

Emergency Policies and Procedures

Types of Emergencies/disasters

<u>Weather</u>	<u>People Related</u>	<u>Technical</u>
* Hurricane Warning	* Injury	* Fire
* Tornado Warning	* Illness	* Electric/Water
* Lightning	* Unknown Visitor	Outage

Weather Emergencies/national disasters

Notification of dangerous weather can be made through various sources, including radio/TV broadcasting. After learning of the specific weather condition, the Camp Director will notify the appropriate staff members and the following will go into effect:

1. Bring all campers out of danger and inside to the indoor arena. Keep towards the center of the buildings and away from any windows and doors.
2. Use non-threatening language and actions around the campers. Discussion of events should be on a "need to know" basis only. Staff are to maintain their composure and try to reassure campers.
3. Either the Camp Director or his/her designee will monitor weather conditions on the radio and will remain in the camp office to answer phone calls from the parents.
4. Parents will be notified as to early pick up time

People Related Emergencies

Any injuries or illnesses should be treated as serious until it can be proven otherwise.

Minor injuries or illness:

1. Send camper, with a buddy or Jr. counselor, to the camp director/health care supervisor
2. Camper's needs are attended to and her name, injury, and treatment given is recorded in the first aid log
3. If camper needs to rest due to injury, illness, heat exhaustion, etc she is to remain in the care of the camp director/health supervisor
4. If the camper continues to feel fatigue or discomfort her parents are called
5. If the camper rejoins her unit, a note is sent home with the camper explaining the injury/illness

Major illness or accidents:

1. Follow standard CPR first aid protocol
2. Ask a fellow counselor to call 911 and the camp director

As camp staff, you are a State mandated Child Abuse reporter. Any signs or suggestions of molestation or abuse should be dealt with accordingly.

All visitors should check in at the main barn with the camp Director. An unknown visitor is an adult or child who is on camp property without specific permission. An

unknown visitor does not display or have a camp name tag, pass, or professional identification.

1. Adults who spot the unknown visitor are to approach the visitor to find out his/her intent. Campers are to remain at a safe distance.
2. If the visitor is peaceful, s/he is escorted to the camp director to be checked in
3. If the visitor becomes hostile (forceful actions/language, threatening, refuses to leave), delegate another staff member to notify the Camp Director immediately and you call 911
4. Upon notification, the Camp Director shall also contact the police.

Technical Emergencies

In case of fire call 911 Immediately:

1. Secure the area, including bringing campers away from danger. The Camp Director is immediately notified and contacts the Fire Department. Unit Leaders stay with the campers at designated fire drill area. Upon a fire drill all groups(Junior farmers/Tiny trotters/Summer riders) are to meet in the parking lot in front of the barn away from all structures. Any camper or staff member needing first aid is brought to the nearest area out of danger. Horses that are being used for a lesson will be released into the front paddock as child dismounts.
2. In case of a small structure fire, individuals trained in the use of fire extinguishers may aid in the extinguishing of the fire. In all other cases, 911 must be contacted. Fire extinguishers are located indoor arena, first and second floor of main barn.
3. Fire Drills will be conducted on the first and third day of camp
4. All counselors will be trained on how to use a fire extinguisher and know their locations
5. After All campers are safely secured, counselors will do a role call to account for all campers.
6. After all campers and staff are secured, camp director, Asst. Director and 1 or 2 designated senior counselors will secure the animal's safety if so needed.

Lost Camper

1. Staff member reports in a missing camper to the camp director with the following information:
 - a) camper's name
 - b) time last seen
 - c) place last seen
 - d) description of what camper was last seen wearing
2. The Camp Director will sound an alarm- bull horn. All groups will proceed to the indoor arena where attendance will be taken.
3. Pre-designated "A" counselors stay with the children to keep them calm and occupied. "B" counselors will be assigned in pairs to specific search areas by the director. The director remains available to contact emergency help or administer first aid. Director questions counselors and campers for any additional information (ie: strangers in the area).

