

Section 6

Policies & Emergency Plans

Aquatic Emergency Plan

Revised March 31st, 2011

Lost Swimmer in the Swimming Area

Goal

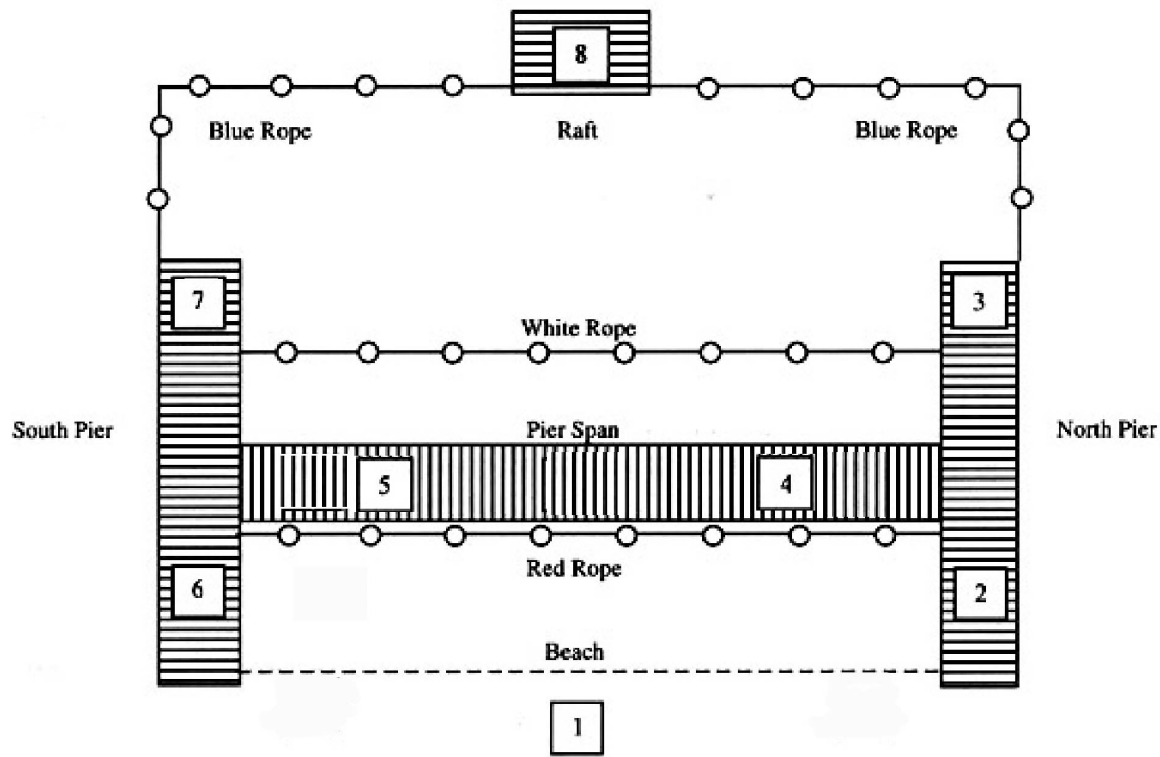
The goal of a Lost Swimmer Drill is to search the entire swim area as thoroughly and quickly as possible, to locate a potential drowning victim before they suffer permanent brain damage or death.

General Description of the LSD in the Swimming Area

In the swimming area, the Lost Swimmer Drill (LSD) is initiated in the case of a missing or unaccounted for camper or staff member. Examples of situations that would be cause for initiating an LSD: a buddy tag left on the board, loss of a buddy during Fun Swim, or a camper unaccounted for during swim lessons.

The LSD is initiated by the staff member supervising the Swimming Area (Aquatic Manager, Swimming Area Head, Fun Swim Manager, or designate). The LSD begins with three blasts on a whistle. The drill involves a quick and efficient search of waterfront and adjacent areas including underneath piers and rafts, the drop off area, and the Red Area. This is followed by a line search of the entire White and Blue areas. The person in charge of the LSD stays on land to coordinate water search substitutions, to guard water searchers, and to communicate with the Camp Director.

Your safety is paramount. Do not try to swim beyond your own ability. The worst thing that can happen during an LSD is that another swimmer is lost.



Surface Dives

The Swimming Area LSD is entirely dependent on proper surface dive technique. Proper surface dives help ensure that the entire Swimming Area is searched thoroughly. Proper surface dive technique:

- From a treading position, diver performs pencil dive with two-three upward arm strokes, which should move them six feet below the water's surface.
- Diver should then perform 2-3 forward arm strokes and frog kicks, in the direction of the search.
- Diver returns directly to the water's surface above them, not at angle forward or back.
- Throughout surface dive, eyes must be open and scanning all directions for victim.

Initial Steps: Each Position's Job

- A repeated three blast whistle signals beginning of the LSD.
- Position #1 is the designated runner. This person immediately runs to Lakeside and sounds the siren by pressing the **YELP** button, and then runs to the bell tower and rings the bell continuously until stopped by the Camp Director or appointed person in charge.
- Position #2 enters the water on north side of north pier and searches the entire length of the pier. Checking continues around end of pier with surface dives away (west) from the pier until even with the west edge of the Blue Area. The diver surface dives back to the pier (even with the south side of pier) and continues the search under the pier all the way to the White Area ladder.
- Position #3 enters the White Area at the intersection of the north pier and the span by the ladder and is designated caller for line 2. The caller counts in 9 more divers to the space next to them, as well as designating a spotter in the water, before starting dives.
- Position #4 enters the White Area at the intersection of the north pier and the span and slowly searches underneath the entire length of the span, finishing at the south pier.
- Position #5 enters the White Area even with the south corner of the barge and completes surface dives towards the southeast corner of the barge. At the barge, they turn to the north and continue surface dives along the barge. At the northeast corner of the barge, they turn back towards the span and continue surface dives back to the span.
- Position #6 enters water on south side of south pier and searches the entire length of the pier. Checking continues around end of pier with a surface dive away (west) from the pier until even with the west edge of the Blue Area. The diver surface dives back to the pier (even with the north side of pier) and continues the search under the pier all the way to the White Area ladder.
- Position #7 enters the water in the White area at the intersection of the South pier (Fishing side) and the span by the ladder and is designated caller for line 1. The caller counts in 9 more divers to the space next to them as well as designating a spotter and when all 10 are spaced against the pier they call "Ready Dive"
- Position #8 waits for a spotter to arrive at the Swimming Area and then begins surface dives under and around the barge. The diver must check with the spotter using a hand signal after each surface dive. The diver enters the water on the north side of the raft and makes three surface dives, traveling completely under the raft each time, back and forth, finishing on the south side of the barge.
- All positions that are not assigned to be a line caller join the nearest dive or sub line upon completion of their assigned search or task.
- The Swimming Area Head assigns the first staff member who runs in to participate to check the Red Area. That person enters the Red Area at the south pier and begins a wading search of the entire Red Area, working shallow to deep, deep to shallow, toward the north pier. Care must be taken not to miss any area. Upon completion, they join nearest dive or sub line.

Surface Dive Search Team Formations and Patterns

- Two surface dive lines are formed to search the White Area, Blue Area, and areas within two body lengths of the Blue Area perimeter, in all directions. This area is known as the 'Search Area'.
- Each line has ten divers at all times and begins the search lined up against the west side of the span (in the White Area). The lines are referred to as 'Line 1' and 'Line 2'.
- As staff members arrive from other areas, the staff coordinating the LSD will either assign them a position (1-8, as described above) or direct them to a dive line.
- Line 1 covers the south half of the Search Area. Line 2 covers the north half of the Search Area. The two lines must be aligned in the center of the Search Area, or overlap slightly, to ensure complete area coverage.
- The divers are numbered 1-10, and Diver #1 is also the 'Caller' for the line. The Caller assigns numbers to the initial dive team as they enter the water and directs the line at all times. Diver #10 for the two lines should be located within arm's reach of the north-south center of the Search Area.
- Each line also has a 'Spotter' who is responsible for helping the Caller make sure all divers are safe and accounted for during the search. The Spotter is positioned in the water, directly adjacent to the Caller. The Spotter for each line remains in that role for the duration of the search unless they become tired and request a sub.
- Each line has a sub line. Any staff assigned to a line that already has ten divers and a spotter, joins that dive line's sub line. The Line 1 sub line forms along the south pier and the Line 2 sub line forms along the north pier. Sub lines should enter the water behind the dive line, to avoid hindering initial surface dives, and moves with dive line, ready to join the line at all times. When the dive lines move beyond west edge of piers, the sub lines move with, treading water as necessary.
- When the Caller has ten divers in their line, they begin their search with the command "Ready, Dive!" The entire line performs their first surface dive.
- After each surface dive, the Caller and Spotter are responsible for doing a visual check of their line to make sure all divers have surfaced and are ready to complete the next dive. If either notices a missing diver, they should immediately direct a search of the missing diver's last dive area. The Caller can request an audible count off at any time, but should only do so if they are not confident in their visual count.
- After each surface dive, divers automatically align themselves with the member of their line that covered the least distance on the last dive. If a diver is tired and needs to leave the dive line, they immediately swim backwards (opposite direction of next search dive) with their hand in the air while yelling "Sub!" Divers that do not need a sub shift towards the Diver #10 position while the Spotter helps track the number of subs needed and directs divers into the line. The Caller will direct the line to dive when all divers are in position and ready. If the caller requests a sub, the Spotter will designate the new Caller as the subs move into position.
- Surface dives continue until the lines reach the barge, at which point the Caller will call for their line to shift away from the barge ("Line # shift!"). Line 1 will shift south until Diver #10 is arm's length from the south side of the barge. Line 2 will shift north until Diver #10 is arm's length from the north side of the barge. Once aligned, the Caller will continue calling for dives.
- When the dive lines are aligned with the west side of the barge, the Caller will command the lines to turn around ("Line # turn!"). The search will continue, retracing the path searched. The sub lines should move outside of dive line's search areas.
- When the dive lines reach the span, they will turn around and continue repeating search process until the staff coordinating the LSD or by the Camp Director. The Camp Director may dictate that the search be extended into larger or adjoining areas.

Seen Accidents in Boating Areas (ACA PA-6)

Small Craft (B&C), Sailing, and Water Skiing

- (1) The staff member(s) who witness the accident announce "Accident" and maintain sight of the water area. If two staff members are witness, an attempt is made to focus on a shoreline point (triangulate) in order to better coordinate the safety boat. **Do not move from these points.**
- (2) A lifeguard (if available and not a witness) will row to the accident site and mark it with a floating buoy. Safety equipment including backboard must be in the boat.
- (3) One staff member immediately notifies the Camp Director and the Health Officer. The Camp Director will notify the appropriate authorities.
- (4) The Camp Director will assign a staff member to run to the front gate to direct emergency vehicles.
- (5) If possible, one staff member may use fins, mask, and snorkel to search the accident area only if watched by a lifeguard on the pier and/or a rescue boat.

Additional procedure for Water Skiing Area

- (6) In the event that an accident involves a skier, the boat driver who witnessed the accident will cut the engine and engage in rescue procedures from boat. If the skier can not be recovered or needs further assistance, the boat driver will continuously sound the air horn until a staff member on shore notifies the Program Manager, Health Officer, or Camp Director.

Lost Swimmer in Other Aquatic Areas

Overview

A **Lost Swimmer Drill (LSD)** is called in any aquatic or boating area when a camper has failed to check out of the area or is unaccounted for during an activity. The drill will be coordinated by the Aquatic Director, Area Head of the boating area in question, or Wilderness Site Director.

General Description of the LSD in an Aquatic Area other than the Swimming Area

- (1) Area Head or designated staff member initiates the LSD by 3 whistle blasts. Should someone other than the Area Head initiate the LSD, the Area Head may choose to take over when they reach the each lifeguard's position. In the Wilderness sites, the site manager will clear the water and put out an emergency call on the two-way radio.
- (2) A designated staff member sounds the siren, sets the appropriate area sign on the rear of the swing adjacent to Lakeside to direct additional staff to the proper area, and begins ringing the bell.
- (3) One staff member accompanies campers in from the area and immediate surroundings to the Dining Hall and then returns to continue the drill.
- (4) A chain line is formed and the area is searched.
- (5) The Camp Director may dictate that the search be extended into larger or adjoining areas.

Chain Lines

- The procedure that is used to check areas not marked as swimming areas is called a 'chain line'. A chain line consists of 8-10 rescuers. The rescuers form a line, holding hands, from the edge of the shore, to a point that is as far out in the water as possible without any member of the line being in water over their heads. The rescuer closest to the shore is the caller and in charge of the line. Before the line begins searching the caller starts a count off and should periodically count off during the search.
- The rescuers begin searching the water by walking slowly, parallel to the shorelines, keeping an even pace, looking at the water and feeling with their feet and legs for the missing swimmer.
- The shore is not a clean crisp line, so if the caller feels they need to be closer to the shore or they need to shift out they should call, "Shift out" or "Shift in".
- If a line comes to an obstruction (boat, tree or other) that causes them to have to break the line, they should search under the object as best they can. When they join back up they should count off again.
- Additional chain lines should be formed as more staff reach the area.

Small Craft (B&C) Area

- (1) The staff coordinating the LSD calls upon staff in the immediate area (i.e. A&C, Chapel) to form Chain Line #1 extending from shore to the furthestmost point out in the water as possible. Chain Line #1 will begin on the north side of the pier and proceed north toward the Birches.
- (2) Chain Line #2 is organized when at least 8 additional staff members arrive at the area. Chain Line #2 will begin on the south side of the pier and walk around peninsula to the Wally Ford Area at which point they will return to the B&C Area by the same water path.
- (3) Chain Line #3 (north) and Line #4 (south) are organized upon arrival of more staff. Additional staff is directed as needed.
- (4) Lines continue until the staff coordinating the LSD receives word that all is clear or authorities arrive.

