

Camp Endobanah Health and Emergency Procedures

Notice to all Camp Endobanah Users

It is mandatory that all staff members and volunteers review, understand and fully comply with the procedures and processes as outlined in this plan BEFORE you commence camp operations.

Communicable Disease Control

Campers are not allowed to attend camp if they are suffering from any sort of reportable communicable disease as outlined in Appendix One.

Camp Staff will have a completed health form from the parents of each camper on arrival to report any health issues, allergies, or prescribed medication details. A record of these forms will be maintained in a central location (Admin Cabin) for the Camp Leader or a designated team member.

Staff or campers that display symptoms of illness will be separated from the other campers in one of the rooms in the “OMH Cabin” and remain there until symptom free for 24 to 36 hours. For any serious illness problems, the camper’s parents will be called to come and bring their child home.

Record all instances of illness on the designated form and keep together with the camper records. The camp director will notify the medical officer of health or the public health inspector of an outbreak or suspected outbreak of any communicable disease at Camp Endobanah (please see attachment One for a specific list of reportable diseases).

Disposal of human waste, vomit etc. will require the wearing of gloves, a mask, proper cleaning materials to sanitize equipment, sleeping area, floor surface, washroom facilities etc. Campers will be educated as to the importance of washing their hands frequently, after the use of the washroom and before handling any foods.

For detailed information refer to the Infection Control Guidelines for Camps binder located in the kitchen above the phone in the cabinet.

Staff will be briefed at the start of camp as how to manage safely and effectively:

- Kitchen and food preparation including the use of gloves and working from sanitized facilities
- Storage of food products before, and after cooking
- Proper cleaning of cooking tools and utensils
- Washing fruits before serving
- Disposing of any food products that are questionable as to an expiry date or shelf life

- All food products and the handling of same will comply with Parts 3, 4 and 6 of the food premises regulations.

Handling of Garbage

All garbage will be promptly bagged and disposed of by placing all garbage bags into the garbage bin located near the camp entrance. Keep the bin closed and locked to keep animals out.

Pets on Camp Property

Pets on camp property are discouraged. Any domestic dogs and cats must have their immunization certificate issued by a veterinarian to confirm that the animal is current on its rabies immunizations and that this immunization was administered at least 30 days before it was brought to camp.

Staff to Youth Numbers present at camp

Ages 1 to six – a parent must be fully present and responsible for their child. If this is not the case the camper cannot attend camp.

Ages 7 to 12 – one staff member per 10 campers with a minimum of two adult staff members being present always. Ages 13 – 17 one staff member per 15 campers (minimum of two adult staff members).

INJURIES / FIRST AID EQUIPMENT

At a minimum there must be at least one person at all camps who holds a current first aid certificate. Call 911 to summon advanced life saving support for any serious injuries, possible drowning, or a serious allergic reaction. The Camp address is 3672 Monck Road 2km east of Norland. The camp phone number of 705-790-6808.

If a camper comes to a camp staff member with any sort of an injury, treat it seriously. Often a simple bandage will go a long way to making a camper feel more assured and comfortable. It is further recommended that one runs a calamine lotion clinic after all meals (to deal with bug bites) in the admin cabin.

First aid equipment is to be located inside the kitchen cupboard above the phone. All medical information forms for both adults and youth will also be in the same area. All accidents or injuries must be reported to the Camp Director and recorded within the designated log system as established by the camp user.

UNAUTHORIZED PERSONS ON CAMP PROPERTY

Camp Endobanah is on private property. Unauthorized people are to be challenged by an adult member from the staff team on sight and asked to leave the camp property unless approval to stay is given by the Camp Director. Campers are to report any strangers without delay to the first adult staff member that they can locate without approaching or talking to the stranger.

Campers and anyone under the age of 18 are not allowed to leave camp property outside of scheduled and supervised program events without the express approval of the Camp Director.

ALCOHOL AT CAMP

As staff members we have the ultimate responsibility to look after the welfare of our campers, no matter what the hour. Given such a serious responsibility, consumption of alcohol at any time on or off camp property, is not acceptable - please be guided accordingly.

FISHING

If there is any fishing, campers must be well supervised. Failure to do so could result in serious injury or even death (by drowning). To facilitate a fun and safety, the following rules are in effect always:

- A designated staff member per fishing session, scheduled or not, must be in control of the site.
- Campers are to wear lifejackets while fishing. This way should a camper slip, fall and bang his head, or if he is a non-swimmer, we can safeguard his life.
- Fishing is allowed during scheduled times only. Adequate supervision ratios need to be maintained.

