to listen
  - i. Take action against the active shooter
13. As a last resort, and only when you and camper's life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - a. Acting as aggressively as possible against him/her
  - b. Throwing items and improvising weapons
  - c. Yelling
  - d. Committing to your actions

### Lock Down

Ascendigo Autism Services

2600 County Road 114, Glenwood Springs, CO, 81623

1. Alert others of emergency
2. DO NOT pull fire alarm
3. Report issue to 911. Tell 911, "there is an emergency at 2600 County Road 114, Glenwood Springs, CO, 81623"
4. Staff will accompany their designated participants and stay with them until given an all clear from the authorities or Ascendigo Manager.
5. All doors and windows will be closed and locked, 1 staff and 1 participant will be together.
6. Staff will hide in bathroom with door locked to external room and to bathroom.
7. Everyone will stay away from windows and doors.
8. Adventures Administrator keep timesheets, emergency files, cash, checks, and any other record easily carried.
9. Director and Manager will stay in the building with participants also in lock down.

10. Director and Manager will unlock rooms when the signal is given.
11. Leads will account for all participants by checking attendance log and reporting to the Director or designee as soon as possible.
12. Program Manager or designee will provide first aid as needed.
13. Do not leave the building until permission is given by the authorities. Notify parents/guardians to pick up (if necessary) participants as soon as safety permits.

### Off Site Evacuation

#### Ascendigo Autism Services

2600 County Road 114, Glenwood Springs, CO, 81601

1. In the event of offsite evacuation or wildfire—Ascendigo will follow all evacuation and pre-evacuation procedures given by the authorities.
2. If CMC Spring Valley becomes compromised and is evacuated or placed pre-evacuation notice, all day time participants will be asked to not attend the days event
  - a. Partial refunds will be given to families for days of the week missed.
3. All participants will continue to receive one-on-one care.
4. If the campus must be evacuated, all camper belongings will be packed and loaded.
5. Staff will pack a bag of essentials.
6. Director will go with participants and staff to off-site location.
7. Leads will bring first aid kits, and important medical documents.
8. Leads will take head counts before leaving premises to ensure all people are accounted for.
9. Campers and staff will be relocated to hotel or emergency shelter based on location of threat.
10. Ascendigo camp vehicles will be used as method of transportation.
11. If “Up valley” near Aspen, camp will move to Rifle.
12. If “Down valley” near Glenwood, camp will move to the Aspen Area.
13. If “Midvalley” near Carbondale, camp will exit the valley via the safest route.
14. Parents will be communicated with and will have the option to pick up their campers should they choose.
  - a. Adventures Administrator will maintain a list of current Authorized Individuals for pickup.
  - b. Authorized individuals must show identification before releasing care.
15. Ascendigo’s CMC Summer Office will be moved to 818 Industry Place, Carbondale, CO, 81623 with all pertinent files.
16. Adventures Program Manager will do a final sweep of campus, checking bathrooms and all rooms to ensure that all staff and participants are out of the building and premises before leaving.
17. Adventures Program Manager will post, in conspicuous area, the address of the re-location.

#### Relocation Sites

**Ascendigo Autism Services: (Day Re-Location)**

818 Industry Place, Carbondale, CO, 81623



## Ascendigo Summer Adventures Emergency Plan

La Quinta Inn, 600 Wapiti Ct, Rifle, CO, 81650

Hampton Inn and Suites, 499 Airport Road,  
Rifle, CO, 81650

### Hotels in Rifle Colorado (Overnight Re-Location)

In all Emergency scenarios, the following will be readily available:

- Contacts for participant’s families – Med Box
- Emergency contacts for staff – Adventures Admin Office
- Medications and medical supplies (Nurse) – Nurse Med Box
- Charged cell phone – All Staff
- First Aid Kit – Each Van
- Hand Sanitizers and Disinfectants – Van Kit
- Wet Wipes – Van Kit
- Water and non-perishable foods – Each Van
- Vehicles

### Staff Assignments

Assigned Tasks	Responsible Person(s)
Call 911	First to recognize emergency & Adventures Director (AD)
Call Parents/Guardians	Adventures Administrator, Adventures Director, or Adventures Manager
Provide First Aide	Any staff with CPR/First Aid
Participant’s Emergency Med File	RN, Adventures Administrator, Leads
Emergency First Aid Kits	Leads
Post Relocation Info	Adventures Manager
Supervision of Participants	Day time staff and Leads