Sailing Area

- (1) The staff coordinating the LSD calls upon staff in the immediate area (i.e. sailing and fishing) to search under the two floating boat lines and under the pier. Two staff members are assigned to check each boat line and two staff members are assigned to check under the pier and boats docked at the pier.
- (2) The staff coordinating the LSD organizes Chain Line #1 when at least eight additional staff members arrive at the area. While inside the pier, staff will be closer together than called for by normal spacing. Chain Line #1 will proceed from the Pier south around the peninsula to the Wally Ford Area at which point they will return to the Sailing Area by the same water path.
- (3) Chain Line #2 is organized when at least 8 additional staff members arrive at the area. Chain Line #2 will proceed north from the pier to the first Fishing Area pier, at which point they will return to the Sailing Area by the same water path
- (4) Chain Line #3 (south) and Line #4 (north) are organized upon arrival of staff. Additional staff is directed as needed, at the discretion of the staff coordinating the LSD.
- (5) Lines continue until the staff coordinating the LSD receives word that all is clear or authorities arrive.

Water Skiing Area

- (1) The staff coordinating the LSD assigns two staff members to search under the pier and docked boats.
- (2) If boats are out on the lake, the pier lifeguard holds up the blue LSD flag to signal the driver(s) that they should stop their boats, pick up skiers or participants waiting to ski, and head towards the pier. The lifeguard uses the green flag to bring boats in slowly.
- (3) The staff coordinating the LSD calls upon staff in the immediate area (i.e. Swimming Area) to form Chain Line #1 extending from shore. Chain Line #1 will begin walking south from the pier, to the Waterfront Area, at which point they will return to the Water Ski Area by the same path.
- (4) Chain Line #2 is organized when at least 8 additional staff members arrive at the area. Chain Line #2 will begin walking north from the water ski pier to the middle of the Meadow, at which point they will return to Water Ski Area by same water path.
- (5) Chain Line #3 (South) and Line #4 (North) are organized upon arrival of staff.
- (6) Lines continue until the staff coordinating the LSD receives word that all is clear or authorities arrive.

Fishing Area

- (1) The staff coordinating the LSD assigns one staff member to search under each pier and docked boats.
- (2) The Area Head or designee calls upon the staff in the immediate area to form Chain Line #1. Chain Line #1 begins walking from the south side of the south pier, to the sailing pier, at which time they will return to fishing by the same water path.
- (3) Chain Line #2 is organized when at least 8 additional staff members arrive at the area. Chain Line #2 will begin walking from the north side of the pier to the south swimming pier at which point they will return to fishing by the same water path.
- (4) Lines continue until the staff coordinating the LSD receives word that all is clear or authorities arrive.

Wilderness Area

- (1) The Health Officer, Camp Director, and others are alerted via the two-way radio.
- (2) The staff conducts an initial search under piers, rafts, and/or other obstacles.
- (3) A chain line is formed using the campers and any staff that happen to arrive immediately. Search the immediate swimming area and about 100 feet beyond; then sweep back through the swimming area and search 100 feet beyond in the other direction.
- (4) The line continues until the Site Director receives word that all is clear or the authorities arrive.

Aquatic Safety Policy

Updated March 31st, 2011

Lifeguards

- Lifeguards will be at least 16 years old and will be certified in American Red Cross/YMCA Lifeguarding or equivalent (**ACA PA-14, 17, 23**).
- All lifeguards will wear swimsuits while on duty. They must concentrate their entire attention on the area assigned to them. They must not engage in any conversation or activity that will distract them (**ACA PA-4C**).
- Lifeguards should be prompt, alert, firm, fair, and courteous.
- Serious rule infractions, injuries or rescues should be reported to the appropriate Area Head who will in turn report them to the **Program Manager**.
- All aquatic areas both on and off camp property will adhere to the 1 Lifeguard per 10 swimmer ratio set forth by the state of Michigan (**ACA PT-15**).

Aquatic Observers

- If the number of Lifeguards is not sufficient to meet Camp Echo guidelines, trained Aquatic Observers may be substituted for Lifeguards, as long as the 1 Lifeguard per 10 swimmer ratio is maintained (**ACA PA-4A**).

Classification of Swimmers (ACA PA-10)

- Anyone wishing to utilize Camp Echo's aquatic areas, including staff, campers, and visitors, shall be classified as red, white, blue circle, or blue swimmers by the Aquatic Director or their appointee as follows:
 - **Blue:** Able to swim 6 lengths (2 crawl) and tread for 10 minutes.
 - **Blue Circle:** Able to meet blue standards, but needs to work on stroke.
 - **White:** Able to swim 4 lengths, and tread for 5 minutes.
 - **Red:** Unable to swim 4 lengths and tread for 5 minutes or non-swimmer.
 - **Brown:** Adults who have no plans/requirements to go swimming or boating.
- **Red, white, and blue circle swimmers will be assigned to swim lessons as one of their three camp activities.**
- Campers are never allowed to swim in an area beyond their ability level, except during formal instruction when an exception has been granted by the Swimming Area Head.
- Blue and blue circle swimmers will be allowed to swim in the Blue, White or Red Area and allowed to participate in waterskiing, sailing, or boating and canoeing.
- White swimmers will be allowed to swim in the White or Red Area and allowed to participate in boating and canoeing.
- Red swimmers will be allowed to swim in the Red Area and only allowed to participate in other aquatic activities with a lifejacket on. Red swimmers may only go out in a boat with a lifeguard. Exceptions can only be made by the Aquatic Director.
- Teen campers will be evaluated for endurance in their test of 6 lengths (2 crawl) and treading for 10 minutes. Teen participants that can't complete the blue swimmer requirements may be subject to additional rules and procedures in their program and may have their aquatic participation on the trip restricted.
- **Staff will be evaluated in the same fashion. Those that do not complete the blue swimmer requirements are unable to water ski or sail alone; must wear a lifejacket while swimming with their group in areas beyond their ability; and will be classified as non-swimming staff assigned to assist in the Dining Hall during an LSD.**

Facilities

- On camp property, campers and staff will swim only in marked swimming areas.
- Boating may take place in marked areas deemed appropriate by the Camp Director and Facility Director. **Boating may not occur in marked swimming areas!** Boaters must adhere to policies and procedures in the Boating Regulations Policy.

Appropriate Equipment for the Waterfront Area

- Lifesaving equipment shall be placed so it is immediately available in case of an emergency.
- Minimum equipment must include a whistle or other audible signaling device for each staff person on duty; three assist poles; a ring buoy or other flotation device with a 50 foot rope attached; a backboard with head restraint and a minimum of three straps; a first aid kit; and eight rescue tubes.

Appropriate Equipment for Other Waterfront Areas Including Off-Camp Aquatic Sites (ACA PT-16)

- Lifesaving equipment shall be placed so it is immediately available in case of an emergency.
- Minimum equipment must include a whistle or other audible signaling; a throwing assist device; and a First Aid Kit.

- In all boating areas, there must be a rescue boat available or in use.

Lost Swimmer Drill – Practice

- The LSD is learned and practiced by all staff during staff training. An LSD is called at the start of Fun Swim on the first Monday of each session as a drill for the entire camp to observe. Campers are informed of what will happen, why we have the LSD, and the possible consequences of not properly checking out of an aquatic area. The drill is then initiated and continues until called off by the staff coordinating the drill.

Lost Swimmer: Camper Accountability and Prompt Evacuation

- Three whistle blasts (repeatedly) initiate the LSD. Soon after, the alarm on the roof of Lakeside is set off and a runner is dispatched to begin ringing the bell continuously. At the sound of these alarms, all campers and non-swimming staff proceed immediately to the Dining Hall, and all swimming staff head towards the Swimming Area and look for a sign on the swing, potentially directing them to another area.
- In the Dining Hall, campers go to their cabin's table and sit silently.
- The first staff member or CIT arriving at the Dining Hall retrieves the dispatch list and the cabin rosters, and as additional staff or CITs arrive they are dispatched to search Kybos, cabins, and other areas. Once those areas are covered, subsequent staff or CITs are handed specific cabin rosters.
- Any groups that are beyond the peninsula or permanent activity areas (such as the barn or archery), should send a staff runner to the Dining Hall with a camper list. This includes all overnight sites. If the group has a two-way-radio, such as at the Birches, they should contact the Dining Hall with their camper list.
- Persons taking cabin attendance hand the roster back to the most senior staff person in the Dining Hall (typically the Camp Director), stating "all present" or "_____ is missing." As soon as all campers are accounted for, a runner is dispatched to the area in question to call off the LSD.
- Campers remain, sitting silently, until they are properly informed of the situation and dismissed.

Notification of Outside Emergency Services

- If the missing camper is not found within 5 minutes, there is sufficient cause to notify EMS and the Camp Director will do so.
- At the Sailing or Small Craft Areas the Area Head will notify the Camp Director if it seems that outside assistance is needed immediately. In any event, if a missing boat with campers on board is not located within 30 minutes outside emergency services should be contacted.
- In the event of an accident at the Water Ski Area the Area Head will notify the Camp Director if it seems necessary to contact outside emergency services. Upon arrival at the scene of the accident, the Health Officer will be responsible for making such determination.

Away From Camp Safety Policies and Procedures

Updated March 31st, 2011

Overview

- Review these basic procedures before leaving on your trip. Keep a copy of them in the first aid kit and make sure that all staff knows where they are. Before going on a trip, plan how to deal with possible emergencies. Let your campers know how emergencies will be dealt with and what is expected of them.
- Emergencies could involve severe injury, a lost or missing camper, a severe weather emergency, or a medical emergency such as diabetic shock or severe asthma. In the event of an emergency, remain calm, maintain control of the situation, and assess the danger. Proceed with the safest, quickest, most efficient way to get help. Follow the steps for contacting Camp Echo listed at the end of this policy.
- Prior to using any staffed public facility or provider of specialized program activities, the Program Manager will ensure that the provider has an adequate number of instructors whose qualifications have been verified by the provider, and that they utilize equipment that is appropriate in size and type and is in good repair, all consistent with the recommendations of appropriate authoritative sources **(ACA PH-16, PC-16, PD-28)**.
- At any staffed facility where Echo campers engage in aquatic, climbing, horseback, adventure, or other specialized activity **(ACA PC-17)**, where employees of the staffed facility may be providing instruction or specialized supervision (e.g. lifeguarding) Camp Echo staff members are responsible for the following **(ACA PH-17, PT-14, 17)**:
 - Initial assessment of facility and equipment to verify that it appears safe for use by campers
 - Orientation of the group to the site, explaining boundaries, rules, and emergency procedures **(ACA PA 13-A)**
 - General supervision of camper behavior and implementation of any behavior management **(ACA PA 13-A)**
 - Ongoing assessment of weather conditions, safety procedures in use, and security of the site
 - Contact with Camp Echo, according to the steps in this policy, in the event of an emergency
 - Care of an injured camper **only if** their certification exceeds that of the facility's employees

Guidelines and Preparations

- The Camp Director, Program Manager, or the Operations Manager must approve all trips off camp property that include campers.
- Staff must leave a travel plan on file with one of the above, **which includes a roster of all participants and staff**, itinerary including departure and return times, inclement weather plans, route to be taken and predetermined times and phone numbers for communicating with the designated in-camp staff person **(ACA PT-11, PD-14,29)**.
- Staff must take copies of the **Health Forms** for all who are leaving the property under their supervision. **(ACA TR-6, PT-10, PD-13,29)**
- All trips off camp property must have at least two staff members, and never less than a 1:10 staff-to-camper ratio. **(ACA TR-6, HR-9C, OM-16.1, PD-19)**
- Before leaving camp, staff should make sure to have an accurate count of everyone with them on the trip, including staff members **(ACA PD-29)**.
- Trips away from Camp Echo in motor vehicles must adhere to all aspects of the **Transportation Policy**, including but not limited to vehicle administration, equipment and documentation, driver qualification, loading/unloading procedures, driver procedures, passenger safety, and passenger conduct.
- Changes in route or expected return time (such as those caused by emergencies or unexpected events) that arise during the trip must be communicated to the designated in-camp staff person.

Public Places (ACA PA-35)

- Staff must always stay in the same general public area as all campers.
- Upon arrival staff members must assess the situation and consider boundaries, location of the nearest first aid station (if applicable); location of bathrooms (if any); and location of clocks (if any). At any site with a playground or playground equipment, staff should check all playground apparatus and related areas to verify that they are in good repair for use by campers. **(ACA SF-9, PT-16, PD-19,29)**

- In general, groups should try to stay together. Staff may choose to divide the group based on age and maturity of the group, and the length of stay. High school age campers are more likely to be allowed to split up, middle school age campers could have some freedom with frequent check-ins, and elementary school age campers should be kept together at all times. **(ACA OM-16.1)**
- For groups that stay together in public areas, all campers and staff will stay within view of one another.
- For groups that divide into smaller groups, there should be no fewer than three campers in a group. The staff will establish off-limits areas, meeting areas, and a schedule for check-in. Prior to breaking up, the staff will instruct the group on the following **(ACA PD-29)**:
 - What to do if a stranger approaches you
 - What information to share with other people about yourself and the group
 - Where to find emergency assistance
 - Meeting times and places
 - Boundaries **(ACA PA 13-A)**
 - Guidelines for appropriate behavior **(ACA OM-16.2)**
- Just prior to departure, staff should ask about bathroom needs, make sure everyone has all of their personal belongings, and make sure to have an accurate count of all campers and staff before departing **(ACA PD-29)**.
- In the event of a failure to check-in or a missing person before departure, follow these steps **(ACA PD-19,29)**:
 - Keep the group together
 - Find out the “when and the where” from the other campers, if possible
 - One staff member should stay with the group
 - Second staff member conducts a preliminary search to last no more than 5 minutes
 - Engage local supervisory personnel for a secondary search of no more than 10 minutes
 - Notify authorities and camp if the camper is still missing after 15 minutes

Climbing and Horseback Riding Activities (ACA PH-17, PD-29)

- Echo staff members are responsible for assessing the facilities and equipment to ensure that it is in good repair and safe for use by campers. All participants must wear protective headgear. For horseback riding activities, campers must wear long pants and closed-toed shoes appropriate for riding.

