



TOWN OF WEST SENECA

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

TO: Honorable Town Board / Town of West Seneca
FROM: Lauren Masset
Youth Service Coordinator
DATE: June 10, 2015
RE: Veterans Day Camp Safety Plan

Dear Honorable Town Board,

Please kindly move to accept the attached 2015 Veterans Park Day Camp Safety Plan.

This written plan addresses the requirements of Subpart 7-2 of the New York State Sanitary Code (7-2.4(c)(1), 7-2.5(n), 7-2.25).

John Gullo (Emergency Manager) has reviewed and approved the plan.

Respectfully Submitted,



Lauren Masset
Youth Service Coordinator



**VETERANS
PARK
DAY
CAMP**

**SAFETY
PLAN
2015**

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I. PERSONNEL

A. Chain of Command

The Chain of Command establishes an order of succession of responsibility/authority which becomes particularly important when key staff is unavailable or unable to perform their assigned duties/responsibilities.

This staffing plan presents a structure for adequate supervision of children. It is the clearest form, showing all positions with lines of accountability drawn.

West Seneca Tax Payers

West Seneca Town Board (Supervisor Meegan, Councilman Hart, Councilman Hanley)

Recreation Director/Youth Service Coordinator

Day Camp Director (Lauren Masset) & Health Director (John Gullo)

Day Camp Assistant Director (Lauren Smith) and Pool Supervisor (Nate Osmond)

Camp Program Coordinator (Mike Talluto)

Camp Counselors

Lifeguards / Bus Drivers

Assistant Camp Counselors

In the absence of the Camp Director the Assistant Director will assume the Camp Director's responsibilities.

B. Job Descriptions

Title: Camp Director – Both On/Off Site

Minimum Qualifications

- Associates Degree
- At least 21 years of age
- 24 weeks of previous administrative or supervisory experience in camping or programming.
- Notification from the Department of Social Services State Central Register of Abuse and Maltreatment that the Director has not been subject of an investigation report; and the submission of a form entitled Prospective Children's Camp Director certified statement relative to the conviction of the existence of a pending criminal action

Responsible To: West Seneca Town Board

General Responsibility: To plan, direct, oversee and supervise all facilities, programs, and employees within the camp operation.

Specific Duties:

Maintain all camp facilities:

- Complete pre-season inspection of all camp facilities.
- Schedule the maintenance and repairs of camp facilities prior to the opening of camp.
- Ensure the maintenance and repair of the camp facility by the Parks Dept.
- Inventory, inspect and order all the necessary camp equipment for safety.
- Review applications from prospective employees. Interview; hire; verify all references, qualifications and certifications; and send letters of agreement to all hired employees.
- Arrange for staff/counselor coverage upon absences from work.
- Organize and direct staff/counselor orientation program. Review camp written plan in detail.
- Supervise camp staff - provide positive feedback, constructive criticism, discipline, and termination (if necessary) to employees.
- Designee for Camp Program Director On-Site
- Complete all State of New York Health Department applications/materials and request. Interpret and communicate sanitary code to all employees and follow through on all requirements.
- Complete pre-inspection and in-season inspection of camp with State Health Inspector.

Program:

- Plan and oversee camp program with Camp Program Director
- Assist with scheduling of programs with Camp Program Director and Camp Program Coordinator
- Program Director - activity schedule
- Assign and review rainy day and special event planning.
- Handle camper problems, discipline, parent needs.
- Prepare camp applications.
- Recruit campers via mailings to past campers, flyers, newspaper announcements.
- Collect camper fees.
- Identify camper health conditions to Camp Nurse
- Approve campership requests

- Funding/Finance
- Obtain grants for camp maintenance, repairs and equipment.
- Solicit funds for camperships.
- Manage and balance camp operating budget.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Camp Program Director - On Site

Minimum Certifications:

- Valid certification in CPR and First Aid.
- Training and experience in organizing, directing and supervising youth programs.
- Staff member, at least (21) years of age, with (3) years of prior program experience.
- Ability to supervise staff and counselors.
- Ability to schedule programs and staff.
- Ability to teach a variety of activities to staff and campers of all ages.
- Desire and ability to work with children outdoors.
- Ability to communicate with supervisor, peers, campers, and parents.
- Ability to accept guidance and supervision.
- Good character, integrity, and ability to adapt to camp settings.
- Enthusiasm, flexibility, sense of humor, patience, and self-control.

Responsible To: Camp Director

General Responsibility: To plan, direct, implement and supervise the daily camp program.

Specific Duties:

- Participate in pre-camp maintenance program. Prepare and set-up all camp facilities and program areas.
- Schedule entire camp program - include daily program schedule, times, special events and program staff needed to direct and supervise programs.
- Select camp staff, conduct staff/counselor interviews.
- Conduct staff orientation. Teach program staff and counselors their role and responsibilities. Review the entire camp safety plan.
- Conduct camper orientation program. Review camp safety plan, rules and regulations, and procedures to be followed in case of an emergency.
- Assign Counselors to campers.
- Designee for Off-Site Medical Director
- Daily inspection of water supply.
- Organize Special Events.
- Supervise Camp program Staff and Counselors.
- Hold staff/counselor meetings to communicate problems, needs, etc.
- Discipline campers - Provide support to counselors and contact parents.

