

# **CITY OF SARATOGA SPRINGS**



# **CAMP SARADAC SAFETY MANUAL 2015**

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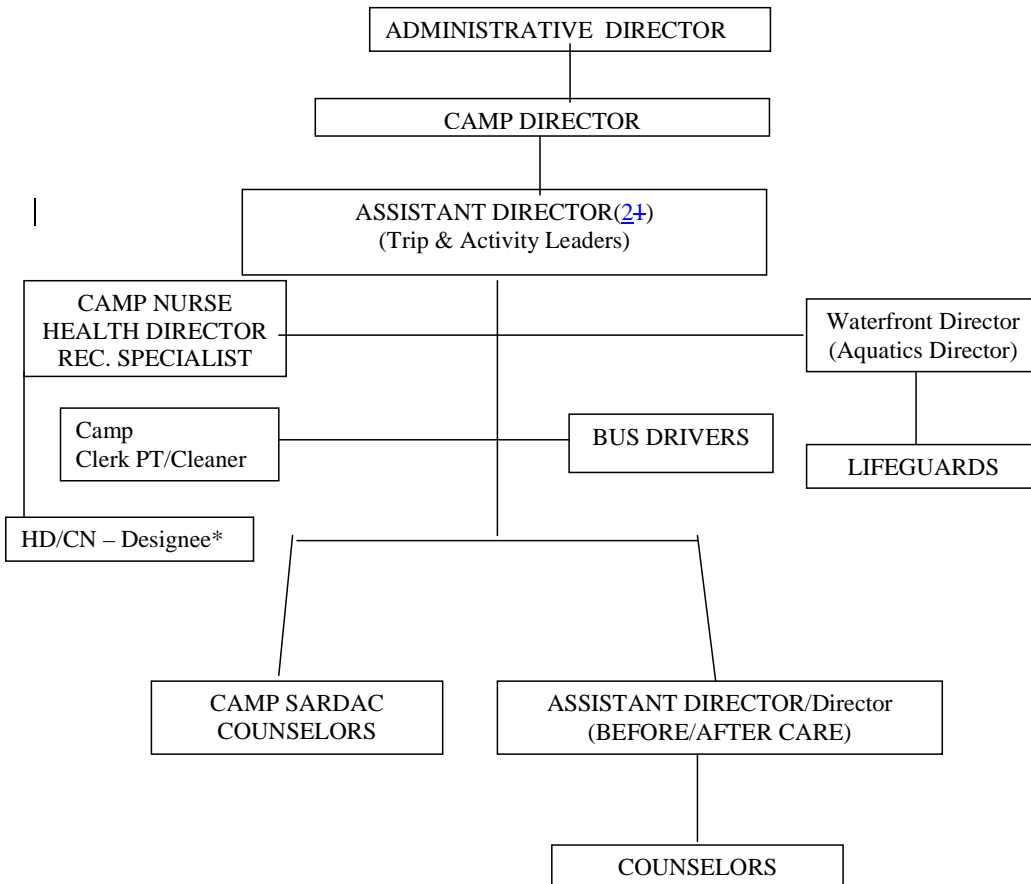
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**EMERGENCY NUMBERS**

<b>EMERGENCY</b>	<b>911</b>
<b>POISON CONTROL</b>	<b>1-800-336-6997</b> <b>1-800-222-1222</b>
<b>CHILD ABUSE HOTLINE</b>	<b>1-800-342-3720</b>
<b>RECREATION DEPARTMENT</b>	<b>587-3550 EXT. 2300</b>
<b>CAMP SARADAC</b>	<b>587-3550 EXT 2309</b>
<b>NYS HEALTH DEPARTMENT</b>	<b>793-3893</b>
<b>SARATOGA COUNTY HEALTH DEPT.</b>	<b>784-7460</b>
<b>SARATOGA HOSPITAL</b>	<b>587-3222</b>
<b>SARATOGA COUNTY PUBLIC HEALTH</b>	<b>584-7460</b>
<b>CITY OF SARATOGA SPRINGS POLICE DEPARTMENT</b>	<b>584-1800</b>
<b>CITY OF SARATOGA SPRINGS FIRE DEPARTMENT</b>	<b>587-3599</b>
<b>CITY OF SARATOGA SPRINGS ANIMAL CONTROL OFFICER</b>	<b>584-1800</b>
<b>CITY OF SARATOGA SPRINGS DIRECTOR OF RISK AND SAFETY</b>	<b>587-3550 EXT. 2612</b>

I. PERSONNEL

A. Chain of Command



**B. Job Descriptions:**

1. **Director:** This person shall report to the Saratoga Springs Recreation Director at the Saratoga Springs Recreation Center. The Director shall be responsible for program planning and implementation throughout the season. The Director with the cooperation of the City Director of Risk and Safety shall coordinate and implement the entire Camp Safety Plan including the fire safety component. The Director shall supervise the staff to insure safety for the campers and the staff. Minimum qualifications shall include a Master's Degree in Administration with [24 weeks of administrative or supervisory experience in camping](#) or two years of experience in the child care field, or a Bachelor's Degree in an applicable area with [24 weeks of administrative or supervisory experience in camping](#) or five years of experience in child care or promotional candidate must be at least 21 years of age as required by the Department of Health and must have been employed by the City of Saratoga Springs Recreation Commission as the Assistant Camp Director for the Camp Saradac summer camp program. The Director shall possess a certificate in ARC RTE and ARC CPR/FPR or approved equivalent. The Director's minimum qualifications should include a notification from the Department of Social Services State Central Register of Abuse and Maltreatment that the director has not been subject of an investigation report; and the submission of a form entitled Prospective Children's Camp Director Certified Statement Relative to the Conviction of a Crime or the Existence of a Pending Criminal Action, as developed by the Commissioner, and a determination by the local permit-issuing official that the camp director has no criminal conviction record for which: there is a direct relationship between one or more of the criminal offenses and the applicant's employment as a camp director; and employment as a camp director would involve an unreasonable risk to the property or to the safety or welfare of camp participants or the general public.  
The Director shall be at least 21 years of age. The Director shall be utilized as a Camp Nurse designee. The duties of the Director shall include the following:
  - Direct supervision of camp staff
  - Plan and implement all activities
  - Handle all discipline issues
  - Hold regular weekly staff meetings to give detailed direction to the staff
  - Assist staff with all problems and concerns
  - Report any and all abuse to the Child Abuse Hotline
  - Orientation of all Camp Saradac Staff and campers
  - Selection and hiring of all Camp Saradac staff including three reference checks
  - Pre-camp inspection and preparation
  - Request orders for supplies
2. **Assistant Director:** This person shall report directly to the Director. The assistant shall supervise the staff and work on camper discipline. Minimum qualifications shall include a Bachelor's Degree in Education or a related field with at least three years of experience in childcare. The Assistant shall also possess a certificate in ARC RTE and ARC CPR/FPR or approved equivalent. The AD shall be utilized as a Camp Nurse designee.
3. **Camp Nurse (Health Director):** This person shall maintain all medical and health history and records. The Camp Nurse (Health Director) shall be in charge of any type of medical emergency or problem. The Camp Nurse (Health Director) shall be on site daily from 8:30am until 12:30pm. The Camp Nurse (Health Director) shall attend [all a majority of](#) field trips. The Camp Nurse (Health Director) shall report directly to the Assistant Director and Director. The Camp Nurse (Health Director) shall be on call for the remainder of the day should an emergency occur that requires assistance. The Camp Nurse (Health Director) shall at least possess a LPN certificate along with ARC RTE and ARC CPR/FPR or approved equivalent.
4. **Waterfront (Aquatics Director):** The Waterfront (Aquatics) Director shall report directly to the Assistant Director and the Director. This person shall possess certification in ARC WSI, ARC RTE and ARC CPR/FPR or approved equivalent. The Waterfront (Aquatics) Director shall have at least three years of experience in the field of water aquatics and be at least 21 years of age. The Waterfront (Aquatics) Director must have a minimum of one season previous experience as a camp aquatics director at a New York State children's camp; or have three seasons of previous waterfront experience as a lifeguard. This person shall manage all water activities, swimming assessment, buddy checks and off site supervision of trips. In the absence of the Assistant Director or Director, the Waterfront (Aquatics) Director shall be in charge of supervision of the camp staff and campers. Duties shall include direct supervision during any and all water activities. These water activities include swimming at the State Pools, and lakes. The Waterfront (Aquatics) Director shall assess the swimming ability of each camper and keep accurate records of such assessment. The Waterfront (Aquatics) Director shall inform each counselor and staff member who supervises the campers of these assessments. Each counselor shall be given a list from the Waterfront (Aquatics)

Director, which details the swimming ability of each camper under his or her direct supervision. During swimming activities, the Aquatics Director shall conduct buddy checks. The Waterfront (Aquatics) Director shall raise an orange flag every 15 minutes, signaling the buddy check. The campers shall go with his/her buddy to his/her counselor to report. The Waterfront (Aquatics) Director shall then check the buddy sheets of the counselors periodically to check for accuracy. In the event of a missing swimmer, the Waterfront (Aquatics) Director shall follow the Lost Swimmer Plan. The Waterfront (Aquatics) Director shall be utilized as a Camp Nurse designee. The Waterfront (Aquatics) Director will need Lifeguard Management and Supervision training. A camp aquatics director shall oversee all swimming activities that occur at swimming pools and bathing beaches operated as part of a children's camp. This person shall supervise lifeguards, progressive swimming instructors, and counselors with bather supervision responsibilities during swimming activities; and implement the camp safety plan.

5. **Counselors:** Counselors shall plan and supervise activities with children and maintain proper counselor to camper ratios at all times. In the event that a Camper has special medical and/or physical needs, NYS Department of Health and/or Education regulatory criteria shall be utilized to determine the appropriate counselor to camper ratio. This ratio may vary with the special need of each camper. The City of Saratoga Springs shall make every attempt to meet the special needs of each camper, as is possible within the limitations of the program. Counselors shall ensure the safety of the campers in their care. Counselors shall report directly to the Waterfront (Aquatics) Director, Assistant Director and Director. Counselors shall have at least two years of experience in childcare or a related field. Counselors shall be at least ~~seventeen~~ sixteen years of age. Duties shall include the planning and implementation of daily activities, which are age appropriate to his/her groups. Accommodations shall be made to modify activities for those campers who may have special needs. If an accommodation for a specific activity cannot be made, another activity of equal cultural and/or educational value shall be substituted as the need arises. These activities shall be written in a plan book and approved by the supervisory staff. The Recreation Department shall maintain this plan book. The activities shall follow the outlined plan of the director and shall include recreational activities, water activities and arts/crafts. No activity shall be conducted without the permission of the supervisory staff.
6. **Camp Saradac Counselors/Lifeguard:** Counselors shall plan and supervise activities for campers. Counselors shall ensure safety for the campers in their care. Counselors shall report directly to the Aquatics Director, Assistant Director and Director. The counselors shall have experience in childcare or a related field and lifeguard training. Counselors shall be at least seventeen years of age. Duties shall include planning and implementing of daily activities, which are age appropriate to his/her group. The activities shall follow the outlined plan of the director and shall include recreational activities, water activities and arts/crafts. No activity shall be conducted without the permission of the supervisory staff. Accommodations shall be made to modify activities for those campers who may have special needs. If an accommodation for a specific activity cannot be made, another activity of equal cultural and/or educational value shall be substituted as the need arises. Also supervising water activities in conjunction with the waterfront director taking into consideration camper abilities. A camp lifeguard must provide a minimum 1:75 ratio in addition to facility lifeguards for off-site swimming where facility lifeguards shall be used. In the event a camper has special needs, an accommodation shall be made to provide an activity of equal cultural and/or educational value as the need arises. The lifeguard counselor must have ARC Lifeguard Training, ARC Waterfront Training, and ARC CPR/FPR or approved equivalent certifications.
8. **Counselors in Training:** City does not employ counselors in training.
9. **Volunteers:** The camp currently does not utilize volunteers. However, if any volunteers are utilized all volunteers working with the camp shall be screened through the NYS sex offender registry.

**C. Staff Selection and Reference Verification:**

Applications for employment for the Saratoga Springs Summer Recreation Program (Camp Saradac) shall be available at the Civil Service Office, 5A Lake Avenue, Saratoga Springs, New York. Application must be filled out completely and returned with two forms of identification, a record of immunization history including HIB, Hep B, Varicella (chicken pox) and Pertussis (whooping cough), and any copies of pertinent certification. No application shall be considered that is incomplete.

Applicants shall be interviewed first through direct questions on the application forms. A selection process shall begin after review of the information and verification of credentials. Applicants shall be notified by telephone of a date and time for an interview.

Before applicants are finally selected for employment, a thorough check of references shall be conducted. References shall be called via the telephone and asked specific character and work ethic questions about the application. A determination shall be made by the Assistant Director and Director as to the capability of the applicant. The City Director of Risk and Safety shall run NYS Department of Motor Vehicle check on applicants that shall have access to a vehicle during City hours. The Civil Service Office shall run background checks on camp personnel in accordance with the City's Personnel Policy and DOH Requirements. Finally, applicants must provide copies of all required certification before they are to begin work. Three references from friends and past employers shall be accepted. References can also be in written form. All staff shall be check against the NYS Sex Offender Registry and a record of these checks will be kept on site and available for review.

