

STANDARD EMERGENCY PROCEDURES
CAMP WAUPACA FOR BOYS

1. REMOVE VICTIM FROM DANGEROUS SITUATION.
2. CHECK BREATHING - GIVE ARTIFICIAL RESPIRATION IF NECESSARY.
3. CONTROL BLEEDING - USE DIRECT PRESSURE IF NECESSARY.
4. SEND SOMEONE TO THE OFFICE FOR HELP - GIVE THIS INFORMATION:
 - A. LOCATION OF EMERGENCY.
 - B. TYPE OF INJURY.
 - C. EQUIPMENT NEEDED OR AVAILABLE.
5. EMERGENCY PHONE NUMBERS:
 - A. DOCTOR: 258-8541
 - B. AMBULANCE: 258-5533
 - C. POLICE: 258-3213 (WAUPACA) 258-2118 (KING)
 - D. FIRE: 258-2121 (WAUPACA) 258-5586 (KING)

MISSING CAMPER PROCEDURE
CAMP WAUPACA FOR BOYS

1. CHECK WITH CABIN COUNSELOR AND CAMPER'S FRIENDS FOR PERTINENT INFORMATION WHICH WILL LEAD TO FINDING THE CAMPER. CHECK TO SEE IF CAMPER IS IN THE INFIRMARY.
2. NOTIFY MAIN OFFICE FOR AN ANNOUNCEMENT TO BE MADE OVER THE P.A. ASKING CAMPER TO COME TO THE OFFICE.

IF NOT FOUND:

START AN ORGANIZED SEARCH - DO THE FOLLOWING SIMULTANIOUSLY:

- A. CABIN COUNSELOR CALLS TOGETHER REST OF CABIN TO COMPARE INFORMATION.
- B. CAMP GROUND SEARCH.
- C. WATERFRONT AND BUDDY BOARD CHECK.
- D. DINING HALL AND OTHER CABINS SEARCHED.

MISSING CAMPER PROCEDURE - PAGE 2

IF NOT FOUND:

SURROUNDING AREA SEARCH - DISPATCH CARS FROM OFFICE TO HIGHWAY (LAKE STRATTON ROAD). AT HIGHWAY 22 HAVE ONE CAR GO TO THE RIGHT AND ONE CAR TO THE LEFT. MAINTAIN REPORTS BY TELEPHONE TO OFFICE.

IF NOT FOUND:

THE DIRECTOR OF THE CAMP UPON NEGATIVE REPORTS OF ALL SEARCHERS WILL NOTIFY STATE AND LOCAL POLICE AND THE PARENTS OF THE CAMPER.

MAINTENANCE PLAN FOR CAMP FACILITIES
CAMP WAUPACA FOR BOYS

CAMPERS CABINS:

BEDMAKING WITH BLANKETS AND SHEETS TUCKED IN AND DUST COVER ON TOP OF PILLOW TO BE MADE DAILY BY THE CAMPERS AND STAFF MEMBERS.

STRAIGHTEN SHELVES, SWEEP FLOORS, EMPTY WASTE BASKETS, AND CLEAN AREA AROUND OUTSIDE OF CABIN DAILY BY CAMPERS.

CABIN FLOORS ARE TO BE MOPPED WEEKLY OR MORE OFTEN IF NEEDED.

DAILY CABIN INSPECTION BY STAFF MEMBER.

CAMPERS BATHROOMS:

TOILETS AND URINALS CLEANED WITH DISINFECTANT DAILY.

LAVATORIES CLEANED WITH SCOURING POWDER DAILY.

SHOWER STALLS AND FLOORS MOPPED WITH DISINFECTANT AND RINSED WITH WATER DAILY.

WALLS, WINDOW SILLS, AND MIRRORS CLEANED WHEN NEEDED.

ALL ABOVE DONE BY MAINTENANCE STAFF AND INSPECTED DAILY BY A STAFF MEMBER.

DINING HALL:

FLOORS SWEEPED AND TABLES WASHED WITH SOAP AND WATER AFTER EACH MEAL DAILY BY THE KITCHEN STAFF.

FLOORS MOPPED WEEKLY WITH DISINFECTANT THEN WAXED BY KITCHEN STAFF.

INSPECTED BY CAMP DIRECTOR.

KITCHEN:

DISHES AND UTENSILS SCRAPPED AND WASHED IN DISHWASHER AFTER EACH MEAL.

KITCHEN FLOORS MOPPED WITH DISINFECTANT DAILY - MORE OFTEN IF NEEDED.

MAINTENANCE PLAN FOR CAMP FACILITIES: - PAGE 3

KITCHEN CONTINUED:

ALL COOKING EQUIPMENT AND COOKING AREA WASHED AND CLEANED BY THE COOKS AFTER EACH MEAL.

STOVE AND COUNTER TOPS CLEANED AFTER EACH MEAL.

INFIRMARY:

SWEEP FLOORS TWICE DAILY.

MOP FLOORS ONCE DAILY WITH DISINFECTANT.

LAVATORIES CLEANED AND SCOURED DAILY - MORE OFTEN IF NEEDED.

