

# **HORIZONS - Camp**

## **Chapter 2: Summer**

### **Policies and Procedures Manual**

***"One Person Can Make A Difference"***

Effective: June 1, 2017

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## **GENERAL CAMP INFORMATION**

1. Horizons is a community and home for all of us in the summer. Treat our community and everyone in it with respect. Our campus is a smoke, drug and alcohol free area.
2. Our campus is located at 127 Babcock Hill Road in South Windham, CT. All staff have to stay on grounds while working. Parking is located at 103 and 107 lots, staff on duty need permission to enter parking areas.
3. The pond, pool and horses are closed until training is provided to staff. All three areas are closed and cannot be used after dark.
4. No food in any cabin. Speak to a leadership team member to store any personal food items.
5. All medical, first aid procedures and medication distribution will be handled by the Director of Health and Operations and RN during orientation. Only Horizons trained staff can do during summer.
6. All valuables should be stored in a valuables envelope and locked up by a leadership member or be in a locked vehicle. No valuables should be kept inside a cabin
7. Horizons is located in a residential neighborhood and we need to respect everyone in it. Please be aware of camp noise especially at night.
8. We do not go to the road without permission. Rides off campus are provided daily.
9. During orientation staff may only go into their own assigned cabin.
10. Telephone(s) will be available for staff use during time off and breaks. They will be on the porch of the Program Center from 8:00 a.m. to 11:30 p.m. each evening. Please keep calls short. Calls can only be made locally—not internationally.
11. Mail will be passed out at lunch each day.
12. Outgoing mail should be brought to Camp Program Manager or given to a leadership team member. Mail goes out Monday through Friday.
13. The Program Center will close each night at 11:30pm or earlier.

14. Absence from work will be allowed for reasons of illness, when confirmed by the nurse and Director. Due to constraints on 'substitute' staff, the Leadership team will work with the staff person to have them use their day off that week for the 'sick' day. Missing work due to a verified sickness or hardship will result in a prorated salary.
15. All international staff must apply for a Social Security number within one week of arrival. A copy of Social Security card with number or receipt for application must be provided to the leadership team and business office in order to receive payroll. All international agencies must submit a SEVIS report.
16. A director will be available at 7.30am until breakfast and after lunch until 2pm. They will be stationed in the dining hall at the leadership table for anyone who may have any questions, concerns or feedback.

## **TIME OFF**

- ❖ The Director or Directors will schedule time off during orientation week or the end of the prior session. A set schedule will be in place for each two week session prior to start of session. Changes may be requested but are not final until approved by a Director.
- ❖ We are a residential program, all staff members are ON duty until OFF. Staff cannot leave campus without permission from Directors when ON.
- ❖ Each staff member is entitled to three days off from after breakfast until 8:00 am the following day and 2 overnights off from start of evening activity to 8:00 am every two week period. Junior staff receives a 3<sup>rd</sup> night off.
- ❖ All staff are off for the break week between sessions 2 and 3. Staff must leave campus as specified in the employment letter of agreement.
- ❖ When leaving or returning on your time-off, all staff will sign out and sign in using the binder located on the porch of the Program Center and indicate whether or not you will be returning to sleep at camp.
- ❖ Program Counselors are responsible to be with their group when not assigned to be at their program area. If a group is being covered, Counselors are responsible for providing the covering person with the camper information binder, prior to that person assuming responsibility for the group. Covering staff should sign off on campers grouping sheets.
- ❖ After the campers are in bed, each staff may take a break, not to exceed one hour. Group leaders and counselors will facilitate the break schedule. Staff must stay on campus (see map). One staff member must be in the cabin, or on the porch directly outside your cabin.

- ❖ Junior counselors' time off activities and destinations must be approved by their Parent/Guardian and by the Camp Team and are to be listed in the Junior Staff binder.
- ❖ If you are on duty, curfew is the time by which you need to be at your cabin. While on duty, Jr. Counselors must be inside their cabin by 11:00 p.m. While on duty, Counselors must be at their cabin by 11:30pm. If a Jr. Counselor has the evening off and is staying on grounds they must be inside their cabin by 11:30 p.m.
- ❖ Quiet hours begin when the campers are in bed. During this time use of any facilities e.g. Gym, Commons, Program Center, outdoor basketball court and all other outdoor gathering places must be used quietly. It is the staff's responsibility to keep any areas used by them in the Program Center, Crossroads, and Commons clean.
- ❖ Use of camp facilities during time off should not interrupt or distract ongoing programs.
- ❖ The Program Center, Fitness Center, Media Center, Conference room may be used during breaks and time off, but camper use for programs has priority.
- ❖ SPECIAL TIME OFF: If you have a major event planned (i.e. wedding, family reunion, etc.), during the summer, please notify us before summer begins so the time off schedule can be planned accordingly.
- ❖ Horizons does not do camp field trips. One group that does leave campus are our apprentice group.