**II. FACILITY OPERATION AND MAINTENANCE**

**A. Water Supply:**

The water supply to camp is part of the City of Saratoga Springs' municipal water system, which is operated and maintained by the City's Department of Public Works. Should the water supply be interrupted or unavailable for more than a few hours, the water shall be supplied through a purchase of bottled water for drinking and sanitation purposes. The campers shall be relocated to the Saratoga Springs East Side Recreation Complex until the Saratoga Springs Department of Public Works, who maintains the water supply, can correct the problem.

Municipal (public) supply:

Water Supply Type	Operation
15 Vanderbilt	X <u>Year round</u> <input type="checkbox"/> seasonal
East Side Recreation Complex	<input type="checkbox"/> Year round    X <u>seasonal</u>
West Side Recreation Complex	<input type="checkbox"/> Year round    X <u>seasonal</u>

Person responsible for performing the annual start-up procedures for the system: City of Saratoga Springs Chief Water Plant Operator Thomas Kirkpatrick and water department employees shall be responsible for the City's Water System.

Treatment: Treatment includes flocculation, sedimentation, filtration, and chlorine disinfection.

Procedure for monitoring: Chlorination: Chlorine residual is checked as per required at the entry point and at representative points in the distribution system. Acceptable when a minimum of 0.2 ppm free chlorine residual is maintained at all points in the distribution system.

Person responsible for testing the system and maintaining the records of the Testing results: Tom Kirkpatrick, Chief Water Plant Operator

Person responsible for collecting water samples: Tom Kirkpatrick, Chief Water Plant Operator  
Sampling schedule:

Sample Type:	Sample Frequency*
Coliform (Bacterial) Analysis	<b>* The City of Saratoga Springs collects 30 total Coliform samples per month throughout the water system.</b>
Nitrate	<b>* One nitrate sample is collected annually at the entry point to the system as required by NYSDOH.</b>
Nitrite	<b>* One nitrite sample is collected annually at the entry point to the system as required by</b>

Person responsible for sending the results to the local health department: Tom Kirkpatrick, Chief Water Plant Operator. These reports are on file with the local health department.

**B. Sewage Treatment System:**

The City sewage system is maintained and operated by the Saratoga County Sewer Authority and the Saratoga Springs' City Department of Public Works.

**C. Lightning Safety:**

Should a lightning storm occur, the following safety measures shall immediately be put into place:

- All outdoor activities shall be suspended.
- Campers shall immediately be moved indoors.
- Campers and staff members shall go into the gym/building in an orderly manner on site.
- In the event campers are on an off-site trip, they shall be immediately moved to the nearest safe shelter, which shall be checked out by staff member before arriving at the designated location of the off-site trip. This location shall be pre-planned prior to the trip occurring.
- If campers are engaged in a water sport activity they shall be directed to immediately STOP SWIMMING.
- Campers shall be directed to cease all outdoor activities and seek shelter inside the nearest large building that is deemed a safe haven. If no acceptable building is available, campers shall be directed to seek shelter on the bus they arrived in.
- Campers shall be directed to not use the telephone except for emergencies.
- If shelter is not available or if campers are in route to a shelter, campers shall be directed to:
  - a. Stay away from telephone or power line poles and tall isolated or lone trees.
  - b. Stay off of or leave hill tops
  - c. Avoid wire fences, pipes, metal poles and other metal conductors.
  - d. Stay away from/off vehicles with metal parts, such as motorcycles, ATV's bicycles, etc.

**D. Transportation:**

- Campers must provide their own transportation to and from camp.
- Buses shall be available to transport campers to and from off-site programs
- Buses, with certified drivers, and regular maintenance shall be contracted through the Saratoga Springs School District.
- Bus drivers shall possess the necessary class license for operation of a school bus. The driver shall have reference checks on file with the Saratoga Springs School District. These references shall be available upon request.
- The buses are inspected by certified bus mechanics at the garage during routine scheduled inspections. These inspections are available upon request.
- Upon arriving at the bus garage, the driver shall inspect the bus before leaving the garage. A checklist shall be maintained. The driver shall report any sights or sound during this scheduled inspection.

When buses are in use:

- Capacity shall not exceed 60.
- Seat belts shall be used when available. Counselors shall ensure all campers wear them.
- There shall be ratio of [8-412-1](#) campers-staff on each bus (In the event a camper is identified as having special needs that requires one on one supervision, the camper's family must provide all staffing needs.) If a camper's family does supply additional staff needs, these same individuals shall be screened through the NYS Sex Offender Registry like all other staff/ volunteers prior to working at the camp.
- Buses shall carry a fire extinguisher, flares, tools, and a first aid kit. This equipment shall be maintained by the Saratoga Springs School District.

**E. General Operation and Maintenance:**



1. Prior to opening camp after a storm, the person in charge shall do a walking check of the camp site to inspect for damage to power lines, trees, building, paths and other debris.
2. Should an animal wander onto the premises of the camp, the Saratoga Springs Animal Control Officer shall immediately be called. All campers and staff shall immediately evacuate the area where the animal is located. No one shall be allowed back into that area until the area is declared and deemed safe by the Animal Control Officer.
3. Each morning, the person in charge shall do a walking check of the premises to check for any unsafe areas such as broken bottles, protruding objects, and to check the playground equipment for unsafe s-hooks, wear and tear and broken items.
4. The City of Saratoga Springs Department of Public Works shall provide garbage removal. Should a staff member see a problem pertaining to an area under his or her supervision, the staff member shall immediately notify his/her supervisor. The supervisor shall immediately notify the Public Works Department and request an immediate cleanup of the area in question.
5. Structural issues shall immediately be reported to the Saratoga Springs Public Works Department via telephone with a follow-up memo. All written correspondence shall be periodically checked and logged to ensure that repairs are made in a timely fashion
6. All cleaning products shall be ordered and maintained in a locked cabinet by the Director of the program. The City Director of Risk and Safety shall provide and maintain Material Safety Data sheets for the Recreation Program in support of the NYS Right-to-Know Law.

**F. Food Safety:**

1. Campers shall transport food and drinks from home.
2. Campers shall be required to store all food and drink products in their own insulated lunch box with a freezer pack in their backpacks.
3. Whenever possible, backpacks shall be left in shaded places.
4. All campers are encouraged to wash their hands prior to eating.
5. The camp does not serve lunch.
6. The camp does not assume any responsibility for camper's food and drink.
7. If camper does not have lunch in his/her possession for that day, the staff shall then notify the parents of any problem and request a lunch be brought to the camper.
8. In an emergency where a parent can-not bring the camper his/her lunch, the camp personnel shall provide an appropriate lunch for that day.
9. Camp will hold 1 pizza party and 1 cake/ice cream party; the food pizza will be purchased from Price Chopper. The pizza-party/parties will be held at the Saratoga Springs Recreation Center. The Camp Director and Assistant Directors will be the only people handling the food; they will wash hands prior to touching the food. While handling the food/pizza-they will have latex gloves on. The pizza-food will be served on paper plates. The leftovers pizza-will be thrown into the garbage.
- 9-10. Camp's annual picnic will be held at the West Side Recreation Park and is sponsored by Saratoga Springs National Little League. All food is provided by National Little League which has a current DOH permit. In the event that additional food is needed, Camp will purchase pre packaged food from Price Chopper.

**G. Waterfront Facility Maintenance:**

All Waterfront activities shall take place at facilities which are not maintained or operated by the Saratoga Springs Summer Recreation Program.

**III. FIRE SAFETY**

**A. Evacuation:**

1. The Director of the program shall be responsible for coordinating the Fire Safety Plan in conjunction with the City Director of Risk and Safety.
2. When a fire alarm sounds inside a building, all staff shall immediately exit the building and meet at a central location nearby at a safe distance from the building in question. Counselors shall take attendance to be sure that no camper is unaccounted for. The Director or person in charge shall close all windows and doors, check the bathrooms and proceed to a central location, nearby at a safe distance from the building in question to check the campers and staff.

3. The Camp Nurse (Health Director) or designee shall immediately call 911, notify the City Director of Risk and Safety and the Mayor's Office. The Director and the City Director of Risk and Safety shall determine whether or not the fire meets New York State Health Department Reporting Requirements.

**B. Fire Prevention:**

1. All flammable debris shall be immediately removed by the City of Saratoga Springs' Public Works Department. In the event that a staff member notices any problem, he/she shall immediately contact the maintenance person in charge of the facility.
2. Fire extinguishers shall be readily available in the building. The City of Saratoga Springs' Department of Public Works has the responsibility for maintaining this equipment. Fire extinguishers shall be checked on an annual basis prior to the opening of the camp season. All staff shall be trained to use a fire extinguisher.

**C. Electrical Safety:**

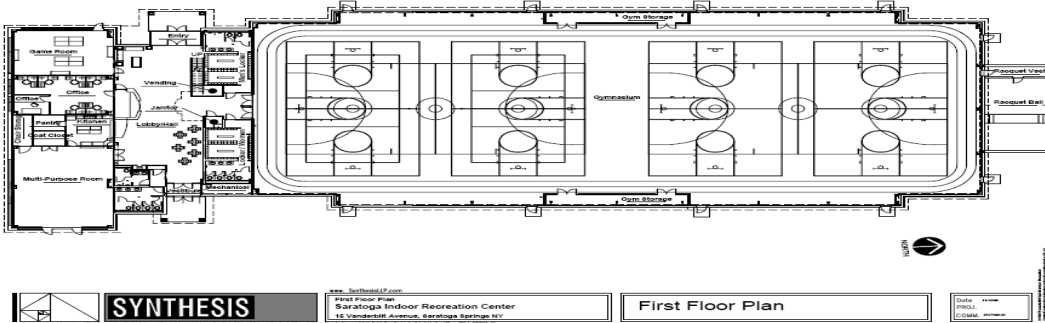
1. The electrical and telephone lines shall be maintained and operated by the Saratoga Springs' Public Works Department.
2. The Director shall authorize the use of all extension cords in accordance with NYS Electrical and Fire Codes.

**D. Fire Alarm, Detection, and Reporting:**

1. Smoke Detectors shall be placed in appropriate locations throughout the building. These detectors shall be maintained on an ongoing basis.
2. The City of Saratoga Springs' Director of Risk and Safety shall assist the Director with an annual review of Camp Safety Plan prior to the camp season beginning. A copy of the Camp Safety Plan shall be submitted to the Saratoga Springs' Fire and Police Departments.
3. Should there be a fire, staff members shall be instructed to immediately call 911. Staff members shall be trained in the 911 emergency system during their ARC CPR/FPR or equivalent training.
4. All fires shall be reported to the City of Saratoga Springs' Fire Department, the City of Saratoga Springs' Director of Risk and Safety and the New York State Department of Health. In addition, the New York State Department of Health will be notified within 24 hours if a fire destroys or damages any camp building, or a fire occurs which results in notification of the fire department, or is life or health threatening.

**E. Exit Maintenance:**

1. The primary exit out of the building is the main door, facing the parking lot. There are secondary exits, as well, onto Vanderbilt Avenue, and through the gym.
2. The Director shall check all doors before the opening of the camp season. The doors shall be checked for ease in opening, not locked against egress, and safely assembled.
3. All doorways shall remain unobstructed. No objects shall be within 10 feet of the openings. The exits shall continually be inspected to insure easy exiting of the building.



SYNTHESIS  
 www.SynthesisLLP.com  
 First Floor Plan  
 Saratoga Indoor Recreation Center  
 16 Vanderbilt Avenue, Saratoga Springs NY  
 First Floor Plan  
 Date: 11/11/11  
 Project: Saratoga Springs NY  
 Client: Saratoga Springs NY

**F. Fire Drills and Log:**

1. Fire drills shall be conducted within the first 48 hours of the camp's opening, and again on a weekly basis. All campers and staff shall do a trial run of a fire drill during orientation.
2. The Camp Director shall be responsible for conducting fire drills throughout the season. A Fire Drill Log shall be maintained by the Camp Nurse (Health Director) and shall be stored in the back of the medical log, documenting these activities. The log will maintain the date and time of the fire drill.

