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MEMORANDUM

To: Boards of Health, Camp Operators
From: MA Department of Public Health, Division of Community Sanitation
RE: Recreational Camps for Children – Contingency Plans for Day Camps
Date: January 27, 2000

Note: All day camps must have written contingency plans in accordance with 105 CMR 430.211 to address the following situations:

- A child who is registered for camp and on the roll fails to arrive for a day's activities.
- A child fails to arrive at the point of pickup at the end of the day.
- A child comes to camp without being registered or without notifying the camp.

This sample plan is very general; it is intended to assist the day camp operator in developing a comprehensive contingency plan. Please make appropriate modifications to ensure that the contingency plan is useful for your camp.

- For children who fail to arrive in the morning (via parent drop-off or camp-provided transportation):
  - double check attendance and/or roll call.
  - call parents/guardians or other contact name provided on the camper's application form.
- For children missing from the point of pick-up at the end of the day:
  - double check attendance and/or roll call
  - check with Main Office to see if camper was picked up early by parents
  - check campgrounds in accordance with your lost camper plan
- For unregistered children arriving at camp:
  - check with the child's parents if still on site.
  - find out which camper the child arrived with: friend, brother/sister, etc. – obtain contact information from forms
  - call the child's parent/guardian if the child's phone number is obtained.

Memorandum

To: Boards of Health, Camp Operators
From: MA Department of Public Health, Division of Community Sanitation
Re: Recreational Camps for Children – Disaster Plan
Date: January 27, 2000

Note: All recreational camps for children must have a written disaster plan, in accordance with 105 CMR 430.210(B). The plan must include arrangements for transporting individuals from the camp to emergency facilities. The staff must be advised of the procedures in the plan.

This sample plan is very general; it is intended to assist the camp operator in developing a comprehensive disaster plan. Each building is unique in character and in operation; any such characteristics should be included. Please make appropriate modifications to ensure the plan is useful for your camp, including directions for leaving facility buildings, designated meeting areas, the use of communication systems, e.g., intercoms, and emergency response numbers.

General

- If advised by authorities to evacuate an area, do so immediately.
- Explain all means of notifying occupants to evacuate or retreat to shelter, e.g., intercom, alarms, etc.
- Describe arrangements for transporting campers and staff from the camp to emergency facilities, including, but not limited to, emergency shelters.

Tornado or High Winds

- Go to a basement (if available) or to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs, such as an auditorium or lodge. Crouch down against the floor and cover the back of your head and neck with your hands.
- If no suitable structure is nearby, lie flat in the nearest ditch or depression and use your hands to cover your head.

Flash Flood

- Evacuate low-lying areas – go to higher ground.
- Avoid small rivers or streams, low spots, canyons, dry riverbeds, etc.
- Do not try to walk through flowing water more than ankle deep.
- If in a vehicle: Do not drive through a flooded area, even if it looks shallow enough to cross.

Lightning

When inside

- Avoid using the telephone (except for emergencies) or other electrical appliances.
- Do not take a bath or shower.

When outside

- Go to safe shelter immediately.

- If boating or swimming, get out of the water immediately and move to a safe shelter away from the water.
- If in a wooded area, seek shelter under a thick growth of relatively small trees.
- If you feel you hair standing on end, squat down with your head between you knees. Do not lie flat.
- Avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

Wildfire

- Listen to local radio or television stations for updated emergency information.
- Follow the instructions of local officials. Wildfire can change direction and speed suddenly. Local officials will be able to advise you of the safest escape route, which may be different than you expect.
- If you are trapped, crouch in a pond or river. You cannot outrun a fire.
- Lie flat and cover your body with wet clothing or soil.
- If water is not around, look for shelter in a cleared area or among a bed of rocks.
- Breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

MEMORANDUM

To: Boards of Health, Camp Operators
From: MA Department of Public Health, Division of Community Sanitation
Re: Recreational Camps for Children – Discipline Policy
Date: January 27, 2000

Note: All recreational camps for children must have a written policy describing the camp's procedures for disciplining campers in accordance with 105 CMR 430.191(B). The following is a guideline to assist the camp in developing a comprehensive discipline policy; adjustments should be made so the policy is suitable for each individual camp. Discipline policies in Residential (overnight) Camps will differ from those in day, travel, and sports camps; however, all of the following must be addressed. Discipline policies must be reviewed with all camp staff.

