

# Ruritan Youth Leadership Camp Adult Chaperone Training

Chaperones are required to participate in training in specific areas prior to their arrival to the Youth Leadership Camp at the W. E. Skelton 4-H Educational Conference Center. This is required to ensure all chaperones meet minimum guidelines for the safe supervision of youth during the weekend. This will prepare you to put your best foot forward as a chaperone at the Youth Leadership Camp.

## RURITAN NATIONAL YOUTH LEADERSHIP CAMP

The Ruritan Youth Leadership Camp is a 3 day, 2 night camp experience for youth. Youth do not need to be members of Ruritan to participate.

While the ultimate goal of this camp is to provide youth the opportunity to gain life skills (self-responsibility, leadership, decision-making, etc.) while having fun in a safe environment, the camp is also designed in an effort to attract young people to join the Ruritan National organization in serving their communities. This may be through joining an existing Ruritan or Ruri-Teen club or by starting a new club!

## W. E. SKELTON 4-H EDUCATIONAL CONFERENCE CENTER

The W. E. Skelton 4-H Educational Conference Center at Smith Mountain Lake has been serving youth since 1966. Originally named the West Central 4-H Educational Center, there were limited facilities in the early days—a far cry from the spacious and modern meeting, lodging, educational, and recreational facilities that encompass the Center's grounds today. Through the various transformations, updated facilities, and re-naming ceremonies, one thing remains true: the 4-H Center's focus is providing a safe, child friendly facility which is capable of providing high quality programs for youth from throughout our region and beyond. Over the past 50 years the W. E. Skelton 4-H Conference Center has done this in serving more than 160,000 youth!

## CHAPERONE POSITION

### **Responsible to:**

The Youth Committee, Ruritan National staff and/or Board of Directors, 4-H Extension Agent, and 4-H Center Program Director and/or their representatives.

### **Responsible for:**

Supervising children during the entire event, providing for the safety and well-being of each camp participant at all times.

Primary supervision responsibilities occur in lodges between classes and during the overnight hours. However, chaperones must also assist with camp classes, programs, and activities in the event of discipline issues with campers (so that camp staff can continue teaching the large group while chaperones deal with individual discipline issues if needed.)

Being able and willing to treat each camper, staff person, and peers with respect and dignity at all times.

Showing a genuine concern for children by communicating, advising, assisting, and establishing a warm, friendly relationship with them.

Demonstrating a willingness to work as a member of a team with other staff persons, chaperones, summer camp staff, and under the supervision, guidance, direction, and leadership of the Ruritan Nation Youth Committee and Staff in charge of the Youth Leadership Camp.

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Being able and willing to accept and perform leadership roles (i.e. be a “leader”) as a chaperone, and being able and willing to work as a member of the team when others are in the leadership position (i.e. be a “follower”.)

Learning the objectives of the conference.

Following the Virginia 4-H Standardized Code of Conduct at all times.

Being able and willing to associate with camper for whom camp is designed.

Setting a positive role model (i.e. example) for boys and girls at all times during the conference, as well as for the staff working with the 4-H camping event.

Performing other duties as assigned by the Youth Committee and/or Ruritan National Staff in charge.

## ***During Classes:***

Ensure all campers make it to their classes on time. Lodge sweeps and camp patrols will be set up by Ruritan National Staff if necessary.

Follow all rules and guideline as outlined by the instructors, role modeling respectful and fun participation.

Assist the instructor as needed. Don't be shy – if you see a risk, speak up! If you feel like your services can be used better, let the instructor know between classes or off to the side.

Encourage participation by having fun yourself! As long as you aren't taking participation time away from kids, you can participate in the activity. Sometimes a chaperone is the first person to invite a camper to participate. If you are modeling fun, they will probably have fun, too!

## ***At Recreation:***

Watch all of the children. Don't let them wander without knowing where they are headed.

Encourage campers to be responsible for their recreation supplies (balls, bats, etc.) and garbage. Chaperones are directly responsible for the safety of each and every camper!

## ***In Lodges:***

Ensure the safety and security of campers in lodge facilities. The majority of injuries and arguments happen in lodges; it's imperative that chaperons supervise and check in on rooms, even those that seem to be pretty responsible.

