



# Camp Chofetz Chaim



Summer 2018/5778

Dear Staff,

Our camp enjoys an enviable reputation here in Baltimore and beyond. Without a doubt, it is our staff that plays the critical role in maintaining this reputation. We believe there is no better staff in any camp and we would like to thank you in advance for your commitment and hard work on behalf of our campers for the upcoming summer.

As an officially licensed camp under the laws of this state, we are required to have contingency plans detailing how we should react in the event of certain emergencies. All staff is required to be trained in these “Action Plans” and we are required to document that fact. As such we are distributing to you the enclosed booklet with the fervent hope and prayer that we should never have to use it. However, in the event there is an emergency, we expect all of our staff members to act with intelligence and common sense, insuring that all of our campers are cared for quickly and safely. We have the utmost confidence in you.

Please sign the Staff Documentation Form attached to the end of this booklet and mail or email that sheet to the Camp office promptly along with the rest of the forms that need to be returned to the office. With the help of Hashem our campers and staff will remain safe and we will not need to use any of these plans.

Thank you for all your efforts.

Sincerely,

Rabbi H. Hexter

Rabbi M. Zehnwirth

# **CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY**

## **Emergency, Action & Safety Plans**

### **Contents**

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# Camp Chofetz Chaim



## ➤ CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Medical & Emergency Procedures

#### I. Emergency Management Policy

State guidelines require that there must be at least two qualified personnel on campus who are certified in CPR and First Aid. Camp policy is to provide such training to as much of the staff as possible and therefore a very significant portion of our staff is certified in C.P.R. and First Aid. In the event that a serious injury, medical crisis or life-threatening episode occurs at camp, 911 should be called immediately. A list of symptoms representing such conditions is listed at the end of this policy. Once emergency medical personnel arrive on the scene, qualified camp personnel may assist the EMT as directed by them, or may provide secondary assistance such as providing comfort for the patient, maintaining crowd control, etc. The Head Staff and parents/guardians should be notified as soon as possible.

#### **Summary of steps to take in the event of a Medical Emergency:**

1. Call 911
2. Notify the Camp Administration
3. An Administrator will notify parents/guardians or other designated Emergency contact person. If no one can be reached, the camper needing attention should be sent to the hospital and the parent/guardian notified as soon as possible.
4. If transportation will be needed to a medical facility, either EMS transport will be used if medically necessary or another means of transport if feasible. A staff member should accompany the camper and remain at the hospital until parents arrive or the Administration instructs him otherwise.

#### **Parental notification**

Parent's home, work and cell phone numbers are kept in the Camp Office as well as Emergency Contact numbers for each child. All Camp Administrators (all of whom carry cell phones) have access to these numbers as well. A paper report of all pertinent information is taken on Camp trips. Counselors may also call parents on their personal cell phones if necessary. Parents have been informed of the various phone numbers that they can use to contact camp.



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## II. Missing Campers

Supervision and safety of campers is the primary responsibility of every staff member. An ounce of prevention is worth more than a pound of cure. If a child is ever missing, the senior person in charge must be notified immediately and a search must be organized. Remaining campers must still be supervised while the missing camper is located. Appropriate steps include retracing routes back to the last known whereabouts of a camper and calling 911 and enlisting the help of police and security personnel. Camp Administration and parents must be contacted as soon as possible. Neighborhood organizations like N.W.C.P. and Shomrim are also available should the need arise.

## III. Medical Information

We collect medical information from all campers and staff. This information includes medical problems, people to notify if illness or accident occurs, date of last tetanus immunization, and physician's name and phone number. Campers that are T.A. students already have their medical forms on file in the nurse's office. Campers who are not T.A. students as well as all staff members must submit their medical information before they are accepted into camp. Camp Administration reviews all medical information and will notify staff if there are any special medical conditions for a camper under their responsibility. All staff should treat this information as confidential, disseminating only on a "need-to-know" basis.