EMERGENCY PROCEDURES

All Campers, no matter the age, are to be well versed and understand what do in case of an emergency. All staff members must be well versed to the following emergency procedure guidelines.

Emergency Phone – is located inside the Kitchen beside the door facing the lake. Critical phone numbers are listed by the phone. **Use of 911 is in place at Endobanah.**

The camp is located at 3672 Monck Rd about 2 kilometers east of highway 35, on the south side of the highway. The camp phone number is (705) 790-6808.

FIRE

Smokers are reminded... **NO SMOKING** inside any sleeping cabin or any other building at ANY time. If you need to smoke, **never** smoke in front of any of our Timber Wolves. Properly extinguish and dispose of cigarette butts.

In the event of Fire – do not delay – take immediate and decisive action.

- If the smoke alarm should go off, youth members are to yell fire, drop to the floor and make for the first possible exit without any delay to gather any belongings or to put on clothing.
- All youth members in camp are to gather around the fire bell (located in front of the lodge) and to quickly gather in their assigned groups so that all can be accounted for. If the lodge is on fire, then youth members are to gather in front of Wee-Jee-Ell Cabin, quietly assembled in their sixes.
- The Fire bell is to be rung continuously.
- ONLY adult staff members are to make any efforts to fight a fire. Every reasonable effort MUST be made to ensure that no campers remain in the cabin after the alarm has been sounded.
- Staff members are to ensure that everyone not involved in fighting the fire is clear and safe.
- The first available adult is to call the fire department - phone is in the Admin Cabin, alternate phone source is in the kitchen. Dial 911, and give the following information in a calm and clear manner:
 - We have a fire emergency
 - We are at Camp Endobanah located at 3672 Monck Rd/Victoria County Rd 45 about 2 km east of Highway 35 on the south side.
 - The status as I know it at this time is (building burning, information as known about any campers).
 - My name is XXXX and our phone number is (705) 790-6808.
- Adults not responsible for the boys (i.e. a father) to run to the camp entrance to help wave fire trucks/emergency vehicles into the camp entrance.

Group leaders to take immediate attendance to ensure that first ALL campers under the age of 18 are accounted for, then an adult check is made.

FIRE EXTINGUISHER USE

- ONLY adult staff members are to make any efforts to fight a fire.
- Pull out the safety pin normally located within the top handle of the fire extinguisher.
- Aim the hose just short of the base of the flames.
- Squeeze the two handles fully together, direct the stream of chemical in a sweeping side to side motion, force the flames back away from the fuel source.
- If a person is on fire, knock them down, have them roll on the ground, use water, a blanket, towels, fire extinguisher, sand to smother the flames.
- Other leaders to bring additional fire extinguishers to the scene for use as may be required.

- Other staff who are not involved in looking after the boys are to draw water by any possible means from the lake or river.

Our first and single responsibility is for the safety and well being of our timber wolves and campers!

WATER RESCUE INSTRUCTIONS

The RESCUER must NEVER put himself in danger. The victim will often panic, grab at the nearest object, and could easily pull the rescuer into danger.

An emergency phone is in the kitchen in the main lodge at the camp.

Do not jump into the water (unless the water is shallow, or you are a trained rescuer). Instead do the following:

- Yell for Help (and we do mean YELL – tell us where you are!) □ Reach for an object... for a shorter distance consider using:
 - Towel or a shirt
 - Pole (located at the swimming dock)
 - Rope
 - Arm assist (while lying down)
 - Belt
 - Flutter board
 - Tree branch
 - For a longer distance use:
 - Rope
 - Ring buoy (located at the swimming dock)
 - Any floating object (i.e. a Life Jacket)
- If need be, confirm that the victim is breathing.
- If not start immediate artificial respiration while having an adult member of the team call 911 for help.
- If another adult is not readily available, seek help from a camper and provide calm, clear and specific instructions as to what you want done.
- Check pulse.... ONLY if there is no pulse at all – start CPR (chest compressions).

NIGHT EMERGENCIES

If a camper has difficulty during the night due to:

- Illness
- Injury (i.e. fall out of bed)
- Sleep walking

- Another sort of a problem that needs immediate attention of an adult

The youth must immediately go to the lodge for help. If the lodge is dark or empty, then go to the administration cabin and knock on the door for a staff member.

WATERFRONT PROCEDURES

Why buddies are important:

- A key rule in swimming is always to do things with a buddy. If you are alone and have an accident, it may take a long time before we know there is a problem and can get help to you. This rule applies even to simple things like taking a walk or playing in the woods.
- Any activity near the water (swimming, canoeing, fishing and boating) requires the presence of a “buddy” and a staff member.
- For all waterfront activities, except for fishing, you must show the leaders who your buddy is in person.
- Campers will swim within the designated swim area.
- From one to 25 swimmers you need 2 certified lifeguards. For 26 plus you need 3 certified lifeguards on duty at the waterfront.