Aquatic Activities (ACA PA-35, PT-15, 17)

- Swimming in public pools or water parks staffed with lifeguards should not occur without prior contact by the **Camp Director or Program Manager** to inquire about safety procedures. In this case, the Echo staff is only responsible for group behavior and management **(ACA PD-19)**.
- Open water (lake or river) swimming activities should be conducted in accordance with the **Aquatic Safety Policy**. There must be an appropriate number of lifeguards. The group leader must take with them a whistle or other audible signaling device; a throwing assist device; and a first aid kit **(ACA PA 13-B, PT 16, PD-19, 29)**.
- At any public pool or natural body of water, Echo staff members are responsible for: (a) assessing water and weather conditions to identify hazards (waves, riptides, currents, lightning, wind) and for determining appropriate water-based activities; (b) ensuring that facilities and equipment appear to be in good repair; and (c) ensuring that rescue equipment is readily available and in good repair **(ACA PA 13-A, 34, PT-16, PD-19, 29)**.
- Camper access to water areas should be limited and appropriate. **Boundaries must be understood (ACA PA 13-A)**.
- Swimmers in off-camp aquatic areas or open water such as Crystal Lake should only be allowed in water up to their waist if they are a red swimmer, up to their necks if they are a white swimmer, and only blue swimmers should be allowed in water over their heads.
- For swimming, boating, or tubing in moving water (rivers) all staff and campers must wear a PFD.

- In open water, lifeguards will use a system for periodic accounting for the whereabouts of each camper and shall conduct checks at least every 10 minutes.
- If a swimmer in open water is found to be missing, the lifeguard should clear the water and conduct a preliminary search of the shallow water and under any obstructions. This search should last no more than 5 minutes.
- If a swimmer in open water is missing for more than 5 minutes after the preliminary search, the staff should contact the authorities and camp.

Missing Camper (ACA OM-14, OM-16.3 ACA PD-29)

- Determine the cause if possible – are they missing, or did an incident cause them to run away?
- String out (within sight of each other) in a line and circle the camping area in a clockwise manner checking the general area for the camper to be hiding or fallen and injured.
- If near a water area, immediately check the water in the same manner as normal waterfront emergency procedures require.
- On a stream, walk downstream along the banks, then wade upstream in a chain line.
- Where the group has been on a trail or road, send one staff member to check the road and to contact camp at the first available telephone.

Sick or Injured Camper – Emergency Procedures (ACA OM-15A, HW-14, PD-19, 29)

- Trip itineraries will include a list of where the closest phones, police, ranger stations, and so on are located for each day of the trip. Be ready to call for outside emergency assistance. In almost all areas of Michigan, they can be reached by dialing **911**. In other areas, dialing **0** would be the fastest way to get help if a direct emergency number is not available.
- Avoid splitting up the group if possible. If someone must be taken to a hospital, and the group must be split up, be certain that there is a staff member with each part of the group. Never leave a group of campers unattended. Plan out exactly how and when the parts will check in with each other and decide what to do if a group fails to check in.
- If an injury requires a doctor's attention but is not severe, the Health Officer may make arrangements to have the camper brought to the medical center affiliated with Camp Echo. A severely injured person should be taken to the nearest hospital or medical center.
- A severe accident may necessitate evacuation of the entire group and early termination of the trip. This should be done only after consultation with the **Program Manager or Camp Director**.

Contacting Camp Echo (ACA OM-15A, PD-19,29)

- Contact camp as soon as possible and alert them to any emergency. Try calling in this sequence:
 - **231-924-0829**, the Camp Echo main phone number
 - **231-924-7072**, the Health Officer's phone number
 - **231-928-0710**, the Camp Director's home number
 - **231-924-7076**, the Program Manager's and Operation Manager's home number
 - **231-924-4809**, the Facility Director's home number
 - **231-928-0868**, the Property Manager's home number
 - **847-475-7400**, the McGaw YMCA, and instruct them to continue calling camp for you
- Be prepared with, and give the person who answers, the following information:
 - Who is calling and where you are
 - The nature of the emergency
 - Who is involved
 - If possible, leave a number where they can call you back
- Above all, think things through clearly and then take action.

Behavior Management Policy

(ACA HR-16B) Updated March 31st, 2011

Communication & Enforcement of Rules

- Campers shall be informed of camp rules on the day of their arrival.
- Campers shall be informed of the rules of a program area before using it.
- Campers shall be informed of the reasons for rules, and the consequences for breaking them.
- Rules shall be enforced consistently, and at all times.

Acceptable Consequences for Rule Breaking

- Quiet time, frequently called a "time out".
- Restriction from participation in an activity while the rest of the group participates.
- Restriction to an area away from the group, with staff supervision.
- Restriction of edible TP for a specific number of days.
- Cleaning a designated area. (This may only be done with permission of the Camp Director.)
- Conference with Main Camp Director, On-Site Teen Director, or Teen Adventure Coordinator.
- Conference with the parent by telephone (Done while supervised by the Program Manager).

Unacceptable Consequences for Rule Breaking

- Isolation of a camper in a place without staff supervision, observation, or interaction.
- Subjecting a camper to ridicule, threats, intimidation, or harassment.
- Deprivation of meals or sleep.
- Excessive physical exercise.
- Corporal punishment.
- Excessive restraint.

Steps to Follow when you have a Misbehaving Camper:

"Infinite patience for kids who make mistakes; zero tolerance for behavior that is hurtful to others."

- Camper gets verbal correction. (Stop, Move towards, Eye contact, Low posture, Low voice, Slowly)
- Camper gets a time out.
- SC reviews the camper's Personal History Form and has a conference with the camper.
- SC asks a veteran counselor for advice.
- SC asks the Head Counselor for advice; Head Counselor will then make the first call to parents.
- **Throughout the process, the Head Counselor will serve as an advocate and not a disciplinarian.**
- **At this point, the Program Manager is notified and kept in the loop as things progress.**
- SC has a conference with the camper and a possible written "social contract" developed.
- Camper may be "paired up" with a staff member – other than the SC – they know or trust.
- SC imposes restrictions or rewards based on what happens next.
- The Head Counselor should update parents frequently; let them know if things are better or worse.
- Camper sees the Main Camp Director or On-Site Teen Director; parents called by MCD/OSTD.
- Camper sees the Program Manager; parents called; camper may be sent home.
- Camper sees the Camp Director; parents called; camper may be sent home.

Communication:

- The Head Counselor will pre-read all Personal History Forms and notify SCs of potential issues.
- The SC and the AC must be "on the same page". Don't let a camper play one against the other.
- Staff other than the camper's SC should deal with immediate problems, then mention them to the SC.
- The SC should alert the Head Counselor about problems with their campers before they escalate.
- The Main Camp Director and On-Site Teen Director will check in with their staff regularly.
- The Camp Director will check in with the Head Counselor and other staff members regularly.

Bullies

Any camper who is making life miserable for other campers must be dealt with swiftly, and could be sent home. Bypass the list of steps above and report the problem to the Program Manager immediately.

Boating Regulations Policy

Updated March 31st, 2011

Boating Rules and Regulations

- Each person in a boat must be wearing a Coast Guard approved PFD that is of proper type, size, and fit for each user; sufficiently buoyant to support designated weight; and in good working condition (ACA PT-18).
- All boaters must receive craft-specific training in proper use of PFDs and in loading, handling, and movement of the watercraft prior to use (ACA PT-19).
- Disembarking from a Camp Echo boat on non-camp property is prohibited except in an emergency or with prior approval of the **Camp Director or Program Manager**.
- All boaters should know what to do in the event that their boat capsizes. For smaller boats, stay close to the boat and try to right it. For larger boats, or if you need assistance, hang on and call for help (ACA PT-19).
- Windsurfers may only be used as intended and by those who have been instructed in their use.
- The Aquatic Manager or Property Manager may curtail camp boating activities whenever the lake is too crowded, for example, on holidays (Memorial, Day, 4th of July, Labor Day) or busy weekends.
- Boats must be secured, and motorboats must be covered, at the end of each day.
- Missing boats should be reported to the Camp Director as soon as possible.

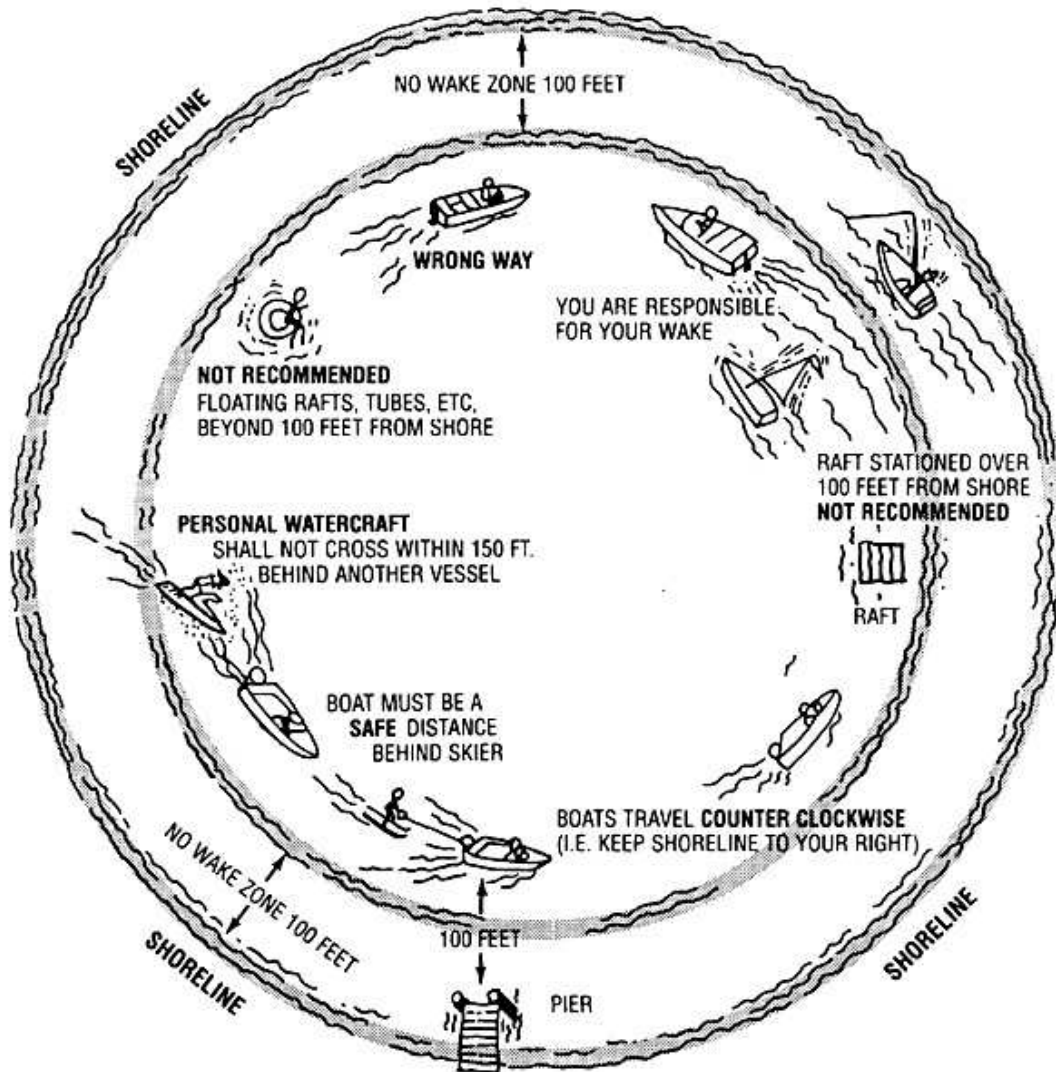
Long Ryerson Lake's "Wake Law"

Between the hours of 11:00 am and 7:30 pm, safe high speed boating is allowed, permitting water skiing, tube riding, and other recreational activities. During all other hours, all boats, including fishing boats and personal watercraft, must be operated at a no-wake speed of less than 5 miles per hour.

Michigan Boating Rules and Regulations

- All boats will operate in a counter-clockwise direction.
- Operators and passengers must remain seated in the boat seats while moving.
- Drivers under 12 years of age must be directly supervised by someone 16 years or older, and the boat must not have a motor totaling more than 35 horsepower. Drivers age 12 to 16 must possess a boating safety course certificate or be directly supervised by someone 16 years or older.
- PFDs must be in good condition, readily available, and have a legible approved label. Wearable types must be the right size for the person using them. [All persons in boats must be wearing a PFD.] Boats longer than 16 feet must also have an immediately available approved throw rope.
- Motorboats must be equipped with a Coast Guard approved fire extinguisher. Boats 16 feet or longer must have a whistle or a horn. Motorboats must have a factory exhaust system that does not exceed 90 decibels at idle from 3 feet away. All boats towing skiers must have a rear view mirror covering a 170 degree arc and have on board, in addition to the driver, a spotter competent enough to assist in rescue.
- Users of personal watercraft must follow all rules that apply to larger motorboats.
 - All people on, or towed by, a personal watercraft, must wear a PFD.
 - No weaving in heavy boat traffic or coming unreasonably close to other boats.
 - No carrying more people than the personal watercraft was designed to carry.
 - Must observe the 100 foot rule and not jump wakes closer than 150 feet from that boat.
 - Young people under the age of 12 may not operate a personal watercraft.
- Safe Operation is a must! There are penalties for violating the above rules and regulations. Michigan law also provides stiff penalties for operating a boat while intoxicated or under the influence of drugs, or reckless operation by drivers, skiers, tube riders, or operators of personal watercraft.

The 100 Foot Rule



International Steering and Sailing Rules

- **Rule 12: Sailing Vessels** A boat on a port tack must yield right of way to a boat on starboard tack. If two boats are on the same tack and overlapping, the boat that is to windward must yield right of way to the boat that is to leeward. If two boats are on the same tack and not overlapping the lead boat has the right of way. If a boat on a port tack sees a vessel to windward and cannot determine with certainty whether the other boat is on a port or starboard tack, she shall yield the right of way to the other boat.
- **Rule 14: Head-on Situation** When two power-driven vessels are meeting on reciprocal or nearly reciprocal courses with risk of collision, each shall alter her course to starboard so that each shall pass on the port side of the other.
- **Rule 15: Crossing Situation** When two power-driven vessels are crossing with risk of collision, the vessel which has the other on her own starboard side shall keep out of the way and, if possible, avoid crossing ahead of the other vessel.
- **Rule 18: Responsibilities Between Vessels** A power-driven vessel shall yield the right of way to a sailing vessel, a vessel engaged in fishing, a vessel restricted in her ability to maneuver, or a vessel not under command. A sailing vessel shall yield the right of way to a vessel engaged in fishing, a vessel restricted in her ability to maneuver, or a vessel not under command. A vessel engaged in fishing shall yield the right of way to a vessel restricted in her ability to maneuver, or a not under command.

