



6 Points Creative Arts Academy 2025 Crisis Response Plan

Rev. 6.21.25

Emergency Phone Numbers

On-Campus Emergency Numbers

Office	410-609-9870
Office – Emergency (After Hours)	484-885-1161
Jay Office	410-609-9869
Jay Cell	703-217-3042
Samantha Office	410-648-2881
Samantha Cell	267-625-0797
Colin Office	410-609-9870
Colin Cell	229-416-6004
Westtown Security	610-399-7555

Local Emergency Numbers

Chester County Hospital	610-431-5000
West Chester County Police	610-696-2700 or 911
West Chester Fire Department	911
Chester County Poison Control	1-800-222-1222
Chester Country Department of Emergency Services	610-344-5000

The Crisis Response Plan

Crisis: A serious injury or death of a camper or staff member; other serious situations as determined by the Directors.

Examples of crisis may include, but would not be limited to:

- A drowning or near drowning
- A community member accident resulting in a possible spinal injury
- Major health emergency
- A fire at camp
- Kidnapping/Lost/Missing community member
- Suspected child abuse
- A vehicular accident on the road
- An outbreak of food poisoning
- An unauthorized visitor presenting a threat at camp
- Bomb threat
- Active shooter at camp
- Death or Suicide of camper or staff member
- Weather Emergency

Crisis Response Team

Camp Director – Security Manager

- Oversees all crisis response actions.
- Approve the camp Security and Safety procedures
- Establish and lead the Response Team
- Communicates and assigns responsibilities with Response Team and other camp personnel based on situational circumstances
- Manage and lead, in detail, crisis situations, the response team, staff, and campers

Senior Assistant Director

- Gather information about the crisis
- Coordinating communications with internal URJ staff and external stakeholders, including parents, guardians, Camp Council, and other community members.
- Coordinates with Leadership Team to ensure the camp schedule continues to operate as smoothly as possible.

Director of Operations

- Meet emergency personnel at camp entrance
- Route emergency personnel to site of crisis
- Point of Contact for Westtown Security Team

Health and Wellness Director

- Remains in office
- Call 911, if necessary, when instructed
- Additional responsibilities given at time of crisis

Community Care Director and Faculty Dean

- Emotional support for campers and staff during and in the aftermath of the crisis.

Faculty

- Oversee that Residential Life continues as normally as possible during a crisis

Artistic Coordinator/Lead Mentor, Gesher/Taste/Rookie Director, Unit/Floor Heads

- Oversees that camp program and operations continue as normally as possible during a crisis

Staff

- All staff perform regular responsibilities as assigned unless otherwise instructed to do so by the Crisis Response Team or directly involved in the crisis situation.

Westtown Team Members

- Tejan Walcott – Director of Auxiliary Programs
- Scott Gallagher– Director of Security
- Kate Donnelly – Facilities Manager
- Beth Pellegrino – Director of Food Services
- Carl Beehler - Director of IT Operations
- Justin Baker – Theatre Tech

Crisis Response Procedures

- Defining Roles
 - Camp Director is the top authority in all emergency situations. Camp Director will define and manage Crisis Response Team responsibilities
 - Senior Assistant Director functions as Director's deputy and will replace the Director if absent.
- Procedures
 - Staff on the scene of the crisis will report the situation to the Crisis Response Team
 - Collect Information - The Crisis Response Team will collect as much information about the situation as possible
 - The Crisis Response Team will communicate information with the Camp Director
 - Camp Director assigns responsibilities/roles to Crisis Response Team
 - Establish crisis headquarters
 - In-office
 - At a scene of crisis
 - At central meeting space
 - Move campers and staff not involved with crisis away from crisis location

- Crisis Follow-up
 - Community Care, Faculty Dean, and Camp Director will address the camp community in intervals
 - The bunk staff and family in-camp of those directly affected
 - The bunk of those directly affected
 - Camp staff (if necessary)
 - All campers (if necessary)
 - Camp Director will call the family of the individual(s) in crisis
 - Camp Director will call URJ designee and file incident report
 - Senior Assistant Director will handle contacting the camp community and any press inquiries
 - Director of Summer Operations will meet with Westtown staff as follow-up.
 - Additional emotional support brought in if necessary

Responding to a Crisis

Stranger on Camp

All Creative Arts staff are identifiable by their seasonal bracelets. As Westtown is host to other day-camps and rental programs throughout the summer, it is most likely a member of another program.

