

# **Camp Fire Patuxent Maryland and the Metro Washington DC Area**

## **Leader's Safety Manual**



# **Camp Fire**

**Phone Contact Numbers:  
Office 240-391-6246 Day Hours  
Emergency Contact for CEO—Emergency Only—301-346-7860  
Council Risk Management Officer Emergency==Days 716-378-9648 after hours**

Last updated May 2017

# Camp Fire Leader's Safety Manual

<b>Introduction</b>	<b>4</b>
<b>SECTION I: SAFETY IN...</b>	<b>7</b>
<b>Chapter 1: Safety In...Programming</b>	<b>8</b>
I. Screening of Leaders and Volunteers .....	8
II. Membership and Registration .....	9
III. Leader Responsibilities .....	9
IV. Check In and Out Information .....	9
V. Participant Supervision and Ratios.....	10
VI. Youth and Adult Whereabouts .....	10
VII. Training of Leaders .....	10
VIII. Training of Participants .....	11
IX. Conduct of Participants and Volunteers .....	11
X. Dealing with Complaints.....	11
XI. Visitors at a Program .....	12
XII. Trips – Age Level Progression .....	12
XIII. Trip and Travel Readiness .....	12
XIV. Activities Requiring Leaders with Specialized Training or Certification.....	14
XV. Alcohol, Illegal Drugs and Tobacco.....	14
XVI. Weapons and Firearms .....	14
XVII. Water Activities .....	14
XVIII. Storage of Hazardous Materials.....	15
XIX. Preventing Foodborne Illness.....	16
XX. Product Sale Safety .....	17
XXI. Copyrights and Royalties .....	17
XXII. Weather Effects of Program.....	18
XXIII. Insect-Transmitted Diseases.....	18
<b>Chapter 2: Safety in...First Aid and Health</b>	<b>18</b>
I. Consent for Treatment.....	19
II. First Aid Training.....	19
III. Health Screening .....	20
IV. Health Records .....	20
V. Personal Medications.....	21
VI. Universal Precautions for Bloodborne Pathogens.....	21
<b>Chapter 3: Safety in...Facilities and Property</b>	<b>23</b>
I. Site Hazards .....	23
II. Privacy at Properties.....	23
III. Property Use.....	24
IV. Safe Water Supply .....	24
V. Utilities .....	24
VI. Emergency Equipment.....	24
VII. Contacting Fire and Law Enforcement Officials for Programs .....	25
VIII. Fire Prevention and Safety.....	25
IX. Fire Fighting Equipment and Procedures .....	25

# Camp Fire Leader's Safety Manual

X.	Assuring Accessibility for All.....	26
XI.	Warning Systems.....	26
XII.	Emergency Drills.....	27
XIII.	Transporting Youth and Adults.....	27
XIV.	Emergency On-Site Transportation.....	28
XV.	Site Evacuation.....	28
<b>SECTION II: EMERGENCY PREPAREDNESS</b>		<b>29</b>
<b>Chapter 4: Emergency Preparedness</b>		<b>30</b>
I.	Emergency Contact Numbers.....	30
II.	Accidents/Incidents.....	30
III.	Emergency Leadership.....	31
IV.	Parent Contact.....	31
V.	Missing Persons.....	32
VI.	Diversion Activities.....	32
VII.	Sexual Harassment, Discrimination and Child Abuse.....	32
VIII.	Youth Suicide.....	33
IX.	Dealing with a Death.....	33
<b>SECTION III: HANDOUTS AND OTHER INFORMATION</b>		
<b>SECTION IV: FORMS</b>		



# Camp Fire Patuxent Area Council Leader's Safety Manual

## Introduction

Whether you are a club leader, an activity leader, a trip leader, a volunteer that leads programs, or you're just interested in becoming a leader in Camp Fire, this manual is for you! All of the pages within this book contain policies of Camp Fire Patuxent Area Council, INC. concerning the safety of the most important people in our organization – the youth! They were created to ensure that the experience the youth have is fun, but most importantly, SAFE! In creating these policies, the Camp Fire Mission Statement, Core Values, and Program Philosophy were always of utmost importance. Please review them whenever creating or delivering a program to make sure we are all working towards the same ultimate goals.

When looking at this manual, it may seem a bit intimidating with the amount of information in it, but don't fret! This manual is not meant to be read cover to cover in one sitting! It is to be used as a type of road map along the path of your adventure of being a leader. It will provide the guidance as road signs to keep you on the safe path and will serve as reminders to you along the way. When you first receive this, skim through it and become familiar with what is included, but don't feel like you must have it all memorized! When you hit a bump along the road, you'll know where you can look for guidance. Feel free to highlight, mark up, take notes or do whatever to personalize this handbook for the needs of your club or group.

*For the purposes of this manual, the following definitions will be used:*

**Leader:** *Anyone that is a leader for a group, activity, program, club, etc.; can be paid or volunteer*

**Program:** *Any type of program activity including club meetings, campouts, events, crafts, etc.*

**Participant:** *Any participant for any program; can be adult or youth, member or non-member*

# Mission Statement

*Camp Fire Builds Caring, Confident Youth and Future Leaders.*

## Core Values

- We believe that children and youth are our most precious resources.
- We believe in an approach to youth development that builds assets and empowers individuals.
- We believe that the best youth development occurs in small groups where children and youth are actively involved in creating their own learning.
- We are committed to coeducation, providing opportunities for boys, girls and families to develop together.
- We provide caring, trained mentors to work with children and youth.
- We are inclusive, welcoming children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspect of diversity.
- We respect and celebrate nature.
- We foster leadership, engaging children and youth to give service and make decisions in a democratic society.
- We provide safe, fun and nurturing environments for children and youth.
- We enrich parents' and other adults' lives by expanding their skills and urging them to share their talents and build relationships with children and youth.
- We respond to community needs with our programs and expertise.
- We advocate on behalf of children, youth and families.





# Program Philosophy

## **We are youth centered...**

- Youth take an active role in determining program content and activities
- Accomplishments are recognized and rewarded
- Personal skill building progressively builds confidence and leadership in youth
- Youth take leadership roles with their peers, with younger youth, and in the community

## **We engage families in fun activities...**

- Entire families belong and join together in fun and exciting activities
- Program includes the family in whatever form it takes in today's society
- Parents, extended family members and members of the community interact with youth and their own parenting and mentoring skills through their relationship with Camp Fire

## **We are welcoming and inclusive...**

- Camp Fire programs are designed to provide co-education activities for all youth
- Youth find a safe and inclusive place to explore the uniqueness of who they are
- Youth develop assets that are essential to the process of building character and maturity

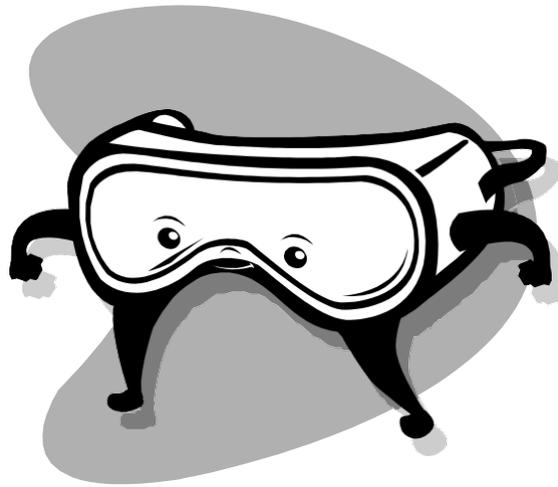
## **We build youth and adult partnerships...**

- Youth and adults work together to design, implement and evaluate what they want to do
- Youth form lasting relationships with adults
- Young people need opportunities to be involved in positive activities with parents, family members and other caring adults outside the family circle

## **We provide service to others...**

- Service is a major component of programs
- Youth gain an awareness of the community and its needs
- Youth have an opportunity to participate in the initiation, planning and execution of service projects that meet those needs.
- Young people can make a positive difference in their lives and in the lives of their families and their communities

# Section I: Safety in...



# Chapter 1: Safety in... Programming

**Programming is everything we do in Camp Fire. A “program” is defined as “a system of procedures or activities that has a specific purpose.”**

**Programming could include anything from the elaborate to the basic. It could be taking a group of Horizon youth backpacking in Colorado or taking a group of Little Stars to the park to play. All of these include activities with a specific purpose. In all the programming that we do, there are always things that can be done to ensure not only the safety of participants but also the volunteers, the parents, and the environment that is affected by the activity. This section talks about all of the safety measures that should be included when preparing for any type PROGRAMMING.**



## I. Screening of Leaders and Volunteers

The importance of thorough screening of volunteers cannot be underestimated. It not only affects the quality of Council programming and impacts outcomes for youth participants, but also helps reduce risks and losses resulting from volunteer action or inaction.

The Council includes the following in their screening process for their volunteers:

- Job description
- Council application form (completed, signed, and dated by volunteer)
- Personal interview with supervising staff
- Verification of previous work
- Criminal background check\*
- Three (3) references
- Driving record and copy of driver's license
- Verification of automobile insurance

The interview process may include:

- Telephone screening
- In-person interview with direct supervisor

Potential volunteers will receive the following information in order to make an informed decision before accepting a paid or volunteer position with the Council:

- Mission, Core Values and Program Philosophy
- Job description
- Requirement for criminal background checks\*

\* Criminal background checks may be processed on all employees and volunteers who have contact with children. Permission to process a criminal background check is obtained from the applicant or prospective volunteer.

In seeking any paid or volunteer position, an application must be filled out by the person seeking the position. Volunteers complete a brief application form each year in order to update information. Volunteers must sign this application form to confirm they are participating as a volunteer.

*See Volunteer Applications; New and Returning*

## II. Membership and Registration

A person becomes a member of our Council when a registration form is completed and signed.

The following information should be secured and confirmed on the membership registration form:

- Name
- Age
- Birth date
- Home address and telephone
- Whom to contact in case of emergency
- E-mail address
- School and grade
- Demographic information
- Parent/guardian information
- Medical release
- Photo release signatures
- Authorized or unauthorized names to pick up youth

The registration form gives permission for youth members to take part in regularly scheduled Camp Fire meetings and activities and allows parent and/or participant to be aware and assume some of the responsibility of participating in a program.

Permission to Participate agreements should be used for activities that are not considered "regularly scheduled", i.e. campouts, field trips, overnights, etc.

*See Membership Registration Form*



## III. Leader Responsibilities

The program administrator, whether it is the camp director or club program leader, assumes the responsibility for the health and welfare of a child when a minor participates in a program without being accompanied by a parent or designated guardian.

The leader is responsible for:

- Communicating pick-up and drop-off times with parents.
- Having a system in place to contact parents in case of emergency, delays, or weather conditions that may call for a change in times or locations of the program. Leaders should maintain records at each meeting of parental contact information during the meeting times.
- Attending to the care of all the youth that is needed while they are at meetings/field trips.
- Assuring that all activities are conducted in a safe and prudent manner.
- Having a system in place to pass responsibility of youth from the parent to the leader and back again (for example, a sign in and sign out sheet or visual contact).
- Contacting parents if an unauthorized person arrives to pick up a child (the child's ability to identify a person does NOT authorize them to take the child).
- Stay with youth until an authorized person comes to pick them up. If someone does not come in a reasonable amount of time, parents and/or emergency contacts should be contacted.
- Communicating behavioral issues with the parents that happened during the program.

**Tip:**  
 Create a note card for each child containing the name of the responsible parent/guardian and where they can be reached during program hours. Also, list any major medical issues such as allergies, etc. This can be used as a quick reference when picking snack choices or if the parent needs to be contacted quickly.

Also, leaders are responsible for notifying parents if there is an emergency:

- Related to the inappropriate conduct of other members including fighting, excessive foul language or sexual misconduct.
- Related to an injury or illness including fever, vomiting, severe headache, sprain or major cuts.

*See Field Trip Permission Form*

#### IV. Check In and Out Information

Youth membership forms provide space for information regarding who is, and is not, authorized to pick up youth. Specific information on pick-up and drop-off times is usually communicated verbally with parents. In the case of a field trip, the information should be provided in writing on the field trip permission form. Parents should notify leader if changes need to be made regarding authorized, or unauthorized, people to pick up a child. **Under no circumstances should a child be released to a person that is not authorized to pick up that child.**

See *Field Trip Permission Form*

#### V. Participant Supervision and Ratios

The ratio of leaders to participants varies with the age level of participants. The following are recommended leaders-participant ratios:

Participant Age	Club/Event	Community Family Club	Trainings/Classes	Addtl. Adults*
Little Stars	2:6	N/A Families present	1:15	1:6
Starflight	2:12		1:15	1:10
Adventure	2:20		1:20	1:10
Discovery	2:20		1:20	1:10
Horizon	2:24		1:25	1:10

\*Read "One adult for every additional six children"

Leader to participant ratios increase for children with special needs as follows:

- Constant or individual assistance – 1:1
- Close, but not constant – 1:2
- Occasional assistance – 1:4
- Minimal assistance – 1:5

Leaders should be scheduled or placed to provide maximum supervision at all times. Routine checks on the correct number of participants provide for safety and keeps leaders more alert.

In camping situations, arrange leaders so they will be sleeping in participant cabins with younger youth. In units housing older participants, leaders should either be in same sleeping facility or very close by.

An adult or leader should never be alone with an individual youth (besides a son/daughter) while out of sight of the group.

