



# Camp Safety Plan 2021

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The Camp site operates from mid-June through to end of September including rental groups that are on our property with our actual summer camp ending mid-August. Site maintenance is handled by our Maintenance Director – Rob Abbs 705.754.2374

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## **Maintaining Records Regarding Campers**

All camper records are stored in our secure on-line camp database, Camp Minder. This database is one of the most widely used and trusted databases for camps across North America as it has been specifically designed for this purpose. In addition to electronic files, hard copy camper files are kept locked in the camp office, either in Thornhill (main office located at 1118 Centre Street Thornhill ON, L4J7R9) or Haliburton depending on the appropriate season. A quick reference copy of each camper's name, address, emergency contacts and known medical conditions (if any) will be kept in the Camp crisis response back-packs in accordance with the camp's Crisis Response protocols. Camper and family confidentiality will be maintained in accordance with regulatory requirements and the camp's privacy policy as posted on our website and included here for ease of reference.

### **Privacy Policy**

Camp Northland is committed to keeping the personal information of our campers, staff, families, and clients accurate, confidential, secure, and private. Our Privacy Policy has been designed to inform families, clients, staff, and third parties of Camp Northland of our commitment and recognition to meet the terms and spirit of generally accepted privacy expectations for camps of similar size and scope.

### **ABOUT YOUR PRIVACY**

At Camp Northland, your privacy is, and always has been, very important to us. We are dedicated to providing you with excellent experience at Camp while protecting your privacy and safeguarding your personal information.

### **ACCOUNTABILITY**

Camp Northland controls and centralizes the collection and distribution of information. However, we do transfer personal information to third parties for processing (i.e., the CampBrain or Camp Minder data management systems and related payment providers), data enrichment, demographics understanding and expanding our client base.

### **WHY DO WE COLLECT PERSONAL INFORMATION?**

We collect information about your camper and family so that we can provide the best and safest experience for your child at Camp. We also collect and share information to support growth and sustainability of the camp. Personal information allows us to ensure the safety and welfare of the children in our care and building the strongest and most sustainable camp.

We use personal information to share updates with our families and clients about news and other events at Camp. We also use personal information for business demographics and community analysis, and to provide statements of account to families when requested to do so.

## WHAT INFORMATION DO WE COLLECT?

The personal information we collect shall be limited to that which allows us to run a safe Summer Camp, and which helps us provide campers and other clients with a safe experience always with a view to further growth and sustainability of the camp and understanding our market. The information that we collect includes:

- The Camper Application requests names, addresses, telephone numbers, and email addresses for regular contact thorough the year and in cases of emergency.
- Custody information that is important for camper safety and welfare.
- Health Information Form requests personal health information about the camper as required by camp policies and/or the local Health Department.
- Other health and behavioural information (i.e. special needs, mental health information, allergies, medical history etc.) is necessary for the counsellor, nurses, and program leaders to provide the best care for your child.
- We may also collect other personal information orally or electronically throughout the year to support these purposes without limitation.

## CONSENT TO USE PERSONAL INFORMATION

We may obtain your express consent to use personal information, or we may determine that consent has been implied by the circumstances. Consent could be in writing such as: signed application form, signed health form, submitted e-forms online, parent manual/packet disclosures, or verbally in person or over the telephone.

Providing us with your personal information is always your choice but failure to do so may limit participation or void registration. As part of the application process, we ask that you provide information that allows us to provide the best care for your child. In doing so, you consent to our collection, use and disclosure to appropriate third parties of such personal information for these purposes.

## USE, DISCLOSURE, AND RETENTION OF INFORMATION

Camp Northland only uses and discloses the personal information in order to fulfill the identified purposes except when required by law. Staff members whose job functions or responsibilities require personal information have access to all of your information.

## KEEPING YOUR INFORMATION ACCURATE

It is important that your personal information is accurate and complete. Having accurate information about your family and child allows us to provide the very best Camp experience. You have the right to access, verify and amend the information we have about your family. We rely on you to keep us informed of any changes, such as a changes of address, phone number, email address, the health of your child or anything else – simply contact our Thornhill Office (905-881-0018) and let us know about any changes.

### KEEPING YOUR INFORMATION SAFE

We use electronic and procedural safeguards to protect our systems and all personal information under our control against unauthorized access and use.

### CHANGES TO OUR PRIVACY POLICY

If we decide to change any part of our Privacy Policy we will post those changes here and in places we deem appropriate, so that you can be aware of what information we collect, how we use it and under what circumstances, if any, we disclose it. You will always have a choice as to whether or not we can use your information.

### YOUR RIGHT TO ACCESS YOUR PERSONAL INFORMATION

You have a right to access your personal information that we have in our possession. On written request to the Camp Director, a client is informed of the existence, use and disclosure of their personal information that is under our control, and may be given access to that personal information as required and permitted by law.

You may challenge the accuracy and completeness of that personal information and request that it be amended, if appropriate.

## **Maintaining a Record of Health and Safety Incidents in the Camp**

All staff are provided a master copy of the camp's Incident Report form which forms a part of the camp's standard seasonal staff manual. Additional copies are always readily available in the camp office during summer operation as needed. Any health and safety incident, including but not limited to injuries, significant behavioural concerns, or any matter of significance requiring staff intervention will be immediately addressed to ensure the safety of all members of the camp community and then recorded on an incident report and provided to the Camp Director within 12 hours of the incident occurring. The Camp Director will review the report to assess if any further intervention is required and debrief with appropriate staff or campers as needed. Our supervising (Head) staff are also trained in incident documentation using the 'notes' feature of our database where incidents are also recorded on a camper by camper basis (or staff where applicable). If the incident involves a confidential medical matter, the medical file, as opposed to the more accessible camper file will be noted by the appropriate medical authority. Communication of such incidents to the guardian are done in accordance with our Standing Medical Orders protocols that are circulated to our medical health professionals each season and are readily available upon request.

For ease of reference a copy of our most recent incident report is included herein:

# INCIDENT REPORT



Name of Camper \_\_\_\_\_ Unit/Section \_\_\_\_\_ Cabin \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

Other Campers Present/Involved (indicate names and U/S Cabins)

\_\_\_\_\_

Staff Members Present:

\_\_\_\_\_

Camper's Description of Incident

\_\_\_\_\_  
\_\_\_\_\_

Staff Description of Incident

\_\_\_\_\_  
\_\_\_\_\_

What can be learned to prevent other incidents:

\_\_\_\_\_  
\_\_\_\_\_

Action Taken by Staff Present

\_\_\_\_\_  
\_\_\_\_\_

Signature of Staff \_\_\_\_\_

Action Taken by Supervisor/required follow-up

\_\_\_\_\_  
\_\_\_\_\_

How could this have been avoided?

\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

## **Communicable Disease Control - General**

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Hand hygiene is the most effective way to prevent the spread of germs from one person to another. Additional precautions such as the use of personal protective equipment (gloves, masks, eye protection and gowns) beyond routine practices are used when providing care to someone known to have an infectious illness or when there is potential contact with blood and body fluid. Body fluids can include feces, urine, vomitus, nasal secretions, sputum, and saliva, whether or not they contain visible blood. If an infectious illness or outbreak of infectious illness occurs, we will notify the local medical officer of health or public health inspector according to Ontario Regulation 503/17 Sections 4 and 8. To assist with this reporting requirement, we will conduct routine surveillance for illnesses and implement measures to control the transmission of illnesses. These measures include maintaining policies and procedures for educating campers and staff on reporting signs and symptoms of illness, isolating those with infectious illnesses for the recommended period of communicability and timely notification to the local public health unit when an infectious illness or outbreak of illness occurs.