- 1) If a stranger is seen on campus, remove or re-route all campers in the area. **YOUR PRIORITY IS CAMPERS.** Identify a second staff member to be with campers.
- 2) If comfortable, a staff member may cautiously approach the stranger and ask if they need assistance
 - a. Can I help you with something? Are you looking for the office? Is there a person you are meeting with?
 - b. Escort the individual to the camp or school office.
- 3) If the individual is uncooperative, alert the camp office and ask for Westtown security to be dispatched to the location. A Westtown security officer will approach and address the stranger.
- 4) If the staff on scene is uncomfortable approaching the stranger, contact the camp office and Westtown security as soon as possible.
- 5) No attempt to restrain the stranger should be made.
- 6) A member from the camp office or Westtown team will follow-up with the staff on scene.

Armed Intruder

- 1) Immediately call Crisis Response Team and 911
- 2) Crisis Response Team will communicate with Westtown personnel
- 3) Camp will go on immediate lock-down
 - a. All campers and staff indoors should barricade themselves as much as possible
 - b. Keycards will be deactivated during lockdown; anyone outdoors should run into woods
- 4) Communication will be sent as much as possible
- 5) Professional Staff and Civil Authorities will give the all-clear

Bomb Threat or Telephone Threat

The person answering the phone must evaluate the seriousness of bomb threat using input from all sources; then, acts in such a manner that reflects the best safety interests of the campers and camp community. Bomb and other threats may originate in writing, through electronic communications, in person, over the telephone, or relayed through a second source.

Basic Documentation – The individual taking the call should:

- 1) Keep the caller on the line as long as possible.
- 2) Notify a member of the professional staff.
- 3) Have a second person call 911 and Westtown Security.
- 4) Floor plans of the building are to be ready for inspection by Police and Fire personnel.
- 5) Write down all information obtained in the exact words on the sheet provided.
- 6) Find out the location and what time the bomb is due to go off.
- 7) Document in writing, as soon as possible, other types of threat contacts including:
 - Specific time message is received.
 - Date and day of week.
 - Exact wording of message.
 - Estimation of sex, age, cultural background of person making call.
 - Make note of background noises, tone of voice.

Consider the safety of campers and staff as the prime factor. If advised, direct campers and staff to safe areas of the campus. Lock down or evacuate areas to avoid access to outsiders prior to arrival of emergency personnel. Do not re-enter the building until authorized.

Death on Campus

- 1) Staff on scene must move campers to a new area and call for support.
- 2) Call 911, camp professional team, and Westtown staff.
- 3) DO NOT DISTURB THE AREA AROUND THE BODY.
- 4) The camp professional team will alert necessary persons (family of the deceased, the URJ, FJC).
- 5) ONLY the camp director and URJ representatives may speak with the press.
- 6) Direct focus on the camp community.

Fire

If fire is small and manageable

- 1) Move all people away from flames and smoke
- 2) Use the nearest fire extinguisher
 - a. Pull pin from extinguisher
 - b. Aim, Squeeze, and Sweep at the base of the flames

If fire is non-manageable

- 1) Evacuate the building.
- 2) Count campers and staff to ensure everyone evacuated safely.
- 3) Move all persons to identified safe location.
- 4) Call 911 and contact Campus Security and Camp office.
- 5) Assess and address injuries if needed.
- 6) Support campers and staff who may be emotionally affected by crisis.

If on dorm

- 1) Evacuate through the closest door to the courtyard outside the science center.
- 2) Bunks should file into a single line to be counted.
- 3) Upon determining that all campers and department personnel are seated and safe, the supervisor should sit down to be identified as “all here” by the Camp Director.
- 4) If a person is not present, the name should be given to the Camp Director as quickly as possible to determine the whereabouts of the individual.
- 5) If outdoors is not safe, go to science center

Missing Camper

- 1) Ask all the people who recently associated with the missing camper about their last known intentions and whereabouts.
- 2) Double check program area, nearby bathrooms, camper's dorm area, health center, and last seen locations.
- 3) Visit camper's profile for any indication that this has occurred before and for clues.
- 4) Contact campus security, camp office, and 911.
- 5) Minimize alert as much as possible.
- 6) Camp Director/Assistant Director will call camper's family if not found after 30 minutes.
- 7) Camp staff will alert necessary personnel once the camper is found.