**IV. MEDICAL**

**A. Duties of Camp Nurse (Health Director) and Staff:**

1. The Camp Nurse (Health Director) shall be licensed as either a LPN or RN. The Camp Nurse (Health Director) shall be responsible for the medical plan for the camp season. The Camp Nurse (Health Director) shall be responsible for coordinating medical emergencies. The duties of the Camp Nurse (Health Director) are also outlined in the beginning of this plan. The Camp Nurse shall have ARC RTE and ARC CPR or approved equivalent certification.
2. When the Camp Nurse is not on duty, a designated staff member with ARC RTE and ARC CPR certification or approved equivalent shall act as the Health Director (Camp Nurse). The On-duty staff member who has the Health Director designee shall sign in and out of the medical log.
3. The Camp Director, Camp Nurse, Assistant Director, Waterfront (Aquatics) Director and Trip Leaders shall have ARC RTE and ARC CPR or approved equivalent certifications.
4. The lifeguard counselors shall have ARC Lifeguard and Waterfront Lifeguard, ARC CPR and ARC First Aid or approved equivalent Certifications.
5. The Camp Staff shall have First Aid certification in a minimum of 1:200 ratio and CPR certification in a minimum of 1:200 ratio. In addition to the camp health director or designee, one staff member for each 200 campers shall possess a current CPR certificate. Where a camp's qualified aquatics staff remain on-site and are available to respond to emergencies, they may be counted toward meeting this CPR requirement.

**B. Description of the Health Center:**

1. The housing or isolation of any campers by the Camp Nurse (Health Director) shall be in the designated portion of the community room. The maintenance of this particular area shall be the sole responsibility of the Camp Nurse (Health Director).
2. When a camper is ill or is sent to the Camp Nurse (Health Director), he/she shall be supervised at all times by the Camp Nurse (Health Director) or the designated individual. No camper shall ever be left unattended.
3. The Health Center shall have a locked cabinet for storage of medications and first aid supplies.

4. An Emergency Medical Authorization shall be obtained for each camper participating in a City of Saratoga Springs' Recreation Program.
5. Medications shall be administered per the parental/guardian permissions obtained.
6. There shall be a cot with a privacy screen available for the camper to rest upon and until the camper's issues are resolved.

**C. Storage and Administration of Medications:**

Upon arrival at camp, campers, and staff must provide their medications (prescription and non-prescription) to the Camp Nurse (Health Director). Medications shall be stored and administered under the direction of the Camp Nurse (Health Director). Should a time exist when another person must administer medications, this shall be either the Director or the Assistant Director under the direction of the Camp Nurse (Health Director).

Labeling of medications shall be checked for the following:

- Medications must be in their original containers.
- All medications must be labeled correctly.

Prescription medications:

- Complete name of patient
- Date prescription filled
- Expiration date
- Directions for use/precautions (if any)/storage (if any)
- Name and address of dispensing pharmacy
- Name of physical medication

Non-prescription of medications:

- Complete name of patient
- Authorization and instructions for use (i.e. from parent/guardian or individual's physician)

Medication Storage:

Medications are to be kept in a secure locked box provided by the camp. Only the Camp Nurse (Health Director), Director, and Assistant Director shall have access to this locked box. Emergency medication (epipen, etc.) shall be accessible to designated individuals.

Controlled substances and syringes shall be double locked in the locked box and locked file cabinet.

Prescription Medications must be maintained by the Camp Nurse (Health Director) and written only by the camper or staff member's personal physician. A Medication Authorization Form shall be completed and maintained for every camper requiring medication.

Non-prescription Medications shall be maintained by the Camp Nurse (Health Director) with a signed order from a physician.

No medications shall be given out without a duly executed Medical Authorization Form. A Medication Authorization

A form shall be completed and maintained for every camper requiring medication. Repackaging and re-labeling of prescription medications shall be strictly prohibited.

Change of dosage or the schedule for use of required medications may be made only upon prior written authorization of the camper's attending physician or in the case of an emergency, by telephone/facsimile, with a written confirmation from the prescribing physician.

Administration of medications shall be as follows: Medications must be self-administered, witnessed and documented by the Camp Nurse (Health Director) or designees.

Medication supervision and record keeping: A Medication Authorization Form shall be completed and maintained for every camper requiring medication. The camper must be reminded of the time to take the medication and be read/or read the name of the medication, dosage and other instructions for use. At the time medication is self-administered, staff must verify correct medication is taken by correct person and document administration by noting (in the medical log) the names of the recipient, medication, and witness, and the date, time and dosage self-administered.

Camp Trips – If medications are required for trip participants, medication administration shall be carried out from the original container(s) by the trip leader or designee described in the written plan. Use of medication(s) must be documented and reported to the Camp Nurse (Health Director) when the group returns to camp.

Return/Destruction – The Camp Nurse (Health Director) shall destroy these meds and document (time/date/drug) of destruction.

**Universally accepted Health Care Precautions shall be utilized when treating a camper injury and/or illness.**

The City shall provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, and masks and must clean, repair and replace these when necessary.

Infectious waste shall be appropriately handled and infected areas shall be disinfected in accordance with the regulations in Bloodborne Pathogen Exposure Control Program.

When you are exposed to a bloodborne pathogen, the following steps must be taken immediately:

1. Wash the hands and any areas that have been exposed.
2. Notify your supervisor.
3. Follow up with the post-exposure summary.

The Health Director in coordination with City Director of Risk and Safety shall be responsible for post-exposure follow-up in accordance with New York State Department of Health, New York State Department of Labor and HIPAA guidelines. For more information, please refer to Bloodborne Pathogen Control Program portion of the Camp Safety Plan.

**D. Procedures for Health Care:**

The Camp Nurse (Health Director) or designee shall be responsible for the following procedures:

- daily health surveillance of campers
- sick calls in the morning from ~~8-8:30a.m~~ 8:30-9:00am
- basic first aid and health care provisions
- monitoring and caring for persons with existing conditions
- handling medical emergencies, including, food borne and other outbreaks, communicable diseases and serious injuries and illnesses
- response to an allegation of child abuse per NYS guidelines

Camp Counselors shall be responsible for the following:

- daily health surveillance of their campers and reporting of their status to the Camp Nurse (Health Director)
  - basic first aid when the Camp Nurse (Health Director) is unavailable
  - response to an allegation of child abuse by reporting to the Camp Nurse (Health Director)
1. In the event that an emergency occurs that cannot be handled by the Camp Nurse (Health Director) or designee, staff shall call 911.
  2. Staff shall be certified in CPR in a minimum 1-100 counselor to camper ratio. The Camp must maintain two staff certified in CPR. In the event that the Camp Nurse (Health Director) is not readily available to handle an emergency, camp staff members with CPR shall have responsibility of assessing the medical emergency and immediately dialing 911 as necessary. The Director and/or Assistant shall be immediately notified of the event.

3. All counselors shall carry medical information and medications pertaining to those individuals who have special medical conditions.
4. When traveling to an off site location, counselors shall carry emergency contact information for each camper.
5. The Camp Nurse (Health Director) or designee shall address the issues of prevention of communicable diseases, outbreaks, overexposure to sun and other potential hazards at the camp orientation. The staff training shall include how to recognize symptoms and indicators. Documentation shall be kept for all staff training conducted annually.
6. First aid kits and medical supplies for off-site trips shall be carried by the off-site trip leader, who shall be designated by the Camp Nurse (Health Director).
7. The Camp Medical Log and other medical records shall be maintained by the Camp Nurse (Health Director) or designee in a designated file locked cabinet.

**E. Camper Medical History and Screening:**

1. All camper folders shall be examined by the Camp Nurse (Health Director) prior to the camp opening for the following:
  - Record of immunization history including HIB, Hep B and Varicella (chicken pox) & Pertussis (whooping cough), diphtheria, haemophilus influenza type b, hepatitis b, measles, mumps, poliomyelitis, rubella, tetanus and varicella (chicken pox).
  - Recent/current illness/injury/existing medical conditions
  - Restrictions/limitations
  - Special needs/diet
  - Medications/treatments
  - Allergies
  - Other concerns
2. These issues shall be confidentially communicated to both the Director and counselor caring for the camper. All staff shall be trained in camper confidentiality issue management.
3. Per Section 7-2.8(c), an immunization record, including immunization date against diphtheria, measles, mumps, poliomyelitis, rubella, and tetanus shall be kept on file in a locked cabinet and updated annually for each camper.

No child shall be prevented from attending camp because he/she is not immunized. If a child is not immunized because of religious beliefs, a written and signed statement from the parent or guardian, stating that the parent/guardian objects to their child's immunization due to religious beliefs which prohibit the immunization of their child shall be required. This statement must be included with the child's health history.

Similarly, if the child is not immunized due to a medical exemption (i.e. severe immunosuppressant, etc.) or because there is a documented history of the disease (measles, mumps, etc.) or serologic immunity (measles, rubella, hepatitis B), signed by a physician, this information must be included with the child's health history. If a case of an immunizable disease is identified, suitable precautions must be taken to isolate children who are not immunized and never had the disease in question.

4. Each camper's entrance registration file shall be reviewed by the Camp Nurse (Health Director) prior to the commencement of camp and/or the camper's entrance into the program. This review shall include an immunization record check, and a review of information pertaining to a camper's confidential needs.

**F. Medical Log:**

Any health related incident involving campers and staff, including medical complaints and injuries shall be recorded in the Medical Log. This Medical Log shall be maintained at the Camp Center. The following information shall be included in this Medical Log:

- Name of camper

- Date and time of incident
- Nature of the illness or complaint
- Treatment given and by whom administered
- Follow up

The Medical Log shall also contain a log of medications dispensed. The Medical Log shall include the name of the camper, amount and time of medications dispensed and the person dispensing the medication.

**G. Illness, Injury, Abuse and Exposure Reporting Requirements:**

**1. Department of Health Reportables:**

The Camp Nurse (Health Director) shall be responsible for reporting illnesses and injuries per the New York State Health Department Code. The reporting of injury and/or illness shall be in accordance with Section 7-2.8 (d) of the New York State Sanitary Code. The following reportable injuries or illnesses shall be immediately reported to the City's Director of Risk and Safety and reported to the NYS Health Department within 24 hours of the occurrence:

- Those which result in death
- Those which require resuscitation or admission to a hospital
- Injuries to the eye, head, neck or spine which require referral to a hospital or other facility
- Second or third degree burns to five percent or more of the body
- Bone fractures or dislocations
- Lacerations requiring sutures
- Physical or sexual abuse allegations
- Illnesses suspected of being water, food or air borne
- Staff & Camper epinephrine administration
- Potential rabies exposure

**2. Outbreaks:**

The rapid spread of gastrointestinal, respiratory and other ailments can quickly change a pleasant camp visit into a difficult experience for staff and campers. The following information is provided to help identify an illness outbreak and limit its impact.

- Check the medical log entries daily for common ailments and/or increased frequency of cases of illness with similar symptoms (i.e. headache, vomiting, diarrhea, fever, eye infection, sore throat, etc.) if noted, contact your local health department immediately (remember, reporting is required within 24 hours). Early intervention may prevent additional cases of illness.
- Potential interventions:
  - Exclude ill persons until permission is granted to resume
  - Physically separate ill from well
  - Send all ill campers home
  - Limit entry/exit from camp
  - Postpone or restrict activities involving visitors

All campers and staff shall be trained to hand wash frequently. Campers and staff shall be instructed to wash hands after activities, after using the bathroom, and before eating. Staff shall monitor campers' hand washing. Soap and disposable paper towels shall be utilized.

- Notify all parents of any illness outbreak.

**3. Injury Control:**

Injuries are not "accidents". They may be proactively preventable events that can be controlled when appropriate interventions occur. Counselors shall be trained to identify unsafe areas and monitor campers' activities closely. Injuries shall be monitored on a daily basis by the Camp Nurse

(Health Director), reported to the Camp Director and the City Director of Risk and Safety. The Camp Director in coordination with the City Director of Risk and Safety shall review these records and take measures accordingly.

Any injury to a camper, counselor and/or visitor shall be reported to the City Director of Risk and Safety within 24 hours of the event using the appropriate Recreation Department Report form. (See City of Saratoga Springs Recreation Incident Report Form)

Preventive Measures: The Recreation Complex shall be monitored on regular basis for safety issues and corrections shall be made accordingly. During routine checks of the equipment, campers shall not be allowed to play on any equipment deemed unsafe. Only one camper shall be allowed to swing on each swing. Only one group at any one time shall be allowed to play on playground equipment.

#### 4. **Rabies Facts:**

Rabies is a deadly disease caused by a virus that attacks the central nervous system of mammals, including humans, pets, livestock and wildlife. Animals testing positive for rabies have been found throughout New York State. Any animal with suspicion of rabies and/or bat contact **MUST** be reported to the New York State Health Department **IMMEDIATELY** to determine if testing is needed of the animal, and/or human. Booklets entitled: "Bat Rabies NYS" and "Rabies in Wildlife" shall be required reading for all staff members.

Pre-camp Protocol:

- All buildings shall be checked for any small openings that might allow an animal entrance. These shall be sealed. Chimneys shall also be checked and sealed.
- Any domestic animals brought into the camp shall need to have proof of immunization, which is up to date.
- Any animal suspected of rabies shall be reported immediately to the Camp Director.
- The area shall be evacuated and handled by the Saratoga Springs Animal Control Officer.

If a camper is exposed to:

*Rabid Animals:*

- **IMMEDIATELY** wash the victim's wounds(s) or exposed site **thoroughly** with soap and water and seek medical attention.
- Contact the Saratoga Springs Animal Control Officer to capture or confine the suspected animal.
- **IMMEDIATELY** notify the New York State Health Department and the City Director of Risk and Safety to report the incident and exposure details (circumstances leading to incident, who was involved or present, location, if the animal was captured, etc.) and to arrange for testing the suspect animal (if available).

*Bats:*

- Contact the Saratoga Springs Animal Control Officer to capture or confine the suspected bat
- Notify the New York State Health Department and City Director of Risk and Safety and describe the circumstances.

#### 5. **Training for Staff Includes the Following:**

- Never feed, rescue, handle or intentionally get close to any wild animals, including bats and abandoned wildlife.
- Avoid injured, ill or stray animals, pets and domestic animals you're not familiar with.
- Avoid any animal that exhibits behavior that appears abnormal.
- Report any suspicious animal to your superior **IMMEDIATELY** including the animal's presence and its location.
- The presence of a bat in any area or in the building used for activities or assembly, a dead or grounded bat, or a bat roosting within reach (indoors or outdoors) of campers or staff.
- **ALWAYS** report any injury caused by contact with an animal.



H. **Camp Sanitation:**

The City of Saratoga Springs' Public Works Department shall dispose of all refuse. All other garbage disposed of in designated areas away from campers and staff.

V. **ACTIVITY SAFETY AND SUPERVISION**

A. **General Supervision:**

1. All counselors shall be at least 17 years of age and have at least one year of experience in childcare; occasionally 16 year olds shall be used as needed.
2. Supervisors shall be at least 19 years of age with at least three years of experience in childcare.
3. The ratio of counselors to campers shall be no more than 1-12. The ratio of staff to campers at any waterfront activity shall be no more than 1-6 for 5 year olds and 1-8 for 6-12<sup>5</sup> year olds at all times. In the event that a Camper has special medical and/or physical needs, NYS Department of Health and/or Education regulatory criteria shall be utilized to determine the appropriate counselor to camper ratio. This ratio may vary with the special needs of each camper.
4. Should inclement weather occur, the Director or Assistant Director shall curtail all outdoor activities and plan indoor appropriate activities. The Indoor Recreation Facility shall be used for indoor shelter and activities. The staff shall be notified directly and through the orientation procedures.
5. Campers shall be assigned to a camp counselor for the duration of the season and remain with their counselors at all times. Counselors shall maintain appropriate visual and hearing distance with all campers at all times.
6. The Camp Saradac Discipline Policy shall be handled solely by the Director or Assistant Director. (All actions taken shall be recorded in the camper's folder.) If a camper breaks a Camp rule contained within the Handbook, the following disciplinary procedure shall be followed:
  - **First Offense:** Verbal warning to your child with a written note home indicating the next disciplinary step shall be the loss of a full day at camp.
  - **Second Offense:** Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of one (1) camp day.
  - **Third Offense:** Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of three (3) camp days.
  - **Fourth Offense:** Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of ten (10) camp days.
  - **Fifth Offense:** Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for the entire camp season. ***There shall be no refund of monies for camp suspensions due to behavior issues.***
7. Should a camper pose as a potential threat to the safety and welfare of himself/herself or others, he/she shall be immediately and indefinitely terminated from camp.
8. Positive Reinforcement shall be implemented on a daily basis. Campers of the Week shall be on Friday while also having individual group campers of the day.
9. Passive activities shall as defined by NYS DOH regulations include rest times, as needed according to age level throughout the day. These passive activities as defined by NYS DOH regulations shall include, but not be limited to, quiet reading, coloring and arts and craft. These passive activities shall be included in the lesson plans on a daily basis. During passive activities the ratio of counselors to campers shall be no greater than 1:25.
10. Campers shall have appropriate time periods in between activities to rest when needed. The rest times shall be conducted in an area that is comfortable and quiet, so as to ensure proper rest and relaxation. The time periods of rest shall range according to the activity level and weather conditions. Periods of rest shall be utilized for quiet time in a shaded area. Activities shall include

social, reading, board games or educational activities. Supervision ratios as established in the safety plan shall be maintained at all times.

11. During staff orientation, staff shall be instructed on how to spot alleged child abuse and neglect per NYS reporting guidelines. They shall also be instructed as to when and to whom they should report the allegation. The Director shall then take the appropriate action as per NYS reporting guidelines.
12. Should any camper or staff member become ill, they should immediately report to the Camp Nurse (Health Director). When the Camp Nurse (Health Director) is not available, they should report to the Director or Assistant Director.
13. Counselors shall take attendance on attendance cards daily. Attendance cards shall remain in the office for the camp season and stored for future reference. Counselors shall notify the camp staff if a camper arrives to camp late. This tardiness shall be noted on the attendance card. In addition to attendance in the morning, counselors shall take a head count every 15 minutes during an activity.
14. During bus trips, Campers shall be counted on and off the bus. **Parents shall sign their child in and out each day upon leaving camp unless child is a walker.** These records shall be maintained annually. The camp shall contact parents/guardians of camper to pick up camper if camper becomes ill. If camp cannot reach the parents/guardians, then the camp shall contact the emergency contacts listed to pick up the camper.
15. During an evacuation, fire drill, electrical storm, etc. supervision shall remain the same as always. There shall not be a change in supervision for these activities.
16. **Lost Camper Plan:**  
Each counselor shall have an attendance list for his/her group. The counselors shall take attendance before and after each activity as well as periodic buddy checks. During a buddy check, you discover that one of your campers is missing. The counselor responsible for the Missing Camper shall provide a physical description of the missing camper to the designated staff member. You shall immediately take the appropriate steps:
  - Have your buddy counselor oversee the group while you notify your supervisor.
  - The Director shall arrange for a field wide search with other designated staff members (Aquatics Director and Assistant Director).
  - **If a camper is not found within five (5) minutes, the Director shall immediately notify the City of Saratoga Springs Police**
  - Staff shall continue searching until police arrive. And shall follow the direction of police upon their arrival.
  - Staff shall communicate their search results to police upon arrival.
  - Other campers shall be supervised by camp staff and assist in providing information to staff and police as necessary to aid in the search.

**B. Activities-General:**

1. Supervision shall remain the same for all activities. In the event that a Camper has special medical and/or physical needs, NYS Department of Health and/or Education regulatory criteria shall be utilized to determine the appropriate counselor to camper ratio. This ratio may vary with the special needs of each camper. The City of Saratoga Springs shall make every attempt to meet the special needs of each camper, as is possible within the limitations of the program.
2. The Assistant Director shall supervise each camp activity and act as the activity leader while on and off site. This Assistant Director/Activity Leader shall possess First Aid/CPR/FPR and RTE.
3. The ratio of 1-12 for general activities, while 1-6 for 5 year olds and 1-8 for 6 -12<sup>5</sup> years old for water activities shall remain the same at all times. In the event that a Camper has special medical and/or physical needs, NYS Department of Health and/or Education regulatory criteria shall be utilized to determine the appropriate counselor to camper ratio. This ratio may vary with the special needs of each camper. The City of Saratoga Springs shall make every attempt to meet the special needs of each camper, as is possible within the limitations of the program.
4. All activities shall require a staff member with CPR/FPR, First Aid and RTE with a ratio of 1:200.

5. Training for counselors, etc. shall be the same as described earlier in "Job Descriptions."
6. Safety Precautions:
  - a. Free Play: Campers shall be no more than three feet from the counselor and shall be instructed on use of playground equipment before entering.
  - b. Swimming: The Waterfront Director shall assess swimming abilities and instruct the campers as to safety in the water.
  - c. Sports: The counselors shall instruct the campers on the safety rules for the individual games before starting.
7. Camp counselors shall be responsible for taking attendance before, during, and after each activity, break, clinic and field trip. Special consideration shall be given for ALL off site activities. At no time shall a counselor leave an activity, break, clinic, and/or field trip without first having accounted for every camper in his/her group.
8. Camp counselors shall be responsible for taking attendance when taking their campers on field trips. Attendance shall be taken when students get on the bus, at the destination, departure from the destination, and upon return to the Recreation Center.
9. If a camper is attending Summer School, the counselor responsible for the camper, shall have the responsibility of meeting the bus and camper unless camp is involved in a field trip that day.
10. If a camper is brought to a field trip destination, the parent/guardian shall be responsible for bringing the camper to his/her designated counselor and checking the camper in. The counselor shall be responsible for the camper from there from that moment forward.

**C. Waterfront Activities:**

- The Waterfront (Aquatics) Director shall assess swimming ability before using the waterfront. The Waterfront (Aquatics) Director shall identify non-swimmers shall be on a master list. Non-swimmers shall wear a waterproof arm band indicating that they are non-swimmers. This armband shall be visible at all times. One counselor shall be stationed at the non-swimmer area of the pool. At no time shall a non-swimmer be left unattended.
- For those children choosing not to participate in swimming activities, supervised land activities shall be provided. In the event that a Camper has special medical and/or physical needs, NYS Department of Health and/or Education regulatory criteria shall be utilized to determine the appropriate counselor to camper ratio. This ratio may vary with the special needs of each camper.
- The City of Saratoga Springs shall make every attempt to meet the special needs of each camper for this activity, as is possible within the limitations of the program. This master list shall be maintained and updated as needed.
- The Waterfront (Aquatics) Director shall also notify all staff as to the non-swimmers. The counselors shall keep closer watch on these campers, keeping them in water less than chest deep of the shortest swimmer. The Waterfront (Aquatics) Director shall follow Section 7-2.5 of the New York State Health Department Code.
- The Waterfront (Aquatics) Director, in conjunction with the Camp Director, shall make pre-arrangements with the off-site swimming facilities as described in the camp plan to ensure that the facility is capable of accommodating the additional bather load associated with the camp, to identify duties of the camp aquatic staff, and to determine whether or not the facility's lifeguards will be present.
- Campers shall be segregated by the use of the different types of swimming facilities. i.e. wading pool, diving pool, etc. The Waterfront (Aquatics) Director shall be responsible for segregating the campers according to ability. The Waterfront (Aquatics) Director shall train counselors about supervisory duties at the pool and beach as described in the camp plan.
- The maximum depth for non-swimmers shall be less than chest deep. The Waterfront (Aquatics) Director shall be responsible for managing this. The Waterfront (Aquatics) Director shall be responsible for ensuring that these non-swimmers are restricted to water that is less than chest deep of the shortest non-swimmer.
- The supervision ratio for waterfront activities shall be 1-6 for 5 year olds and 1-8 for 6-125 year olds. Lifeguards are New York State certified by the pools visited, and the camp shall also provide their own lifeguard as a ratio of 1-75 campers in the water.

- In the event that a Camper has special medical and/or physical needs, NYS Department of Health and/or Education regulatory criteria shall be utilized to determine the appropriate counselor to camper ratio. This ratio may vary with the special needs of each camper. The City of Saratoga Springs shall make every attempt to meet the special needs of each camper, as is possible within the limitations of the program.
- The Counselors shall be assigned to supervise campers and be located at the poolside, beachfront or in the water providing direct visual surveillance for such campers at all times. The counselor's responsibility in waterfront supervision is to deter inappropriate behavior and instill safe swimming practices.
- The lifeguards provided by the camp shall act as an aide to the New York State Certified Lifeguards.
- Campers shall remain out of the water at least 15 minutes after eating.
- Swimming supervision shall be 1-75 lifeguard to bather ratio. These lifeguards shall be employed by the City Of Saratoga Springs' Recreation Department and act as an aide to the New York State Certified Lifeguards.

1. *Medical Emergencies:*

- In the event of any medical distress, emergency medical service (911) shall be immediately contacted.
- Lifeguards and counselors should perform emergency medical treatment per their training certification (i.e. CPR) as needed.
- A camper may not return to any camp activity until the camper's personal physician has provided medical clearance.
- If a Camper experiences an epileptic seizure during a water activity:
  - The person should be supported in the water with the head tilted so his/her face and head stay above the surface.
  - He or she should be removed from the water as quickly as possible with the head in this position.
  - Once on dry land, he/she should be examined and, if he/she is not breathing, artificial respiration should be begun at once.
- Anyone who has a seizure in water should be taken to an emergency room for a careful medical checkup, even if he or she appears to be fully recovered afterwards. Heart or lung damage from ingestion of water is a possible hazard in such cases.

2. *Aquatic Activities and Supervision:*

Some of the water parks attended by the camp include slides and diving boards. These slides and diving boards shall be monitored by our staff as well as by the pool staff.

The campers shall follow the rules and safety procedures as outlined below:

- One camper at a time shall be allowed to go down the slide or on the diving board
- Campers shall walk at all times during aquatic activities
- Campers shall be required to take a test from the Aquatics Director as to the ability to participate in these activities.
- Campers shall notify staff when they shall be participating in these activities.

3. *Buddy System:*

- (1.) Campers shall be assessed as to their physical abilities prior to each camp activity. These individual assessments shall be used to assign campers to each other as buddies for the day's individual activities. Each camper's swimming abilities shall be documented and utilized in the pairing of campers.
- (2.) Each camper shall be paired up on an activity basis by their counselors according to his or her swimming ability. Campers shall be and remain paired together for the duration of the water activity based upon the similarity in their swimming abilities. The campers shall be instructed to stay together at all times.
- (3.) A Buddy Board shall be utilized by each camper group for each waterfront activity. As activities change throughout the day, each buddy pair shall be checked in and monitored on the camper group buddy board to which they belong.