- Provide supervision of campers. Make sure adequate supervision exists with proper ratios at all times.
- Provide in-season camp maintenance.
- Order any needed camp equipment and supplies..
- Evaluate current session and make recommendations for equipment, supplies, and programs for the following season.
- Schedule daily activities.
- **Responsible to open and close camp each day - first one to arrive and last one to leave.**
- Inspect daily the condition of the park for any potentially dangerous situations. Report such to Camp Director.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Camp Program Coordinator

Minimum Certifications:

- Valid certification in CPR and First Aid.
- Training and experience in organizing, directing and supervising youth programs.
- Staff member, at least (18) years of age, with prior program experience.
- Ability to supervise counselors.
- Ability to coordinate programs as scheduled by the Camp Program Director
- Ability to teach a variety of activities to staff and campers of all ages.
- Desire and ability to work with children outdoors.
- Ability to communicate with supervisor, peers, campers and parents.
- Ability to accept guidance and supervision.
- Good character, integrity and ability to adapt to camp settings.
- Enthusiasm, flexibility, sense of humor, patience and self-control.

Responsible To: Camp Director, Camp Program Director, Medical Director

General Responsibility: To implement and supervise the daily camp program.

Specific Duties:

- Participate in pre-camp maintenance program. Prepare and set-up all camp facilities and program areas.
- Understand and coordinate the daily program schedule, times, special events laid out by the Program Director
- Conduct staff orientation with the Camp Program Director.
- Conduct camper orientation program with Camp Program Director.
- Review camp safety plan, rules and regulations, and procedures to be followed in case of an emergency.
- Assign counselors to campers with Camp Program Director.
- Assist with Special Events.
- Supervise Camp Counselors.
- Assist with counselor meetings to communicate problems, needs, etc.

- Discipline campers - Provide support to counselors and contact parents.
- Provide supervision of campers. Make sure adequate supervision exists with proper ratios at all times.
- Designee for Camp Program Director when not on site
 - Provide in-season camp maintenance.
 - Keep daily log of any medical services provided to campers or staff.
 - Order any needed camp equipment and supplies through the Camp Program Director.
 - Evaluate current session and make recommendations for equipment, supplies, and programs for the following season.
 - **Responsible to open and close camp - first one to arrive and last one to leave.**
 - Inspect daily the condition of the park for any potentially dangerous situations. Report such to Camp Director or Camp Program Director.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Camp Medical Director - Off-Site

Minimum Qualifications:

- A current certificate in Responding to Emergencies First Aid issued by the American Red Cross, or a current certificate in first aid issued by a certifying agency determined by the State Commissioner of Health.
- Valid certification in CPR.
- Be at least 21 years of age.
- Licensed Practical Nurse or EMT.
- Training and experience in administering first aid procedures.
- Ability to supervise staff in emergency situations.
- Desire and ability to work with youth outdoors.
- Ability to communicate effectively with supervisors, peers, and campers.
- Ability to accept guidance and supervision.
- Good character, integrity, and ability to adapt to camp settings.
- Enthusiasm, sense of humor, patience, and self-control.
- Ability and willingness to communicate with parents and emergency personnel outside of camp.

Responsible To: Camp Director and Camp Program Director

General Responsibility: To plan and direct, operation of the infirmary and all medical procedures. Provide all the necessary first aid to our staff and campers.

Specific Duties:

- Inventory and inspect any existing supplies and equipment. Replace or repair when needed.
- Reorder supplies through Camp Director when supplies are low.
- Clean and set up infirmary area during pre-camp maintenance period.
- Assist staff with pre-camp maintenance of infirmary.
- Teach staff/counselors their roles and responsibilities in first aid procedures during staff orientation, including procedures to follow for child abuse.
- Teach campers their roles and responsibilities in first aid procedures during camper

orientation.

- Inspect first aid equipment daily. Report any problems to Camp Director/Camp Program Director.
- Review all camper confidential medical histories and address restrictions and special needs with their counselors and staff.
- Provide first aid procedures as required.
- Assist camp counselors with health surveillance of campers.
- Meet with staff and counselors to review medical procedures, problems, etc.
- Review medical plan and make recommendations.
- Available by page during camp operating hours.
- The Camp Program Director is the designee when the Medical Director is not on site
- Respond to any allegations of child abuse.
- Identification of and provisions for medical, nursing, and emergency medical services.
- Identify plan for the administering of any medications.
- Ensure that procedures are followed by all counselors and staff in regards to the universal precautions for blood pathogens.
- Report all illness and injuries, including camper abuse/allegations to the permit-issuing official with 24 hours.
- Supervise sanitation procedures.
- Post all emergency numbers and procedures by phone.

Camp Counselor

Minimum Requirements:

- Be at least (18) years of age.
- Certified in Child CPR and First Aid
- Have experience in the supervision of children.
- Have participated in camp orientation program.
- Have completed application and interview process.
- Desire and ability to work with children outdoors.
- Ability to communicate with campers, staff, peers, and parents.
- Ability to accept guidance and supervision.
- Good character, integrity and ability to adapt to camp settings.
- Enthusiasm, sense of humor, patience, and self-control.

Responsible To: Camp Program Director and Camp Program Coordinator

General Responsibility: To provide our campers with a positive, safe and fun experience, implementation of the camp programs and to provide our campers with quality supervision.

Specific Duties:

- Select and welcome campers into your group.
- Take daily attendance, and at the end of each activity.
- Communicate daily program schedule to campers.
- Support and assist staff members at scheduled activities.
- Supervise campers and know the whereabouts of your campers at all times.

- Communicate and enforce camp rules and procedures with your campers.
- Discipline campers when needed in a positive, appropriate manner. Communicate difficulties with staff, camp directors.
- Encourage your campers to try everything. Be Positive.
- Organize your lunch time with your campers.
- Lead your campers in planned activities.
- Make sure all of your campers are accounted for throughout the day.
- Evaluate current season and make recommendations for equipment, supplies and programs for the following season.
- Build camper assets.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Title: Assistant Camp Counselor

Minimum Qualifications:

- At least 18 years of age.
- Have completed application process.
- Enjoy working with children.
- Ability to communicate with campers and staff.
- Good character, integrity, and ability to adapt to camp setting.
- Enthusiasm, sense of humor, patience and self control.

Responsible To: Camp Program Director and Camp Program Coordinator

General Responsibility:

- To assist the Camp Counselor in performing his/her duties in implementing camp programs.
- To assist the Counselor with the adequate supervision of campers.
- To provide assistance where needed to Program Staff.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

- C. **Qualification/Reference Verification:** Each applicant must complete a recreation application. Applications are reviewed/screened by Camp Director. Selected applicants are granted an interview. After completion of all interviews, Camp Director selects the best possible applicants based upon their work experience, camp experience, applications, qualifications, references, and interview. References are conducted by phone. Camp Director verifies certifications by requesting the original certification card from each employee and then places a copy in their personnel file.

II FACILITY OPERATION AND MAINTENANCE

- A. **WATER SUPPLY:** Drinking water is supplied by public water and sewer and is available in the Ice Rink, Kiwanis Youth Center, and rest rooms in each building, and in the pool building. In the event that the water supply is interrupted, water would be delivered to the camp by the Buildings & Grounds department

in 5 gallon containers. The rest rooms are on separate systems; therefore one would be in operation if the other fails.

- B. **LIGHTNING RISK ASSESSMENT:** In the event of lightning, all camp programs will be immediately suspended. The camp horn will sound and all campers, counselors, and staff will report to the ice rink for camp head count. Camp Program Coordinator will assist with the taking of camper head count. Once all campers are accounted for, rainy day programming will begin. When campers are away from the main building during an electrical storm they will be instructed during the staff/counselor orientation to immediately stop their activity; seek shelter inside the largest building nearby; stay away from telephone, power lines, and tall trees; avoid wire fences, pipes, metal poles, and other good conductors; stay away from vehicles with metal parts and stay several yards apart.
- C. **HOUSING OF THE CAMP BASE:** The Camp Base will be provided in the Ice Rink with running water, electricity, and lights. The Coach's Room will be used for the infirmary and storage. On inclement weather days, the camp will still be held inside of the Ice Rink. Restrooms are available within Ice Rink, Kiwanis Center and pool facility.
- D. **FOOD PROTECTION:** Each and every morning the Camp Counselors will take attendance and will collect all of the campers' bagged lunches and place them in the refrigerator or designated cooler. Lunches will remain in the refrigerator or cooler until lunch time.
- E. **GENERAL OPERATION/MAINTENANCE:** Will be provided by the Town of West Seneca Buildings and Grounds Department. The Camp Counselors and Camp Program Coordinator will report dangerous conditions to the Camp Program Director who will notify the Buildings and Grounds Department. Trash is removed from the immediate camp program area on a daily basis to a dumpster located in the ice rink parking lot. This dumpster is emptied once per week. Garbage cans are located in the main park areas. Counselors are responsible for placing any food waste and other garbage in the cans immediately.

III. FIRE SAFETY PLAN

- A. **EVACUATION:** The Camp Program Director and the Camp Program Coordinator will be responsible for the administration of the Camp Fire Safety Plan. In the event of a fire, the fire alarm will be sounded. This will alert the campers/counselors, staff and initiate a fire drill or evacuation sequence. Upon hearing the camp siren all campers/staff/counselors will report to the open field behind the 90 foot baseball diamond. At this time, the counselors will take a head count of his or her groups, and identify to the Camp Program Director all campers accounted for or not. If it is necessary to evacuate the camp, the Camp Program Director will guide the campers/counselors and staff on foot to the Kiwanis Center. Counselors and program staff will keep the campers in single file order, with each group being separated by the counselor in the group above. It will be the responsibility of each counselor to take a periodic head count of his/her campers. Upon reaching the Kiwanis Center, the campers/counselors/staff will assemble by groups and another head count will be taken. The Program Coordinator will make calls to parents and notify them of fire and evacuation.

- B. **FIRE PREVENTION:** Prior to the opening of camp each day, the Camp Program Director will inspect the area and remove any potentially dangerous flammable debris and/or materials (gasoline, paint thinners, etc.). These potentially dangerous materials will be removed by the Buildings and Grounds Department. In addition, staff and counselors will be aware of and look for any items campers may have with them (matches, lighter, etc.). If any items are found, items will be taken and locked away. Camp Director will be notified and further action will be taken against the campers if deemed necessary. All camp fire safety equipment (fire extinguisher, fire alarm system, and battery operated smoke detectors) will be inspected monthly by the Camp Program Director. A fire extinguisher with a current inspection tag is located in the building.
- C. **ELECTRICAL SAFETY:** The Camp Program Director will inspect the condition of the telephone line during pre-camp inspection and weekly thereafter for any wire damage, exposed boxes, etc. Extension cords will be inspected by the Buildings and Grounds Department.
- D. **ALARM SYSTEM & SMOKE DETECTORS (FIRE ALARM, DETECTION AND REPORTING):** Battery operated smoke detectors will be located in the Ice Rink. The Camp Program Director will inspect them on a daily basis to make sure the batteries remain charged and that each of these units remains in working condition. In addition, the Camp Program Director will inspect monthly the operation of the camp horn/alarm by completing a sound check. In the event the battery is in need of replacing, he/she will be responsible for the replacement. In the event of a fire, the Camp Program Director, or the staff member who sounded the fire alarm, will call 911 from the phone located in the ice rink, if it is safe; otherwise, a phone at the nearest house will be used. **When calling the Fire Dept., the staff will provide the following information: Name of caller, location of caller, and before hanging up, ask if further information is needed. This information and procedure will be posted at the Ice Rink phone for assistance during these emergency 911 calls. The Camp Director is responsible for reporting area fires to the local health department.**
- E. **EXITS, EXIT SIGNS, & EXIT MAINTENANCE:** Century Drive will be the primary evacuation route and can be completed by vehicle or on foot. Exits will be free and clear in the Ice Rink. Exit signs will be posted where necessary. Camp Program Director will be responsible for the maintaining of accessible fire evacuation routes as she is the first to arrive each day to camp.
- F. **FIRE DRILLS AND LOGS:** A fire drill will be conducted during the first (48) hours of each camp session under the guidance and direction of the Camp Program Coordinator. The Camp Program Coordinator will record the time and date of these fire drills in the log book.
- G. **DRILLS AND TRAINING:** The Camp Director will schedule drills and training. This will include:
- Communication system
 - Use of rescue equipment
 - First aid practice
 - Simulated emergencies

A record will be kept of each date of drill and who participated.

IV. MEDICAL

- A. **DESCRIPTION OF HEALTH CENTER:** The camp infirmary is located in the Ice Rink within the Coach's room. It contains one bed for isolation of sick camper, has a lockable medical cabinet for supplies, a desk for Log Book and is supervised by the Camp Program Director.
- B. **MEDICAL STORAGE AND ADMINISTRATION OF MEDICATIONS:** Upon arrival at camp, campers, and staff must provide their medications (prescription and nonprescription) to the Camp's Program Coordinator. Sunscreen must be applied to campers prior to arrival each day. Staffers are not permitted to apply sunscreen to campers.
- A. **Labeling:** Medications must be checked for the following:
- a. Medications must be in their original containers.
 - b. All medications must be clearly labeled with the camper's name.
- B. **Prescription Medications:**
- a. Complete name of patient.
 - b. Date prescription filled.
 - c. Expiration date.
 - d. Directions for use/precautions (if any) /storage (if any).
 - e. Name and address of dispensing pharmacy.
 - f. Authorization form and signature of physician prescribing medication.
- C. **Non-prescription medications:**
- a. Complete name of patient
 - b. Authorization form, signature of physician and instructions for use.

Medication Storage: Medications are kept in a secure (locked) cabinet in the infirmary and are accessible only to the Camp Program Director/designated staff, except when required to be available to the patient for frequent or emergency use (i.e. Epi-pen prescribed for bee stings, etc.). In the latter case, the camper or counselor assigned to carry the prescribed medication will notify the Camp Program Coordinator or designee when the medication is used. Controlled substances (narcotics) and syringes will be double-locked (i.e. locked in a box, locked in a cabinet, etc.) And stored per product directions (i.e. refrigerated, etc.).

Prescription Medications: Only NYS licensed physicians, nurse practitioners, or physician assistants may prescribe prescription medications and prescriptions must be written for an individual; i.e. not a bulk supply. Therefore, the prescribing of these types of medications does not apply.

Re-packing or re-labeling of prescription medications is prohibited. Change of dosage or the schedule for use of required medications may be made only upon written authorization of the camper's attending physician; or in the case of an emergency, by telephone, with a written confirmation from the prescribing physician.

Administration: Medications will be self-administered by the campers/staff with self-administration witnessed and documented by the camps health personnel or staff designee.

Medication Supervision/Record Keeping:

- The camper will be reminded of the time to take the medication and be read, or read the name of the medication, dosage and other instructions for use, if self-administering the medication.

- Camp Counselor will be instructed during orientation and immediately after camper selection of any medical needs of a camper. It will be the counselor's responsibility to inform the camper of the time in which to take the medication.
- Camper will go to infirmary to self-administer medication under the supervision of the Camp Program Coordinator.
- At the time medication is self-administered or administered, Camp Program Coordinator will verify correct medication is taken by correct person and document administration by noting (in the medical log or recipient's medical record) the names of the recipient, medication, and witness, and the date, time and dosage self-administered/administered
- In the event that a camper's medication is used up, a written note by the Camp Program Coordinator will be sent home with the camper notifying the parents. The parents must then, in writing, notify the Camp Program Director as to whether the camper will still be on medication or if the camper is all done with medication.