Respond to nighttime emergencies, contacting appropriate Ruritan National Staff when a situation must be escalated (fighting, medical emergencies, etc.)

Know emergency exit/evacuation procedures in case of fire or other emergencies.

Report any issues with lodging in a timely fashion to camp staff. Keeping in mind that we are a camping facility, issues that should be reported include broken fixtures, water issues such as leaks, clogged toilets, etc. There are plungers located in each hallway, but if a situation is not one that you can deal with, please let camp staff know as soon as possible.

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## ***At Meals:***

Spread out and get to know new kids! Ideally, we have one or two chaperones at each table.

Control portions so that each person gets a first helping of each food on the table.

Guide campers in good nutrition and hydration practices; encourage them to try something new if they've never had it.

At the end of the meal, camp staff guides a consolidation process. Please make sure that it doesn't happen before it is cued by staff and that when it is called, the campers work together to clean the table.

Assist campers with dietary restrictions: ask around your table and if anyone has a special dietary need, make sure they are able to and feel comfortable with approaching the kitchen for their meal. Avoid cross contamination by keeping serving utensils with the food item.

If announcements are made, ensure that your table has heard and acknowledged the announcement. These can include important schedule changes, safety procedures, and medication reminders, so listen up!

## ***During Large Group Sessions:***

Only allow a few campers to go to the bathroom at a time, and know how long they have been gone. As weird as it seems, sometimes they play in the restroom. Other times, children are sick and embarrassed to come back in.

If you notice a group of campers being disrespectful of a presenter, sit with them. Your presence alone will curb their misbehavior.

Sometimes a camper will need to be pulled out of a large group situation. This can be due to poor behavior, being overwhelmed, or sudden illness. Make sure you have at least one other person (camper, chaperone, and even camp staff) with you as you deal with the issue at hand.

## **RISK MANAGEMENT**

The term "risk management" is one of the most important terms we use in the camp setting.

This defines most of what we do...with the ultimate goal of keeping all aspects of our program safe for all participants.

It is everyone's responsibility to be a part of the "risk management team"...YES, this means you.

### ***Duty of Care***

It is the responsibility of all adult chaperones to keep campers safe and properly supervised. The term **in loco parentis** means that the adults on-site at any camp are acting "in place of the parent." It is up to all of us to make the best decision for our campers!

### ***Liability***

This simply means "responsibility" and involves a penalty when the responsibility may not have been met. A chaperone could be held liable if they fail to perform their responsibilities as outlined in this training.

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## ***Negligence***

The definition of negligence is: “the failure to do or not do what a reasonable person would have done in the same or similar situation.”

## ENVIRONMENT HEALTH & SAFETY CONCERNS

The 4-H Center site and facilities pose numerous health and safety concerns, many of which are listed below along with precautionary measures to prevent or treat situations that may arise:

<b><u>Health &amp; Safety Concern</u></b>	<b><u>Precautionary Practice and/or Treatment</u></b>
Dead Trees and/or Branches	Staff/volunteers should always be on the lookout for potential dead trees/branches that may fall in areas utilized by the camp. Buildings & Grounds staff will remove any dangerous tree immediately.
Stinging Insects	Staff/volunteers should always be on the lookout for nests (including ground nests) of stinging insects. Camp staff and/or Buildings & Grounds staff will spray and/or eliminate immediately. Camp Medics should be notified immediately if someone is stung by an insect to ensure proper medical treatment is given.
Snakes (Venomous/Non-venomous)	All snakes are to be avoided at camp, except those housed at the Meador Nature Center during designated classes. If encountered, camp participants should be safely escorted away from snakes and the Program Director or Staff Coordinator should be notified immediately. A designated staff member will relocate the snake as needed. If someone is bitten by a snake, the Camp Medics should be notified immediately.
Nature Trails	Only those trails designated for use during camp classes/activities should be utilized by the camp community. All campers should be accompanied by a volunteer or staff member while on trails. Trails are marked with appropriate trail markings and signs.

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## Health & Safety Concern

## Precautionary Practice and/or Treatment

Smith Mountain Lake

The 4-H Center prohibits swimming in Smith Mountain Lake. Anyone participating in camp aquatic activities are required to wear an appropriately sized and fitted personal flotation device (PFD) and must be accompanied by a staff member and/or lifeguard (depending on activity).