Camp Northland will remain vigilant in monitoring and treating all identified medical conditions in accordance with the camp's standing medical orders and directives and any directives from local or provincial health authorities. Staff and campers will be trained and regularly reminded of the importance of handwashing in accordance with best practices. The camp has systems in place to facilitate and encourage handwashing before all meals. The camp provides several handwashing stations that are easily accessible in the dining hall. The structure of the meals allows for time for the campers and staff to settle in and allow staff to encourage good hand hygiene through pre-meal announcements.

Campers suspected of being ill will be taken to the on-site health centre and be assessed by on site medical staff, which typically includes a combination of first aiders, R.N.'s, R.P.N.s and/or a medical doctor. When appropriate to do so, campers will remain in the health centre and isolated if communicable disease is suspected or identified. Campers with potential communicable disease will not be returned to the general camp population until they have been symptom free for at least 24 hours. If medical staff identifies multiple cases of communicable disease, the local health unit will be notified in accordance with regulatory standards and work collaboratively with the local health unit to contain and eliminate the communicable disease from the site. All daily report filings and communication (outbreak surveillance, reporting and management) with the local health unit will be met by the camp's designate in these circumstances.

Cleaning with appropriate sanitization is done throughout the day in our dining hall, and by routine maintenance throughout the camp's public areas including washroom facilities at least three times daily. Laundry is done off site for the camp population with the exception of soiled bedding/clothing and/or kitchen aprons/uniforms which is done by maintenance staff as needed on site.



## Outbreak Control and Covid-19 Specific Considerations

Camp is an environment where a number of people reside, meet, and gather in close proximity for extended periods of time.

The newly recognized respiratory disease (Covid-19) continues to spread globally and continues to have community spread in Ontario. The general strategies recommended to prevent the spread of Covid-19 are the same strategies used everyday to detect and prevent the spread of other respiratory viruses like influenza. With that said, the events surrounding the current pandemic are still fluid and evolving every day. Strategies will be updated to adapt to new learnings and information as we approach the camping season. The full impact of this deadly and highly contagious virus is yet to be learned and therefore we must be on our highest level of alert, preparedness and adaptability to changing circumstances. If we are concerned that someone on our site may have Covid-19, the local health authorities will be contacted immediately.

Special consideration will be made when considering the movement of staff, campers and visitors from inside to outside and vice versa as related to the site. At the time of drafting this Camp safety Plan, we continue to await guidance and directives from health authorities on the criteria and conditions that camps are expected to follow related to Covid-19. We are committed to meeting these conditions once received, if the camp determines it can operate under the conditions provided. At a base level, it will be critical that as an organization we are taking steps to mitigate or prevent the introduction of Covid-19 and other respiratory pathogens into the site where possible. Such measures could include testing once and if available, education, and minimizing access as well as in/out privileges. Our health centre will need to be equipped to rapidly identify persons with respiratory illness and prevent the spread of Covid-19 and other respiratory pathogens within our site and between our site and surrounding environments. The camp will need to manage and isolate persons with suspected or confirmed Covid-19 (until they can be safely removed from the site). Therefore, as a camp community we will train our staff to be familiar with infection control guidance and develop plans that align with health authority regulations and recommendations around the needs to accommodate persons with possible Covid-19 exposure.

Subject to Health Unit Directives, we intend to address the following:

- A. Mitigate Against the Introduction of Respiratory Pathogens into the site
  - a. Facility signage
    - i. post signs at the entrance instructing visitors not to visit if they have symptoms of respiratory infection.
    - ii. Ensure staff and campers are familiar with the symptoms of general acute respiratory infection, as well as criteria for Covid-19 which includes fever, cough or shortness of breath.
  - b. Screen visitors in advance where possible or upon arrival for fever or signs of an acute respiratory illness.

- i. Inform potential visitors that symptomatic persons will not be allowed to enter the site. When possible, we will advise potential visitors of these rules in advance of arrival to the site.
    - ii. Ask persons upon arrival for symptoms or possible exposure to Covid-19. We will exclude visitors who appear to be ill or report fever, cough, shortness of breath and either travel within the last 14 days OR close contact with a person with confirmed Covid-19 within the past 14 days.
    - iii. Advise parents and campers that they must remain at home if a family member is ill or in home quarantine, at least until the related quarantine period has passed.
    - iv. All staff and campers will be screened 48 hours before scheduled departure (by form/email) and then again as they leave for camp including temperature and screening questions.
      - 1. Fever?
      - 2. New or different cough?
      - 3. Shortness of breath?
      - 4. Sore throat?
      - 5. Muscle aches or joint pain?
      - 6. Vomited?
      - 7. Diarrhea?
      - 8. Been exposed to anyone with any of these symptoms in the past 14 days?
      - 9. Travel or exposed to anyone who has traveled within the last 14 days?
    - v. Visitors Day will be canceled if appropriate to do so to prevent the spread and maintain social distancing
    - vi. Staff days and nights off will be limited to time off on site.
  - c. Staff and Volunteers
    - i. Ensure our policies allow staff to isolate if they have symptoms of respiratory infection.
    - ii. Inform staff to stay in a dedicated isolation building, or under Health Centre care, until their symptoms resolve.
- B. Rapid detection of cases
  - a. Instruct all people on site to report symptoms of fever, cough or shortness of breath to the appropriate personnel at the first signs of illness.
  - b. Screen new persons joining the camp for recent respiratory illness.
  - c. Consider daily or frequent temperature and symptom checks of all campers and staff and monitor for new fever and/or respiratory illness.
  - d. If indicated, plan to arrange to have patients taken home or transported to an appropriate outside medical facility. Contact transported and receiving facility or home of potential concern for Covid-19 to ensure awareness and permit adherence to appropriate infection control procedures.

- C. Prevent the Spread of Respiratory Pathogens within but also to neighboring areas
- a. If someone is not tested but has fever or acute respiratory symptoms:
    - i. Restrict people with fever or acute respiratory symptoms to their private room where available, or an area where they can be isolated from others on the site by at least 6 feet.
    - ii. If there is a group of close contacts, like a cabin, there may be times where it is appropriate to keep them together as a group, even if they are not ill, if there previously was an extended opportunity for exposure because they may already be infected.
    - iii. If the sick person must leave the isolated area or room for medical reasons, have them wear a facemask (if tolerated).
  - b. In our health centre, manage persons with an undiagnosed respiratory infection using Standing Medical orders and include eye protection and if suspected diagnosis warrants, Airborne precautions/droplet precautions to be added as well.
  - c. Support hand and respiratory hygiene, as well as cough etiquette by all campers and staff, and visitors.
    - i. Ensure appropriate handwashing facilities and supplies.
    - ii. Have sanitizer distributed and available in various areas around the site and upon entering the dining hall.
- D. Management and Isolation of Suspected or Confirmed Cases
- a. If a case is suspected, local health authorities will be contacted immediately for guidance.
  - b. A freeze will be placed on all in/out activity except for essential deliveries/service.
  - c. Restrict movement within the site that could facilitate exposure until Covid-19 has been ruled out.
  - d. Restrict the movement of the suspected infected person except as required to get to the room for care. Facemasks will be placed on suspected Covid-19 patients for all movement within the site and transport.
  - e. Confirmed Covid-19 patients to be isolated in a private, single occupancy room where possible or under the care of the Health Centre. If multiple persons become ill, a designated area will be identified for these individuals and their care providers only.
  - f. Doors to any room or area housing suspected and confirmed cases will be kept closed except for entry or egress or care.
  - g. PPE to be worn by all healthcare staff will include standard precautions (gloves), contact precaution (gown), eye precautions (goggles or face shield); and airborne precautions (fit tested N95 mask, respirator or positive air pressure respirator)