C. **UNIVERSAL PRECAUTIONS:** During counselor and staff orientation, the Camp Medical Director will review and describe the A Universal Precautions to be followed concerning communicable diseases and blood borne pathogens. They will be instructed to use protective gloves and CPR masks when handling any first aid with their campers.

The Camp Director will be responsible for the disinfection of contaminated surfaces and the disposal of medical wastes.

D. **ROUTINE DAILY INSPECTION - Prevention**

- Program areas:** Prior to opening each day, Program Staff and counselors will respectively inspect their program areas for any potentially dangerous situations, protruding nails, holes, etc. Report any problems to Camp Program Director.
- Daily Health Surveillance** - Entire staff and counselors are instructed at our pre-camp training orientation to look for and recognize any signs of abnormal behavior or illness in any of the campers each and every day. Anyone suspected of being ill is brought to the Camp Program Coordinator in the infirmary. Log, infirmary, equipment and procedures are to be reviewed daily by the Program Coordinator and inspected bi-weekly by the Camp Medical Director.

E. **EMERGENCIES / OUTBREAK PROCEDURE**

- MINOR INJURIES-** Scrapes, bruises, sunburn - Injured are all brought to the Infirmary for treatment. Counselors will assist with minor first aid by supplying camper with band-aids, cream, cleaning solution, etc.
- SMALL, NON-THREATENING INJURIES** – (i.e. twisted ankle, small cuts) Injured are brought to the Infirmary for treatment by Camp Program Director or Coordinator. Parents or designated emergency person will be contacted if necessary.
- SERIOUS, THREATENING INJURIES** – (i.e. possible broken bones, significant bleeding) Camp Program Director would be called to the site for immediate first aid. Procedure as stated in below, **IN CASE OF AN EMERGENCY** will be followed.
- MRSA is a staph infection which is resistant to antibiotics. If it enters the skin, it can cause infection that may look like a pimple or boil, can be red, swollen, painful, or have pus. The camp**

medical director should be notified immediately if MRSA is suspected and any contact should be avoided.

- E. **OUTBREAK /COMMUNICABLE DISEASES** - In the event of an outbreak of a communicable disease, including MRSA, all parents would be notified in writing by the Camp Director at the close of camp that day. **All surfaces will be disinfected before opening camp the next day.**

IN CASE OF EMERGENCY

- *Staff 1/Counselor:* DO NOT PANIC! Signal other counselors or staff with verbal call or send for help. Take charge of situation. Follow procedure for rescue and send another counselor or (2) campers to get Camp Medical Director or another staff member for help with first aid procedure.
- *Staff 2/Counselor:* Go to the Ice Rink where phone is located and call rescue squad at 911 if necessary. Find out name and age of victim if possible. Walk to front of ice rink to meet rescue squad.
- *Staff 3/Counselor:* Help Staff 1 at rescue area if needed, and inform Medical Director of emergency.
- *Staff 1/Counselor:* Continue to administer first aid until rescue squad arrives or someone of equal or higher qualifications takes over.
- *Camp Program Director:* Administer all necessary first aid until first aid squad arrives.
- *Staff 1 & Camp Program Director:* Interview witnesses individually and privately. Complete accident report and give to Camp Director. Contact victim's family or relatives.
- *Staff Critique:* As soon as possible, get all staff members together and critique situation.
- *Corrective Action:* If something specific caused the accident, have it taken care of immediately to prevent further injury.

RABIES/ANIMAL BITES

Prevention/Precautions: During both camper and staff/counselor orientations, staff and campers will be instructed and informed of the following in an attempt to eliminate any animal bites and potential rabies exposure:

- Stay away from all wild animals - raccoons, skunks, bats, foxes, woodchucks, etc. These are wild, possibly rabid animals and should be left alone.
- Do not attempt to capture, feed, chase, harm or pet wild animals. Leave all food, snacks, etc. in refrigerator in main building. Cover all food waste, garbage, etc. with a lid or cover.

Medical Actions/Procedures to follow if an individual is bitten at camp:

- Scare away wild animal with loud scream, bang or a blow of your whistle.
- Keep bitten individual still and comfortable. Stop any bleeding.
- Send (2) campers or fellow staff member to find camp Medical Director and bring her to site of bite.
- Call Rescue Squad for transportation of bitten to hospital.
- Call parents of bitten and inform them of bite. Have them meet injured at hospital.
- Camp Program Director will promptly contact the Health Department to report bite and to arrange for post exposure rabies prophylaxes and/or transport of animal specimens to the rabies laboratory. Contact local trapper if the capture of a wild animal is necessary. We would contact Matt English (Superintendent of Highways and Animal Control Officer).
- Camp Program Director will then interview victim and any witnesses to determine:
 - Was the animal provoked (i.e. teased, poked at, etc.)

- o How was the animal acting before, during, and after the attack.
- Unless the animal is endangering others, do not attempt capture of the animal until game wardens, police officers, etc. arrive. Request that the head not be excessively damaged during capture so that it can be analyzed at the rabies laboratory.

BATS: Education will be provided to all camp staff and camp attendees about risk of rabies, avoiding exposure and reporting exposure to bats observed outside flying at night, outside flying in daytime, grounded or roosting in camper accessible locations, flying in camper occupied buildings or buildings in close proximity to occupants in the event of known or suspected contact with a bat. A telephone number of a licensed exterminator will be available to exterminate or capture bats as required.