#### VI. Youth and Adult Whereabouts

**Tip:**  
At the beginning of the program, have the youth create a "head-count" by either shouting out a sentence (one youth per word) or spelling a word (one youth per letter). This allows the youth to create a sense of pride in their group while allowing the leader to do "head-counts" in a fun way. Time the group and challenge them to do it faster each time.

In the event of an emergency, everyone on the site must be accounted for including volunteers, parents, guests, leaders, and participants. If a personal emergency

should occur, leaders should be able to locate a particular participant or adult quickly.

Methods for knowing the whereabouts of each youth and adult at all times include:

- Head Counts
- Counting off
- Sign in/out lists
- Buddy systems

A list of youth and adults should be kept on location and available as needed. The office should be notified of when and where club meetings or other programs are held for future reference.

**Tip:**  
At a ticketed event, have each patron keep their ticket stub on their body in case of an emergency, such as missing person, etc.

#### VII. Training of Leaders

The Council shall provide orientation and training for all volunteers, and volunteers must fulfill the training requirements necessary to do their jobs.

In a leader's first year, they should receive the following trainings:

- T1: Intro to Camp Fire
- T2: Forms and Risk Management
- T3: Emblems and Ceremonials
- T14: Sales (may be taken after registering)
- T17: First Aid/CPR (waived with current First Aid/CPR certification)
- Applicable Program Courses: Little Stars, Starflight, Adventure, Discovery, Horizon, Community Family Clubs, Community Building Clubs

After a volunteer has been a leader for one year, they are required to take the following training every consecutive year.

- T1.5: Returning Leader Information
- Two supplemental Trainings
- Program Level Training (if changing levels)
- T17: First Aid/CPR (waived with current First Aid/CPR certification)

Leaders should receive instruction including, but not limited to:

- Name of appropriate council contact person
- Supervision of youth including not just *knowing* where youth are but *watching* them, *supervising* them, and knowing what they're doing
- Ensuring the other adults know who is in charge if the leader must step out for a moment or becomes incapacitated (i.e. back up supervision)
- Identification of things to look or listen for, such as children acting or saying things that alert to possible problems
- Recognizing signs of physical, sexual and emotional abuse
- Appropriate and acceptable methods of discipline
- Consequences of inappropriate behavior of youth and adults
- Council risk management

Records of leaders are kept by the leaders themselves, Program Services Coordinators and Registrar and are updated continually.

## VIII. Training of Participants

At the beginning of every program, participants should be reminded of basic rules and procedures that they will be expected to follow. These rules and procedures include:

- Always have at least one buddy at all times when separate from the leader
- Be aware of unauthorized people in the surrounding area
- Travel with a flashlight and in groups after dark
- Inform leader if leaving the group, even for just a short period of time
- Security plans for the site used

## IX. Conduct of Participants and Volunteers

Appropriate conduct and behavior expectations of participants and leaders are important and should be clearly communicated in order to provide a safe and comfortable environment for all.

The following topics are discussed with participants and leaders:

- Personal safety, including appropriate touching
- Expectations about appropriate behavior
- Consequences of inappropriate behavior
- Reporting inappropriate behavior and confidentiality issues
- Council risk management policies and procedures

Teasing, bullying, verbal and/or physical threats will not be tolerated against any person or group, even in jest, and the leader is expected to intervene and report this incident to staff immediately. Corporal punishment (such as spanking) or any form of physical punishment is never allowed.

Leaders also receive information on behavior management with instructions on controlling groups of children.

See *Behavior Management Policy*, *Discipline Code*, *Participant Dismissal Policy* and *Harassment, Intimidation and Bullying Policy*



## X. Dealing with Complaints

The health, safety and satisfaction of youth and adults is of the utmost importance to the Council. Use the following chart to be able to refer complaints to the appropriate person.

Nature of Complaint	1 <sup>st</sup> Responder	2 <sup>nd</sup> Responder	3 <sup>rd</sup> Responder
Registration/fee	Registrar	Program Ser. Coord.	Program Director
Program/activities	Program Ser. Coord.	Program Director	Chief Executive Officer
Program delivery staff	Program Director	Chief Executive Officer	
Program Leader/Advisor	Program Ser. Coord.	Program Director	Chief Executive Officer
Product/product sale	Comm. Rel. Director	Chief Executive Officer	
Child Abuse	Program Director	Chief Executive Officer	
Supervision	Program Director	Chief Executive Officer	
Facilities-outdoor	Camp Services Dir.	Chief Executive Officer	
Facilities-Waluhili	Camp Site Director	Camp Services Dir.	Chief Executive Officer
Facilities-Okiwanee	Caretaker	Camp Services Dir.	
Transportation	Camp Services Dir.	Chief Executive Officer	

Complaints from outside agencies that help with Camp Fire program shall be directed to the Program Director first, who will, if necessary, refer the complaint to the Chief Executive Officer.

Complaints from youth shall be received in the following order:

- Program Leader/Advisor
- Program Services Coordinator
- Program Director
- Chief Executive Officer

Several types of complaints need to always be communicated to appropriate coordinators. These include:

- Child abuse and/or injuries or medical problems with child participants
- Problems related to products

## XI. Visitors at a Program

To avoid confusion and to provide for the safety of visitors, participants and leaders, procedures for guests should be established and clearly understood by all parties. The following procedures are utilized for guests on the site:

- Guests should sign in and out at a central place that they would logically visit upon arriving to the site
- Guests are permitted to use office equipment or program facilities after receiving appropriate training and permission.

Participants and leaders should have a clear understanding of when and if to approach an unknown visitor/intruder and what follow-up steps to take. Participants and leaders should discuss how these visitors should be treated.

## XII. Trips – Age Level Progression

The progression of the type of trip offered to participants should be based upon the participant's abilities and past experiences. The basic progression is:

- Meeting-time trips
- Day trips
- Simple overnight trips
- Extended overnight trips

Recommended activities for trip progression in Camp Fire age levels are the following:

- Little Stars – Meeting-time trips, day trips (up to a half-day in length) and simple overnight trips with a family member
- Starflight – Meeting-time trips, day trips, and simple overnight trips with family member or club
- Adventure – Day and weekend trips
- Discovery and Horizon – Extended trips in or out of the country



### XIII. Trip and Travel Readiness

**Tip:**  
Choose a site with some "comforts of home" for the first trip...a farmhouse, well equipped cabin, etc. (Real kitchen, electric lights and flush toilets really help!)

Before it gets dark, acquaint the youth with the camp site. Have a fire drill. Talk about night noises.

Before planning a trip, use the following checklist to ensure your youth are ready for a trip:

#### Emotional Readiness

- Is not afraid to be away from home or parents overnight and parents are prepared to let son/daughter go!
- Wants to go
- Is willing to sleep, eat, play with all other youth, not just with best friends
- Can cope with unknowns like:
  - Strange places including bathrooms
  - Darkness and no electricity
  - The woods and night noises
  - Spiders, bugs and worms
- Can manage with little or no privacy
- Doesn't always have to have own way, can give in graciously
- Can function as a member of a group

#### Physical Readiness

- Has stamina and does not tire quickly
- Strong enough to carry own suitcase, bedroll, bucket of water, pot of food, arm load of wood, etc.
- Has strength and coordination needed for planned activities. Can sweep and mop floor, hike "the mile", move tables and chairs, etc.

#### Has Necessary Skills and Knowledge

- Can plan a simple trip
- Can read and follow a recipe or a kaper chart
- Can use kitchen implements: hand operated can opener, grater, peeler, paring knife, etc.
- Can wash dishes, clean up kitchen/cooking area and store food properly
- Can cut wood, build fire, build fire place and/or can operate type of stove to be used.
- Can make bed, clean toilet
- Knows how to operate flashlight, camera, etc.

#### Has Experience and Proven Ability

- Has followed orders/instructions previously – satisfactorily
- Has been on a series of day trips, cookouts, and/or has been to day or resident camp
- Has done all the camp jobs usually found on kaper charts
- Has demonstrated (practiced) in club meetings their ability to pack and repack a suitcase, roll and tie a bedroll, etc.

When preparing for a trip, the following Camp Fire and ACA (American Camp Association) standards should be followed:

- There is communication with the Council using the Activity Planning Form
- There is sound planning
- Travel arrangements are made in advance
- Business and money matter areas are worked out
- Members take responsibility for personal conduct and equipment
- Everyone knows and observes good health and safety practices



Trips must meet the following criteria:

- Youth meet eligibility requirements for participation (*see XIII. Trips – Age Level Progression*)
- Youth obtain parental permission with a signed permission slip
- Youth and adult's physical condition and health is screened prior to the trip
- Adequate adult supervision is provided
- Adults with experience and/or training in trip and travel is in attendance
- All safety rules and procedures are reviewed prior to the trip
- Adults know how to access emergency medical systems during trips
- Emergency plans are made before departure
- Pre-trip orientation is required of all participants
- Time is allotted for eating, resting and personal needs while traveling
-

- An at-home contact is available by phone during the trip
- An itinerary and roster of participants is left with an at-home contact or Council representative
- Itinerary should include departure and return times and destination routes taken
- Participants follow procedures for mingling with the public
- When using contract services (i.e. riding stable), ACA standards must be followed (*contact the Camp Services Director for more information on ACA standards*)
- No alcohol is allowed

The Specialized Activity Planning Form should be used when developing programming not planned by the Council.

*See Field Trip Permission Form, Activity Planning Form, Trip Approval Form, Specialized Activity Planning Form and Program/Activity Checklist*

#### **XIV. Activities Requiring Leaders with Specialized Training or Certification**

When Camp Fire clubs/groups participate in programs that are not planned by the Council, activities fall into two categories, ones that require specialized training and ones that require persons with specific certifications.

Leaders are required to complete specialized *training* (or secure persons that are trained) for activities such as:

- Overnights
- Campouts
- Outdoor living skills
- Extended trips
- Low ropes and challenge courses
- Cooking
- Gardening
- Woodworking
- Climbing wall



Leaders are required to secure persons with current *certifications* or other documented experience in activities that include:

- Shooting sports
- Boating, canoeing, kayaking
- Swimming activities
- Horseback riding
- High elements challenge course
- High adventure related activities such as caving, climbing and rappelling
- Mountain biking

*See Activity Planning Form, Trip Approval Form, Specialized Activity Planning Form and Program/Activity Checklist*

#### **XV. Alcohol, Illegal Drugs and Tobacco**

The use of alcoholic beverages and illegal drugs, and/or being under the influence, is prohibited while involved in any Camp Fire youth activity or on Camp Fire property. When young people and/or nonsmokers are present, Camp Fire activities must provide for a smoke-free environment. No room may be divided to allow for smoking and nonsmoking areas. All public areas must be nonsmoking areas. There may be designated areas for smoking, if desired. Current state law prohibits youth under the age of 18 from possessing tobacco products.

#### **XVI. Weapons and Firearms**

It is the policy of the Council that no weapons or firearms are permitted at Camp Fire events.

Firearms used for program purposes should be under lock, stored separate from ammunition and have controlled access. These should be used only by persons with specialized knowledge.

Target sports, including archery and riflery, are activities that require specialized knowledge and/or skills and should have a plan regarding qualifications of leader, operating procedures, controlled access, specialized care of equipment and safety signals and commands.



## XVII. Water Activities

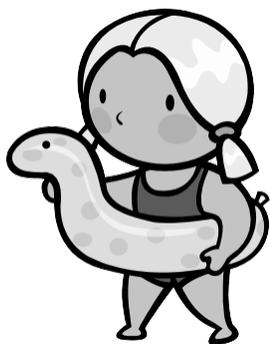
Activities which are in or near water require special planning, extra precautions and specially trained supervision.

### General Requirements

- Adults 18 or older with current First Aid/CPR certification must supervise all water activities according to the Camp Fire supervision ratios (*See VI: Participant Supervision and Ratios*)
- Spotters are recommended during all water activities and should be located both in and outside of the water. A spotter must be at least 16 years of age and trained to use assistance equipment for the facility.
- Children with special needs may need closer supervision, perhaps one on one.
- Adequate life saving and first aid equipment for the type of site and activity must be on hand at all times.

### Wading

- Wading must be no deeper than below the knee of the participants and the area must be clearly marked and explained to the participants.
- Foot covering (tennis shoes) should be worn if there is a danger of broken glass or sharp rocks.
- If there is potential to wander into deeper water, the standards for swimming must be met.



### Swimming

- Age/Skill Requirements – One-on-one in the water adult supervision is required for children under age five and children who are unable to walk securely in the swimming area or swim at least 10 yards. Adult providing one-on-one supervision may not be counted in the supervision ratio of the group.