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Cars, Tractors, Saws, Motorized Equipment

Keys are to be removed from all parked vehicles and machinery to prevent unauthorized drivers and use. All maintenance equipment will be stored and locked in the appropriate maintenance facilities when not in use. All construction areas will be blocked off and access prevented when unsupervised.

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Fuel Tanks

All fuel tanks and approved storage containers are clearly and properly identified, stored, and locked in the Maintenance Shed when not in use.

## IMPORTANT POLICIES TO REMEMBER

### ***Above Suspicion Policy***

Adults involved in the supervision of youth are required to avoid one-on-one situations with youth at all times during the camp. This policy protects youth from potential opportunities for abuse and also protects adults from potential accusations of abuse.

### ***Appropriate Footwear at Camp***

All footwear must have manufactured heel straps. Flip flops, clogs, and slides without heel straps have been linked to high occurrences of injury. **This policy applies to shoes worn to and from the pool as well as in boats.**

### ***Open Door Policy***

All individual lodge room doors are to remain open at all times during camp except when inhabitants of that room are changing clothes. This includes overnight hours.

**This applies to adult chaperone rooms as well.**

The only exception to this policy is for rooms in Hepler-Jamison due to the fact that they open to the outside. In this lodge, room curtains/drapes must remain open except when changing.

### ***Visitors & Media Presence***

All visitors are required to check-in at the Welcome Center and receive a visitor's pass.

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Visitors should be given clear guidelines for the extent of their stay from Ruritan National Staff. We recommend no longer than one hour before and one hour after the program for which they are visiting the facility.

Chaperones who come into contact with suspicious persons should notify 4-H Center promptly. It is important to note that the chaperones are not permitted to speak with members of the media other than to help them find their way to Welcome Center to check-in with camp staff.

## TYPES OF EMERGENCIES AT SUMMER CAMP

### ***Shelter-In-Place***

Possible reasons for a Shelter-in-Place:

- Severe Weather
- Missing Camper
- Rabid Animal on Campus

1. The Center Director or Program Director will evaluate the situation and determine the best course of action given the circumstances. In some instances, it may be best to gather everyone in one location, or several locations, or it may be best for campers to stay in their lodges. It is not necessary to lock doors, but exercise caution.
2. The Center Director or Program Director will inform Virginia Tech Risk Management and the State 4-H Office of the situation.
3. The Crisis Communications Team Coordinator will be notified and the following actions will be taken.
4. Franklin County Public Safety Personnel (FCPS) will be contacted and a predetermined team member will be sent to meet and direct all emergency personnel. The name of this individual will be given to FCPS and he/she will remain on hand to assist in communications until given the all clear. The emergency responders may take control of the situation once they are on the scene, and the center representative should remain nearby throughout procedures.
5. A full-time staff member (Program Director, Summer Camp Coordinator, Outdoor Education Coordinator, etc.) will, when instructed to do so by the Team Coordinator, coordinate clearing of all buildings for safety and keep in constant contact.
6. When applicable, full-time staff will prepare a press room, meet and direct staff, and tend to the situation in the press room. Any and all questions must be held for the camp spokesperson.
7. When applicable, the camp spokesperson will be contacted, briefed, and meet with the press. Witnesses may also be identified and briefed.
8. Once the situation is resolved, an "all clear" will be issued by the central PA (public address) system and camp radio system.
9. The entire camp may be gathered after the all clear to ensure everyone is accounted for.

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## ***Secure-in-Place***

Possible reasons for a Secure-in-Place:

- Armed or hostile intruder on campus
- Armed or hostile participant on campus

The Center Director or Program Director will evaluate the situation and determine the best course of action given the circumstances. In some instances, it may be best to gather everyone in one location, or several locations, or it may be best for campers to stay in their lodges.

