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## **PROACTIVE STEPS TO SECURE YOUR PREMISES WHILE CAMP IS CLOSED THIS SUMMER**

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As a result of the COVID 19 pandemic, many camps have made the difficult decision to not open camp this season. Normally the facility would be bustling with staff and activity preparing the facility to welcome your campers. Instead, this year the camp may only have the Director or a few staff on site and most activity has come to a standstill.

Although camp may not be opening this summer, it is imperative that the premise is secured against unwelcomed visitors and Mother Nature.

It is suggested that the following items are implemented into the existing Risk Management Plan:

- ✓ Notify the local Fire Department, Local Police Department, Sheriff's Department or State Police Barracks that the premises will not be operating this summer. Provide the authorities with a contact person's name and cell phone number.
- ✓ Gates should be locked, except when the facilities personnel visits for a routine inspection of the property. Provide the Fire and Police departments a key to the gate.
- ✓ Advise the Utility Companies that the premises is closed for the season and to provide notification if usage is greater than it should be while the premises are unoccupied.
- ✓ Consider installing security cameras at strategic points within the premises such as entrance points and lakefront. If live cameras are not in the budget, you can purchase imitation security cameras that appear to be real and can act as a deterrent.
- ✓ "No Trespassing" - "Video Surveillance in Effect" signage should be positioned around the perimeter of camp and throughout the property

- ✓ Maintain the same diligence as during the winter in having a facilities person visit camp at least weekly. It is recommended that the facilities person vary the times and days they visit the premises.
- ✓ Notify staff, former staff and alumni that camp is closed and to not attempt to visit this summer
- ✓ If relationships are favorable with your neighbors, ask them to keep a lookout for suspicious activity and to notify you and the authorities if they see someone or something suspicious.
- ✓ Maintain fire suppression systems, and if applicable, sprinkler systems in working order.
- ✓ Schedule to have your fire extinguishers, kitchen fire suppression system, and sprinkler systems - if applicable inspected, serviced & tagged.
- ✓ If the water has been turned on in anticipation of opening camp, consider draining and winterizing now rather than in the Fall. This will protect the premise from leaks or breaks while no one is on site.
- ✓ Shut any propane tank valves.
- ✓ Re-cover pools and secure fencing and locks.
- ✓ Place any watercraft back in storage to prevent unauthorized use.
- ✓ If you are maintaining facilities staff on premises, use this time to have them clear brush, shrubs, trees from around buildings to minimize fire spread.
- ✓ Notify our office if there are vehicles not being used and coverage should be suspended for the balance of the year.
- ✓ Any food service perishables that have been delivered, return to purveyor.
- ✓ Any windows and doors that have been opened to air out the buildings should be closed and secured.
- ✓ Have mail forwarded to your winter office or home address.