CAMP QUIRK
Hale Family YMCA - Quincy
79 Coddington Street
Quincy, MA

Eastern Nazarene College
16 Wendell Ave
Quincy, MA

Department of Health
Policies and Procedures

2023
PROCEDURES FOR THE BACKGROUND REVIEW OF STAFF

South Shore YMCA is certified for access to CORI. Each staff person will fill out a CORI check form issued by the CHSB, which will have a unique association identification number on it. Each staff person will sign the form. The YMCA will send the CORI request to the CHSB along with a $10.00 payment.

Each staff person who can have unsupervised contact with the campers must have a background free of conduct which bears adversely upon his/her ability to provide for the safety and well-being of the campers.

At minimum the South Shore YMCA shall require for each camping season, the following from each person who may have unsupervised contact with a camper:
- Prior work history, including address and phone numbers of a contact person
- Three reference checks from individuals not related to the staff person, but not limited to employers or school administrators
- Obtain CORI/Juvenile Report from the CHSB
- SORI check from the MA Sex Offender Registry Board
- Any break in employment service at any time during the year requires a new CORI & SORI for the staff person
- The South Shore YMCA will maintain written documentation verifying background and character for each staff member for three years
- Until requirements are met, the South Shore YMCA shall ensure that staff members shall not have unsupervised contact with campers, unless a staff person member whose background check is approved is also present.

ALL CORI & SORI CHECKS ARE ON FILE WITH THE HUMAN RESOURCES DEPARTMENT AT THE SOUTH SHORE YMCA, 79 CODDINGTON ST, QUINCY, MA 02169

PARENTS RIGHT TO REVIEW

Upon registering for camp, families may request copies of background checks, health care & discipline policies, in addition to procedures for filing grievances.

All information is located within the parent handbook; however, leadership staff may assist families in acquiring the information on these subjects.

PROCEDURES FOR ORIENTATION OF STAFF AND VOLUNTEERS

All staff will receive a minimum of 15 hours of training prior to the beginning of camp. Staff will receive training on a range topics including, but not limited to:
- OSHA regulations
- Child Abuse Prevention
- YMCA Policies & Procedures
- Behavior Management
- Emergency Procedures
- Concussion Protocols
- Medication Administration for Child Care (Epi-Pen and Inhaler)
In addition each staff member will receive training within their unit as to their individual duties with regards to all aspects of the running of camp.

**PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

When child abuse is suspected or disclosed by a child it is imperative that the staff/volunteer protect the child’s right to privacy.

- Find a private place to talk—always maintain the “opportunity to be viewed”, Be a good listener/observer—respond calmly, establish a good rapport, Minimize the need for questioning—two to three open ended, clarifying questions are best
- Reassure the child—however do not make promises

**Mandated Reporting** - All SSYMCA staff fall under the MA guidelines of Mandated Reporting and are mandated by law to report all incidents of suspected abuse and/or neglect of children under the age of 18 to the Department of Children and Families via 51A Report. According to MA General Laws to Protect Children Section 51A-F no staff will ever be “discriminated or retaliated against” for making a report of suspected abuse.

All staff will report to their supervisor any indication of or warning signs concerning abuse and or neglect involving a child, inappropriate behavior by a staff member/volunteer AND any instances of staff violating this Code of Conduct and Child Protection Policy SSYMCA staff who identify concerning behavior or a violation of policy by a fellow staff person must report the event to their supervisor or next /lateral chain of command and /or to the VP of Human Resources immediately.

➢ If any, or all in the group feel abuse and/or neglect has occurred, you and your supervisor will make an oral report of the abuse and/or neglect to the [MA Department of Children and Families-Plymouth Office 508-732-6200](https://www.mass.gov/docd/)

**Overview of Reporting Procedure**

1. Any form of child abuse (a child who is harmed or threatened with physical or emotional harm by the acts or lack of action /deliberately or through negligence or inability/of a caretaker) including physical, emotional, sexual or neglect if suspected, is to be reported to your supervisor immediately.

2. At that time both you and your supervisor, This report will be presented to one or all of the following people: President/CEO, Chief Operations Officer (COO) and/or, VP of Human Resource Director. This will be done in-person as soon as possible. Your supervisor will accompany you if possible. This will ensure clear understanding of the situation. (or next/lateral in chain of command) will report the abuse or neglect to the MA Department of Children and Families (DCF).

3. The Chief Operations Officer (COO), VP of Youth Development and/or designee in consultation with DCF may jointly decide if, when, and/or how the parents/guardians should be advised that the YMCA has filed a 51A report.
   a. If the alleged abuse involves a YMCA staff or volunteer, they will immediately be suspended from work and will remain suspended until information is gathered and a determination is found. Reinstatement of a staff or volunteer will occur only after all allegations have been cleared to the satisfaction of YMCA Senior Leadership.
4. Once the suspected abuse or neglect has been orally reported to DCF, a written report (51A) must be submitted within 48 hours. Please note that any mandated reporter who fails to make the required reports may be fined up to $5000 and /or 2 1/2 years in jail. (Chapter 119 sections 51A-E).

5. If the alleged abuse involves a SSYMCA staff or volunteer, they will immediately be suspended from work and will remain suspended until a full investigation is completed. Reinstatement of a staff or volunteer will occur only after all allegations have been cleared to the satisfaction of SSYMCA CEO Paul Gorman.

An abused or neglected child is defined by state law as a child whose health and welfare is harmed or threatened when the person exercising custodial control/supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury (other than accidental means), sexual abuse/exploitation, and/or abandonment and/or fails to provide adequate care for the child’s well-being.

- Do not forget child on child abuse is one of the most common types of abuse. Signs of child-on-child abuse are:
  - Bullying
  - exerting power
  - power imbalances
  - children avoiding other children
- 5 Rules for all staff to follow:
  - No Inappropriate Touch
    - Bathing Suit Area
    - Tickling
    - Lap Sitting
    - Face to Face Hugs
    - Lingering Touch
  - No One on One
    - A situation where you are in a location with a single minor out of sight and/or sound of another person
  - No Favoritism
    - This is a known way to groom
    - Outside of abuse, this behavior is not consistent with our values
    - Individual gifts
    - Individual praise
    - Attention for a Certain Child
    - Nicknames
  - No Outside Program Contact
    - On-Line
    - Social Media
    - Texting
    - Babysitting
    - Social Events
    - Previous Relationships Require Full Disclosure
  - No Inappropriate Language
    - Topics of Conversation
    - Music
    - Videos
DISCIPLINE POLICY

Should a discipline problem arise, we follow a three-step process, and each step will be documented in writing along the way. We will communicate with the camper each step along the way to help them understand why they have been disciplined.

- 1st Offense – Verbal Warning from Camp Counselor/Head Counselor
- 2nd Offense – 5 minute Time-Out/Conference with Division Coordinator
- 3rd Offense – Time-Out/Conference with Camp Director/Asst. Director

A repeat visit to the Camp Office will result in a phone call to the parent about the behavior, and a meeting may be scheduled. Suspensions will be issued for violent or inappropriate behavior, or repeated visits to the Camp Office for 3rd Offenses. Expulsions from camp occur when a camper’s behavior puts anyone at risk (including themselves), or the camper has already received one suspension.

In addition to the procedures outlined above, the following discipline policies are in effect at camp.

1. Corporal punishment including spanking is prohibited
2. No camper shall be subjected to crude or severe punishment
3. No camper shall be denied food or shelter
4. No camper shall be punished for soiling, wetting or not using the toilet
5. Records shall be kept regarding a camper’s behavior which will include the date, time and the camper & staff person involved in the incident.

South Shore YMCA Day Camps- Camper and Guardian Expectations

We believe that a collaborative partnership between families and our camp leadership staff is crucial in ensuring a successful camp experience. The South Shore YMCA Day Camp encourages a team approach with open communication and clear expectations, building a relationship of trust and commitment.

What you can expect from us:

- In depth intake process with inclusion staff if needed, involving parents or other designated support systems.
- Development of an individualized support plan with agreed upon strategies, modifications and/or adaptations to involvement and participation.
- Comprehensive training for all camp staff with a focus on preventative strategies and tools to promote a culture of inclusion for all campers.
- Designated inclusion counselors assigned to provide overall support, providing guidance, modeling and hands on direction to all camp counselors at our three locations.
- Established counselor to camper ratios for each group. If your child requires additional support such as a 1:1, we will work with the family to suggest avenues to obtaining such support and provide guidance on how they can be integrated into our camp team (CORI, SORI, and other requirements).
- There are times we recognize that a camper may require short durations of personalized support from an inclusion staff. If your camper requires this level of support more than we are able to accommodate, we will reach out to you to determine an alternative plan.
- Regular communications during daily check in/ check out. As needed, more formal meetings will be arranged.
- All camp groups will use Visual Schedules, agreed upon group expectation lists, and other preventative regulation tools.
- Behavior guidelines are established and are expected to be upheld by all campers. We will attempt reasonable preventative strategies to help your child stick to the established guidelines, however if your child is unable to meet these safety related guidelines, the Camp Directors will determine a course of action to ensure the safety of all campers.
- The South Shore YMCA does not provide toileting assistance for campers; however we will provide appropriate space for a designated 1:1 aide or family member to provide this for your camper.

What we expect from you the parent, family member or designated support system:
- Daily update on any helpful information that could impact your child’s day.
- That information requested in the intake process is provided in a complete and timely manner, if applicable. The more we know about your child the more we can work together to create the best support plan.
- Disclose an accurate representation of your child’s support system in school or other social recreational settings. If they require a 1:1 or lower ratio than our campers age range/group ratios, we must be made aware of during the intake process.
- Availability to respond during the day for unexpected situations that require attention, and/or to meet as needed to re-evaluate the support plan. If determined that even with inclusion supports the camper has broken a policy, that you or a designee is available to bring the camper home.
- Review your child’s schedule with them daily, and inquire about expectations to help reinforce these preventative strategies.

☐ Check Box: By checking this box the parent/guardian acknowledges the above agreement.

(All parents/guardians must agree to this prior to their campers’ first day of camp)

Staff Qualifications

Day Camp Director and Assistant Director-
- Name- Justin McKinney
  - DOB- 05/10/1996
  - Employed at Camp Quirk Since- 2023
- Name-Vannara Meach
  - DOB- 01/13/1992
  - Employed at Camp Quirk Since-

Aquatics Director
- Name- Erin Gawronski
  - DOB- 01/18/1996
HEALTH CARE POLICY

HEALTH CARE CONSULTANT
Name: David Irons
Address: 191 Independence Ave
Quincy, MA 02169
Telephone: 617-773-5070

HEALTH CARE SUPERVISOR(s)
1. Justin McKinney – Camp Director
2. TBD – Nurse ENC (currently hiring)
3. Katelyn Szafir – Executive Director
4. Vannara Meach – Assistant Camp Director
5. TBS – Voyagers Trip Coordinator (Currently hiring)

EMERGENCY TELEPHONE NUMBERS:

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<td>Rescue/Ambulance:</td>
<td>911</td>
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<td>Poison Control Center:</td>
<td>1-800-222-1222</td>
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HOSPITAL(s) utilized for EMERGENCIES
Name: South Shore Hospital
Address: 55 Fogg Road
Weymouth, MA 02190
Telephone: 781-340-8000

Health Care Information

Camper Information is collected at registration through online, SGA registration including emergency contact & authorized pickup names and numbers; medical information, current medications and allergies.

Physical/immunization records for Staff and Campers must be submitted when registering in person or before attending camp sessions. SSYMCA Day Camps has moved to an online camper physical system called Camp Docs. CampDocs is a safe and secure means to upload physicals/immunization records and allows us to easily share materials between nurses at our different camp sites. All profile documentation must be completed prior to attending camp.

- Link to upload physicals is as follows: https://app.campdoc.com/l/home/auth/login
- CampDoc has support lines if you are having difficulty. Here is a link to our Support Site database (https://support.docnetwork.org/hc/en-us) which includes helpful articles on utilizing the CampDoc platform. CampDoc also has a Support Team available to answer questions about using CampDoc. They can be reached at support@campdoc.com or 734-619-8300.
EMERGENCY PROCEDURES (transportation method & notification of parent)
Administer immediate first aid. Contact parent or emergency contact if applicable. Transport camper via ambulance with staff person. Child’s information sheet and physical form should accompany the child.

EMERGENCY PROCEDURES (if parents cannot be contacted)
Continue trying to contact parent or emergency contact.

EMERGENCY PROCEDURES (when off premises)
All children’s information sheets and physical forms along with any medication are taken on the trip. Staff are made aware of the nearest phone, in addition to the cell phone each director has. Staff will also designate an area that will be considered our home base for the day – campers will be made aware of this area in case someone gets lost.

PROCEDURES FOR UTILIZING FIRST AID EQUIPMENT
- Location of first aid kits: Camp Nurses Office, one with each group
- Location of first aid manual: First Aid Kit
- First aid is administered by: (Camp Nurse), (Certified Nursing Assistant)
- First aid kits are maintained by: (Camp Nurse)
- Contents of first aid kit: sterile gauze squares, compresses, 4-inch roll-flexible gauze bandage, 2 inch roll-flexible gauze bandage, 1 inch roll-bandage tape, 1 triangular muslin bandage, scissors, tweezers, barrier protection gloves-non-latex, instant cool pack/plastic bag for ice cubes, non-perfumed soap, mask-1-way valve.

PLAN FOR INJURY PREVENTION AND MANAGEMENT (monitoring the environment)
Each specialist/unit director will be responsible for inspecting his/her program area for safety hazards and/or equipment that is in need of repair. Hazards will be removed or fixed or the campers will be moved to a safer area. Camp Nurse, Camp Director, and Assistant Camp Director will be notified immediately of all concerns.

PROCEDURES FOR REPORTING SERIOUS INJURY/IN-PATIENT HOSPITALIZATION/DEATH OF A CAMPER OR STAFF PERSON TO THE DEPARTMENT OF PUBLIC HEALTH
A report (prescribed by the Health Department) will be completed for each serious injury or fatality resulting in a camper/staff being sent home or transported to the hospital/physician where a positive diagnosis is made. This report will be sent to the Health Department accompanied with a phone call concerning this matter.

PROCEDURES FOR INFORMING PARENTS WHEN FIRST AID IS ADMINISTERED TO THEIR CHILDREN, INCLUDING TIME FRAME AND DOCUMENTATION.
Any and all serious injuries that occur at camp (including all injuries that occur from the neck up), will result in immediate phone calls to parents from the Camp Nurse.

PLAN FOR INFECTION CONTROL & MONITORING
Parents are aware that they must notify the camp director if their child has a communicable disease. When this is done the director will send a notice home informing all other campers that such a situation does exist. This will be immediately reported to the local board of health and the child will not be admitted back into camp unless accompanied by a doctor’s note stating that the child is no longer contagious.

PROCEDURES FOR THE CLEAN UP OF BLOOD SPILLS
All staff have attended an OSHA training regarding blood and exposure. Blood will be cleaned up using rubber gloves and disposed of in the proper hazardous waste bags. The area will be cleaned with the appropriate cleaning solutions.

EMERGENCY PLAN FOR THE EVACUATION OF THE PROGRAM OR FACILITY
1. Each door in every room we use has the evacuation plans posted where the campers can read them
2. Children will be lead out of the building by their counselor
3. The Camp Director or Assistant Director will be responsible for checking all rooms after evacuation
4. The director will meet all the children & counselors at a predetermined location where the director will account for all the children in camp
5. Evacuation drills will take place once every session
6. The director will document date, time and effectiveness of each drill

PLAN FOR ADMINISTERING MEDICATION
Dr. David Irons, our Health Care Consultant will be available at all times for consultation. He will oversee a written policy for the administration and storage of all medications.

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Health Supervisor: (Camp Nurses-TBD)
These people: Are over the age of 18
- Are Certified in First aid & CPR
- Can safely handle and administer medication properly
- Can keep proper records
- Demonstrates accurate notations on the record
- Will contact Health Consultant with any questions
- Can utilize the “911” emergency system
- Will assure confidentiality

All medication prescribed for campers shall be kept in its original container with a
current date, the name of medication, patient’s name, doctor’s name and the name of the pharmacy & pharmacist. All medication will be kept in a locked storage cabinet in the Nurse’s Office and will only be opened to administer the medication.

All medication prescribed for campers shall be kept in its original container with a current date, the name of medication, patient’s name, doctor’s name and the name of the pharmacy & pharmacist. All medication will be kept in a locked storage cabinet in the Nurse’s Office and will only be opened to administer the medication. This medication will be administered by the Health Supervisor.

Exception: Campers may be allowed to self-medicate themselves using a prescribed Epi-pen or inhaler and the parent/guardian and camp health care consultant can give written approval for their Camp Counselor to carry these medications with them in the group’s First Aid Kit which will remain with the counselor throughout the day. At the end of each day, these first aid kits will be locked in the camp office and counselors will pick them up each morning.

Our Health Consultant, Dr. David Irons will sign off on this medication given out at camp. Parents will also have to sign an authorization form before medication will be distributed at camp. The Health Supervisor will keep accurate record of all medication that is dispensed daily.

PLAN FOR RETURN OR DESTROYING UNUSED MEDICATION AT CAMP
When medication is no longer needed and cannot be returned, the Health Care Consultant, with a witness present, will destroy any medication and make a record of this action in their medical log.

PLAN FOR THE CARE OF MILDLY ILL CAMPERS
The child will be removed from the group and brought to the Nurse’s Office where she/he can rest quietly on a cot with a pillow. Parent will be contacted and the parent may be asked to pick-up child from camp. Camp Nurse will document this in the medical log.

PROCEDURE FOR IDENTIFYING AND PROTECTING CHILDREN WITH ALLERGIES AND/ OR OTHER EMERGENCY MEDICAL INFORMATION
Camp Nurses will be responsible for reviewing all physical forms which will indicate allergies and any other conditions relative to the safety of the child at camp. Once identified, special consideration lists will be distributed to the appropriate staff in charge of dealing with the identified child.

PROCEDURE FOR HANDLING SERIOUS INJURY
If the YMCA staff is unable to treat a camper, an ambulance will be called to transport the camper to the nearest hospital. The parent will be called and will be advised to meet the ambulance at the hospital. A staff member along with a copy of the child’s medical form will accompany the child to the hospital.

UNRECOGNIZED PERSON AT CAMP
If camp staff identify an unrecognized person on the camp grounds they are to approach that person, identify themselves as a camp staff member and notify them that they are in an area used by the YMCA summer camp and ask that person to accompany them to the camp office. If the unrecognized person refuses to go to the office the staff will notify the site director. The site director will assess the situation and call the Quincy Police if needed. If an assessment is made that the unrecognized person poses a risk to the campers and or staff Quincy Police will be immediately notified and campers will be moved to indoor space under a shelter in-place instruction will be issued to all groups using the group radios. As soon as the Police arrive at camp directors will work with the police to issue appropriate instruction to all camp groups.

**Injury Report- Per YMCA Insurance**

Reported By (Print): ____________________________ Date of Incident: ______/_____/_______
Reported on: ______/_____/_______ Time of Incident: ____:______ AM / PM
Organization: South Shore YMCA
Contact:  **Trevor Williams, COO**  
Phone:  **781-829-8585**  
Email:  **Twilliams@ssymca.org**

Injured Party Name: ____________________________ Date of Birth: ____________ Age: ______
Status:  Employee  Participant
        Member  Guest
        Other: ____________________________
Phone: ____________________________
Email: ____________________________
Address: ____________________________

Parent/Guardian Name (if subject is under 18): ____________________________

Please check if:  First Aid was administered  EMS was called  Blood was exposed

Who did injured party leave with? ____________________________

What happened? Please provide a brief description of what happened. (Attached additional pages if needed).

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Witnesses: (Name and Contact Info) ____________________________

Supervisor Reviewing Report: ____________________________ Position: ____________________________
COO Reviewing Report: __________________________ Date: ______________

Give the original document to your direct supervisor. A scanned copy will be e-mailed to Trevor Williams, COO. COO will file with insurance company. If EMS, Police or Fire department is called, inform supervisor, Branch Executive Director and COO.

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How did this happen?
☐ Abuse    ☐ Aquatics    ☐ Assault    ☐ Automobile Accident    ☐ Burn
☐ Discrimination    ☐ Equipment failure    ☐ Fall from    ☐ Fire    ☐ Medical
☐ Professional    ☐ Road conditions    ☐ Slip/trip/fall    ☐ Struck by    ☐ theft
☐ Water    ☐ Weather    ☐ Other

Where did this happen?
☐ Aquatics    ☐ Bathroom/locker    ☐ Child care    ☐ Classroom    ☐ Fitness
☐ Food service area    ☐ Gym/court/field    ☐ Housing    ☐ Indoor Track    ☐ Maintenance
☐ Non-athletic program area    ☐ Outside the facility    ☐ Outdoor track
☐ Playground    ☐ Professional area    ☐ Road/street/parking    ☐ Ropes
☐ Sauna/spa/steam    ☐ Sidewalk/stairs    ☐ Target sports    ☐ Transition area
☐ Waterfront    ☐ Other

Incident Follow-Up
Date: ____________ With: __________________________ By Whom: __________________________
Outcome: ________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Was an official claim opened with Redwoods? YES NO (COO to fill this in)

Page 2 of 2
Injury Report - Per Massachusetts

Massachusetts Department of Public Health
Community Sanitation Program
Recreational Camp Injury Report & Notification Form

This form is issued pursuant to 105 CMR 430.000: Minimum Standards for Recreational Camps for Children (State Sanitary Code Chapter IV) which requires a camp to submit a report of each fatality or serious injury as a result of which a camper, staff person, or volunteer is sent home, or is brought to the hospital or a physician's office and a positive diagnosis is made. (105 CMR 430.154) Injuries include, but are not limited to, suturing or resuscitation needs, broken bones, or hospital admittance.

A copy of this report must be sent to the Massachusetts Department of Public Health and the local Board of Health within SEVEN (7) days of the occurrence of the injury.

This form may also be used for notification of filing a 51A Report with the Department of Children and Families (DCF) (105 CMR 430.093). If using for that purpose, please ONLY fill out questions # 1 - 6, and 22.

PLEASE PROVIDE A COMPREHENSIVE AND THOROUGH RESPONSE TO EACH QUESTION.

1. Name of Camp: ________________________________

2. Street Address (please indicate the camp's in-session, physical address):

   ____________________________________________

   City/Town: ____________________________________ Zip Code: __________

3. Name of Camp Director: ________________________ 4. Telephone: ______________________

5. Name of Person Completing Form: ____________________ 6. Today's Date: __________

If a fatality or serious injury occurred at camp, complete the following. To notify of a 51A filing ONLY, skip to Question 22:

7. Date of Incident: ____________ 8. Time of Incident: ____________ AM PM

9. Number of individuals who were injured or ill: _______ Camper _______ Staff Person _______ Volunteer

   Note: Fill out a separate form for each injured individual

10. a) Age of individual whose incident is described on this form: ____________  b) Gender:

    □ M □ F

11. Where did the incident occur?  □ On camp property □ Off camp property

12. Please specify the type of facility where the incident occurred:

    □ Athletic or recreational facility □ Pool

    □ Dorm or sleeping quarters □ Other water body (not pool)

    □ Motor vehicle □ Other, please

    □ Specify: ________________________________

13. What was the incident outcome? Please check all that apply:

    □ Injury □ Illness □ Death

14. Explain in detail how the incident occurred (e.g., the type of activity was the individual was engaged in, the initial symptoms exhibited) and describe the nature of the injury or illness. Do not include names or other personal identifying information regarding the injured individual or other involved parties.

Report ID # (internal use only): ________-______ (continued over)

Cross-reference # (internal use only): ______-______

Revised March 2019
15. Type of injury or illness. Please check all that apply:

- Allergic reaction
- Concussion
- Heat or cold (e.g., heat exhaustion, hypothermia)
- Undetermined
- Bite or sting
- Cut or laceration
- Muscle strain
- Viral or bacterial infection
- Bruise or contusion
- Drowning
- Near drowning
- Burn
- Fracture or dislocation
- Psychological or mental health issue
- Other, please specify in space below:

16. What body part(s) were injured? Please check all that apply:

- Head, neck, and/or face
- Torso, please specify:
  - Abdomen
  - Back
  - Chest
  - Hip
- Upper extremity, please specify:
  - Arm
  - Fingers
  - Hand
  - Shoulder
  - Wrist
- Lower extremity, please specify:
  - Ankle
  - Foot
  - Knee
  - Legs
  - Toes
  - Other, please specify:

17. Where was the individual treated? Please check all that apply:

- Admitted to hospital
- Off-site medical facility (e.g., emergency room, physician’s or dentist’s office)
- On-site medical facility (e.g., clinic or infirmary)
- Other, please specify:

18. Was the individual sent home?  
   - Yes  
   - No

19. Did your camp change equipment, policies, or procedures as a result of this incident?  
   - Yes  
   - No

20. If yes, please check all that apply:

Revised March 2019
21. Briefly explain changes implemented as a result of this incident. If no changes were made, please explain why not.

______________________________________________________________________________

22. Did a suspected incident of child abuse or neglect occur at camp, resulting in the filing of 51A report to DCF?  □ YES □ NO
If yes, date report sent to DCF: __________________________

PLEASE MAIL, FAX, OR EMAIL CAMP INJURY REPORTS TO:

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH
BUREAU OF ENVIRONMENTAL HEALTH
COMMUNITY SANITATION PROGRAM
250 WASHINGTON STREET-7th FLOOR
BOSTON, MA 02108-4619
TELEPHONE (617)-624-5757  FAX (617) 624-5777
celestine.payne@state.ma.us
FIRE EVACUATION PLAN
South Shore YMCA Camp Quirk

Directions for leaving facility: **Go to closest fire exit, all exits are clearly posted.**

A fire drill will take place on the first day of each session.

A roster of all campers for that week will be available for the director along with a list of staff present each day. Each Activity Specialist will be responsible for their activity area. If there is not an Activity Specialist then the Head Counselor for each group will be responsible. Staff at no time will ever leave a camper unsupervised.

All doors will have escape route posted so campers and staff can read (picture & words). An alarm will sound in the case of a real fire signaling an evacuation.

Director will contact 911 by office phone or cell phone.

Designated area in the parking lot to meet that is far away from building

At this location campers will line up by group and counselors will take attendance and the director will do group and staff checks.

If campers leave the building through the fire escape on Coddington Street, the group should remain in a safe location on Coddington Street sidewalk or the gravel lot until directed to join the rest of camp by a camp director, YMCA director or member of the emergency services.

**Occupant Response to a Fire**
All staff not assigned to a group of campers should notify anyone in the area of the danger. If there is time they should close all doors but keep unlocked. Fire alarm will be activated by the nearest staff person. All staff are aware of who and what they are responsible for during the evacuation. The director should call 911 stating the name of the building and its address along with the nearest cross road, location of the fire in the building, any information about the fire and contact phone number. The staff person will not hang up until the emergency services person does so.

All fire drills will be dated and documented.
DISASTER PLAN

GENERAL
In the case of any type of disaster/emergency advisory by the local authorities, all campers will be evacuated to a safer area. All Directors, Coordinators and Activity Specialists will go to each program area and blow whistle, signifying an emergency and all campers need to report to the designated area. If the phone service is available an all call will be issued over the camp phone system.

TORNADO or HIGH WINDS
In the case of a tornado campers will be moved inside to the field house. They will be kept away from any/all glass windows.

Camper should crouch down on floor with hands covering back of head and neck.

If any groups cannot make it to a suitable indoor structure, they should lie flat in the nearest ditch or depression and use hands to cover their heads.

FLASH FLOOD
Director will be responsible for evacuating all low-lying areas and move to higher ground avoiding small rivers and streams.

Staff & campers should not walk through flowing water more than ankle deep.

LIGHTNING
When outside all campers will be moved inside. If anyone feels their hair standing on end, should squat down with head between knees (not lying flat).

Everyone should avoid isolated trees or other tall objects, bodies of water, sheds or fences.

WILDFIRE
Director will be responsible for checking local alerts online, listening to local TV or radio broadcasts for updated emergency information. Staff will follow the advice of local officials regarding best escape routes, considering that wildfire can change direction quickly.

Anyone trapped
- should crouch in a pond or river
- lie flat and cover body with wet clothes or soil
- if no water, look for shelter in a cleared area or among a bed of rocks
- breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke

LOST CAMPER PLAN
ENC and Hale Sites
Missing camper alarm is activated by counselor using radio or approaching camp leadership. Camp Director/Assistant Director alerts all camp groups.

Camp Radio on Channel 9
CODE 9 MISSING CAMPER includes camper Name, Camp Group, Age and brief description and last known location

YMCA Radio Channel 1
CODE 9 MISSING CAMPER includes camper Name, Camp Group, Age and brief description and last known location

Camp Counselor Actions
All groups stop activity lineup or circle up and do an attendance ensuring that all campers are accounted for and no additional campers are in the group.
After 1 minute Camp Director will call each group asking if all campers are present Counselor responds with one of the following:

Group name and all present  Eg. "Pathfinders All Present"
Group Name missing (Camper Name)  Eg. "Pathfinders Missing Joe"
Group Name Additional Camper (Camper Name)  Eg. "Pathfinders Additional Camper Joe"

Additional Camper Joe" If any campers are away from the group for any reason respond as follows:

Group Name (number of camper) with (counselor name) at (location) all other campers present Eg "Pathfinders two campers with Joe family locker room all others present"

Hale Family YMCA Protocol
All out of ratio camp staff (Activity Specialists and Camp Leadership): Activity Specialists with Indoor Activity Areas:
Go to field house and meet Director/Ast Director to be assigned Areas to check

Activity Specialists with Outdoor Activity Areas:
Fully check activity area and Portable Toilets

Check Lunch Tent and Blue Storage Container then report to director at the field house door

<table>
<thead>
<tr>
<th>Camp Staff Search Areas</th>
<th>Lead by Camp Director using Radios on Channel 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys/Mens Locker Rooms</td>
<td>Girls/Womens Locker Room</td>
</tr>
<tr>
<td>Perimeter Search</td>
<td>Family Locker Room</td>
</tr>
</tbody>
</table>
Enter the boys locker room first
Check all full length lockers, changing stalls, toilets and shower stalls
Exit onto the pool deck and enter the men’s locker room from the pool deck
Check all areas in the mens locker room
If enough staff available send second staff member in opposite direction

Enter the girls locker room first
Check all full length lockers, changing stalls, toilets and shower stalls
Exit onto the pool desk and enter the women’s locker room from the pool deck
Check all areas in the mens locker room
If enough staff available send second staff member in opposite direction

Leave Field House go down main street, exit the main door and take a right go onto Coddington Street looking both ways for signs of missing camper. Take a right at the rear of the building visually checking both sides of the path take a right at the end of the building checking both sides any open doors, and storage containers, return to the field house through main street

Enter Family Locker Room
Check all full length lockers check all open changing stalls, knock on the doors of all changing stalls that are in use asking to identify all persons in the changing stalls by first name
Exit onto pool deck ask life guards if they have seen the camper return back through family locker room checking again

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**YMCA Director Search Areas**

*Lead by Exec Director from Main Street all using Radios on Channel 1 will switch to Channel 9 if needed*

<table>
<thead>
<tr>
<th>Membership</th>
<th>Aquatics</th>
<th>Health and Wellness</th>
<th>Youth and Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor front door ensure no child matching the description leaves the building *Checks Play Room, Main Street Bathrooms, Multi-Purpose Rooms A &amp; B</td>
<td>Check Steam, Sauna and Pool Deck (Life Guards) Director Reviews CCTV footage of all building entry and exits, Locker Room Doors and Main Street Looking for last camper location and who the camper was with</td>
<td>Checks Health and Wellness Floor, Group Exercise Studios and Health and Wellness bathrooms</td>
<td>Checks Play Room, Main Street Bathrooms, Multi- Purpose Rooms A &amp; B</td>
</tr>
</tbody>
</table>

After initial search if camper has not been located all groups will be called to return to their home location in the field house, all areas will be searched again and include the facilities area, a sweep of the early learning center, all closets, once each area has been searched the searcher will return to the field house to confirm the area has been searched and is clear.

911 will be activated after the first search has been completed without success.

**ENC Protocol**

In the case of a lost camper all camp groups need to report to designated area to be accounted for by Head Counselors and Camp Leadership staff.
The camper’s name and age should be reported to the Camp Director/Asst. Director, as well as where the camper was last seen, what camper was wearing and any other information that would be helpful. Associate Executive Director of the YMCA will be informed.

- Coordinators and leadership staff will have predesignated locations to investigate:
  - Coordinators- check all bathrooms accessible for camp use
  - Leadership staff- go to designated camp spaces on ENC campus, retracing the group of the lost campers’ schedule.

Each counselor will count their campers and be responsible for their group and report to their coordinator the attendance of the group.

Office attendance records should be checked to make sure camper was not picked up.

Notify emergency 911 if camper is still missing and relay all pertinent information to the dispatcher.
  - If 911 is called, the registrar will immediately contact the camper’s emergency contact.
**LOST SWIMMER PLAN**

In the case of a lost camper at the pool area, the lifeguard will blow the whistle and clear the pool and call for a group check. At this time all campers will find their group and counselor and sit with him/her. Counselors will count their campers in their own group. Counselors are always responsible for the whereabouts of the campers in their group.

Local emergency personnel will be contacted if necessary. 911 will be called. In this situation lifeguards and camp staff will continue to search building and pools until emergency personnel arrive.

Lifeguards will be responsible for searching every inch of the swimming pool. Designated staff will be responsible for checking bathrooms/locker rooms and checking camera footage of that monitor locker room, bathroom and pool exit doors. All swimmers will be moved by their counselor back to the locker rooms.

Head lifeguard, Aquatics Director & Camp Director would be responsible for interviewing any witnesses to confirm last seen location.
TRAFFIC CONTROL PLAN

Hale Family YMCA
Drop-off and pick-up parking will take place in the YMCA parking lot. YMCA staff will be on hand to ensure proper traffic flow. Parents & Guardians will walk campers to the designated drop-off location where camp screening questions will take place. Campers will be picked up from a designated pick-up area, where camp staff will bring the camper to parent. Parents/guardians are responsible for finding a parking space and walking campers to the drop-off location and pick-up their child(ren) from the assigned location. In the event of inclement weather, groups will be moved inside and camp staff will greet parents outside where they will sign-in or sign out the campers.

Eastern Nazarene College
Eastern Nazarene College 16 Wendell Avenue Quincy MA for our Specialty Camps and campers entering 3rd grade and above (Rangers, Navigators, Mavericks, Adventurers, and Voyagers). For drop off please part in the Waterson Ave Parking lot near the tennis courts, walk up to the Tennis Courts for Check-in. Repeat for pick up and have ID ready.

Transportation

ENC
Campers will be transported by First Student bussing 4 times a week from the ENC
site to the Hale Family YMCA for swim activities. Parents must sign the bus waiver before riding the bus.

**South Shore YMCA -- Camp Quirk -- Transportation Waiver**

Dear Parent/Guardian,

Your child(ren) are currently enrolled in the South Shore YMCA – Camp Quirk Summer Camp 2023. Please see the below transportation waiver that must be signed and submitted to Camp Quirk Leadership prior to the enrolled week(s).