## IV. Daily Situations

Staff should routinely observe campers for any change in their physical condition that might indicate a medical problem. Staff should especially be alert to avoid complications resulting from summer conditions such as dehydration and overexposure to the sun. Please be watchful for any signs of contagious conditions, in which case the affected camper should be isolated, and the situation reported to the Head Staff immediately. They will consult with Dr. Schwob as they feel necessary.

In case of normative medical complaints, campers should report to the appropriate health treatment areas in the respective Camp Offices. A medical log will be kept of all significant medical complaints and the resultant treatments as per Health Department regulations.



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## V. Medications

Camp policy is that staff members are not authorized to administer any medication themselves. Dr. Schwob, pediatrician to many of our campers and a recognized medical voice in our community, has decided that if a parent is confident that his child has sufficient maturity to self-administer medication and the parent has demonstrated that to us by signing the authorized approval form we may allow the camper to self-administer medication while trained staff members supervise. Training includes being aware of possible side-effects of improper dosage and the availability of calling Poison Control. A secure location is available in the Camp Office for the storage of medication (refrigerated if necessary) and directions for use should be strictly followed. Staff members supervising self-administration of medication should make sure to note that on the official Medication Administration Form.

Prescription medicine must be kept in its original container with the pharmacy label showing the patient's name, prescription number, date filled, name of doctor, name and dosage of medicine, expiration date and directions for use. Non-prescription medicine (e.g., Tylenol) must be kept in the original container that contains directions for use. All leftover medicine must be destroyed or returned to the parent/guardian and noted on the Medication Final Disposition Form.

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Dr. N. Schwob, M.D., #D44774  
(office) 410-486-6100  
(cell) 410-952-8253

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Date

## Some guidelines when to call 911

1. Pain in the chest



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2. Seizures
3. Shortness of breath
4. Allergic reaction – Hives, difficulty swallowing
5. Change in mental status – including, of course, unconsciousness
6. Uncontrolled bleeding
7. Long fall – from height greater than patient's height
8. Injuries greater than what responder on scene can handle
9. Neck & Back injuries – use judgment. Be cautious!
10. Injuries
  - a) Camper appears to be in disproportionate pain
  - b) There is an appearance of deformity excluding fingers and toes
  - c) Camper can't move after appropriate recovery time

Remember - Err on the side of caution!!



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Swimming Policy & Action Plan

1. Safety is the primary concern at the waterfront! Therefore, supervision at the pool will be under the direct aegis of Camp Administration, usually the Director of Aquatic Activities.
2. There will be a Certified Pool Operator (CPO) on site at all times.
3. As per state law, a ratio of no less than 1 lifeguard per 50 swimmers will be maintained at all times. In addition, at least one other individual trained in C.P.R. and First Aid must also be on site.
4. Ropes will divide the pool into areas of standing (chest) depth, shallow swimming depth and deep water. Lifeguards will supervise to insure that campers do not stray into areas beyond their abilities. A system of testing will be enacted to assess every camper that desires to go beyond standing depth. To enter shallow swimming depth water, campers must swim two laps. To enter deep water, campers must swim four laps and tread water for at least 30 seconds under the supervision of a lifeguard. Since our campers will be the only group in the pool our lifeguards and staff members will be familiar with who is allowed to go to which depth. A banding recognition system will be enacted if the need arises.
5. A series of whistle blasts will be used to alert campers and staff to potential problems. This system will be explained to the campers at the opening orientation and will be used to clear the pool in the event of an emergency.
6. There should be at least 1 staff member on premises for every 10 campers.
7. For every 25 campers in the pool there should be one staff member (at least 16 years old) designated as an observer to watch the swimmers in addition to the supervision provided by the certified lifeguards.
8. All staff members should be alert to any possible situation that may develop in or around the pool. In the event that a camper needs assistance, the nearest



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lifeguard should be notified immediately. They will determine what steps need to be taken and whether they should activate their Site Emergency Action Plan, making the decision whether calling 911 is appropriate or not.