## E. Facility Readiness

- a. If an outbreak develops, we will follow our Crisis response Plan, supplemented by this additional information and process.
- b. All efforts will be made to prevent widespread transmission of Covid-19 and to avoid major disruptions to our operation if possible.
- c. The medical staff on site will be deemed to be members of the Crisis response team in this situation.
- d. The Crisis response team will address the following activities in advance along with any others that may be required by oversight agencies:
  - i. Assessing Risk to employees and available measures to maintain their health
    1. Assess the potential exposure risks for all staff – consider healthcare, maintenance or any other services or roles that require prolonged close contact
    2. Provide staff with information about preventing the spread of respiratory illness
    3. Review the processes to ensure staff know what to do if they are ill or unwell
  - ii. Education and Training for Staff
    1. Educate about how respiratory illness spreads to inform and improve adoption of best practices to prevent the spread of respiratory illness.
    2. Hold educational sessions to share our policies for respiratory illness.
    3. Hold educational sessions that include information on Covid-19 symptoms, how respiratory illness spreads, basic cough and sneeze etiquette, hand washing, personal protective equipment, and maintenance/housekeeping procedures.
    4. Expect all staff to attend training sessions.
    5. Information can also be provided through signs, written material and video presentations.
    6. As more is learned, updates and announcements can be made to keep all informed, especially regarding changes in prevention measures and medical treatment protocols.
  - iii. Facility readiness: Signage, supplies and staffing
    1. Prominently display posters/signs at all entrances, bathrooms and common areas (such as 'cover your cough', and to notify appropriate staff if they have symptoms, proper handwashing, etc.)
    2. Make the means for appropriate hand cleansing readily available throughout the site. Running water and soap are ideal with paper towels and garbage being available. Sanitizer will be made readily available as well.
    3. Maintain sufficient supplies of hand soap and paper towels, hand sanitizers, tissues, general cleaners, disinfectants and personal protective equipment.

iv. Maintenance requirements

1. Clean facilities routinely and effectively
2. Clean frequently touched surfaces such as doorknobs, door handles, telephones, as well as non-porous surfaces in bathrooms, sleeping area, dining hall, offices (floors) using appropriate disinfectant.
3. Place garbages in visible locations and empty regularly
4. Ensure waiting areas (office) has appropriate ventilation by opening windows whenever possible.
5. Instruct cleaning staff that touching laundry can lead to self-contamination and PPE should be used if dealing with infected laundry. Staff that is in contact with infected laundry must wash their hands with soap and water or an alcohol-based hand sanitizer immediately afterwards.

F. Review Health and Mental Health response

- a. Identify what health care and/or mental health resources are available off-site and identify emergency medical protocols including transporting persons to a facility, notification protocols, and contact information.
- b. Staff providing regular services such as mental health support (social worker) will consider alternative arrangements such as phone or video sessions to continue supporting an infected patient while under our care.

G. Continuity of Operations

- a. Anticipate and plan for staffing challenges
  - i. We can expect that many employees will be ill and possibly furloughed until no longer a risk to others.
  - ii. Telecommuting may be an option for some staff
  - iii. Anticipate and plan for shortages as supply chains are affected; pre-order essentials to maintain adequate reserves.
  - iv. Partners during routine operations will be affected similarly – this includes law enforcement/OPP, the courts, local agencies, etc. we will need to be capable of adjusting to challenges felt in other related systems.

H. Social Distancing – Allowing more physical space between people can help to curb the spread of infection. Social distancing can range from decreasing the number of people who can congregate at a time for different activities to suspending all non-essential activities. Explaining our choices as circumstances arise will be important to avoid stigmatizing those who are affected by isolating some people from others. Some examples of social distancing may include :

- a. adjusting sleeping spaces – beds can be assigned farther apart, less campers in a cabin, have campers and staff lay head to toe, move people with symptoms and dedicate washrooms for this purpose, where only shared rooms are available, house the ill person with the fewest number of other people.

- b. Mealtimes – stagger mealtimes to reduce crowding, adjust seating layout to minimize contact, move to meal service and away from buffet/self-service
  - c. Bathrooms – stagger times by cabin to reduce the number of people using the facilities at the same time
  - d. Rec halls/ Common Areas – Create a schedule for using these spaces, opt for smaller group activities over large camp-wide or age wide events.
  - e. Transport – opt for transporting less people per trip, give more space between one another
  - f. Communication – Reduce face to face interactions where practical for informational meetings – instead use bulletin boards, signs, posters, emails, phone, staff mailboxes, etc.
  - g. Staff Activities – reduce unnecessary meetings
- I. Train People of What to do if they are sick
- a. Stay in your cabin or designated area except to get medical care
  - b. Separate yourself from others (and use the designated bathroom for those with symptoms)
  - c. Wear a facemask – when in the same room with other people or visiting the health centre. If the ill person cannot wear the facemask, then others around the ill person should do so.
  - d. Cover your coughs and sneezes – use tissue or cough into your sleeve. Throw used tissues in the garbage and then wash hands with soap and water for at least 20 seconds.
  - e. Wash your hands – often and thoroughly for at least 20 seconds. If water is not available, use sanitizer. Avoid touching your eyes, nose and mouth with unwashed hands.
  - f. Avoid sharing common items – drinking glasses, cups, eating utensils, bedding, etc. These items once used must be properly washed.
  - g. Monitor Symptoms – Notify appropriate personnel if illness is worsening.

## **Fire Safety**

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The camp's Fire Safety policy is laid out in explicit detail and forms part of staff training and is found in the camp's staff training manual which is provided to all staff each season. Fire prevention protocols include working smoke detectors in every sleeping quarter of camp, fire suppression systems in appropriate areas of the camp kitchen, and fire extinguishers placed in all appropriate buildings around the site. The camp does not allow open flames inside cabins. In the event of a fire, the camp has a primary plan (evacuation to the main beach area) and a system to ensure attendance of every member of the camp community, as well as a secondary plan in the event that the fire is in or near the area of the main beach which also includes attendance accountability. Staff training is conducted annually around fire safety and the proper use of fire extinguishers in the event of a fire, including 'P.A.S.S.' training. Every single staff member is empowered to call 9-1-1 and activate emergency medical services in the event of a fire that requires intervention. Our fire safety procedures are posted in all main buildings and every sleeping cabin in the camp.

Fire suppression equipment is inspected annually by third party vendors (OFS, Superior Propane, etc.) and then throughout the operating season on a regular basis by our supervisory and maintenance staff.

Staff are trained in fire safety for bonfires and cookouts/overnight trips. Fires are never left unattended and a method to extinguish the fire is always readily accessible if a fire is being built as part of the camp programming. The camp checks the local fire ban updates and information daily and adheres to all recommendations and directives.

