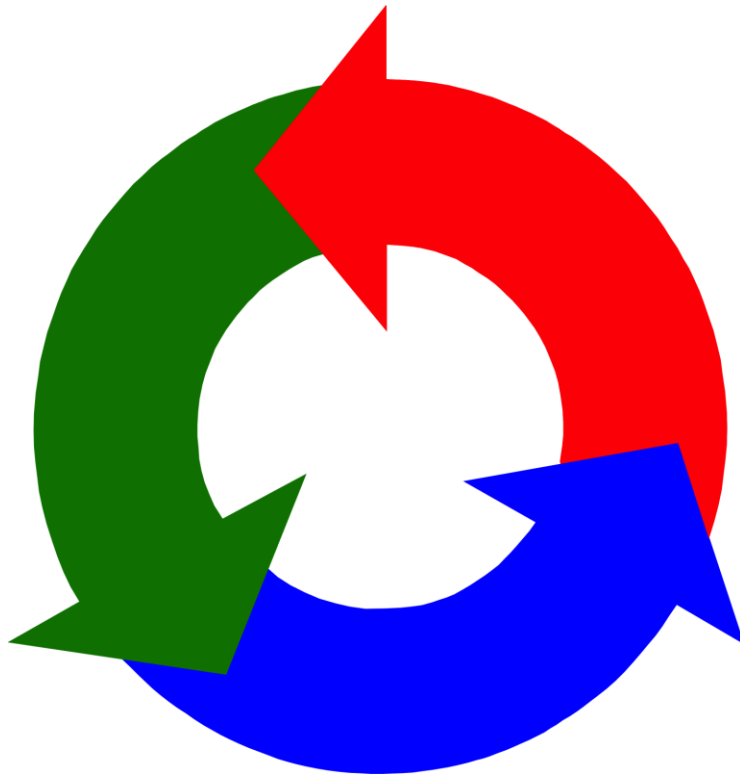


EMERGENCY PROCEDURES AND POLICIES OF



CAMP WEREDALE

Reviewed and Updated: March 2024

MAJOR MEDICAL EMERGENCY

Definition:

Any emergency deemed life threatening and requiring immediate transport to Advanced Life Support (ALS) Services. A “Life Threatening” emergency is any airway, breathing or circulation crisis or any accident where a victim’s condition is in a state of deterioration. A “Life Threatening” emergency also includes heat and cold emergencies where a patient’s core temperature has been altered.

Steps:

Initial Rescuer

- Remain calm.
- Take Body Substance Isolation (BSI) precautions (i.e., gloves, masks, etc. depending on situation).
- Ensure personal safety.
- Ensure safety of bystanders.
- Establish and maintain patient’s safety.
- Activate Emergency Medical Services (EMS) if alone.
- Establish and Maintain: □ An open Airway □ Adequate Breathing
- Adequate Circulation (control bleeding)
- Treat any non-life-threatening injuries.
- Rest and reassure the patient.

Second Rescuer

- Activate EMS if it has not already been done.
- Return to scene.
- Assist Initial Rescuer as needed (securing Medicare card, etc.).

Follow-up

- Inform the Camp Director.
 - Complete Accident/Incident reports.
 - Staff de-briefing.
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MINOR MEDICAL EMERGENCY

Definition:

Any emergency not deemed life threatening to a patient. A minor medical emergency, in most cases, will not require immediate transport to Advanced Life Support (ALS) Services.

Steps:

- Remain Calm.
- Take BSI precautions.
- Ensure personal safety.
- Ensure safety of bystanders.
- Establish and maintain patient's safety.
- Treat injury
- Report injury to Medic, camper's counselors and Camp Director.
- Complete Accident/Incident report.

WHEN TO ACTIVATE EMERGENCY MEDICAL SERVICES¹

As a general rule, call EMS personnel for any of the following conditions:

- Unconsciousness or altered level of consciousness
- Breathing problems (difficulty or absence of)
- Persistent chest pain or pressure
- No pulse
- Severe bleeding
- Vomiting blood or passing blood
- Poisoning
- Convulsions, severe headache, or slurred speech
- Injuries to the head, neck or back
- Possible broken bones (where individual cannot be easily moved, i.e.: legs, hips, back)

¹ Based on the Red Cross guidelines as listed in the Vital Link first-aid manual, p. 15

Contact EMS for a patient involved in any of the following situations:

- Fire or explosion
- Downed electrical wire/s
- Swift moving water
- Motor vehicle collisions
- An individual who cannot be moved easily or where moving the individual may cause further injury