9. Pool management personnel will provide and maintain all necessary first aid equipment. A list of Emergency Procedures, emergency phone numbers and first aid equipment will be available.





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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Transportation Safety Plan

These guidelines are intended to give direction and instruction for all situations involving transportation. When our campers leave our campus it is generally through the use of licensed professional transportation operators such as bus companies. Since their personnel are all licensed, regulated and supervised by the governmental authorities and these operators are the most knowledgeable about operation and procedures, we always operate under their jurisdiction and direction. As such, our staff will always find themselves operating in a secondary capacity in the event of an emergency. We will be offering their operators our Safety Plan so that they can be trained and become proficient in it. Nevertheless we offer the following guidelines to our staff:

1. It is the responsibility of every staff member that our campers should always enjoy superior standards of safety. As such, campers and staff members must always be seated when travelling. All available seat restraints should be used in any vehicle in which they are travelling. Campers and staff may only ride in areas and vehicles designated for passengers.
2. Campers and staff members can only travel in vehicles that are registered and legal to operate. Drivers must be legal adults (18 or over) and licensed under applicable state law. Occupancy of the vehicle should not exceed the appropriate seating capacity.
3. Campers can not be transported in cars without written parental consent. Accordingly, before any child is admitted to camp, parents must sign the Camp Agreement and Authorization form allowing camp to take their sons off campus and to participate on all trips.
4. Care should be taken that all loading and unloading be done in a safe and proper manner.
5. Camp personnel will be assigned to be on hand during carpool drop off and pickup times in order to maintain a safe environment.



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6. In case of a medical emergency or other emergency while traveling, staff members should call 911. Follow guidelines as instructed in the Medical & Emergency Procedures.
7. In case of severe weather, vehicles should proceed to a sheltered area if possible, such as a tunnel or covered bridge. If that is not possible all vehicles should pull over to the side of the road and staff should issue the appropriate cautionary guidelines.
8. A ratio of one staff member for every 10 campers should be maintained.
9. A count of campers and staff members should be obtained before and after every trip to insure that no one is left behind.
10. As parents have been notified in the Parent Handbook, they are responsible for camper transport to and from camp. For those who have arranged with camp for transportation, parents have been notified of pickup/drop off times and locations as well as their responsibilities.
11. The driver of the camp transportation will have a cell phone and will be able to reach any of the Camp Administration immediately if the need should arise.
12. If there are more than 10 campers in the vehicle an additional staff member (at least 16 years old) should accompany the van.
13. Vehicular traffic will be controlled on the campsite.

As with all of our Safety and Action Plans, staff documentation regarding this Transportation Safety Plan is on file in the Camp Office.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY EMERGENCY PLAN

### Fire Drills & Evacuation Procedures

1. All work is to stop immediately when the fire bell rings.
2. Students and faculty members are to leave without coats. Do not stop to have children slip on jackets regardless of the weather.
3. There is to be complete silence when leaving and returning to class.
4. When you leave your classroom during a fire drill, take your class list with you and when you are lined up, check to be sure that all students are there. If you are missing a child, report it immediately to an administrator or a uniformed member of the fire department. Students should be regularly reminded not to talk when going to and from a fire drill.
5. Bathrooms should be checked by the Senior Administrative Staff.
6. When exiting from ramp in the breezeway, please stay to the extreme right to avoid traffic.
7. If the fire bell goes off during lunchtime, the first row (going from washing station to washing station – closest to breezeway entrance) should go out through the exit doors across the hall from the cafeteria and then go to the left. The other rows should exit through the cafeteria glass doors.
8. Classes on the lower floor of Elementary building should exit through the classrooms leading to the preschool playground.
9. Classes on the third and fourth floor of Elementary building that exit through the front door should exit to the right. Classes on the second floor of Elementary building should exit on the left.



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10. All Elementary classes should assemble in class line in the parking lot. Be very alert to incoming and/or outgoing traffic.