4. If the camper is found, the search will be canceled by a short blast of the air horn.
5. If the camper is still not found within 15 minutes, the camp director will call the police.

MEANS OF EMERGENCY COMMUNICATION – ALL STAFF WILL HAVE CELL PHONES and WALKIE TALKIES

ENTIRE CAMP EVACUATION PROCEDURES

If at some point we need to evacuate the camp, the following system will be followed:

1. All campers will assemble as practiced for Fire Drill. A staff member will lead singing and keep the campers busy while other campers are escorted TO FIRE DRILL AREA.-PARKING LOT
2. The camp director will be sure that all campers are accounted for. A counselor should be the last person to leave each activity area as campers are taken to fire drill location.
3. Counselors will walk the children to safety, Younger campers will be escorted first.
4. All administrative staff will be sure their area is secure and will then check out with the Camp Director. The administrative staff will be the last group to leave camp.
5. After all campers and staff have left, the Camp Director will then leave camp.

Contingency plan

Plan for children who are registered for camp but fail to arrive for a day at camp:

In confirmation packet, parents will be requested to email wbfponies@gmail.com if their camper will be absent

Attendance will be taken by camp director each day, if a camper does not show--

- Camp director will Double check attendance and roll call by group and program
- Check with office email to see if child has been emailed in sick
- Call parent/guardian to let them know their child is not at camp if parent has not called /emailed the camp

Parents are informed of this procedure in confirmation information.

Plan for children who fail to show at parent pick up location:

Campers will be grouped by Pony camp, Tiny trotters and summer riders. Counselors will do a final roll call prior to bringing group to parent pick up area. If a camper is not at final roll call, **the Lost camper plan will be initiated to locate the camper**

Plan for unregistered campers who arrive at camp:

- Check with camp director for last-minute additions.
- If child is simply dropped off, ask child for parent contact information—contact parents immediately. If parent is still present confirm late registration and paperwork with camp director.
- Offer parent opportunity to provide correct and complete registration/health records and pay for camp.

Campers cannot stay without appropriate parent release forms and health/immunization records.

Water supply:

Campers will be required to bring their own drinking bottled water, labeled with their name on it. If a camper forgets their water, we will have back up bottled water and a snack shack that sells water as well. No camper will be denied water

Bathroom and hand washing:

We have a male and female handicap bathroom with sink for hand washing with hot and cold water. We also have hand sanitizer through out the farm. Avid hand washing will be encouraged by all counselors.

Traffic control Plan

Drop off- Parents will drive down the long driveway and make three lines . A counselor will safely take your camper from the car and escort them through the parking to their group.

PICK UP- parents will drive down the long driveway to parking lot, counselors will be waiting with campers and escort them to their car. No parents or siblings are to get out of the car to move the process along

**Willow Brook Farm
1070 WASHINGTON STREET
HOLLISTON, MASS. 01746**

SUMMER CAMP

CAMPER ILLNESS ,MEDICATION MANAGEMENT AND EMERGENCY CARE POLICY

Camp Director and Health Care Supervisors:

Nancy Dubin cell phone: (508) 802-3649

Chelsea Dubin. Cell phone: (508) 817-7258

Assistant Camp Director: David Dubin cell phone: (508) 802-0806

BARN GENERAL MANAGER: Chelsea Dubin 508-817-7258

Health Care Consultant:

Dr. Douglas Gronda, MD

Work: (508) 429-2377

Emergency Medical Services: 911

AMBULANCE:508-429-4631

FIRST AID KITS AND PERSONAL PROTECTIVE EQUIPMENT ARE READILY ACCESSIBLE
THROUGH OUT THE CAMP IN THE FOLLOWING THREE LOCATIONS-

Main Office

Lower Barn

Upper

HAND SANITIZER IS CARRIED BY CAMP COUNSELORS.