TELEPHONE NUMBERS - POSTED AT PHONE

| | |
|---------------------------|----------|
| West Seneca First Aid | 911 |
| Southtowns Mercy Hospital | 827-2205 |
| Mercy Flight | 886-3000 |
| Poison Control | 878-7654 |

F. **CAMPER MEDICAL HISTORY AND SCREENING:** Each camper will be required to submit a completed health form and must have had a complete physical within one year. This physical is provided by the campers own doctor and serves as our medical screening. It is the responsibility of the Town of West Seneca Recreation Department to obtain these records in full detail.

H. **EXISTING HEALTH CONDITIONS / RESTRICTIONS**

The Camp Director reviews the health forms and medical histories of each camper and compares her findings with the camper computer print-out from the office as a check-and-balance system, for identifying recent/current illnesses, injuries, predisposed medical conditions, camper restrictions/limitations, special needs, diets, medications (use of epi pen), treatments, allergies and any other concerns. The Camp Director is responsible for communicating any of the medical concerns above with his/her counselor upon the selection of campers.

I. **MEDICAL LOG BOOK - REPORTS:**

A written report is to be completed by the Camp Program Director with the help of the staff member or counselor involved, immediately following an incident. Times, actions by various individuals, witness statements and equipment used are to be specified. All incidents are to be recorded in the log book and must include those that:

- Result in death
- Require resuscitation
- Require Referral to a hospital
- Camper illness associated with water quality.

Camp Director or Medical Director will report any of the above to the local Health Department within 24 hours. The Medical Log Book is kept in the top drawer of the desk in the infirmary

CHILD ABUSE – PREVENTING NEGLECT AT CAMP

Prevention:

- Camp Directors will carefully select all camp staff with a face-to-face interview or telephone interview, asking questions about prior employment history, including working with children. We will ask what they consider appropriate discipline. Interview findings will be documented.
- According to Town Code, each new hire will submit to a background screen and drug test that must yield acceptable results. For returning employees, their re-assignment will be based on their performance in previous years, as well as an interview. For new hires, their assignment will be based on their interview and the Town will conduct reference checks.
- During staff orientation, a session of the staff training will be dedicated to Child Abuse. The following will be included in this program: Identification of the physical, behavioral and emotional indicators to look for in a sexually or physically abused child, discussion of Veterans Park Day Camp's policy regarding appropriate touching, displays of affection, vision and explain the proper reporting procedures to be followed in the case of suspected abuse.
- Discourage any one-on-one activities and we will routinely evaluate each staff member. During camper orientation, we will address situations which make campers feel uncomfortable and identify persons they may talk to about their concerns.
- Campers will know and understand hierarchy of individuals with whom they may report a situation. Abused Camper ... Counselor ... Staff ... Camp Director

J. REPORTING CHILD ABUSE / INJURY AND ILLNESS:

- Staff and counselors will react to all allegations of child abuse seriously and will report their concerns immediately with the Camp Director.
- Camp Director and reporting staff member will meet with abused camper and complete camp incident report form.
- Camp Director will report concerns/allegations to the proper authorities: Police, parents, Child and Family Services, Health Department, etc.
- Camp Director will follow up allegations with the proper authorities to check on their progress. Illness and Injuries will be appropriately reported in the daily log after the injury/illness has been taken care of according to the Emergency policy.

K. CAMP SANITATION: Camp staff and counselors are responsible for the daily inspection of program areas as previously outlined in the general maintenance section. It is the responsibility of each of them to assess these camp areas for cleanliness and safety. Any problems need to be brought to the attention of the Camp Program Director. At the conclusion of lunch, all garbage must be disposed of in a garbage cans provided.

V. ACTIVITY SAFETY AND SUPERVISION

A. General Supervision: Adequate Supervision of all campers will be maintained at all times by:

- 1) Protecting the campers from any unreasonable risk to their health and safety, including physical or sexual abuse
- 2) Providing visual or verbal communication with campers and their counselors and/or staff at all times
- 3) Accounting for the campers' whereabouts at all times

4) The Buddy System will be followed throughout camp. The Buddy System check will consist of a visual check by staff and counselors. No camper is ever to be by him/herself in any area of camp.

Upon Arrival to Camp: Campers will be dropped off at the Ice Rink no earlier than 8:45 AM, where counselors and Camp Counselor will be ready to greet them. The Camp Counselor, before taking the campers to the first activity, will take roll each morning. A minimum of 1 to 12 ratio. The Camp Program Coordinator will assist and put campers in age appropriate groups.

Passive Activity & Instructional Periods: The activity schedule will run from 9:15a.m. till 4:00pm according to the daily schedule, which will be posted in the main building. It is the responsibility of each counselor to escort the campers to each of their assigned activities and lead the activity. At times two groups will be paired up with another group to run an activity. At all times, the ratio of counselors to campers will be a minimum of 1:12. It is the responsibility of the Program Coordinator to have equipment ready at each site for the planned daily activities.

Assembly for Departure: At the conclusion of clean up, the campers reassemble at their pick-up area at the Ice Rink. It is the responsibility of the counselors to escort their campers to and from their programs to ice rink. After all campers are accounted for the Camp Program Coordinator will allow children to go home with parents (or other arrangements made by parents).

Ratios: At all times, a minimum ratio of 1 to 12 exists.

