



# SDSU Extension 4-H Youth Development **Camp Policies and Procedures**

Katherine Jaeger | SDSU Extension Youth Outdoor Education Field Specialist

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### Introduction

SDSU Extension's South Dakota 4-H program offers several camps throughout the year in alignment with the youth development mission. Each camp is unique, with different goals, facilities, and target audience, however South Dakota 4-H employs the policies outlined in this manual as a minimum at each camp.

Throughout the manual, various policies indicate that they are in addition to the policies and procedures in place at the camping facilities. As a renter of camping facilities, SDSU Extension and South Dakota 4-H will follow all policies and procedures outlined at the facilities rented and employ any additional policies as needed.

Readers are encouraged to consider the following when reviewing this manual:

1. What are the specifics of the facility utilized for a particular camp?
2. What are the ages of campers involved at camp?
3. What particular programs or activities are not outlined here but may need to be discussed at a statewide level?
4. What are appropriate camp goals being developed?

For questions regarding specifics of the policies and procedures, or anything that is not clearly defined, please contact:

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### Special thanks to the SD 4-H Camp Advisory Committee members:

- Ron Frederick, SDSU Extension 4-H Youth Program Advisor – Rosebud
- Brad Keizer, SDSU Extension 4-H Youth Program Advisor – Custer and Fall River Counties
- Chuck Martinell, SDSU Extension 4-H Youth Program Advisor – Minnehaha County
- Mary Claire Roudabush, SDSU Extension 4-H Youth Program Advisor – Hamlin and Kingsbury Counties
- Amanda Stade, SDSU Extension State 4-H Events Management Coordinator

### South Dakota 4-H Camp Mission

South Dakota 4-H camps provide youth an opportunity to learn new skills, build lifelong friendships, and develop their character through educational and experiential programming offered in a safe, inclusive environment.

## **Staff and Volunteers**

### **Service Standards**

Each SDSU Extension employee, whether full-time or seasonal, and volunteer is committed to:

- Treat all campers and volunteers with respect
- Embrace the mission of 4-H
- Offer assistance in all situations and respond immediately to requests
- Provide campers with valuable and useful information through quality, hands-on activities
- Demonstrate a consistent positive and professional attitude
- Provide a comfortable and safe environment
- Report to work properly dressed and properly groomed
- Act responsibly in threatening situations, always insuring the safety of the camper first

### **Certifications**

SDSU Extension staff at camp should be certified in First Aid and CPR. Lifeguards must have the appropriate certifications for the body of water which they are guarding. Counselors will be trained before the beginning of the camp session.

### **Work Schedule**

Staff and volunteers at 4-H Camp must be ready to work 24/7 as long as campers are on property. Staff and volunteer attendance is expected at all scheduled meetings, meals, and camp-wide activities unless previously discussed with the Camp Director. Check the camp schedule for meeting times and locations.

### **Appearance and Clothing**

Clothing, language, and attitude should be kept positive and appropriate at all times. Assume that campers are always within earshot. Staff should wear camp or 4-H shirts and shorts that are longer than fingertip length. Spandex, bare shoulders, crop tops, or short shorts are not appropriate at any time outside of the swim area. Campers and staff should wear closed toe shoes at all times unless going to or from the swimming area.

### **Restricted Areas**

Be mindful that 4-H is a guest at the various camping properties we utilize. Please be courteous of the facility's rules and respect any restricted areas. If a camper or volunteer attempts to enter a restricted area, please politely ask them to leave. If they refuse, contact the Camp Director immediately for assistance.

## Facility Procedures

As SDSU Extension and South Dakota 4-H do not own any of the facilities in which they host overnight camps, all facility policies must be followed. However, SDSU Extension retains the right to add additional policies and procedures that do not interfere with the camping facility but add to camper safety.

## Kitchen Safety

SDSU Extension 4-H Youth Development staff review each camp's policies and procedures before signing the camp contract. Kitchen safety should be included in each of those policies, and the 4-H camp participants and members will defer to the camps policies for specifics including serving and cleaning safety.