Camp Evacuation Plan

(ACA OM-7) Created January 16, 2005; Updated March 31st, 2011

Reasons for Evacuation

The decision to evacuate the camp will be made by the **McGaw YMCA Chief Operating Officer (COO)** in consultation with the Camp Director. Reasons why the camp might be evacuated could include:

- A power failure of magnitude or duration that can't be handled by the camp's backup generator.
- A health crisis that is deemed uncontrollable.
- Terrorist attack or other national emergency that makes staying at camp less safe than evacuation.

General Preparedness

Evacuation of a full camp during summer session is a serious decision, made only as a last resort. Nevertheless, Camp Echo will remain prepared for such an emergency by:

1. Maintaining a list of all staff with cell phones, to be used in case land lines fail or are overloaded.
2. Maintaining a list of companies that provide coach transportation.
3. Having up-to-date phone numbers and emergency numbers for all minors on camp property. This is not an extra preparedness step; the existing Health Forms the camp maintains are sufficient.
4. The camp may or may not also subscribe to a commercial "parent notification system."

Once the Decision to Evacuate is Made

- The bell will ring 100 times, in ten groups of ten, to signal the start of the process. Runners will be dispatched to the Birches and any other remote overnight sites that may be in use.
- Everyone will convene in the Dining Hall where the evacuation process will be explained.
- The Health Officer and Health Department will be consulted in the event of a health crisis.

The Evacuation Process

- If the crisis occurs while a pre- or post-season (school or adult) group is attending, the evacuation process will be coordinated by the Camp Director and the group's leadership on-site.
- If the crisis occurs during a summer camp session ...
 - The Camp Director, **McGaw YMCA COO**, and Program Manager will consult and decide to what extent, if any, the off-site Adventure Trips will be included in the evacuation. If it is decided that they will be included, the Program Manager will begin logistical planning and notification.
 - The Camp Director will begin contacting the list of coach bus service providers, starting with the camp's regularly contracted service provider. The first available coaches will be engaged, up to the number required to evacuate everyone on camp property who does not have other means of transport.
 - Under the supervision of the Program Manager, staff will be assigned to contact parents by phone to notify them of the situation, starting with the parents of the youngest campers. Local parents will be asked to pick up their children immediately. Parents in the Evanston area will be told that a subsequent call will alert them to the expected arrival time of their child at the McGaw YMCA. Parents who can't be contacted will move to the end of the list, to be contacted again later. After three passes through the entire list, the remaining parent list will be handed over to the **McGaw YMCA COO**, who will designate McGaw Y staff to make arrangements for emergency housing of the remaining campers. **(ACA OM-15B)**

- Under the supervision of the Main Camp Director, staff car pools will be arranged. No staff may leave the camp until an appropriate number of campers have been safely evacuated. Some staff may elect, or be assigned, to take the bus. Housing arrangements will be made with local staff families for international staff and staff from outside the Chicago area. Key staff may remain on camp property.

- At all times prior to their evacuation, campers will be supervised by adult staff in a 10:1 ratio.

- As each group of 50 camper's parents have been contacted, those campers will be assigned a bus number and asked to pack their gear. As each bus arrives at camp, it will be loaded and dispatched. The list of campers on that bus will be communicated to the McGaw YMCA via land line or cell phone. The McGaw YMCA COO will coordinate ongoing staff assignments and procedures for notifying parents and meeting the buses that will arrive in Evanston over the next 8 to 16 hours.

• A health crisis may require additional measures, implemented in consultation with the Health Officer and/or County Health Department, that must be taken during evacuation, including but not limited to:

- Consideration of which participants to evacuate first.

- Consideration of whether healthy people can be placed on the same bus with sick people.

- Consideration of how many adults to place on each bus that carries children.

- Consideration of whether to have cars or vans follow each bus to assist with sick people.

• Once the evacuation process is underway (first bus loaded and dispatched), a decision to cancel the evacuation (i.e. in the event power is restored) can only be made by the McGaw YMCA COO.

The Follow-Up Process

• In addition to the communication that occurs during the evacuation, the long-term impact of the decision to evacuate must be considered. Both an apology in the near-term, and additional long-term marketing efforts, must be communicated. The Camp Director, McGaw YMCA COO, and McGaw YMCA Marketing Director will craft these messages and determine how they should be delivered.

• The Camp Director will coordinate the steps necessary to put the camp back in operation, including:

- Physical damage to the camp will be assessed. Clearing of downed trees (if any) and minor repairs will be directed by the Facility Director and other staff that remain on camp property to assist. The costs of same will be estimated and/or tracked and transmitted to the VP of Finance, McGaw YMCA.

- In the event of a health crisis, the Camp Director will, in consultation with the County Health Department, make arrangements for any recommended sanitization of camp buildings, which may include the Dining Hall, Kitchen, Clinic, Kybos, and/or buildings where sick people were living.

- In the event of major physical damage, the Camp Director and President & CEO will begin discussion of whatever long-term plans are needed to correct the situation or make the camp safe.

- The VP of Finance, McGaw YMCA, will direct the process of issuing refunds to participants, if appropriate, and will make all necessary arrangements for insurance claims, including the refunds issued, loss of food during a power emergency, property damage, and/or anything else.

• An assessment of the situation that led to the evacuation and how it could have been prevented will occur. The McGaw YMCA COO will designate an appropriate group to study the matter, conduct any additional research needed, and make recommendations for changes, if any.

• Long-term damage to the camp's reputation will most certainly have an impact on enrollment for several years, and appropriate decisions will need to be made as future budgets are crafted. The Camp Director, McGaw YMCA COO, and VP of Finance will make appropriate decisions to ensure that the Association will remain solvent and/or at what level Camp Echo will operate in future years.

Child Protection Plan

Updated March 31st, 2011

Definitions from Michigan State Law

- "Child" means a person under 18 years of age.
- "Child Abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- "Child Neglect" means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
- "Department" means the State Department of Social Services – typically the Illinois Department of Children and Family Services in Springfield (217-785-4020), or the Michigan Family Independence Agency of Newaygo County in White Cloud (689-5575). If the abuse or neglect happens at Camp Echo, it should be reported to the Newaygo County FIA. If the abuse or neglect is reported to have happened elsewhere, it should be reported to the appropriate agency in the child's home county.
- "Mandated Reporters" include (among others) physicians, dentists, nurses, therapists, social workers, school administrators, school teachers, law enforcement officers, child care workers, day care workers, foster parents, recreational program personnel, and, by implication, summer camp counselors.

Potential Indicators of Physical Abuse, Neglect, or Sexual Abuse

- Unexplained bruises, welts, bite marks, missing clumps of hair.
- Unexplained burns, scalds, fractures, skin lacerations, punctures, or abrasions.
- Self-mutilation, self-destructive behavior, withdrawn behavior.
- Uncomfortable or skittish about physical contact.
- Complaints of soreness, difficulty in walking or sitting.
- Wears clothing inappropriate for the weather to cover the body.
- Lack of impulse control, inappropriate outbursts, hysteria
- Unexplained, inappropriate knowledge about sexual activity or sexual behavior.
- Pain, itching, bruises, or bleeding in genital area
- Tendency to become suddenly upset or aggressive.
- An unwillingness to shower or participate in physical activities.
- Withdrawal, chronic depression, unexplained crying.
- Poor self-esteem, self-devaluation, lack of confidence
- Reports that no caretaker is at home.
- Suicide attempts, especially adolescents

Staff Procedures

- Upon arrival of campers the Health Officer shall screen all campers as to their physical condition, noting any bruises, cuts, or markings on the child's body.
- Counselors shall watch for signs of physical abuse, neglect, or sexual abuse in their campers.
- If child abuse is suspected it must be reported to the Head Counselor and/or Camp Director. If a camper (including CIT or LIT) confides in an adult staff member of having been abused or neglected, this information must be reported to the Head Counselor and/or Camp Director only – no one else.

Confidentiality of Health Records

- Campers' records and applications shall be kept confidential. No one shall have unrestricted access to the campers' files except the Camp Director, Health Officer and Registrar. The Health Officer will notify counselors if they have a camper in their cabin with special health concerns. Counselors will have access to the Personal History Forms of the campers in their own cabins.

Avoiding the Perception of Abuse

- Avoid being completely alone with one camper, particularly in a place that is not commonly viewed as a normal meeting area. This includes trips to the Health Center or any location in a camp vehicle – such trips must include either more than one adult, or more than one camper in the vehicle. This does not mean that you can't take a camper aside for a brief confidential discussion about their behavior or some matter that they have asked to discuss with you. It does mean that such a meeting should ideally take place in view of other people, if even from a distance.
- Use good judgment about physical closeness. Avoid contact that may be misinterpreted. This does not mean that you can't give a camper a pat on the back or touch their arm to get their attention.
- Never share sleeping bags or beds with campers. If it becomes necessary, in an emergency or other non-avoidable situation, for staff and campers to share a tent or sleeping space on a campout, there should be more than one adult or more than one camper involved.
- Use discretion when changing clothes around campers – use the counselor's cubby. Use discretion when campers are changing clothes. Don't stand and watch; go out on the porch or in the cubby – but don't leave the cabin and go somewhere else – you must remain within earshot.
- Kybo East and Kybo West have private showers that can be used at any time by staff or campers.
- Kybo North has curtained-off shower areas. Still, use discretion when supervising or using the Kybo while campers are showering. Remain outside the shower area – but stay close enough to ensure that everything is under control. It's still a good idea to avoid showering at the same time as your campers. If you are concerned about the level of privacy, shower during off hours or use Kybo East or Kybo West.
- Respect the privacy of any camper who requests it. Some campers may choose to shower in their bathing suit. This should neither be encouraged nor discouraged. It's their personal decision.
- Kybo Way North, which is shared by staff and teen campers, has curtained-off shower areas. If you are concerned about the level of privacy, shower during off hours or use Kybo East or Kybo West.
- Don't encourage or permit camper nudity other than for the purpose of changing clothes or showering, even on overnights. If you discover nude campers, insist that they put clothes on.
- Use words with care. Never berate, intimidate, harass, or belittle a camper.
- Use discretion and consider the age of campers when discussing personal issues with campers.
- Be constantly aware of your responsibilities and position as role models.

Reporting Procedures

- The Camp Director will report cases of suspected abuse to the **McGaw YMCA COO** and the Department (defined in the first section of this policy.)
- A written report will be made to the Department within 72 hours; a copy will be sent to the **McGaw YMCA COO**. In Michigan, use form FIA-3200, Report of Actual or Suspected Child Abuse or Neglect. In Illinois, use form CANTS-5, Written Confirmation of Suspected Child Abuse/Neglect Report for Mandated Reporters.
- If the camper seems to have severe injuries, he or she will be taken to the nearest hospital or health facility for appropriate medical treatment.

Crisis Management Plan

Updated March 31st, 2011

Conditions that May Define a Crisis

- A serious power failure, uncontrollable health crisis, terrorist attack, or serious weather emergency.
- Death or serious injury of a camper or staff member at camp or on any camp-sponsored trip off camp.
- Lost camper not found within 60 minutes.
- Firing of one or more staff members while camp is in session.
- An instance, suspected or documented, of child abuse at camp.
- Any other situation that, in the opinion of the Camp Director, defines a crisis.

General Preparedness

- Maintaining a list of all minor staff with parent phone numbers and emergency contact numbers.
- Maintaining a list of all campers, with parent phone numbers and emergency contact numbers.
- Knowing all possible methods of contacting the McGaw YMCA COO at all times.
- Maintaining a list of names and phone numbers for the following persons (Crisis Support Team):
 - A trusted Licensed Clinical Social Worker willing to be on-call 24x7
 - A trusted Medical Doctor willing to be on-call 24x7
 - A trusted Law Enforcement Officer willing to be on-call 24x7
 - The McGaw YMCA Insurance Agent
 - The McGaw YMCA Attorney of Record
 - An outside professional via the American Camp Association hotline, 800-573-9019

Crisis Management Steps

1. The Camp Director will contact the McGaw YMCA COO as soon as possible. A decision will be made as to which, if any, members of the Crisis Support Team will be contacted.
2. If the crisis occurs off camp, the Camp Director and McGaw YMCA COO will decide whether it is appropriate to send a Camp Echo or McGaw YMCA staff member to the scene, and what authority that person will have to communicate with parents, emergency personnel, and/or the media.
3. When a camper or minor staff member is lost, injured, or dies, only the Camp Director or McGaw YMCA COO will contact the parents. When many campers are sick or injured or the **Camp Evacuation Plan** dictates that the camp be evacuated, only specific camp staff designated by the Camp Director, or specific McGaw YMCA staff designated by the Executive shall contact parents. **(ACA OM-15B)**
4. The camp's website may be used to convey messages to people at large, but the text of such messages must be approved by the Camp Director and the McGaw YMCA COO.
5. Staff shall not talk to members of the media. All such inquiries shall be referred to the Camp Director, the McGaw YMCA COO, or another professional specifically designated by them. **(ACA OM-15C)**
6. Campers and staff members will be kept informed during the crisis in a way that recognizes their need to know, takes into consideration fears and feelings, and minimizes the spread of damaging rumors.
7. The Camp Director and McGaw YMCA COO will coordinate, plan, and implement any and all follow-up communications to parents and/or the public at large after the crisis has passed.
8. An assessment of the situation that led to the crisis and how it could have been prevented will occur. The McGaw YMCA COO will designate an appropriate group to study the matter, conduct any additional research needed, and make recommendations for changes, if any.
9. Long-term damage to the camp's reputation will most certainly have an impact on enrollment for several years, and appropriate decisions will need to be made as future budgets are crafted.

Disease Transmission Prevention Policy

Updated March 31st, 2011

The role of a counselor at Camp Echo may, at times, put you in a position of handling body fluids and exposure to blood. Caring for children at play means dealing with everything from a small cut to more severe accidents. In consultation with the Medical Advisory Committee of the McGaw YMCA, Camp Echo has drafted the following guidelines in regard to exposure and prevention of disease transmission.

