

Counselor Handbook

General Safety Information



This section presents some basic general safety information for Counselors. There is additional information in the following sections; **Responding to Emergencies** and **Information on Camp Activities**. Please become familiar with the information in each of these sections. If you have any questions, don't hesitate to ask your Director.

GENERAL SAFETY

- 1) The Camp Manager is responsible for monitoring local media and advising the Camp Director of such things as fire bans and weather alerts and warnings.
- 2) At the beginning of each camp, counselors are responsible for checking their cabin or area for:
 - a) accumulations of combustible material or rubbish
 - b) portable fire extinguishers that are unobstructed and in good order
 - c) checking that the windows and doors are not obstructed. You may need to use them if you need to evacuate.
 - d) damage to windows, screens, bunks, or other cabin items.
- 3) Staff are responsible for:
 - a) reporting all discharged fire extinguishers to the Camp Director
 - b) reporting all fire hazards to the Camp Director immediately

VISITORS

- 1) The Director must be notified of all visitors on camp property.
- 2) The Director or the Manager should be informed regarding unwelcome or dangerous animal visitors or problems with large numbers of insects.

DRUGS AND MEDICATION

- 1) Illicit drugs are not allowed on camp property. If any are found, they must be handed to the Director right away.
- 2) Prescription or Over the Counter medications are allowed on the camp grounds, but they must be left in the care of the designated staff (nurse/first aider) at the start of camp.

BUILDINGS

- 1) No climbing on buildings.
- 2) No adjusting of cabin heaters.

GENERAL CLEANLINESS

- 1) Ensure campers wash hands after using the washrooms, and especially before meals.
- 2) Ensure that the dish handlers use the prescribed hand dip during after-meal clean-up.

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WATER SAFETY

- 1) Campers are not allowed at the lakeside or the pool unless they are properly supervised.
- 2) Lifejackets are mandatory in all watercraft.
- 3) Become familiar with and enforce the water safety regulations which are available in your manuals and are posted.
- 4) Addition information can be found in the section **Information on Camp Activities**.

FIRE

- 1) No camper shall have matches or lighters in their possession.
- 2) All fires must be authorized by the Director, supervised, and must be in designated areas. Currently, the designated areas include; two fire pits (amphitheater and lakeside), as well as the fireplace in the staff lounge. Fires outside of these designated areas shall only be lit after consulting with the Camp Manager.
- 3) When outdoor fires are lit, a means of extinguishing the fire must be available. The Camp Director is responsible to ensure that the fire is supervised at all times, and is thoroughly extinguished when it is no longer required.
- 4) There are dry chemical extinguishers located in each building; they are usually mounted near the door.
- 5) Water hoses can be used for extinguishing paper and wood fires. Do not use water hoses on flammable liquid fires or grease fires in the kitchen.
- 6) A hose is located on the outside of the maintenance shed.

FIRE EXTINGUISHER INSTRUCTIONS

If you need to use a fire extinguisher, be sure that you are confident in your ability to use it safely. If you have not received specific training in fire extinguisher use, you should not try to use one. To use a fire extinguisher, follow the PASS procedures as follows:

- P - PULL safety pin from handle (twist pin to break the seal).
- A - AIM the fire extinguisher nozzle at the base of the fire.
- S - SQUEEZE the trigger handle.
- S - SWEEP the spray from side to side.

Information regarding Responding to Fire Emergencies is found in the section **Responding to Emergencies**.