Severe Weather

- 1) Code Blue will be called for severe weather.
 - a. If lightning is reported 10+ miles from camp, a Code Blue will be enacted.
 - b. Other severe weather includes earthquakes, tornados, hurricanes, hail, high winds, etc.
- 2) Get to a safe, sheltered space. Avoid windows, shelves, high objects, furniture that can fall, and electrical equipment. **DO NOT STOP FOR PERSONAL ITEMS**
- 3) Stay indoors. Get low to the ground, take shelter, cover your head.
 - a. Turn off electrical equipment and burners.
- 4) If outdoors during thunderstorm, with no possibility of moving inside, move to an open space away from buildings and overhead powerlines. Get as low to the ground as possible and cover your head with your hands. Remain alert.
 - a. If lightning is present avoid trees/open areas or being the tallest thing in the area
- 5) If in a vehicle, pull over in an area void of power lines, bridges, overpasses, and buildings. Remain in your seat and buckled.
- 6) At all costs, keep campers calm. Reassure them that everything will be fine.
- 7) Code Blue will be announced and lifted by Camp Directors only.

Emergency Vehicle/Doctor's Visit Procedures

- Ratio of 2:1 needs to be maintained whenever a camper is taken off-campus
 - 2 staff: 1 camper
 - 1 staff: 1 camper: 1 other
- Petty cash will be supplied to the driver
- Emergency phone and phone charger will be given
- Camper medical files will be printed or sent electronically to the health provider and/or driver
- If transported in an emergency vehicle, a camp car will follow behind
- Camper parents will be notified by the Health and Wellness Director, Medical Professional and/or Leadership Team Member
- If a camper remains in the hospital, a member of the staff will remain with them until the parent arrives



POLICY & PROTOCOL REGARDING INTERACTIONS WITH IMMIGRATION AGENCIES

It is the policy of the Union for Reform Judaism (URJ) to ensure that our staff, volunteers, and participants are safe and protected when they use our facilities and services. The URJ will take steps to the greatest extent possible under the law to protect our staff and participants and their information. It is the policy of the URJ not to allow agents or employees of U.S. Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP) access to our facilities, records, or information unless this is required by law or a valid judicial warrant. The same policies and procedures apply to police officers who may act with ICE to enforce the immigration laws.

Please note that ICE and CBP are distinct from the Office of Private Sector Exchange Administration (OPA), which manages the J1 Visa program. If OPA plans to visit your site, they will contact the URJ in advance.

Basic Rights

- You have the legal right to remain silent
- You have the right to speak with an attorney
- You have the right to refuse signing documents without General Counsel
- You have the right to refuse showing identity documents stating country of origin
- You have the right to refuse answering questions about immigration status
- You have the right to record the interaction (be sure to do so safely)