- (4.) Counselors shall denote confirmation of the buddy checking during unstructured activities or swimming on the Buddy Board. Campers shall remain paired for the duration of the specific activity for both water and unstructured activities and be so noted on the Buddy Board.
- (5.) Counselors shall be responsible for continually maintaining control over the campers in their care. Each camper shall be continually accounted on the camp's buddy board. Every 15 minutes there shall be a buddy check. Campers shall be assigned to groups based upon their swimming ability and so noted on the group's Buddy Board.
- (6.) Campers shall only be allowed to swim in designate areas according to ability level. Non swimmers shall be restricted to chest deep water per DOH guidelines except when. Counselors are in the water and directly shall supervise a maximum of three non-swimmers in the shallow water in the non-swimmer area.
- (7.) Each individual counselor shall be responsible for the campers assigned to them for the activities undertaken on the day in question. The Waterfront (Aquatics) Director shall be responsible for regularly checking the locations of each camper group, the group's use of the Buddy Board, the activities being undertaken and the campers assigned to each other as buddies.
- (8.) An orange flag by the (Aquatics) Director or designated person shall be raised to call a buddy check. This shall signal to the campers that they must report to their counselors for a buddy check. Each camper shall come out of the water with his/her buddy and report to the counselor who is on deck and responsible for completing the buddy checks. Any camper that does not report shall be immediately reported per the Lost Swimmer Plan.
- (9.) Counselors shall be assigned to supervise campers and be located at the poolside, beachfront or in the water providing direct visual surveillance for such campers at all times.
- (10.) At no time shall a Camp Counselor allow any camper out his/her direct line of sight.
- (11.) At no time shall a camp counselor allow any camper to leave the prescribed water activity without appropriate supervision.
- (12.) In the event a camper is disabled, overcome by the activity or medically incapacitated, the Camp Counselor in charge of the camper shall immediately call the Waterfront (Aquatics) Director and inform his/her of the camper's incapacitation. The Waterfront (Aquatics) Director shall then take control of the camper and handle the matter accordingly. The group's Buddy Board shall be so noted as to the transfer of the camper's care to the Waterfront (Aquatics) Director.
- (13.) The buddy board is a dry erase board with magnetic pieces. The groups have a designated counselor per day during swimming activities. There shall be one board for multiple groups. The designee would keep the board that he/she operates with the children's names on it with him/her. The buddy's shall physically remain together at all times.

#### 4. *Lost Swimmer Plan:*

The counselor in charge of the group shall be the sole person responsible in setting the Lost Swimming Plan into effect. If after one buddy check, the camper does not appear, the counselor shall immediately contact the Waterfront (Aquatics) Director, redo the buddy check. The counselor responsible for the missing camper shall provide a physical description of the missing camper to the Waterfront (Aquatics) Director. A raised hand by the Waterfront Aquatics Director in the shape of an "L" shall signal the commencement of the lost swimmer plan. Appropriate staff shall assemble immediately and begin the search (send people to picnic areas, bathrooms, do a water search, etc.). The buddy counselor shall assume the responsibility for the rest of the group. An immediate group search shall commence for the Lost Swimmer. The Waterfront (Aquatics) Director shall immediately call 911. The parent/guardian of the Camper shall also be immediately notified at this time.

- When a swimmer has not reported for a Buddy Check, the Counselor shall immediately give the Lost Swimmer.
- The Waterfront (Aquatics) Director shall dial 911
- The Counselor/Supervisor shall immediately communicate the Lost Swimmer Signal to all staff present via visual and verbal commands.
- All swimmers shall be removed from the water area and taken to a central supervised area until the Lost Swimmer is found.
- Attendance shall be taken of all campers participating in the day's activities.
- The parent/guardian of the Lost Swimmer shall be contacted.
- Staff for both Camp Saradac and Pool Staff shall conduct a radial search of the area in water and on land in the area immediately surrounding where the Camper was last seen.
- Staff shall communicate a description of the Lost Swimmer and their search efforts to police upon their arrival.
- **Staff shall take direction from police upon arrival and shall call the "All Clear" when advised to do so.**

5. *Water Activities:*

On-site Swimming Programs:

Is on-site swimming a camp activity?  Yes  No

Does the approved written safety plan already address the contents of this update?  Yes  No  
 If yes, indicate the date that the plan was approved and continue working in next section. Plan submitted (date) Latest edition 20102014.

The ratio of counselors to campers participating in activities that occur in the water shall be 1:8. For children younger than six, the ratio shall be 1:6.  Check to accept ratios  Alternative ratios indicated below:

Counselors shall be assigned to supervise campers and be located at the pool side, beachfront or in the water providing direct visual surveillance for such campers at all times.  Check to indicate agreement.

Non-swimmers shall be restricted to water less than chest deep, except:  No exceptions

6. *Camp Trip Swimming:*

Is camp trip swimming a camp activity?  Yes  No

Does the approved written safety plan already address the contents of this update?  Yes  No  
 Plan submitted (date) Latest edition 20102015.

Please indicate the off-site swimming location(s) and describe the facility:

Peerless Pool, NYS Park, Saratoga Springs, NY 12866  
 Grafton Lakes State Park, Grafton, NY  
 Million Dollar Beach, Lake George, NY  
 Moreau Lake, Moreau, NY

Facility Name / Location	Description	Valid NYS Permit
Peerless Pool, NYS Park, Saratoga Springs, NY 12866	Pool, Splash pad	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Grafton Lakes State Park, Grafton, NY	Beach and Lake front	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Million Dollar Beach, Lake George, NY	Beach and Lake front	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Moreau Lake, NYS Park, Gansevoort, NY	Beach and Lake front	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Camp Trip Swimming Permission Statements:**

**All campers that participate in camp trip swimming, including aquatic amusement park activities, must have signed permission statement from a parent or guardian to participate.**

State who (job title) shall be responsible for collecting and maintaining files of signed permission statements for each participating camper?

(Identify by job title) : \_\_\_\_\_ Assistant Director \_\_\_\_\_

**Camp Trip (Off-site) Swimming**

For camp trip swimming at facilities that provide lifeguards, the camp must provide one lifeguard for every 75 campers to ensure compliance with the children's camp regulations and to implement the safety plan.

A camp supplied lifeguard is not required for aquatic amusement activities that allow only one or two patrons in the water at a time and the activity water depth does not exceed chest deep for non-swimmers. A trip leader is responsible for overseeing camper safety when a camp supplied lifeguard does not accompany the trip

For off-site swimming facilities that do not provide lifeguards, the camp must provide at least one lifeguard for every 25 campers for supervision and to implement the safety plan. Each lifeguard shall supervise no more than 3400 square feet of pool area or 50 yards of shoreline. Additionally, swimming is prohibited more than 75 feet from shore. Swimming may be allowed further from shore (up to 150 feet) when the water depth is less than chest deep of the shortest camper.

Counselors must be assigned to supervise campers. The minimum counselor to campers ratios during off-site swimming must be 1:8 for campers 6 years and older, 1:6 for campers age 5 years old.

For each off-site swimming facility, select the ratio of qualified lifeguards to Campers that shall accompany trip?

Off-site Swimming Facility	Lifeguard to Bather Ratio (select one)
Peerless Pool, NYS Park, Saratoga Springs, NY 12866	X <u>1 to 75</u> <input type="checkbox"/> 1-25 <input type="checkbox"/> Other (specify)
Grafton Lakes State Park, Grafton, NY	X <u>1 to 75</u> <input type="checkbox"/> 1-25 <input type="checkbox"/> Other (specify)
Million Dollar Beach, Lake George, NY	x <u>1 to 75</u> <input type="checkbox"/> 1-25 <input type="checkbox"/> Other (specify)
Moreau Lake, NYS Park, Gansevoort, NY	x <u>1 to 75</u> <input type="checkbox"/> 1-25 <input type="checkbox"/> Other (specify)

Pre-arrangement must be made with an off-site swimming facility to ensure the facility is able to accommodate the camp, to identify the duties of the camp aquatic staff, and to determine if facility's lifeguards shall be present. Additionally

**Who is responsible for making pre-arrangements with off-site swimming facilities? Waterfront (Aquatics) Director**

Check each duty and provide additional details as required for each item that shall be the responsibility of the camp lifeguard. For each item that is not checked provide the alternate procedure for implementation.

- x Implement the buddy system
- x Train counselors about supervisory duties at the pool or beach.

The City shall visually identify non-swimmer (hat, T-shirt, bracelet, etc.) unless a physical barrier, which separates swimmers and non-swimmers, is provided. Describe the method of identifying non-swimmers, is provided. The Waterfront (Aquatics) Director shall assess swimming ability before using the waterfront. The Waterfront (Aquatics) Director shall identify non-swimmers shall be on a master list. Non-swimmers shall wear a waterproof arm band indicating that they are non-swimmers.

This armband shall be visible at all times. One counselor shall be stationed at the non-swimmer area of the pool. At no time shall a non-swimmer be left unattended

List additional camp lifeguard duties as appropriate:

Assist whenever needed with camper supervision

The following counselors to campers ratios shall be maintained during offsite swimming:

Age Group	Ratio
6 years and older	1 counselor for every 8 campers
Under 6	1 counselor for every 6 campers

x Check to affirm that the above ratios shall be implemented

7. *Wilderness Swimming:* There will be no wilderness swimming at Camp Saradac.

8. ***Incidental Water Immersion:*** There will be no incidental immersion at Camp Saradac.

9. ***On-Site Interactive Spray Fountains:***

The recreational fields are equipped with interactive spray fountains that were completed in 2005 and retrofitted again in 2006 in accordance with NYS DOH standards. The water for these fountains is taken directly from the City of Saratoga Springs' Water System and immediately drains to waste. The City's Department of Public Works is responsible for the maintenance system and the City's Water Department is responsible for the City's water supply.

Supervision of the camp counselors to campers is 1:10 for campers eight and older, 1:8 for campers six and 7 years old and 1:6 for children under six years of age. Buddy checks throughout the use of the City's interactive spray fountains shall be maintained according to our present safety plan.

The following systems shall be maintained:

- ◆ Implement the buddy system
- ◆ Rate of counselors to campers: Under 6: 1-6 6-7years old: 1-8 ~~6-8~~ 12 years old: 1-10

**City of Saratoga Springs Interactive Spray Fountain Rules:**

- **NYS Sanitary Codes are strictly enforced**
- **CHILDREN MUST BE SUPERVISED BY AN ADULT**
- **Children who are not toilet trained MUST wear a swim diaper covered by rubber pants**
- **Bathing suits must be worn at all times**
- **HORSEPLAY IS PROHIBITED**
- **No inflatable objects, bubbles or balls allowed**
- **DANGEROUS PLAY IS PROHIBITED**
- **No animals in or near water park**
- **Service Animals are allowed**
- **PLEASE WALK – RUNNING IS NOT ALLOWED**
- **No glass containers or food or beverages**
- **No Littering – Please utilize Trash receptacles provided**
- **Please brush off any sand, grass clippings, engineered wood fiber, etc. BEFORE entering**
- **No cleats, skateboards, bikes, scooters or skating**
- **Do not sit on spray heads or drains**
- **Children suffering from diarrhea may not use the facility**
- **Urinating, discharge of fecal matter, spitting or blowing your nose into the spray area is prohibited by NYS Health Law**



**D. Off-site Trips may include:**

Million Dollar Beach (NYS DEC)	The Great Escape (Six Flags)
Fandango/Regal Cinemas/ <a href="#">Bow Tie</a>	Fun Plex Fun Park
Grafton State Park	Bruegger's Bagels
Saratoga Springs Peerless Pool	Saratoga Springs Spa State Park
New York State Museum (Albany)	Tri-City Valley Cats
Police Department Tours	Ben & Jerry's
Skating Rink	Bowling (Rainy Day)
Lazer Tag	Planetarium
McDonald's	Ballston Spa Play
Congress Park/ Carousel	Circus
Saratoga Springs Public Library	Pember Museum
Moreau Lake State Park	World Awareness Museum
Saratoga Springs Children's Museum	Eagle Mills
Build a Bear Workshop	Cooperstown Farmer/Baseball Museum
Liberty Ridge Farm	Asheville Game Farm
Aero-science Museum	Mill Creek Mini-Golf
Glenville Sportsplex	Lake George Fun Spot
Backstretch Tour Saratoga Race Track	Saratoga Harness Hall of Fame
Adirondack Railway	Saratoga Strike Zone
Pizza Hut	Saratoga Tree Nursery
Aqua Ducks	Fire Department Tour
Chuck E. Cheese	East Side & West Side Rec.
Veterans Memorial Park	Adirondack Animal Land

**(Others may be designated at a later date with approval)**

On-Site:	Mad Science	Scotia Glenville Museum
	Creative Sparks Pottery	Interactive Spray Fountains
	Wildlife Institute -Birds of Prey	<a href="#">Dance Party</a> <a href="#">Rizzo's Reptile Discovery</a>
	Winter wonderland	Magic Show
	SC Board of Supervisor's Youth	Week Day Carnival
	UN B-Day,	Valentines Day & Halloween Parties
	Talent Show Dance Party	Field Day
	Language Learning Institute	Kidz Artz <a href="#">Rizzo's Reptile Discovery</a>

An itinerary shall be provided at the beginning of the camp season for any off-site trips. Trip leaders shall only be Directors as described at the beginning of the plan. A trip leader shall have experience and training in the activity and at least three other camp trips. A trip leader shall be designated for each on and off-site trip. A trip leader may qualify to lead trips by having experience and training in the activity which the permit-issuing official has determined to be equivalent to three camp trips. These trip leaders shall accompany the group and give proper instruction as needed. On all water activities, the Waterfront (Aquatics) Director shall give water safety instruction before the activity begins. Trip leaders shall provide an itinerary for each trip. A staff meeting shall be conducted to go over the itinerary before the trip begins. The Assistant and Waterfront (Aquatics) Directors have ARC RTE and ARC CPR or approved equivalent.

1. A trip leader and at least one counselor shall accompany all camp trips. The staff supervising the trip shall review the camp safety plan for each trip within 24 hours prior to departure except when the staff participated in an identical trip or in the pre-camp training within one week prior to the intended trip. In the event a camper has special needs, an accommodation shall be made to provide an activity of equal cultural and/or educational value as the need arises.
2. When camp arrives at the location of the field trip, campers are instructed where the nurses station & lost child station is if applicable. They are instructed not to speak to strangers, rules of the facility, where to report if they get separated from the group and what to do.
3. Campers shall again stay with their regular counselors at all times. Camp shall have extra staff on hand during off site trips to make the groups smaller and more manageable. The campers shall never be allowed to leave the group. The counselors shall take attendance before and after each activity as well as periodic buddy checks.

4. The trip leader shall carry a first aid kit. The Camp Nurse (Health Director) shall accompany the majority of the off site trips. In the case that the Camp Nurse (Health Director) is not available, the trip leader shall follow proper medical procedures. An ARC RTE and ARC CPR or equivalent Certified Trip Leader and/or Health Director shall accompany any off-site trip.
5. If an emergency arises, staff shall dial 911 and notify the Director.
6. All trip leaders shall carry a cellular telephone at all times. Trip leaders shall utilize these in an emergency. If the case where cellular telephones do not work, pay phones or provisional communication shall be made in advance.
7. Staff shall be instructed on each individual off site trip, as to how to contact the trip leader at all times.
8. Campers shall carry their own lunches and drinks in small coolers. If during a routine daily check of lunches/drinks, the counselor becomes aware of a camper without proper nourishment or drink, the counselor shall verbally notify the trip leader of the situation. The trip leader shall try to contact the parent to arrange for the need, or provide it. Money shall be available for emergency purposes.

Are trips a camp activity?     Yes             No

If yes continue working in this section. If no, continue working in next section.

Does the approved written safety plan already address the contents of this Update?  Yes     No

If yes, indicate the date that the plan was approved and continue working in next section. Plan submitted (date) 20052014

Check each item to indicate acceptance or describe the alternative procedure(s) below:

A trip leader and at least one counselor to accompany all camp trips.

Staff supervising a camp trip shall review the camp safety plan for each trip within 24 hours prior to departure except when the staff participated in an identical trip or in the pre- camp training within -one week prior to the intended trip.

A trip leader of a camp trip that includes an activity where emergency medical care is not readily available and/or an activity such as wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating, shall possess or be accompanied by staff who possesses a **current cardiopulmonary resuscitation (CPR) certificate, not exceeding one year in duration, in CPR for the Professional Rescuer issued by the ARC, or a current certificate in CPR issued by a certifying agency determined by the State Commissioner of Health to provide an equivalent level of CPR training** in addition to a current first aid certificate in Responding to Emergencies issued by the ARC or a current certificate in first aid issued by a certifying agency determined by the State Commissioner of Health to provide an adequate level of first aid training.  
X Camp trips that require the leader or other another staff member to possess first Aid and CPR training are specified in the approved safety plan (previously submitted)

**E. On-Site Activities:**

- a. An activity leader must supervise each camp activity occurring on the camp's property and be competent in the activity being conducted.
- b. A minimum of one activity leader and one staff member shall supervise activities that occur at locations where additional camp staff assistance is not readily available. For activities that include wilderness hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating, activity leaders must be at least 18 years old and a minimum counselor-camper ratio of 1:8 must be maintained unless campers are younger than 6 years of age, which requires a 1:6 ratio.
- c. When a camp activity is conducted at a location where the camp staff certified in first aid and CPR in accordance with Subdivision 7-2.8(a) are not readily available, an activity leader shall possess or be accompanied by staff who possesses a current first aid certificate in Responding to Emergencies issued by the ARC or a current certificate in first aid issued by a certifying agency determined by the State Commissioner of Health to provide an equivalent level of first aid training, and a current cardiopulmonary resuscitation (CPR) certificate, not exceeding one year in

duration, in CPR for the Professional Rescuer issued by the ARC, or a current certificate in CPR issued by a certifying agency determined by the State Commissioner of Health to provide an equivalent level of CPR training.

Specify the activities or camp locations that require a minimum of two staff and the activity leader to possess or be accompanied by someone who possesses First aid and CPR training:

X No activities/camp locations require the additional staff and First aid and CPR certifications. All activities occur where other staff are readily available.

Specify the on-site activities that shall require a 1:8 staff to camper ratio (1:6 for campers younger than 6 years old) and an 18 year old activity leader:

x No activities.

## **VI. Orientation and Training for Campers and Staff**

### **A. Staff Training shall consist of the following items:**

1. An outline of the training curriculum.
2. A tour of the camp property shall include the entire field with special notation of bathrooms, field house, playing areas, and playground equipment.
3. There are no hazardous areas within the field's boundaries. The fence is off limits. No one is allowed to leave the fenced area without permission from the Director.
4. See page one for the Chain of Command.
5. Supervision of campers: 1-12. In the event that a Camper has special medical and/or physical needs, NYS Department of Health and/or Education regulatory criteria shall be utilized to determine the appropriate counselor to camper ratio. This ratio may vary with the special needs of each camper. The City of Saratoga Springs shall make every attempt to meet the special needs of each camper, as is possible within the limitations of the program.
6. Appropriate Conduct for campers is included under DISCIPLINE PROCEDURES earlier in plan. Positive reinforcement shall be used as a communication tool between counselor and campers at all times.
7. Dealing with intruders: Notify supervisor IMMEDIATELY!
8. Child Abuse allegations: Camp Nurse (Health Director) Never leave any child unattended.
9. Camp Medical Plan: Use your ARC CPR/FPR or equivalent training for guidance.
10. If you are sick, call 518-587-3550 x2456 between 8-8:30. If you should become ill during the course of the day, notify the Camp Nurse (Health Director).
11. Injuries and illnesses: Camp Nurse (Health Director) recognizing and reporting. The Camp Nurse or Director shall notify the City Director of Risk and Safety.
12. Waterfront Supervision, Lost Swimmer Plan: see Camp Safety Plan
13. Buddy System: see Camp Safety Plan
14. Lost Camper Plan: see Camp Safety Plan
15. Off Site trips
16. Lightning safety/drills: see Camp Safety Plan
17. Fire safety/drills: see Camp Safety plan
18. Lesson Plans
19. Attendance
20. Camp Calendar
21. Group Assignment
22. Human Resource and Risk and Safety Training
23. NYS DOH Camp Requirements
24. Other Information as Pertinent
25. Camp Evacuation Procedures
26. Camp Trips

### **B. Camper Orientation/Training**

1. Camper Booklet overview
2. Tour of the camp, stressing areas of importance
3. Attendance at Orientation
4. Hazardous areas
5. When you are sick or hurt
6. Buddy System

7. Lost Camper Plan
8. Fire Drills
9. Camp Calendar
10. Lightning Safety Plan
11. Camp Rules
12. Camper Handbook
13. Camp Evacuation Procedures
14. Camp Trips

**Camp Saradac Emergency Management Plan  
SARATOGA SPRINGS SUMMER RECREATION PROGRAM**

**PURPOSE:**

The purpose of this emergency plan is to insure the safety and health of campers and staff. It is also intended to integrate and coordinate camp activities with city, county and state emergency and disaster preparedness efforts.

This document shall be read, understood and practiced by all staff to assure that each staff member shall respond to an event in accordance with this Plan.

**NOTIFICATION:**

Each director shall notify the Recreation Department, City Director of Risk and Safety, and the Mayor's Office as soon as possible whenever the emergency plan is activated resulting in the closing of camp.

**DRILLS:**

Camp shall, at least once a season, conduct one test of its emergency plan including: sheltering and early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. Parents and/or guardian shall be notified at least one week prior to the drill. Such drills shall test the usefulness of the communications and transportation systems during emergencies.

**DELEGATION OF AUTHORITY:**

In the event that key members of the chain of command as outlined in the camp safety plan are unavailable or have been incapacitated, a delegation of authority is in place to assure that individuals who act on behalf of the district have sufficient authority to take appropriate action. It is also essential that staff know to whom they must report in the absence of the Director, Assistant Director, or Camp Nurse (Health Director).

The following designations of authority shall apply to the operations of the Emergency Plan for the camp. In the event the designated authority is absent or incapacitated, the first alternate shall be empowered to make all decisions falling under the purview of the designated authority. The second alternate shall have the authority in the absence of the other two. The delegation shall remain in effect until the designee shall notify the alternate that he or she has been relieved.

DESIGNATED AUTHORITY:	Camp Director
FIRST ALTERNATE:	Assistant Director
SECOND ALTERNATE:	Camp Nurse (Health Director)

**AIR POLLUTION RESPONSE:**

1. Upon being notified of a problem, establish command structure and follow the recommendations or direction of the City of Saratoga Springs Fire Department (587-3599): DIRECTOR
2. Notify City Emergency Coordinator and City Director of Risk and Safety to assure assistance of other local agencies as required: DIRECTOR
3. Implement Camp Cancellation Plan as advised. Implement community notification procedure: DIRECTOR
4. Monitor situation with local, county and state officials: DIRECTOR
5. Resume camp once the NYS Health Department recommends so. Provide standard community notification: DIRECTOR

**AIRPLANE CRASH RESPONSE:**

1. Dial 911: STAFF
2. Determine area of camp property affected. Move campers away from crash area and away from areas, which overlook crash site or debris field. Do not evacuate if building is not directly affected: DIRECTOR
3. Summon on-site medical staff: CAMP NURSE (HEALTH DIRECTOR)
4. Advise Recreation Department, City Director of Risk and Safety and Mayor's Office of situation and actions taken: DIRECTOR
5. Make decisions regarding on-site sheltering and camp cancellation plan if necessary. Implement community notification: DIRECTOR
6. If damage or injury have been sustained, refer or "Structural Failure" or "Multiple Casualty" procedures: CAMP NURSE (HEALTH DIRECTOR)
7. Once emergency operations have concluded make determination on reopening of facility. Implement Community Notification Plan: DIRECTOR

**BOMB THREAT RESPONSE:**

1. Dial 911: STAFF
2. Evacuate the premises to a safe location and do not return until instructed to do so by the Saratoga Springs Police Department: DIRECTOR
3. Notify the City Risk and Safety Director: DIRECTOR

**BUILDING STRUCTURAL FAILURE RESPONSE:**

1. Upon discovery of an actual or potential structural failure, notify director: STAFF
2. Evacuate immediately. If hazards are imminent, evacuate building, determine injuries and establish emergency and crisis response roles. In the event of actual building collapse or injury, dial 911: DIRECTOR
3. Notify the Public Works Department and the City Director of Risk and Safety: DIRECTOR.
4. Remove campers to a designated evacuation area: STAFF
5. The City of Saratoga Springs Fire and Public Works Department shall determine if the building or portions are safe for occupancy and implement on-site sheltering plan or camp cancellation plan: FIRE CHIEF AND DEPUTY COMMISSIONER PUBLIC WORKS
6. Activate Community Notification Plan: MAYOR
7. Assess damage to property and determine whether to prepare claims under policies of insurance emergency relief: CITY DIRECTOR OF RISK AND SAFETY
8. Once cleared, resume normal activity. Notify campers, staff and parents: DIRECTOR

**BUS ACCIDENT RESPONSE:**

1. Relocate campers away from danger area: BUS DRIVER
2. Dial 911: STAFF
3. Render emending first aid if necessary until EMS arrives: STAFF

4. Contact the Camp Director: BUS DRIVER
5. Camp Director shall immediately notify the City Director of Risk and Safety: DIRECTOR.
6. Contact the transportation office: BUS DRIVER
7. Notify staff, campers and parent of involved persons: DIRECTOR

**CIVIL DISTURBANCE RESPONSE:**

1. Determine if police need to be called. Call 584-1800 to discuss disturbance with police: DIRECTOR
2. Implement On-Site Sheltering or Camp Cancellation if necessary: DIRECTOR
3. Activate the Community Notification Plan: MAYOR
4. Consult with the Police Department, Recreation Department and City Office of Risk and Safety to resume normal operations of camp: DIRECTOR

**CRIMES INVOLVING STAFF AND/OR CAMPER'S RESPONSE:**

1. Identify suspected crime, threat, or assault against the persons: STAFF
2. Notify Camp Director IMMEDIATELY: STAFF
3. Notify the City of Saratoga Springs Police Department (911) and City Director of Risk and Safety: DIRECTOR
4. If damage or injuries have been sustained, refer to "Structural Failure" or "Multiple Casualty" procedures: DIRECTOR
5. Implement Community Notification Plan: MAYOR
6. Resume normal camp activities when authorized by Police Department and City Director of Risk and Safety: DIRECTOR

**EXPLOSION RESPONSE:**

1. Sound the fire alarm and evacuate building: STAFF
2. Dial 911: STAFF
3. Move campers to safe location at least 300 feet from explosion: STAFF
4. If damage or injuries have been sustained, refer to "Structural Failure" or "Multiple Casualty" procedures: DIRECTOR
5. Provide fire and EMT responders with information about locations of injured persons, building damage, and special sources of hazard: DIRECTOR
6. Follow instructions of emergency personnel on the scene: STAFF
7. Contact Director of Risk and Safety: DIRECTOR

**FLOOD RESPONSE:**

1. Listen to radio stations to determine current conditions. Notify Recreation Department and City Director of Risk and Safety's Office of any warnings: DIRECTOR

2. Based upon findings, move into shelter: Saratoga Springs Recreation Center: STAFF
3. Determine if emergency personnel need to be summoned: DIRECTOR
4. Implement Community Notification Plan: MAYOR

**HAZARDOUS MATERIALS INCIDENT RESPONSE:**

1. Report issues to the Director: STAFF
2. Dial 911. Contact Recreation Department, City Director of Risk and Safety, and Mayor's Office: DIRECTOR
3. If necessary, curtail all outdoor activities and move to alternate shelter: Indoor Recreation Facility: DIRECTOR
4. If evacuation is recommended, implement Camp Cancellation Plan: DIRECTOR
5. Implement Community Notification Plan: MAYOR
6. When advised by the City of Saratoga Springs Fire Department that the Hazardous Materials incident has concluded normal activities shall resume: DIRECTOR

**HOSTAGE TAKING RESPONSE:**

1. Dial 911 and follow directions given: STAFF
2. Take directions from the law enforcement agency in charge of the situation.
3. Inform Recreation Department, City Director of Risk and Safety and the Mayor's Office of situation and actions taken: DIRECTOR
4. Based upon the advice of police, implement the following:
  - Alternative operation schedule and cancellation: DIRECTOR
  - Community Notification Plan: MAYOR

**HURRICANE RESPONSE:**

1. Monitor situation with the local radio stations and National Weather Service. If severe weather is issued, notify the Recreation Department and Mayor's Office: DIRECTOR
2. Consult with the City Emergency Coordinator to determine whether to implement the Camp Cancellation Plan or Sheltering Plan as needed: DIRECTOR
3. Adhere to the advice of the National Weather Service for precautions which, should be taken to prevent injury. Take shelter inside a building away from doors and windows: STAFF
4. After the weather has subsided, assess the damage or injury and refer to "Structural Failure" Or "Multiple Casualty" procedures: DIRECTOR OF RISK AND SAFETY
5. Coordinate resumption of camp activities with City Emergency Coordinator: MAYOR

**MULTIPLE CASUALTY INCIDENTS RESPONSE:**

1. Dial 911: STAFF
2. Move uninjured campers and staff out of harm's way and report on status of injured persons and injury



causing event to Camp Director: STAFF

3. Notify Recreation Department, City Director of Risk and Safety and Mayor's Office: DIRECTOR
4. City of Saratoga Springs Public Safety personnel shall gather information and evaluate the cause of harm: DIRECTOR
5. Determine whether staff can be dismissed to minimize the effects: DIRECTOR
6. Upon arrival of emergency personnel and incident commander, provide information as to the extent of injury, damage and actions taken. Follow instructions of the initial emergency personnel: DIRECTOR
7. Determine whether Camp Cancellation Procedures need to be implemented and carry out if necessary: DIRECTOR
8. Notify parents and staff of situation as soon as possible per direction of emergency personnel on the scene: DIRECTOR
9. Continue to monitor the situation with the emergency team: DIRECTOR

**THUNDERSTORMS RESPONSE:**

1. Monitor situation with the National Emergency Weather Station. Take precautions as advised to minimize injury or property damage: DIRECTOR
2. When watch or warning is in effect, curtail all outdoor activities if thunder is heard, lightening seen, or sky becomes threatening. Bring all campers and staff indoors: DIRECTOR
3. Avoid telephones and electrical appliances including computers: DIRECTOR
4. Continue to monitor the storm and resume normal activities when conditions are safe and watch/warnings have expired: DIRECTOR

**TORNADO RESPONSE:**

1. Monitor National Weather Service tornado warnings. Curtail outdoor activities: DIRECTOR
2. If tornado is sighted, report to the Camp Director: STAFF
3. Take shelter at the Indoor Recreation Facility: DIRECTOR
4. Continue to monitor weather situations. When all is clear, resume normal activities. Assess damage and report to Public Works Department and City Director of Risk and Safety: DIRECTOR
5. If necessary, Dial 911: DIRECTOR
6. Inform Recreation Department, City Director of Risk and Safety and the Mayor's Office of situation if necessary: DIRECTOR
7. Notify staff, campers and parents: DIRECTOR

**TOXIC EXPOSURE RESPONSE:**

1. Identify stricken person and summon Camp Nurse (Health Director): STAFF
3. Dial 911 as necessary: STAFF
3. Comfort person and administer appropriate first aid: STAFF

4. Determine cause of expose and read the label and follow instructions: CAMP NURSE (HEALTH DIRECTOR)
5. Call NYS Health Department or poison control center for further guidance: CAMP NURSE (HEALTH DIRECTOR)
6. Call parent/guardian of effected camper immediatly: CAMP NURSE (HEALTH DIRECTOR)
7. Notify City Director of Risk and Safety: CAMP NURSE (HEALTH DIRECTOR)

**WATER EMERGENCY RESPONSE:**

1. Upon discovery of water failure, notify Camp Director: STAFF
2. Contact the Public Works Department: DIRECTOR
3. Evacuate problem area. Contact the NYS Health Department per NYS reporting guidelines: DIRECTOR
4. Determine if camp can remain open or to implement camp cancellation plan: DIRECTOR
5. Notify staff, campers and parents of situation: DIRECTOR
6. Notify City Director of Risk and Safety: DIRECTOR

**COMMUNITY NOTIFICATION PLAN:**

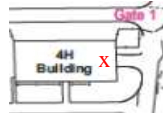
Before any Community Notification Plan is enacted, it is assumed the Public Safety Department and City Director of Risk and Safety shall have been notified.

During emergencies, the community shall be notified according to the following plan:

1. The Camp Director shall notify the Recreation Director.
2. The Recreation Director shall notify the Mayor's Office.
3. The Mayor's Office shall handle all community notifications.
4. Parents of the campers shall be notified upon pickup through a written document or verbal communication prepared by the Camp Director as approved by the Mayor's Office, once all procedures have been carried out according to the plan.
5. Staff shall be instructed to direct all communication regarding the incident to the Camp Director.
6. Camp Director shall forward all inquiries to the Recreation Director for further assistance.

### SARATOGA COUNTY FAIR EMERGENCY EVACUATION PLAN

1. The Camp Director will be responsible for coordinating the Saratoga County Fair Evacuation Plan in conjunction with the City Director of Risk and Safety, and the Recreation Program Coordinator.
2. In the case of an emergency all counselors and campers shall meet in the 4H

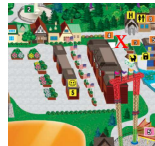


building near closest entrance to Gate 1. Each Counselor will take attendance of his/her group. If a Counselor finds a camper is missing then the Counselor will immediately activate the Lost Camper Plan on page 20 of the Camp Safety Plan.

3. The Camp Director will immediately contact the head bus driver to meet at Gate 1.
4. Before boarding the bus, each Counselor will take attendance. On the bus, each Counselor will take attendance again. If a Counselor finds a camper is missing then the Counselor will immediately activate the Lost Camper Plan on page 20 of the Camp Safety Plan. Once every one is accounted for Camp Saradac will return to the Recreation Center.

### THE GREAT ESCAPE EMERGENCY EVACUATION PLAN

1. The Camp Director will be responsible for coordinating the Great Escape Emergency Evacuation Plan in conjunction with the City Director of Risk and Safety, and the Recreation Program Coordinator.
2. In the case of an emergency all counselors and campers shall meet at location #4



marked as "X" on the map near the main entrance to the park. Each Counselor will take attendance of his/her group. If a Counselor finds a camper is missing then the Counselor will immediately activate the Lost Camper Plan on page 18 of the Camp Safety Plan.

3. The Camp Director will immediately contact the head bus driver to meet at the main gate drop-off circle located near main entrance.
4. Before boarding the bus, each Counselor will take attendance. On the bus, each Counselor will take attendance again. If a Counselor finds a camper is missing then the Counselor will immediately activate the Lost Camper Plan on page 20 of the

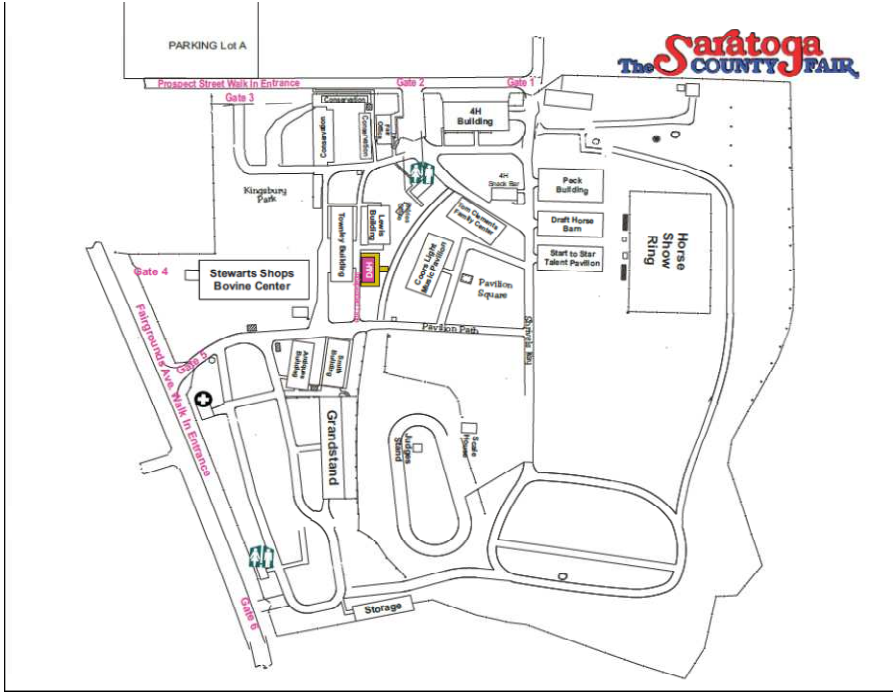
Camp Safety Plan. Once every one is accounted for Camp Saradac will return to the Recreation Center.

### Safety Plan for Amusement Rides and Venues

1. When going on rides, one (1) Counselor will ride the ride with the campers that want to go on the ride. The other Counselor will wait at the Exit of the ride with the campers who do not want to use the amusement ride. If all the campers want to ride the amusement ride then one (1) Counselor will get on the ride. The other Counselor will wait at the Exit of the ride to meet the campers at the Exit of the amusement ride as they get off the ride.
2. Once the amusement ride is over, each Counselor will be responsible for taking attendance for his/her group. If a Counselor finds a camper is missing then the Counselor will immediately activate the Lost Camper Plan on page 20 of the Camp Safety Plan. If everyone is accounted for, the group can move on to another venue.
3. When entering the Animal Barn, Counselors will make sure the campers will abide by the rules set forth by the Saratoga County Fair. When the group has gone through the barn and each of its exhibits, each Counselor will take attendance of his/her group. If a Counselor finds a camper is missing then the Counselor will immediately activate the Lost Camper Plan on page 20 of the Camp Safety Plan. When every camper is accounted for, the group can move on to the next venue. After visiting the animal barn all campers and counselors will wash their hands.
4. Whenever a group is done with an activity, ride or venue, each Counselor will be responsible for taking attendance for his/her group, before they move onto the next activity, ride or venue. If a Counselor finds a camper is missing then the Counselor will immediately activate the Lost Camper Plan on page 20 of the Camp Safety Plan.