IMPORTANT TELEPHONE NUMBERS

Ambulance	9-1-1
Police/SQ St. Jerome	9-1-1
Fire	9-1-1
Poison Control	1-800-463-5060
Sécurité Communautaire	(450) 563-2505
Clinique de St. Hippolyte	(450) 224-8271
Clinique St. Sauveur (x-rays)	(450) 227-8426
Children's Hospital	(514) 412-4400
Hopital St. Jerome	(450) 432-2777

HOW TO ACTIVATE EMERGENCY MEDICAL SERVICES

Steps:

Call 9-1-1 and say the following:

Hello, my name is _____
I am (state your position on camp staff).
The phone number here is **(450) 563-3145**.
The address here is :
1300 Chemin Weredale St. Hippolyte.
We need (service required i.e. fire, police, ambulance)
In case of an ambulance, continue with:
We have (number of victims or campers).
Their condition(s) is/are (describe victim type/s).
Is there any more information required?
What is your estimated time of arrival?
Thank you (let the dispatcher hang up first).

Return to the scene and report the ETA to the rescuers on-scene.

PATIENT TRANSPORT

For any patient who has sustained a life-threatening injury or illness, EMS will be activated and they will take charge of the transport of the patient. The patient is to be accompanied by a representative of Camp Weredale who will communicate from the hospital with the Camp Directors.

If the transport of a patient is necessary and there are no life-threatening injuries, the Camp Directors or persons in charge will decide on an adequate method of transport.

The driver of a vehicle must ensure that the vehicle used is in good working order and the driver's license must be current and valid.

Section Two: Protocols and Evacuation

Staging Areas

Lost Camper Protocol

Camp Evacuation

General Evacuation Protocol

Evacuation Coordinator

Fire Protocol

STAGING AREAS

Where?

PRIMARY:	DINING HALL
SECONDARY:	RECREATION HALL

When?

When the alarm has been pulled.

OR

When informed to do so by a Director.

Everyone on site will gather in front of the dining hall and await further instruction.

LOST CAMPER PROTOCOL

Steps:

- Notify the Camp Director immediately. The director is in charge of the search.
- Perform an initial search of the area the camper was last seen.
- The Camp Director will sound the alarm.
- Campers are to be moved to the Dining Hall.
- Counselors perform an initial head count to ensure no other campers are missing.
- Waterfront staff and designated counselors meet at the waterfront and wait for a signal to start a water search.
- Inform counselors of the name and any pertinent medical information about the missing camper (visual description, clothing last seen in, etc.).
- Director designates counselors (in groups of two) to search zones.
- Three counselors and all RTs maintain supervision of campers at the director's discretion.
- When waterfront search is done, counselors report to the director to be reassigned to a zone search. Two waterfront staff should remain to maintain security at the waterfront.
- If the camper has not been found after a thorough search, the director will inform the police.

Follow-up:

- Fill out Accident/Incident report
 - Fill out any Police documentation
 - Staff de-briefing
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CAMP EVACUATION

The primary concern of the Weredale Staff is the safety and well-being of the campers and this has to be taken into consideration over all else.

The camp will be evacuated in the following situations:

- | | |
|---|--|
| ☐ Fire | ☐ Environmental (ecological) Accident |
| ☐ Natural Disaster | ☐ Prolonged Power Outage |

GENERAL EVACUATION PROTOCOL

Evacuation Coordinator:

Camp Directors **OR** Designated charge person as stated by Camp Directors in their absence.

Counselors:

Steps:

- Stop all activities.
- Remain calm to avoid panic and reassure the campers.
- Make an initial count of the campers you are responsible for.
- Identify the nearest safe exit.
- Leave the area in the most controlled fashion possible.
- Report to the Staging Area.
- Do not return to the scene of the accident.
- When safe, double check the presence of all the campers for which you are responsible.
- Report any missing campers to the Evacuation Coordinator.
- Wait for further instructions from the Evacuation Coordinator and/or EMS personnel.

EVACUATION COORDINATOR

Steps:

- Contact the appropriate EMS resource.
- Report to the Primary Staging Area and ensure that it is safe. If it is not, report to the Secondary Staging area.
- Have paper and pencil ready to record any information.
- Ensure all counselors have checked-in and that all campers are accounted for.
- Identify yourself as the Evacuation Coordinator to EMS personnel when they arrive, brief them on the situation, and offer any assistance.

² Avoid running as this excites spectators and raises the level of panic.

FIRE PROTOCOL

The main concern of the Weredale staff is the safety of the campers. Fire control should be done only when the campers are safely out of the hazard area and only if the situation presents no immediate threat to yourself.