### **ONGOING TRAININGS**

In-services will be held after lunch on week days. All in-services will be run by a director or assignee. Valuable information will be shared in these meetings- this information is expected to be shared with everyone in your group during evening meetings. Each person should sign that they have read and understand the notes from the in-service.

Each night the staff that are on from each group will meet together. This meeting may or may not have a leadership member present. Evening meetings are mandatory. Information from in services must be passed on during this time and signed off. This is a great time to write notes in your binder and meeting notes are expected.

### **KITCHEN AND COMMONS**

The commons is a building used everyday for all three meals. The kitchen is only open during meal service. Staff can enter the special diets double door during meal times only

Breakfast is at 8:30 am. Lunch is at 12:30 p.m. Dinner is at 6:00 p.m.

- Nurses, Program Leaders, and Directors will eat breakfast at 8:00 am. Nurses and all members of the leadership team will eat lunch and dinner a half an hour before.
- Staff should assist campers with washing their hands before each meal.
- Groups should be on time for meals but no earlier.
- Campers and staff are to wait outside on the Veranda or Master Café to get called into the Commons.
- Counselors will watch campers to ensure they are not leaning against the doors or windows or stepping on the landscaping.
- Counselors will follow group seating charts as laid out in groupings.
- **Only the leadership team** is allowed in the kitchen, unless you are scheduled to help. Counselors can go through Special Diet door on the left and out the door on the right, in order to get alternatives or seconds of special diets. Coffee and tea is served in the lobby.
- Kitchen staff will serve seconds from the second's window. Staff should go with an empty serving bowl to the kitchen window and make a specific request as to type and amount of food needed. Please, only send a staff person from your group to get seconds if there are fewer than five (5) people waiting in line.
- After meals are served, the kitchen is closed.
- Many campers are on special diets. Kitchen staff will prepare alternative meals for campers listed on the special diets sheet as needed and will place them on the appropriate table, with the individuals name on the plate. It is the Cabin Staff's responsibility to insure that all special diets are followed during the meal. This includes securing seconds, sugar free options, and checking the menu for alternatives.
- A vegetarian alternative will be available during the meals in which meat is served. The alternative food item is only available for the designated vegetarians. A peanut butter and jelly alternative is also available at any meal. This is available at the special diets counter.
- Staff with special diets should make the leadership team aware so alternatives can be made at the various meals.
- Staff snack will be brought out to the lobby each evening around 9pm. No staff should go into the kitchen during this time.

## **SWIMMING**

The pool is our only program area that each group uses daily. Please remember this is a high risk area and lifeguards are trained to focus on the water, follow and enforce pool guidelines.

- There will be a minimum of three qualified staff at the pool. There will be one qualified staff at the waterfront.
- It is the counselor's responsibility to be the 1:1 for campers. Counselors will serve as the "Extra Eye" because they know the special instructions for their campers.
- Staff will go in to the water during recreational swimming, lessons, and all aquatic activities to interact with their campers. A note from the medical staff is necessary to be excused from swimming activities and specific permission from a Director.
- The following number of campers will be allowed in the water at one time:

**2 staff - 15 campers**

**3 staff - 30-35 campers**

**4 staff - 35-45+ campers**

- A maximum number of 100 people will be allowed in the pool at one time.
- The aquatics staff member or member of the leadership team in charge may at any time, limit the number of people in the water if he/she deems it necessary for safety reasons.
- **ALERTNESS** while on duty is essential.
- For more information on an aquatics counselor's role please see aquatics handbook.

## **POOL PROCEDURES**

When the pool is locked, or has no lifeguard on duty, it is **off-limits**.

