



# Camp For All Emergency Procedures

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*In case of an emergency at Camp Janus*

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**No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well being of the campers and staff ALWAYS comes first.**

## **MAJOR INJURIES AND ACCIDENTS**

If you are the primary staff member at the scene in camp:

1. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party until the health center team arrives. Give priority attention to caring for the needs of the victim.
4. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
5. Contact the health care supervisor as soon as possible. Provide a clear description of the emergency and your location.
6. Notify the camp director or program manager immediately.
7. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the staff? Campers?
8. Once the health care team/camp director arrives at the scene, summarize the situation and answer questions. The health care team and director will take charge.
9. Prepare incident reports within 24 hours.
10. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

If you are a secondary staff member at the scene: Camper's safety is first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic...remember, you must set an example for the campers at the scene.
3. Offer advice only if you are more knowledgeable about the incident or you are asked.



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4. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials.
5. Assist in preparing reports as needed.