Staff Employment Requirements

- All staff members are required to state, on their Health Form, whether they are free of tuberculosis. It is recommended that all staff members complete the three-injection vaccination series for Hepatitis B virus prior to work in a camp setting.
- It is recommended that all staff receive HIV Exposure Training as provided by and set forth by the American Red Cross, manual #652054.

Universal Precautions (ACA HW-13.4)

Camp personnel are advised to observe certain precautions in order to prevent direct and indirect transmission of infectious diseases. While body fluids such as saliva, sputum, urine, vomitus, and feces pose no risk of transmitting the human immunodeficiency virus (AIDS) or HIV unless they contain visible blood, these excretions are certainly involved in the spread of other communicable diseases and should not be handled carelessly. The following procedures are recommended by the CDC:

- Protective gloves (available at the Klein Clinic), should be worn at all times in cleaning up blood and body fluid spills and while tending to a wound.
- Good hand washing, using soap and running water, after exposure to body fluids (including routine use of toilet) should be observed.
- Open lesions on campers or staff must be covered as soon as possible.
- Soiled surfaces, including mattresses, should be promptly cleaned with disinfectant such as a household bleach mixed with one part bleach to ten parts water. Cleaning supplies can be obtained from either the Health Officer or Property Manager. In case of vomiting, follow same procedure for cleaning.
- All disposable materials, including gloves, should be disposed of in a sealed plastic bag or in marked containers in the Klein Clinic.
- Soiled laundry should be bagged (in plastic garbage bag to prevent leakage) and transported to town for service that day. Notify the Camp Director if after Town Run hours.

Most importantly, the prevention of infectious diseases depends on the basic principles of cleanliness and good hygiene used by all times by all staff and campers. This translates to the need to keep cabin environments clean and for all counselors to monitor the daily hygiene practices of campers.

Camper and Staff Reporting

Campers and staff members are required to answer the question, "Does the participant have any current infectious diseases? ___ If yes, explain: _____" on their health form. If information is provided by parents on camp forms, counselors will be notified with the clear understanding of confidentiality.

Prevention of Diseases for Staff

It is recommended that staff follow general measures including nutrition, hygiene, exercise, adequate rest, and overall knowledge of good health. While in the employ of Camp Echo, the use of illicit drugs is never permitted. We also recommend an abstinence from any form of unsafe sex. The Health Officer, Camp Director, and Head Counselor are available for confidential consultation with any staff member.

Emergency Assistance Plan

(Failure of a Group to Meet Prearranged Check-In)

Reviewed May 20, 2010

Local Trips (i.e. transportation vehicle returns to camp while the group remains on the trip)

Van drivers will phone camp to check in when dropping off or picking up traveling groups.

For **Drop-Offs**, if the driver fails to check in at the beginning of the trip within one hour of the estimated arrival time, it will be assumed that an accident has occurred. These procedures will be followed:

- The Camp Director will call the Site Managers of the camping or recreational area to see if any information about the group is available.
- If no information is available, then the State Police will be called to check on the possibility of an accident.
- If there is still no word on the group, a second vehicle will be dispatched from camp to retrace the group's route. This vehicle will check in every hour.
- If it is determined that an accident has occurred, the Camp Director will notify EMS and the **Crisis Management Plan** will be followed.

For **Pick-Ups**, if a group does not show up at the appointed pick up site within two hours of the designated pickup time, the driver should follow these procedures:

- Call camp and inform the Camp Director of the situation.
- If possible, check up and down the route to see if the group is waiting at another pickup point instead.
- If the group can't be located, the Site Managers should be contacted to see if there is any information or report on the group. If there is no information, authorities should be notified.
- If possible, enlist the aid of the Site Managers in retracing the group's route.
- Call camp every hour after the initial call.
- If it is determined that an accident has occurred, the Camp Director will notify EMS and the **Crisis Management Plan** will be followed.

For **Return to Camp**, if the driver has picked up a group and checked in, but fails to return to camp within one hour of the estimated arrival time, it will be assumed that an accident has occurred and the procedures outlined in **Drop-Offs** (above) will be followed

Distant Trips (i.e. the group uses their own transportation for the duration of the trip)

Each trip has a detailed itinerary that requires check-in calls at specific dates & times during the trip.

If a trip **fails to check in within two hours** after the specified time, this procedure will be followed:

- The Camp Director will call the Site Managers of the camping or recreational area to see if any information about the group is available.
- If no information is available, then the Site Managers and/or appropriate emergency authorities will be dispatched to look for the group.
- The Camp Director will notify the McGaw YMCA President & CEO as soon as possible and every hour thereafter until the group is located and everything is under control. If it is determined that an accident has occurred, the **Crisis Management Plan** will be followed.

Fire Safety Policy

Updated May 7th, 2011

Introduction

Camp Echo is located within the area of the Manistee National Forest. It is important that extreme care be taken in the use of fire, both in camp and on overnight trips out of camp.

Fire Safety Strategies

- The camp is inspected by a Qualified Fire Inspector every other year per Michigan statute. **(ACA SF-12)**
- The Facility Director and his staff inspect electrical outlet areas periodically to check for damaged or loose wires, equipment needing repair or replacement, loose wall plates, correctly sized fuses and circuit breakers, and appropriately grounded receptacles.

• Every camper cabin has a second (emergency) exit door off the screen porch. Staff cabins are either equipped with a 2nd (emergency) exit door or directions for how to safely exit through a rear window.

(ACA SF-1)

- Portable fire extinguishers are kept in every building and checked for appropriate pressure, tagged, dated, and initialed by the Property Manager or designate at the beginning of the camping season.
- Smoke detectors are mounted in every building. Batteries are replaced at the beginning of the camping season. Smoke detectors are tested at that time, and **every Monday** throughout the camping season.

(ACA SF-13)

• Carbon monoxide (CO) detectors are mounted in every building that contains a combustible fuel heat source. CO detectors are tested at start of, and **every Monday** throughout, camping season. **(ACA SF-14)**

- The fire suppression system over the kitchen stoves and ovens is inspected (and repaired if necessary) by a fire prevention professional annually. **(ACA SF-12)**
- During the staff training week, staff members are apprised of the location and proper use of the fire extinguishing equipment that is available on site, including fire extinguishers and water hoses.
- A fire drill will be practiced within 48 hours of the start of each session and it will be noted in the Health Officer's log. Alternatively, an orientation may occur at the end of the LSD demonstration.

Fire Prevention Strategies

- Camp Echo is a non-smoking facility.
- Flammable materials and fuels are kept locked in non-camper-occupied buildings and are only accessible by the Property Manager.
- Only designated campfire pits may be used for campfires.

Fire Prevention Rules

- Always clear an adequate area around any campfire and be sure that the fire is watched at all times. Never leave a fire unattended. A water source should be readily available to extinguish or control the fire. Always be certain that campfires are completely extinguished.
- Campers are not allowed to have or carry matches. This does not exclude them from building or starting fires as part of the overnight or trip experience. Counselors should keep matches out of sight when not being used.
- Gasoline is never to be used for igniting fires. Kerosene and other fire starting fluids or materials are only to be used by qualified and trained staff for big campfires, etc.
- Candles may only be used in camper sleeping areas during staff supervised ceremonies.
- Never throw away lit materials without being certain that they are completely out.
- The aisles around bunk beds in camper cabins and the porch must remain clear to provide an unobstructed path to both exits. Campers are not allowed to use the back exit except in an emergency.
- Do not put clothing, towels, or any flammable items, anywhere near a cabin heater or fireplace insert. Do not attempt to "dry out" wet shoes, clothing, or towels by placing them near a cabin heater.

Fire Emergency Procedure

(ACA OM-7)

Updated March 31st, 2011

Staff Duties and Responsibilities

- Upon suspicion or discovery of a fire, the staff member in charge should clear campers quickly and safely out of the immediate area. If available, one staff member should accompany the campers to a safe location.
- A staff member or designated camper is immediately dispatched to locate the closest fire extinguishing device and bring it back if appropriate.
- If it is safe to do so, a staff member should cut off electric power to the building. For camper cabins, the circuit breaker box is located in the counselor cubby under the front window.
- The fire (if small, contained, or controllable) is investigated and evaluated.
- A staff member or designated camper is immediately dispatched to notify the Camp Director and Health Officer of the severity of the situation.
- Staff members should use available and appropriate equipment to fight the fire but should not place themselves in danger in this effort.
- Available nearby staff will take steps to help prevent the spread of the fire and be especially careful of flammable fluids, gasoline, and so on. **When in doubt of your ability to contain a fire, leave!**
- The Camp Director or the most senior staff member on duty will make the decision whether to invoke the all camp evacuation procedure or not.

Evacuation Procedure

- A continuous bell and a wailing siren will be used to signal a fire emergency.
- Evacuate all campers and staff in a calm and orderly fashion, keeping campers away from the fire and away from the point of the peninsula. Everyone will convene in the Dining Hall. If the Dining Hall or the surrounding area is determined to be the danger zone, then all will be directed to Trip Center Field. An alternative safe area that could be used as a last resort is the swimming area.
- In the safe location, campers group up by cabin and sit silently.
- The first staff member or CIT arriving at the safe location retrieves the dispatch list and the cabin rosters, and as additional staff or CITs arrive they are dispatched to search Kybos, cabins, and other non-burning areas. Once those areas are covered, subsequent staff or CITs are handed specific cabin rosters.
- Runners from remote areas of camp, including horseback trails, overnight sites, Outpost, and Birches should be sent to the safe area in use to inform the Camp Director that everyone is accounted for and there are no extra campers.
- Persons taking cabin attendance hand the roster back to the most senior staff person in the Dining Hall (typically the Camp Director), stating "all present" or "_____ is missing." As soon as all campers are accounted for, a runner is dispatched to Lakeside to turn off the alarm.
- The Camp Director will notify the Fremont Fire Department or the Forest Ranger depending on the type of fire. The Facility Director will also be notified at this time.
- A designated staff member will report to the gate in order to direct the arriving emergency.
- Upon arrival of the authorities, staff should listen to and accept their direction and instruction.

Health Emergency Plan

(ACA OM-7, HW-3B.3) Created January 16, 2005; Updated March 31st, 2011

Prevention of a Health Crisis

Camp Echo has numerous policies and procedures in place to prevent a health crisis, including:

1. Requiring a physical exam by a health care professional within 24 months of camp attendance.
2. Requiring a Health Form from every participant in rental groups and summer camp sessions.
3. Asking parents to divulge any change in the health of their children just prior to attendance.
4. Having two Health Officers on staff during each of the summer sessions.
5. A health assessment, by the Health Officer, for every summer session participant upon arrival.
6. Ongoing observation of summer camper health status by counselors and staff trained to do so.
7. Mandatory hand-sanitizing by all campers serving as waiters prior to entering the Dining Hall.
8. Encouraged hand-sanitizing by all campers prior to meals.
9. Following all established standards for operation of the kitchen and preparation of meals.

Definition of a Health Crisis

If two or more people from the same cabin group or tent living unit show symptoms with the same or similar sickness which is suspected to be contagious, the Camp Director will declare a Level 1 Health Alert.

Level 1 Health Alert (up to 24 hours)

- There will be little or no adjustment in the camp operation and program during a Level 1 Health Alert, other than anything necessary to adjust due to those campers or staff who are currently sick.
- Isolation of sick people is always necessary, but shall be monitored even more closely in this case.
- The Head Cook will immediately record the most recent menus and any additional food not listed on the menus which may have been served. The Head Cook will supervise an inventory of the refrigerators and any expired or suspect foods will be set aside for possible examination by the Health Department. The Trading Post Manager and Overnight Manager will do the same for food items in their domain.
- Salad bars will be closed for the duration of the health crisis.
- Depending on the nature of the health crisis, the Camp Director may decide to implement cafeteria-style serving for meals (in lieu of the regular family-style service) for the duration of the health crisis.
- Hand-sanitizing will be mandatory for everyone entering the Dining Hall.
- No campers or staff will be permitted to eat with a group other than their own.
- Although always in place, increased attention will be paid to kitchen sanitization and cleanup procedures, including temperatures of refrigerators, freezers, wash water, and rinse water.
- A list of other people who may have come into close contact with the affected persons, including those they may have slept near, eaten near, touched, or been coughed or sneezed on, will be created. Those persons will be placed under a watch by appropriate staff.
- As other people become sick, they will be isolated and cared for, recognizing that the incubation period for many viruses is 48 hours and symptoms do not immediately appear. Proper logs will be maintained.

If, after 24 hours, the number of sick people is eight or more, and there is reason to believe that those numbers will continue to increase, the Camp Director will declare a Level 2 Health Alert.

Level 2 Health Alert (ongoing, until the crisis is over or camp is evacuated)

- The County Health Department will be contacted and will be asked to help manage the crisis. The Camp Director will take all recommended steps. Areas impacted will probably include:
 - Kitchen and Dining Hall procedures
 - Appropriate medication being dispensed, if any
 - Clinic management, including the handling and isolation of sick people
 - Living arrangements and adjustments necessary due to the number of sick people
 - Sanitization procedures that may be appropriate prior to a full evacuation of the camp
 - Level of program that can safely be conducted as the crisis develops over time
- The Camp Director will begin a discussion with the **McGaw YMCA COO** to determine whether the camp should be evacuated. Variables to be considered include, but are not limited to:
 - The prognosis from, and recommendation of, the County Health Department
 - The informed opinion of the Health Officer based on his or her survey of the situation
 - Weather conditions, season, temperature, and precipitation that could worsen the health crisis
 - Cause of the health crisis, if known (child brought it to camp, food-borne pathogen, etc)
 - Proximity of the natural end of the current session
 - Number of people involved
 - Ability of the camp to sustain the infrastructure and a safe program going forward
- If the decision is made to evacuate the camp, the **Camp Evacuation Plan** will be implemented.
- If the health crisis occurs near the end of one summer session and it is determined with reasonable certainty that its repercussions will extend into the next session, the Camp Director and **McGaw YMCA COO** will also decide whether the start of the next session will be delayed.