### **Pool rules:**

1. NO DIVING OR JUMPING INTO WATER, INDIVIDUALS MUST USE THE RAMP
2. NO RUNNING, INDIVIDUALS MUST WALK WHILE AT THE POOL
3. NO HORSEPLAY

## Additional Information:

1. Additional signs per the Health Department will be posted.
2. Groups should report to the benches outside the gate at the pool.
3. AQUATICS COUNSELOR(S) will check the schedule to ensure the correct groups are on the bench. When all the groups are present, the AQUATICS COUNSELOR(S) will unlock the gate and stand at the gate, holding the gate open. Aquatics staff calls one group in to the pool area at a time, while conducting a head count.
4. THREE AQUATICS COUNSELOR should be standing on the pool sidewalk at the front of the shallow end.
5. Aquatics counselor(s) will identify all campers with seizures, earplugs and sun-related medical concerns, on the white board.
6. Aquatics counselor(s) will identify all campers that are 1:1 or extra eye on the white board.
7. All campers and counselors will sit on the deck with their groups on either towels or benches, to wait for the signal from the pool staff to enter the pool.
8. All staff and campers rinse off before entering the pool, using the showers on the pool deck.
9. Counselors are expected to dress appropriately and practically to go swimming with their campers.

### The following Pool Procedures will be reviewed at the beginning of each new swim period with campers and staff:

1. When a whistle sounds **ONE LONG BLAST**, get out of the water, exiting at steps/ramp.
2. When a whistle is blown in **SHORT BLASTS**, go to the side of the pool (counselors head count their groups). It may also be done when a swimmer is in distress, or for a behavior problem that requires pool staff attention.
3. At the end of the swim period, all whistles will sound to clear the water.
4. Aquatics counselor(s) will account for all campers and staff at this point.
5. Aquatics counselor(s) will stay on the deck while the campers are getting ready to leave.
6. Another aquatics counselor(s) will stand at the gate to ensure that no one leaves until everyone is ready to leave the pool.
7. When the whistles are blown for anything other than routine entering/exiting or practice, a CODE ONE is called over the walkie talkie.
8. Aquatics counselor(s) are responsible for directing the departure from swim area.



9. Pool is locked when not in use.

### **Using the Bathroom at the Pool**

- \* **COUNSELORS** are to accompany campers to the bathroom in the pool house. Some campers can go without assistance, but their absence from the pool must be announced by a counselor and they must be checked on.
- \* **COUNSELORS** are to announce to the lifeguards how many people are leaving the pool or deck to go to the bathroom.
- \* **COUNSELORS** are to announce the return of those people to the pool or deck.

### **Pool Emergency Procedures**

Emergency drills will be directed by a Director and/or the Head Aquatics counselor.

The following emergency procedure will be followed at the pool:

**A Code 1 is called via walkie-talkie (air horn if walkie is unavailable or not working); the leadership team will respond.**

1. The whistle will be sounded and the water cleared. If there is a suspicion of a neck or back injury campers will go to the side of the pool, short blasts of the whistles should be sounded.
2. The distressed swimmer will be removed from the water by the Aquatics Staff who saw him/her first.
3. The remaining Aquatics Staff will continue blowing whistles until all swimmers are out of the water. The Aquatics Staff will then take a head count.
4. Counselors will head count their groups and all persons will sit on the deck.
5. Aid will be given to the distressed swimmer.
6. The leadership team will make a decision if EMS is to be called.
7. If resuscitation is necessary, it will be continued until the victim begins breathing or RN/Health Center Staff is relieved by the emergency medical staff, a physician, or the police.

#### **The Count**

The count is taken of all persons as they enter the pool area (excluding guarding staff). The total is posted. Once Guards are in position and lessons or free swim begins, the count is taken by a designated lead guard four times per swim session. If the count does not match posted number, it is taken again immediately by the lead guard. If there is still no match two other guards and the lead guard will each count independently twice. The count must be matched by all 3 guards against the posted number. If, after the two independent counts, they do not match, the leadership team is contacted via walkie-talkie, the pool is cleared and all pool areas are checked. Campers are

gathered into their groups by their counselors and a head count is taken. If all are accounted for and counts matched, swim time may resume. If not, a Code 1 is called via walkie-talkie.

Any one entering the pool area after the total count is posted and/or the period has begun must wait at the gate. They must signal/call to the lead lifeguard by raising their hand and calling out the amount of people who wish to enter the pool area. They must wait for an arm wave in from the lead lifeguard, in order to enter. Once they are waved in, they must change the count to accurately show the new total.

