

<b>Section 1: Administration and Management</b>	
<p><b>A. Camp risk management notebook</b></p> <p>1. Each Local Extension Unit is responsible for creating and managing a camp management notebook. The camp risk management notebook shall contain, at a minimum, the following items:</p> <ul style="list-style-type: none"> <li>• K-State Research and Extension Crisis Management Plan, KSU--8-33</li> <li>• 4-H Participation Forms, MG35</li> <li>• Camper Release Form, see appendix.</li> <li>• Camper Early Release, see appendix.</li> <li>• Accident Form, see appendix.</li> <li>• Incident Form, see appendix.</li> <li>• Other forms as developed and used by camping group.</li> <li>• Site/location map.</li> <li>• Map and directions to hospital or emergency care facility.</li> </ul> <p>2. Adult Chaperone or Driver must be provided with completed and signed 4-H Participation Forms for all riders in the designated vehicle (bus, county or private vehicles).</p>	Required
<p><b>B. Registering Campers</b></p> <p>1. Campers and their parents or legal guardians must complete and submit the following by 4-H camp deadline date:</p> <ul style="list-style-type: none"> <li>• Camper Registration form.</li> <li>• 4-H Participation form.</li> <li>• Camp Fees.</li> </ul>	Required
<p><b>C. Safe Ratio of Adults and Counselors to Campers.</b></p> <p>1. Camp counselors must be a minimum of 14 years old before January 1 current year and two years older than the oldest camper in their camp living group.</p>	Required
<p>2. Camp Groups are encouraged to provide two-deep counselor leadership for each living groups of 8-12 campers with at least one counselor to be 16 years of age or older.</p> <p>3. Adult chaperone (agent or volunteer) must be 21years of age or older. One adult chaperone is needed for each 20 campers preferably gender balanced. This Adult/Child camp ratio <b>does not</b> include the medical professional(s) or camp counselors.</p>	Recommended

<p><b>D. Assigning Counselors to Living Groups</b></p> <p>1. Matching the correct camp counselors with a group of campers is key. Specific qualities to focus upon when matching potential counselor and campers include:</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Gender</li> <li>• Maturity Level</li> <li>• Quality of Written Application</li> <li>• Interview</li> <li>• Past Camp Counselor Experiences</li> <li>• Past Youth Camping Experiences</li> </ul> <p>2. Living groups must be housed with same gender camp counselors.</p>	Required
<p><b>E. Camp Orientation Meeting</b></p> <p>1. Agents are encouraged to conduct a face-to-face meeting to inform campers and campers' parents about camp expectations, appropriate clothing, and safety procedures.</p>	Recommended
<p><b>C. Counselor Supervision during Camp</b></p> <p>1. Supervising agents and adult volunteers should schedule regular daily sessions or meetings with camp counselors to assure a two-way flow of information. ie. before lunch and bed time.</p> <p>2. Supervising agents and volunteers should ask counselor if they have concerns, problems, or challenges during meeting times and follow up those concerns as needed.</p>	Required
<p><b>F. Housing of Adults</b></p> <p>1. Agents and adult volunteers and chaperones shall be housed throughout the living quarters at the camp site.</p> <p>2. Same gender counselors, agents, or adults should be housed in each camper housing unit.</p>	Recommended
<p><b>G. Decisions Concerning Handling Health Related Issues.</b></p> <p>1. All decisions made about camper's or counselor's well being and health related issues shall be made by the Medical Professional(s). Final determinations will be decided by Medical Professional and Camp Medical Emergency Staff.</p> <p>2. 4-H participation forms including health record must be completed and provided to the Medical Professional(s) at the beginning of the camp session.</p>	Required