## Check In/Check Out

### Camper Arrival Process:

- Campers arrive at their individual camp site by the specific times listed for each camp
- Campers and parents should make sure to bring all of their belongings and any additional information needed, such as any updated medical records, insurance changes, medications, etc.
- Parents should make sure at check-in that all information on file for their camper(s) is correct and as up-to-date as possible.
- Campers are then given their assigned information for cabins, groups, track, etc.
- Campers and parents hand in any money for camp store to camp and any and all medications to the camp nurse.
- Campers and parents head to the assigned cabin or room to drop off belongings.
- Parents and campers say their goodbyes, and parents leave camp.
- Campers then will gather at a location that is deemed appropriate (depending on weather conditions) for large group activities while the check-in process continues.

### Camp Check-Out Process:

- Campers are released from activities to go make sure cabins are clean and to gather belongings.
- Campers are released from cabins by the adult supervisor or counselor to take belongings to the centralized designated area.
- Campers are then released to activities in a separate area.
- As parents begin to arrive, a staff member will make sure the parent can pick up said camper(s) by comparing information to the Camper Traveler Form.
- Staff with the parent will then contact the staff with the campers to announce the specific camper(s) to be released to check-out.
- Campers will make sure to pick up any remaining money and medication from camp staff or the Camp Nurse before meeting the parent and then be escorted to the check-out area.
- Campers and parents should then gather belongings and make sure to sign out on the designated sign out sheet before loading vehicles and leaving camp.
- Staff should make sure to watch that parents are only taking the camper(s) that they have permission for.
- If campers traveled together on a bus as a county unit, the 4-H Advisor or head chaperone for that county unit should ensure that all children have all belongings, medication, and money before loading the bus for home. The 4-H Advisor or head chaperone for that county unit should then have a similar process to release children at their home base from camp.
- All sign out sheets need to be signed by the individual/parent picking the camper(s) up.

## Sleeping Quarters

Sleeping quarters refers to the cabins, tents, or other facilities in which the youth campers spend the night. These facilities are separated by gender and are off-limits to anybody not assigned to them. At no point should youth be spending time in the sleeping quarters unsupervised.

In cabins, the overnight ratio should be 1:8, unless the majority of campers are teenagers in which case the ratio is 1:10. A minimum of two counselors or chaperones will be assigned to each sleeping quarter.

In tents, the chaperones will have their own shared tent. The overnight ratio is a minimum of 1:4.

### **Night Watch**

Trained chaperones, SDSU Extension staff, and the Camp Director are expected to serve in the role of night watch person for, at a minimum, the hour following lights out. Night watch persons should be in a location that allows for visual and audial inspection of the areas surrounding campers' sleeping quarters and should make regular rounds with no greater than one half hour between rounds. It is up to the discretion of the Camp Director if night watch should continue beyond the two hours following lights out.



## **Health Care**

### **Medically Responsible Adult**

Each camp session will ensure that there is a medically responsible adult present the entire time staff and campers are present. This adult must be certified in advance first aid (i.e. first responder, nurse, EMT). The medically responsible adult (otherwise referred to as the “Camp Nurse”) is responsible for the safekeeping and administration of prescribed medicines, the administration and record keeping of first aid, and any other health issues that may arise.

The medically responsible adult will be provided with all of the camper, chaperone, and staff health information upon arrival at camp. They will also be briefed on any severe ailments, such as seizures or anaphylaxis, which may require closer attention.

The medically responsible adult will be provided a room at camp to serve as the first aid station. The first aid room must have one bed for every fifty campers and have a private bathroom with shower. They will also be given a radio and must have it with them at all times.

### **Additional Health Care**

Each staff member at camp, both full time and seasonal, must be certified in basic first aid and CPR. Seasonal staff, if not previously trained, will be offered a certification class during their staff training. Each staff member will carry a small first aid kit with them for minor injuries and emergency situations.

### **Health Care During Off-Camp Activities**

Any time youth are leaving the camping facility for a camp-sponsored activity, a medically responsible adult must travel with them. This medically responsible adult must have a minimum certification in first aid and CPR. They must also carry with them the health forms for each participant and chaperone, as well as a basic first aid kit.

### **Health Screening and Assessments**

Upon registering for camp, every camper and chaperone will be asked to fill out a brief health screening form. This will be used as their health form for camp and should identify any previously existing medical conditions, prescription medications and doses, and any special concerns. These health forms will be viewed by the SDSU Extension Youth Outdoor Education Field Specialist, the Program Director at camp, and the Camp Nurse. Forms will also be shared with the camping facility manager as needed.

### **Permission to Treat**

As part of the information required to register for camp, guardians are asked to grant SDSU Extension fulltime or seasonal staff permission to treat up to their level of training. This allows staff the ability to offer first aid services if necessary.

### **Parent Notification of Health Care Services**

All camping and outdoor activities involve risk. Many of these risks are minor, including small cuts and abrasions, sunburn, and insect bites. If, however, any injuries or illness occur that need additional support from medical personnel, the parent will be notified as soon as possible.

### **Handling of Prescription Medication**

Upon arrival and check-in at camp, guardians must submit any prescription medications to the Camp Nurse with clear instructions of dosage and administration. The Camp Nurse will store the medications under lock and key and administer them daily at three times as needed– breakfast, dinner, and bedtime. Youth are prohibited from having prescription or over the counter medicines in their personal belongings. The Camp Nurse will record the medicine given to each youth and the time it is given.

## **Record Keeping**

All staff are required to record any first aid administered. The Camp Nurse must also keep records of any medications administered, include time and dosage. Incident reports must be filed for any first aid requiring a visit to the Camp Nurse or other emergency personnel.

## **Operational Management**

### **Liability and Risk**

Every activity has risk; however, acting in a responsible and professional manner to the level of training received greatly minimizes the chance of risk or injury. Staff have the right to refuse to facilitate any activity they are not comfortable with, but they are also expected to take steps to become more comfortable with that particular activity. Ways to protect campers during activities include:

- Inform campers of the risks involved in the activity
- Only lead activities in which staff have been trained and are comfortable
- Anticipate problems
- Manage the emotions, fears, and stress of campers – even if they seem irrational
- Double check equipment prior to use
- Clean and store equipment in the appropriate manner when activity is complete

### **Insurance Coverage**

All 4-H youth are covered by 4-H insurance. Additional event insurance will be purchased for camps. For questions or concerns regarding the insurance coverage, please contact the SDSU Extension State 4-H Office.

### **Incident Reporting**

Any incidents, first aid or behavioral-based, that could require follow-up must be documented within 24 hours of occurrence. It is better to over document than not have documentation. Witnesses must provide written statements to the Camp Director, who will share them with the SDSU Extension Youth Outdoor Education Field Specialist and the SDSU Extension State 4-H Office.

### **Staff Supervision Ratios**

All staff must be a minimum of 16 years old and two years older than the campers they are serving. Day camps will maintain a ratio of 1:10 and overnight camps will maintain a ratio of 1:8. At no time should a teen or adult staff member be alone with a youth camper. The rule of three should be followed at all times.

### **Staff Supervision**

Camp staff falls under the supervision of the Camp Director. The Camp Director must be a minimum of 21 years old, with a preferred minimum age of 25 years old. Preferably, the Camp Director is a full-time member of the SDSU Extension team. Please see the Camp Director job description for a detailed explanation.



## **Program Design and Activities**

### **Promoting Camp Quality and Camper Welfare**

SDSU Extension and 4-H aim to provide a quality camping experience that ensures the physical and emotional safety of youth while providing hands-on, experiential learning in a safe and inclusive environment. All programs will be designed by trained staff and reviewed by the Outdoor Educator for content, practicality, and skills. Programs will be engaging, age-appropriate, and educational.

### **Program Equipment Maintenance and Safety Checks**

All equipment for programs and activities is to be checked before the start of the program. It is up to the instructor teaching the program or leading the activity to check the safety of the equipment. If something is broken or malfunctioning, please inform the Program Director immediately.

### **Activity Support and Supervision**

Supervision ratios of 1:10 must be upheld at all times, and one of the supervisors must be over 18. For example, a group of 25 campers may have two counselors and a chaperone with them, or one counselor and two adult chaperones.

For any additional recreational activities, such as kayaking, shooting sports, horseback riding, and rock climbing, all policies and procedures required by the organization running them must be followed. Additionally, SDSU staff has the ability to add in safety requirements that do not interfere with the organization in charge.

### **Aquatics**

The waterfront and aquatics program must be staffed by trained, paid staff. SDSU Extension or the camping facility will evaluate the certificates of each lifeguard to ensure they are properly trained for the activity they are leading.

Waterfront activities require a minimum of one lifeguard and one adult lookout. A maximum ratio of 1:25 is acceptable for the lifeguard.

Any staff teaching a boating class must be properly trained in the appropriate rescue procedures. The safety of the body of water must be appropriately evaluated before each session. Personal flotation devices (PFDs) must be worn by all participants (adults, campers, and staff) at all times while on the water.

## Waterfront Policies and Procedures

For a complete list of waterfront policies and procedures, please review each camping facility's individual policies. The following are additional policies and procedures that SDSU Extension and South Dakota 4-H may employ.

### Swim Beach Orientation

The Camp Director must ensure that there is a swim beach orientation by appropriately trained personnel before each swimming or waterfront session.

### Boundaries & Entry Area

All swimming areas must be roped off. Swimmers must enter from the swim beach area.

### Lifeguards

- Lifeguards MUST be present whenever the waterfront (swim beach, boating) is in usage.
- The minimum lifeguard ratio for swimmers to guards is 25:1.
- At least one (1) lifeguard must be present during all boating activities. A designated adult must be on sight as the second lookout if only one lifeguard is available.
- Lifeguards are required to have a whistle, carry a red rescue tube, and be in close proximity to a CPR mask at all times.

### Safety at the waterfront

All on-duty lifeguards are required to carry and use a whistle. Whistle blasts indicate the following:

- Buddy check
- Signal the end of beach/boat time
- Signal inclement weather or other emergency

Different facilities utilize different combinations of whistle blasts from the lifeguards to signify events. For the sake of this handbook, SDSU Extension and South Dakota 4-H will use the following whistle blasts:

1. One short whistle – Listen Up
2. Two short whistles – Buddy Check
3. Three short whistles – GET OUT NOW
4. One long whistle - EMERGENCY

However, it is the responsibility of the Camp Director to clarify with the facility and the lifeguards the whistle blasts that will be used and ensure that they are communicated with the youth campers at the swim beach orientation.

### Buddy System

SDSU Extension and South Dakota 4-H will employ the buddy system at each waterfront swim session. The buddy system is as follows:

- Each camper receives a number or name stick that identifies them and their swimming ability.
- Before entering the water, each camper must choose a buddy for the entire time they will be at the waterfront area. The buddies must be of the same swimming ability, or are limited to the highest common swim area.
- Buddies must place their numbers or name sticks in the board corresponding with the swimming area in which they choose to spend time.
- Buddies must stay near each other for the duration of the swim period. In the event one buddy chooses to leave the water, the other buddy must also leave the water or find a new partner.
- Buddy Checks will occur during each swim session. When the lifeguard whistles two blasts, buddies must stop what they are doing, grasp hands, and hold their hands above the water. Buddy pairs will then be counted, and if the number matches what is on the buddy board, waterfront activities will be allowed to continue.

- When buddies leave the water, they must move their buddy sticks to the appropriate location to indicate that they are no longer participating in waterfront activities.

## **Boat Orientation**

South Dakota 4-H camps may have a variety of watercraft options for programmed usage. The Waterfront Director or a designated Primary/Lead Lifeguard/Boat Safety Instructor must be on duty whenever campers or staff wish to make use of any watercraft. This individual possesses the responsibility of determining if weather conditions are safe or unsafe for staff, campers, and/or guests to use any watercraft. Wind must also be a factor in this decision making process.

The Waterfront Director/Lead Lifeguard/Boat Safety Instructor will determine boating boundaries at the beginning of each activity. These boundaries are dependent on which activity is happening, how many participants, and weather conditions.

All participants must be wearing a properly-fitted personal flotation device (PFD) and SIGN UP for boating at the designated boat launch locations:

- Canoes
- Kayaks
- Stand-Up Paddleboards (SUPs)
- Paddle Boats

The following are specific guidelines for each activity; however, the camping facility may operate slightly differently. For a complete listing of policies and procedures for the facility in question, please see their individual policies and procedures.

### **Canoes**

- Require 2-3 participants per boat.
- Paddles sized to the individual, lower numbers on paddles indicate a shorter paddle. Place the handle/ grip of the paddle on foot—the blade tip should be eye level.
- Paddlers should always remain sitting while canoeing on the water. The “duffer” in the middle should sit on the bottom of the canoe, not the thwarts.
- Proper orientation by an instructor is required.
- PFDs are required.

### **Kayaks**

- Paddles are one-size-fits-all. Blades should be curving towards paddler. Tapered blades should have the longer point upward (this helps with the angle of the paddle entering the water).
- PFDs are required.

### **SUPs**

- Paddles are adjustable for sizes. Paddle brands match the boards they go with.
- Leashes are required when using any and all SUPs.
- PFDs are required.

### **Paddle Boats**

- At least two (2) boaters per paddle boat are required. No more than four (4) boaters may be in a paddle boat at any time.
- PFDs are required.

### **Motorized Watercraft**

- All watercraft must have a designated boat driver and a lifeguard. The driver of the boat may or may not be a lifeguard, but cannot serve as the primary lifeguard.

- All boat drivers must have completed driver training with the 4-H Camp designated person.
- No more than 15 individuals are allowed on the pontoon boat at any given time. This includes being docked at 4-H Camp. It is up to the discretion of the boat driver if the max capacity needs to be lowered.

### **Staff Training**

All staff hired and volunteers selected by SDSU Extension and South Dakota 4-H must undergo appropriate training for the activities in which they will be involved. Please reference the South Dakota 4-H Camp Training Manual for complete information.

## **Emergency Procedures**

The SDSU Extension 4-H staff will take every precaution necessary to ensure that camp operations are conducted in the safest manner meeting the highest level of standards in the camping business.

Through appropriate risk management training and implementation, staff will understand the procedures for a variety of anticipated emergencies. It is expected that all staff members understand their role and responsibility in the following scenarios.

### **Definition of an Emergency**

An emergency is defined as a situation with the potential to cause/that has caused injury or death, or which can damage or destroy property.

### **Emergency Communications**

The South Dakota 4-H camp will use two-way radios and telephones for emergency communications. Radios, if used at that particular facility, will be issued to staff during on-site training, and staff is expected to keep the radio ON and LOUD at all times.

If, at any time, emergency personnel is needed, call 911 from a cell phone or the nearest landline. Remember to identify yourself, the location, and the type of emergency. The staff that calls 911 must also immediately contact the Camp Director.

Any time emergency personnel is called to the facility, a staff member must meet them at the entrance to camp to direct them to the location.

After any incident involving an injury or emergency personnel being called to camp, the senior staff member involved must complete an incident report. The senior staff member must ask all staff involved to submit written statements about the incident. This must be completed with 24 hours of the incident.

All incidents requiring the implementation of an EAP must be communicated by the Program Director at camp to the SDSU Extension Youth Outdoor Education Field Specialist, who will then discuss the issue with the SDSU Extension State 4-H Program Director.

### **Public Relations Concerning an Emergency**

In the event an emergency scenario yields the involvement of EMS, professional rescuers, law enforcement, or media, the following steps must be taken:

- Full cooperation with authorities and professional EMS
- Do not volunteer information to campers, strangers, or spectators
- All media inquiries are directed ONLY to the SDSU Extension State 4-H Program Director

### **Emergency Steps**

In the event of an emergency, follow these five steps:

1. Remain calm
2. Assess the situation
3. Activate the Emergency Action Plan (EAP)
4. Call for help
5. Provide appropriate care

### **Emergency Action Plan (EAP)**

An Emergency Action Plan (EAP) is the procedure taken in the event of an emergency at 4-H Camp. A general EAP will be used in all emergency scenarios with specific protocol and procedure for specific emergency categorization.

The 4-H Camp EAP's purpose is to ensure the safety of all visitors, guests, staff, and participants by utilizing the safest action in response to an emergency.

The EAP should be activated in the event of:

- Waterfront emergencies
- Missing camper
- Camp intruder
- Serious accident or injury
- Severe Weather
- Fire



## **Waterfront EAP:**

### **Severe Patron Emergency**

#### **Lifeguard 1 (Primary)**

1. Blow the emergency signal (one long whistle) to alert other staff
2. Rescue and provide care to victim until the situation becomes unsafe, you are too tired to continue, or someone of higher training is available
3. Complete incident report forms immediately and give to Camp Director

#### **Lifeguard 2 (Secondary)**

1. Call EMS and state emergency and location
2. Contact Camp Director via radio
3. Assist primary lifeguard in rescue and care
4. Get any supplies necessary (first aid kit, back board, etc.)

#### **Counselors/Volunteers**

1. Clear waterfront area and ensure safety of other campers
2. Meet EMS at camp entrance to direct them to the emergency

#### **After Emergency**

1. Make sure all equipment is clean and functioning properly
2. Complete incident report and turn in to Camp Director
3. Take the time needed to become emotionally ready to return to work

#### **Safety Signals**

1. One short whistle – Listen Up
2. Two short whistles – Buddy Check
3. Three short whistles – GET OUT NOW
4. One long whistle - EMERGENCY
5. If using a boat and paddles:
  - a. Vertical paddle waving indicates assistance is needed
  - b. A thumbs up or a horizontal paddle over the head is the sign for O.K.
6. On the radio:
  - a. "Activate EAP for waterfront...I repeat...Activate EAP for waterfront...I repeat ...Activate EAP for waterfront"

## **Waterfront EAP:**

### **Weather Emergency**

*\*If inclement weather is expected, the Program Director or other designated staff will be continuously monitoring weather information. Strong, gusty winds, thunder, or lightning are all signs of inclement weather and should be cause for immediately moving participants to safety.\**

#### **Lifeguards**

1. Blow whistle (three short whistles) to alert campers to get out of the water
2. Continue guard duties until everyone is out of the water
3. Secure all items that could be damaged in a storm
4. Help evacuate campers to the appropriate shelter for weather conditions

#### **Counselors/Volunteers**

1. Clear waterfront area of campers
2. Evacuate campers to the appropriate shelter for weather conditions
3. Assist guards in securing waterfront items

#### **After Weather Emergency**

1. After last thunder is heard, wait thirty minutes
2. Check equipment and swim area to prepare for reopening
3. Reopen waterfront

#### **Safety Signals**

1. One short whistle – Listen Up
2. Two short whistles – Buddy Check
3. Three short whistles – GET OUT NOW
4. One long whistle - EMERGENCY
5. If using a boat and paddles:
  - a. Vertical paddle waving indicates assistance is needed
  - b. A thumbs up or a horizontal paddle over the head is the sign for O.K.
6. On the radio:
  - a. "A weather watch is underway. Please prepare any buildings that you may be in or near."
  - b. "Activate EAP for weather...I repeat...Activate EAP for weather...I repeat...Activate EAP for weather"

## **Outdoor Programming Areas EAP:**

### **Weather Emergency**

*\*If inclement weather is expected, the Program Director or other designated staff will be continuously monitoring weather information. Strong, gusty winds, thunder, or lightning are all signs of inclement weather and should be cause for immediately moving participants to safety.\**

#### **Instructors**

1. Stop activity and evacuate participants as quickly and safely as possible
2. Monitor participants for safety
3. Collect and store any equipment that you can safely get

#### **Counselors/Volunteers**

1. Help with the removal of participants and keep track of your group
2. Move participants as quickly and safely as possible to the appropriate shelter
3. Monitor and supervise participants until the weather becomes safe to return to activities

#### **After Emergency**

1. Make sure all equipment is clean and functioning properly
2. Resume activities when area is clear and no thunder has been heard for 30 minutes

#### **Safety Signals**

1. On the radio:
  - a. "A weather watch is underway. Please prepare any buildings that you may be in or near."
  - b. "Activate EAP for weather....I repeat...Activate EAP for weather...I repeat...Activate EAP for weather"

## **Waterfront EAP:**

### **Missing Camper**

#### **Lifeguards**

1. At first suspicion of missing person, call for buddy check using two short whistle blasts
2. If buddy pairs do not match the board, assume the missing person is in the water
3. Blow whistle (three short whistles) to alert campers to get out of the water
4. Continue guard duties until all swimmers are out of the water
5. Begin organizing search

#### **Counselors/Volunteers**

1. Clear waterfront area of campers
2. Evacuate campers to the assigned area near the bell tower
3. Any available counselors and volunteers should assist in the search and conduct a thorough search of the camp property

*\*If, after 20 minutes, the camper has not been found, the Camp Director will call EMS\**

#### **After Missing Camper Emergency**

1. Ensure all gear is clean and functioning properly
2. Manage for camper emotions
3. Only return to lifeguard duties when you are emotionally ready

#### **Safety Signals**

1. One short whistle – Listen Up
2. Two short whistles – Buddy Check
3. Three short whistles – GET OUT NOW
4. One long whistle - EMERGENCY
5. If using a boat and paddles:
  - a. Vertical paddle waving indicates assistance is needed
  - b. A thumbs up or a horizontal paddle over the head is the sign for O.K.
6. On the radio:
  - a. "Activate waterfront EAP...I repeat...Activate waterfront EAP...I repeat...Activate waterfront EAP"