## **BOATING AND WATERFRONT PROCEDURE AT LAKE PROBUS**

1. There will be a sign indicating when the pond is opened and closed.
2. Waterfront Counselor(s) are responsible for directing arrival and departure from the pond.
3. Lost bather drill will be conducted by Aquatics and leadership staff members once during orientation. Aquatics staff practice separately several times throughout the summer. Drills with the whole team throughout the summer will be repeated as necessary.
4. Groups scheduled for boating report to the gate at the end of the Boulevard.
5. Waterfront Counselor(s) check the schedule to ensure the correct group is present. When the group arrives with their counselors the Waterfront Counselor(s) counts each person, records it on the white board and walks with the entire group to the beach.
6. All campers and counselors will sit on benches at the beach to review the pond rules.
7. The Waterfront Counselor(s) will then take a head count.
8. Only qualified Waterfront Certified Lifeguards will teach boating with campers. All boaters will wear life jackets while in boats. Anyone who has been reported or has been observed not wearing a lifejacket, will lose their boating privilege for the summer.
9. Each night boats and paddles/oars are locked in shed.
10. Lifesaving equipment (ring buoy and rescue tube) must be easily accessible at all times.
11. The air horn is mounted on a box in the storage shed with procedure for emergency use, and should be taken in the boat by anyone boating.
12. No boating during unsafe weather conditions.
13. Pond rules will be posted at the pond.
14. Boats must stay in sight of shore at all times.

## **Emergency Procedures**

Emergency drills will be conducted by the Director or designee.

The following emergency procedure will be followed at the waterfront:

**A Code 1 is called via walkie-talkie (air horn if walkie not available or working).**

**WATER RESCUE:**

If it is suspected that the camper has gone missing near Big Pond / Lake Probus, the Director and Executive Director will be contacted immediately. They will direct a call to the South Windham Fire Department to ready a water rescue team. The Director(s) will call for the shutdown of the pool and all available lifeguards and leadership team members report to the pond. The Director(s) will appoint a separate leadership team group with 2-3 designated staff and other agency personnel to stay on the main camp grounds and conduct a search over the rest of camp. (For instance if it is a missing camper, the search will continue on the campgrounds while a water search is being conducted as indicated above). The Director will bring the remaining team to the pond for a search of the beach and the water. (See lost bather procedure)

**STAFF USE OF POND DURING TIME OFF**

1. Staff boaters must pass swim test before going out in boats.
2. Staff boaters must tell a member of the Leadership Team when going out, and must sign out on special *pond use sheet* and sign in upon return.
3. Someone with a walki talki must remain on shore at all times while boats are being used.
4. Sun bathers must sign out on special pond use sheet before going to pond and sign in upon returning. Sun bathers put themselves in the count.
5. Sun bathers may NOT enter water.
6. No one may swim in the water

**Swim test for Staff boaters and swimmers:**

1. Review of basic boating principles:
  - a. Embarking
  - b. Disembarking
  - c. Moving in boat
  - d. Procedure in event boat capsizes
2. 5 minute treading water in deep end of pool/pond.
3. 5 minute swim (front or back, making progress through water) following immediately upon treading, without touching sides of pool or bottom of pond.
4. Put on life jacket while continuing to tread or float in deep water.

## **POSTED POND RULES**

1. All boaters must wear life jackets.
2. The pond is closed at dark. No one may boat, swim, or be at the pond when it is closed.
3. No Swimming.
4. No jumping out of boats.
5. No rocking boats.
6. No more than 4 people in a rowboat at a time.
7. Stay low, move slow

## **HORSEBACK RIDING**

1. Groups scheduled for Horseback Riding report to the picnic table on the horse path.
2. Horseback Riding Counselor(s) meet groups and escort them to tack house.
3. Horseback Riding Counselor(s) will review the rules and procedures with groups. No individual weighing over 200 pounds will be able to ride.
4. Campers and staff wear boots. All people who ride must wear a properly fitted helmet.
5. All mounting will be done using the mounting block. The leader will bring the horse to the mounting block and stand at its head.
6. Head Horseback riding counselor Director will be on the mounting block to assist the rider in mounting.
7. A Side walker will stand on the off side of the horse to hold the stirrup and stabilize the saddle while the rider is mounting. They may also have to help guide the rider's right leg over the saddle.
8. Riders will line up in the center of the ring following the lesson.
9. The Director of Camp Programs and Head Horseback riding counselor will identify which riders will be dismounted to the ground and which riders must use the mounting block. This decision will be based on and the riders' height, weight and mobility. Riders using the mounting block will dismount first followed by riders dismounting to the ground.
10. Horse Counselor or counselors will walk with the camper out of the ring to the tack shed.