11. Classes in the Middle School/High School building should exit from the nearest available exit and assemble in class line on the baseball field.

## **CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY EMERGENCY PLAN**

### **Fire Drills & Evacuation Procedures**

cont.

12. A regular recess bell will ring as an all clear. All elementary classes should follow in succession through the front door. All preschool classes should return through the glass doors of Rooms 102 and 104. All Middle School & High School classes should return through the most convenient door.

13. This copy of procedures should be available for substitutes.

14. A fire or evacuation drill should be conducted within the first week to 10 days of the summer.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY EMERGENCY PLAN

### Exterior Emergencies

#### I. If campers are inside:

The purpose of this communication is to offer you a systematic plan in case of any in-school emergency situation. Please take a few moments to study this and familiarize yourself with this information. In the event of an emergency it will allow you the opportunity to act responsibly and confidently in the best interests of our student body. As you are well aware there is already a plan described in our faculty manual for building evacuation, i.e. fire, etc. The purpose of this memorandum is the exact opposite - that is to have a plan whereby our students will be protected from emergencies that may occur outside of the building. We will announce that there is a "**weather advisory**" which indicates that there is an emergency situation taking place outside the building or that we are having a drill to prepare for this kind of situation.

When a teacher hears from the office that we are putting this plan into effect, every teacher is to follow the similar system as the fire drill, but instead of evacuating the building, will be instructed to immediately proceed to either:

- A) the gym - lining up classes on the opposite side from the windows
- B) the hallway outside the classroom.

We will inform you that the situation is a *weather advisory - gym* or *weather advisory - hallway*.

The reason we are offering a plan B is because in attempting to go into the gym, one must go through the breezeway, which is glass, and this may pose a hazard. Therefore the second plan would be that the students should exit their classes and line up in the hallway and then be seated in the hallway outside their classes. Classes who are near the ends of the hallway should "double park" with other classes so that everyone is as close to the middle of the hallway as possible.



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The most important thing is for the students to realize that you, the teacher are in control and know exactly how to handle the situation. This will offer the students the confidence that the situation is under control and that they are safe.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY EMERGENCY PLAN

### Exterior Emergencies

cont.

Please be aware that the children will most likely be anxious and will need to be reassured by you constantly that they are safe. Their anxiety may show many forms. This could include restlessness, mild acting up, crying, fearfulness, and asking questions. Try to answer the questions as best as you can. For example: "The reason we are in the hallway is in order to be away from the windows because the wind is blowing very hard." Teachers should try to think of an impromptu game or activity to keep their students' minds off the situation. It can be as simple as discussing what was just being learned, singing a song, etc.

This plan is to assure the safety of our Campers and staff. This plan will be updated as necessary. Because we need to allow for any contingency, please carefully follow all instructions when hearing that we are "under a weather advisory".

II. If Campers are outside:

#### SEVERE HEAT

##### Action

1. Keep campers in well-ventilated indoor areas or in heavily shaded outdoor areas.
2. Limit vigorous activities.
3. Encourage campers to drink plenty of fluids.
4. Observe campers for signs and symptoms of heat illness

Heat illness is most common in children, older people in poor physical condition. It is also associated with certain medications, dehydration, exposure to heat (indoors or outdoors), and prolonged exertions, especially in children.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY EMERGENCY PLAN

### Exterior Emergencies

cont.

#### THUNDER AND LIGHTNING STORM

##### Action

1. Listen for National Weather Service information and be alert for signs that the weather is deteriorating (for example, storm clouds and darkening skies).
2. If campers are on the water, have them move quickly to shore and shelter.
3. When inside shelter, have campers keep away from windows, doors and water (i.e. sinks and faucets).
4. If campers are caught in a car or bus, have them remain there until the storm passes.
5. If campers are caught outside away from shelter, have them head for a clump of short trees. Stay away from: tall trees, hilltops, open fields, pools or other bodies of water, evergreens, metal objects (bicycles, fishing rods, cameras, fences, etc.), large metal fixtures (flag poles, ski lifts, utility poles, etc.). If campers are caught in an open field, have them spread out and crouch low to the ground (hands on knees to minimize contact points with the ground).
6. After the storm passes, check staff and campers for injuries and administer first aid as needed. Contact emergency services as needed.
7. Listen to the radio for updated emergency information.
8. Evacuate the site as required.