**It is imperative that the following steps are taken once indoors:**

1. A locked door or barrier must be placed between those seeking shelter and the out of doors.
2. All blinds and curtains shall be closed; individuals will position themselves out of view.
3. All radios, cell phones, watches, and other alarmed devices will be silenced.
4. If there are individuals outside the secured door who wish to get in, several factors will be considered to determine if it is safe:
  - Can one see the area outside the door to determine that someone is not lying in wait? Is it a trap?
  - If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, sex, and hair and eye color.
5. If the decision is made to let the person in, the following shall be done:
  - Have the person leave anything he/she is carrying (backpack, laptop case, package, etc.) on the ground, outside of the secure area.
  - Have the subject lift up his/her shirt, coat, and/or jacket until the waistline is visible and rotate 360 degrees to see if he/she is concealing a weapon.
  - The individual may be admitted by an adult.
6. The Crisis Communications Team Coordinator will be notified and the following actions will be taken.
7. Franklin County Public Safety Personnel (FCPS) will be contacted by an available full-time staff member. The name and location of this individual **as well as that of the hostile individual** will be given to FCPS and he/she will remain on hand to assist in communications until given the all clear. These emergency responders will take control of the situation once they are on the scene, and the center representative should remain available through procedures.

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8. When applicable, full-time staff will prepare a press room, meet and direct staff, and tend to the situation in the press room. Any and all questions must be held for the camp spokesperson.
9. When applicable, the camp spokesperson will be contacted, briefed, and meet with the press. Witnesses may also be identified and briefed.
10. The Center Director or Program Director will inform **VA Tech Risk Management** and **The State 4-H Office** of the situation.
11. Once the situation is resolved, an “all clear” will be issued by the central PA (public address) system and camp radio system.
12. The entire camp may be gathered after the all clear to insure everyone is accounted for.

### ***Emergency Evacuation of Campus Population***

Possible reasons for a total Center Population Relocation:

- Fire: Damage to buildings, brush, or forest fire that threatens the campus.
- Loss of Water: Loss of safe drinking water.
- Storm: Severe damage to buildings and/or electrical systems.
- Epidemic: Contagious or infectious diseases.

1. If emergency conditions exist, the Center Director and Program Director will meet with the Extension Agent serving as camp director, or group leaders of conferencing group, to decide on the appropriate course of action based on the degree of the emergency. They will notify necessary **Virginia Tech** and **State 4-H Office**.
2. Once the decision to evacuate has been made, the Center Director and the Program Director will direct evacuation procedures. The Crisis Communications Team Coordinator will be contacts and will, when appropriate, coordinate contact of outside parties and field any phone calls the Center receives.
3. Franklin County Public Safety Personnel (FCPS) may be contacted to assist in procedures and a predetermined team member will be sent to meet and direct all emergency personnel. The name of this individual will be given to FCPS and he/she will remain on hand to assist in communications until given the all clear.
4. The PA (public address) and center radio system will be used to coordinate efforts to gather all participants in a central location to receive necessary instructions.
5. Once gathered, center staff, adult leaders, and teen counselor or group leaders will take a roll call to accurately count for all campers. The entire population shall be accounted for; if not, missing person (with shelter-in-place) procedures will be implemented. Once everyone is gathered, instructions will be given.
6. If the situation permits, appropriate charter bus services will be called for participants to return to their home counties. Conferencing groups will be responsible for leaving the Center in their own vehicles. Anyone remaining at the Center will be transported by



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Franklin County school bus to Dudley Elementary School until appropriate arrangements can be made.

7. If time does not permit for participants to be transported directly home, the Center Director or Program Director will call for Franklin County school buses to transport the entire camp population to Dudley Elementary School until appropriate arrangement can be made.

8. During this emergency situation, group leaders are instructed to keep participants calm and listen for instructions from the center staff.

### ***Fire Alarms***

In the event of a fire alarm:

1. All visitors and staff should immediately evacuate the affected building in an orderly manner.
2. Management and B&G staff should go to the appropriate alarm panel to determine zone of the alarm.
3. Center personnel should proceed to the affected zone to evaluate the alarm.
4. In the case of false alarm, the alarm company should be notified, and the alarm can then be silenced.
5. In the event of an actual incident 911 should be called immediately. (This should be done in addition to any automatic alert system.)
6. A member of the Crisis Communication Team will help direct the emergency responders to the correct location.
7. No one is to go back into the building under any circumstances until the appropriate safety or fire department personnel have secured the scene.