- Public Facilities – Swimming is permitted at public facilities which provide trained personnel with current Lifeguard Certificates. The Camp Fire adult supervisor must be sure that group members know and follow the rules of the facility.
- Non-Public Facilities – When a swimming activity is held away from a public facility (i.e. private pool, lake, river or saltwater beach) one Lifeguard must be on duty for every 20 swimmers. The Lifeguard must have a current Lifeguard Certificate. This Lifeguard may not be counted as one of the supervisors required for the water activities.
- The Camp Fire leader will:
  - Assess water and weather conditions to identify hazards and determine appropriate activities
  - Be sure that group members know and follow the rules
  - Make sure swimming boundaries are established and that youth are oriented to them
  - Utilize the buddy system and periodically conduct buddy checks

### Private Boating

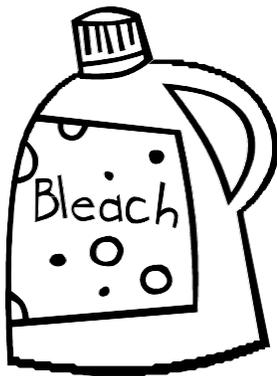
- All participants should be able to swim.
- **All participants (youth and adult) MUST wear a Coast Guard approved life jacket.**
- An adult 18 or older, who is trained in the operation of the craft and has experience in the use of the craft and the water conditions in which the activity will take place, must supervise all boating activities and orient all participants with the boats, their use, and safety.
- Activities in any small craft (i.e. canoe, rowboat, kayak) must be supervised by a certified lifeguard.
- The craft must be properly registered, in safe condition, operated with prudent care and caution, and carry the US Coast Guard required equipment for recreational boats.
- Coast Guard capacity requirements must be followed in loading and operating a boat. On boats with no capacity plate, use the following formula to determine the number of persons you can safely carry in good weather conditions: Length times width divided by 15 equals the capacity.

## XVIII. Storage of Hazardous Materials

Poisons include bleach, cleaning agents, insecticides and weed killers. Some craft supplies and other substances labeled poisonous may be used in program areas, kitchens, maintenance areas or health facilities. Hazardous, flammable, poisonous and explosive materials may be mistaken for other substances, especially when not labeled and stored where usage cannot be supervised and/or controlled. It is understood though, that many times these types of materials are used for various program purposes. It is imperative that the storage and handling of hazardous, poisonous and/or flammable liquids or materials for program use are managed by appropriate persons and the following procedures are followed:

### Storing Materials

- Lock supplies in a storage area whenever possible.
- Post safety and operating instructions for dangerous material.
- Label and store flammable materials in a dry, well-ventilated area out of reach of young children.
- Use supplies for their intended purpose only.
- Never use gasoline as a paint solvent.
- Keep solvent or oil-soaked rags in waste cans that meet fire safety codes and are emptied after use.
- Cover containers of solvents because they evaporate quickly and inhalation can be hazardous.
- Read manufacturer's labels before product use. Use in well-ventilated areas only. Do not expose to a flame.
- Label all containers as to content and procedures for use and disposal.



### Handling Materials

- Use materials that are purchased from reputable sources. Product labels clearly indicate what the material is and how to write or call the manufacturer.
- Do not use donated or discarded material when ingredients are not known; very old or unlabeled materials may be toxic and should not be used.
- Protect youth from materials and chemicals that may provoke allergies.
- Use materials only after youth have received adequate safety instruction.

## XIX. Preventing Foodborne Illness

For Camp Fire groups that include cooking in their programs (either indoors or outdoors), the following procedures should be followed:



### Food Preparation

- Review health considerations, including the importance of keeping utensils, food preparation surfaces and hands clean, cooking meats thoroughly, refrigerating perishables and using clean water when preparing food.
- Maintain discipline in the cooking area to prevent accidents with hot food and sharp utensils.
- No person with a skin infection, a cold or a communicable disease should participate in food preparation.
- Each person should have an individual drinking cup.
- Three safe ways to thaw meat and poultry include:
  - In the refrigerator
  - During the cooking process
  - In a microwave oven
  - NEVER thaw at room temperature
- Store hot foods at 140° F or above
- To cool foods, place immediately in refrigerator or freezer

Food Storage

- Store perishables such as creamed dishes, pudding, dairy products, poultry, meats and salads at or below 40° F in a refrigerator or insulated cooler with ice in it. If this is not possible, use powdered, dehydrated, freeze-dried or canned foods.
- Use safe water to reconstitute foods. Once reconstituted, eat perishable items within one hour or refrigerate them.
- Do not cross-contaminate items during storage.

Cleaning and Sanitizing Work Surfaces

- Use wiping cloths to clean food contact surfaces, tables, cutting boards and equipment
- Store wiping cloths in a clean, sanitizing solution. Never add soap to the solution.
- Use a different wipe cloth for cleaning up after raw meats. Do not use the same cloth to wipe tables and other counters.
- Chemicals such as bleach should be used to sanitize.

Dishwashing Tips

- Remove food particles from utensils and dishes
- Wash in hot, soapy water
- Rinse in warm, clear water
- Sanitize by rinsing for at least one minute in a sanitizing solution
- Air-dry and store in a clean, covered area

Human hands are a primary means of contaminating foods. Hand washing will help prevent the spread of dangerous bacteria and other microorganisms.

**XX. Product Sale Safety**

In order to ensure a safe product sale, it is the Council's responsibility to distribute safety information to leaders/advisors and parents. This information is published and distributed in the Sales and Sense Curriculum available throughout the year, T-14 Sales Training distributed to leaders/advisors in fall and spring, Candy News and Family News, published in December prior to the sale and mailed directly to leaders/advisors and parents.

The curriculum for Sales and Sense includes:

- Goal setting for clubs and individuals
- Sales tips
- Safety and product handling rules
- Activities based on safety procedures, managing money, and other related topics

Leaders should also be aware that:

- Parent permission forms are **REQUIRED** before a child can check out candy
- It is the leader's and parent's responsibility to enforce safety rules stated in the Sales and Sense curriculum. Consequences of breaking the rules should be clearly stated and distributed.
- Complaints about products sold by Camp Fire youth should be referred immediately to the Community Relations Director who will speak with the complaining individual.
- Sellers and consumers should be informed that you will cheerfully refund their money if there is any indication that the package is not satisfactory.

**XXI. Copyrights and Royalties**

The Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code, states that all home videocassette exhibitions outside one's personal residence are "public performances" and mandates they be licensed. Noncompliance can subject those who infringe to statutory damages starting at \$750 per exhibition.

## XXII. Weather Effects of Program

Changes in weather and environmental conditions could necessitate changes in food service and/or physical activity in order to prevent an illness or accident from occurring to youth or adults. The following are guidelines to follow concerning specific types of severe weather:

### Lightning

- Seek shelter at the first signs of an impending storm – towering thunderheads, darkening skies, lightning and thunder, and increasing wind.
- If indoors, stay away from doors, windows, plumbing and electrical appliances.
- Seek safety inside a car.
- Don't seek shelter under tall, solitary object, such as trees.
- Don't stand near any tall or metallic object.
- Don't stand in or near any body of water.
- Don't stand in a shallow cave or rock overhang.
- Don't hold a radio, especially one with an antenna.
- In open flat areas, find the lowest point. Make yourself the smallest target possible by squatting low to the ground on the balls of your feet. Minimize your contact with the ground.

### Tornadoes

- Darkened skies, thick storm cloud and strong winds combined with lightning, rain and hail often precede a tornado's arrival. If a tornado warning is issued, head for a protected area immediately. Such areas include:
  - Storm shelters and basements
  - Caves
  - Tunnels and underground parking facilities
  - Interior corridors and hallways
  - Reinforced concrete buildings



- Dangerous places to avoid include:
  - Cars, house trailers and parked vehicles
  - Tents
  - Structures with large, poorly supported roofs
  - Gymnasiums and auditoriums
  - Indoor areas that are near windows.
- If caught outside, move away at right angles to the tornado's path. If there is not time to escape, lie flat in a ditch, ravine, culvert or under a bridge and protect your head.

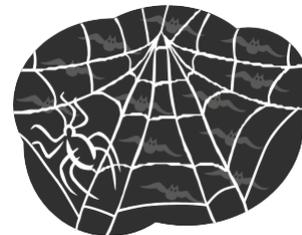
Also, be aware of conditions such as allergy seasons, extreme weather changes and be prepared to adapt plans according to changes. Consider the potential for extreme dampness, extreme dryness or high pollen index/count.

*See Extreme Weather Precautions*

## XXIII. Insect-Transmitted Diseases

Some insect bites can cause serious health problems and in some instances insect-borne diseases can cause an epidemic or death. To help determine those bites that need immediate medical attention and help reduce the risk of spreading the virus, it is important to know high-risk areas, incidents in the area, symptoms, prevention techniques, and treatment.

*See Potentially Dangerous Insects Handout*



# Chapter 2:

## Safety in...

### First Aid and Health

**In a world growing smaller every day, the concern for epidemics and spreading diseases has increased dramatically. Our need as human beings to help others sometimes does not outweigh the concern for catching a virus or disease from those we would like to help. Many times, the likelihood of catching a virus or disease can be easily decreased, if not eliminated, by using common sense or easy methods of protection. This chapter focuses on the safety measures to use to protect ourselves from others and also to protect youth from other youth.**



#### I. Consent for Treatment

All participants must sign consent for treatment prior to participating in a program without a parent/guardian present. This agreement is on the Medical Information Form. If participating in an event that these forms may not be available (i.e. Council sponsored event, etc.), use the attached Consent for Treatment Form to write an agreement specific to the activity that may be added to the registration form for the event. If, for religious or personal reasons a person cannot, or will not, sign a consent for treatment form, a handwritten letter must be written by the parents/guardians describing actions that should be taken.

**Treatment cannot be performed on a participant without proof of consent.**

*See Consent for Treatment Form*

#### II. First Aid Training

Knowing who the current certified first aiders are and having supplies accessible are important in the planning for first aid coverage on site, at specific activities, and on trips.

**The minimum first aid skills required of leaders is current basic first aid and CPR certification.**

The Council's list of staff and leaders that are currently certified in first aid and CPR is maintained by the Program Service Coordinator PreK-12.

All activities or off-site field trips must have a certified first aider present.

A general first aid kit should be available at meeting places and accompany youth on any activity, including transportation to and from an event. In addition to the materials listed below, all first aid kits should contain a copy of a recognized first aid book, plus Council and emergency phone numbers. Leaders should have access to a cell phone. A designated person at each program should be responsible for checking and restocking first aid kits on a regular basis.

First aid kits should include:

- Needles and safety pins
- Scissors
- Tweezers
- Latex gloves
- Alcohol swabs
- Small butterfly bandages
- Gauze pads
- Package of sanitary napkins
- Moleskin
- Small bottle of alcohol
- Instant cold pack
- Large butterfly bandage
- Non-stick adhesive pads
- Tube of zinc oxide
- Insect sting kit
- Small bar of antibacterial soap
- Small roll of adhesive tape
- Box of Band-Aids
- Triangle bandage
- Elastic bandage
- Note pad or medical log form
- Reminder card about universal precautions
- Resuscitation masks
- Plastic sealable bags for disposing contaminated materials



### III. Health Screening

It is desirable to have a system to check health concerns and history of each youth and adult upon arrival or before participants have been in any extensive contact with each other. The confidentiality of certain medical conditions of both youth and adults is an important right. Knowing who needs what information for the health and safety of the participants should be predetermined.

Prior to activities such as extended trips, overnights or campouts, leaders should conduct simple health screening procedures to verify that participants are in good health in order to participate. **Medical Information Forms should be read and any pertinent information should be noted and shared with appropriate persons.** All leaders should be made aware of certain conditions such as diabetes, allergies,

seizures, hemophilia, asthma, heart trouble, emotional disorders and physical or mental disabilities. Leaders conducting such activities have Council approval to conduct health screening procedures.

Health screening includes reviewing the following:

- Medical Information Form
- Signature of either participant or, if minor, parent or guardian, on Medical Information Form
- Current medication and treatments
- Restrictions or concerns
- Allergies and treatments
- Immunizations and tetanus when appropriate
- Observe evidence of injury, disability, illness or communicable disease

Evidence of illness and/or communicable disease should be referred to the parents/guardians or other appropriate authority. Evidence of child abuse is referred to the appropriate person(s). Information disclosed in reporting will be limited to the facts regarding the abuse and/or neglect and will be held in strictest confidence and not disclosed beyond the suspecting volunteer or staff person and his/her supervisor. **All Council staff and volunteers are mandated by law to report possible child abuse.** Other concerns noted during screening are referred to parent(s)/guardian(s) or appropriate authority.



### IV. Health Records

Medical Information Forms should be filled out yearly for all members (youth and adults). One copy of a youth's or adult's Medical Information Form should be kept by the club leader and one should be given to the Program Services Coordinator.

Medical Information Forms are required, and should be completed or updated annually. They should include:

- Name, address and phone number
- Name, address and business name and phone number of adult responsible for minor
- Name, address, and phone number of child's physician or health care facility
- Emergency contact number while child is in program
- Description of current health conditions
- Past medical treatment
- Immunizations and last tetanus
- Record of allergies
- Age
- Permission to seek emergency treatment signed by parent/guardian

Information from a Medical Information Form is confidential and should only be shared with persons who have a need to know in order to protect the health and safety of the participant and other participants. The statement may include accommodations that are determined to be necessary to allow participation in the activity.

Notes pertaining to treatment of youth shall be accessible by parents/guardians or appropriate authority. Notes pertaining to treatment of staff/volunteers shall be accessible by appropriate authority.

Staff and volunteers have the authority to contact parents or physician for clarification of health history in case of emergency.

*See Medical Information Form*

## V. Personal Medications

In most situations, medications are collected for the safety of all youth. There may be circumstances where youth and/or adults may need immediate access to emergency medication. These include existing medical conditions such as allergic reaction to bee stings, heart condition, etc. There may also be situations where the youth may take the responsibility of handling their own medications.