Steps to take if you find a fire:

- Stay calm.
- Establish a safe scene.
- Use fire control measures if appropriate and can be safely applied.
- If fire cannot be controlled, call 9-1-1 and notify the Camp Director immediately.
- Supervise an orderly evacuation of the area to the Primary Staging Area. If the Primary Staging area is in the vicinity of the fire, report to the Secondary Staging Area.
- Counselors must perform an initial head count to ensure no one is missing.
- Inform the director(s) of the fire and if anyone is missing.
- Inform other staff of the location of the fire.
- Designated personnel trained in the use of the emergency pump, may attempt to control the fire if the situation allows and can be done safely.

DO NOT ENDANGER YOURSELF WHEN TRYING TO CONTROL A FIRE SITUATION.

Section Three: Specific Emergency Protocols

Minor Waterfront Emergencies

Major Waterfront Emergencies

Waterfront Search

Boating Emergencies

Hiking Emergencies

Body Substance Isolation (BSI)

MINOR WATERFRONT EMERGENCIES

Definition:

An emergency requiring the attention of one lifeguard. An emergency requiring more than one lifeguard's attention to be diverted from the swimming area should be treated as a Major Emergency to ensure the safety of the campers in the water.

Steps:

- Signal given (walkie talkie, whistle, yelling).
- Establish and maintain safety of swimmer in need of assistance.
- Establish and maintain safety of all other swimmers.
- Treat any injuries.
- If water was ingested, monitor condition.

Follow-up:

- Complete Accident/Incident reports.
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MAJOR WATERFRONT EMERGENCIES

Definition:

An emergency requiring the attention of more than one lifeguard. An emergency requiring more than one lifeguard's attention to be diverted from the swimming area should be treated as a Major Emergency.

Steps:

Guard #1

- Make initial contact with the patient and assess the need for EMS.
- Treat any injuries.

Guard #2

- Control the safe evacuation of all swimmers (possibly to staging area).
- Activate EMS.
- Delegate a counselor to wait for the ambulance.
- Return to scene and assist Initial Rescuer with patient care.

Guard #3

- Control the safe evacuation of all swimmers (possibly to the staging area).
- Crowd control (may be delegated to a counselor)
- Assist Guard #1 with patient care (if not responsible for crowd control).

Follow-up:

- Inform Camp Director
- Complete Accident/Incident reports.

WATERFRONT SEARCH

If the camper was last seen at the waterfront:

Steps:

- Evacuate the swimming area.
- Two counselors take all the swimmers to the Dining Hall.
- Any available staff go down to the waterfront.
- All waterfront staff and available counselors group in front of the dock.
- The Head Lifeguard will designate the search pattern.
- The Head Lifeguard will supervise the search from the docks.
- Once the search is completed, one lifeguard stays at the docks. Another lifeguard is stationed at the canoe wharf. The rest of the staff heads to the Dining Hall in order to aid in the camp search or to help occupy the campers.

If there is a possibility the lost camper was not in the designated swimming area, the search will encompass the entire waterfront.

BOATING EMERGENCIES

When the emergency signal is given (walkie talkie):

Steps:

Guard #1

- Starts the crash boat, verify equipment.

Guard #2

- Begin evacuation of swimming area.
- Transfer supervision of evacuation to counselors.
- Go to crash boat.

Guard #3

- Go to crash boat.
- Replace anything that is missing as identified by guard #1.
- Team leaves for the scene of the accident

Follow-up:

- Inform Camp Director.
- Complete Accident/Incident reports.
- Notify parents or legal guardians of situation, if necessary.
- Staff de-briefing.

HIKING EMERGENCIES

(Including Junior and Senior Camps)

Steps:

- Assess the threat to the injured camper (Minor? Major?).

Minor Emergency:

- If there are no life-threatening injuries, treat the camper on-site.
- If minor assistance is required, camp should be notified by walkie-talkie.

Major Emergency:

- This is a **Life-Threatening** situation.
- Begin treating the camper:
 - ☐ Airway
 - ☐ Breathing
 - ☐ Circulation
 - ☐ Deadly Bleeding
- If the camper cannot be moved from a remote area, notify camp (via walkie-talkie) and await further instruction.

Follow-up:

- Inform Camp Director.
- Complete Accident/Incident reports.
- Notify parents or legal guardians of situation if necessary.
- Staff de-briefing.