Organization Rights and Responsibilities

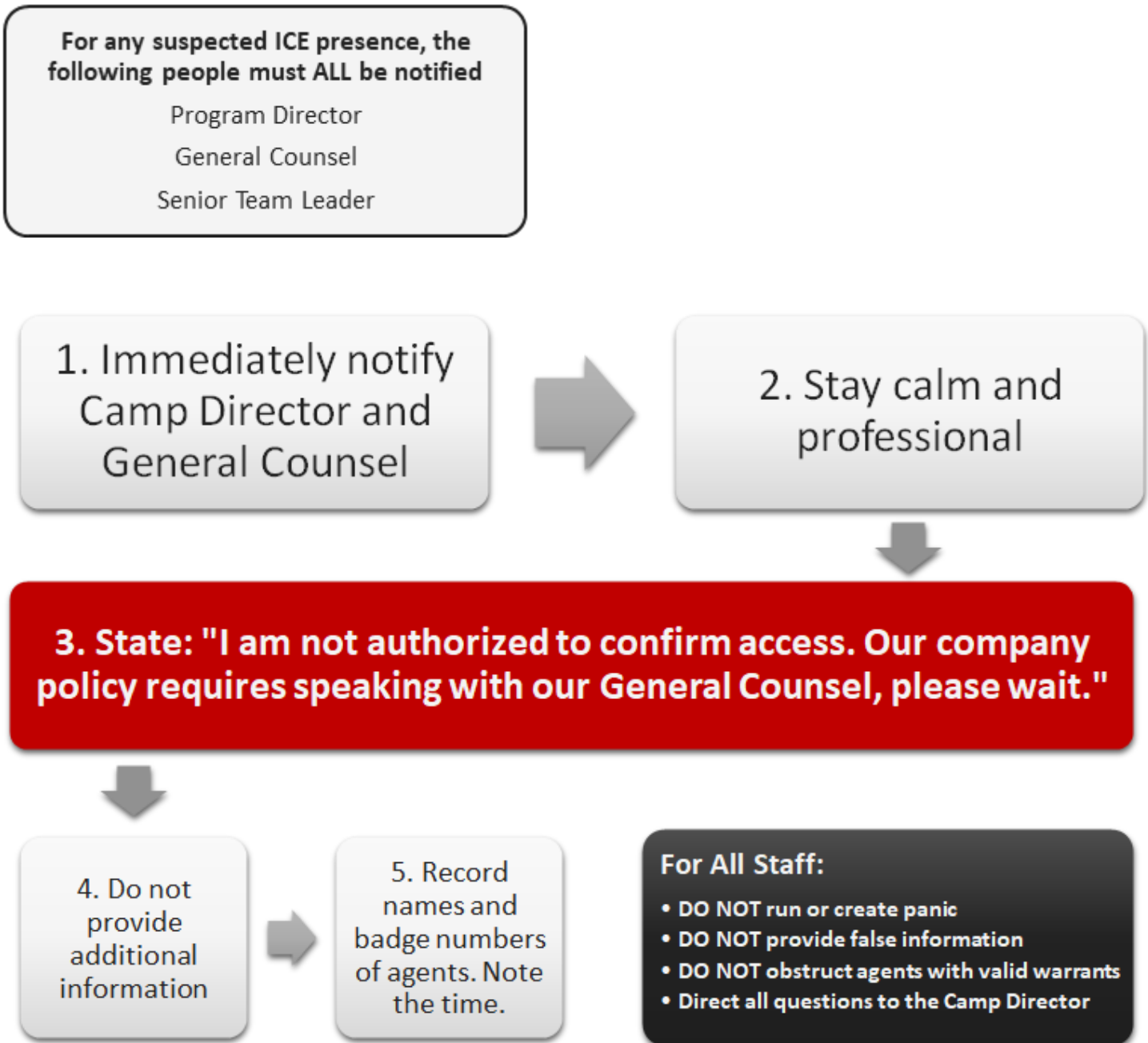
- Right to refuse entry to private areas without a judicial warrant
- Right to require judicial warrant signed by judge verification
- Right to request an attorney present during enforcement actions
- Right to document (notes, videos, pictures) the enforcement action
- Right to refuse consent to searches without a judicial warrant or subpoena signed by a judge
- Right to object to scope of warrant exceeding limitations
- Must not obstruct ICE agents with valid warrants
- Must protect employee confidentiality
- Must not disclose anyone's immigration status [unless required by valid warrant with General Counsel approval]

Staff/Volunteer Actions During Enforcement

- Remain calm and do not run, be polite and courteous
- Say "I am not authorized to provide any information; you must contact our General Counsel. Company policy requires speaking to our lawyer"
- If pressured to respond, follow up by saying clearly: "I am exercising my right to remain silent. I am not authorized to provide any information; you must contact our General Counsel. Company policy requires speaking to our lawyer"
- Do not sign any documents without General Counsel present
- Do not provide false information or documents or make any false statements
- Do not consent to searches of personal belongings [unless a warrant clearly identifies or includes such belongings]
- Document names, badge numbers, and agency of officers if safe to do so