Communication With Staff During the Crisis

- During a Level 2 Health Alert, staff will need to be advised of how to proceed as camp operation is affected. The Camp Director will convene the staff, in whole or in two groups (so campers remain supervised), to explain the situation and to address what steps will be taken as the crisis develops. Staff will be expected to convey any and all such steps to the campers they supervise.

Communication With Parents During the Crisis and After the Crisis is Resolved

- Once the camp enters Level 2 Health Alert status, parents will need to be notified of the details of the emergency and how it is being handled. The Camp Director, **McGaw YMCA COO**, and Marketing Director will craft a message and determine how it should be delivered. **(ACA OM-15B)**

Communication With Campers After the Crisis is Resolved

- If the camp entered Level 2 Health Alert status but the crisis was resolved prior to evacuation, campers will need to be reassured as camp resumes normal operation. The Camp Director will convene the entire camp to explain the situation and what additional procedures will be followed going forward.

The Follow-Up Process

- The Camp Director will, in consultation with the Health Officer, submit all required reports and forms with the County Health Department and the Michigan Department of Consumer Safety, Camp Licensing Division. Copies of all forms will be retained by the camp and submitted to the **McGaw YMCA COO**.

Health Service Policy

Updated March 31st, 2011

Health and First Aid Staffing

Camp Echo's Health Officer shall be a Physician (MD), Registered Nurse (RN), Licensed Practical Nurse (LPN), or Emergency Medical Technician (EMT) with a valid license, and possess CPR certification #321245. When the license is not a Michigan license, the state of Michigan recognizes the Health Officer as having First Aid certification only. The Health Officer will reside in the Klein Clinic.

In the Health Officer's absence the health office will be covered by a substitute RN, LPN, EMT, or an adult staff member certified as required by the State of Michigan.

Arrangements for On-call Health Care Consultation Services (ACA HW-11B)

Camp Echo's Physician is the Physician on call at the Pine Medical Group, 231-924-4200, during normal business hours. The Medical Center may be called at any time, day or night. If the situation is serious, contact should be made with the Physician on call at Gerber Memorial Hospital, 231-924-3300.

Arrangements for Emergencies and Emergency Transportation

Emergencies are handled by Gerber Memorial Hospital in Fremont 231-924-3300 or 911.

Camp Echo will have a designated emergency vehicle available 24 hours a day. Camp Echo also has arrangements with Gerber Memorial Hospital to provide emergency transportation if needed.

Standing Health Care Orders and Supplies

Standing orders are posted in the Klein Clinic. All medical supplies are stored in the Klein Clinic. First Aid Kits can be re-stocked by the Health Officer.

Screening

All campers will be screened for general health by the Health Officer upon their arrival at camp. The Health Officer shall register temperatures and look for signs of physical abuse, head lice and illness. Observations shall be recorded in the Health Log and noted on the camper's medical form. Parents may be notified of health problems as stated under "Parent Notification".

Accidents

All accidents involving staff and/or campers must be reported immediately to the Health Officer who will make a record of it in the Health Log. All staff/campers must fill out an accident report form and, if necessary, a Workman's Compensation form with the Camp Director within 24 hours for proper filing and reimbursement. This is the staff member's responsibility - not the Director's.

Reporting to the State of Michigan

The Camp Director, with the help of the Health Officer, must submit an official "Incident Report" to the Michigan Department of Consumer & Industry Services within 48 hours if a camper dies or if a camper has an accident or illness that results in an overnight stay in a hospital or clinic or being sent home.

Storage of Medications and Prescription Drugs

All camper and staff medication must be turned in to the Health Officer. They must be in the original container with dosage and frequency clearly marked. The Health Officer is responsible for keeping all medications secure, including medications that must be refrigerated. Adventure Trip programs will secure medications required on the trip and programs living at the Birches will keep their medication in a locked storage box at their sites. The Health Officer may make specific exceptions to this policy as required.

Administration of Medications and Prescription Drugs

The Health Officer will bring medications to meals and dispense them; cabin counselors will send campers to the Health Officer for bedtime medications.

Medical Logs

The Health Officer shall maintain separate Medical Logs for staff and campers, indicating date, time, name, diagnosis, and action taken. Each entry must be signed or initialed by the Health Officer. The Health Officer shall also maintain records of the distribution of all scheduled medications. Groups in Wilderness Sites and on Adventure Trips shall maintain similar logs. Counselors returning from on camp overnights will report to the Health Officer, who will enter distributed meds into the records. Medical Logs and Med Distribution Sheets shall be stored at camp for a period of at least 17 years.

Travel Off Camp Property

All campers shall be screened by the Health Officer prior to leaving on a trip off camp property. Accompanying staff are required to carry copies of the Health Forms. A First Aid certified staff member will review contents of a First Aid Kit with the Health Officer, as well as any necessary medications.

Any treatments or medication dispensed on the trip will be recorded by the counselor. The Health Officer will review the treatment log for any follow up that should be done.

Procedures for Daily Observation of Campers

It is the counselor's responsibility to be aware, on a daily basis, of each camper's physical condition. Any changes in appearance, appetite, activity level, or health habits are to be reported to the Health Officer. The Health Officer will question all staff periodically as to the condition of their campers.

Procedures for Notification to Parents of Health Problems

- Immediately, in the event of a camper death. Follow steps outlined in the **Crisis Management Plan**.
- Immediately, following admission to the hospital or E.R., visit to physician, or prescribed medication;
- After 12 hours of confinement to the Health Center; or
- As directed in writing by the camper's parents.

First Aid Procedures

- The Camp Director and Health Officer should be notified in the event of any injury, fall, serious illness, unconsciousness, and so on. The Medical Emergency Plan will be followed if appropriate.
- **A camper falling from a top bunk may not be moved.** The Counselor may need to prevent the camper from moving his or herself. Notify the Health Officer immediately. Do not leave the camper unattended.
- If the camper is injured while on a trail on camp property, a staff member should assess the problem, in general terms determine what treatment the child may require and make the child comfortable and warm. A first-aid kit should always be carried whenever the group is away from camp. Keep the person lying down and offer continual reassurance.
- Help should be obtained as soon as possible. If there are two staff, one should remain with the injured child and other campers while the other staff member returns to camp for help. An LIT, CIT, or 1st Year AC should not be left in charge. If there is only one staff member, he or she should select two of the more mature and reliable children of the group to return to camp for help. The staff member should remain with the injured camper.
- In all cases, keep a cool head. Do not make a diagnosis, just give the Health Officer the facts. The best policy is to rely on your common sense and cool judgment.

Lost Camper Emergency Procedures

(ACA OM-7 & OM-14) Updated March 31st, 2011

On Main Camp

- A staff member shall report a missing camper immediately to the Camp Director, or if absent, the Program Manager. The Director will assess how long the camper has been missing and will respond appropriately, according to these steps:
- The Camp Director will assign staff to check all camp buildings, program areas, and trails. This search is limited to 10 minutes.
- Two staff members will be assigned to drive a camp vehicle slowly down the main camp road, and both left and right one mile on 32nd street.
- If the missing camper is not yet found, the bell and wailing siren will be sounded and camp will convene at the Dining Hall.
- In the Dining Hall, campers group up by cabin and sit silently.
- The first staff member or CIT arriving at the Dining Hall retrieves the dispatch list and the cabin rosters. Additional arriving staff or CITs are dispatched to search Kybos, cabins, and program areas. Once those areas are covered, subsequent staff or CITs are handed specific cabin rosters.
- Any groups that are beyond the peninsula or permanent activity areas (such as the barn or archery), should send a staff runner to the Dining Hall with a camper list. This includes all overnight sites. If the group has a two-way-radio, such as at the Birches, they should contact the Dining Hall with their camper list.
- Persons taking cabin attendance hand the roster back to the most senior staff person in the Dining Hall (typically the Camp Director), stating "all present" or "_____ is missing." As soon as attendance has been taken the alarm may be turned off.
- A minimal staff will remain with the campers and a more thorough search of the camp property will begin. Staff should report to the Camp Director for search assignments.
- A search will begin at the point of the peninsula and will move east and west along the shoreline of the lake, with a chain in the lake. After this step staff will move inland and will cover all areas around the Dining Hall, the Hill, and Staff Village. Runners will be sent to other camp areas including Outpost, Birches, overnight campsites, and the nature trail. This search is limited to 50 minutes.
- One hour after the initial report of a missing camper the Newaygo County Sheriff's Department will be notified and the search will continue. At this point the parents will also be notified by the Camp Director or the President & CEO of the McGaw YMCA in Evanston.
- The Camp Director will continue procedures as directed by the Sheriff's Department.

At Birches, Outpost and Overnight Areas

- Determine the cause for the missing camper – are they missing, or did some incident cause them to run away?
- String out (within sight of each other) in a line and circle the camping area in a clockwise manner checking the general area for the camper to be hiding or fallen and injured.
- A runner is dispatched to alert the Camp Director of the emergency.
- If near a water area, immediately check the water in the same manner as normal waterfront emergency procedures require, according to the other aquatic area emergency plans for a chain line.

Medical Emergency Plan

(ACA OM-7, HW-3B.3, PD-19) Updated March 31st, 2011

Overview

A medical emergency is any situation where a camper or staff member needs advanced medical care immediately. Examples of medical emergencies include a near-drowning victim at a waterfront area; an accident that causes severe bleeding, any incident where spinal cord damage is suspected, and any other situation where someone needs advanced medical assistance.

Initial Steps of Action

- Recognize the emergency.
- Alert other staff members to the emergency situation. In a waterfront area, emit a long (about 5 second) whistle blast and point at the victim.
- Perform an appropriate rescue or give first aid according to your level of certification (i.e. Red Cross First Aid, Wilderness First Responder, Lifeguard, EMT, etc).
- Send a staff member to notify the Health Officer (either in the Clinic, or there will be a note on the door stating where s/he is) and to notify the Camp Director (via two-way radio if necessary).
- That same staff member will locate Echo staff members with advanced medical training (WFRs, EMTs) if the emergency necessitates several rescuers. A list of Echo staff with advanced training, along with their probable location(s), will be posted in Lakeside.
- The Health Officer or Camp Director will call outside emergency services if necessary.
- Have another staff member (Area Head if possible) check the rest of the campers out of the area **and calm and reassure them**. (Other campers will be scared and nervous.)
- In the event that you are the only staff member on duty, send two campers to notify the Health Officer and Camp Director while you attend to the victim as best you can. This assumes that you and the other campers are not in any imminent danger.
- In a possible spinal injury at a waterfront area, send a staff member to alert water skiing to stop the ski boats with a blue (LSD) flag. This is done to reduce the wake being generated.

Secondary Steps of Action

- In a Level One (serious, but contained) Medical Emergency, attend to the victim and reassure the campers nearby that the victim is receiving the best possible care. Depending on the situation, you may resume the program or conduct an alternative activity until the next bell. The Camp Director or a designee will inform everyone of appropriate details at the next meal.
- In a Level Two (severe bleeding, ongoing rescue efforts, etc) Medical Emergency, follow the procedures for a Fire Emergency (i.e. continuous bell and wailing siren) in order to move all campers to the Dining Hall, out of view of the rescue efforts, where the Camp Director or a designee can explain the situation and reassure everyone.

Follow-up Steps of Action

- An accident report must be completed within two hours of the incident.
- For further details on injuries at the Horseback area, see the Horseback Program Statement.

Nutrition and Food Service Policy

Updated March 31st, 2011

It's going to be a great summer!

Meal Patterns

- Camp Echo will provide three meals for each camper each day that they are at camp.
- A packed meal or snack will be provided as campers travel home from camp on the bus.
- Groups going on overnights will be provided with food for dinner and breakfast if needed.

Meal Hours

- Breakfast is served at 8:45 am; lunch is served at 1:20 pm; dinner is served at 6:30 pm.
- Deviations from these times shall occur only with the approval of the Camp Director.
- Any food to be offered other than at mealtimes must be arranged through the Head Cook.

Food Preparation Procedures

- Only the Cooks and trained kitchen staff will handle food in the kitchen area.
- **Staff under 18 yrs old** may not operate or clean the slicer, food processor or other dangerous equipment.
- The kitchen will be operated and maintained in accordance with standards recommended by the Michigan Department of Public Health.

Food Quality, Quantity, and Variety

- Menus will be planned by the Head Cook **and reviewed by the Operations Manager.** The meals served shall meet the nutritional allowances recommended by the Michigan Department of Public Health.
- Meals are served family style in the dining hall, and shall be of sufficient and appropriate quantity.
- Vegetarian options will be made available at each meal. Fruit will be available at each meal. Salad will be available to campers at any meal at which salad is available to staff.
- The Health Officer is responsible for checking that the diet provided meets the campers' needs.

Supervision at Meals

- A Senior Counselor, an 18-year-old Assistant Counselor, or a substitute (a member of the leadership or support staff) will eat with each cabin and supervise the group.
- A 17-year old Assistant Counselor, CIT, or LIT may not eat with a cabin group alone.

Record Keeping

- Menus shall be kept on file for the entire season, as well as the purchasing records, inventory records and milk usage records.

Handling of Special Diets

- Special dietary needs of campers as directed by the **camper's guardian** and approved by the Camp Director or the Health Officer will be properly adhered to at all meals.

No-Show Policy

(ACA OM-17B) Created May 18, 2005

- If a camper is expected to ride the bus from Evanston to Camp Echo and fails to show up in time for the bus departure, the McGaw YMCA Program Support Staff will notify the Camp Director of the event by phone immediately after bus departure. He/she will call all phone numbers on file in the office in order to determine what happened, and will notify the Camp Director of the results of the calls.
- If a camper is expected to arrive at camp on the bus from Evanston, but fails to show up when camper names are announced at the opening meeting, the Camp Director will call all phone numbers on file at camp in order to determine whether the camper missed the bus. If the camper did not miss the bus, the **Lost Camper Emergency Procedure** will be followed.
- If a camper is expected to arrive at camp via parent drop-off, but fails to show up within two hours of the expected drop-off time, the Camp Director will call all phone numbers on file at camp in order to determine what happened. Calls will continue to be made every six hours until the situation is resolved.