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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### General Field Trip & Specialized Activity Safety Plan

The following guidelines are incorporated by reference into and form the basis for each individual Specialized Activity Safety Plan.

These guidelines are intended to give direction and instruction for all situations in which our campers will be leaving the supervision of our campus and entering the direct supervision of other licensed professional operators such as those establishments that we have occasion to visit once or twice a year. In as much as we are such infrequent guests of such establishments, they are all licensed, regulated and/or supervised by their appropriate regulatory and governmental authorities, and they are the most knowledgeable about their operation, procedures and venue, we always operate under the jurisdiction and direction of their trained personnel. As such our staff will always find themselves operating in a secondary capacity in the event of an emergency. Nevertheless the following guidelines should be followed:

1. When a bunk is taken on a trip or engages in a specialized activity a director or his designee should be present. This person should supervise the trip or activity and should have available to him a list of all pertinent medical information, emergency contact information, etc. in case of medical need or an emergency. Most/all counselors will have cell phones and/or walkie-talkies so that communication will be available as needed. In the event of injury, the supervisor should be notified as soon as practical and he will contact all necessary parties.
2. At least one staff member trained in First Aid and C.P.R. should be accompanying each trip or specialized activity.
3. In order to maintain proper supervision, attendance should be taken before the start of each trip or specialized activity as well as at the end. Where appropriate, attendance should also be taken sometime during the duration.
4. There should be one staff member for each group of ten campers participating in the trip or specialized activity.



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5. The supervisor should have the itinerary and schedule of the trip or activity, directions how to go and return as well as alternate plans in case of any event that prohibits the trip or activity from being carried out as planned.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Biking – page 1

- 1) Potential pitfalls of cycling include accidents, collisions and dehydration. Therefore, all campers and staff must wear helmets to insure that they are adequately protected. Use of whistles to avoid accidents is to be encouraged. All riders should be advised to bring water. Water coolers for the purpose of refilling water bottles should be placed at frequent stops. Cycling trips should take place on official biking trails or on infrequently-used roads. At all times caution should be taken in regards to other users of the trails or road. Pedestrians always have the right-of-way.
- 2) Staff members and volunteers should have a safe and working knowledge of cycling. A minimum of one year's experience in cycling is recommended for all staff. Staff responsibilities include supervising campers and providing assistance where needed. Our objective is that our campers should have a fun time in a safe and secure environment. To avoid the chance of a camper getting "lost", a staff member should be placed at the head of all bikers and another staff member designated as "sweep" (i.e., the last man) at the end of all bikers. Staff should be dispersed appropriately throughout the groups of bikers. All campers must be in a group of at least four. Trails with clear markings should be used or maps should be handed out and explained beforehand.
- 3) Campers and parents are to be notified of the upcoming cycling event by means of the weekly newsletter as delineated in the "C.I.T. Handbook".
- 4) No camper is to join a cycling trip unless his parent has signed the proper authorization form.
- 5) All C.I.T.'s are entitled to go on the cycling trip if they profess to have appropriate knowledge of how to cycle unless there are medical instructions to the contrary.