11. All counselors will receive a safety orientation prior to assisting at horses. Counselors are expected to assist as needed when their group is at horses.
12. It is the counselor's responsibility to be the 1:1 for campers. Counselors will serve as the "Extra Eye" because they know the special instructions for their campers.
13. Staff Trail Rides: The rides will take place before breakfast or after dinner depending on horse Counselor availability. There will be no riding on Sunday. Only Horse Counselor with teaching experience of more than 1 calendar year is allowed to take ANY staff (including Horse Counselor) on trial rides. A staff member wishing to participate in a staff ride must sign up with the Horse Director at least one day prior to the ride. All staff will ride in the ring first before being approved by the Horse Director to ride on the trail during the staff ride.

### **HORSEBACK RIDING EMERGENCY PROCEDURES**

An emergency with horses could include:

1. Behavioral problem with a camper in which more assistance is needed.
2. Minor incidents involving horse, staff, or camper.
3. Major incidents involving horse, staff, or camper.

If there is an emergency with horses, the horse program Counselor(s) will:

**Call a Code 1 on the walkie talkies (or air horn if walkie is unavailable or not working) for assistance. The LEADERSHIP TEAM and a Health Center staff will respond.**

1. Attend to injured camper.
2. Assist campers with emergency dismounts.
4. Put horses in the pasture.

All people who fall off a horse should be evaluated by the Camp Nurse/First Aid person and Director of Health and Operations for medical attention. All people who fall off a horse will have an incident report completed by the Head Horse Counselors.

## GENERALIZED EMERGENCY PROCEDURES

### CALLS FOR "HELP"

If there is **any need for assistance** by a staff person who does not have access to a walkie talkie or air horn, they are to call as loud as possible "HELP!!" They should continue to call until they see Leadership team members moving towards them.

"HELP" is to be called for any level of assistance needed by a staff person when there is not assistance readily available, or there are no Leadership team members in the immediate area.

### CODE ONE

When using the walkie talkies in an emergency, code one can be used to signal a response of the leadership team and health center staff.

The person asking for assistance via the walkie talkies will use this code to alert the leadership team of a grave situation (one that is in need of medical care by the nurse or phoning EMS/911). The following are a few examples of a **CODE ONE**:

- \* A camper/staff has had a seizure in the water, a lifeguard has entered the water and the pool is being cleared.*
- \* A camper/staff has fallen off the horse.*
- \* A camper/staff is presenting a challenge that needs leadership attention.*
- \* A camper is missing.*

If it is determined that there is an emergency, a code one is called over the walkie talkie by the designated person by saying, "CODE ONE AT... \_\_\_\_\_, CODE ONE AT... \_\_\_\_\_" stating the area where they are located in the place of the blanks.

The Leadership Team responds to that area. The Head Leadership team member and RN makes the determination for the need for an ambulance. If necessary the office staff or another designated person is directed to call **911. A member of the Leadership team is dispatched to meet the ambulance on Babcock Hill Road and direct them to the site of the injured person. A second leadership member may also be dispatched to wait and direct subsequent emergency response vehicles. Other leadership members will form a line from the road to the emergency area, waving in the emergency personnel to direct them. If no emergency response vehicles are needed, the office and all Leadership Team members will be notified, by walkie talkie that the situation is under control.**

The main responsibility at the scene is to stabilize the injured or ill person, and ensure the safety of the others. If possible, the others should be removed from the area, or continue with the activity. Reassurance that the situation is under control should also be given to the others. The Camp Nurse/First Aid person should always be at the scene. The counselor whose camper is affected should go with the remaining campers in the group. The Leadership member in charge of the situation should complete an incident/injury/accident or illness report at the conclusion of the event. Follow up with appropriate

others (parents, Health Department, Accident / Incident Report form etc.) are done using the same procedure as in the **PARENTAL CONTACT section.**

After these transmissions the air should remain clear for communication between the emergency sight and the member of the leadership team. Once the emergency has been dealt with, the leadership team will meet and review situation and responses.

### **LOST CAMPER / MISSING PERSON**

**A Code 1 is called via walkie talkie (air horn if walkie unavailable or not working); the leadership team will respond.**

A member of the leadership team will summon all team members to the street of dreams using walkie talkies. The following information on the lost camper will be given: name, clothes they were wearing, what cabin they live in, where they were last, where they were going next.