**CAMP NORTHLAND FIRE SAFETY PROCEDURE**

1. In case of fire in a cabin, or smoke detector sounding, all campers and staff must get out of the cabin immediately.
2. Staff should make sure that all campers have been removed from the building. Staff should ensure their full cabin is present. All staff are empowered to call 9-1-1 if deemed appropriate.
3. One staff member should quickly report the fire to the office. All other staff members should accompany the campers to the waterfront. All males will report to Northland Enclosure and all Females will report to Windsports. In the event of a fire near the waterfront, the males will go to the field nearest to the playhouse ('Junior Diamond') and the females will go to the field known as "Senior Diamond" or "main field". All visitors, support staff, catering staff or others third parties on site must gather at the outdoor BBQ next to the dining hall.
4. In case of a fire at an activity, all campers and staff should get out of the area as quickly as possible, and one staff member should report the fire to the office immediately, either by walkie-talkie or by running directly to the office.
5. To declare a fire or fire drill, (a) the siren will be sounded in long blasts by Rob Abbs, Adam Kertesz, or Simon Wolle (or a member of the Directing Team), and (b) an announcement will be made over all radios and walkie-talkies. Adam Kertesz (or a member of the Directing Team) will announce on all radio channels to change to Channel 1 (or Channel 3 if Channel 1 is not working) for an emergency situation. At this point in time, Program Director (or Head of Special Ops if Program Director is on a day off) will use the golf cart to sound the portable siren along the Oblong and BB Beach path. Head of Office (or Head of Camper Wellness if Head of Office is on a day off) will sound the air horns outside the office towards the Sports & Adventure road and then return to the office to assist with communications as required. Office staff or an office staff designate will be stationed by the phones and base radio for communication needs as required.
6. On hearing this siren or the radio announcements, campers and staff should proceed quickly to the waterfronts as outlined below:
 

**Boys should go quickly and in an orderly manner to the Northland Enclosure, which will be facilitated by Facilitator A: Assistant Director (or Junior Camp Director if Assistant Director is on a day off)**

*In the event of a fire on the waterfront, boys are to go to the "Junior Diamond" and sit down in their cabin groups*

**Girls should go quickly and in an orderly manner to the Windsurfing Beach, which will be facilitated by Facilitator B: Head of Waterfront/Swim (or Senior Camp Director if Head of Waterfront/swim is on day off)**

*In the event of a fire on the waterfront, girls are to go to the "Senior Diamond" and sit down in their cabin groups*
7. The office will contact the Health Centre for the names of campers and staff who are present in the Health Centre at the time, and the office will convey this information to the respective beaches.
8. On hearing the siren or announcements, U/S Heads (or their designated replacement for the day) should return to their respective units/sections (as seen below) and ensure that no camper has been left behind in a cabin, rec hall, or washhouse. If the area the staff members check is clear, the staff will return to their designated beach and wait for further instruction from the beach facilitator. If there is any critical piece of information found while specific areas of camp are being cleared, that will be communicated to the Communication Team, through channel 1. In the event that any head staff is absent from camp during an emergency procedure, they will ensure the acting head staff member is aware of their responsibilities.

<b>Location</b>	<b>Staff Member 1</b>	<b>Staff Member 2</b>
Section I and Playhouse	Assigned annually	Assigned annually
Unit 1	Assigned annually	Assigned annually
Section II	Assigned annually	Assigned annually
Unit 2	Assigned annually	Assigned annually
Section III	Assigned annually	Assigned annually
Unit 3 and CIT	Assigned annually	Assigned annually
LTP-B	Assigned annually	Assigned annually
LTP-G	Assigned annually	Assigned annually

9. U/S Heads should then proceed to their designated beach to assist with the camper accounting procedure.
10. Staff should organize the campers into cabin groups at the respective beaches, and make sure that each camper is accounted for by name.
11. Once all Section or Unit Heads have returned to their respective beach, Facilitators A and B may begin to clear cabins in ascending order. Facilitator A will be responsible for clearing (updated annually):

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Baycrest</li> <li>• Buckingham</li> <li>• Bull Frog</li> <li>• Grand West</li> <li>• Health Centre</li> <li>• Ritz</li> <li>• Kitchen/Catering</li> </ul> | <ul style="list-style-type: none"> <li>• Kosher Kove</li> <li>• Leap Frog</li> <li>• Long Cabin A</li> <li>• Long Cabin B</li> <li>• Long Cabin C</li> <li>• Maintenance</li> <li>• The Attic</li> </ul> | <ul style="list-style-type: none"> <li>• The Basement</li> <li>• The Inn</li> <li>• Back North (Peak 8)</li> <li>• Ski Cabin (Peak 23)</li> <li>• Unit 3 Head Staff Cabin (Peak 39)</li> <li>• Any other cabins/visitors</li> </ul> |
|--|--|---|



## **Activities in Camp; Identified Risks; and Risk Mitigation Strategies**

Note: Waterfront references to 'NLS' may be substituted with an acceptable equivalent or Bronze Cross where appropriate to do so.

*Note: Drowning and/or near drowning are inherent risks in all waterfront activities and as such is always considered, even when not specifically identified, in each of the respective risk mitigation strategies outlined below.*

*Similarly, all areas at camp have a wildlife risk including bear(s). Staff are trained in wildlife safety and each staff member participates in a dedicated 'Bear wise' training program provided by the Ministry of the Environment, before the children arrive to the camp.*

*In addition, campers receive an activity specific orientation the first time they attend and the rules and expectations are clearly laid out to all participants.*

### ***Spinal injuries in any area of camp will all follow one consistent protocol:***

#### Land Spinal Procedures

If suspected land spinal injury occurs: • Do not move injured person • Immobilize head and neck in position found • Check vital signs (ABC's, LOC, skin colour, skin temperature)

After the injury occurs: • One staff member should move campers away from injury site. • One staff member should stay with the victim and maintain immobilization of the spine until more staff arrive to assist with emergency care. • The staff maintaining immobilization can also initiate first aid at this point if other first aid concerns are present • A third staff member (or, if a third staff member is not present, the staff who was responsible for clearing campers out of the scene) should immediately use a walkie-talkie to contact the following people: o Head of Swim o Health Centre o Head of Water o Any member of the directing team who may be currently using the golf cart, or the office if the golf cart is parked there o Camp Director • After being contacted, the Head of Swim, Head of Waterfront, Health Centre and the Camp Director will switch their walkie-talkies to Channel 1, and will remain on this channel until the camp director gives the all clear that the emergency is settled.

#### Post-Emergency Follow Up Land and Water Spinal Emergency Follow-up

• NOTE: accident reports must be completed and submitted to the Camp Director (Simon Wolle) • There will be follow up sessions for all those that were involved in the Emergency procedure occurring in the Health Center with a member of the Health Center present. There will be individual checks as well as a group debrief on the situation and reaction to create a discussion about preventive measures for the future.

## **Arts and Crafts**

Description	A land specialty that incorporates deferent mediums of art, as well as crafts into a child's daily activities. Some of the classes/activities include painting on canvases using acrylic paint and/or tempera paint, beading and boondoggle, melty beads and 'shrinky dinks'. The staff on this specialty are able to keep the campers engaged by allowing them to have creative freedom while simultaneously being a part of a structured and organized class.
Risks	This is a low risk specialty. Some potential risks include: <ul style="list-style-type: none"> <li>• Stepping on something on the ground</li> <li>• Burn (via hot glue gun, copper kiln, toaster ovens)</li> <li>• Cut with scissors or exacto knife</li> </ul>
Mitigation	Supervision, for both campers and staff, is key to this specialty. Staff are the only individuals to operate the irons or the toaster ovens. Additionally, younger children are not allowed to use the hot glue guns. Lastly, child friendly scissors are available for the younger campers.

