



Emergency plan for evacuation of the program:

- Every activity area has a posted exit sign and every dorm room an emergency evacuation floor plan
- Director leads the campers out of the building in an orderly fashion
- Counselor appointed at orientation will check for all stragglers
- Director is responsible for ensuring the number of children in attendance equals the number of campers safely evacuated
- The first day of camp, every Monday morning evacuation drills are documented.
- The Director documents date, time and effectiveness of each drill.

Procedures for providing emergency health care:

- In the event of an emergency call 911
- Health supervisor will stay with the camper and start basic first aid
- Call health care consultant, number is posted in the main office by phone
- Director call parents with information
- If child is transported to hospital a staff member will accompany child to the hospital and stay until the parents arrive.

Plan for Injury Prevention and Management:

- Director required to have CPR and First Aid
- Monthly update on CPR First Aid kit
- Inform parents of any injury to their child, fill our injury report log and have parent and staff administering first aid sign report as well as log in Injury log, put copy in child's file.
- Daily monitoring-custodian monitors and maintains grounds as well as staff
- Area is cleaned daily in preparation for the next day
- A staff member walks the grounds before the children arrive and remove anything that may be a hazard
- No smoking is allowed in the building
- All toxic substances are locked in the janitorial closet
- Telephone is located in the main office with emergency phone #'s posted beside

Procedures for reporting serious injury:

- Director will call Department of Health 617-983-6761
- Local board of health will receive a report
- Health consultant will be informed

Procedures for Clean up of Blood Spills:

- Put on gloves
- Spill outside: get bucket of water with bleach and soak area until blood is gone
- If indoor use water and bleach solution, disposable towels to get excess water, place gloves and soiled towels in plastic bag and put in dumpster