

Recommended Health and Safety Plans for RECREATION COUNCIL PROGRAMS

Updated April 2009

Fire Safety



- In the event of a building fire, evacuate through the emergency exits (following the route posted) and go to a predetermined location.
- In the event of a brush fire, evacuate to the closest road or to the closest building, whichever one is safer.
- Take roll immediately after evacuation.
- Call “911” as soon as possible.
- Notify parents/emergency contacts.
- Stay with participants until help comes.
- If anyone is unaccounted for or injured, immediately notify the rescue unit.

Missing/Lost Participant

- Participants should utilize the buddy system.
- As soon as a participant is known to be missing, roll call should be taken of registered participants.
- In the event that the safety of the missing participant is in question, immediately call “911”.
- If able to do so, close off all entrances and exits.
- Supervise the participants who are present and accounted for.
- Search the immediate area for missing participants.
- If the participant is not found after a reasonable time (approximately 10 -15 minutes), call “911”.
- When emergency services arrive, relay all pertinent information.

General Safety Tips

- Check with facility for their recommended safety procedures.
- Before the program starts, check all equipment and facilities for safety hazards.
- Train volunteers and program leaders in health and safety plans.
- Volunteers, and if possible participants, should provide information about relevant medical conditions.
- Volunteers, and if possible participants, should furnish emergency contact information.
- All volunteers and program leaders who have direct contact with participants should undergo a background investigation.
- Each program should have a readily available 1st aid kit.
- Volunteers and program leaders should hold current certifications in infant, child, and adult CPR, 1st Aid and AED.

Suspicious Activity

- Be aware of your surroundings. Know who belongs at that site and who is out of place.
- Call “911” immediately if you see anything suspicious. The dispatcher will decide if it is an emergency.
- Don’t put yourself or the participants in harm’s way. Do not approach suspicious vehicles or people.
- Make sure the participants are visible at all times.
- Participants should utilize the buddy system.
- Check all bathrooms before allowing participants to use them.
- Be the best witness you can be. Write down descriptions of vehicles, people, and the situation. Try to get a license plate number.

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Preventing and Responding to Medical Emergencies

- Call 911.
- Volunteers and program leaders should hold current certifications in infant, child, and adult CPR, 1st Aid and AED.
- Each program should have a readily available 1st aid kit.
- Each program should always have access to a telephone or cell phone.
- Provide medical assistance as trained.
- During an emergency refer to the participant's health information (emergency contacts, medication the participant is currently taking, allergies, and significant illnesses and/or conditions), or ask participant's companions of any known medical conditions.
- If the participant requires being transported to the hospital in an ambulance, a volunteer program leader will go to the hospital with the participant, and take with him/her the participant's health information.
- Complete an accident report form and submit to Recreation Superintendent.



Weather Safety

- Take all participants indoors or to the nearest shelter and, if possible, take roll.
- If possible notify parents/emergency contacts.
- Stay with participants until help comes.
- If anyone is unaccounted for, or injured, immediately notify the rescue unit.

Extreme Heat

In the event that the National Weather Service issues a 'Heat Advisory', all outdoor activities should be scaled down and in most cases rescheduled. Participants should be encouraged to increase their water intake on these days. All precautions should be taken by the volunteer activity leader to prevent heat related injuries during these hot time periods.

Transportation Safety

Drivers

- Have a valid license.
- Have under 5 points on driving record.
- Have accurate driving directions.

Accident/Break Down

- As long as it is safe, remain in vehicle.
- If necessary, help participants evacuate vehicle in an orderly fashion. Gather in a safe location and take roll.
- Call 911 as soon as possible.
- Notify parents/emergency contacts as soon as possible.
- Stay with the participants until help arrives.
- Complete and forward accident reports to the Parks and Recreation Superintendent.

Recreation Council Program Leaders

- Make sure everyone wears a seatbelt.
- Has a cell phone.
- Has a current roster of participants with a health and emergency contact information.
- Has signed permission slips/waivers.
- Maintains a low participant staff ratio (10:1).
- Has a responsible adult seated near each exit (emergency and front door).
- Gives itinerary/driving route to organization's emergency contact.
- Gives list of participants to organization's emergency contact.
- Is knowledgeable in the safety plan.
- Reviews the safety rules with participants.
- Takes attendance while on the bus upon departure and arrival.