CLEANING DONE BY THE NURSES AND INSPECTED BY THE NURSES.

PROCEDURE FOR HEALTH SUPERVISION
CAMP WAUPACA FOR BOYS

1. CHECK CAMPER HEALTH RECORD FOR SPECIFIC MEDICAL PROBLEMS OR ABNORMALITY BEFORE OPENING OF CAMP.
2. STAFF MEMBERS ARE TO LIST AND TURN INTO CAMP NURSE ANY MEDICAL PROBLEM OR ABNORMALITY BEFORE OPENING OF CAMP.
3. INFIRMARY HOURS FROM 9 A.M. to 10 P.M. FOR SICK CALL AND FROM 10 P.M. to 6 A.M. FOR EMERGENCY CALL.
4. TWO R.N.'S ON DUTY (ONE CHARGE NURSE AND ONE STAFF NURSE) TO SCREEN CAMPERS REQUIRING MINOR MEDICAL ATTENTION AND THOSE WHO NEED PHYSICIANS CARE.
5. DAILY MEDICATIONS ARE TO BE DISPENSED AFTER EACH MEAL AND AT BEDTIME UNLESS OTHERWISE INDICATED.
6. ALLERGY INJECTIONS ARE TO BE GIVEN PER DOCTOR'S ORDERS AT REST HOUR ON FRIDAY OF EACH WEEK.
7. DAILY LOG IS TO BE KEPT ON ALL CAMPERS VISITING INFIRMARY WHO REQUIRE MINOR OR MAJOR MEDICAL ATTENTION.
8. INFIRMARY IS TO BE SWEEPED TWICE DAILY AND MOPPED ONCE DAILY LAVATORIES CLEANED TWICE DAILY. FURNITURE CLEANED TWICE WEEKLY.
9. MESS HALL AND KITCHEN ARE TO BE CHECKED ONCE DAILY FOR CLEANLINESS.
10. CABINS AND BATHROOMS ARE TO BE CHECKED FOR CLEANLINESS EACH A.M.
11. STANDING ORDERS ARE TO BE POSTED ON MEDICINE CABINET DOOR.
12. FIRST AID OUTLINE POSTED ON MEDICINE CABINET DOOR.

PROCEDURE FOR HEALTH SUPERVISION - PAGE 4

13. LECTURES ARE TO BE GIVEN TO CAMPERS AND STAFF ON HEALTH AND PREVENTIVE MAINTENANCE OF HEALTH TWO TO THREE TIMES WEEKLY WITH EMPHASIS ON PREVENTIVE HEALTH MEASURES.

WATERFRONT ALERT
CAMP WAUPACA FOR BOYS

ATTENTION! ALL STAFF AND CAMPERS; THIS IS A WATERFRONT ALERT!

(CAMPER'S NAME) IS MISSING ON THE WATERFRONT!

ALL AREAS ARE CLOSED! CAMPERS RETURN TO YOUR CABINS! ALL STAFF MEMBERS BEGIN AND CONTINUE SEARCHING UNTIL THE CAMPER IS FOUND OR AN ALL CLEAR IS ANNOUNCED ON THE PUBLIC ADDRESS SYSTEM.

LOST BATHERS DRILL
CAMP WAUPACA FOR BOYS

IMMEDIATELY:

SEND MESSENGERS TO EVERY PART OF CAMP WHEREVER THE MISSING PERSON MIGHT BE, NOTIFYING ALL LEADERS. SOUND THE WATERFRONT ALERT OVER THE P.A. SYSTEM AT THE OFFICE.

USE EVERYONE AVAILABLE FOR AN IMMEDIATE SEARCH OF THE ENTIRE SWIMMING AREA--CONCENTRATING EFFORTS IN THAT PART OF THE AREA WHERE THE MISSING PERSON WAS CHECKED IN OR LAST SEEN.

SEARCH THE NONSWIMMERS AREA HAVING PEOPLE LINK ARMS AND WADING IN A LINE ACROSS THE AREA.

SEARCH THE BEGINNERS' AND SWIMMERS' AREAS USING EITHER WADING OR SURFACE DIVING AS DEPTHS DICTATE.

IN THE SWIMMER AREA SEARCH, GUARDS AND SWIMMERS LINE UP ON THE SURFACE, AND THEN SIMULTANEOUSLY SURFACE DIVE, TAKING AN AGREED UPON NUMBER OF FORWARD UNDERWATER STROKES BEFORE SURFACING. EACH SEARCHER THEN MOVES BACKWARD IN A LINE ABOUT SIX FEET, BEFORE REPEATING THE UNDERWATER SEARCH PROCEDURE TO ENSURE NO GAPS.

THIS IS REPEATED AFTER HAVING CROSSED EACH AREA IN ONE DIRECTION BY CRISSCROSSING AT RIGHT ANGLES TO FIRST SEARCH MOVEMENTS.

ALWAYS WORK FAST BUT SYSTEMATICALLY UNDER THE DIRECTION OF THE WATERFRONT STAFF.

PERMIT SEARCHERS TO ASSIST ONLY IN THOSE AREAS WHERE THEY ARE QUALIFIED TO SWIM.