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6) Hand signals and rules of the road are to be discussed in the Cycling Orientation given before the start of the trip. Maps, emergency phone numbers and other necessary information should be disseminated to all groups of cyclists.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Biking – page 2

- 7) Since C.I.T.'s bring their own bicycles on the cycling trip, all campers should be instructed several days before the trip to check all necessary equipment and arrange for all necessary repairs.
- 8) The Director or his designee should accompany this trip or be immediately available in case of need. A list of all pertinent medical information, emergency contact information, etc. should be carried by the Director or his designee in case of medical need. All counselors will have cell phones and/or walkie-talkies so that adequate communication will be available as needed. In the event of injury, the director or his designee should be notified as soon as practical and he will decide whether parents need to be contacted.
- 9) At least one staff member trained in First Aid and C.P.R. should be accompanying the trip.
- 10) In order to insure proper supervision, attendance should be taken before the start of the cycling trip as well as at the end. Where appropriate, attendance will also be taken sometime during the day.
- 11) The director or his designee who are leading the trip should have appropriate experience both in dealing with the applicable age groups and a minimum of two years experience in bicycling.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Climbing, Rappelling & Rope Activities – page 1

When dealing with all climbing, rappelling, rope courses or rope activities, extreme care and diligence must always be maintained. Camp policy is to only engage in such activities when under the guidance of trained personnel, certified by the appropriate regulatory agencies. Trained staff should monitor all use of ropes and other equipment and all of their instructions should be immediately carried out. In the event of any incident, follow all of their directions per their safety plans.

1) Potential pitfalls of rope activities include falls, accidents and dehydration. Therefore, all campers and staff must wear helmets, harnesses and other proper equipment as directed by the guide/instructor to insure that they are adequately protected. Proper use of belay and support ropes are critical.

2) Staff members and volunteers who have completed the required training course may belay and provide appropriate support as per their training. Any questions should be addressed to the director or his designee who, after consultation with the lead guide or his designee, will issue the appropriate instructions. Staff responsibilities include supervising campers and their environment and providing assistance where needed. Our objective is that our campers should have a fun time in a safe and secure environment.

3) Where required by the facility, all campers should have release forms signed by their parents/guardians and given in to the staff.

4) All C.I.T.'s are entitled to join rope activities unless there are medical instructions to the contrary. However, campers should consult with staff when there is a question regarding difficulty levels of climbs and rappels.

5) Proper instructions should be given at the Safety Orientation to be delivered before the start of the activity. All necessary information should be disseminated at that time to all campers, and where necessary, to staff.



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6) Rope activities should only be done using accredited and experienced guides and organizations. Therefore, all necessary checking, storage, etc. of equipment and supplies will be done by these trained specialists.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Climbing, Rappelling & Rope Activities – page 2

- 7) The Director or his designee should be on site or immediately available in case he is needed. A list of all pertinent medical information, emergency contact information, etc. should be carried by the Director or his designee in case of medical need. All counselors will have cell phones and/or walkie-talkie so that adequate communication will be available as needed. In the event of an injury, the director or his designee should be notified as soon as practical and he will decide whether parents need to be contacted.
- 8) At least one person trained in First Aid and C.P.R. should accompany this trip.
- 9) In order to insure proper supervision, attendance should be taken before the start of the trip/activity as well as at the end. Where appropriate, attendance will also be taken sometime during the day.





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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Boating & Canoeing – page 1

1) All boating and canoeing trips are done at certified and state-regulated rental facilities. Therefore, all equipment should already be in the proper condition for our use. Any requirements regarding supervisory personnel, lifeguards, medical training and proper procedures will already be carried out by the staff of the regulated facility. Care must be taken to make sure that camper supervision is within the rules of the establishment. In the event that a staff member spots an anomaly in any equipment, he should bring it to the attention of the nearest supervisor or the director or his designee.

2) Potential pitfalls of boating and canoeing include accidents, collisions and drowning. Therefore, all campers and staff must wear age-appropriate U.S. Coast Guard-approved personal flotation devices (and helmets where appropriate) to insure that they are adequately protected. Proper positioning and seating in boats or canoes are also important. Therefore all boarding and disembarking of boats should be done in accordance with the rules of the establishment, maintaining balance and safety. Training in boarding, debarking, and safety procedures for the boats being used should be provided if necessary. At all times caution should be taken in regard to other boaters and water users. Instructions of any staff or safety personnel should be immediately carried out.

3) Staff members and volunteers should have a safe and working knowledge of the boating operation involved. Where required, boat operators should have current boating licenses. As always, all applicable staff requirements should be followed. Staff responsibilities include supervising campers and providing assistance to supervisory personnel where needed. Our objective is that our campers should have a fun time in a safe and secure environment.

4) A boating instructor should be within sight and hearing of the boating activity.

5) An individual holding certification in first aid and CPR should be present at the boating activity.



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- 6) One water safety rescuer with the lifeguard or rescuer certification needed and appropriate for the particular boating site should be present.
- 7) There should be one staff member for each group of ten campers participating in the boating activity.

## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Boating & Canoeing – page 2

- 8) Where required by the facility, release forms should be filled out and signed by parents, guardians or people *in loco parentis*. No C.I.T. is allowed to participate in the activity if his parent/guardian has not signed the camp authorization.
- 9) All C.I.T.'s are entitled to join boating activities unless there are medical instructions to the contrary. In the event that counselors determine that a specific camper cannot or does not follow instructions, a counselor should not permit that camper to participate in the boating activity. Potential canoers should be evaluated in terms of good sense, judgment, general aquatic comfort level, and sufficient swimming proficiency for the situation. Consult with staff when there is a question regarding levels of difficulty of any rapids.
- 10) In order to insure proper supervision, attendance should be taken before the start of the trip as well as at the end. Where appropriate, attendance will also be taken sometime during the day.
- 11) A list of all pertinent medical information, emergency contact information, etc. should be carried by the Director or his designee who is on site in case of need. All counselors will have cell phones and/or walkie-talkies so that adequate communication will be available as needed. In the event of injury, the director or his designee should be notified as soon as practical and he will decide whether parents need to be contacted.
- 12) In the event of a medical problem, first aid should be administered and the relevant procedures of the boating establishment should be followed.



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## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Go-Karting

- 1) The potential pitfalls of go-karting are mostly based on accidents. Therefore, all campers and staff must be wearing seat belts when they ride. Whether helmets are required or not will be left to the rules of the establishment since they are the ones who are experienced in these activities. Caution should be taken in regards to other drivers. The instructions of any staff or safety personnel should be immediately carried out.
- 2) Staff members must be able to handle a go kart safely and appropriately. Their responsibilities include supervising our campers and providing assistance to safety personnel where needed. Our objective is that our campers should have a fun time in a safe and secure environment.
- 3) Where required by the facility, release forms should be filled out and signed by parents, guardians or people *in loco parentis*. No C.I.T. is allowed to participate in the activity if his parent/guardian has not signed the camp authorization.
- 4) All C.I.T.'s are entitled to join go karting activities unless there are medical instructions to the contrary.
- 5) Since go karts are rented from a certified facility, all equipment should already be in the proper state. In the event that a staff member spots an anomaly in any equipment, he should bring it to the attention of the nearest supervisor or the director or his designee.
- 6) A list of all pertinent medical information, emergency contact information, etc. should be carried by the Director or his designee in case of need. All counselors will have cell phones and/or walkie-talkies so that adequate communication will be available as needed. In the event of injury, the director or his designee should be notified as soon as practical and he will decide whether parents need to be contacted.



# Camp Chofetz Chaim



7) In order to insure proper supervision, attendance should be taken before the start of the trip as well as at the end. Where appropriate, attendance will also be taken sometime during the day.



# Camp Chofetz Chaim



## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Horseback Riding – page 1

Camp policy is to only engage in horseback riding at regulated facilities and when under the guidance of trained personnel. Trained staff will be accompanying all groups. Since the stable personnel are experienced and trained in riding activities all of their instructions should be immediately carried out. In the event of any incident, follow their directions per their safety plans.

- 1) The principal potential pitfalls of horseback riding activities are falls and accidents. Therefore, all campers and staff must carefully follow all instructions issued by stable personnel. Any equipment required by the stable must be used.
- 2) All necessary checking, storage, etc. of equipment and supplies will be done by the trained personnel. An instructor must be on site. Precautions and procedures for medical and other emergencies as well as the qualifications of the supervisory personnel should follow the guidelines of the state-regulated establishment and secondarily the guidelines expressed in our camp manual.
- 3) A riding instructor should determine each camper's riding experience and level of skill and assign an appropriate horse and riding venue.
- 4) One staff member should be available for each group of ten riders.
- 5) Staff members and volunteers who are comfortable in their knowledge of riding should ride with the group wherever possible. Staff should confirm with the stable management whether they are sufficiently qualified to ride along with the group. Staff responsibilities include supervising campers and their environment and providing assistance where needed. Our objective is that our campers should have a fun time in a safe and secure environment.
- 6) Where required by the facility, all campers should have release forms signed by their parents/guardians and given in to the staff.
- 7) All required safety equipments (e.g., helmets) must be worn by all campers.



# Camp Chofetz Chaim



8) All C.I.T.'s who feel capable are entitled to ride unless there are medical instructions to the contrary or unless they do not fulfill any possible requirements of the stable. However, campers should consult with staff when there is a question regarding difficulty levels of rides.



# Camp Chofetz Chaim



## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Specific Specialized Activities Safety Plan

cont.

#### Horseback Riding – page 2

9) A list of all pertinent medical information, emergency contact information, etc. should be carried by the Director or his designee on site in case of need. All counselors will have cell phones and/or walkie-talkie so that adequate communication will be available as needed. In the event of an injury, the director or his designee should be notified as soon as practical and he will decide whether parents need to be contacted.

10) In order to insure proper supervision, attendance should be taken before the start of the trip/activity as well as at the end. Where appropriate, attendance will also be taken sometime during the day.



# Camp Chofetz Chaim



## CAMP CHOFETZ CHAIM/TALMUDICAL ACADEMY

### Child Abuse

Unfortunately, we live in a society where even the most frightful abuses have been known to take place. Therefore, it behooves all camp staff to be on the lookout for any signs of abuse. Signs of possible abuse include (but not to the exclusion of) unexplained bruises, unusual bleeding or wounds as well as abnormal fears and withdrawal. In the event that any question or possible sign of abuse occurs, the Director or Head Counselor should be notified immediately so that any additional required measures can be taken to ascertain the accuracy and nature of the problem and to call in such medical, social and other resources as are necessary for the safety and well-being of the child. We regard this issue to be one which we hope we never see - but if we do, we must be prepared and convinced as to the absolute necessity of doing whatever must be done for the good of the camper.

A strong note of caution must be issued for a different arena of child abuse. Camp staff members are in a unique position of power vis-à-vis their campers and they must understand how powerful of an influence they subtly wield in the minds of the campers. We must be sensitive to the potential for abuse by staff members. By creating an atmosphere of mutual respect and modesty in our camp we create a camp environment that is safe for campers and staff alike.

Therefore, all staff must be aware of the following rules:

- 1) A staff member may never hit a child unless it is to protect a child from a clear, serious and imminent danger.
- 2) A staff member may never touch a child in an inappropriate manner or in an inappropriate place.





# Camp Chofetz Chaim



**Staff Documentation Form**  
**for**  
**Camp Chofetz Chaim/Talmudical Academy**  
**Emergency, Action & Safety Plans**

Date \_\_\_\_\_

Name \_\_\_\_\_

This is to document that I have received the Emergency, Action & Safety Plan Training Booklet of Camp Chofetz Chaim. This booklet contains the various action and safety plans for trips, transportation, health & medical situations, child abuse and other important conditions and situations. I am comfortable in my knowledge and understanding of these plans and I have no further questions about them. In the event a question arises in the future I understand that I may contact any of the Camp Directors for clarification and amplification.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature