



Emergency Procedures & Safety Information

ALL INFORMATION CONTAINED IN THIS DOCUMENT IS AVAILABLE IN ACCESSIBLE FORMATS OR WITH COMMUNICATION SUPPORT. PLEASE LET US KNOW IF YOU REQUIRE AN ALTERNATE FORMAT.

Fire Prevention and Training

During the period of staff training (prior to the arrival of campers), policies and procedures will be reviewed that relate to fire prevention and fire safety. Fire drills will be practised with the staff as part of this training, and then fire drills will be done with the entire camp each camp session. The dates of each training and drill will be documented on the Fire Training Schedule.

IN THE EVENT OF A FIRE

WARNING: Sole priority is for the health and safety of all campers and staff. Individuals without appropriate training or proper safety gear should not attempt to fight fire or enter a structure that contains or is involved in a fire.

FIRST OBSERVER:

- Sound fire alarm (Make announcement on P.A. and/or sound red fire bell)
- Notify Camp Director/senior staff **immediately**

CAMP DIRECTOR/SENIOR STAFF:

- Gather needed documentation:
 - original camp registration forms
 - copies of cabin rosters
 - list of staff on day off
 - staff sign-out binder
 - list of campers off of camp property due to appointments (from Health Centre)
- Determine advisability of parents removing campers; coordinate effort for dismissal of campers
- Contact parents of campers; inform and assure of camper safety

- Report names of any missing campers or staff
- Implement emergency media plan

FIRE SAFETY CO-ORDINATOR (Blake Pallett):

- Determine situation; direct call to 911
- Quickly determine extent of fire
- Implement camper/staff accountability system to quickly confirm everyone is present and safe
- Ensure everyone has evacuated from building/area of fire
- Determine need to implement “minor or major injury” procedures
- Advise property manager to shut off main electrical/power source
- Everyone proceed to Main Beach unless another area is determined to be safer
- Determine need to evacuate to off-site location
- Ensure help for anyone with physical limitations/mobility issues/visual impairments
- Meet fire department when they arrive to provide necessary information
- Announce all clear after emergency; debrief as soon as possible afterwards
- Gather information for incident report

NURSES/DOCTOR:

- Perform necessary first aid until emergency services arrive
- Supervise all other staff trained in first aid
- Document all care provided

COUNSELLORS/STAFF:

- Ensure safety and well-being of all campers
- Perform accountability check of all campers and report information to Camp Director as soon as possible:
 - names of missing campers
 - injuries/health issues
 - report any significant camper information concerning current emergency
- Maintain a calm atmosphere; keep campers in assigned group; conduct diversionary activities as needed

STRUCTURE FIRE

Immediate Considerations:

- Call 911
- Locate fire
- Close door to area that has fire
- Evacuate building
- Notify and evacuate surrounding buildings
- Be aware of fire’s proximity to propane tanks
- Attempt to extinguish if it is safe to do so

- Protect building contents if possible and safe to do so
- Staff will be assigned to maintain a safe distance from perimeter of fire to ensure no one gets too close to fire
- Secure gas and electricity at location

CRISIS RESPONSE CONSIDERATIONS:

- Identify cause
- Determine injuries and/or deaths
- Determine extent of damages

IN THE EVENT OF AN EVACUATION

Before the evacuation order:

- All medication boxes stored in the Health Centre (including PRN boxes) will have signs on the front and back indicating the names of all of the campers whose medications are stored within. If a camper leaves camp for any reason, the name is crossed off the list.
- The Chief of the Township of McKellar Fire Department informed us that bussing would be arranged for us in the event of an evacuation.
- The emergency binder has a list of all campers with the contact information for their parent(s) and/or guardian(s) and emergency person.
- A protocol letter should be prepared in advance so that it can be quickly emailed to parents in the event of an emergency.

When we receive the evacuation order:

CAMP DIRECTOR:

- One director holds a stand-up staff meeting ASAP to inform them of the evacuation order. Staff will be told that they can go on the bus or be picked up/drive home on their own, but staff leaving on their own must wait until after the buses have left.
- Find out the arrangement for buses (arrivals and number of buses) from the Township of McKellar Fire Department). Record this information on the Evacuation Protocol Sheet.
- Send an email to all of the guardian contact email addresses with specific details about the evacuation order. Specify what time we will be departing camp by bus and give parents a specific time by which to arrive at camp or to meet us at St. Basil-the-Great College School (in North York). Record the time and date of the email on the Evacuation Protocol Sheet. Attach a copy of the letter.
- Contact all staff members on a “day off” to inform them of the evacuation order
- Contact Haley Sheppard to arrange transportation for the horses
- Arrange for a counsellor to set up a movie in the Rec Hall to contain the campers while most of the staff work on packing.
- Inform the OCA of the situation.

COUNSELLORS/STAFF:

- Pack all camper belongings quickly. Do not worry about folding clothes neatly. Ensure that medications from the lock box are packed. All other medications will be kept at the Health Centre.
- Staff should pack their own belongings once all of the campers are packed.
- Staff must be available to support campers emotionally during this stressful time.

NURSES:

- Have all of the campers' medications easily accessible so that they can be quickly located when parents arrive.
- Pack up other medications or first aid materials that might prove useful in the city to manage worried or anxious children. Make sure that Gravol is available for campers taking the bus.
- Prepare defibrillator, oxygen tanks, and emergency box to take with us.
- Nurses should pack up their own belongings once the Health Centre materials are packed.