## **Ceramics and Woodworking**

Description	A subdivision of Arts and Crafts that involves making pottery with clay, as well as making different wood objects/shapes/projects using basic woodworking tools. A modern kiln is used at pottery in order to burn, bake, dry, or can also be used for firing pottery. Campers will be able to make any type of pottery within the specific time frame, as well as glaze and paint their pottery the next time they are at the specialty.
Risks	Risks to campers include hurting themselves while using various tools, burns from the kiln, and debris from cutting or sawing that can cause injury. Tools include hammers, nails and small hand saws, with occasional use of electric tools by staff. The kiln will not typically be firing during hours that campers may be present, however it does pose a risk on the staff operating it.
Mitigation	Power tools will not be operated by campers, and only staff that are trained in the use of the tools. Staff will also be trained to use the kiln and will follow manufacturer's instructions at all times. Campers and staff will all wear goggles during any activity that can have debris projectiles including use of hammers, or saws. A gate has been placed separating the kiln from camper access and a warning sign installed to warn campers and staff of the heat and burn risk associated with the kiln.

### **Windsports**

Description	A water specialty that is focused on sailing, windsurfing, and 'buddy boarding' (sitting, lying or paddling). The sail program teaches the basics of the sailboat, its parts, functions and how to read the wind. The windsurfing program focuses on teaching the parts of the windsurf, how to read the wind and how to balance on top of the board. The buddy-boarding program allows the participant and a partner to learn how to hold the paddle while balancing on the board, or just appreciating the fun of using the equipment to enjoy their time on the water.
Risks	As a water-based specialty, risks associated include poor weather conditions, choppy waters and fast winds. Specific risks for sailing are fast swinging sails/booms, as well as boats tipping. Specific risks for windsurfing are falling off the board and having the windsurf fall on top of the participant. Risks involved in buddy-boarding include rocks along the shoreline where the current flows and falling off the boards while holding onto paddles.
Mitigation	<p>Water rescue procedures are in place with NLS trained staff members. Weather is carefully monitored to ensure safe conditions for the wind and the water to go out sailing. In the event of severe weather conditions, sailboats, windsurfers and buddy-boarders will not go out on the water, and the specialty will be shut down with alternative land-based programming to be provided.</p> <p>In the event of a sailboat tipping, the trained staff are apt and able to re-erect the boat in a timely, appropriate and safe manner while ensure the safety of those on board.</p> <p>To reduce the risk of windsurfers harming themselves, the trained staff will provide training to the participant before going out onto the water. This will allow them to properly re-erect themselves if they fall off the board.</p> <p>This specialty has a dedicated motorized rescue boat on call at all times that the specialty is operating with licensed and trained staff supervising and ready to rescue as needed.</p>

### **Outtripping ('Trip')**

Description	Campers are taken out of camp, typically to Algonquin Park for 4 days to experience the wilderness, gain and appreciation of nature, and bond as a group. Each day involves several hours of paddling and portaging with dedicated canoes and packs. At the designated campsites, campers and staff will set up tents and cook dinner over a fire.
Risks	Seeing as the majority of the day is spent on water, all of the same risks associated with <b>swim</b> and other water-based activities exist. As Algonquin can contain 'dark water', the risk of drowning is further exaggerated as rescues and quick intervention may be more difficult than a clear water environment. Portaging poses a risk due to rugged and uneven terrain causing trips/falls and/or rolled ankles. Falls may pose a greater risk because the campers are carrying a heavy load with

	<p>them. Because campers are away from camp and in unfamiliar trails, there is a possibility of wandering off the designated paths resulting in them getting lost. Once on the campsite, burns may occur when cooking meals on the fire, as well as wounds caused by cooking knives or other tools.</p>
Mitigation	<p>All campers are required to wear lifejackets at all times during the day when paddling or swimming in the water. This reduces the risk of drowning and other water related emergencies by keeping campers at the surface of the water. Trippers and staff present have their National Lifeguard training and can attend to any water emergencies. During portages, there is always one staff at the front of the group, and one at the back, to prevent campers from walking off the path. All campers walk in pairs, as well as carry a whistle to quickly alert the staff in the event of an emergency. All trips are sent out with a GPS tracking unit to ensure the camp knows where their location at all times, as well as a satellite phone in the event of an emergency to contact the camp. When at the campsite, staff establish a kitchen area around the fire in order to ensure campers stay a safe distance away from the fire and minimize the risk of contact with anything burning. The fire is never left unattended by the staff member. Campers are taught knife safety and are always supervised when using kitchen utensils.</p>

***Cookouts/Overnights/Outdoor Living Skills***

Description	<p>Cookouts, overnights and outdoor living skills are a subdivision of the trip specialty.          For cookouts and overnights, full sections or units will walk or paddle to a campsite around the lake to spend an afternoon or night at the campsite. Campers spend part of the afternoon swimming and/or relaxing on the beach, followed by making a fire to cook dinner.          Outdoor living skills is a cabin-based activity where trip leads on-site activities that facilitate learning about fires, camping and orienteering.</p>
Risks	<p>The same waterfront risks associated with <b>swim</b> and <b>trip</b> apply to the waterfront campsites used for cookouts/overnights. These programs have many of the same risks as trip, however campers are less involved in cooking, therefore decreasing the risk of knife wounds and burns.</p>
Mitigation	<p>There are trained lifeguards at all cookouts, overnights and OLS classes to supervise the water and decrease the likelihood of water related emergencies. All cookouts and overnights require a walkie talkie in order to contact the camp in the event of any emergency. Regular head checks are implemented in order to ensure there are no missing campers. Overnights and cookouts are limited to dedicated sites that exist on our camp property where we are in easy range of walkie-contact, can be reached by 'repeater' on an emergency frequency, and the familiar is familiar to our staff for easy access and support in the event of an emergency.</p>

## **Swim**

Description	Swim is a water-based activity that includes free-play swim and organized water games. The specialty also involves swimming lessons twice weekly for all campers up to age 13. The swimming area is divided up into 3 sub-areas by the layout of the doc; the raft area (deepest area), the senior area (middle rea) and the junior area (shallowest area). For instructional swim, campers are divided into small groups based on their swimming abilities and they are taught skills based on the level in which they are placed.
Risk	The lake itself poses one of the highest risks because of the possibility of a participant drowning.
Mitigation	All campers must successfully complete a swim test at the beginning of each summer in order to participate in any water activities. Furthermore, a buddy system with procedures for signing in and out is implemented. Campers who are unsuccessful are restricted in certain activities for safety reasons. Campers who do not pass their swim test are limited to the junior area only during general swim time, must always wear a life jacket while in the lake, and must always be accompanied by a counsellor. Those who have passed their swimming test receive a blue bracelet, and those who are unsuccessful receive a purple bracelet. The colour system helps to ensure that swimmers are in the correct areas of designated swimming areas at each specialty. In order to reduce the risk of drowning, all staff and campers must have a lifeguard on duty when entering the water. During the general swimming period, cabin counsellors sit along the docks to help with all the campers. All swimmers must sign into the lake in pairs upon entering the swimming area and sign out when leaving the swimming area. This will help track all swimmers and ensure that everyone is accounted for at all time, limiting the likelihood of participants going missing in the water. Head counts are performed every 15 minutes of general swim in order to track all swimmers and to ensure that they are all still safe and present. The slide is a specific high-risk hazard with its own specific rules. One person is allowed on the slide at a time, feet must go down first and the splash zone must be cleared before the next person goes down.