- Corporal punishment, including spanking, is prohibited.
- No camper shall be subjected to crude or severe punishment, humiliation, or verbal abuse.
- No camper shall be denied food or shelter as a form of punishment.
- No child shall be punished for soiling, wetting or not using the toilet.
- The policy must explain the camps methods of discipline, e.g. "Time-outs" from activities, sent to Camp Directors Office, etc.
- Inappropriate disciplinary techniques shall be discussed with, and avoided by, staff and/or counselors.
- A record should be kept of camper misbehavior, noting date, time, and campers/staff involved in the incident.
- Notification of parents in the case of consistent problems with a camper(s).
- In a Residential Camp, explanation should be given as to what may warrant a camper being sent home.

MEMORANDUM

To: Boards of Health, Camp Operators
From: MA Department of Public Health, Division of Community Sanitation
Re: Recreational Camps for Children - Guidelines to Develop a Fire Evacuation Plan
Date: January 27, 2000

Note: All recreational camps for children must have a written fire evacuation plan. The plan must be approved by the local fire department in accordance 105 CMR 430.210(A).

This sample plan is very general; it is intended to assist the camp operator in developing a comprehensive fire safety plan. Each building is unique in character and in operation; any such characteristics should be included in the fire safety plan. Please make appropriate modifications to ensure that the fire evacuation plan is useful for your camp, including directions for leaving facility buildings, designated meeting areas, the use of communication systems, e.g., intercoms, and emergency response numbers.

- The plan must indicate the frequency of fire drills to be held during the camping session. Fire drills must be held within the first 24 hours of the beginning of each camping session.
- The plan shall identify the number of staff and the number of children. The plan should assign staff to be charge of specific areas. Staff and counselors will, under no circumstances, leave the campers that are under their direct care.
- Identify all means of egress.
- Explain all means of notifying occupants to evacuate, e.g., intercom, alarms, etc.
- Provide detailed instructions for contacting emergency personnel (fire department).
- Designate an outside area for campers and staff to gather. This area should be far enough away from buildings so as not to interfere with fire department operations. At the designated area, assigned staff should conduct a roll call. Campers must remain in designated areas until the fire drill/alarm has ended.
- Include a narrative of occupant response to a fire, i.e., how should staff respond in a fire condition?

Example:

- Notify anyone in the immediate area of danger
- Close doors to confine fire/smoke, but do not lock them
- Activate or request that someone else activate the fire alarm
- Evacuate the building, assist campers and other staff under your direction
- Call the fire department (911 or other emergency number) and give them the following information:
- Building name and address
- Nearest cross street
- Location of fire in the building
- Known information about the fire/smoke
- Call-back telephone number
- Do not hang up until the emergency services operator does so
- Use a fire drill checklist to assist you in the process and to document that fire drills have been performed.

MEMORANDUM

To: Boards of Health, Camp Operators
From: MA Department of Public Health, Division of Community Sanitation
Re: Recreational Camps for Children – Lost Camper Plan
Date: January 27, 2000

Note: All recreational camps for children must have a written lost camper plan in accordance with 105 CMR 430.210(C). The lost camper plan must be kept on file. All staff shall be trained in the procedures contained in the plan. Time is a critical factor in a search for a missing person.

This sample plan is very general. Please make appropriate modifications to ensure that the lost camper plan is useful for your camp, including adding the use of facility buildings, communication systems, e.g., intercoms, and emergency response numbers.

During a lost camper search, one person must be in charge of the entire search to avoid confusion and wasted time. This should be the most senior-trained person, such as a head counselor or camp operator.