OFFICE STAFF:

- Distribute all passports and camper valuables to be packed into luggage
- Create a list of all campers in camp and a separate list of all staff in camp to maintain an up-to-date list of all people on the property or in the city with us until all campers and staff have been picked up
- Pack computers, items from the safe, staff and camper contract books, call books, thumbnail sketches, inventory binder for transportation to the city
- Maintain one administrator in the office at all times to answer the phone
- Maintain one administrator in the office at all times to sign out campers being picked up
- Maintain one administrator in the office at all times to answer emails
- Talk to the kitchen staff about making as many sandwiches as can be prepared with the food available plus putting aside any other foods that can be eaten on the go (e.g., fruit, cookies). This food should be packed on buses and brought back to the city. Ensure that catering staff have arrangements to get home or make arrangements for them to ride our buses to Toronto
- Have one person go around camp to take pictures of all activity areas and equipment for insurance purposes
- Circulate regularly to ensure that all campers and staff are being packed and that people are remaining calm
- Load buses according to destination (St. Basil-the-Great College School or holding location for campers being picked up later or going to airport)

PROPERTY MANAGER:

- Turn off electricity at main power switch when instructed by Director

- Close all valves on propane tanks, hot water tanks, kitchen stoves and ovens when instructed by Director

Once In Toronto:

- Director (or designated person) crosses off names of campers as they are picked up at St. Basil-the-Great College School, and asks parents to see the nurses who have the boxes of medications.
- Nurses distribute medications to campers' parent/guardian and cross the campers' names off the list attached to the medication bins.
- Arrangements and logistics for airport departures will be made by one of the office staff.
- Designated people will be assigned to transport and supervise campers who are flying out of Toronto.

SEVERE WEATHER EVENTS

Prevention is the key to maintaining any safe waterfront. If there is any question about threatening weather, especially lightning nearby, the waterfront will be closed immediately.

In the event of heavy rain or lightning:

- All campers and staff will proceed immediately to their cabin, the Recreation Hall or the Dining Hall – selecting whichever building is closest to their location at that time.
- Counsellors of campers requiring additional assistance to make their way to the closest designated location (due to mobility issues, cognitive delays, hearing impairments, visual impairments) will remain with those campers until they have safely entered their designated indoor location.
- Once sheltered, implement camper/staff accountability system to quickly confirm everyone is present and safe. Report this information to the Office staff by walkie-talkie.
- The names of any campers or staff who are unaccounted for will be written down by the Office staff so that they can determine their whereabouts.
- Counsellors of campers with cognitive delays, hearing impairments, or visual impairments will remain next to those campers to ensure they are safe, calm, and understand any instructions that are given.
- Everyone will remain sheltered in place until the Office staff have determined that the conditions have improved and it is safe to exit those buildings. This will be communicated by walkie-talkie.

In the event of a tornado warning:

- All campers and staff will proceed immediately to the lower level of the Recreation Hall (weight room, arts & crafts, pottery and stained glass areas), the lower level of

the Dining Hall, or the “Lyon’s Den” (the basement of the property manager’s house) – selecting whichever building is closest to their location at that time.

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SAFETY INFORMATION FOR ALL ACTIVITY AREAS AT CAMP KODIAK

Each activity area will:

- Have written rules and procedures posted on large boards
- Be staffed by Camp Kodiak staff members who are trained and knowledgeable in safely facilitating the activity.
- Begin the activity period by verbally reviewing the written rules and procedures, and then staff will check for understanding of these rules and procedures.
- Staff will also review and demonstrate how to properly use safety equipment that is required for the activity (e.g., lifejacket, climbing harness, helmet, knee pads, safety goggles, etc.).
- Staff will check each participant to ensure that safety equipment is secure and properly worn.
- All equipment (safety and activity) will be properly maintained. Concerns with any equipment will be presented to the Camp Office as soon as possible.
- All participants (campers, staff, activity leaders, etc.) must follow rules and safety procedures. Failure to do so will result in being removed from the activity.

ACCIDENTS AND MEDICAL EMERGENCIES

Injuries can occur at any time, and they range in severity from a scraped knee to a spinal injury. Each accident deserves our attention and an appropriate response.

BUMPS, BRUISES, AND SCRAPES – NON-EMERGENCIES

A counsellor will escort the injured camper to the Health Centre.

BEE STINGS OR OTHER INSECT BITES

Bee stings are not considered emergencies unless the person is allergic to stings. As a precaution, all campers who have stung by a bee will be brought to the Health Centre for assessment.

MORE SEVERE MEDICAL EMERGENCIES

1. Use the walkie-talkie to communicate with the Health Centre about the situation and location.
2. One counsellor will stay at the site of the emergency.
3. The other counsellors will escort other campers away from the scene, keeping them calm.
4. Do not move a victim unless it is necessary to avoid further injury.

SPINAL INJURIES

If you suspect a spinal injury, don't move the victim! Seek help right away! Spinal boards for stabilizing spinal injuries are located at the waterfront and in the horseback riding shed. Backboards should only be used by specially trained staff.

Accessibility Compliance Reports

All Accessibility Compliance Reports are printed and compiled in a binder in the Office at Camp Kodiak (both the summer and off-season locations). Accessible versions are available upon request.