## **Inflatables**

Description	Inflatables is a sub-specialty of swim. They include a water trampoline, a large slide, a launcher and a 4-way spinning teeter-totter.
Risks	Risks associated are drowning and injury to swimmers from falls from a height and falling into uncomfortable positions.
Mitigation	Sign-ins and sign-outs apply in the same manner as the swimming specialty. Lifeguards are on duty. Campers who do not successfully complete the swimming test are not allowed to use the inflatables. All swimmers participating must use life jackets, as well as maximum weight/human capacities are enforced for each individual element based on manufacturers recommended weight limits and safety procedures.

### **Waterski**

Description	This specialty has a focus on waterskiing, slalom, wakeboarding, wake-skating, wake-surfing, knee boarding and tubing. The waterski program encourages campers to enhance and develop new skills through lessons taught by ski instructors.
Risks	Potential risks at this specialty include campers and/or staff falling out of the boat, as well as injury from the engine when camper is in the water and close to the boat. The risk of a boat running over a camper may be possible, as well as a participant getting tangled in the rope. The greatest risk that may occur is a spinal injury after falling while trying to complete a move. Ski staff must ensure that all participants have completed their swim test. Lastly, climatic risks such as sunburn, heat stroke, hypothermia and dehydration are a possibility. Risks associated with tubing include falling out of the tube while participating, as well as a spinal injury due to falling.
Mitigation	Any driver or participant in the boat must always be seated. The ski staff have all successfully completed the ski course that cover the following; switch off the engine when picking up a camper in the water and readjusting skis in the water, operate the vessels as far away as possible from a participant in the water and follow the indicated ski routes to prevent any collisions, ski staff are to make a large loop with the rope around the camper when passing the rope. All participants are required to wear PFD and any campers who have not passed their swimming test may not ski and are allowed to tube only with a staff with them. Cabin staff are to ensure that all campers are wearing sunscreen and drinking a lot of water. The boats will not operate when the weather is not conducive to driving, or that would put the participant at risk. Spinal injuries are prevented by teaching the ski staff how to drive the boats appropriately, responsively and communicate with the participant at all times. Ski and tube drivers must control the speed of a turning boat and not be aggressive on the water.

### **Paddle**

Description	A water-based specialty that involves the use of three types of boating activities, including canoeing, kayaking and circling. Canoeing is a recreational boating activity that accommodates one to four individuals, in which you sit facing forwards using single blade paddles to propel yourself. Kayaking differs as it is an individual boating activity, that using a double-blade paddle in order to maneuver over water. The newest addition to the specialty is the corcl, which is a one-person round boat that uses a paddle. The participant can sit, kneel, spin and play games with others in order to encourage socializing. The paddle program teaches participants the basics of paddling and provides the opportunity to enhance one's skill set at the specialty while also offering a variety of fun uses for each boat.
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Risks	Potential risks include capsizing of boats, as well as getting stuck in the forest that borders the oblong. With a lot of paddles being carried around, it can run the risk of someone accidentally being struck by one.
Mitigation	The constant supervision at the specialty is key to preventing risks and to ensure that they are responded to in a timely many, should they occur. The protocols involved include at least one staff on the beach and at least one staff on the water at all times. Using the crash boat, the staff are able to check the water multiple times throughout a period to make sure that all participants are safe. In order to prevent boats from capsizing and getting stuck on the side of the oblong, boats are not allowed to go out on windy days. One must always stay seated when in a boat to reduce the risks of capsizing. All participants must also wear a life jacket when out on the water. Since kayaks are known to overturn more easily, anyone who is to take out a kayak is to complete the dunk test prior to going out onto the water. This is to ensure that the participant is able to get out of an overturned kayak.

**Media**

Description	Media focuses on capturing pictures and videos of campers at Camp, as well as running the camp radio station. Throughout the day, the staff members on the specialty walk around carrying a camera in order to take photos, as well as set up electrical equipment for equipment for activities.
Risks	Risks at Media may include electrical shock from outlets, tripping over wires and large equipment pieces. Things such as bad weather, liquid around the equipment are also potential risks.
Mitigation	Media staff must be aware of their surroundings at all time, checking the floor around them before and after setting up equipment. Weather must be checked prior to setting up equipment, as well as keeping at least an inch between their hands and any outlets that they are using.

**Adventure**

Description	Adventure is a part of the Outdoor Recreation specialty. It is a challenge by choice ropes course where participants may choose their own difficulty level based on their own competency in both skill and psychology. Elements found at Adventure include a climbing wall, dynamically belayed high ropes courses, a giant team swing, a quick jump, an all aboard, a dangle-a-maze, and various low ropes elements.
Risk	Physical injury and psychological damage are risks at this specialty. A participant may harm themselves as a result of a fall from a height, improper use of equipment (helmet and harness improperly fitted, poorly/incorrectly tied knots), and human error. Psychological impact may result from fears of heights, falling when suspended on a high element, or being subject to negative comments from peers due to inability of completing an element.

Mitigation	To control for physical risks, the camp ensures that the staff are properly trained under the guidance of Challenges Unlimited Incorporated (CUI) and/or senior trained and certified staff. CUI trains the staff to properly perform rescues at height, safety inspections for each element, proper belaying and knot tying techniques, and pre-climbing check. Any staff unable to meet CUI standards are supervised by staff with more training and experience when leading classes at the specialty. The specialty promotes challenge by choice to reduce the risk of negative psychological impact. Challenge by choice encourages the camper to challenge themselves to their own perceived competency while avoiding tougher situations that may cause overdue stress. Campers are also taught to encourage their peers when climbing and to maintain a positive attitude. Safety devices including helmets and harnesses are always worn in accordance with training guidelines by element. Closed toed shoes are an expected to be worn by participants. All equipment and facilities are inspected on an annual basis by an arm's length agency from the camp.
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***Landsports***

Description	Landsports is a specialty that runs different activities and sports including bikes, tennis, archery, basketball, hockey, volleyball and soccer. Bikes, tennis and archery are all aspects of the specialty that require a landsports staff to operate. General sports can be run by the landsports staff, however, may also be run by cabin counsellors. There is also a playground/climbing structure for open use and play.
Risks	Physical injuries may occur on this specialty. Such injuries may include cuts and scrapes, potential broken bones or head injury. Due to the nature of being outside, weather may also pose a risk.
Mitigation	Strategies in place to minimize those risks are to ensure that all campers and staff are aware of the rules and methods at each of these different activities to ensure safe use if staff are not immediately present. Making sure all safety equipment is equipped when partaking in all activities, such as a first aid kit, and bike repair kits. Making sure the cabin staff are present and engaged during the scheduled activities to ensure that any unsafe play and behaviour is monitored and promptly shut down. Equipment is regularly maintained, protective eyewear and/or helmets are worn at appropriate activities. Closed toed shoes are an expectation for participants in landsports formal programming.



## ***Cooking***

Description	Cooking is a subdivision of the creative arts specialty and is a great place for cabins to grow and become closer as a unit by building friendships while making delicious snacks.
Risks	Foreseeable risks include someone cutting themselves with a knife, burning themselves on the stove or with hot items as well as someone getting electrocuted by the appliances.
Mitigation	To minimize these risks, it is imperative that the campers are watched while chopping and the staff will take over should they not feel comfortable with the camper doing so. The campers are also not allowed to use the stove or stand on the side of the counter nearest to the stove. The stove is strictly staff only. Lastly, it is ensured that only staff are the ones to plug in and use electrical appliances.

## ***Dance***

Description	Dance is a subdivision of the Creative Arts specialty that focuses on building friendships through ice breakers and other bonding games.
Risks	Some risks involved in this specialty include someone falling off stage or falling while running. Other risks include slipping on a wet surface or physical injury.
Mitigation	To minimize these risks, it is ensured that campers are to go onstage only when necessary and are under supervision by a staff member. Staff are to check the areas prior to campers arriving to clean up any spills or messes that might have occurred before the class began. Proper footwear is a must in order to reduce the risk of injuring oneself and proper warm-up and cool-downs are performed to allow the body to ease into the class.