Only members of the Leadership Team and other designees will conduct the search, according to the procedures in Leadership Policies & Procedures. High risk areas, as indicated on camp map, will be searched first. Other staff may check the area they are in when they hear the camper's name being called by the Leadership team; however they should never leave their group to help with the search unless otherwise directed to do so.

After the camper is found, a leadership team member will return the camper to the group and touch base and gather all necessary information. The leadership team will then debrief.

### **NIGHT TIME EMERGENCIES**

In the event of an emergency during the night time or if leadership assistance is needed counselors should ensure another counselor is awake before leaving to go wake a member of the leadership team (Leadership sleeping assignments will be posted in the staff facebook page as well as on the porch each evening) Examples of reasons to wake someone for existence:

1. Missing camper
2. Camper is ill/having a seizure/experiencing a medical issue
3. Camper is having a difficult time sleeping and disturbing others
4. A camper is being disruptive

### **APPRENTICE FIELD TRIP PROCEDURES**

- ❖ Apprentices assemble at the Commons or on the PC porch with their job coaches.
  
- ❖ The initial head count prior to getting in the agency vehicle is taken by a Director or Apprentice Leader.

- ❖ A Director or Apprentice Leader calls apprentices one at a time with their job coaches to get in the agency vehicle. A camp approved job coach is also able to take out apprentices for shopping trips.
- ❖ Apprentices sit together on agency vehicle while a Director/Apprentice Leader/Job Coach is driving.
- ❖ Each vehicle will make sure they have a walkie talkie with them for communication.
- ❖ There will be a staff member present and assisting when apprentice enters or exits agency vehicle.
- ❖ Go over vehicle safety. Remain seated while the vehicle is in motion, with seat belt on. Do not distract the driver.
- ❖ Staff will check apprentice's seat belt before the agency vehicle begins to move.
- ❖ **AT NO TIME WILL AN APPRENTICE BE LEFT UNATTENDED IN AN AGENCY VEHICLE.**
- ❖ Staff will announce leaving grounds and returning via walkie talkie.
- ❖ Once the desired destination is reached, apprentices will not be allowed to exit the agency vehicle until the vehicle is securely parked, turned off, and there are staff members available and ready to assist the campers with the exiting process.
- ❖ Upon arrival, job coaches and apprentices are directed to a specific meeting place by the Director or Apprentice Leader.
- ❖ Director or Apprentice Leader take a final head count at the meeting place.

**If there is a situation which requires immediate assistance when in agency vehicle:**

2. The driver will signal for assistance by one of the following ways: over the walkie talkie, flashing the headlights or using the cellular phone to the agency vehicle ahead of them. If the vehicle in need of assistance is the lead vehicle, the driver will turn on their hazard lights.
3. The driver will then seek and choose the closest and safest area to pull over in and pull off the road, put the vehicle in park, the emergency brake on, shut the vehicle off, secure the keys on his/her person and proceed to address the issue causing the pull over.
4. At the first available moment, the driver or director or apprentice Leader will contact the other vehicles utilizing the walkie talkies or the phones to communicate regarding the situation.



**In the case of an emergency requiring evacuation of the agency vehicle:**

- ❖ All staff will remain calm and listen for instructions from a Director or Apprentice Leader in the lead vehicle.
- ❖ Director or Apprentice Leader will designate a safe area to evacuate to.
- ❖ All job coaches will do a head count of the apprentices in their respective vehicle.
  
- ❖ A Director or Apprentice Leader will instruct job coaches to assist the apprentices out of the designated vehicles.
- ❖ Once everyone has safely evacuated the vehicles, Director or Apprentice Coordinator will do a head count of all apprentices.
  
- ❖ A Director or Apprentice Leader at the scene will contact the Director of Camp and Facilities or the Chief Executive Officer and emergency personnel if necessary. Everyone will wait together and complete regular head counts until further instructions are given.

**TRANSPORTATION FOR SPECIAL CIRCUMSTANCES**

Transportation for special circumstances such as Dr visit is arranged on an individual basis and by trained staff

***I understand that by signing below, I completely understand and agree with the statements made above.***

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EMPLOYEE SIGNATURE DATE

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PRINTED NAME

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SUPERVISOR SIGNATURE DATE