Power Emergency Plan

(ACA OM-7) Created January 5, 2005; Updated March 31st, 2011

In the event of a power emergency (power failure), Camp Echo's backup generator system will automatically engage. No disruption in the camp's operation or program will occur. **In the event that the backup generator were to also fail, the Crisis Management Plan would be followed.**

Release Policy

(ACA OM-17A) Updated March 31st, 2011

- Every parent is required to file a Release Form for each of their campers prior to the start of the camper's time at camp. The Release Form will indicate:
 - The names of anyone other than the authorized adults to whom release might occur;
 - Whether the release will take place at camp or at the McGaw YMCA in Evanston;
 - The date and time when release is to occur; and
 - Whether any special procedures are to be followed by the camp or McGaw YMCA staff.
- Campers leaving camp by car, no matter who the driver claims to be, **must checkout with the Camp Director or designate**, together with the authorized adult, before departing.
- Only the Camp Director may grant the release of a camper at camp that is not pre-planned.
- Each camper's Health Form contains specific information if there is any person to whom that child should **not** be released. This information must be consulted before any un-planned release occurs.

Staffing Policy

Updated May 8, 2008

Outside of Adventure Trips, Camp Echo enrolls no more than 230 campers and hires no less than 38 adult staff (18 years old or older) each session, giving an adult-staff-to-camper ratio at least 1:6. None of the 16- and 17-year-old Assistant Counselors are counted when computing the ratio. **(ACA HR-9A)**

During waking hours, no more than 15 adult staff may leave camp. This ensures that Camp Echo will maintain a 1:10 adult-staff-to-camper ratio. During sleeping hours, no more than 22 adult staff may leave camp. This ensures that Camp Echo will maintain a 1:14 adult-staff-to-camper ratio. **(ACA HR-9B)**

Cabin counselors will always be at least two years older than the campers in their cabin. Individual cabin groups will be under the supervision of at least one adult staff member at all times. **(ACA HR-10)**

For Adventure Trips, Camp Echo enrolls no more than 12 participants and provides no less than 2 adult staff (21 years old or older) per trip, giving an adult-staff-to-camper ratio of at least 1:6. **(ACA HR-9C, PT-4)**

Risk Exposure and Risk Control Methods

(ACA OM-3) Updated April 1st, 2011

Human Exposures or Liabilities – Standards of Care

- McGaw YMCA Board of Directors and Camp Committee establish policies consistent with common practice and standards.
- McGaw YMCA (Camp Echo) Personnel Policy, Hiring, and Training Process is reviewed by HR Professionals regularly.
- Camp Echo Kitchen Manual details procedures for storage, handling of hazardous foods, sanitation, and controlled access.
- Garbage containers are leak proof and have lids. Sewage system is inspected annually by outside professional (vendor).
- Electrical, plumbing, and mechanical systems are inspected annually by the Property Manager and outside professionals.
- A Preventative Maintenance Plan is in place. A system for Maintenance and Repair Requests and follow-up is in place.
- Fences and signs define all program areas. Locked doors/cabinets keep sports equipment and control access to high ropes.
- Camp property is marked with No Trespassing signs that are updated annually. Facility Director lives in the Gate House.
- Hiring process includes three references, interview, FM-16, and sex offender, criminal background, and negligence checks.
- Training program includes specific training for van and boat drivers, late hires, bus monitors, and program area heads.
- Staff supervision includes colleague alert cards, observation by supervisors, and sign-out and sign-in for time off camp.
- Staff Manual lists guidelines for appropriate behavior / decision-making, stress management, pacing, and gossip control.
- Policies and procedures are in place covering Staffing Ratio, Child Protection, Misbehavior, Release, Saska, and Bedtime.
- Policies and procedures are in place covering Health Care, Medications, Emergencies, and Disease Transmission.
- Parents sign a Permission to Participate, Permission to Treat, and a Liability Waiver and Acknowledgement of Risk.
- Parents sign a Waiver of Liability for out-of-camp and after-camp communications between campers and staff members.
- Program statements cover leadership, inspection and maintenance of each area and equipment, and safety regulations.
- Parents sign a photo waiver. Away from Camp Policies and Procedures are in place. HIPPA regulations are followed.
- Camp Echo uses only credible vendors to purchase food, supplies, and equipment. A Crisis Management Plan is in place.
- The Brochure, Website, and Parent Information Packet are reviewed annually to provide consistent truthful information.
- Camp insurance covers WFR, EMT, LPN, and RN acting as Health Officer. MDs must have liability insurance.
- Camp insurance covers all camp vehicles including leased vans. Transportation Policy covers Safety Checks and Rules.
- Certificate of Insurance with additional insured provided upon request and requested from providers as appropriate.

Human Exposures or Liabilities – Loss to Human Resources

- Health Emergency Plan, Power Emergency Plan, Camp Evacuation Plan, and Crisis Management Plan are in place.
- Camp insurance covers loss of income – Workers Comp 60%. Crisis Plan with Support Team, PR, and parent contact.

Financial Exposures or Liabilities – Operational Financial Liabilities

- Camp insurance covers financial loss due to theft, embezzlement, inadequate records, unexpected debt, and bankruptcy.
- McGaw YMCA has strict policies on handling of cash, staff reimbursement, Purchase Orders, and inventory control.
- McGaw YMCA CFO follows GAAP and hires a professional, independent accounting service to do an annual audit.
- McGaw YMCA Personnel Policy complies with state and federal regulations and covers Paid Time Off and its limits.
- McGaw YMCA CFO follows Federal/Michigan government reporting requirements including the Form 990 tax return.

Financial Exposures or Liabilities – Contract Liabilities

- Camp is not leased or rented to outside groups. Camp Echo staff members, policies, and procedures govern all camp uses.
- McGaw YMCA Personnel Policy addresses the at will nature of employment. Letters of Agreement are crafted carefully.
- Camp Echo has a written Refund Policy that is detailed in the Registration Materials alongside the payment information.
- McGaw YMCA Development Office follows standard procedures for requests and follow-up regarding foundation grants.
- McGaw YMCA Purchase Order system limits Director's spending limit to \$2,000 without approval from McGaw COO.
- Notes, mortgages, and loans are handled by the McGaw YMCA CFO, Finance Committee, and trusted professionals.
- McGaw YMCA and Camp Echo liability insurance is reviewed annually regarding coverage, limits, and deductibles.
- Service Contracts and Program Activity Contracts are reviewed by the McGaw YMCA CFO prior to service engagement.
- Parents sign a Permission to Participate, Permission to Treat, and a Liability Waiver and Acknowledgement of Risk.

Property Exposures or Liabilities – Property, Buildings, and Equipment

- Camp Echo is inspected bi-annually by Michigan QFI. Kitchen Range Hood is inspected annually by outside professionals.
- Fire Safety Policy is in place. Smoke detectors are tested weekly. Fire extinguishers are inspected annually and recharged.
- Facility Director lives on site year round, controls access to the property, and makes regular tours of the property.
- The Director and Facility Director update an Asset List annually, which is used to plan for scheduled maintenance.
- The Facility Director maintains sketches of the electric, water, and sewage systems with cutoff points indicated clearly.
- Staff Training covers the Maintenance and Repair Request Form, and emergency procedures for fire emergencies.
- Hazardous substances are stored in restricted areas and MSDS binders are in the kitchen, shop, and maintenance shed.
- Annual contact is made in the spring prior to the opening of camp with local law enforcement and fire officials, and EMS.

Staff Children Policy Statement

Created by the Camp Director and a Committee of Staff Parents and Implemented Summer 2004; Updated for 2011

Basic Building Blocks Upon Which This Policy is Built

- We want the children of staff to be **safe**.
- We want campers to have the perception the way we treat the children of staff is **fair**.

Camp Echo's Responsibility

- We all agree that camp is for the campers ... but ...
- Know that we will do everything we can to help staff with children, and their children, enjoy camp.

For Children Under Camper Age For That Session

- Children under camper age for that session must be supervised at all times ...
 - a. If 3 years old or older, in the Camp Echo Child Care / Day Camp Program ... or ...
 - b. By their parent if it does not interfere with their job ... or ...
 - c. By their non-working spouse, au pair, or other self-provided babysitter.
 - d. In an emergency, the Program Manager will arrange for child care.
- The Camp Echo Child Care Program provides care daily except Tuesdays and Thursdays ...
 - a. From the start of breakfast (8:55) through the end of 3rd Camptivity (1:05)
 - b. From the end of Saska (3:30) until the start of dinner (6:30)
 - c. During Twilight Fun (7:15 to 8:15)
- The Camp Echo Day Camp Program provides care Tuesdays and Thursdays ...
 - a. From 8:30 am to 4:30 pm
 - b. There will not be Fun Swim or Twilight Fun supervision on these days
 - c. If you opt your child out of Day Camp, no camp-provided child care is available

For Children Camper Age and Older For That Session, Including Teens

- Adventure Trips are not available as a free option, however you may apply for scholarship.
- The preferred option is to be placed in an on-camp program at no charge to the parent.
- Exceptions to the "camper age" cutoff may be made by agreement of the Camp Director and parent.

Staff Kids of Camper Age

- Some parents choose to exempt their children of camper age from being in camp programs.
Being a staff kid does not mean you can do anything you want, any time you want. In order for you to have a successful experience at Camp Echo, we have set some guidelines for where you can be at the various time slots during the day. We have also set up certain rules that you must follow.
- Here are some specific additional privileges and restrictions for teens not in programs:
 - Staff kids entering 9th grade will have no additional privileges.
 - Staff kids entering 10th grade will have the same privileges and restrictions as LITs
 - Staff kids entering 11th grade will have the same privileges and restrictions as CITs
 - Staff kids entering 12th grade and higher may "work" as a paid staff or as volunteers.

Daily Schedule for Staff Kids

1. You are not allowed to be outside your family's home (cabin) before the wake-up bell.
2. You must be up and awake by the time second Camptivity starts (10:55 am)
3. You will be registered for Camptivities (1, 2, & 3 or 2 & 3) ... or ... as an alternative
 - a. You can be in your family's home (cabin)
 - b. You can be with your parent or another available responsible adult

If you are registered for Camptivities you must attend every day unless you are sick and in the Clinic.

4. You will be placed on an Olympic team and will participate in Olympics.
5. You will take Saska like all campers.
6. During Cabin Group time ...
 - a. You may go to the barn.
 - b. If invited by the counselor, you may join any cabin at any activity.
7. During Fun Swim ...
 - a. You may go to the barn or to TP
 - b. You may go to Fun Swim. You must have a camper or staff kid buddy to enter.
 - c. You may go to Archery, Sailing, or Water Skiing (no early line up allowed!)
8. During Twilight Fun ...
 - a. You may go to the barn or to TP
 - b. You may play in any sports game that is happening on the peninsula.
 - c. You may go to Arts & Crafts, B&C, Fishing, or Biking.
9. You may participate in Evening Program if appropriate or if you are invited to do so.
10. You should be in your family's home (cabin) by Taps (around 10:00 pm, depending).

Rules for Staff Kids

- Tell your parent where you will be at all times during the day.
- Eat at a staff table. You may eat with a cabin if invited by the counselor.
- Use the camper salad bar, not the staff salad bar. Hot Cocoa is off limits to campers and staff kids!
- You must follow **all** camper rules, **including** ...
 - a. No bare feet except at a waterfront area.
 - b. Do not take food out of the dining hall.
 - c. Never enter a program area unless a staff member is there to let you in.
- You are not allowed inside the TP (behind the counter) when it's open for campers.
- You are not allowed in the Computer Lab, Staff Lounge, Kitchen, or any Camper Cabin.
- Staff Cabins are off limits to campers, therefore you may **not** invite a camper to your family's cabin.
- You may enter another staff kid's cabin with the permission of both your parents and their parents.

Additional Barn Rules for Staff Kids

- You must be 14 years old or older, and be trained, to bring horses out to campers at the barn.
- You may not go to the barn any time in the morning unless you are registered for Camptivities.
- You may not go to the barn during Saska. You will take Saska like all campers.
- You may not go to the barn on Saturdays. Saturday is a day off for the wranglers and barn staff.

Tips for Parents of Staff Children Who Are Placed in Camper Cabins

Each child is different in the way they deal with the fact that their parent is a staff member. Some children pretend not to see you as you travel through your camp day. While this can be hard on a parent, it is much better than when your child can't seem to make the break from you and spends too much time seeking you out and straying from their counselors and cabin mates. Part of the reason you are working on the staff is to allow your kids the opportunity to participate in the camp program. The goal should be for your children to have a camp experience independent of you, just like the other children at camp.

Please keep in mind how hard it may be on the other children in camp if they are constantly reminded that your child has their parent on the property. Conversely, it can be hard on your child if you constantly remind them that you are watching over them every minute. The following guidelines will help you and your children make the most of your time at camp together. If you have any questions, please don't hesitate to ask the Camp Director or other staff parents who have had many years of experience with their kids in the staff kid/camper role.

Do:

- Do speak to your children before you get to camp about how much you want them to enjoy their time at camp and be just like the other kids who are in their cabin. Explain to them that one of the things you want them to get out of camp is a sense of independence and making it on their own.
- Do feel free to talk with your child's counselors in a tactful way, away from the cabin group, about any concerns you have regarding your child. The camp **Head Counselor** is also an excellent resource.
- Do write letters to your child so that they receive mail at the same time as the others in the cabin. This is a great way to remind your child to change his shirt or take a shower without doing it in person. Ask about his/her Camptivities and his counselors, just the way a parent would who is not at camp. Ask him/her to write you back using the camp mail system. The easy part is, they won't need a stamp.

Don't:

- Don't extend any privileges to your child or your child's cabin that other kids in camp do not have. For instance, do not allow your child to take a shower in the Clinic, or eat snacks during the day, use the telephone, or just hang out with you when they are supposed to be somewhere else.
- Don't eat at the table with your child's cabin. Your presence can create feelings of homesickness in other children and, whether you realize it or not, would probably make your child uncomfortable.
- Don't pull your child aside in view of other campers to talk with them or to give them affection or attention. This includes the time immediately after meals. If you feel you must interact in this way with your child during the camp session, arrange to do it in a private space during your child's free time.
- Don't interject yourself into your child's day by visiting their activities or their cabin unless it is part of your job description to interact with them in that setting.
- Don't tell your child's counselor how to do their job as it relates to your child unless it is part of your job description to do so. Take your concerns to the Program Manager, **Head Counselor**, or Camp Director.