## H. Handling Accidents and Illness

**Accidents:** An unforeseen event that occurs unexpectedly or unintentionally.

### Procedure steps:

- Evaluate the situation: Minor to Serious (scrapes to life-threatening).
- Minor injury: apply first aid and report injury to medical professional.
- If serious to life threatening: contact medical professional immediately and provide location, evaluate victim(s), do not move unless necessary as further injury may occur, provide first aid as needed and make victim as comfortable as possible. If victim must be moved consider the following:
  - victim's injuries.
  - victim's height and weight.
  - personal physical ability and condition.
  - availability of additional help.
- Notify camp chair, agent and camp site director of situation.
- Camp Medical Professional will:
  - evaluate the victim's injuries and determine care needed. Medical Professional and Camp Medical Emergency Staff will have final determination about procedures taken.
  - contact the victims parents or guardians.
  - contact emergency care or ambulance if needed.
  - gather injured camper's 4-H participation form, the appropriate accident insurance materials, and maps to emergency facilities.
  - brief the responsible agent(s) transporting injured camper to the hospital, doctor's office, or respective off site treatment facility. Two deep leadership needed to transport.
- If camper was injured and/or treated ,an **Accident Report** must be written by Medical Professional, Agent, Volunteer or Counselor and filed in the camp site records. See appendix

**Illness:** a period of sickness

### Procedure steps:

- Evaluate the situation: minor to serious.
- Contact or visit the Medical Professional.
- Camp Medical Professional will:
  - evaluate the victim's illness and determine care needed. Medical Professional and Camp Medical Emergency Staff will have final determination in procedures taken .
  - contact the victim's parents or guardians.
  - contact emergency care or ambulance if needed.
  - gather ill camper's 4-H participation form, the appropriate accident insurance materials, and maps to emergency facilities.
  - brief the responsible agent(s) transporting ill camper to the hospital, doctor's office, or respective off site treatment facility. Two deep leadership needed to transport. See appendix

Required

<p><b>I. Handling Incidents:</b>  <b>Incidents:</b> The occurrence of dangerous event, a violent act.  <b>Procedure steps:</b></p> <ul style="list-style-type: none"> <li>• Assess the situation: verbal or physical injury; severity; damage of property; and perpetrators.</li> <li>• Contact the campers' agent immediately.</li> <li>• Agents and Camp Chair determine the consequences for inappropriate behavior.</li> <li>• Upon completion of decision Camp Chair, Agent or Counselor must complete Incident Report. See appendix.</li> </ul>	Required
<p><b>J. Camper Accountability and Release</b>  <b>Accountability: required or expected to justify actions or decisions.</b>  Each Camp Group is encouraged to have written documentation for verifying camper arrived at camp, stayed during camp, and was released from camp.</p> <ul style="list-style-type: none"> <li>• If camper does not arrive at predetermined location at the expected time for transportation, parent must be called to verify absences.</li> <li>• Once campers have checked into camp, they may not leave the grounds unless arrangements are made in advance with the local extension agent and communicated with the camp chair.</li> <li>• Camp group agents are accountable for all campers, counselors and camp staff.</li> <li>• Each counselor must be provided with a camp roster of members in their living group.</li> <li>• Campers may only be released into the custody of the parent, legal guardian, or other individual who has been authorized by the parent to pick up their child at the conclusion of camp.</li> <li>• The Camper Release Form must be signed by parents or legal guardians indicating the name(s) of individuals who have been authorized to have campers released to them. See appendix.</li> </ul>	Recommended
<p><b>K. Handling electronic devices at camp.</b></p> <ol style="list-style-type: none"> <li>1. Campers: Electronic devices such as cellular phones, pagers, radios, CD and tape players, I-pods, laptop computers, video games, etc. may not be brought to camp.</li> <li>2. Counselors with electronic equipment??? if needed for programming purposes. However, cell phones are not to be made available to campers unless instructed by agent or adult volunteer.</li> <li>3. Cell phones may be used as a risk management tool for contacting agents and adult volunteers. A list of cell phone numbers must be provided to all supervisors, medical professionals and camp administrators.</li> </ol>	Recommended
<p><b>L. Procedure for Travel</b></p> <ol style="list-style-type: none"> <li>1. Refer to <i>K-State Research and Extension, Risk Management Handbook</i> or see appendix for complete and detailed information.</li> </ol>	Required

