

## **SAMPLE SAFETY TIPS**

**1) Please follow all rules that were signed by you when you accepted your position at Camp Quality.**

**2) Should you encounter a medical need, please follow these rules:**

a) If it's mealtime, you will find nurses sitting at a table in the dining hall dispensing medications.

b) If during the night you need medical help, please follow these rules-Each dorm will be given the name of an adult who will know where to locate a mobile phone or how to gain access to a golf cart for transportation to the Nurses Station. This adult will have a red star on his/her door. **(Reminder: do not administer any medication to any child-this is the nurses' responsibility.)** If you arrive at the Nurses Station and no one is there, find the Executive Director.

c) Should you be concerned about your camper, please contact **your medical coordinator** who may be able to answer your questions.

**3) If at any time you feel upset, puzzled, or have a suggestion for improvements please seek the assistance of any COC (Camp Organizing Committee) member, an experienced adult volunteer or your dorm parent.**

**4) To create a family atmosphere at camp, we have assigned you a dorm parent to be a kind, helpful and trusted friend.**

## **SAMPLE EMERGENCY CARE TIPS**

In case of any type of medical emergency, designate one person to immediately notify the camp medical staff.

**DO NOT** leave the injured/sick person alone. Make the person as comfortable as possible. **DO NOT** attempt to move the person by yourself. If the person is **NOT BREATHING** and a qualified person or persons are available, CPR should be initiated immediately.

If the medical emergency should occur at the pool, the lifeguard will be in charge until the medical staff arrives.

The camp medical staff on arrival will take over the care of the injured/sick person.

Camp Security can help if needed, or can offer a ride to nurses station, and have radios for communication for immediate help.

## **SAMPLE SEVERE WEATHER TIPS**

\_\_\_\_\_ Campgrounds are protected by a horn system, which sounds throughout the camp. It is to be used for severe weather notification. When the horn sounds, campers and staff will proceed as follows:

1. If you are in the cabins or on the grounds (i.e. swimming pool, council ring, volleyball courts, etc) and the horn sounds, report immediately to the basement of the Tabernacle. Sit on your knees on the floor facing the west wall, keeping your head down with your hands over your head. Someone on the staff will be responsible to take flashlights, a battery powered radio and a complete roster of campers and staff.

2. If you are in the dining hall or the girl's dorm and the horn sounds, campers and staff will report immediately to the basement of the staff quarters located just west of the dining hall. Sit on your knees on the floor facing the south wall, with your head down and your hands over your head. (Since the west wall of this room has windows, it will be better to face the south wall in this room.)

3. Always go to the closest shelter if you hear the storm warning and you aren't near your assigned shelter.

Regardless of the area you report to, remain in that area until the storm passes or until an all-clear is sounded. **The decision of the all-clear will be up to the director and assistant director, with the help of the grounds keeper and head nurse.** If there has been a severe storm, adult staff members will check for downed power lines, damaged buildings and fallen trees before allowing campers and staff members to return to rooms or activities. They will also be responsible for silencing the horn.

## **SAMPLE SEVERE WEATHER CHECK LIST**

### **Prior to Camp:**

- Inform the local County Sheriff Office of camp dates and largest activity day at camp.
- Inform the local Fire Department of camp dates.

### **First Day of Camp:**

- Set up communication center with radio setup and charging area in Central Communications building.
- Charge cellular phones as needed.
- Install camp phone ###-###-#### in Central Communications Center.
- Inform camp caretakers where all emergency or regular communications are set up.
- Have severe weather guidelines in security folder in Central Communications.
- Have safety officer, in charge of communicating with director of weather watch or lookouts, in charge of camp security until camp security arrives at camp.
- Decisions of warning conditions will be by director and grounds caretaker. Follow severe weather instructions.
- Set up map showing dorms or cabins with campers or staff in them. (All changes must go through director.) Director will meet with registrars on cabin assignments.
- Set up sweep people in the event that you take cover in emergency basements located below staff quarters and tabernacle\*.
- \*Tabernacle does have wooden coverings to be dropped down during emergency situations over windows. (Put safety officer in charge of getting that done.)
- Assigned person by director will be in staff basement with assigned personnel to assist small children to safety. Director will be located in the tabernacle basement. Each emergency location should have radio communications. (Radios may be charging in Central Communications.) Assigned personnel will be responsible to get radios for staff basement IC.
- Director to assign someone to set off "test" siren for a drill with the understanding of the time of event. May need to have runners go cabin to cabin. Set up first day of camp, meet with safety officer and emergency personnel.
- Should a storm happen and weather threats exist, set up with local fire department or camp security as to whom will wake up which dorms as needed for safety.
- Remind staff during safety training of tree and limb damage or rain paths of water on camp grounds. Never worry about vehicles – **only** your personal safety during any emergency.
- Director to coordinate with nursing or medical staff as to needs of children or staff.
- Have safety officer report weather updates to the director as nursing staff will be in the tabernacle during evening emergencies.
- Check in with camp caretakers as they have a vehicle for needed food or supplies during prolonged time in emergency situations.
- Realize following an emergency that parents will be calling camp to check on their children. Need cellular phone and use of security golf cart and officer to assist with this.

## **SAMPLE CAMP SECURITY JOB DESCRIPTION**

### **WEATHER EMERGENCIES**

(Coordinate with Directors and assist the grounds caretaker)

#### **1. Tornado**

Evacuate the campgrounds to appropriate shelters – basements.

#### **2. RAIN/HAIL STORM**

Evacuate the campgrounds to appropriate shelter based on severity of storm

#### **3. FIRE**

Evacuate building

### **OTHER EMERGENCIES**

#### **1. MEDICAL**

Make contact with nurses/doctors

Help with transporting victim

#### **2. MISCELLANEOUS**

### **(INAPPROPRIATE BEHAVIOR/MISSING CAMPER/STAFF)**

Notify Director/Staff immediately

Action based on situation

### **NON-EMERGENCY DUTIES**

1. Gate Keeper – help monitor those unidentified on campgrounds

Monitor gate 11:00 p.m. through 5:00 a.m.

2. Assist Activity Directors/Staff as needed.

### **BE PROVIDED WITH:**

Name tag identifying as security

T-Shirts (Optional)

List of campers/staff location

Map of campgrounds

All security are welcome to eat meals at camp, participate in activities when appropriate, and have fun while keeping the grounds safe for our campers and staff.

You will be instructed by the Executive Director, before starting your duties of security for Camp Quality.