

EMERGENCY PROCEDURES

Inhalers and Epi-Pens

Campers requiring accessibility to inhalers and Epi-Pens will be allowed to have these items close at hand. Parents/guardians must provide inhalers and Epi-Pens to the Building Supervisor before the start of camp. Medications must be received with the original manufacturer label still intact on the box and also on the individual inhalers. In addition, the camper's name must be listed on the outside of the carton, the expiration date listed, and the required dose highlighted clearly.

Illnesses, Accidents, and Injuries

Our staff is CPR/First, Aid/AED & MAT certified. Parents/Guardians will be notified immediately when a camper becomes ill. The sick camper will be provided a quiet comfortable area to rest until an authorized adult arrives. If a camper sustains a minor injury (scraped knee, cut, bruise), the staff will administer first aid. In the event of major emergencies, 911 will be called immediately and the parents will be notified. All injuries are documented and will be reported to parents at the end of the day.

Please contact the Building Supervisor immediately if your child has been diagnosed with a communicable disease. The Camp must notify parents and the health department of any contagious diseases.

Emergency Drills and Evacuations

Our staff members are thoroughly trained in the established safety procedures. We will periodically practice and document fire drills.

Bomb Threat

After being notified by the facility that there is a threat, staff will immediately take roll call to verify everyone is accounted for. Campers will wait for instructions from staff.

Hazardous Materials and Suspicious Odors

If someone suspects that a harmful substance has been released or spilled, staff must first secure the space surrounded the substance and evacuate the campers from the area. MSDS books are located at the front desk. Staff will call 911 and campers will be evacuated from the facility.

Fire/Gas

Building alarms indicating fire and evacuation will sound. Additionally, a front desk employee will indicate that campers need to evacuate the building by announcing: “May I have your attention, this is an emergency, please remain calm and walk to the nearest exit and leave the building immediately.” Campers will be evacuated from the building and led by a staff member to the designated safe area.

The Building Supervisor will verify that all campers and staff are out of the building by conducting a search of the facility and roll call. The facility will not be re-entered until the appropriate authorities give clearance.

If the facility is deemed unsafe, the Building Supervisor will coordinate transportation to a safe shelter. Parents will be notified for arrangements for pickup. Campers must still check out with a counselor before leaving.

Gunfire / Robbery / Theft

Campers should follow direction of the staff to the nearest and safest location either inside or outside the building.

We will notify parents/guardians in writing of any changes to our program, policies and procedures.



AGREEMENT

I have read and agree to adhere to the above Policy Manual, including the Rules and Code of Conduct, for Hampton Parks, Recreation & Leisure Services CampHampton Programs. My Camper and I fully understand the procedures outlined above and the Rules and Code of Conduct as detailed above. I agree to all procedures outlined above and agree to my camper receiving appropriate disciplinary action should my camper breach the Rules or Code of Conduct. I understand that failure to follow the procedures outlined about could result in my camper's dismissal from the program.

Parent/Guardian Signature: _____

Date: _____

Camper Signature: _____

Date: _____