## ***Drama***

Description	Drama is a subdivision of the creative arts specialty and allows facilitation of ice breaker games, cabin bonding activities and personal growth via theater.
Risks	Some risks that may occur include falling off the stage, falling while running, getting struck by an object falling from a height.
Mitigation	Steps taken to reduce these risks include having the campers go on stage only when necessary and are under supervision of a staff. Running in the concert hall is only necessary if a game requires it, and the campers are stopped before any injuries can occur. Any items that are on the stage are pushed back to a safe distance when they cannot fall as well as ensuring that hanging objects are secured.

## **Music**

Description	Music is a subdivision of the Creative Arts specialty and is an activity where campers can learn how to play multiple injuries and music-based games.
Risks	Some risks that can occur at music include physical injury from a musical instrument due to the instrument falling on someone, or an individual tripping over the object.
Mitigation	Staff are to ensure that the camper can support the instrument prior to it being given to them, as well as put away all the instruments in a neatly fashion to allow both campers and other staff to walk safely through the space.

## **Judaics**

Description	A specialty that involves Jewish programming in a variety of fun and interactive way where the campers can learn about and experience camp values and Judaism.
Risks	This specialty is a low risk, as it is indoors. Some potential risks include cuts, scrapes, falling and tripping.
Mitigation	Ways to mitigate these risks are to ensure that there is always at least one staff present in the Judaica Hut to supervise the campers and minimize any potential for harm.

## **Waterfront Safety**

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The camp does extensive training for its general staff and additional skill and specialty specific training for each water activity in camp. The detailed procedures form part of standard staff training and are included in the staff manual. The procedures include a detailed water drag procedure upon discovering a camper is missing from the water, water spinal procedures, accident prevention, and water emergency communication protocols. Protocols are in place for accident prevention including the use of a buddy board for entry into the swimming areas, high supervision ratios, high levels of staff training and certification, and appropriate safety equipment on site. All waterfront areas are trained in consolidated rescue to ensure maximum efficacy in the response should an emergency occur.

## CAMP NORTHLAND WATER DRAG PROCEDURE

1. Upon discovery that a camper is missing from the water, Simon Wollé, Camp Director, and the Directors will immediately be notified by head of waterfront/swim staff. The Director(s) will in turn notify the Health Center to alert/check for the missing camper.
2. Water Drag procedure commences with 3 whistles followed by 3 air horn blasts blown continuously while Water Drag procedure is in full operation and will continue throughout the Water Drag until camper is found. The commencement of the water drag will also be communicated by walkie-talkie by someone on the Directing Team (or the recipient of the Walkie Call in step 1). Anyone with a Walkie-Talkie will change to Channel 1 (or Channel 3 if Channel 1 is not working).
3. **A Land Drag will immediately and simultaneously be initiated with the siren being initiated by Rob Abbs or his designate – head staff not designated to assist in the water drag will actively participate in the land drag.**

The Land drag that will run simultaneously to the ongoing water drag; All males will proceed to the Northland Enclosure and all females will proceed to the Windsurfing Beach. Important Note: all those that are involved with the Water Drag will NOT stop what they are doing and will continue the ongoing water drag despite the sound of the siren. The Water Drag will continue as everyone assembles at the proper beach as part of the Land drag procedure. The Water Drag will continue unless the Camp Director or the proper authorities provide other instruction. If any roles need to be adapted for the Land Drag (due to staff needs at the water drag), the Camp Director, Directing Team or its designates will assign these roles as needed.

4. At the onset of the water drag, if a decision was made NOT to initiate the full simultaneous land drag due to safety or other material concerns, the Camp Director, the Directing Team or its designates may assign staff members with walkie-talkies to search key land locations simultaneous to the water drag being initiated.
5. The missing camper's name will be broadcast to the communication team by the senior member of swim, or its designate, as soon as the camper is identified.
6. All campers and staff present at the beach will assemble to a similar procedure as if there were a land drag or fire drill.
7. All waterfront specialties (boats, boards, campers) return to shore at the first sound of whistles and air horns. If possible, boats will be towed into shore. Once each water specialty area is closed down, sheds are checked, cleared and locked, the staff members will run to Northland Enclosure and assist with the water drag or land drag as needed (to be assigned).
8. Campers swimming at the time of the "Drag" are checked out immediately through the buddy board. Everyone meets in their cabin groups as directed and sits quietly.
9. Counselors on the swim docks must proceed to both sides of the docks, enter the water, and drag the junior area [front area], under guidance from swim staff. Counselors link arms, take three sweep steps in water in a line and put face in water. Repeat until at opposite end of area.
10. Swim staff must enter the water and drag the senior areas and raft areas and under docks. Swim staff to follow charted duty procedures. If appropriate, senior waterfront staff may assign staff (in a buddy system of 2 per group) to drag other areas of the waterfront including inflatables and/or between swim and windsports or between swim and ski.
11. Names of missing camper(s) are called out on the beach by a member of the Head Staff team. Counsellors are to be seated on the beach with their campers quiet and seated.
12. All Unit and Section Heads (or their designate) are to go back to their areas to check all the cabins, washhouse, and rec hall for the missing camper(s)/staff in coordination with the Land Drag if asked to do so by a supervisor.

If the Water Drag has continued for more than 10 minutes, the Director or his designate may decide to activate EMS by calling 9-1-1 and initiating a Crisis Response Protocol (see 'Crisis Response Manual for Procedures'). The Water Drag and simultaneous Land Drag will continue unless the Camp Director or the proper authorities provide other instruction.

## CAMP NORTHLAND LAND DRAG PROCEDURE

*A missing person must always be taken with the utmost seriousness. A land "drag" is implemented as a final course of action in the case of a missing camper or staff member. Listed below are the steps that must be taken before the decision to "drag" the campgrounds is made. Please read this very carefully and make sure it is understood.*

1. If a camper is found to be missing from the cabin group, one counsellor will remain with the cabin group and the other staff member(s) will retrace all the steps from the last time the camper was seen to the time they were found to be missing. This includes: rec hall, cabins, pathways, and washhouses; in other words, a very thorough check of all surrounding areas. If the counsellor is a solo staff member at the time it is discovered that a camper is missing, a CIT will retrace all the steps from the last time the camper was seen to the time they were found missing while the counsellor remains with the campers.
2. If the camper is not found, the staff member will come to the office and notify a Head Staff member, who will then contact Simon Wolle and the Directors. A telephone or walkie-talkie check will be made immediately with the Health Centre by Simon Wolle and/or his designate to see if the camper has gone there.
3. If the camper is still not found, a Director will then radio all of the Head Staff on every frequency telling everyone to change to Channel 1 (or Channel 3 if Channel 1 is not working) for an emergency situation.
4. A Director will notify the Head Staff members to come immediately to the office. They will be organized into pairs and given areas of camp to check. A list of the search areas can be found at the bottom of this document.
5. In the event that these steps are unsuccessful, and it is daytime, the **Fire Safety Procedure** will be implemented: the Siren will be turned on by Rob Abbs or his designate; all males will proceed to the Northland Enclosure and all females will proceed to Windsports.
6. IF IT IS NIGHT TIME, staff will be instructed to return to their own cabins, account for their own campers, and remain with their cabins. **Campers are not to be awakened; nor should they assemble at the beaches.** Head Staff will continue to implement searches and U/S Heads will inform staff when everything is clear and they may leave their cabins.
7. If Land drags are unsuccessful, a water drag may be implemented at the discretion of the Camp Director or his designate. The Camp Director or his designate will determine if the proper authorities need to be notified.