<p><b>Section 2: Health Care</b></p>	
<p><b>A. Ensuring Adequate On-Site Medical Professionals.</b></p> <p>1. Camp Medical Professional Requirements.</p> <ul style="list-style-type: none"> <li>• At least one of the certified medical personnel must be a doctor or nurse (RN, LPN). The second medical personnel may be a doctor, nurse, (RN, LPN) or EMT. See appendix for Medical Professional Position Description.</li> <li>• The camp medical professional(s) must have a valid license or certification appropriate to their field.</li> <li>• Medical Professional must complete a 4-H Participation Form to have on file along with the other 4-H Participation Forms.</li> </ul>	<p>Required</p>
<p><b>B. Handling 4-H Participation Forms.</b>  (Three copies of the 4-H Participation Form needed: Medical Professionals; Camp Facility; and for Traveling.) See appendix for HIPPA Fact Sheet</p> <p><b>1. Medical Professional:</b></p> <ul style="list-style-type: none"> <li>• must receive a copy of the 4-H Participation Form for all campers, counselors, adults and agents. These 4-H Participation Forms must stay at designated site.</li> <li>• must review 4-H participation forms of all campers, determine a schedule for medication distribution and maintain appropriate records regarding the medical needs of the respective campers.</li> </ul> <p><b>2. Camp Facility:</b></p> <ul style="list-style-type: none"> <li>• a camp roster and 4-H Participation Forms of campers, counselors, agents and adult volunteers, must be left at Rock Springs for insurance purposes at the completion of camp.</li> </ul> <p><b>3. Traveling:</b></p> <ul style="list-style-type: none"> <li>• by bus, designated adult chaperone must have copy of 4-H Participation Form for all riders.</li> <li>• by individual cars, a copy of the 4-H Participation form must be provided to designated adult chaperone.</li> </ul>	<p>Required</p>

**C. Informing Counselors of Medical or Health Needs of Campers.**

Required

1. The extension agent attending camp is responsible for informing the camp counselor(s) of any special medical/health needs of their campers. Special needs may include allergies, reactions to insect bites, medication schedule, inhaler use, or other critical information. Agents should provide camp counselor with written information on an index card concerning camper’s medical/health requirements.

Example:

<b>Living Group</b>	<b>Health Needs</b>
Chris Clover Sammy Green	Carries inhaler Needs to visit Medical Professional before breakfast, lunch, supper
Buddy New See Appendix for additional examples	Possible bed wetter

2. Camp Coordinators will provide camp counselors with a basic first aid kit, i.e. latex gloves, band-aids, disposable trash bags, antiseptic wipes.

**D. First Aid Procedures.**

Required

1. Counselors, Agents and Adult volunteers must know where first aid kits are located and know how to use the contents of the kits to treat minor incidents.
2. Counselors, Agents, Adult volunteers must know where camp health care facility is located.
3. Counselors, Agents and Adult volunteers may administer first aid in emergency situations, only, they may not provide campers with over-the-counter medications.
4. Contact the Medical Professional on duty immediately to report treatment.

