

## **Y-Guides/Princesses Event Safety Checklist**

### **Checklist Item**

1. Before the camp-out, written rules and regulations are shared with the leaders and is then passed on to parents.
2. All man made and natural hazards are clearly identified and included in the group's orientation.
3. A first aid station is identified and properly staffed for the size of the group.
4. The campsite management is requested to make all attractive nuisances as child-proof as possible.
5. High-risk programs have adequately trained leadership to provide proper instruction and supervision.
6. In the event of an accident, fire, intrusion, earthquake or inclement weather; a written emergency plan is in place, including telephone numbers.
7. Activities are supervised by responsible staff and volunteers consistence with YMCA guidelines for the Prevention of Child Abuse.
8. Provision are made for any persons with an disability that requires special attention.
9. Group members are informed in advance of any need for special protective clothing or equipment.
10. the leadership for the event is aware of any known health problems or conditions of participants and has a plan of action for the proper care.
11. Sites undergo a check for potential safety hazards and provide the necessary safety equipment; i.e. life jackets, etc
12. Fire safety standards have been reviewed and will be followed.

## Learning from Parent Child incidents and accidents

Do	Don't
Parents must be able to see and hear their children. Be able to respond to children in a proactive way while participating in a parent child activity or event.	Leave children unsupervised whether at the camp site or while involved in activities.
Clear areas of hazards, place cones, signs to warn of hazard or block areas to avoid trip and fall hazards.	Leave hazards at camp site that can be tripped over fallen upon.
Remind children to walk.	Allow children to run around camp.
Wear proper clothing and shoes for camp out.	Sled along the road side, camp site or camp.
Set boundaries so that children and adults understand where allowed to go and not to go.	Use alcohol while participating in parent child events and activities.
Winter activities at a city, state approved area.	Vandalize camp site or camp facilities.
Allow past participants/graduates to attend parent child events and or activities.	Allow children to come in parent child events and activities without a parent or guardian.
Allow interested individuals an opportunity to experience a parent child event and or activity.	Allow participation in parent child activities and events with out first completing YMCA waivers, enrollment form, registration packet.
Try new activities or experiences.	Use broken equipment or tools.
Have fun, learn new things and enjoy the outdoors.	Allow horses to walk through camp sites.
Use a designated fire ring and have a camp fire (when camp allows it).	Allow children to play with or around the camp fire.
Wear safety equipment while participating in activities.	Allow children to sleep on the top bunk if they are too young, sleep walk, not used to bunk beds or are restless sleepers.
Follow camp site/camp rules so that other groups as well as your group will be allowed to come back to that camp site/camp.	YMCA Parent child volunteer or employee drive participants in the program in your personal vehicle.
Call 911 if an emergency arises, notify park ranger and or camp manager and YMCA staff member immediately no matter what time the emergency happens.	Treat or drive a seriously injured child to hospital.
Do know the camps emergency evacuation plan if there is a fire while at your group is at camp.	Think that everyone has common sense and will do what is right. Always review safety rules and use of program activities before use.
Look out for all the members of your tribe. If you see something that could lead to injury say something before they get hurt.	
Know the certified first aid person is, and if there are any certified medical personnel on the trip.	
Walk through the event or camp site prior to settling in. Look for potential hazards and attractive nuisances, encourage participants to stay away from these things.	
Participate in a camp orientation with the camp manager and convey all site rules and emergency procedures.	

**YMCA OF ORANGE COUNTY  
POLICY AND PROCEDURE MANUAL**

Title: **EMERGENCY PROCEDURES FOR YOUTHS PARTICIPATING IN  
ACTIVITIES/PROGRAMS**

( ) Policy

(X) Procedure

( ) Guideline

File Number: 7.801

Date Revised: July 23, 1998

Issuing Authority: Director of Risk Management By: Lisa A. Harvey, Director, Risk Mgmt.

**911 SHALL BE CALLED WHENEVER ANY OF THE FOLLOWING OCCURS:**

- After a fall or blow, child is unable to get up on their own
- Child is unable to resume normal activity due to complaints of pain or visible injury
- Any injury or blow to the head
- Child has a fall of more than 2 feet
- Following a fall or blow, child is disoriented, cannot remember what has happened or complains of nausea

**IF IN DOUBT CALL 911**

**WHEN EMERGENCIES OCCUR**

1. Stay CALM and assess the area.
2. Keep the injured child calm.
3. Only one person should take charge. This should always be the Site Supervisor or the most senior staff member on site.
4. Keep other children away from the injured.
5. Inform staff to get help.
6. Keep the staff and group CALM.
7. Do not move the injured child maintain comfort. It is okay to move the injured child if they are able.
8. Determine the extent of the emergency to the best of your knowledge:

Does the injured child need First Aid?

Clean and Bandage the injured area? Give child a place to rest and watch the child carefully? Ice the injured area?

Either the Site Supervisor or a Senior Supervisor at the branch contacts the parent about the emergency. (If the Senior Branch Supervisor is unavailable, contact the Branch Executive Director.) If a parent cannot be reached, contact other individuals listed on the child's Emergency Card

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- Should you call 911 for Emergency help? (The phone call should be made by the Site Supervisor or the most senior staff member on site, in that order)
- These are all items you must take a moment to consider and then act accordingly.

### **IF IN DOUBT CALL 911**

**SUMMON EMERGENCY HELP IN THE FOLLOWING ORDER:**

1. Secure the group. Do not leave the injured child unattended.
2. Have another staff member secure the child's Emergency Card while the Site Supervisor calls 911.
3. The person placing the phone call must know their exact location.
4. Contact the injured child's parents.
5. Call the YMCA to report the injury

Either the Site Supervisor or a Senior Supervisor at the branch contacts the parent about the emergency. (If the Senior Branch Supervisor is unavailable, contact the Branch Executive Director.) If a parent cannot be reached, contact other individuals listed on the child's Emergency Card.

**Contact branch staff in the following order:** (write in names and phone numbers)

- Site Supervisor: \_\_\_\_\_
- A Senior Branch Supervisor: \_\_\_\_\_
- Senior Branch Staff Supervisor: \_\_\_\_\_
- Branch Executive Director: \_\_\_\_\_

**If unable to reach branch staff, then contact** (in the following order):

YMCA of Orange County Metro Staff (714) 549-9622:

Lisa A. Harvey, Director of Risk Management (Extension 617)

Jeff McBride, President and CEO (Extension 612)

### **WHEN EMERGENCY HELP ARRIVES**

1. Have the child's Emergency Card ready and inform the Paramedics if a preferred hospital has been designated.
2. Send a staff member with the child. Ensure that adequate supervision is in place at the site when the staff member travels with the injured child to the hospital.

3. After the ambulance has left, make a follow-up phone call to the branch to give a status report.
4. Ensure the parent or guardian named on the Emergency Card has been contacted.

**AFTER EMERGENCY HELP LEAVES**

1. Complete the necessary incident reports (refer to PROCEDURES FOR REPORTING INCIDENTS/ACCIDENTS).
2. The Site Supervisor needs to explain to the children, at their level of understanding, what has happened.
3. The Site Supervisor shall call the child's home that evening to inquire as to the updated condition of the child. A written update shall be attached to the incident report and forwarded to the Metro Office, Risk Management Department (refer to Procedures for Reporting Incidents/Accidents).
4. Incidents shall not be discussed with anyone other than the parent, Branch Executive Director, Senior Supervisor, Regulatory Agencies and Metro staff.
5. Staff will not speak to the Media.