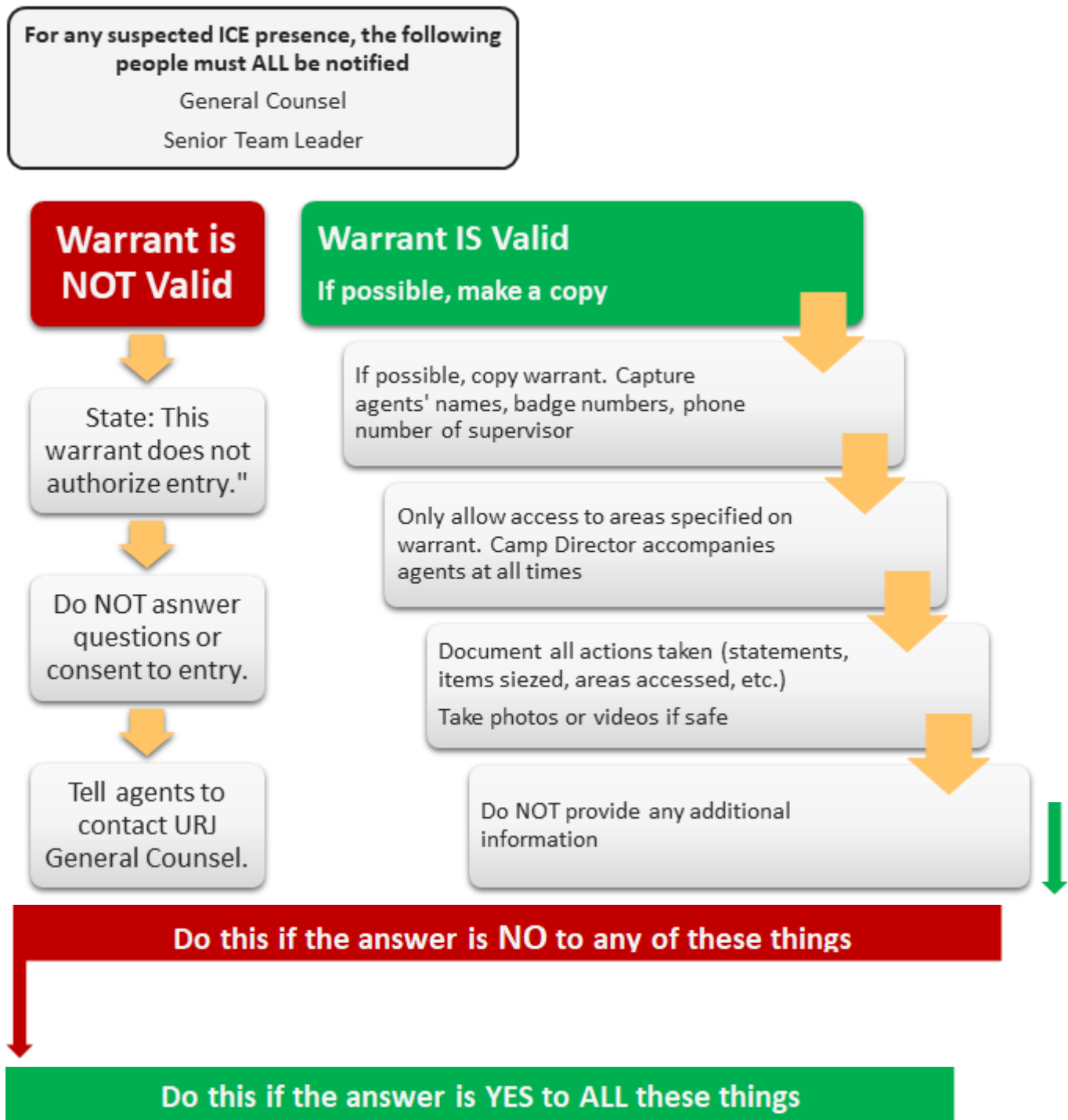
URJ ICE Raid Response Protocols for URJ Front Line Staff and Volunteers

Steps to Follow if ICE Enters Your Camp or Building



URJ ICE Raid Response Protocols for URJ Camp/Program Directors

Steps to Follow if ICE Enters Your Camp or Building





For URJ Camp Directors:

Steps to Follow if ICE Enters Your Camp or Building

Follow Up

Complete detailed incident report and include the following:

- Date and time of entry/exit
- Names of all agents involved, including their badge numbers
- Warrant details: Date, subject(s) of the search, areas identified to be searched, judge's name
- Reason for visit
- Areas searched
- Items/documents seized
- Individuals questioned
- Witness accounts
- Any force used
- Rights violations
- Any arrests made

Additional Action Items

- Coordinate with URJ Legal Counsel about contacting families of affected individuals
- Document all individuals detained
- Secure personal belongings
- Obtain copies of any documents taken

Westtown ICE Protocol

We have been in contact with legal counsel for guidance in the unlikely event of an immigration enforcement action on our campus. The simplest, briefest version of instructions follow here in *italics*:

If an ICE agent or inspector arrives on campus, politely escort them to Central, Main Office reception, or the Main Hall Conference Room and notify Head of School immediately. (cell phone number 484-667-0966.)

For a slightly fuller description, here are a few other pieces of information that you may find helpful:

1. The only **designated areas** visiting ICE agents or inspectors may be are Central, Main Office reception, and the Main Hall Conference Room.
2. Head of School is the **designated point person** to interact with any ICE agent or inspector who comes to campus; therefore, if an ICE agent or inspector arrives on campus, **notify the Head of School immediately**. (If unavailable, Assistant Heads Carolyn Hapeman and Chris Wills are alternate designated point persons.)
3. Designated point person (and alternates) have additional very specific instructions that will guide the details of interactions with ICE agents and inspectors.
4. **Employees and students are not required to speak with ICE agents or inspectors** and have the right to consult legal counsel before doing so. The School will provide legal counsel for employees who may require it in the exercise of their professional duties. If English is not the employee or student's first language, the School will attempt to provide an interpreter.
5. In the absence of a minor student's parent or guardian, Westtown can insist that an administrator, counselor, or teacher be present if ICE agents question a student.