Lost Camper Plan: Upon discovering a lost camper or campers the camp horn will sound. All campers and staff must immediately report to their drop-off, pick-up area for a headcount. Camp Program staff will search the camp grounds on foot, while calling the campers name through a megaphone. Staff will go in different directions as assigned by the Camp Program Director. If camper still cannot be found, Camp Program Director will notify local health department, law enforcement agency and the parents of the missing campers.

CAMP DISCIPLINE: The Camp Staff will use a three strike rule when the need for disciplining a camper arises for the breaking of camp rules that are reviewed at camper orientation. The three-strike rule consists of: 1. Warning of violation. 2. Time-out and a discussion of difficulty with his/her counselor. 3. Camper is brought to the Ice Rink for discussion and disciplinary action from camp staff. If a camper receives three strikes, the Camp Director and parents are notified. If a problem continues, the potential dismissal from camp or mediation exists.

- B. **PASSIVE ACTIVITY SUPERVISION** - Each counselor will be assigned to a group of campers, not to exceed 12 campers. They will stay with their group throughout the day, except for lunch. At that time, supervision will be handled by the Program Coordinator and other qualified recreation staff personnel. The ratio at that time will not exceed 1:12.
- C. **BETWEEN ACTIVITY SUPERVISION** - Campers will remain with their counselor from one activity to another.
- D. **SUPERVISION DURING TRANSPORTATION**
Trip Leader: Camp Program Director or Camp Program Coordinator

Supervision: The counselors, with the support of any Assistant Counselors, will be responsible to supervise the campers throughout the day.

- All campers will be required to wear the same color shirt to assist in supervision on field trips – the shirt is included in their registration fee
- Ratio: 1:10 For campers 6 years and older
- Assist with Buddy System
- Assistant Counselors will assist counselors in supervision
- **Rules and Safety:** All relevant camp rules apply

E. SUPERVISION IN EMERGENCIES:

The Program Director and Program Coordinator will ensure proper supervision of campers in the case of an emergency, and will call for immediate support from the Camp Director as needed.

F. BUDDY SYSTEM:

The buddy system will be employed throughout camp, as well as when the campers are on field trips. In this system, a camper must choose a buddy for the day. The Buddy System will be the responsibility of the counselor who will assist campers in finding one, a trio may be assigned with odd numbers. This system will be enforced through visual checks by the counselors and staff. No camper is ever to be by himself/herself in any area of camp.

G. SWIMMING:

On Site - Two days per week the campers will walk to the Bi-Centennial Pool for free swim. They will be tested on the first day by a Water Safety Instructor (Town of West Seneca Lifeguard Staff) on duty to determine if the camper is a non-swimmer or a swimmer, and will be marked as such with colored wrist band. Green for deep end and diving board, Yellow for just deep end and Red for shallow end and splash pad only.

Supervision: The Lifeguard and counselors, with the support of any Assistant Counselors, will be responsible to supervise at the pool. Town of West Seneca Lifeguards on staff will be designated for Day Camp swimmers

Ratio: 1:8 for campers 6 years and up
1:10 for campers 8 years and up

Buddy System: The Buddy System will be used to check all bathers at the pool. The Lifeguard and Counselors will check all bathers to make sure they enter the water with a buddy, or trio if necessary, and stay within 5 feet of their buddy. On a buddy check, the counselor will call out Buddy Check and buddies are to hold hands over their head. If a buddy is missing, the lifeguards on duty will be notified immediately, and they will take control of the situation.

Rules and Safety: All camp rules apply.

OFF-SITE SWIMMING

On scheduled days campers will be taken on field trips for off site swimming. They will be transported by bus, in their groups with their counselors. The on-site swimming ratio and procedures will be implemented and if the facility we are visiting does not provide a lifeguard we will provide guards.

G. OUT-OF-CAMP TRIPS

Field trips will be taken every week to scheduled locations, which have been previously visited by trip leader. Transportation will be provided through West Seneca School District, counselors and trip leader will ride the bus to supervise. All field trips are included in the weekly rate, and therefore all campers will be expected to go. No one will be left at the camp site. Permission slips will be filled out and signed.

Trip Leader: Camp Program Director or Camp Program Coordinator with First Aid & CPR

Supervision: The counselors, with the support of any Assistant Counselors, will be responsible to supervise the campers throughout the day. All campers will be required to wear the same color shirt to assist in supervision on field trips - the shirt is included in their registration fee

Ratio: 1:10 For campers 6 years and older

Program Prerequisite: None

Safety Equipment:

First Aid supplies, medications as directed by the Assistant Camp Director, as well as:

- Coolers for lunches
- Assist with Buddy System
- Assistant Counselors will assist counselors in supervision
- Rules and Safety: All relevant camp rules apply
- Lost Camper Plan - prior to leaving the bus, counselors will be instructed on where to meet the Trip Leader in the event of an emergency. In the event that campers are missing, the counselor supervising that group is to inform authorities immediately and page the Trip Leader. The counselor is then to meet the trip leader at the predetermined sight and give a report. The Trip Leader will communicate with authorities at the location and inform parents.

VI. DAY CAMP ACTIVITIES:

The camp provides general activities in the areas of Arts and Crafts, daily skill challenges, baseball, volleyball, basketball, games, soccer, tennis etc.