Tips for Staff Children Who Are Placed in Cabins

- Pretend your parent is 250 miles away. For the most part, ignore them (we realize this may be hard!), unless they are interacting with you because it is part of their camp job to do so.
- Fill out the first day post card like other campers and return it to your counselor. If your parent writes you a letter, write back like other campers. You do not need to put a stamp on your letter!
- Don't brag to other campers that your parent is at camp; it may make them angry or homesick. Remember, you will not have any special privileges because your parent is at camp. You should conduct yourself like a regular camper, subject to all the rules and regulations that other campers follow.

Transportation Policy

Updated March 31, 2011

Vehicle Administration

- Camp owned or leased vehicles will be used to transport campers, staff members or guests (approved by the Camp Director) for authorized camp activities only.
- The **Facility Director** will ensure that standard maintenance and safety checks are conducted in accordance with recommendations from the manufacturer and will arrange to have fluids checked and logged in the appropriate log book, on a regular schedule.
- The **Facility Director** will ensure that each vehicle has the proper registration and insurance information, current plates, and any appropriate city stickers.
- On the camp property there will be appropriate traffic control and speed regulation signage.
- Van keys will be kept in a secure place and distributed by the **Operations Manager**.
- All vehicles will be maintained in clean, safe, and serviceable condition, as recommended by the manufacturer. The exterior of each vehicle will be cleaned as needed.

Equipment and Documentation For Each Vehicle

- All vehicles will be equipped with a first aid kit, an approved fire extinguisher, warning reflectors, flashlight, flares and an appropriate jack and lug wrench and a spare tire. **(ACA TR-11)**
- A Vehicle Use Log and a Weekly Maintenance Checklist will be kept in each vehicle.
- A copy of the Vehicle Emergency Procedures will be kept in each vehicle.
- The phone numbers for the camp, police, fire and ambulance will be kept in each vehicle. If possible, there should be a mobile phone in the vehicle when in operation.

Driver Qualifications

- All drivers of camp vehicles will be at least 21 years of age and insurable. Drivers must have a valid license for the class of vehicle they drive.
- All drivers of camp vehicles shall complete and sign a Vehicle Driver's Authorization Form which includes the statement that they have read this policy. Drivers will undergo Camp Echo Driver Safety Training, including behind the wheel training and practice, and knowledge of policies and procedures. **(ACA TR-17)**
- A MVR (Motor Vehicle Report) shall be obtained on all drivers prior to using camp vehicles. This will include a check for no more than two violations in the last three years and no major violations (DUI, careless or reckless driving, etc) within the last seven years. **(ACA TR-16)**
- All drivers must be certified in CPR and first aid.

Limitations on Number of Adults and Passengers

- The total number of people in the vehicle will not exceed the original design of the vehicle. **(ACA TR-9)**
- There must be at least two adults (driver + one other adult) in any vehicle transporting more than 10 minors. **(ACA TR-8)**
- A single adult may not transport a single child. There must be more than one adult or more than one child in the vehicle.

Loading / Unloading Procedures

- All campers must board and leave the vehicle on the passenger side of the vehicle, or the side of the vehicle nearest the curb.
- Loading and unloading shall occur in an orderly fashion, off roadways, and in areas specifically designated for this purpose. No gear is to be stored in a manner that blocks exits or aisles, and all passengers must have a seat. **(ACA TR-3)**

Van Driver Procedures

- Drivers must follow all the Away from Camp Safety Policies and Procedures, including having a roster of all passengers, an itinerary, inclement weather plans, route to be taken, and communication plans on file in the camp office; and having a copy of each passenger's Health Form on board the vehicle.
- At the start of a trip, the driver must perform and log a safety check (lights, tire inflation and wear, windshield and wiper condition, emergency flashers, horn, brakes, mirrors, and fluid levels); enter "safety check performed" and the mileage in the log book; and initial a Pre-Departure Checklist. **(ACA TR-15)**
- Rules and emergency procedures shall be explained to passengers before every trip. **(ACA TR-10)**
- The driver must drive safely and **obey established speed limits** at all times. A driver who fails to comply with this rule will be subject to disciplinary procedures and risks being terminated.
- If there is more than one vehicle involved, all vehicles must travel together in a convoy. **(ACA TR-9)**
- No driver shall drive for more 2 hours without a break of at least 10 minutes, or more than 10 total hours in a day. Long trips should be scheduled in a way that avoids all-night or late-night driving. On long trips where there are two or more drivers, drivers should trade off after 4 hours of driving **(ACA PT-13)**.
- To back up, roll down your window and turn on flashers. Look first; use a spotter if vision is blocked.
- Drivers may not use cell phones or eat meals while driving.
- The fuel level should never be allowed to drop below a quarter tank. All fuel purchases should be made with the camp gas card stored in the vehicle except in extraordinary situations. At the time of refueling the driver shall perform and log a safety check (see above). During refueling, groups or pairs of campers may leave the van with staff permission to use the bathroom or to purchase snacks.
- The driver will complete a vehicle use log at the end of each use. The interior of the vehicle will be cleaned thoroughly after each use. Maintenance needs must be reported to the **Facility Director**.
- Drivers will be personally responsible for payment of tickets resulting from any violations.
- **Vans must be driven with extreme care on, and off, Camp Echo property. Camp Echo speed limit is 15 MPH. This speed limit must be observed at all times. Speed should be reduced when in proximity to pedestrians anywhere on camp. (ACA TR-2)**

Passenger Safety and Conduct (ACA TR-8)

- Seat belts must be operable and worn at all times when the vehicle is in operation. Passengers shall remain seated at all times the vehicle is in motion, with no portion of their bodies extending through the windows or over the sides. **(ACA TR-9)**
- The following passenger conduct is prohibited:
 - Moving around in or leaving the vehicle without permission.
 - Being discourteous, rude or using foul language.
 - Damaging or defacing the vehicle; stealing or defacing the property of others.
 - Engaging in horseplay or fighting; throwing anything inside or out of the vehicle.
 - Signaling to other vehicles or pedestrians.
 - Possessing or using any illegal substances, tobacco products or alcohol
 - Refusing to follow reasonable instructions.
- Drivers and other supervising adults are responsible for maintaining order in all camp vehicles. If any camper refuses to conduct him/herself appropriately, the driver may return the camper to camp (if possible) and refer the situation to the Camp Director or Program Manager. In accordance with the severity of the infraction and the number of times an infraction occurs, the camper may lose the privilege of participating in a specific activity; be confined to camp; or be sent home.

McGaw YMCA Camp Echo Vehicle Emergency Procedures

An emergency could involve an accident, a vehicle breakdown, or a passenger illness. This is a comprehensive list of emergency procedures; not every item on this list will be applicable in every emergency situation. Use common sense.
(ACA TR-7, PT-13))

- Remain calm.
- Stop the vehicle; turn off the ignition.
- Turn on hazard lights; check for fire.
- Determine the condition of passengers. Begin first aid immediately for life-threatening injuries.
- Keep passengers in vehicle if it is the safest place; if it is not the safest place, evacuate passengers to the side of the road, keeping them out of oncoming or passing traffic. Provide proper supervision.
- Place emergency reflectors or flares 100 to 150 feet ahead of and behind the vehicle.
- Administer first aid to anyone who is injured. Locate and have their Health Form ready.
- Contact the appropriate authorities, as needed. Here are the numbers if you are close to Camp Echo:
 - Michigan State Police, Local Office: **231-652-1661**
 - Ambulance/Fire/Police: **911**
 - Newaygo County Sheriff: **231-689-6623**
- Contact camp as soon as possible and alert them to the situation. Try calling in this sequence:
 - **231-924-0829**, the Camp Echo main phone number
 - **231-924-7072**, the Health Officer's phone number
 - **231-928-0710**, the Camp Director's home number
 - **231-924-7076**, the Program Manager's home number
 - **231-924-4809**, the Facility Manager's home number
 - **231-928-0868**, the Property Manager's home number
 - **847-475-7400**, the McGaw YMCA, and instruct them to continue calling camp for you
- Be prepared with, and give the person who answers, the following information:
 - Who is calling
 - Where you are
 - The nature of the situation
 - Who is involved
 - If possible, leave a number where they can call you back
- Obtain the name, address, license number, license plate number, and so on of others involved in the accident/emergency. Ask to see the license and insurance card to make sure you are receiving the correct information. Document the extent and location of the damage to the other vehicle.
- Obtain the name, address, and phone numbers of all witness, including first person(s) to arrive following the accident/emergency.
- When asked for your statement by the investigating officer:
 - Do not admit fault
 - Do not accuse the other driver(s)
 - Be accurate and factual
- Cooperate with the police in filing an accident report and obtain a copy for your records.
- Discuss the accident/emergency only with the investigating officer and YMCA personnel.
- Do not give any information to the media. Refer inquiries to the Camp Echo Director or **McGaw COO**.

Additional Information Regarding 15-Passenger Vans From the National Highway Transportation Safety Administration

Unique Design Characteristics of 15-Passenger Vans

- The risk of rollover increases dramatically as the number of occupants increases from fewer than 5 occupants to over 10.
- 15-passenger vans with 10 or more occupants are 3 times more likely to roll over than those with fewer than 10 occupants.
- Loading 15-passenger vans causes the center of gravity to shift rearward and upward increasing the likelihood of rollover. • A shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
- Vans should be loaded from the front, as the load shifts towards the rear of the van the rate of rollover increases.
- Soft shoulders and culverts pose a hazard in rural areas.
- The width of the van allows for less lane room.
- The length of the van increases distance needed for making turns, changing lanes, and braking.
- General maintenance of the vehicle, including proper tire pressure is important to safety. See the vehicle owner's manual.

Driving tips

- Avoid sharp turns
- Avoid excessive speed and abrupt maneuvers.
- Don't drive when tired.
- Don't drive in bad weather.
- Drive conservatively.
- Take rest stops often (every 2 hours recommended)
- Wear seat belts.
- Drive during the day, if possible.
- Require someone to be awake in the front seat with the driver on long trips.
- Obey all laws, signs and speed limits.
- Adjust to lower speeds than posted during conditions of rain, snow, fog or other conditions that affect safe handling.
- Use cell phones or other electronic devices only when the van is safely stopped, or ask passengers to assist with calls.
- Properly load passengers and equipment, and never place equipment on the top of vans.

Defensive Driving Theories

- Drive with courtesy.
- Be calm when driving.
- Concentrate when driving.
- Drive cautiously.

Dealing with Aggressive Drivers

- Avoid eye contact.
- Don't cut in front of other drivers
- Allow fellow drivers to merge
- Don't aggravate fellow drivers with had gestures.
- Don't tailgate.
- Use your horn sparingly.

Backing the Vehicle

- Use a spotter.
- Back to the left (driver's side).
- Avoid backing up if you miss a ramp or an exit.
- Use outside mirrors.

Training Topics for Drivers of 15-Passenger Vans

- Unique design characteristics of 15-passenger vans (see list above).
- Driving tips (see list above).
- Backing, parking, turning, accelerating, slowing for turns, etc – with a road test.
- Use of trailers – backing, hitching, trailer loading, tongue weight, safety equipment, and so on – with a road test.
- Skills specific to topography or road type traveled (highway, urban, off-road, mountain road, sand, four-wheel drive, etc.
- Weight distribution, loading, and unloading.
- Appropriate passenger behavior.
- Defensive driving and dealing with aggressive drivers.
- Review of the Transportation Policy and the Vehicle Emergency Procedures.
- Pre-trip vehicle inspection, use of log books, and post-trip vehicle cleaning and check-in.

Weather Emergency Procedures

(ACA OM-7) Updated May 19, 2004

Notification

The Camp Director will periodically monitor local weather conditions via television, radio, or internet. In the event of a weather emergency, assigned staff will be dispatched to Birches, Outpost, and other campsites if appropriate. The Lakeside P.A. system will be used to notify everyone in Main Camp.

The Camp Director will announce an all clear by using the P.A. system and by sending assigned staff to remote areas. Campers will be told to assemble in the Dining Hall or at the Bell Tower if necessary.

Tornado or Severe Winds

In the event of a weather emergency (tornado, hurricane, or severe damaging wind) campers and staff in Main Camp will go immediately to their respective cabins, or if little warning, to the nearest shelter.

The following steps shall be taken:

- Remain calm.
- Keep away from doors and windows.
- Lie under bunks, on the floor, covered by mattresses, pillows, blankets, or coats.

Staff assigned to campers at remote areas will lead campers to shelter at or near their site. Staff should not attempt to walk their campers into camp. If necessary, the Camp Director will send a vehicle to these areas to transport campers to safety.

If caught on foot with no well-constructed shelter nearby, find a low area such as a ditch or ravine. Take a protective position on your elbows and knees with your hands over your head.

Hail

Large hail can impact a surface at speeds greater than 100 miles per hour. **Move inside to avoid getting hit.** Hailstones driven by a storm's high winds can shatter windows; follow the steps above for protection from severe wind. Hail can also be a signal that a dangerous storm or tornado is imminent.

Lightning

All thunderstorms produce lightning, by definition. If you can hear thunder, you are close enough to the storm to be struck. It need not be raining for lightning to strike. Lightning can strike as far as ten miles away from the rain portion of a storm.

The following steps shall be taken:

- Remain calm.
- All boats will be called in immediately and swimmers pulled out of the water.
- Move inside if possible. Stay away from doors and windows.
- Do not stand in an open field, on the beach, under an isolated tree, or near the flagpole.
- In the woods, look for a low area under a thick growth of small trees
- In an open area, move to a low place such as a ravine or valley.

Extreme Heat

On hot days when the temperature is above 90° F and the relative humidity is high, evaporation slows. The body becomes unable to shed heat through its normal methods of circulatory changes and sweating.

To prevent heat disorders:

- Slow down.
- Drink plenty of water.
- Wear lightweight, light-colored clothing.
- Stay out of the sun.

Heat exhaustion symptoms include heavy sweating, weakness, and cold skin. Heatstroke symptoms include hot dry skin and rapid pulse. Move to a cooler environment, and get immediate medical help.