### ***The 4-H Center has several types of alarms systems:***

1. The Reid Jones, Jr. Lodge and Conference Center and the Hepler-Jamison Lodge are equipped with alarm systems that send a signal to an emergency central location, which in turn relays a message to the police and fire departments through 911. The lodges also have fire extinguishers, alarms for the hearing and sight impaired, emergency exit lights, pull down emergency alarms, and fire and emergency exits posted in the rooms and halls.
2. The JOCO Learning Center has an alarm system that is local to that building.
3. All other building have smoke detector alarms.

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## MEDICAL PROCEDURES AT CAMP

We have trained medical personnel whose sole responsibility at camp is the health and wellness of our campers and volunteers. You will learn more about how you can make camp a healthy place and help us manage medication and medical emergencies.

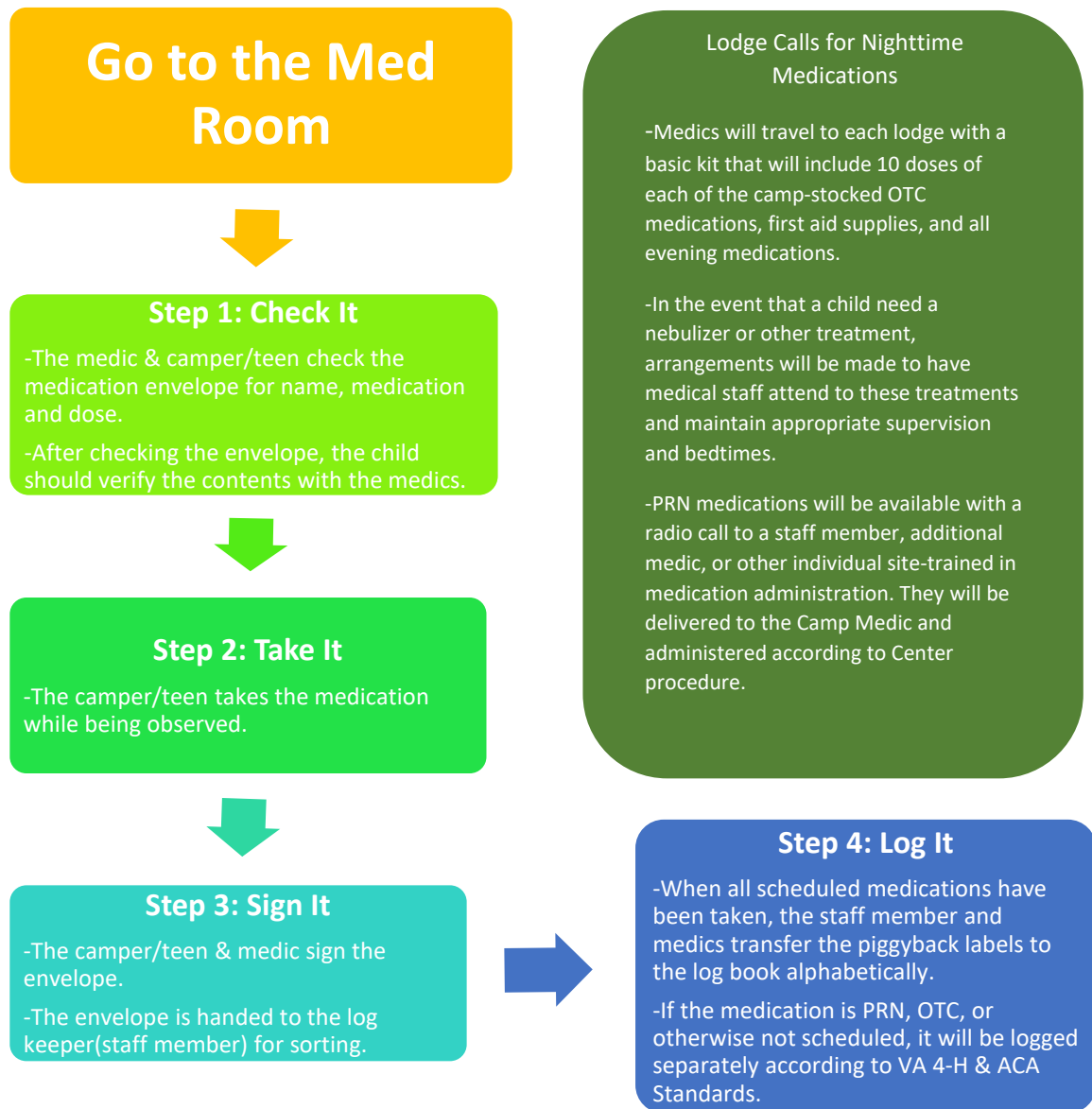
### *Campers and Volunteer Medications*

We have onsite medical staff throughout our camping season, including on weekends as with the Ruritan National Youth Leadership Camp. It will never fall to adult volunteers to assist with or directly administer medication. However, your knowledge of the process can help us manage medication processes and medical treatment while onsite.

### *Camper Medication*

1. In the paperwork packet, campers will receive a medication form. **This form should be turned in with medications only.** It is not necessary to send the form back with paperwork.
2. **All medications at camp should be in the original bottle. The bottle should display an expiration date that is after the date(s) of camp. For inhalers, Epipen and other autoinjectors, and injections, the prescription or pharmacy label should be included in the bag.** By law, we cannot administer prescription medication without current prescribing information.
3. Place medications and medication form in large plastic zip-top bags with the child's name clearly written on the outside. At check-in, the 4-H Center Medical Staff will place these bags in a large plastic bin with a lid (required).
  - If an Epipen or inhaler must be carried with the child and a doctor's note or prescription indicates this, you must check the medication, place the note/prescription/container in the child's medication bag with their medication form, and allow that child to carry their medication. **They must bring it to check-in and sign a release with the Camp Medic indicating that they are responsible for that medication.** (You may also want to check it periodically while at camp and when you pack for departure.)