The Saratoga County Fair Map



**Title: Bloodborne Pathogen Exposure Control Program**

**Policy:**

To provide employees of the City of Saratoga Springs (hereinafter "City") with guidelines for preventing the contraction of the AIDS (HIV) virus, hepatitis B (HBV), hepatitis C (HCV), and other bloodborne pathogens. The safe performance of daily operations may be threatened by bloodborne pathogens that can be contracted through exposure to infected blood and other potentially infectious material. Therefore, it is the policy of the City to continuously provide employees with information and education on the prevention of these diseases provide up-to-date safety equipment and procedures that will minimize their risks of exposure and to institute post-exposure reporting, evaluation and treatment for all employees exposed to these diseases.

**Definitions:**

**Exposure Control Plan:** The written plan developed by the City and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.

**Blood:** Means any human blood, human blood components (plasma, platelets, and serosanguinous fluids) and products made from human blood.

**Body Fluids:** Includes blood, semen, breast milk and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine or feces.

**Bloodborne Pathogens:** Means any disease-producing microorganisms that are present in human blood or OPIM (other potentially infectious materials) and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

**HIV & AIDS:** The human immunodeficiency virus (HIV), which causes the acquired immunodeficiency syndrome (AIDS). AIDS results from the progressive destruction of an individual's immune system, the body's defense against disease. The virus that causes AIDS is transmitted through sexual contact, exposure to infected blood (or blood components), and from mother to child during pregnancy through amniotic (around the baby) fluid.

**Hepatitis B and Hepatitis C:** HBV and HCV are viruses that cause liver damage, which may range in severity from mild and inapparent to severe or fatal. These viruses are transmitted through blood (or blood components), semen, vaginal secretions, and saliva contaminated with blood.

**Contaminated:** Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated Sharps:** Means any contaminated object that can penetrate the skin, including but not limited to, needles, knives, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wire.

**Engineering Controls:** Are controls that isolate or remove the bloodborne pathogens hazard from the workplace; i.e., sharps disposal containers, self-sheathing needles, etc.

**Exposure Incident:** Means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that result from performance of an employee's duties.

**Occupational Exposure:** Means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

**OPIM:** Means other potentially infectious materials to include the following human body fluids or tissues:

1. Semen or vaginal secretions;
2. Cerebrospinal fluid (around the brain), synovial fluid (around the joints), pleural fluid (around the lung), pericardial fluid (around the heart), peritoneal or amniotic fluid (around the baby), or saliva in dental procedures;
3. Any body fluid that is visibly contaminated by blood;



4. Any unfixed tissue or organ from a human (living or dead) and
5. All body fluids in situations where it is difficult or impossible to differentiate between body fluids.

**Parenteral:** Means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

**Personal Protective Equipment:** The specialized clothing or equipment worn or used by employees for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.

**Universal Precautions:** Procedures promulgated by the Center for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and body fluids are potentially infectious of the AIDS (HIV) and hepatitis B (HBV) viruses.

**Work Practice Controls:** Are controls that reduce the likelihood of exposure by altering the manner in which a task is performed; i.e., prohibiting recapping of needles by a two handed technique.

**Procedures:**

**A. General Disease Prevention Guidelines:**

1. The City's exposure control plan shall provide the overall strategy for limiting occupational exposure to bloodborne pathogens and responding to potential exposure incidents.
2. The City subscribes to the principles and practices for prevention of bloodborne pathogen exposure as detailed in the "Universal Precautions" prescribed by the CDC and the federal regulations of the Occupational Safety and Health Administration.

**B. Workplace Controls & Personal Protective Equipment:**

1. In order to minimize potential exposure, employees should assume that all persons are potential carriers of bloodborne pathogens and universal precautions should be implemented for all contacts.
2. When appropriate protective equipment is available, no employee shall refuse to physically assist any person who may carry the HIV, HBV, or HCV.
3. Employees shall use protective gear under all appropriate circumstances unless the employee can demonstrate that in a specific instance, its use would have prevented the effective delivery of emergency health care or would have imposed an increased hazard to his/her safety or the safety of another person. Any such instances shall be reported by the employee and shall be investigated and appropriately documented to determine if changes could be instituted to prevent similar occurrences in the future.
4. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.
5. Masks in combination with eye protection devices, such as glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatter or droplets of potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
6. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
7. All sharp instruments such as knives, scalpels and needles shall be considered contaminated items which should be handled with extraordinary care, and shall be placed in the appropriately provided puncture-resistant container.
  - a. Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
  - b. Needles shall be placed in department provided, puncture resistant, and leak proof containers marked as biohazard, when collected for evidence, disposal or transportation purposes.
8. Employees shall not smoke, eat, drink or apply makeup around body fluid spills or containers with such contents.

**C. Housekeeping:**

1. Supervisors and their subordinates are responsible for the maintenance of a clean and sanitary workplace during the absence of personnel normally assigned this responsibility, and shall conduct periodic inspections, as necessary, to ensure that these conditions are maintained.

2. Supervisory personnel shall make a determination when cleaning and conducting decontamination within the facility or work environment as may be necessary after any such occurrence and assign the appropriate personnel.
3. All equipment and work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials as described in this policy.
4. Any protective covering used in providing emergency medical assistance operations for covering surfaces or equipment shall be removed or replaced as soon as possible following actual or possible contamination.
5. Bins, pails and similar receptacles used to hold actual or potentially contaminated items shall be labeled as biohazard, lined with marked biohazard bags and decontaminated as soon as feasible following contamination as well as inspected and decontaminated on a regularly scheduled basis.
6. Broken and potentially contaminated glassware, needles or other sharp instruments shall not be retrieved by hand but by other mechanical means and shall not be stored in a manner that requires that they be retrieved manually.
7. Employees shall remove clothing that has been contaminated with bodily fluids as soon as practical and with as little handling as possible. Any contacted skin area shall be cleansed in the prescribed fashion.
8. Contaminated laundry and personal protective equipment shall be bagged or containerized at the location where it is used in department approved leak proof containers but shall not be sorted, rinsed or cleaned at that location. (I.E. contaminated disposable gloves and glasses at scene of an incident shall be bagged and properly disposed of in an appropriate container at a Department specified location.)
9. Only employees specifically designated by the supervisory personnel shall empty or discard actual or potentially contaminated waste materials from a department provided container located on site. All such disposal shall conform to established federal, state and local regulations.

**D. Disinfection:**

1. Any unprotected skin surfaces that come into contact with body fluids shall be thoroughly washed as soon as possible with hot running water and soap at least 15 seconds before rinsing and drying.
  - a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
  - b. Disposable gloves should be rinsed before removal and hands and forearms should then be washed.
  - c. Skin surfaces shall be washed as soon as feasible following the removal of any protective equipment.
  - d. All open cuts and abrasions shall be covered with waterproof bandages before reporting to duty.
2. Mucous membranes that come into contact with blood or body fluids shall be thoroughly flushed with cool tap water as soon as possible after the exposure.
3. Disinfection procedures shall be initiated whenever body fluids are spilled or an individual with body fluids or his person is transported in a department vehicle as follows:
  - a. A supervisor shall be notified and the vehicle taken to a City garage facility as soon as possible.
  - b. Affected vehicles shall be immediately designated with the posting of an appropriate biohazard warning sign upon arrival at a City garage while awaiting disinfection. The warning sign should identify the areas that are contaminated whenever such is not personally communicated to the personnel responsible for cleaning and disinfecting the vehicle.
  - c. Service garage personnel shall wear the appropriate protective equipment while engaging in cleanup and disinfection of a vehicle which has been contaminated with body fluid spills. They shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding fluids.
  - d. The affected areas should be disinfected using hot water and approved germicidal detergent and allowed to air dry.
4. Non-disposable equipment and surfaces upon which body fluids have been spilled shall be disinfected as follows:
  - a. Put on appropriate protective gloves and other equipment necessary for cleanup.
  - b. Wear eye and face protection if there is risk of splashing.
  - c. Wear shoe covers if the amount of contaminated fluid is great.
  - d. Wipe up any excess body fluids with disposable absorbent materials.
  - e. Department provided one step germicidal detergent shall be used to clean the area or equipment. The area may then be sprayed with hospital disinfectant and deodorant in accordance with their labeled directions for use.
  - f. Upon completion of the cleanup procedure, remove contaminated items and place in the City-approved containers.

- g. Always remove protective gloves last, washing hands in the appropriate manner after removal.
- 5. Uniforms or any other work related article of clothing upon which body fluids have been spilled shall be removed without unnecessary delay in the appropriate manner, double bagged in a City approved leak proof container and clearly marked as biohazard.
- 6. An incident report detailing the circumstances of contamination shall be forwarded to the Department Head and Office of Risk and Safety. The contaminated clothing will be sent out for professional cleaning by the Department in question.

**E. Supplies:**

1. Supervisors are responsible for continuously maintaining an adequate supply of disease control supplies in a convenient location for all affected personnel in their department. This includes, but is not limited to, ensuring that:
  - a. Personal protective equipment in appropriate sizes, quantities and locations are available; and
  - b. First aid supplies and disinfecting materials are readily available at all times.
2. Those employees who have responsibility for the provision of emergency medical services shall be issued communicable disease personal protective equipment for use as needed in their assignments. These supplies will include disposable gloves, reusable utility gloves, face/eye protective devices, barrier resuscitation pocket mask and liquid health care personal hand rinse.

**F. Vaccination:**

1. An employee of the City who is determined to be at risk for occupational exposure to the hepatitis B virus shall be provided with the opportunity to take the HBV vaccination series and Hepatitis B Antibody testing. The vaccination and testing shall be at no cost per federal regulatory guidelines.
2. An HBV vaccination shall be provided to any employee determined to be at risk, if they so desire, only if the employee has not previously received the vaccination series. HBV vaccination shall not be provided to an employee if such is deemed inadvisable for medical reasons by competent medical authority or the member declines, in writing, on the proscribed form.

**G. Exposure, Evaluation & Treatment:**

1. A bloodborne exposure incident occurs when an employee is exposed to the blood or "OPIM" (other potentially infectious material as defined in sub. III.J of this policy) of another person which effects any body orifice (mouth, eyes, ears, etc.) or skin openings (open cut, etc.) of the employee.
2. Any employee who meets the exposure criteria as outlined above, shall report such exposure without unnecessary delay to a supervisor and implement universal precautions outlined in the exposure control plan such as disinfection of affected body areas and equipment, and removal of clothing soiled with body fluids.
3. The supervisor, upon ascertaining that the employee's exposure does meet the bloodborne exposure incident criteria, shall:
  - a. Provide the employee with the appropriate Incident forms and instruct the employee to proceed with the forms to a medical facility providing emergency care;
  - b. Notify the Office of Risk and Safety in writing about the exposure incident, including all pertinent data. If the supervisor receives a completed medical evaluation form, he shall immediately forward it to the Office of Risk and Safety;
  - c. Ensure that the appropriate personnel have disinfected all equipment and department areas as soon as possible.
  - d. Ensure that the proper City Incident report and Workers Compensation Injury Report are completed, detailing the occupational exposure.
4. The City shall ensure continued testing of the exposed employee for evidence of infection and provide psychological counseling as determined necessary by the health care official. It shall be the responsibility of the exposed employee to schedule all follow-up examinations, testing and medical treatment as deemed necessary and associated with the exposure incident.
5. The employee will receive the health care providers written opinion on the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment. Unless disclosure to an appropriate department official is authorized by the employee or by law, the employee's medical evaluation, test results and any follow-up procedures shall remain confidential.
6. Any person responsible for potentially exposing an employee of this City to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease. Upon conferring with the City Attorney, criminal charges may be sought against the person if they intentionally exposed an employee of this City to a communicable disease.

7. Employees who test positive for HIV, HBV or HCV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other employees of their Department.
  - a. Each department will make all work decisions concerning the employee's work status solely on the medical opinions and advice of the City's health care officials.
  - b. A department may require an employee to be examined by City health care officials to determine if he/she is able to perform his/her duties without hazard to himself/herself or others.
8. All employees of the City shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

**H. Record Keeping:**

1. The Supervising Officer shall complete Bloodborne Pathogen Exposure Incident Investigation Form 12a for every occupational exposure incident.
2. The Human Resource Administrator shall maintain an accurate record for each employee with occupational exposure that includes vaccination status, form 12a, and 12 series forms containing medical evaluation received from the medical facility. These records shall be filed by the Human Resource Administrator in the employee's personnel file and be retained for the duration of the employee's employment plus thirty years in accordance with 29CFR 1910.20 and 29CFR1910.1030, and may not be disclosed or reported without the express written consent of the employee.

**I. Training:**

1. The City shall ensure that all employees with risk of occupational exposure are provided with instruction on prevention of bloodborne diseases prior to their initial assignment.
2. All affected employees shall receive department specific annual refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure.
3. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of bloodborne pathogens.
4. The Office of Risk and Safety shall ensure that complete records are maintained on employee training to include information on the dates and content of training sessions, names and qualifications of persons conducting the training and the names and job titles of all persons attending the training sessions. These records shall be maintained as is required by law.

**Reference:** City of Saratoga Springs Police Department General Order Section 3.1 titled "*Bloodborne Disease Exposure Control*," Effective 03/29/2008.