The following procedures should be followed concerning personal medications:

- Medications are collected from all youth
- Medications for adults are stored safely away from youth and in a place that youth will not have access
- Medical Information Forms must be on hand.
- Medications are held by an adult leader except when a parent is present. Youth may carry and administer such medications such as bronchial inhalers or Epi-Pens. Leaders should be notified of such circumstances.
- All medications will be kept locked or accessible only to those administering medications.
- Special arrangements will be made for medications requiring refrigeration.
- Leaders must notify parents in advance that over the counter or prescribed medications should be in the original container. They also must be administered in the prescribed dosage by, or in the presence of, the responsible adult as per the written instructions of a custodial parent, a guardian or a physician.
- Leaders have authority to contact parents or physicians for clarification of medication, special conditions or restrictions related to medication.
- Medications may be dispensed by staff, leaders or appropriate adults and all medications will be kept in the possession of the person administering the medications.
- Emergency medications may be dispensed only with approval of parents and/or physician.
- After administering medication to adults or youth, a log should be filled out including the following list. This "log" should be kept in the first aid kit then with the child's records after the end of the year.
  - Name of administrator
  - Name of person taking medication
  - Medication and dosage taken
  - Date, time of administration



## VI. Universal Precautions for Bloodborne Pathogens

The exposure to bloodborne pathogens can cause disease in humans. This includes, but is not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV/AIDS). All leaders should receive a copy of the guidelines "Universal Precautions for Bloodborne Pathogens" recommended by the Center of Disease Control. This information should be shared with others when appropriate.

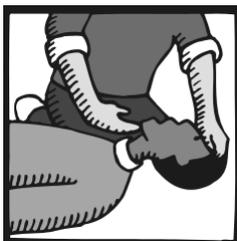
Leaders should be trained in the following:

- Bloodborne pathogen related situations
- Procedures for safe handling
- Proper disposal

Procedures for dealing with bloodborne pathogens, medical waste and/or body fluids are:

- Wear gloves in every situation involving blood or other body fluids. Keep several pairs of latex or vinyl gloves in all first aid kits.
- Cover open wounds with dressings to prevent the victim and the first aider from coming in contact with each other's blood.
- Use plastic wrap or other water-proof materials to form a barrier if latex or vinyl gloves are not available.
- Use a pocket facemask or face shield with a one-way valve when doing mouth-to-mouth resuscitation. These should be included in all first aid kits.
- After giving first aid, immediately wash hands and other skin surfaces that came in contact with body fluids thoroughly with disinfectant and/or antiseptic soap and water. Wearing gloves, place blood-soaked items that came in contact with body fluids in leak proof bags until they can be washed or disposed of. Clean reusable equipment and supplies first with detergent and water and then with a solution of one (1) part chlorine bleach to ten (10) parts water. Rinse well.

See *Universal Precautions for Bloodborne Pathogens*



# Chapter 3:

## Safety in...

### Facilities and Property

Whether it be visiting Camp or either of the Camp Fire office, Camp Fire's facilities play a large part in the programming that can be offered to members. The fact is that many components of the camps could potentially pose a large threat to participants. The waterfront, challenge course, archery range and shooting range have a lot of risks involved in using them. This chapter reveals ways to decrease those risks while making a stay at any of the camps, or any outside property, safe for participants and programming.

#### I. Site Hazards

When using any new area for the first time, whether for meetings, events, overnights or day outings, the site should be surveyed (indoors and out) for hazards prior to use.

All program areas should meet the following criteria:

- Safe, secure, clean, properly ventilated, heated, lit, free from hazards and has at least two exits
- Area large enough for a variety of activities
- First aid equipment on hand
- Accessible toilets and sanitary facilities, including facilities designed for those with disabilities
- Accessible by phone or other communication equipment
- Emergency exits are functioning, easily accessible, adequate and well marked
- Adequate lighting is present
- Pets are restrained away from the meeting area while participants are present
- Extension cords and loose carpeting should be secured to prevent injury

Examples of manmade hazards include, but are not limited to:

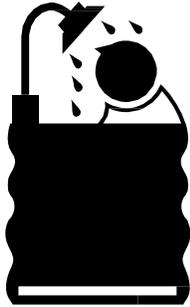
- Low hanging wires
- Dumps
- Abandoned roads and buildings
- Exposed pipes
- Broken steps
- Broken playground equipment
- Trash
- Discarded needles
- Swimming pools
- Other hazardous program areas
- Access to medication
- Access to hazardous chemicals (cleaning products)
- Program sites which appeal to children (horses, waterfront equipment, pools, etc.)



## II. Privacy at Properties

To ensure a comfortable level of privacy for adults and children, the following procedures for group living in areas such as those for sleeping, dressing, showers and bathing, include:

- Doors or curtains on showers and toilets
- Curtains on spaces for dressing or changing
- Only parents may sleep in an area with just one child (their son/daughter only). All other sleeping areas must have at least two adults in the area with the youth.
- Separation of sexes



## III. Property Use

Prior to using **non Council-owned property**, the following steps should be taken:

- Secure permission to use property
- Secure contact numbers of the owner for both day and night, in case of emergency
- Inspect the site prior to use to identify and eliminate hazards
- Identify any areas or equipment on site that are NOT available for use
- List precautions or rules to be given to participants

Prior to using **Council-owned property**, follow these reservation procedures and complete appropriate forms:

- Secure permission to use the site
- Have appropriate training to use the site
- List precautions or rules to be given to participants

## IV. Safe Water Supply

Because many diseases are transmitted through water, a safe, ample supply of water is imperative for cooking, drinking, bathing and swimming. When using non-public tested swimming pools or other unregulated water sources, exercise caution to make sure the water is safe for swimming.

Access a safe drinking water supply for cooking, drinking and personal use. Safe drinking water is defined as tap water tested and approved by the local health department. All other sources are considered potentially contaminated and must be purified before use. To purify water, learn to use one of the following methods:

- Bring water to a rolling boil for 10 minutes
- Disinfect water with purification tablets or droplets
- Use a water filtration device

Water temperature should be checked prior to use by children to prevent scalding.

## V. Utilities

In case of emergency, it may be important to shut down utility systems without delay. In case of emergency, contact the following:

Location	Water and Sewage	Electric	Gas	Telephone

Camp Fire members using non-Council owned property should be familiar with how to contact someone for water, electric, gas or telephone in an emergency. This may be the actual company that supplies these services or a person from the facility/site that can deal with such emergencies.

## VI. Emergency Equipment

Being prepared for emergencies requires having appropriate equipment available, in good condition and ready for use, as well as having personnel trained in the use of the equipment.

When using a facility for programming, the location and use of on-site emergency equipment should be known. When taking equipment off-site, the person checking out the equipment is responsible for restocking any used items. When using a facility, find out what special emergency equipment has been secured or is needed for specialized activities.

## VII. Contacting Fire and Law Enforcement Officials for Programs

In the event of an emergency, officials should be made aware of the site. Program administrators should be aware of the emergency services available and any limitations. Fire and law enforcement officials should have detailed information on program operation so they can be better equipped to help in an emergency.

When Council groups plan to use new locations for programs that involve special activities or large numbers of participants, notify local fire and law enforcement officials in writing. In notification, include the organization's name, contact name and number, date of event, location, time of event and approximate number of participants. Ask the fire department if they have paramedic and/or search and rescue services available in more remote areas.

Camp Fire groups should be familiar with the location of emergency services in the area where they hold programming.

- Know how to contact the nearest fire department and police or sheriff's department
- Know what the response time is to your location from both of these agencies
- Find out if there are other services available for each of these agencies

See *Program/Activity Checklist*

## VIII. Fire Prevention and Safety

It is important to have fire prevention safety checks done on a regular basis and to have systems in place that reduce the possibility of a fire. Though this may not be the direct responsibility of the leader, they should make sure that the following items are in working condition and if not, reported to the appropriate person(s):

- Fire fighting equipment
- Electrical cords
- Circuits
- Storage of combustibles
- Exits
- Emergency lighting
- Appliances
- Shut-off devices
- Alarm systems
- Fire doors
- Fireplaces and chimneys
- Open fire areas
- Cooking areas
- Smoke detectors

All sleeping quarters in buildings that are used by Camp Fire members should have one emergency exit in addition to the main door and all sleeping floors should have a direct emergency exit to the outside.

Smoke detectors and other detection devices should be in all permanent sleeping quarters and appropriate locations.

Flammables should be stored in safe containers that are covered and labeled. Be sure persons who have access to flammables are trained in their use.



## IX. Fire Fighting Equipment and Procedures

It is important to take action to prevent fire and have the appropriate type of firefighting equipment readily available at all times.

Fire extinguishers should be available for use at each Camp Fire meeting or activity site. Appropriate adults should be trained in equipment use.

Leaders, assisted by youth members, should designate a fire evacuation plan for meeting places used by the group. If a school or other public building is used, follow the facility's established plan after making certain that it will work during the time the group is there. Every member must know where to go and how to act in case of fire. Consider the following points in designing a fire evacuation plan:

**Tip:**  
If you meet at a school that the youth attend, have them show you the various drills. They should know them by practicing them during school.

- Draw a floor plan showing all exits and potential escape routes
- Determine more than one way out in case an escape exit is blocked
- Designate a meeting

place outside

- Locate a fire alarm box or accessible telephone away from the evacuated area, such as a near-by business, etc.
- Review and walk through the plan with younger youth
- Post the plan in a conspicuous place
- Conduct fire drills periodically

## X. Assuring Accessibility for All

Camp Fire commits to serve people without regards to race, creed, color, gender, age disability, religion, sexual orientation, disabled or Vietnam-era veteran status or national origin. In choosing meeting places, selecting meeting dates and times, planning activities, considering schedules for trips, making group menus, etc., Camp Fire leadership should consider the needs, resources, safety and security practices, and beliefs of all members, and the special needs of any members who have disabilities. Use the "Quick Look" Barriers Checklist for guidelines when choosing activity locations.

Reasonable accommodations must be met in order to provide programming for all abilities. The intent of the law is that persons with disabilities have the opportunity to participate in activities with their non-disabled peers. All buildings, vehicles and program activities do not need to be accessible as long as all participants, including those with disabilities, are able to experience the same opportunities. Benefits of participation should be the same and not separate. For example, housing those with disabilities in a separate area or having a special session and requiring a person with disabilities to only participate in that session is unacceptable.

Persons with disabilities need the opportunity to participate in integrated programs when such participation does not fundamentally alter the nature of the program being provided and when accommodations are reasonable and readily achievable.

See "Quick Look" Barriers Checklist



## XI. Warning Systems

Warning systems create an efficient method to quickly communicate to the entire site population. Everyone on site should know what the various alarms mean and the action they are to take.

Common public warning systems include:

- Weather alerts over the radio/TV
- Public sirens operated by local municipalities
- Fire alarms in buildings

Other types of warning or alarm systems could include:

- Blowing a car horn
- Ringing bells
- Setting off an automatic alarm
- Sending runners

The warning could mean a certain type of emergency, e.g. tornado, fire, etc., or where to go, e.g., dining or multipurpose room, site entrance, high ground, etc.

Leaders should be trained to have an understanding of the warning systems and appropriate actions to take at the facilities in which their programming takes place.

Response to warning systems is the responsibility of each adult individual present.

Warning systems should be able to be heard throughout the site.



## XII. Emergency Drills

**Tip:**  
Forming a Fire Evacuation Plan is included in the "Our Club Project" Curriculum.

Repeated emergency drills familiarize youth and adults with emergency procedures and help to prevent panic.

Drill procedures should be provided and practiced by all leaders and participants.

The following emergency drills should be performed for groups in various program areas such as homes and schools:

Emergency	Warning System	Assembly Location
Fire	Fire alarm	Use the public building's established plan or design an evacuation plan with the group. Designate a meeting place outside.
Tornado	Tornado siren	Same as above
Evacuation	Club leader determines the need	Same as above
Intruder/Intruder on Campus (IOC)	Club leader, radio or law enforcement determines the need	Same as above
Other	Same as above	Same as above

## XIII. Transporting Youth and Adults

It is important to provide safe transportation for participants by determining who may transport youth and adults, when, under what circumstances, what safety precautions will be taken and how accidents will be handled.

The policies concerning transporting participants in private vehicles are as follows:

- Persons transporting youth in private vehicles must provide copies of the following to the Council:
  - Driver's license
  - Proof of insurance coverage for:
    - Liability
    - Bodily injury
    - Property damage
- Capacity for private vehicles is left to the judgment of the club leader and driver but must comply with state law. The seat belt requirement is one person per belt. No one may ride in the back of a pick up truck or cargo van.
- There must be two adults present in the vehicle; the second adult should be primarily responsible for discipline of riders.
- No cell phone use by the driver while driving.
- The driver is the primary individual for seeing that appropriate rules are followed.
- Privately owned vehicles are maintained in safe operating condition by their owner. Appropriate maintenance cannot be assured by the Council.

The policies concerning transporting participants in Council owned vans are as follows:

- A regular operator's license is required to drive Council owned vehicles
- Persons transporting youth in the fifteen passenger vans must complete Council van training.
- Council vehicles may not be used for other than Camp Fire related business. Typical transporting would be to and from Camp Fire sponsored meetings, activities or events.
- The van capacity and appropriate ratio is two adults and thirteen youth. No one under eighteen years of age may sit in the front passenger seat.



