

Fire Safety & Evacuation Policy — Minnetonka Christian Camp

DRAFT — prepared October 20, 2026 for review and adoption by the Camp Director and Board.
Not yet in effect.

Purpose

To protect campers, staff, and guests from fire, and to ensure every person on Minnetonka property knows how to prevent a fire, how to respond when one starts, and how to evacuate safely. There are no fire hydrants on camp property and the nearest fire department is approximately 2 miles away — prevention, early detection, and a practiced evacuation carry the weight here.

1. Fire Prevention Rules (All Staff, Campers, and Guests)

- No campfires or open flames of any kind except scheduled fires in areas designated by MCC staff.
- Minnetonka is a smoke-free property — no smoking in any building or on the grounds.
- No candles, incense, or open flames in dorms, motel rooms, or any sleeping area.
- Space heaters are prohibited in sleeping areas unless approved by the Camp Director and plugged directly into a wall outlet (never an extension cord or power strip).
- Fireworks are prohibited except for approved, Minnetonka-programmed shows (see Firearms and Weapons Policy).
- Kitchens: never leave cooking unattended. Keep grease, towels, and paper away from burners. Know where the cafeteria extinguisher and fire blanket are before your first shift.
- Laundry: clean the dryer lint trap after every single use.
- Report damaged cords, outlets, appliances, or exit signs to the Camp Director or maintenance the same day you see them.

2. Detection and Equipment

- Smoke alarms are installed in all sleeping areas, the cafeteria, chapel, office, and dorms. Test monthly and log the test. Replace batteries immediately when an alarm chirps — never remove a battery to stop a chirp.
- Fire extinguishers are mounted in every building. Know the location of the extinguisher nearest your work and sleeping area before camp opens.

- Extinguishers are inspected and serviced annually by the camp's fire extinguisher service company (currently Paris Fire Extinguisher Co.). Staff check monthly that each extinguisher is in place, unobstructed, and showing a full charge.
- Exit routes and exits must stay clear at all times. Never block a doorway, hallway, or exit path with bunks, luggage, or equipment.

3. If You Discover a Fire — R.A.C.E.

1. **RESCUE** — Get anyone in immediate danger out of the area.
2. **ALARM** — Shout "FIRE," pull the nearest alarm if equipped, and notify the Camp Director immediately.
3. **CALL 911** — Give the camp address: 1000 Minnetonka Rd, Clayton, OK 74536. Send a staff member to the gate to meet and guide in the fire department.
4. **CONTAIN / EVACUATE** — Close doors behind you as you leave to slow the fire. Evacuate the building (Section 4). Fight the fire only under Section 5.

4. Building Evacuation

- Evacuate on any alarm, any visible fire or smoke, or any order from the Camp Director — do not wait to confirm.
- Walk, do not run. Leave belongings behind. Feel doors with the back of your hand before opening; if hot, use another way out.
- If you must move through smoke, stay low and crawl.
- **Assembly points:** Chapel (M) primary, Cafeteria (E) secondary — always use the assembly point FARTHEST from the building involved. If both are threatened, assemble at [rally point to be designated by the Board — e.g., front parking area by the gate].
- **Headcount:** Counselors account for every camper in their group using the Church Roster, exactly as in the Flood & Evacuation Plan. Report missing persons to the Camp Director immediately — do not go back in to search.
- Camp Director confirms all buildings are clear, confirms 911 was called, and notifies parents.
- **No one re-enters any building** until the fire department declares it safe and the Camp Director authorizes re-entry.

5. Using a Fire Extinguisher — P.A.S.S.

Fight a fire ONLY if all of these are true: the fire is small and contained (no larger than a trash can), your exit is at your back, the room is not filled with smoke, and 911 has been called. If any one is not true, get out and close the door.

- **P**ull the pin.
- **A**im at the base of the fire.

- Squeeze the handle.
- Sweep side to side until the fire is out — then still evacuate and let the fire department confirm it is fully out.

6. Night Procedure (Dorms and Motel)

- Counselors sleep where they can wake their whole group fast. On any alarm or shout of fire: wake every camper, shoes and flashlight in hand, out the nearest safe exit, straight to the assembly point, headcount by roster.
- Never assume it is a drill at night. Treat every night alarm as real.

7. Drills and Training

- Every staff member must know this policy, their building's exits, and their assembly point before camp opens. This policy is reviewed during staff training week alongside the Flood & Evacuation Plan and Active Shooter Protocol.
- Run at least one fire drill during staff training week and one drill within the first 24 hours of each camp session, so every camper practices the route once.
- Log every drill (date, buildings, evacuation time, headcount result) and keep the log with the camp's safety records.

8. After a Fire

- Camp Director notifies parents, the Board, and the camp's insurance carrier as soon as everyone is accounted for.
 - Do not disturb the scene or begin cleanup until the fire department or investigator releases the building.
 - Complete a written incident report the same day.
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Emergency contacts: see Emergency Quick Reference & Contacts (Handbook Section 7C). Clayton Fire Department responds via 911 — 911 Cherokee St, Clayton, OK, approx. 2 miles from camp.