# HEALTH & SAFETY AND EMERGENCY PROCEDURES FOR CAMPS

**Contact Officer**

*Director, Environmental Health and Safety, Executive Director, Risk and Safety Services*

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<th>Purpose</th>
<th>This procedure provides the minimum requirements for health and safety and managing emergency procedures for camps operating on Queen’s properties as per the Policy on Establishing and Operating a Camp for Minors.</th>
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## Procedure

### 1. Emergency Response Plans:

All camps must have an Emergency Response Plan (ERP) in place. The ERP must be readily available to all camp personnel either in paper or electronic format and all camp personnel must receive instruction on the ERP as part of their training. Consideration should be given to developing individual emergency response plans for campers with disabilities. Environmental Health and Safety is available to assist if required.

These plans must be updated annually by the camp director(s), (highlight any changes or state – no changes) and submitted for review to camps@queensu.ca. The plans will be reviewed with the Department of Environmental Health and Safety or Campus Security and Emergency Services as necessary, prior to the start of the camp season.

### 1.1 Plan content

At a minimum, the ERP must include the following:

- A description of the authority/chain of command, to be followed by camp personnel during an emergency. This must include a description of the roles and responsibility for all camp personnel during an emergency.
- Procedures for reporting the incident to the appropriate authorities, roles and responsibilities of each person that pertains to the situation.
- Emergency contact numbers for:
1.2 **Required risk procedures**
Each plan must include procedures to deal with risks that could occur generally or those more specific to your camp. Examples include:

- Procedures to follow in the event of a fire
- Procedures to follow in the event of a missing camper
- Procedures to follow in the event of a transportation accident.
- Procedures to follow in the event of a chemical spill (if applicable)
- Procedures to follow in the event of a major medical emergency (e.g. spinal injury, head injury, broken limbs, anaphylaxis, heat stroke, etc.)
- Procedures to follow in the event of a minor medical emergency (e.g. scraped knee, strains, insect sting etc.)
- Procedures to follow in the event of contact with or threat from a known and or unwanted, suspicious or violent persons – **any suspicious activity must be reported to Queen’s Security & Emergency Services immediately at 613-533-6111.**
- Procedures to follow in the event of loss of facility/power outage
- Procedures to follow in the event of inclement weather
- In the event that a parent or guardian indicates that there is an unwanted person who cannot have contact with the camper, a copy of the Court Order must be provided.

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<td>Camp Director or designate</td>
<td><strong>2.1 Incidents Involving Campers:</strong></td>
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Camps must have in place and follow a documented process for the completion of accident/incident reports. All reports must be provided to the camp director as soon after the incident as possible. The camp director will review the incident report and determine the need for additional reporting according to the following procedures:

- At a minimum the process must require that accidents/incidents that require a camper to receive external health care treatment be
reported to the Director, Environmental Health and Safety (EHS), within 24 hours of the occurrence of the incidence by using a standard form that has been preapproved by Risk and Safety Services or by using the form on the EHS website: [Incident Report Form](https://www.safety.queensu.ca/emergency-report-incident)

- Camps offered by student organizations will be required to report accidents/incidents involving campers to the Alma Mater Society (AMS) who holds the insurance relating to camp activities.
- Camps must have in place and follow a documented process for contacting parents in the event an incident takes place at camp. Camps must document that they have discussed the incident with the parent or guardian.

2.2 *Incidents Involving Camp Personnel:*

Camps must have in place and follow a documented process for the completion of accident/incident reports. All reports must be provided to the camp director as soon after the incident as possible. The camp director will review the incident report and determine the need for additional reporting according to the following procedures:

- For camps under the responsibility of the university, at a minimum the process must require that accidents/incidents that require an employee or volunteer to receive first aid or require health care treatment be reported to the Director, Environmental Health and Safety (EHS), within 24 hours of the occurrence of the incidence using the form on the EHS website: [https://www.safety.queensu.ca/emergency-report-incident](https://www.safety.queensu.ca/emergency-report-incident)
- For camps under the responsibility of a student organization, at a minimum the process must require that accidents/incidents that require camp personnel to receive first aid or require health care treatment be reported to the executive of the student organization (e.g. ASUS and Engineering Society) who is responsible for reporting to the Workplace Safety and Insurance Board (WSIB) as appropriate.
- Camps under the responsibility of a student group must also provide documentation of the incident to the AMS who holds the liability insurance relating to the camps.
- It is recommended that camps keep a log of incidences to be reviewed for the purposes of looking for opportunity to update existing policies and procedures in order to minimize the potential for similar incidences in the future.
### Procedure 3  Emergency Contact Information:

**Camp Director or designate**

As per Supervision of Campers Procedures section 1.1:

To ensure camps and campers can be reached, each camp must complete the Campus Security and Emergency Services Camp Contact Information Template. This must be provided to Risk and Safety Services at camps@queensu.ca 14 days prior to the start of the camp. Template is available by emailing: camps@queensu.ca

All camps must keep an updated list of current program participants and contact information of parents / legal guardians and emergency contacts. This list must be able to be easily accessed in the event of an emergency. This list must also be made available to Queen’s Security and Emergency Services upon request.