A. Arts and Crafts:

The Lead Playground Arts and Crafts Attendant will be responsible for preparing a daily craft for each of the groups that are assigned to the A&C Room during instructional periods. He/she will ask for the assistance of the counselors in completing these projects with their campers.

Ratio: Instructional Period 1:6

Assistant Counselors: Assistant Counselors will travel with their groups and, when scheduled for Arts & Crafts, will assist the campers in completing their projects.

Safety Equipment: No additional safety equipment is required. Smoke detector and fire extinguisher are inspected daily. Infirmary is nearby with first aid supplies.

Participant Prerequisites: None

Rules: All camper rules apply. Instructor will communicate any additional safety precautions that are needed for a special project.

B. Athletic schedule (Daily Organized Sport): One or more different sports will be scheduled each day - soccer, baseball, softball, tennis, horseshoes, basketball, volleyball, kickball and shuffleboard.

Supervision: The Camp Program Director and Camp Program Coordinator are responsible for organizing daily sports for campers. The counselors will supervise and lead camper participation.

- Ratio: 1:12
- Staff should make sure all campers are busy for the maximum amount of time.
- No campers should be just sitting and watching unless they want to be.
- Counselors cannot release campers until the period is over.

Safety Equipment: No special safety equipment required, with the exception of baseball and pillow hockey

Participant Prerequisites: None

Rules: All camper rules apply. Any special rules for participation or safety will be described by program director or program coordinator as required.

C. **Organized Games:**

One or more games will be scheduled each day such as scooter races, scavenger hunt, tag, mummy ball, capture the flag, and 4 square.

Supervision: The counselors, with the support of any Assistant Counselors, will be responsible to supervise and lead the scheduled game. Ratio: 1:12

Assistant Counselors: If available will assist their counselor.

Safety Equipment: None required. Field inspected daily by Program Director.

Participant Prerequisites: None

Rules and Safety: All camp rules apply.

D. **Passive Activities:**

One or more passive activities will be scheduled each day such as board games, story time, and free time on the outdoor playground.

Supervision: The counselors with the support of any Assistant Counselors will be responsible to supervise and lead the scheduled activity.

Ratio: 1:12

Participant Prerequisite: None

Safety Equipment: None required

Rules and Safety: All camp rules apply



TOWN OF WEST SENECA ONLINE EMPLOYMENT APPLICATION

Personal Information

Full Name _____
(Last) (First) (Middle Initial)

Address _____
(Street) (Town) (Zip Code)

Phone # _____
(Home) (Work) (Cell)

Are You At Least 18 Years Old? (Y/N) _____ Are you authorized to work in the USA? (Y/N) _____

Have you previously worked for the Town? _____
(Position) (Dates)

Do you have a valid NYS Driver's License (Y/N)? _____

Are you looking for a position that is: _____ Full-time _____ Part-time _____ Seasonal

Education _____
(Highest Grade Completed or Highest Degree Obtained)

Department Desired (please mark next to any departments for which you are applying.) For certain positions, there are specific certifications that are required.

_____ Highway _____ Building & Grounds _____ Engineering
_____ Recreation _____ Clerical _____ Senior Center

*If you are applying for Recreation, please complete the additional *Youth and Recreation Online Application* from the Town's website.

Employment History

| Company Name & Address | Position | Dates From/To | Reason for Leaving |
|------------------------|----------|---------------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

I certify that all the answers contained herein are true and complete to the best of my knowledge. I understand that any misleading, incorrect or untruthful statements may render this application void; and if I am employed, would be just cause for termination of employment. My employment is contingent upon acceptable results of a drug screen, background check, and driving history. My employment is also contingent upon providing the Town with required proof of a recent medical physical.

Signature of Applicant

Date

Children's Camp Written Plan Checklist

Dear Camp Operator:

Use the following checklist to determine if your written plan addresses the requirements of Subpart 7-2 of the New York State Sanitary Code (7-2.4(c)(1), 7-2.5(n), 7-2.25). Activities not provided by your camp should be checked "N/A" for "Not Applicable." All other items listed, including those already shaded in the "N/A" column, must be addressed in your plan. Please submit the completed checklist with your written plan or plan revision.

| | |
|------------|-------------------------|
| Camp Name: | Date: / / |
|------------|-------------------------|

| | |
|---------|----------|
| County: | Address: |
|---------|----------|

| Required Plan Components | Camp Operator Completes | | | Local Health Department Remarks | Plan Segment Acceptable | |
|---|-------------------------|-----|-----|---------------------------------|-------------------------|----|
| | Page | Yes | N/A | | Yes | No |
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| On-Site Sewage Treatment System(s) | | | | | | |
| Lightning Risk Assessment | | | | | | |
| Transportation | | | | | | |
| Housing | | | | | | |
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| Waterfront Facility Maintenance | | | | | | |
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| Camp Sanitation | | | | | | |

| Required Plan Components | Camp Operator Completes | | | Local Health Department Remarks | Plan Segment Acceptable | |
|---|-------------------------|-----|-----|---------------------------------|-------------------------|----|
| | Page | Yes | N/A | | Yes | No |
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| | |
|--|---|
| Completed by: _____ Camp Operator _____ Date _____ | Revisions Added by: _____ Camp Operator _____ Date _____ |
| Local Health Department Reviewed by: _____ Date _____ | Local Health Department Reviewed by: _____ Date _____ |
| Approved: Yes No (circle one) | Approved: Yes No (circle one) |