The Camp Services Director conducts van training and maintains records of which individuals have completed the training. Vehicle/van training may coincide with leader training or is schedule independently with the Camp Services Director. Training includes:

- Use of seat belts
- Child restraints
- Defensive driving
- Responsibilities for control of passengers
- Evidence of skill with the vehicle to be used
- Information on reduction of rollovers
- Backing up and refueling
- Loading and unloading of passengers
- Breakdowns
- Illness and/or accident procedures
- Vehicle safety check

Vans used for transporting youth and/or adults are equipped with:

- First aid kit
- Seat belts for each passenger
- Fire extinguisher
- Jack
- Jumper cables
- Spare tire
- Directions for step-by-step procedure to be used in the event of a vehicle accident

In case of an accident, parents should be notified by the adult in charge of the group.

Copies of driver's license, proof of insurance and a list of authorized van drivers are kept by Camp Fire Office.

#### **XIV. Emergency On-Site Transportation**

When the situation calls for use of transportation available on site, it is important to have immediate access to the vehicle and the driver.

Emergency transportation should always be available at every program either through locally provided services or by personal vehicle. Staff and leaders must decide when to use a personal vehicle for transporting injured youth or contacting locally provided services, such as EMSA, etc.

When using an on-site vehicle for emergency transportation:

- Park the vehicle in a quickly accessible location
- Vehicle should have enough gas
- Location of nearest gas station should be known
- Designate an alternate vehicle as needed
- Vehicle should be safe and reliable
- Designate appropriate drivers
- Designate a second adult to ride along

Emergency equipment to be kept in the emergency vehicle:

- First aid kit
- Emergency phone numbers
- Map to emergency services

#### **XV. Site Evacuation**

In the rare occasion that it is needed, an evacuation plan enables the site director to quickly organize and remove part or all of the population to a predetermined, safer location.

Evacuation could be necessary because of fire, explosion, poisonous gases or water leaks. Each site should establish who will determine the need for an evacuation and who is in charge of evacuations. Leaders should be familiar with evacuation plans for their specific locations.

Evacuation plans should include:

- Appropriate mode of transportation
- Safe locations to go
- Alternate routes
- Items to be taken (should be based upon type of emergency, possible return, and time of day) May include shoes, coats, member registrations, medical information forms, etc.
- A method to account for each person on the site
- How to evacuate animals, if necessary

If an evacuation occurs, the Council office, Chief Executive Officer, appropriate authorities, and parents should be contacted as soon as possible. Valuable papers that cannot be replaced, such as deeds, historical documents, policies, etc. should be stored in a safe location to leave or retrieve quickly. Safe return to the site would be determined by the Chief Executive Officer, Camp Services Director or leader.

# Section II: Emergency Preparedness



# Chapter 4:

# Emergency Preparedness

As the club leaders, activity leaders, and advisors of the Camp Fire youth, the lives of these youth are in your hands. No matter how many hours of training you take, it is a known fact that accidents or other emergencies could possibly happen. Though no one wants to think about it, no matter how much you prepare, something as serious as the death of a member could happen. This chapter talks about how to handle those “what if” situations that you could never prepare for, whether it’s something totally outrageous or something extremely severe. We hope and pray that during your time as a leader, you will never have to reference these policies, but if you do, you will know what to do.



## I. Emergency Contact Numbers

See Emergency Contact Numbers for full reference of all contact numbers.

Prior to making contact, callers should be clear on the message that is being passed on and what action, if any, is required of the person contacted.

**In case of serious accident or crisis, make no public statements. Refer inquiries to the Camp Fire Office. Do not use the phrase “no comment” as it has a negative implication.**

See *Emergency Contact Numbers*

## II. Accidents/Incidents

Accident/Incident Reports should be completed by the individual supervising the specific program or activity at which the incident occurred. This person may, or may not, be the club leader/advisor. For example, if an accident occurs at the archery range, the archery instructor should fill out the Accident/Incident Report Form even if the leader was present. Additional information may be supplied by the individual’s supervisor (i.e. archery instructor’s supervisor/event coordinator) or the club leader.

Any accident, illness or inappropriate behavior that occurs at a Camp Fire program involving any person must be reported. Inappropriate behavior may include, but is not limited to, the following:

- Teasing, bullying, verbal and/or physical threats
- Disagreement between participants that is left unresolved
- Allegations of criminal or abusive behavior

Blank Accident/Incident Report Forms are available as follows:

- Council office, Registrar/Receptionist
- Camp sites during Council events
- Camp Waluhili Site Director’s office
- Van packets
- Leader/advisor club management files
- Program Services Coordinator
- Leader Manual

Copies of completed Accident/Incident Reports are given to:

- Chief Executive Officer
- Risk Management Officer (Camp Services Director)
- Program Director, as needed

Accident/Incident reports must be completed and submitted to the Council office within 48 hours of the incident.

In order to identify patterns and implement remedies, the following statistical data is collected from incident reports:

- Nature of injury
- Nature of illness
- Behaviors of involved persons
- Events leading up to incident
- Location of incident, site features
- Observable hazards
- Program type
- Type of supervision
- Profile of individuals involved (age, sex)

See *Accident/Incident Report Form and Instructions*

### III. Emergency Leadership

To avoid confusion and misinformation being given out in an emergency, each person needs to be aware of their responsibilities and who is in charge. In case of emergency, the club leader should be in charge of the program site. Back up would be the co-leader or other adults present. Expectations of adults regarding their behavior should be clear before the meeting, event or program. There should be agreement among the adults on youth discipline.

Contact between the site of emergency and the Camp Fire offices should be as soon as possible after the initial emergency and then as often as needed.



The person in charge at the site of emergency has the following responsibilities:

- Have on hand the names and telephone numbers of council representative, parents and local emergency services
- Determine the nature of the emergency
- Have all medical forms available at each meeting
- Determine the steps needed to be taken for helping the sick or injured
- Be sure everyone is safe and accounted for
- Contact the Chief Executive Officer at the Camp Fire offices
- Notify the youth's parent(s)/guardian(s) and other appropriate persons

**In case of serious accident or crisis, make no public statements. Refer inquiries to the Camp Fire Office.**

See *Discipline Code*



### IV. Parent Contact

Parents are entrusting Camp Fire with their most precious possessions: their children. It is Camp Fire's responsibility to keep the parents informed of the well-being of their children and to provide as much support as possible.

The administrative and medical personnel of the program should discuss ahead of time who is responsible for calling parents, under which circumstances and who is to be the backup person if designee is not on site.

In the case of critical injury or death, the parents are contacted in person by the Chief Executive Officer, police officer and police chaplain (if available) as soon as possible after the accident. In emergencies not involving death or serious injury, the leader will contact the parent by phone as soon as possible after the accident.

If parent(s)/guardian(s) cannot be reached or do not have a phone, the Chief Executive Officer or leader should check the youth's registration form for other emergency contacts.

In event of serious injury or death, follow-up support provided for parents and/or legal guardians would consist of staff support, club support, providing meals, caring for younger children, and determining general needs of the family.

In the event of a major emergency or disaster, it is the leader's responsibility to coordinate a plan to contact parents of all their club members to relieve their anxiety and to inform them about what their children are facing. This plan should be developed with the input of the parents in that specific club and could be a calling chain, direct calls, etc. It is important that leaders carry with them copies of the registration and Medical Information Form in case contact information is needed.

Information given to the parent should coincide with information contained on the incident report form.

## V. Missing Persons

To reduce the risk of a missing person, periodic head counts are advised. It is suggested to break into smaller groups of three to four to train the youth to be "responsible for each other". In the case that this does happen, the following steps should be taken:

- Question those who saw the person last. Was the person angry, depressed, or particularly excited about something? Did the person tell of any plans to go somewhere or have a favorite spot or friend or counselor? Ask for time and location last seen. What was the person wearing? Record information.
- Check area where the person was last seen.
- Try to establish if the person left the site and with whom.
- Notify any other responsible persons as needed.

The leader/coordinator should be ultimately responsible for the immediate search of the site. This person should designate a signal to be used to identify that the person has been found.



If the missing person cannot be found in a reasonable period of time, or if all avenues for searching have been exhausted, then law enforcement officials should be contacted. Information the officer will desire is name, age, description of child, description of clothing and last known location. The officer will decide if an immediate Amber Alert is warranted.

Notification of parents and Chief Executive Officer should take place as soon as possible by the leader.

An Accident/Incident Report should be filed.

**In case of serious accident or crisis, make no public statements. Refer inquiries to the Camp Fire Office.**

## VI. Diversion Activities

During an emergency situation, it is often necessary to occupy and/or distract other participants from the emergency. Diversion activities or techniques should be prepared in advance by each leader to be utilized in an emergency situation. When planning, it should be taken into account that the emergency could fall into a variety of situations, such as:

- Confinement in a large or small building
- Darkness
- A bus or van breakdown
- Outdoors in adverse weather
- With an injured youth or adult
- In the event of a missing person

A variety of songs, games and other activities should be planned. Consider size of group, size of space and probable length of time.

## VII. Sexual Harassment, Discrimination and Child Abuse

The Council is committed to the belief that all volunteers should have a right to work in an environment free of sexual harassment including unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature which interferes with work performance or creates an intimidating, hostile or offensive work environment.

It is the policy of the Council to provide an environment free from all forms of discrimination, including harassment. Harassment based on race, creed, color, age, disability, religion, sexual orientation, disabled or Vietnam-era status or national origin is considered a violation of policy. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive behavior and will be subject to corrective action.

**State statutes make it clear that every citizen has the legal obligation to report suspected child abuse to the State Department of Human Services.**

Age level curriculum contains information on personal safety for all age groups.

*See Reporting of Suspected Child Abuse and Neglect Handout*

## VIII. Youth Suicide

Suicide has teetered between the second and third leading cause of death among youth. Every year, half a million young people attempt suicide. A young person's attempt may be based on a combination of long-standing problems coupled with a triggering event. The suicidal young person may reach out or confide in a trusted program leader.

Suicide threats should be taken seriously and reported to the child's parent/guardian and Council personnel. Procedures for dealing with threats, attempts or warning signs are:

- Don't pull away from them
- Don't leave the youth alone if the situation is immediately life threatening. If necessary, call a responsible family member or even the police.
- Be sympathetic. Reassure them that they have someone to turn to and that they can be helped.
- Offer to help them but don't agree to keep information confidential if they reveal something that might affect their safety.
- Don't offer reassurances that may not be true.
- Contact the Council to determine appropriate action.

Parents should be notified of threats, attempts or warning signs by someone with a relationship with that parent. Follow Council procedures for dealing with a death after a threat, attempt, or actual suicide has happened (See IX: Dealing with a Death).

**In case of serious accident or crisis, make no public statements. Refer inquiries to the Camp Fire Office.**

## IX. Dealing with a Death

The most difficult incident to address is that of a fatal accident or illness of a youth or adult member. Because of this difficulty, and the emotional impact of such a tragedy, having a plan in place is essential.

After the emergency, and after steps have been taken for the care of the injured, the first call is to 911. See Emergency Contact Numbers for others to notify before the next of kin.

The person to notify the next of kin is the Council Chief Executive Officer. Leaders or participants will be informed of a death or serious injury in their family by the Council Chief Executive Officer or an appropriate Council representative.

In the event of a fatality, the adult in charge of the victim does the following:

- Move the rest of the group to a different area away from the victim.
- Do not disturb the victim or surroundings.
- Call 911. A responsible person should remain at the scene.
- Notify the Council representative.
- Follow police instructions.
- Do not share information about the accident with anyone but the police, the Council and their insurance representative and legal counsel.
- Complete the Accident/Incident Report Form and submit it to the Council office.

**In case of serious accident or crisis, make no public statements. Refer inquiries to the Camp Fire Office.**

**A**

Accidents/Incidents	<b>30</b>
Activities Requiring Leaders with Specialized Training or Certification	<b>14</b>
alarms	26
Alcohol, Illegal Drugs and Tobacco	<b>14</b>
archery	14
Assuring Accessibility for All	<b>26</b>

**B**

bloodborne pathogens	22
boating	15

**C**

Check In and Out Information	<b>10</b>
child abuse	20
cleaning work surfaces	17
Conduct of Participants and Volunteers	<b>11</b>
Consent for Treatment	<b>19</b>
Contacting Fire and Law Enforcement Officials for Programs	<b>25</b>
Copyrights and Royalties	<b>17</b>
Core Values	5
CPR	10, 11, 19
criminal background checks	8

**D**

Dealing with a Death	<b>33</b>
Dealing with Complaints	<b>12</b>
death	33
dishwashing tips	17
Diversion Activities	<b>32</b>

**E**

Emergency Contact Numbers	<b>30</b>
Emergency Drills	<b>27</b>
Emergency Equipment	<b>25</b>
Emergency Leadership	<b>31</b>
Emergency On-Site Transportation	<b>28</b>
evacuation	28
evacuation plan	26, 27

**F**

fire extinguishers	26
Fire Fighting Equipment and Procedures	<b>26</b>
Fire Prevention and Safety	<b>25</b>
firearms	14
first aid	19, 22
first aid kit	19
First Aid Training	<b>19</b>
food preparation	16
food storage	17

**H**

handling hazardous materials	16
harassment	32
hazards	23
Health Records	<b>20</b>
Health Screening	<b>20</b>

**I**

Insect-Transmitted Diseases	<b>18</b>
-----------------------------	-----------

**L**

Leader Responsibilities	<b>9</b>
lightning	18

**M**

Medical Information Form	20, 21
medications	21
Membership and Registration	<b>9</b>
Missing Persons	<b>32</b>
Mission Statement	5

**P**

Parent Contact	<b>31</b>
Participant Supervision and Ratios	<b>10</b>
Personal Medications	<b>21</b>
Preventing Foodborne Illness	<b>16</b>
Privacy at Properties	<b>24</b>
Product Sale Safety	<b>17</b>
Program Philosophy	6
Property Use	<b>24</b>

**R**

ratios	10
--------	----

**S**

Safe Water Supply	<b>24</b>
sanitizing	17
Screening of Staff and Volunteers	<b>8</b>
search and rescue	25
Sexual Harassment, Discrimination and Child Abuse	<b>32</b>
Site Evacuation	<b>28</b>
Site Hazards	<b>23</b>
special needs	10
Storage of Hazardous Materials	<b>16</b>
suicide	33
swimming	15

**T**

tornadoes	18
Training of Leaders	<b>10</b>
Training of Participants	<b>11</b>
transportation	19, 27, 28
Transporting Participants and Staff	<b>27</b>
treatment	19
Trip and Travel Readiness	<b>13</b>
Trips – Age Level Progression	<b>12</b>

**U**

Universal Precautions for Bloodborne Pathogens	<b>22</b>
Utilities	<b>24</b>

**V**

van training	28
Visitors at a Program	<b>12</b>

**W**

Wading	15
Warning Systems	<b>26</b>
water	24
Water Activities	<b>15</b>
Weapons and Firearms	<b>14</b>
Weather Effects of Program	<b>18</b>

**Y**

Youth and Adult Whereabouts	<b>10</b>
Youth Suicide	<b>33</b>

# Section III: Handouts and Other Information





# BEHAVIOR MANAGEMENT POLICY

---

## **RATIONALE:**

Desiring to promote positive interactions with the children we work with, Camp Fire recognizes that effective behavior management begins with the program philosophy, is influenced by the environment and is carried out within agreeable limits and boundaries.

Discipline is a dynamic process of child guidance, with a long-term goal of encouraging the development of self-control. As a program that can have a major influence on children's development, Camp Fire has a responsibility to help children learn to be self-directed and in control of their behavior.

## **POLICY:**

### **Planning Ahead**

Camp Fire's philosophy of behavior management builds on a child's need to develop a sense of self-worth. In order to promote this, the program has been carefully planned to foster positive behavior by:

- Involving children and youth in rule-setting and determining the consequences of misbehavior
- Setting up program sites and activities that promote positive interactions among children
- Encouraging children to learn and practice solving problems and settling differences among themselves

### **Discipline Techniques**

When a child's behavior creates a risk for the emotional or physical well-being and safety of other children or adult volunteers or staff, the following procedure shall be followed:

- Separate the child from the problem activity or situation
- An adult member listens to the child and discusses the consequences of further misbehavior
- Repeated misbehavior will be handled by a telephone conversation or conference with the parent
- The parent, child, and program adult agree to a plan to improve behavior or face the possibility of termination from the program



## **Behavior Management Strategies**

Several behavior management strategies can be employed to minimize problem behavior among child participants:

***Preventive strategies*** – help keep conflict and stress at a minimum. For example,

- The environment is conducive to positive interaction
- Adults model appropriate behavior using their authority wisely
- Adults develop caring relationships with youth
- Program activities are flexible in response to the changing interests of children
- Activities are age appropriate, relevant to the needs, interests, values and capabilities of youth
- Emotional expression is encouraged

***Interactive strategies*** – provide youth and adults the opportunity to deal constructively with stress and conflict. For example,

- Limits for behavior are fair, reasonable and understood by youth
- Youth understand the natural and logical consequences of exceeding limits
- Adults help youth appropriately express negative feelings
- Problem-solving and conflict-resolution opportunities are included in the program
- The democratic process of decision-making is used
- Adults find opportunities to help youth see themselves as kind, cooperative people, capable of solving problems and resolving conflict
- Praise and encouragement recognizing actual effort and accomplishment
- Adults redirect aimless or inappropriate behavior into more constructive activities

***Crisis strategies*** – become necessary when youth and/or adults face occasional loss of control. For example,

- When adults lose control, they practice emergency coping techniques such as leaving the situation and deep breathing
- When youth lose control, staff handles them in accordance with the program's policy. At no time shall corporal punishment be used as a means of controlling child behavior or any other humiliating or frightening discipline techniques.

# DISCIPLINE CODE

---

## **RATIONALE:**

The purpose of Camp Fire Council's Discipline Code is to:

- Ensure the safety and well-being of all members and participants
- Ensure that all youth benefit from the Camp Fire experience
- Ensure that every youth participant has the opportunity to complete programs suitable to their age level
- Enable all youth to manage their social behavior
- Create a framework for cooperative effort among youth and between youth and adults

## **POLICY**

Youth participants shall be responsible for:

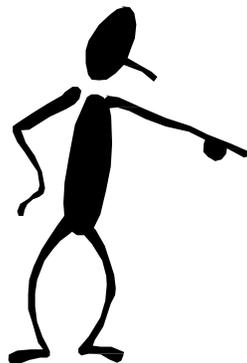
- Their relationships with adults and other youth
- Their compliance with program procedures and practices.

Camp Fire program adults, volunteers and staff shall be responsible for:

- Creating and implementing programs that maximize the opportunity for youth participants to achieve success
- Working cooperatively with youth participants to facilitate their success
- Ensuring that group rules are frequently reviewed with and clearly understood by youth
- Demonstrating consistency and reliability in implementing the behavior expectations and discipline code
- Respecting and protecting the rights of all youth participants

### **Behavior Expectation Code**

Camp Fire adult volunteer and staff leaders shall provide leadership, guidance and assistance to all youth in meeting their behavior expectations. Youth who choose to behave in socially appropriate fashion will maximize the benefits of Camp Fire participation. Adult volunteers and staff recognize that, for some youth, involvement in informal group settings can be challenging. Adults will be sensitive to each child's needs, will work with each child individually to alleviate fears and concerns, will structure programs and activities to meet the abilities and needs of each child and will exercise patience and sensitivity toward youth's behaviors.



## **Misbehavior Examples**

Adult program leaders understand that children may misbehave and that the majority of problem behavior will be minor and inconsequential. However, occasionally a child's behavior may be serious enough to require adult intervention. The following are examples of serious misbehavior:

1. Social misbehavior
  - Swearing or inappropriate conversation
  - Refusing to follow instructions, directions or safety rules
  - Bullying or intimidating others
  - Harassing others by teasing or name-calling
  - Physical assaults (pushing, shoving, punching, poking, hitting, biting)
  
2. Group misbehavior
  - Refusing to follow instructions, directions or safety rules
  - Disrupting the program process
  - Refusing to participate in program activities
  - Harassing others during program activities



# PARTICIPANT DISMISSAL POLICY

---

## **RATIONALE:**

All children participating in Camp Fire programs are entitled to a pleasant and harmonious environment. The Council cannot serve children who display chronic or severe disruptive behavior, which is defined as verbal or physical activity which may include, but is not limited to behavior that:

- Requires constant attention from adult leadership
- Inflicts physical or emotional harm on children or adult leadership
- Displays destructive behavior
- Continually ignores or disobeys group rules
- Includes use or possession of illegal drugs, weapons or explosives

## **POLICY:**

Reasonable efforts will be made to assist children in adjusting to program settings. If a child cannot adjust to the program setting and behave appropriately, then the child may be dismissed.

## **Procedures:**

1. Agree upon a removal strategy that includes:
  - Who will be involved in informing the child of the decision to remove him/her from the program
  - Circumstances under which the child will be allowed to return to the group
2. Carefully document the situation, actions taken and complete an Accident/Incident Report
3. Notify parent, guardian or contact person
4. Explain the situation and the child's current status in the group
5. Notify the Executive Director of action taken





# EXTREME WEATHER PRECAUTIONS

---

When participating in activities outdoors in high temperatures, consider the following:

- Plan lighter and cooler foods
- Watch for heat related illnesses
- Drink plenty of fluids, especially non-caffeinated
- Plan activities for later in the evening, if possible
- Use sunscreen
- Use bug repellent
- Wear light and cool clothing

Heat Related Illness	Symptoms	First Aid
Heat cramps	Painful muscle spasms, usually in legs and abdomen	Have victim rest in cool place. Drink cool water or sport drink. Lightly stretch muscle and massage the area towards the heart.
Heat exhaustion	Cool, moist, pale or flushed skin, headache, nausea, dizziness, weakness, exhaustion	Get victim out of heat. Loosen tight clothing and apply cool, wet cloths. Give cool water to drink slowly.
Heat stroke	Serious medical condition. Red, hot, dry skin; changes in consciousness; rapid weak pulse; and rapid shallow breathing.	Call an ambulance immediately. If the victim vomits, stop giving fluids and position on the side. Keep the victim lying down and continue to cool the body any way you can.

When participating in activities in lower temperatures, consider the following:

- Adults should be trained in winter risk management
- Plan food high in calories and in larger quantities
- Keep all extremities covered
- Watch for cold related injuries e.g. frostbite and hypothermia
- Drink plenty of fluids
- Learn to layer clothing
- Keep clothing dry

Cold Related Illness	Symptoms	First Aid
Frostbite	Lack of feeling in the affected area. Skin appears waxy, is cold to the touch or is discolored (flushed, white, yellow, or blue)	Handle the area gently. Never rub an affected area as further damage may occur. Warm the area gently by soaking in warm (not hot) water until it looks red and feels warm. Loosely bandage the area. Contact medical help.
Hypothermia	The victim can die if not given care. Shivering, numbness, glassy stare, apathy, and loss of consciousness.	Call an ambulance immediately. Remove wet clothing and dry victim. Warm the body gradually by wrapping in blankets and move to a warm dry place. Apply heat pads, if possible. Give warm liquids to drink if victim is alert. Do not immerse in warm water.





# POTENTIALLY DANGEROUS INSECTS

To help determine those bites that need immediate medical attention and help reduce the risk of spreading the virus, it is important to know prevention techniques, symptoms and treatment. Refer to the following chart for information on potentially dangerous insect bites.

	Mosquitoes	Ticks	Stinging Insects	Lethal Spiders
<b>Prevention</b>	<ul style="list-style-type: none"> <li>When outdoors, wear light clothing that covers most of the body, keeping as much of the skin and hair covered as possible. Avoid bright, floral colors.</li> <li>Mosquitoes are attracted by some body odors. Avoid fragrances in soaps, shampoos and lotions.</li> <li>Mosquito's prefer biting from dusk until dawn. The problem is worse when the weather is hot or humid.</li> <li>Mosquitoes will choose children as their victims rather than adults. Avoid playing outdoors during the peak biting times in your area. Citronella candles may be useful when outside.</li> <li>Stay away from still water.</li> </ul>	<ul style="list-style-type: none"> <li>Wear light-colored clothing to make ticks easier to see.</li> <li>Wear long-sleeved shirts and long pants tucked into socks to deprive ticks of attachment sites.</li> <li>Wear closed-toe shoes, not sandals.</li> <li>Hikers and bikers should stay in the center of trails to avoid grass and brush.</li> <li>Check for ticks AT LEAST once per day, particularly along waistbands, in the armpits and groin area.</li> <li>Use a tick repellent with DEET on skin and clothing according to directions.</li> <li>Use a tick repellent with permethrin ON CLOTHING ONLY and according to directions.</li> </ul>	<ul style="list-style-type: none"> <li>Examine work areas before using power equipment such as lawn mowers, weed eaters and chain saws.</li> <li>Do not disturb nests when located.</li> <li>Remove possible nesting sites around the house and yard.</li> <li>Inspect outside walls of all buildings on the property and seal openings larger than 1/8 inch with fine mesh screen or stuff holes with steel wool.</li> </ul>	<p><b>Brown Recluse</b></p> <ul style="list-style-type: none"> <li>Black violin-shaped markings on its back</li> <li>Is light to medium brown with long legs in relation to its body size</li> </ul> <p>May be found in any number of places including :</p> <ul style="list-style-type: none"> <li>Discarded boxes</li> <li>Refuse piles</li> <li>Among piles of newspapers</li> <li>In darker corners of hallways, bedrooms, and basements</li> <li>The attic</li> <li>Firewood piles (often under the bark)</li> <li>Under rocks</li> <li>Even in old clothes which have not been worn for a while</li> </ul> <p>The <b>Black Widow</b> has venom 15 times more toxic than a rattlesnake's. Most susceptible are children and the elderly. The spider's toxic venom, secretive habits and initially painless bite make it particularly dangerous. Bites generally occur while working in the garage or yard. The Black Widow prefers dark and seldom disturbed areas.</p>