Camps that operate at remote locations must ensure that they can be readily contacted or can contact the appropriate parties in the event of an emergency.

### Procedure 4  Risk Assessments:

**Camp Director or designate**

To help camp personnel develop risk awareness for planned activities, all camps must complete risk assessments for each activity planned (i.e., physical activities, science experiments, field trips, etc.) and submit to camps@queensu.ca for review and approval by the Director of Environmental, Health and Safety. In the event of any changes to the planned activities or camp programming, updated risk assessments must be completed and submitted to camps@queensu.ca. Examples of when updates are required: change in or introduction of a new process, project, activity or location.

Camps that include higher risk activities, such as those involving use of chemicals or that pose a physical risk, must consult with the Department of Environmental, Health and Safety for assistance in completing the risk assessment.

Risk assessments must include:
- a description of the main activities involved in the trip/activity (e.g. science experiment, nature of sports game, field trip, swimming, etc.)
- identified risks associated with each of these activities
- risk mitigation (risk prevention and harm reduction) strategies in place to manage identified risks.
- consideration for the age appropriateness of the activity.

Camp personnel who are appointed responsibility for the preparation and implementation of risk assessments must monitor activities to ensure that the risk protocol is adhered to. Incidents that occur as a result of a particular activity must be reported as indicated in the Incident Reporting section above and follow up with corrective action where necessary.

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**Camp Director or designee**

At least one on-site camp personnel is required to have Standard First Aid training, which includes CPR, Level C. This certification must be current and delivered by a provider recognized by WSIB. Evidence of that training must be provided prior to the first day of camp and the documentation must be kept in the employee file. Volunteers who are paired with camp personnel are encouraged but not required to have CPR and First Aid training.

Camp personnel who work with chemicals as part of their activities are required to have Workplace Hazardous Materials Information System (WHMIS) training. Evidence of that training must be provided prior to the employee’s start date and the documentation must be kept in the employee file.

Camp employees are required to have training that includes staff injury and WSIB reporting.

**Camp Director or designee**

6 Medication:

All camps are required to have a policy regarding administering prescribed medication to campers.

All camps shall prohibit campers from bringing non-prescribed medication to the camp.

If the policy allows for campers to bring their prescribed medication to the camp, the medication must be given to the camp director or designate by the parent on a daily basis. The medication must be in original containers that identify, in English, the prescribing physician the name of the medication, the dosage and the frequency of administration. Only the dosage to be administered by the camp personnel that day must be in the container. The medication must be provided to the camp personnel each morning and kept in a secure location accessible to camp management only.
If a camp policy allows camp personnel to administer medication to the campers or assist the camper in taking the medication, parents are required to sign a consent form providing written permission to do so. The camp will have appropriate on-site record keeping to log the name of the camper, date/time and what was administered.

If a child has a severe allergy or is required to use an inhaler during program time, camp personnel must be notified and this information must be recorded on the signed consent form. Parents must complete an Epinephrine Administration Waiver Form for all children who carry an epi-pen. Campers who use an epi-pen or inhaler must bring it camp each day and carry it on their person.

Definitions:

**Camps for Minors (Camps):** A day or overnight program that offers recreational activities and/or instruction to minors. Such camps typically have five or more campers and operate anytime during school vacations. Camps are run by academic and administrative units of the university and student groups. This may include partnerships between university units and external organizations that use university facilities or brand. A list of approved camps is posted on the Queen’s university website.

**Campers:** Minors attending camps held at Queen’s facilities.

**Camp Director:** The person responsible for developing camp programming and ensuring the camp complies with university policies and procedures related to camps for minors.

**Camp Personnel:** Staff and volunteers, employed by a camp, who are responsible for delivering programming and providing care for campers.

**Sponsoring Unit:** The academic or administrative unit or student organization of the university which endorses and recommends approval to the Camp Compliance Oversight Group (CCOG). For academic units, the sponsoring unit is the Faculty, for student organizations the sponsoring unit is the Alma Mater Society, for shared services units, the sponsor is the Vice-Principal of the portfolio.

**Leaders in Training:** Participants in the Queen’s Leader in Training Camp who, as part of the camp, gain experience working in other camps.

**Minor:** A person under the age of 18.

**Volunteer:** An individual who donates their time to provide service to camp without being paid.
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<tr>
<th>Date Approved</th>
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<tbody>
<tr>
<td>Approval Authority</td>
<td>VPOC</td>
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<tr>
<td>Date of Commencement</td>
<td>Year Month Day</td>
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<tr>
<td>Amendment Dates</td>
<td>2019 January 21</td>
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<td>Date for Next Review</td>
<td>2022 March 1</td>
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| Related Policies, Procedures and Guidelines | Protection of Minors Involved in University Programs and Activities  
Policy on Establishing and Operating a Camp for Minors  
Hiring and Training of Camp Personnel Procedure  
Health & Safety and Emergency Procedures for Camps  
Documentation and Privacy of Camp Records  
Supervision of Campers |