SANITARY FACILITIES (WASHROOMS)

All facilities must be cleaned daily or more often if needed. Use proper cleaning supplies and keep the toilet stalls equipped with toilet paper. Supply soap or detergent and paper towels for drying hands.

SWIM TESTS

All campers need to complete a practical swim test to determine their proficiency of swimming. Lifeguards will manage the test process. ALL campers must take the test. Weaker swimmers must be limited to the shallow of the designated swimming area unless they are correctly wearing a proper fitting and approved lifejacket.

Animal Safety

Wildlife of any danger is very rare on camp property. Several tips for all campers:

- Wild animals are wild and are not to be approached
- Report to the adult leaders if any sort of a wild animal is not afraid of you
- Stay clear of skunks, let them go on their way
- If you encounter a bear, do not run, walk backwards to the nearest building and go inside, keep the bear in sight but do not look the animal right in the eye, try to make yourself look bigger than what you are and stick together

- Get indoors

Severe Allergies

Identify to all staff members those campers who are at risk due to serious allergies:

Signs and symptoms of a severe allergic reaction.

Symptoms of a severe allergic reaction can occur within *minutes or several hours* after exposure to an allergy trigger:

*Some symptoms can be life-threatening.



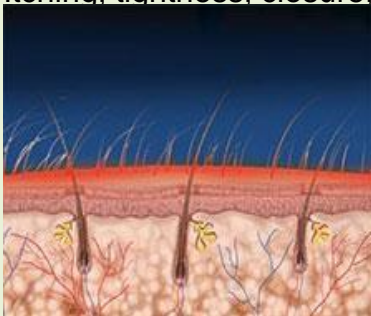
Mouth

Itching, swelling of the lips and/or tongue.



Throat

Itching, tightness, closure, hoarseness.



Skin

Itching, hives, redness, swelling.



Gut

Vomiting, diarrhea, cramps.



Lung

Shortness of breath, cough, wheeze.



Heart

Weak pulse, dizziness, passing out (due to low blood pressure).

In a severe allergic emergency, quick symptom recognition and immediate treatment are vital.

The two most common symptoms of a severe allergic reaction are:

- Hives, and
 - Welts on the skin
- Other symptoms can include:**
- Swelling of the throat, lips, tongue, or around the eyes
 - Difficulty breathing or swallowing
 - A metallic taste or itching in the mouth
 - Sudden reddening of the face or flushing, itching, or redness of the skin
 - Abdominal cramps, nausea, vomiting, or diarrhea

- Rising heart rate, or
- Low blood pressure and paleness
- Sudden weakness
- Anxiety, or an overwhelming sense of doom
- Fainting

Video : When to use EpiPen®

Watch/listen to this video to learn more about the signs and symptoms of a severe allergic reaction and what you should do.



Any delay in recognizing the symptoms of a severe allergic reaction can be lifethreatening.

Within minutes, an allergic reaction may turn into a life-threatening severe allergic reaction. Sometimes the reaction can occur in two phases, with another reaction occurring up to 38 hours after the initial reaction.

Fatal reactions are due to airway obstruction or a collapse of blood vessels.

Every second counts.

Using epinephrine (the medicine in EpiPen®) immediately after exposure to an allergy trigger can help reverse the symptoms of a severe allergic reaction...and could help save a life.

You may not always have predictable reactions and sometimes there may not be enough warning signs before a serious reaction occurs.

Don't hesitate.

If you are unsure whether or not you are experiencing a severe allergic reaction, it is generally **better to use EpiPen®**.

Some side effects from using EpiPen® may include rapid heart rate, paleness, dizziness, weakness, tremors or headache.

EpiPen® is for emergency treatment only and does not replace seeing a healthcare provider or going to the hospital.

Anaphylaxis and asthma: Use EpiPen® first.

If someone who has severe allergies and asthma is having an asthma attack, but you're uncertain whether it's an asthma attack or a severe allergic reaction, use EpiPen first.

After using epinephrine, follow medical instructions for controlling asthma.

Remember, antihistamines have not been proven to stop a severe allergic reaction and should not be used before EpiPen®.

If you are unsure whether or not you are experiencing a severe allergic reaction, it is generally better to use EpiPen®.

When to use more than one EpiPen®.

In most people, epinephrine is effective after one injection.

However, symptoms may recur and further injections may be needed. Epinephrine can be re-injected every **5 to 15 minutes** until the severe allergic reaction stops completely.