**NEVER LEAVE A CAMPER
UNATTENDED!**

BODY SUBSTANCE ISOLATION (BSI)

All staff should take every precaution to avoid touching a patient without proper protective equipment in the following situations:

**Known or suspected presence of a transmittable disease
Presence of blood or other bodily fluids including vomit**

It is the responsibility of the management of Camp Weredale to monitor the use of BSI equipment and to inform the staff that there has been an exposure to an infectious disease. The name of the camper may be withheld from the staff. Every measure must be taken to ensure that the Rights of the camper and/or counselor are maintained, including the Right to privacy in accordance with any camp policy.

**Staff must have access to latex gloves
Staff must have access to resuscitation barriers (pocket masks or shields)
Staff must adequately disinfect themselves (soap & water or disinfectant wash) after any
contact with bloodborne or airborne pathogens (bacteria, viruses, etc.)**

**It is the responsibility of the staff to ensure their own safety in the presence of and use of the
BSI equipment.**

BSI Precautions:

- Latex Gloves
- Resuscitation Barriers
- Eye Protection
- Oral/Nasal Barrier (surgical mask or HEPA mask)
- Protective Gown

The use and availability of some of the equipment (3-5 above) would depend on the nature of the campers and each individual situation.

Section Four: Policies and Equipment

Waterfront Policies

Crash Boat Equipment

Boating Excursion Policies

Hiking Excursion Policies

WATERFRONT POLICIES

Mandatory Swim Test

Staff Requirements:

- 8 X 25 meters continuous swim
- 5 minutes treading water

Camper Requirements:

Advanced Swimmer (red ribbon):

- 8 X 25 meters continuous swim
- 5 minutes treading water
- Allows recipient full use of all facilities (as set out by the Head Lifeguard).

Novice Swimmer (blue ribbon):

- 4 X 25 meters continuous swim
- 3 minutes treading water
- Allows participant use of most facilities and equipment (as set out by the Head Lifeguard).

Non-Swimmer (white ribbon):

- No skill tests required
- All non-swimmers are restricted to the shallow swimming area unless they are wearing a life jacket. The use of kayaks is prohibited and accompaniment by a lifeguard or counselor, who has passed their swim test, in all boats and canoes is mandatory.

Use of the Unmarked Areas

Floating Docks

- Must have a red bracelet.

OR

- Must be wearing a life jacket and accompanied by a counselor or lifeguard.
- This area is closed during open swim periods or at the discretion of the waterfront staff.

Senior & Junior Camps

- A lifeguard must be present before anyone enters the water. This lifeguard must authorize the entry into the water.

Cliff Jumping

- Under ***no circumstances*** are campers or staff permitted to jump off the cliffs.

CRASH BOAT EQUIPMENT FOR RESCUES

- First-aid kit
- Spine Board
- Light (if boating at night)
- 3-4 Extra PFD's
- Blanket

BOATING EXCURSION POLICIES

Lifejackets must be worn in all boats at all times by every participant.

Canoeing:

Personnel:

- In the case whereby a camper has not passed their swim test a certified counselor, or a lifeguard must be present in the canoe/boat.
- If the campers have passed their red bracelet, it is not necessary for the accompaniment of a counselor or lifeguard.

Required Equipment	Boat Capacity
Bailer kit	2 – 3 people per canoe

Kayaking:

Conditions:

- The camper must have passed their red bracelet in order to use the Kayaks.
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Powerboat:**Personnel:**

- Only licensed drivers (approved by Camp Director).

Required Equipment	Boat Capacity
First Aid Kit Bailer Kit Extra life jacket Walkie talkie Oars	8 people

Crash Boat**Personnel:**

- Only licensed drivers (approved by Camp Director).

Required Equipment	Boat Capacity
First Aid Kit Bailer Kit Extra life jacket Walkie talkies Oars	4 adults 1 adult and 4 campers

Tubing**Personnel:**

- 1 licensed driver (approved by Camp Director)
- 1 Spotter (staff).

Required Equipment	Requirements
First Aid Kit Bailer kit Extra life jacket Walkie Talkie Oars	Crash boat must be present at dock for rescue purposes

Junior & Senior Camps**Personnel:**

2 Counselors per cabin

1 Lifeguard (for swimming only)

Required Equipment
First Aid Kit Walkie-talkie Space blanket (for day trips)

A Lifeguard may be assigned to accompany an excursion group at the discretion of the Head Lifeguard.

HIKING EXCURSION POLICIES

Hiking

Personnel:

2 Counselors per cabin

Required Equipment
First Aid Kit
Walkie-Talkie

Junior & Senior Camps

Personnel:

2 Counselors per cabin

1 Lifeguard (only if requested)

Required Equipment
First Aid Kit
Walkie-Talkie