

## ***Cedardale Sports Camps Emergency Procedures***

### **Counselor Responsibility**

1. Assess the situation quickly: How serious is the accident? What type of First Aid is necessary? Do I call for additional help?
2. If the emergency is life threatening send someone to call 911, and then administer the First Aid you are trained for.
3. Call the Camp Desk to alert the director and the health care professionals that there is an emergency with a camper and state the camper's name so their record can be pulled from the file. The health professional will make all attempts possible to notify the parents first and then the emergency contact second, of the emergency. The health care consultant, Dr. Espinosa, M.D., is always on call if needed.
4. Enlist the help of others if needed, (lifeguards, managers, other counselors, etc.). Make sure there is still a counselor staying with the campers not involved with the emergency.
5. Stay with the camper and continue to administer First Aid until someone more qualified arrives and the situation is under control.
6. All accidents must be fully documented, using the Cedardale Incident Report Form. If the camper was sent to the hospital, there is a state form that must be completed and sent to the Massachusetts State Board of Health Department.

### **Camp Desk Responsibility**

1. When you get an emergency call, immediately send the camp Health Professional to the emergency site. Call the aMAZEment Center & Golf Center and let them know you have an emergency and you need assistance.
2. If an ambulance is needed and you are making the call, be very specific. Type of accident, victim's condition, etc.
3. Use other staff to help direct the ambulance to the correct location.
4. Pull health forms and contact the victim's Parents/Emergency contacts ASAP. If unreachable be sure to get a copy of the health forms to the emergency site, allowing EMT's to have as much information as possible.
5. Call and consult our Camp Health Care Consultant, Dr. Espinosa, if needed.
6. All accidents must be fully documented (see #6 above).

### **Emergency Contact Numbers**

Merrimack Valley Hospital:	(978) 374-2000
Poison Center	(800) 682-9211
Police/Fire/Ambulance	911
Cedarland Camp	(978) 521-7700 x105