The child(ren) will be bussed via First Charter Bus from Camp Quirk ENC location, to the Hale Family YMCA for swimming, with the final destination being back at the Camp Quirk ENC location.

IF you have any questions about this, please contact Camp Quirk Leadership at Campquirk@ssymca.org or Camp Director Justin McKinney directly at JMcKinney@ssymca.org.

To participate in swimming, you must:
- Return this permission slip to Camp Quirk Leadership prior to the child(ren) enrolled week(s)

Thank you, Camp Quirk Summer 2023 Leadership Team

Child(ren) Name(s): __________________________________________________________

Parent/Guardian Name Printed: _____________________________________________

Parent/Guardian Phone Number: ___________________________________________

Parent/Guardian Name Signed: _____________________________________________

Date: ___________________________________________________________________

**Emergency Contact:**

Name: _________________________________________________________________
Phone Number: __________________________________________________________

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**ENC/Hale**

If a camper needs to be transported for any reason this will be done by the parent/guardian. In the case of an emergency a camper will be transported by the emergency services.
All staff who will be operating a vehicle for camp purposes, must complete and pass the South Shore YMCA Consent to Examine Driving Record Form.

All vehicles used to transport campers are covered by the Commercial Insurance Policy of the South Shore YMCA.

Vehicles will be School Pupil Transportation (7D) vans owned by the South Shore YMCA as well as one 15-Passenger Mid Roof Ford Transit Van rented from Green Vans.

- Any operator of the 7D vans have undergone the proper certification and training to operate the 7D van.

SOUTH SHORE YMCA
CONSENT TO EXAMINE DRIVING RECORD

Date:__________________________  Branch:__________________________

Name of Driver:

________________________________________  (Last)  (First)  (MI)

Address:__________________________________________________________

Street ________________________________

City/Town __________________________  State ____________  Zip

Date of Birth:____________________________________________________

Month/Day/Year

Driver’s License Number:__________________________________________

I authorize the South Shore YMCA and its insurance agent to conduct a review of my driving record through the Registry of Motor Vehicles in Massachusetts or where I am licensed to dive a motor vehicle. This review will determine my initial eligibility to drive company-owned vehicles. This review will also be performed on a periodic basis, to determine continuing eligibility. In addition, I agree to notify my supervisor immediately of any motor vehicle violation that may cause the loss of my driver’s license.
Please print name here

**SUNSCREEN POLICY**

Parents/guardians are now required to sign and agree to the below sunscreen policy when completing their registration in SGA as well as in Camp Docs.

Parents/guardians should provide sunscreen for use during the day.

Sunscreen sent to Camp should be placed in a sealed plastic bag and labeled with the child’s first and last name.

Day Camp families are responsible for applying the first layer of sunscreen prior to morning drop-off and provide it for use during the camp day. Upon receipt, counselors will place sunscreen in their backpacks that will be in their possession throughout the day. Any remaining sunscreen will be sent home Friday, the last day of camp. During the camp day, Camp Staff will take all reasonable and appropriate steps to help each child reapply sunscreen to exposed skin areas.

Counselors will not apply sunscreen when skin is broken or an adverse reaction has been observed. When staff notices these reactions, they will report them to Nurse who will contact the camper's family. If, for any reason, counselors cannot apply sunscreen on a camper, the camper may be limited in their participation in outdoor activities. If parents/guardians have more than one camper attending camp, we ask each camper have their own supply of sunscreen so that it is readily accessible throughout the camp day.

Camp strongly recommends that parents/guardians provide a UV rated swim shirt for use at the waterfront and a hat for use throughout the day. All shirts and hats should be labeled with the camper’s name.
CONTINGENCY PLANS

Registered campers who fail to arrive
Each morning campers will be checked in on the attendance sheets when they arrive at camp. Any camper(s) who are absent for two consecutive days without contacting camp will be called on all available contact numbers to confirm their whereabouts.

Campers who appear who are not registered
All parents/guardians and campers will be required to check in upon arrival to camp. YMCA staff will supervise the registration area. If a camper / parent arrive and are not registered, they will be turned away. If during the day, a child appears who is not a registered camper, the child will be kept in the office and an attempt will be made to contact parents/guardians. If parents/guardians cannot be contacted after an adequate period of time, the police will be contacted.

Campers who fail to arrive at end of day at pick-up
Counselor would notify the director if a camper was missing and we would begin the "Search & Rescue" procedure outlined in the 'Lost Camper Plan' section. The Camp Site Director will double check the attendance to confirm the campers attendance that day.

Campers who are not picked up at the end of the day
If a camper is not picked up at the end of the day (5:00pm) the child will stay with the Director on duty and a call will be placed to the parents/guardians. If parents/guardians cannot be contacted then all of the campers authorized emergency contacts will be contacted. After an adequate period of time, the police will be contacted.
South Shore YMCA
Emergency Procedure Drill Log Sheet

Date:  Time:  
Procedure(s) drilled on:  
Drill Run By:  
Employees Participating: (list all those who attended)

Description of Events:

Areas of Improvement / Learnings:

Submitted by: