



FOCUS TRAINING 7

Publication series prepared specifically for training summer camp volunteers.

RISK MANAGEMENT

Safety of everyone on the property is our highest priority.

Please be sure you know the emergency procedures on the issues in this publication. Many emergency situations are handled on a case by case basis.

Please consult the Dean or Camp Staff with any questions or concerns.



EMERGENCY COMMUNICATION PLAN ON CAMPUS

In the case of an emergency, ring the bell near the Dining Hall continuously for any emergency where everyone's attention is needed. The Dean also has an air horn that can be used for this situation. Camp Staff should be notified of any emergency situation on campus.

The Dean, Dorm Mom and Dorm Dad have cell phones that can be used to easily communicate to Camp Staff in an emergency situation.

In the case of an emergency at the pool, there is an emergency phone located on the exterior wall of the Multi-Purpose Building facing the pool. This phone should only be used in the case of an emergency.

Staff are also allowed to communicate with each other via cell phone during an emergency. Campers are not allowed to use a staff phone to call home. Staff are not allowed to call home on behalf of a camper without permission from the Dean or Camp Manager.

EMERGENCY KITS

Emergency kits are provided in each building on campus. These kits are only to be used in a severe emergency.

- Multi-Purpose Building: Bathrooms
- Girls Dorm: Hall Cabinet
- Boys Dorm: Bathroom Cabinet
- Bonner Jackson Pavilion: Pop Shop
- Dining Hall: EMT's Cabinet
- Office: Supply Cabinet

Emergency Kits contain supplies and instructions for dealing with bodily fluids, minor first aid supplies, flashlights and a copy of this FOCUS Training.

An extensive kit is located in the EMT Cabinet at the front of the Dining Hall.

Please contact the office if items in the emergency kit are broken or missing.



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SEVERE WEATHER

Because of our location on the Pamlico River, we occasionally suffer from severe weather. Severe thunderstorms, tropical storms, hurricanes, and tornadoes have the potential to occur during the summer.

THUNDER AND LIGHTNING

If thunder is heard, all field and water activities are to be postponed for 30 minutes. If lightning is seen, all field and water activities are to be immediately suspended.

SEVERE THUNDERSTORM

Camp Staff will monitor the severe thunderstorm and let the Dean know to help them plan accordingly. Campers and staff need to report to designated safe shelters per Dean and Camp Manager.

TROPICAL STORMS/HURRICANES

In the case of a tropical storm or hurricane, parents will be notified if the camp session will need to be canceled. We will then operate our normal check-out session early to accommodate for safe travel of campers and staff. If all parents were unable to be reached, the Camp Office will turn into a command center. All campers and staff who

were unable to return home will report to the Camp Manager for further instruction. The Camp Manager will assume full control of the session.

Procedures initiated will:

- Protect the campers
- Provide a potable water supply
- Provide for emergency power
- Secure the food supply
- Secure all loose equipment
- Maintain communication with the outside
- Continually monitor the phones
- Monitor weather advisories
- Provides a 24-hour watch
- Maintain an on-campus communication system

TORNADOES

- If a tornado watch is issued, a campus watch will be posted.
- If advised to seek shelter, counselors should accompany campers.

- Avoid shelters with wide, free span roofs; stay away from windows; stay away from light structures; and avoid downed power lines.
- If you are outside and there is not time to seek shelter, lie flat in the nearest depression or ditch.
- Campers and counselors should remain in secure shelters until Camp Staff tells them it is clear.
- If a tornado hits the campus, the session leaders should control the campers while the Camp Staff assesses the damage and/or initiate emergency procedures.

SAFE SHELTERS

- Dorms: Hallway and bathrooms
- Multi-Purpose Building: Bathrooms
- Dining Hall: Pantry and storage room
- AVOID: Bonner Jackson Pavilion, shelters, and vehicles.

LOSS OF ELECTRICITY

- Do not open any refrigerators or freezers unnecessarily.
- Each building has emergency flashlights.
- The deployment of the generators will be determined by the Camp Manager.
- The Camp Staff will do everything possible to restore electricity quickly.

FIRE

- Call 911, attempt to extinguish the fire, DO NOT involve campers in fire fighting.
- Proper fire extinguishers are readily available throughout the camp.
- If it is a furniture or mattress fire, attempt to drag the burning object outside and hose it down.
- If it is a woods fire, move campers to an open area upwind from the fire.
- No open flames are allowed in any building.
NO CANDLES.



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PREVENTING DEHYDRATION

You and your assigned campers should:

- Drink at least two full glasses of liquid at each meal.
- Eliminate (or at least limit) caffeine intake.
- Drink plenty of water between meals.
(Take campers to water fountains between activities and insist that they drink.)
- Look for signs of heat exhaustion:
 - Cool, pale, moist skin
 - Rapid, weak pulse
 - Weakness, and/or dizziness
 - Nausea, and/or vomiting

HANDLING BLOOD AND BODILY FLUIDS

Many infections and diseases are spread through blood and other bodily fluids (urine, feces, vomit.) Therefore, it is essential that we protect ourselves and others. The following guidelines are recommended by the Center for Disease Control and must be followed.