5. Agents encouraged to complete and stay current with First Aid and CPR Training.

Recommended

<p><b>E. Administering Medications.</b></p> <ol style="list-style-type: none"> <li>1. Prescription medications (except Epi-pens, inhalers or other emergency prescriptions) and over-the-counter medications for each camper and counselor must be given to the certified medical professional(s) upon arrival at the camp facility.</li> <li>2. Medications must be clearly labeled with the 4-H camper's or counselor's (adults and teens) name, medication name, dosage, and instructions. Medications must be administered according to the actual dosage listed on the bottle, unless there is written note from the prescribing physician outlining different instructions for the administration of medication.</li> <li>3. Medications can only be dispensed from its original container. Zip lock bags, other bottles, bottles printed with someone else's name, or other type of container besides the original will not be accepted.</li> <li>3. Prescription medications and over-the-counter medications must be administered by the qualified medical professional (s).</li> <li>4. Non-prescription medications may be dispensed only if the 4-H Participation Form boxes have been checked by the camper's or counselor's parent or guardian. If not checked, parents or guardians must be called.</li> <li>5. If medication is refused by the camper or counselor then parents or guardians must be contacted immediately.</li> <li>6. Upon the completion of camp medical professional(s) must redistributed medications to parent, agent or adult chaperone.</li> </ol>	<p>Required</p>
<p><b>F. Emergency Hospital Run.</b></p> <ol style="list-style-type: none"> <li>1. Two adults, at least 21 years of age or older, are needed when taking a camper to the hospital, preferably at least one of the same gender as camper.</li> <li>2. Adults responsible for transporting camper must be provided a map and/or directions to the nearest hospital and/or emergency health facilities as well as the camper's 4-H participation form which includes insurance and health instructions.</li> <li>3. Medical Professional(s) need to notify camp chair and other key camp personnel as to who is taking the camper for emergency medical attention.</li> </ol>	<p>Required</p>
<p><b>G. Homesick Camper</b></p> <ol style="list-style-type: none"> <li>1. Homesickness will occasionally occur at camp. Good planning, lots of activity, and quick action can help to minimize the frequency and severity of homesickness. See appendix.</li> <li>2. Camp Groups are encouraged to decide whether campers are allowed to call home or not.</li> </ol>	<p>Recommended</p>

<b>Section 3: Counselor and Personnel</b>	
<b>A. Procedure for Camp Counselor Selection Process</b> 1. Adult and Teen Counselor candidates, must complete a camp counselor application form. See appendix for Teen and Adult Camp Counselor Position Description 2. Counselor candidate complete VIP Application. 3. Counselor candidate complete VIP orientation. (Camp counselor training meets VIP requirements for camp counselor role only.) 4. Selected Counselors complete camp counselor contract (included on counselor application) and/or up-date 4-H Participation Form.	Required
5. Counselor candidate must complete an interview.	Recommended
<b>B. Procedure for Camp Counselor Training</b> 1. Training must be minimum of eight (8) hours. 2. Training may be conducted in the local extension unit prior to camp or on-site before campers arrive.	Required
<b>C. Counselor Training Topics (Source: Kansas 4-H Camp Counselor Manual)</b> 1. This is camp 2. Introductions: Name games, group activities. 3. Why am I here? Counselor Responsibilities. 4. Who are my campers and what are their basic needs? 5. Understanding the camper. Ages and Stages. 6. Dealing with behavior problems. 7. How to Discipline. 8. Establishing a buddy system. 9. Problem situations in camp. 10. Tips on working with Small Groups of Campers. 11. Risk Management concerns: Safety and Health of camper, basic first aid and medical attention needed during camp, plus introduction to medical professionals. 12. Storm safety procedures: risk management plan for keeping campers safe during storms. 13. Counselor Expectations, Code of Conduct (part of 4-H Participation form). 14. Camp communication management ie. radios, cell phones, etc. 15. Familiarize counselors to campground site and facilities by including a walking tour for all counselors and supervising adults.	Recommended



<b>Section 4: Site</b>	
<b>A. Emergency Practices.</b> 1. Obtain a copy of the current camp site emergency practices plan ie. storm procedures, missing person, etc. If no emergency plan is provided, develop a plan. Refer to appendix for suggested procedures as needed. 2. At a minimum, the following items shall be made available to all supervising adults: <ul style="list-style-type: none"><li>• Camp facility map, phone number, and address.</li><li>• Supervising agents cell phone numbers.</li><li>• Directions and map to nearest hospital or emergency care facility.</li></ul> 3. All emergency practice plans must be given to all agents and adult volunteers prior to camp.	Required

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