**AREA #:**  
**Missing Camper and/or Staff Search Areas**

<b>Area Number</b>	<b>Location</b>
1	Section I, Section II, Jr. Field, Playhouse, Around the Cabins, Path Between Section I and Section II, Behind the Washrooms.
2	Trip and the Forest area, Windsports, A+C.
3	Section III, Dining/Mess Hall, Unit 1 and all Paths and Forests Around it (Connecting to Section III, down to Paddle). And the space on top of the hill near Section III.
4	BB Beach, Paddle, the Path and Forest Between Ski and Paddle, Media, Leap Frog, Bull Frog, Buckingham
5	Unit 2, Unit 3 and all the Forest Area Around it, path from Unit 3 to BB Beach and the Forest Areas Around it.
6	Northland Enclosure and the Shoreline and the Forest Areas Between Windsports & Ski.
7	Health Center, Around the Health Centre Dock, Doctors Cabin, Path to Sandy Cove.
8	The Kitchen and Maintenance Cabin Path, The Cookout Trail (Moose Trail).
9	CIT Girls, LTP Girls, The Pond and Forest Area up to the Highway, including all of adventure and surrounding low ropes and forested areas.
10	The Path from Section II to the Office, Pavilion, Bikes Shed, Forest Area up to Archery. Maintenance storage sheds/garages and Long Cabin (and surrounding areas)
11	Basketball and Forest Area up to the Sandpits and the Forest Area Around the Sandpits.
12	LTP Boys, upper abandoned cabins, and the path to Section III. Concert Hall and the forest around it.

At our camp, we give special attention to swimming and other water-related activities. They present a higher risk for illness and injury to result if appropriate safety measures are not in place. We have a Waterfront Supervisor in charge of the swim areas. In all of our programs we adhere to prescribed supervision (lifeguard) requirements. Our designated waterfront areas used for swim programs have one or more buoyant rescue aids attached to a shoulder loop with a six-millimetre line at least 1.60 metres in length, one or more reaching poles of three metres or greater in length, one or more buoyant throwing aids attached to a six-millimetre line at least eight metres in length, a spine board, a paddleboard or boat, available to assist in a rescue if needed, as well as first aid supplies in sufficient quantities. The area around our slide and inflatables are free from hazards. Signage is provided at the waterfront designating the swimming areas as opened or closed and marked by a chain, and waterfront staff have walkie-talkies to facilitate easy communication with all areas of camp as may be required.

During the first swim, swimming proficiency tests are given by our waterfront staff to determine each child's swimming ability. These tests are initiated in shallow water areas of 1.35 meters in depth or less. Based on the test, the children are divided into groups based on swimming ability. The camp's swimming areas are clearly designated and clearly visible and recognizable from the water by users of personal watercraft and other boaters. Campers are confined to the area appropriate to their assessed swimming ability. All non-swimmers are confined to waters less than chest deep and required to wear a life jacket.

Transport Canada Regulations are followed for watercraft use. PFDs are provided for campers and staff during boating activities. Training is provided to staff and campers before the boating activity. Additional training is provided for staff operating motorized watercraft. Staff operating motorized boats hold a pleasure craft operator card at a minimum. Procedures are in place to track campers and staff participating in boating activities. Watercraft equipment is routinely checked and replaced as needed. Watercraft is banned from swimming areas. Procedures are in place to manage a boater in distress.

## **First Aid/CPR/AED**

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It is a requirement at camp, with only rare exception, that staff have first aid/CPR/AED training. It is typically recommended that staff obtain at least Emergency First Aid/CPR/AED, but many staff will exceed that standard. Waterfront staff all have NLS certification or an accepted equivalent in conjunction with at least Lifesaving Ontario Bronze Cross. We also have Nurse(s) on site as well as a medical doctor most of the time. At any point, there will typically be at least 100 people on-site with certification in first aid and/or CPR. Current staff trained in first aid and/or CPR are tracked in our camp database and updated at least annually. As of May 5, 2020, the following staff were confirmed to be certified in first aid and/or CPR. While some of these staff may not return for the 2020 season (yet TBD), there will always be a core of first aid trained staff on site.

## **Minimum Ratios and Supervision**

Minimum ratios of camper to staff are typically 4:1 but often the ratios may be much higher often even 2:1 at certain points in the camp season, especially in our specialty/activity areas. This is true for campers of all ages up to our counsellor in training program.

\*\*\*Most Camp policies are posted on our website at [www.campnbb.com](http://www.campnbb.com)\*\*\* All other policies are available in our manuals on site and all are available at any time upon request.. The Table of Contents for our staff handbook is as follows:



**Camp Northland Staff Handbook:  
PROCEDURES, EXPECTATIONS & RESOURCES  
Summer 2021**

Revised: November, 2019



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*Note that this staff manual is to be read and considered in the context and with reference to all other materials provided and/or posted in advance of the summer. Also, during PreCamp Training, more material may be distributed and discussed/changed as needed.*

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### **Maintenance Program on site**

Our camp maintenance program adds to the overall health, safety, and welfare of campers and results in a smoother camp operation. Our maintenance Director, Rob Abbs, inspects all facilities each day for safety and cleanliness. Rob Abbs manages a team of between 2-8 maintenance workers who on a daily basis inspect and take steps to:

- Keep all existing electrical service, wiring, and fixtures in good repair and safe condition.

- Properly mark all gasoline, paint and other inflammable containers and ensure they are stored in a properly vented and locked or restricted area not occupied by campers or staff.
- Check that all assembly areas (e.g., recreation rooms, dining rooms, gymnasiums) have two means of egress that are not blocked or obstructed at any time.
- Provide an adequate number of toilets, and showers that are cleaned, operational and available for use as required.
  - Furthermore, once a month the site is reviewed for hazardous trees specifically, and the playground is inspected for signs of wear and tear.

Our maintenance team also manages our camp water supply (no adverse reports to date). The water is a U.V./filtration/chlorination system using lake water. Daily inspections are conducted, and daily inspection logs maintained in our pump house. We also contract with a third party (The Pump House) to do arms length shoreline source water testing and filing the samples with the Ministry of the Environment. Drinking water samples are also submitted for testing prior to commencing camp operation and tested on a daily basis by our certified Maintenance Director.

### **Rabies Prevention**

Domestic dogs are allowed on site. To be on site, these dogs must have a current rabies vaccination that has not been administered within 30 days of the animal arriving to the property.

Copies of the relevant rabies vaccinations are posted and available in the main office.

### **Food Preparation**

Our camp food services are provided by a third-party caterer operating as Lakeside catering services. Lakeside has a certified food handler on its staff that is familiar with the requirements of the Food Premises Ontario Regulation 493. Food handling policies are in place and managed by the catering supervisors. The caterer also prepared food for our short trips and excursions in conjunction with the tripping staff using primarily low risk menu planning. Lakeside catering is owned and operated by Gabriel Schmerler and Matthew Dunn. ([gabriel@lakesidecateringservices.com](mailto:gabriel@lakesidecateringservices.com); [matthewgordondunn@gmail.com](mailto:matthewgordondunn@gmail.com)) [www.lakesidecateringservices.com](http://www.lakesidecateringservices.com)

**\*\*\*END OF SAFETY PLAN 2020\*\*\***