



CLUB SCIENTIFIC CRISIS MANAGEMENT GUIDE

- 1. This manual will be onsite for all camp locations.**
DIRECTORS WILL BE IN CONTROL OF ALL SITUATIONS.
2. IN CASE OF A “REAL” EMERGENCY CALL 911 BEFORE YOU CONTACT THE OWNERS AND THEN THE PARENT (S).
3. NEVER ASSUME AN INJURY IS NOT SERIOUS. A SIMPLE FALL HAS THE POTENTIAL OF SOMETHING MORE SERIOUS (I.E.SPINAL INJURY).
4. NEVER ATTEMPT TO MOVE THE VICTIM.
5. USE THE FIRST AID KIT AND GLOVES WHEN DEEMED NECESSARY!

CLUB SCIENTIFIC KEY CONTACTS:

1. HEADQUARTERS - 678.493-5651
2. BOB HAGAN (OWNER) - 678.294.9504
3. SUE HAGAN (OWNER) - 770.605.7763

PROCEDURES FOR INJURIES AND EMERGENCIES

Every activity has a potential for injury. Camp Staff must recognize these risks and take appropriate measures to both prevent and eliminate problem situations. PREVENTION IS THE KEY in every situation. Besides being very scary to a child, once the story is repeated at home, it can have negative repercussions for our business.

In a recent court ruling, “Glorioso verses YMCA,” the court ruled: “a minor under 14 years of age is presumed not to be possessed of sufficient discretion to make him guilty of contributory negligence.” This means YOU, not the child, can be liable and at fault. The implication of this ruling affects every person working with children. Keep in mind when executing ALL activities. Sometimes the spontaneity of an activity needs to be interrupted to carefully consider the possible risks.

First aid should be given for all minor injuries including cuts and scrapes. In this case, the affected area should be rinsed with water only and a Band-Aid applied. UNDER NO

CIRCUMSTANCES is any Staff member to give out antiseptics, medications or aspirin to an individual.

TREATMENT ONLY INCLUDES: bandages, ice, rinsing with water, and immobilization, if necessary.

NOTE: For any administration of first aid that involves contact with blood or bodily fluids, the following guidelines MUST be followed:

1. All blood or bodily fluids should be treated as if they ARE contaminated!
2. Gloves MUST be worn when in contact with blood and bodily fluids. Gloves should also be worn in handling any surfaces contaminated with blood and/or bodily fluids.

Once the appropriate people have been contacted pull the child's personal information sheet and contact their parent (s) or Guardian. If no answer at these numbers then call their emergency contact person.

Directors will handle the situation while Camp Counselors will continue to keep all other campers safely in their classrooms and engaged in the camp lessons/activities.

Organization is key in a crisis.

SAFETY OF ALL CAMPERS IS THE TOP PRIORITY!

Once the situation is under control you will fill out the incident report. Please be specific as to what actually happened during the event. We want to have a full account of the accident/emergency. You want to fill this form out as soon as you are free to do so while the event is still fresh in your mind.

TORNADO

If a tornado warning is issued, campers are to leave rooms with windows, rooms with high ceilings and seek shelter with their class in hallways and bathrooms. The same theory of putting as many walls between you and the tornado is as valid here as it is in a home.

Once in a safe location, campers should crouch down to make their bodies a smaller target for flying debris. They should also put their hands over their heads for the same reason. They must remain in this position until the warning is over and an all clear has sounded. Camp Counselors will take a head count of their campers in the shelter area AND once they have returned to their classrooms. ALL campers MUST be accounted for!

Directors and Counselors will always keep the campers CALM and ORDERLY!

LOST CAMPER: THIS SHOULD NEVER HAPPEN SINCE CAMP COUNSELORS WILL ALWAYS BE WITH CAMPERS, but we have included the following guidelines:

1. Immediately lock down all classrooms. If outside, move all campers back to their classrooms and take attendance.



2. Counselors will notify the Camp Director IMMEDIATELY! THE DIRECTOR WILL IMMEDIATELY NOTIFY THE OWNERS!
3. The campsite MUST be locked down! Once everyone is in their classrooms, Directors will check ALL bathrooms, outside areas, and the last activity site, ETC.
4. The Director will notify all classrooms of the situation. NO ONE leaves class!
5. Once it is determined that a camper is truly missing, in a timely fashion, then 911 is to be called,
6. The owners will contact the parents!

INTRUDER IN THE BUILDING:

1. DIRECTORS WILL IMMEDIATELY CALL 911, LOCK DOWN THE BUILDING, THEN CALL THE OWNERS.

NOTE: CAMP STAFF MEMBERS MUST NEVER TALK ABOUT THE ACCIDENT/INCIDENT AFTER IT HAS HAPPENED. THE CAMP OWNERS WILL TALK TO THE PARENTS, EMS, MEDIA, ETC.

THE SAFETY AND SECURITY OF ALL CAMP LOCATIONS, STAFF AND CAMPERS IS OUR TOP PRIORITY!