<p><b>Symptoms</b></p>	<p>Bites from <b>mosquitoes</b> typically do not cause significant illnesses, unless they convey "vectors", or microorganisms that actually live within these mosquitoes. (Malaria and West Nile virus are diseases spread by a mosquito).</p> <p>Symptoms may include:</p> <ul style="list-style-type: none"> <li>• Redness</li> <li>• Pain</li> <li>• Itching</li> <li>• Swelling</li> <li>• Fever</li> </ul>	<p>Symptoms of a tick-borne illness may include</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Headache (often severe)</li> <li>• Muscle aches</li> <li>• Skin rash</li> <li>• Vomiting</li> <li>• Abdominal pain</li> <li>• In the case of tularemia, swelling of the lymph node in the area of the tick bites.</li> </ul> <p>Possible diseases caused by tick bites include:</p> <ul style="list-style-type: none"> <li>• Lyme Disease</li> <li>• Rocky Mountain Spotted Fever</li> </ul>	<p>Most insect stings cause some pain and swelling in the area of the sting, called a local reaction.</p> <p>A severe local reaction may lead to pain and swelling that increase over time and become very uncomfortable. This does not constitute an anaphylactic reaction.</p> <p>Although most local reactions are not serious, if they are near the face or neck, swelling can quickly block the airway and cause serious problems.</p> <p>Caution must be taken for those with allergies for warning signs of anaphylactic shock</p>	<p><b>Brown Recluse:</b> Symptoms may include:</p> <ul style="list-style-type: none"> <li>• Burning, pain, itching, or redness at the site which is usually delayed and may develop within several hours or days of the bite. A deep blue or purple area around the bite, surrounded by a whitish ring and large red outer ring similar to a "bull's eye".</li> <li>• An ulcer or blister that turns black.</li> <li>• Headache, body aches, rash, fever, nausea or vomiting.</li> <li>• Severe tissue damage at the site of the bite. Area swells up as the under-lying cells are killed and sloughed off. The pain is severe and may last several days.</li> </ul> <p><b>Black Widow:</b> May experience severe illness and trauma.</p>
<p><b>Action/ Treatment</b></p>	<p>Treatment includes cool compresses, antihistamines, anti-itching compounds, and anti-inflammatory medicines. For a cool compress, apply an ice pack wrapped in a towel or soak a washcloth in cold water and press it on the bite. Ask a pharmacist to recommend an appropriate antihistamine.</p> <p>The simplest anti-itching compound is a paste made of baking soda and water. Use just enough water to make a sticky paste and spread it on. Calamine lotion works in a similar way and usually lasts longer.</p> <p>For the anti-inflammatory part of treatment, ibuprofen (Motrin or Advil) or naproxen (Alleve) can reduce redness, pain, itching, swelling and fever. Topical steroid creams of various strengths can also be useful. Occasionally, reactions to mosquito bites can be severe enough to warrant systemic steroids.</p>	<ul style="list-style-type: none"> <li>• Use tweezers or fingers to grasp the tick as close to the surface of the skin as possible. Try not to twist or jerk the tick as you pull.</li> <li>• Use gentle, steady pressure to pull the tick from the skin.</li> <li>• DO NOT squeeze the body of the tick at any time while it is attached - you can release disease-causing organisms into the bite wound.</li> <li>• DO NOT squeeze the body of the tick to kill it after it has been removed - you can force disease-causing organisms out of the tick and onto/into your skin.</li> <li>• DO NOT use matches, gasoline or nail polish remover as methods of tick removal.</li> <li>• Note the date of tick removal on your calendar.</li> <li>• Wash clothing and inspect your body thoroughly for additional ticks.</li> <li>• If you experience high fever, headache, tiredness, muscle aches or a rash after a tick bite, or if you have not noticed a tick bite but have been outdoors and have these symptoms, contact your physician immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Go quickly to a safe area.</li> <li>• Scrape stinger out with finger nail, knife or credit card. DO NOT squeeze stinger as it will release more venom.</li> <li>• Wash with soap and water</li> <li>• Seek medical attention.</li> </ul>	<p>Often the healing of a spider bite requires hospitalization and several weeks of healing.</p>



# UNIVERSAL PRECAUTIONS FOR BLOODBORNE PATHOGENS

---

## **RATIONALE:**

As part of an overall exposure control plan, mandated by the OSHA Bloodborne Pathogens Standard, "universal precautions" are part of infection control practices. They are specific guidelines which must be followed to provide every person protection from diseases which are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

## **POLICY:**

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross-contamination from blood-borne pathogens:

1. All health care providers should use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or body fluid of any person is anticipated. Personal protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits and in vehicles.
2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth or if there is an open cut on the victim. Gloves should be changed after contact with each person.
3. Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present. As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.
4. Remove gloves properly – pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
5. Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
6. Needles should NOT be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant "sharps" containers for disposal.
7. Mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.





## REPORTING OF SUSPECTED CHILD ABUSE & NEGLECT

**POLICY:** In compliance with State laws, any Camp Fire Patuxent Area -Serving MD and Metro DC (Council) volunteer or staff person who has knowledge of, or suspects that a child has been abused and/or neglected shall promptly make a report to the Department of Human Services, Child Welfare Unit in the county where the suspected abuse and/or neglect occurred.

Definitions:

Child: Any person under the age of eighteen.

Abuse and Neglect: Harm or threatened harm to a child's health or welfare, which can occur through: non-accidental physical or mental injury; sexual abuse; negligent treatment or maltreatment, including the failure to provide adequate food, clothing or shelter.

**PROCEDURE:** Any Council volunteer or staff member suspecting child abuse and/or neglect shall report same to her/his supervisor or program coordinator immediately and a telephone report shall be made without delay. The telephone report shall be followed up with a written report that includes a description of reasons for suspected abuse and/or neglect.

Information disclosed in reporting will be limited to the facts regarding the abuse and/or neglect and will be held in strictest confidence and not disclosed beyond the suspecting volunteer or staff person and her/his supervisor/program coordinator.

**IMPORTANT:** Failure of staff to comply with the requirement to report suspected child abuse and neglect could result in termination of employment.

---

Date

---

Rosemary Pezzuto, Chief Executive Officer



# Section IV:

# Forms





# Field Trip Permission Form

Top portion is to be filled out by Club Leader and kept by parent.  
Bottom portion is to be filled out by parent and returned to Club Leader.

Our club is planning: \_\_\_\_\_  
(Brief description of activity)

Date: \_\_\_\_\_ Place: \_\_\_\_\_

We will leave from \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
(location)

Please pick up your child at \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
(location)

Mode of transportation: \_\_\_\_\_

The adult in charge is: \_\_\_\_\_

Their phone number is: \_\_\_\_\_

Cost of Activity: \_\_\_\_\_ For: \_\_\_\_\_

Your Child Will Need: \_\_\_\_\_

-----

Name of Child: (Please Print) \_\_\_\_\_

Name of Parent: (Please Print) \_\_\_\_\_

My child has my permission to attend \_\_\_\_\_ on \_\_\_\_\_  
(activity) (date)

at \_\_\_\_\_ I am aware that the club will leave from \_\_\_\_\_  
(place) (place)

at \_\_\_\_\_ a.m./p.m. and will return to \_\_\_\_\_  
(place)

at \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ I will see that my child has the necessary clothing and equipment.

\_\_\_\_\_ I will make sure my child does not attend if he/she is ill

\_\_\_\_\_ My child is a registered member of the Camp Fire USA Patuxent Area

If not, a Medical Information Form must be submitted with permission form.

If a parent cannot be reached, call:

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

I understand that reasonable measures will be taken to safeguard the health and safety of all participants and that I will be notified as soon as possible in case of an emergency affecting such participant. In the event I cannot be reached in an emergency, I hereby authorize the calling of a physician at my expense to provide whatever emergency medical or surgical treatment is necessary. Further, I agree to transport my child home in the event of extreme behavioral problems.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_





# ACTIVITY PLANNING FORM

INSTRUCTIONS: Primary staff contact completes and updates form and provides copies to following, as needed:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Secondary staff contact    | <input type="checkbox"/> Volunteer contact         | <input type="checkbox"/> Program Director             |
| <input type="checkbox"/> Registrar                  | <input type="checkbox"/> Administrative Assistant  | <input type="checkbox"/> Community Relations Director |
| <input type="checkbox"/> Financial Services Manager | <input type="checkbox"/> Camping Services Director | <input type="checkbox"/> Supply Center Manager        |
| <input type="checkbox"/> Youth Contact              | <input type="checkbox"/> Other                     |   |

Activity												
Day/Date						Time						
Place												
Primary Staff Contact												
Secondary Staff Contact												
Volunteer Contact												
Phone			Fax			Email						
Youth Contact												
Phone			Fax			Email						
Direct Costs			Cost to participants			Mbr		Non-member				
Tickets/Admission available by: Pre-sale <input type="checkbox"/> At-the-door <input type="checkbox"/> Both <input type="checkbox"/>												
Registration Deadline												
Refund Policy												
Set-up Required									Set-up Time			
Is training required Yes <input type="checkbox"/> No <input type="checkbox"/>						If yes, indicate date						
Place of training												
Emblems Required Yes <input type="checkbox"/> No <input type="checkbox"/>						Must order by (date)						
Transportation Needed Yes <input type="checkbox"/> No <input type="checkbox"/>						Camp Fire vans Yes <input type="checkbox"/> No <input type="checkbox"/>		Reserved Yes <input type="checkbox"/> No <input type="checkbox"/>				
First Aid Person(s) confirmed Yes <input type="checkbox"/> No <input type="checkbox"/>									Phone			
Security Person(s) confirmed Yes <input type="checkbox"/> No <input type="checkbox"/>									Phone			
Photographer(s) Yes <input type="checkbox"/> No <input type="checkbox"/>												
Youth attire				Adult attire				Staff attire				
Childcare provided Yes <input type="checkbox"/> No <input type="checkbox"/>												
Person/group in charge of childcare												
Phone			Fax			Email						
Bulletin Notice	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Printing Needs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Printed items needed												
PR needs												
Speaker system Yes						No						
Additional comments:												





# TRIP APPROVAL FORM

Day trips, field trips, overnight, weekend and extended trips require registration using this form. This form is not necessary for Council sponsored activities.

Mail, e-mail or bring this form to the Council office, at least one week prior to the activity.

Name of Club Leader:			
Address:	City:	State:	Zip:
Phone Numbers: Home:		Cell:	Work:
Date(s) of Activity: Leave:	Time:	Return:	Time:
Destination/Location:			
Activity Contact Person:		Phone numbers:	
How can group be reached on activity? (site phone)			
At-home Contact Person:		Phone numbers:	
Number of Youth:		Number of Adults:	
Type of Transportation:			
Names of Drivers (must have current license):			
Planned Activities:			
Name of First Aider:			
Name of Lifeguard: (if water activities planned)			
Name of adult with appropriate training or certification:			
<input type="checkbox"/>	Water activity:	Cooking	
<input type="checkbox"/>	Boating, canoeing, kayaking:	Horseback riding	
<input type="checkbox"/>	Overnight camping skills:	Shooting sports	
<input type="checkbox"/>	Outdoor living skills:	Climbing Wall	
<input type="checkbox"/>	Low ropes/challenge courses:	Mountain Biking	
<input type="checkbox"/>	Adventure activities: caving, climbing, rappelling		
Names of Adults accompanying group on overnight:			

I am familiar with and will uphold the Council Policies/Requirements regarding this activity.

Signature of Leader \_\_\_\_\_ Date \_\_\_\_\_





# SPECIALIZED ACTIVITY PLANNING FORM

<b>ACTIVITY:</b>	
1.	Describe the scope or extent of activity:
2.	Specific supervision plan for this activity:
3.	What staff, participants and/or guests may participate during supervised activity time and what skill-level or prerequisites are required?
4.	What staff, participants and/or guests may participate during unsupervised activity time and what skill-level or prerequisites are required?
5.	How and when is leadership informed of health conditions or medical concerns involving participants?
6.	What are the certificates or documented training and experience requirements for leadership?
7.	What are the eligibility requirements for participants?
8.	What is the supervision ratio?
9.	What equipment has been selected for this activity?
10.	Who is trained in the use of equipment?
11.	Is equipment appropriate for age, size and ability of participants?
12.	Who is responsible for safety-checking of equipment?
13.	How often?
14.	When and how often are practice drills for the use of emergency equipment held? Who is responsible for conducting practice drills?
15.	What protective devices are used?
16.	Where is the first aid equipment located for this activity?

17.	What is the communication system in case of emergency?			
18.	What are the safety rules?			
19.	What is the procedure for persons breaking rules?			
20.	How are participants given orientation training and informed of safety rules?			
21.	What assurance is there that participants understand and appreciate safety procedures?			
22.	What are the procedures in case of emergency?			
23.	In case of emergency, who is responsible for what diversion activities for other participants?			
24.	What are the signals (visual and/or audio) for stopping activity, clearing area, signaling "all ok" or "in trouble," etc.?			
25.	The board of directors has approved this activity? If no, what is the reason or action needed?	Yes	No	Date

# PROGRAM/ACTIVITY CHECKLIST



---

INSTRUCTIONS: Use this checklist prior to any kind of programming including a club meeting, field trip, campout, etc. to ensure you are prepared for anything!

## Do you have:

- D Medical Information Forms or Consent for Treatment Forms signed by parents for each youth and adult?
- D Camp Fire USA Registration Forms filled out and signed by parents for each youth?
- D Appropriate adult to youth ratios and always at least 2 adults?
- D Someone present that is trained in First Aid and CPR and a first aid kit available?
- D A cell phone or other means of communication available in the case of an emergency?
- D A copy of the Leader's Safety Manual, just in case?