- Wash hands thoroughly before and after contact.
- Wear gloves if you have to handle blood or other body fluids.
- Wipe up blood and body fluid spills with a 1-10 solution of household bleach and water.
- Remove gloves and wash hands thoroughly!

Bleach, rags, and gloves can be obtained from the EMT's Cabinet in the Dining Hall. Bag and dispose of tainted materials in the dumpster. Always notify the EMT of any incident dealing with blood and bodily fluids.

LOST CAMPER

- Notify Camp Staff immediately.
- Grid the campus and assign searchers to each area. Don't forget to check along the river.
- If campers are not already in the dorms, sound emergency alarm and check roll.
- If last seen around the river, involve the lifeguards in the search.
- Is the child a runaway? Where would they go? Could they have met a ride?
- If still not found, only the Camp Manager may initiate contact with the police, home minister, and family.

STRANGERS ON CAMPUS

- ALL visitors on campus MUST check in with the main office where they will be given a visitor's badge to wear.
- Any stranger on campus not wearing a badge should be told to go to the office. You should then report them to the Camp Staff immediately.
- Do not talk or allow campers to talk to unidentified persons.
- If the stranger is a uniformed officer or a legitimate inspector, they will be accompanied by a member of the Camp Staff.

Why? The stranger could be an attorney or an investigator preparing a suit against the camp, a reporter looking to write a critical article, a parent (or agent) looking to make an illegal abduction, or a person looking to do harm.

INTRUSION

- An intruder could be a prowler, a vehicle driving in and around the camp, bicycles or ATVs.
- Get all campers secure and out of harm's way. **DO NOT ALLOW THEM TO ENCOUNTER THE INTRUDER.**
- Be observant so you can accurately describe the intruder. (i.e. getting vehicle license number.)
- Report the intruder to the Dean or the Camp Staff.
- The Camp Manager will decide whether to call the proper authorities.
- If it is a night intruder, they should be approached only by two or more counselors.
- When possible, allow Camp Staff to handle all intruder situations.



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NATURAL HAZARDS

- **PAMLICO RIVER:** Allow campers to be at the river only during scheduled and supervised activities.
- **ANT HILLS:** Camp Staff regularly treat ant hills in pedestrian areas. Please advise the Camp Staff of an ant hill they may have missed. Campers bitten by ants should be taken to the EMT.
- **TREES:** Do not allow climbing of trees.
- **SNAKES:** Campers and counselors should not attempt to pick up snakes. While most snakes on camp are not poisonous, rattle snakes, coral snakes, and cottonmouth moccasins have been known to be present. If a snake is poisonous, it will be removed and destroyed by Camp Staff. If it is not poisonous, it will either be left alone or relocated. If bitten by a snake, immediately send for the Health Care Provider who will direct emergency procedures.
- **WASPS, BEES, AND SPIDERS:** Report wasp nests to the Camp Staff. Spiders are around wood piles, cardboard, and may get under bedding. If a camper or counselor is stung or bitten, seek first aid from the EMT. If respiratory problems develop, it is critical that medical attention be obtained immediately.
- **WILD ANIMALS:** Campers and counselors should not attempt to handle any wild animal. We have regularly visiting raccoons, opossums, squirrels, rabbits, rats, bats, and moles. Birds of prey such as bald eagles, osprey, and large owls are also occasional visitors. Domestic cats and dogs should not be approached or handled by campers and counselors. If any animals are spotted on camp property, please notify Camp Staff.

MAN-MADE HAZARDS

- **WATER CHLORINATING SYSTEM:** The pool pump house is to remain locked. Campers and counselors should not use the pump house for any activity.
- **ROADWAYS AND VEHICLES:** No activities (other than transportation) should take place on public roads. Campers and counselors should not ride on the outside of vehicles, even for short distances on campus. Campers should never be transported on public roads in the uncovered back of a pickup truck. The maximum speed limit on campus is 10 MPH.
- **ROOFS:** Campers and counselors should not be on any roof system for any reason. If an object needs to be retrieved from a roof, ask Camp Staff.
- **FLAG POLES:** Campers, counselors, nor staff are allowed to climb flag poles. No one should be dared, challenged, or goaded into climbing a flag pole.
- **TEAM CHALLENGE COURSE:** No access is allowed except when an authorized facilitator is present.

OFF LIMITS

- Workshop
- Pump House
- All Mechanical Rooms
- Central Sewage System
- The Pool House
- Kitchen

LIMITED ACCESS

- Archery Range
- Staff Residences
- Locked Storage Areas
- Walk-In Cooler
- Challenge Course