  - If a child has many medications, binder clips are a handy way to attach bags together. Please do not staple them.
  - If a child brings a cooler, feel free to place the form in a zip-top bag and directly in the cooler. This will protect the paper from the effects of any condensation that may develop on the trip to camp.
4. While at camp, the process pictured below will be followed.

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The following list of medications is stocked by the W.E. Skelton 4-H Center and will be used to treat campers, staff, and volunteers. It is not necessary to pack and carry these meds to camp. Adult volunteers may request treatment and/or medication from medics at any time, and we keep a log of all treatments.

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W.E. Skelton 4-H Educational Conference Center OTC Medications List		
Medication(s)	Application	Commonly Called...
Acetaminophen & Dexamethorphan w/ Guaifenisen	Pain relief, decongestant, expectorant	Dayquil Multi-symptom
Acetaminophen (325 mg.)	Pain relief	Tylenol
Aspirin (for adults only unless specified by a physician)	Pain relief/cardiac emergencies	Bayer's, Aspirin
Bismuth Subsalicylate (liquid, chewables, tablets)	Used to soothe stomach issues	Pepto Bismol
Caladryl Lotion	Soothe itching from bug bites, stings, and irritation	Calamine Lotion
Calcium Carbonate	Used to soothe stomach issues	Tums
Cough Drops	Soothe sore throat and reduce coughing	Halls
Diphenhydramine (spray, topical cream, tablets)	Antihistimine - used for allergic reactions	Benadryl
Ear Drying Drops (Isopropyl Acohol & Glycerin)	Used to remove water from ear	Swim Ear
Electrolyte Replacement Pack	Fatigue & cramps due to dehydration	Gatorade, Powerade
Glucose Gel	Increase blood sugar level	Glucose
Glucose Tablets	Increase blood sugar level	Glucose
Hydrocortizone Cream	Soothe Itching from irritation or rash	Cortizone
Ibuprofen	Pain relief	Motrin, Advil
Loperamide HCl	Anti-diarrheal	Immodium
Naphazoline Hydrochloride with Saline and/or Glycerin	Eye allergy drops	Clear Eyes, Visine
Orasol Gel	Oral pain relief	Orajel
Phenylphrine Hydrochloride	Decongestant	Sudafed PE
Triple Anitbiotic Ointment	Prevents infection	Neosporin
Benzocaine & Menthol	Sting-relief	Sting-Ease
Topical lidocaine	Burn relief (for 2nd and 3rd degree burns)	Burn-jel

All medications on this list will be administered according to the manufacturer's instructions.  
For minors, a physician's note must be submitted with a *Medication Form* in order for **any variation from regular dosage**.