## Have you:

- D Talked to the youth about the rules of the site and of the program?
- D Filled out an Activity Planning Form or Specialized Activity Planning Form, if needed?
- D Gone over security/emergency procedures such as fire, tornado/severe weather, evacuation drills?
- D Received the appropriate training, or found someone who is trained, for all of the activities you have planned?
- D Checked with the weather and planned accordingly?
- D Checked the area for hazards and used the criteria in the Leader's Safety Manual to ensure the area is appropriate for use (if using a site for the first time)?

## Always Remember:

- D How many people (including adults and youth) are with your group and where they are all at all times!
- D To check to make sure the parents or adults that pick-up a child are authorized to do so!
- D To think about all the WHAT IFs that could happen in everything you do!
- D To make sure that the activities you have planned are appropriate for your group!

# Site Checklist and Information Sheet

Before you call for an emergency, be prepared to give:

- Name of reporting party (your name and your group's name, i.e. Camp Fire USA club, etc.)
- Site address and directions
- Site phone number

Phone number and address of site:	Directions to site (to be given to emergency personnel):

Insert phone number for each agency:

Fire Department		Poison Control Center	1-800-222-1222
Police		Health Department	
Sheriff		ER for local hospital	
Ambulance		Veterinarian	
Doctor		Animal Control Officers	

<b>If an emergency happened, I could do the following with the kids (i.e. games, etc.):</b>

Secure the following information for Ambulance and Helicopter Services:

- Phone number
- Alternate phone number
- Estimated response time
- Carrying capacity of vehicle
- Who goes with injured
- Who else can go with injured
- What forms are needed

Secure the following information for the closest Hospital, Doctor, Dentist and any Specialty Units available nearby (i.e. burn units, etc.):

- Closest available
- Directions from site to facility
- How long it takes to get there
- Forms needed
- When it's necessary to call ahead
- Do parents need to be reached before treatment will be given?
- Method of payment required for treatment
- In case of animal bite, are you required to bring in the animal?
- Who should transport the injured to the facility?



# CONSENT FOR TREATMENT

---

All participants in any program must sign a consent for treatment prior to participating. This agreement is found on the Medical Information Form therefore, in a situation where these forms are available, a separate form does **not** need to be made. In situations where these forms are not available, the example below can be used in the creation of a Consent for Treatment Agreement specific to a program, as long as it is copied word for word. **The example below should be transferred to a program specific registration or permission form.**

I give permission for my son/daughter to participate in\_\_\_\_\_. I understand that reasonable measures will be taken to safeguard the health and safety of all participants, and that I will be notified as soon as possible in case of an emergency affecting my child. In the event I cannot be reached in an emergency, I hereby authorize the calling of a physician at my expense to provide whatever emergency medical or surgical treatment is necessary. I agree to retrieve my child from the event in the rare occasion of extreme behavioral problems.

Parent/Guardian Signature\_\_\_\_\_Date\_\_\_\_\_





# “QUICK LOOK” BARRIERS CHECKLIST

**This checklist is designed to give businesses a quick appraisal of potential problem areas for accessibility. For detailed review standards, visit the Architectural and Transportation Barriers Compliance Board at [www.access-board.gov](http://www.access-board.gov) and/or obtain a copy of the Uniform Federal Accessibility Standards for current specifications.**

ITEM TO BE PERFORMED	YES	NO
----------------------	-----	----

### Building Access

- |  |       |       |
|--|-------|-------|
| 1. Are 96” wide parking spaces designated with 60” access aisle?   | _____ | _____ |
| 2. Are parking spaces near main building entrance?                 | _____ | _____ |
| 3. Is there a “drop off” zone at building entrance?                | _____ | _____ |
| 4. Is the gradient from parking to building entrance 1:12 or less? | _____ | _____ |
| 5. Is the entrance doorway at least 32”?                           | _____ | _____ |
| 6. Is door handle easy to grasp?                                   | _____ | _____ |
| 7. Is door easy to open (less than eight pounds pressure)?         | _____ | _____ |
| 8. Are non-revolving doors available?                              | _____ | _____ |

### Building Corridors

- |  |       |       |
|--|-------|-------|
| 1. Is path of travel free of obstruction and wide enough for a wheelchair? | _____ | _____ |
| 2. Is floor surface hard and not slippery?                                 | _____ | _____ |
| 3. Do obstacles (phones, fountains) protrude no more than four inches?     | _____ | _____ |
| 4. Are elevator controls low enough (48”) to be reached from a wheelchair? | _____ | _____ |
| 5. Are elevator markings in Braille for the blind?                         | _____ | _____ |
| 6. Does elevator provide audible signals for the blind?                    | _____ | _____ |
| 7. Does elevator interior provide a turning area of 51” for wheelchairs?   | _____ | _____ |

### Restrooms

- |  |       |       |
|--|-------|-------|
| 1. Are restrooms near building entrance/personnel office?                | _____ | _____ |
| 2. Do doors have lever handles?  | _____ | _____ |
| 3. Are doors at least 32” wide?  | _____ | _____ |
| 4. Is restroom large enough for wheelchair turnaround (51” minimum)?     | _____ | _____ |
| 5. Are stall doors at least 32” wide?                                    | _____ | _____ |
| 6. Are grab bars provided in toilet stalls?                              | _____ | _____ |
| 7. Are sinks at least 30” high with room for a wheelchair to roll under? | _____ | _____ |
| 8. Are sink handles easily reached and used?                             | _____ | _____ |
| 9. Are soap dispensers, towels, no more than 48” from floor?             | _____ | _____ |

### Personnel Office

- |   |       |       |
|---|-------|-------|
| 1. Are doors at least 32” wide?   | _____ | _____ |
| 2. Is the door easy to open?  | _____ | _____ |
| 3. Is the threshold no more than ½” high?                                   | _____ | _____ |
| 4. Is the path of travel between desks, tables wide enough for wheelchairs? | _____ | _____ |





# EMERGENCY CONTACT NUMBERS

These numbers are to be used **ONLY** in an emergency. Prior to calling, be prepared to give:

- Name of reporting party (both your name and the name of your group, i.e. Camp Fire Club, Fall Festival, etc.)
- Description of incident
- Site phone number or a number in which they can reach you

During working hours (Mon-Fri 8:30-5):

- Camp Fire Office: 240-391-6246

Numbers will be given during training of Leader’s Safety Manual.

<b>Positions</b>	<b>Work Phone, ext.</b>	<b>Cell Phone</b>	<b>Other</b>
<b>CEO:</b> Rosemary Pezzuto	240-391-6246	301-346-7860	
<b>Camp Director:</b> Anastasia Wroblewski	240-391-6246	240-645 5412	
<b>Program Director:</b> Anastasia Wroblewski	240-391-6246	240-645 5412	

Other Emergency Phone Numbers:

<b>Fire Department</b>	911	<b>Poison Control Center</b>	1-800-222-1222
<b>Police</b>	911	<b>Health Department</b>	
<b>Sheriff</b>	911	<b>ER for local hospital</b>	
<b>Ambulance</b>	911	<b>Veterinarian</b>	
<b>Doctor</b>		<b>Animal Control Officers</b>	

**In case of serious accident or crisis, make no public statement. Refer inquiries to the Camp Fire Office. Do not use the phrase “no comment” as it has a negative implication.**





# ACCIDENT/INCIDENT REPORT INSTRUCTIONS

The purpose of the Accident/Incident Report is to document what happened during an accident or incident. This information is needed for a variety of reasons.

- To encourage you to think through these various steps during an accident/incident.
- To inform your supervisor of accidents/incidents and how they were handled.
- As documentation that proper procedures were followed during an accident/incident.
- To document everything that occurred before, during and after an accident/incident.
- To develop information to help prevent similar accidents/incidents in the future.
- To document an illness that requires a participant be sent to doctor or hospital.

## **Definitions:**

**Accident:** An unforeseen, unintended event that results in harm or injury to a person or to property.

**Incident:** An emergency or crisis that is often related to the behavior of people; may or may not be intentional or harm another person or property. It includes actions such as kidnapping, missing persons, harassment, intrusion, fighting, child abuse, thief and drug or alcohol abuse.

**Emergency:** Involves danger and immediate potential of serious personal harm or property loss. When the danger is eliminated, the emergency is over. Once an emergency is over and the element of danger or potential for additional harm or loss has subsided, the situation may still require crisis management.

**Crisis:** An unstable situation or crucial time or state of affairs that has reached a critical phase. A crisis may contain elements of danger or a dangerous condition but, until there is immediate potential of serious personal harm or property loss, it is not an emergency.

## **Procedures:**

### **1. *What accidents/incidents need to be reported?***

Look at the purpose of this report. If an accident or incident would benefit from one of the purposes above, then complete an accident/incident report.

### **2. *When do I need to do the report?***

You need to complete the report as soon as possible. In many cases, there are some distinct advantages for having the form during the accident/incident, following the contact procedures and noting the times on this form as you are notifying the people listed. In any case, **the report should be completed within 48 hours of the accident/incident.**

### **3. *What do I need to do with the report?***

Once you have completed the report, give the report to your supervisor. It is the responsibility of your supervisor to decide the disposition of the report.

### **4. *Who completes the report?***

Much of the report can be completed by the on-site supervisor (leader, camp director, program director, event chair, etc.). It is imperative that the person most directly involved with the accident/incident write the page which describes in detail the accident/incident. A program administrator (paid staff person) can finish completion of the form, especially any follow up that needs to occur. In any case, the program administrator needs to review the information on the form with the person most directly involved with the accident/incident.

### **5. *What's the difference between adults and witnesses on the scene?***

"Adults on the Scene" should be the responsible adults (not the name of the person involved, even if that person was the supervisor and/or an adult) who supervised the program/event or who gave first aid or other assistance. "Other witnesses on the Scene" might be other adults who gave assistance and/or adults or youth who saw what happened. You may want to attach a page with additional names and addresses.

### **6. *How detailed do I need to be in the attached description?***

This would depend on the severity of the accident/incident. Always remember that more information is better (especially if there is potential for a lawsuit down the line). But remember, incident reports can be subpoenaed for legal evidence, so information should relate only to the facts, not what should or could have been done or any statement placing blame on any party. Be sure that the person who writes the detailed description signs and prints his/her name and gives his/her position or title on the detailed description.

### **7. *What if the incident or information is sensitive or confidential?***

If the information is confidential (e.g. in the case of child abuse - the victim, the accuser and the accused perpetrator), the report page might have "John Doe" as the name of the person involved on the report form. The actual who, what, when, where, why and how are to be written in the detailed description which is to be attached to the report form. Write "SENSITIVE INFORMATION" at the top of the report, place the report in an envelope marked confidential and give to your supervisor or the Executive Director. That way the information is indeed documented, yet confidential.





# ACCIDENT/INCIDENT REPORT

**Program (check all that apply):**

- Across Ages
- Age-level club
- 
- Youth Leadership
- Camp – Day
- Camp – Resident

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ am/pm

**Location:** \_\_\_\_\_

**Individual Completing Report:** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of Incident:**  Accident  Illness  Behavioral  Other: \_\_\_\_\_

**Persons involved:** \_\_\_\_\_

Last Name

First Name

Middle Name

**Status:**  Youth Participant  Adult Volunteer  
 Adult Staff  Adult Participant  Other: \_\_\_\_\_

**Age:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street

City

State

Zip

**Parent/Guardian:** \_\_\_\_\_

Last Name

First Name

Middle Name

**On-Site Information:**

Name(s) of adults on the scene	
Name(s) of adults rendering aid	
On-site health services used	
Physician or outside medical services used	
Parent authorization on file	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were emergency or law enforcement services called?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of service	

**Description of Incident:**

1. Sequence of activity (e.g., at end of workshop, at the beginning of swimming session, during leisure time). What had preceded in terms of type of activities?
2. Location – Where did the incident occur in the activity space in relation to leader/supervisor and other participants? Draw a diagram, if helpful.
3. Specifically, what was/were the person(s) involved doing? How did the incident occur? What was going on? Who was involved? Was any equipment involved?
4. Emergency procedures or actions taken at time of accident/incident:
5. Involved person's response...calm, crying, anger, out of control, dazed, etc. Were they supportive of what was being done in responding to the accident/incident?

- over -

**Witnesses:**

\_\_\_\_\_  
 Name Address Phone

\_\_\_\_\_  
 Name Address Phone

\_\_\_\_\_  
 Name Address Phone

**Notifications:**

√ if applicable		Date	Time	By Whom
	Parent/Guardian			
	Emergency contact (if above not available)			
	On site program supervisor			
	Program/Camp Director			
	Event/site health services of first aider			
	Emergency medical service			
	Law enforcement			
	Executive Director			
	Accountant (to alert re: insurance claim)			
	Accident insurance company			
	Liability insurance company			
	Legal counsel			
	OSHA			
	Camp Fire USA			
	Other			

**Disposition of incident:**

**Follow-up required – be specific; indicate what action is to be taken, and by whom:**

**Signatures:**

Person Completing Report: \_\_\_\_\_  
 Signature Print Name Date

On-site Program Supervisor: \_\_\_\_\_  
 Signature Print Name Date

Program/Camp Services Director: \_\_\_\_\_  
 Signature Print Name Date

Executive Director: \_\_\_\_\_  
 Signature Print Name Date

Date Files for Review: \_\_\_\_\_ By: \_\_\_\_\_  
 Accountant's Signature