## **Waterfront EAP:**

### **Unsafe Water Conditions**

#### **Lifeguards/Instructors**

1. Blow whistle (three short blasts) to alert campers to get out of the water
2. Continue guard duties until everyone is out of the water
3. Secure all items that could be damaged

#### **Counselors/Volunteers**

1. Clear water of campers
2. Assist guards in securing waterfront items if condition is safe

#### **After Weather Clears**

1. Check all boats and equipment for damages
2. Reopen waterfront and resume activities if weather allows

#### **Safety Signals**

1. One short whistle – Listen Up
2. Two short whistles – Buddy Check
3. Three short whistles – GET OUT NOW
4. One long whistle - EMERGENCY
5. If using a boat and paddles:
  - a. Vertical paddle waving indicates assistance is needed
  - b. A thumbs up or a horizontal paddle over the head is the sign for O.K.

## **Programming Areas EAP:**

### **Missing Camper**

#### **Counselors / Volunteers**

1. Activate missing camper EAP as soon as you realize a camper/guest is missing and cannot be found
2. Bring your group to the designated meeting place and ensure your groups' safety
3. ALL LIFEGUARDS REPORT TO WATERFRONT UNLESS OTHERWISE DIRECTED
4. Follow the directions and guidance of the Camp Director for a coordinated search

*\*If, after 20 minutes, the camper has not been found, the Camp Director will call EMS\**

#### **After Missing Camper Emergency**

1. Manage for camper emotions
2. Complete incident report within 24 hours
3. Only return to duties when you are emotionally ready

#### **Safety Signals**

1. On the radio:
  - a. "Activate camper EAP...I repeat...Activate camper EAP...I repeat...Activate camper EAP"



## **Programming Areas EAP:**

### **Injuries or Accidents**

#### **Lead Counselor/Instructor**

1. Immediately stop the activity and remove all unaffected participants as quickly and safely as possible
2. Activate EAP if emergency help is needed; Camp Director will dial 911
3. Provide emergency care within your level of training until the scene becomes unsafe, care is no longer needed, you are too exhausted to continue, or someone with a higher level of training takes over

#### **2nd Counselor/Volunteers**

1. Remove group from the scene and occupy them
2. Manage for camper emotions

#### **After Injury or Accident**

1. Make sure all equipment is clean and functioning properly
2. Complete incident report and turn in to Camp Director
3. Take the time needed to become emotionally ready to return to work

#### **Safety Signals**

1. On the radio:
  - a. "Activate EAP for injury...I repeat...Activate EAP for injury...I repeat...Activate EAP for injury"

## **Programming Areas EAP:**

### **Intruder**

#### **Lead Counselor/Instructor**

1. Ensure group safety first
2. If you see someone that is unfamiliar on camp property, ask how you may assist them
3. If they are suspicious or appear to be armed, do not confront them
4. Contact the Camp Director and activate the visitor EAP
5. Move campers to a safe distance and continue to monitor the situation
6. If intruder is armed, take guests to the nearest building and lock the door. Stay there until the scene is cleared by Camp Director or law enforcement

#### **2nd Counselor/Volunteers**

1. Remove group from the scene and occupy them
2. Manage for camper emotions

#### **After Intruder**

1. Complete incident report and turn in to Camp Director
2. Take the time needed to become emotionally ready to return to work

#### **Safety Signals**

1. On the radio:
  - a. "Activate EAP for visitor...I repeat...Activate EAP for visitor...I repeat...Activate EAP for visitor"

## **Programming Areas EAP:**

### **Fire**

#### **Lead Counselor / Instructor**

1. Stop activity and evacuate participants as quickly and safely as possible
2. If fire is small: extinguish it with the nearest fire extinguisher and notify Camp Director
3. If fire is large or size is unknown, pull the nearest fire alarm and contact Camp Director to activate the EAP for fire
4. Monitor participants for safety
5. Collect and store any equipment that you can safely get

#### **Counselors/Volunteers**

1. Help with the removal of participants and keep track of your group
2. Move participants as quickly and safely as possible to the appropriate shelter
3. Monitor and supervise participants until the scene becomes safe to return to activities

#### **After Emergency**

1. Make sure all equipment is clean and functioning properly
2. Resume activities when area is safe

#### **Safety Signals**

1. On the radio:
  - a. "Activate EAP for fire....I repeat...Activate EAP for fire...I repeat...Activate EAP for fire"