- Report the missing camper to the main office, including the following information:
- Camper's name and age
- Last place the camper was seen
- What the camper was wearing
- Other information that could be helpful
- Use a predetermined signal to alert all staff that a person is missing. Lifeguards must clear the swimming areas. Using a communication system, if available, ask the camper to report to a designated area.
- Conduct a search of bathrooms, showers, locker rooms, missing camper's cabin or tent and other camp areas.
- A common practice is to move all campers to one central location to do an accurate head count or roll call.
- Camp staff should search assigned areas to ensure the camp and surrounding areas are searched.
- If the camper was last seen near water, lifeguards must search the entire waterfront
- Check office records to determine if the camper was picked up by parents or made other special arrangements. If not, contact the parents/guardian to determine if the child was picked up without notifying the camp office.
- Notify emergency personnel (911, if available) if the camper is not found immediately or if the camper requires emergency medical intervention.

The search must continue until all campers are accounted for.

MEMORANDUM

To: Boards of Health, Camp Operators
From: MA Department of Public Health, Division of Community Sanitation
Re Recreational Camps for Children – Lost Swimmer Plan
Date: January 27, 2000

Note: All recreational camps for children which include swimming in the camp activities must have a written lost swimmer plan in accordance with 105 CMR 430.210(C). The lost swimmer plan must be kept on file. All staff shall be trained in the procedures contained in the plan. Time is a critical factor in a search for a missing swimmer.

This sample plan is very general. Please make appropriate modifications to ensure that the lost swimmer plan is useful for your camp, including adding the use of facility buildings, communication systems, e.g., intercoms, and emergency response numbers.

During a lost swimmer search, one person must be in charge of the entire search to avoid confusion and wasted time. This should be the most senior-trained person (preferably someone trained in open water rescue), such as the aquatics director.

Missing Swimmer Procedure

- Use a predetermined signal to alert all staff that a person is missing. Lifeguards must clear the swimming areas. Using a communication system, ask the camper to report to the main lifeguard area, since the camper may have left the area.
- Contact emergency personnel, such as the local fire department, police or search and rescue squad. Notify the dispatcher that you have a possible lost swimmer. Delays in contacting emergency numbers (911, if available) must be avoided. It is better to cancel an emergency call once the swimmer is safe than to delay a call that might save the swimmer.
- Adult counselors may help search shallow areas; trained lifeguards should search deeper areas. Other staff should check bathrooms, showers, locker rooms, missing camper's cabin or tent and other camp areas.
- A common practice is to move all campers to one central location to do an accurate head count or roll call.
- Lifeguards must continue to search the entire waterfront
- The search must continue until all campers are accounted for.
- The person in charge of the search should have a list of staff conducting searches in assigned areas. Account for the staff to avoid the need for a double rescue. Staff conducting the search (including lifeguards) should use the buddy system.
- The person in charge of the rescue should interview the person who reported the missing swimmer; information about the swimmer's last known location, etc. is used to direct the search.
- All lifeguards search the swimming area, starting where the missing camper was last seen. Make sure to look under docks, piers, rafts, and other potentially dangerous locations.

- At waterfront facilities such as state parks, staff may have to check other playgrounds, campsites, and wooded areas.

Searching Shallow-Water Areas

- To search shallow-water areas with pool water clarity, adult volunteers or non-lifeguarding staff members should link arms or hold hands and form a line in the water.
- One lifeguard should serve as a lookout standing above the water level (on a dock, raft, etc.) with rescue equipment in case a searcher gets in trouble or the missing swimmer is found.
- The shortest person should be in the shallowest water, and the tallest person should be in water that is no more than chest deep.
- The whole line slowly moves across the area together. Start where the lost camper was last seen. One lifeguard should be assigned to oversee this part of the search.
- As the search line moves forward, the searchers gently sweep their feet across the bottom with each step.
- The searchers must not go deeper than chest-deep water. Only trained lifeguards should search deeper areas.

Searching Deep Water Areas

Use the American Red Cross "deep water line search" to search for lost swimmers in water that is greater than chest deep. It is outlined below:

- Several lifeguards, wearing masks and fins, form a straight line, no more than an arm's length from each other. One lifeguard serves as a lookout standing above the water level (on a dock, raft, etc.) with rescue equipment in case a searcher gets in trouble or the missing swimmer is found.
- On command from the lead lifeguard, all searchers do the same surface dive (either feet first or headfirst) to the bottom and swim forward a set number of strokes (usually three).
- If the water is murky, the searchers search the bottom by sweeping their hands back and forth in front of them, making sure to cover the entire area.
- Return to the surface as straight up as possible. At the surface, the line backs up, the lead lifeguard checks to make sure all searchers are accounted for, the line reforms, and on command from the lead lifeguard, dives again.
- Repeat this procedure until the entire swimming and diving area has been searched in one direction. Make sure not to miss any areas on the bottom when you dive and resurface.
- The searchers then repeat the pattern at a 90-degree angle to the first search pattern.
- If the missing swimmer is not found in the swimming and diving areas, expand the search to nearby areas. Consider the effects of any currents.
- Continue to search until the missing person is found or until emergency personnel arrive.

MEMORANDUM

To: Camp Operators, Boards of Health
From: MA Department of Public Health, Division of Community Sanitation
Re: Recreational Camps for Children - Guidelines to Develop a Camp Health Care Policy
Date: February 1, 2000

Note: All camps must have a written medical policy that is approved by the local board of health and by the camp health care consultant in accordance with 105 CMR 430.159(B). Each full-time staff member must receive a copy of the policy and be trained during staff orientation on the implementation of the policy and specifically on infection control procedures. Additionally, prior to admitting a child to camp, the parents must be provided with a copy of the following sections:

- Care of mildly ill campers
- Administration of medications
- Procedures for providing emergency health care

A complete copy of the camp health care policy must be provided to parents upon request.

This sample plan is very general; it is intended to assist the camp operator in developing a comprehensive health care policy. Each camp is unique in character and in operation; any such characteristics should be included. Please make appropriate modifications to ensure the plan is useful for your camp.

Health Care Consultant:

- Name
- Address
- Telephone

Health Care Supervisor(s):

- Include others approved by the Health Care Consultant to administer medications:

Emergency Telephone Numbers:

- Fire
- Police
- Rescue/Ambulance
- Poison Control Center
- Hospital(s) utilized for emergencies
- Name
- Telephone
- Address

- Emergency Procedures (step by step, including transportation method and notification of parent)
- Emergency Procedures if parents cannot be contacted
- Emergency Procedures when off the premises (including field trips and participation at the off-site facilities).

Procedures for Utilizing First Aid Equipment

- Location for First Aid kit (s)
- Location for First Aid Manual
- First Aid is administered by
- First Aid Kit is maintained by
- Contents of First Aid Kit
- Plan for injury Prevention and Management *(Describe procedures for monitoring of the environment for removal and/or repair of hazards.)*
- Procedures for reporting serious injury, in-patient hospitalization, death of a camper or staff person to the Department of Public Health.
- Procedures for informing parents when first aid is administered to their children, including time frame and documentation.
- Plan for infection control and monitoring.
- Procedures for the clean up of blood spills.

Emergency Plan for the Evacuation of the program or facility.

- Are separate evacuation plans posted for each activity area and next to each exit?
- Who leads children out of the building?
- Who checks for stragglers?
- Who is responsible for ensuring the number of children in attendance equals the number of children safely evacuated?
- When are practice evacuation drills conducted?
- Who documents date, time, and effectiveness of each drill?
- Describe plan for administering medication (prescription and non-prescription). Include location and instructions for storage.
- Describe plan for returning or destroying unused medication when no longer needed.
- Describe plan for the care of mildly ill campers.
- Describe procedures for identifying and protecting children with allergies and/or other emergency medical information.
- Describe exclusion policy for serious illnesses, contagious disease and reportable diseases to Board of Health.