## Volunteer Medications

While it is certainly acceptable for volunteers to ask the camp medical staff to hold and sometimes even administer their medication along with the campers, it is more frequent that adults manage their own medication.

1. Volunteers should keep medications in their rooms in a drawer or, if it is narcotic, in a lockable box when the room cannot be locked. Refrigeration needs can be easily accommodated.
2. Volunteers are expected to follow prescriptions and have all medications in original bottles with the prescribing information and expiration clearly visible.
3. **Volunteers may not distribute to anyone other than themselves.**

If a volunteer would like to oversee their child's medication they may:

- Ask the 4-H Center Medical Staff to manage the medication and retrieve it when necessary.
- Sign a waiver stating as much with the medics at check-in.

**Remember that medical treatment can be sought by volunteers at any time. Our medics are here for you just as much as they are here for the campers!**

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## *EMERGENCY MEDICAL CARE*

### *Medical Facilities at Camp (where to seek care)*

#### ***Camp Infirmary***

- All supplies, medications, etc. will be secured/locked when the Camp Medic is not present.
- Policies/procedures:
  - Campers, volunteers, and/or staff must be supervised at all times while in the infirmary. Above suspicion is paramount in the infirmary.
  - The infirmary is not to be used for socializing, etc.
- Location: in the upper level of the Friendship Manor Wellness Center (adjacent to RJJ Lodge).
- General function: serves as medical center for camper, volunteer, and staff illnesses and/or injuries. Houses medical supplies, sick rooms, showers, laundry facilities, examination room, and Camp Medic lodging quarters.
- Camp Medics will be present in the infirmary whenever campers are in multiple locations (i.e. during classes, recreation times, etc.). When not in the infirmary, Camp Medics' location will be noted on board located at the infirmary's front door.

#### ***Pharmacy***

- Campers, volunteers, and staff must be supervised by a Camp Medic while in the Pharmacy.
- Policies/procedures:
  - Campers, volunteers, and staff medications must be securely stored/locked in the Pharmacy.
  - Pharmacy door will remain locked when the Camp Medics are not present.
- Location: found in the Central Activities Building near the Stage (next to the Agents' Office).
- General function: serves as central location for camper, volunteer, and staff medication storage and administration (i.e. meals, before bed, etc.).
- Campers, volunteers, and/or staff who enter the Pharmacy to receive medications should not leave the room until their medications have been taken and the appropriate documentation has been completed (as directed by Camp Medics).
- Upon receipt of medications from the camping cluster or group, camp medics will complete the Medication Summary form. Appropriate signatures will be required before returning medications at the end of the camping program.
- All medication administration must be recorded in the medication administration log by Camp Medics and signed by camp participants. The Program Director will review these logs periodically to ensure accuracy and completion.

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## *First Aid Kits and Basic First Aid*

All staff members are trained in and equipped for basic first aid. For liability reasons, staff members need to be the primary responder to situations that require first aid except when there is no staff member available. Rarely, chaperones may need to administer first aid without medical staff. In that moment, we ask that you report all steps taken so that we can properly log and monitor situations. A small bandage may seem like a simple thing, but if an infection occurs we need to rule out negligent care.

All first aid kits are maintained by Camp Medics, supported by camp staff in specific program areas/buildings.

## ***CPR/AED***

Along with training in First Aid, the camp staff are also trained in the administration of CPR (cardiopulmonary resuscitation) and AED (Automated Electronic Defibrillator) in the event of a cardiac emergency.

## ***AED Locations***

- Smith Central Activities Building – Westernmost entrance from the flag plaza, outdoors.
- Shooting Sports Complex – between bathrooms, indoors.
- Welcome Center (will be with medical staff during the summer).

## ***Emergency Medical Care***

Emergency medical care will be overseen by the Camp Medics. If they deem the person needs additional treatment outside of the scope of our abilities the person will be sent to the hospital via the Ruritan National's emergency driver OR Scruggs Rescue Squad.

- If the rescue squad is not called, we will request all transports be taken to Franklin Memorial Hospital unless the health form (or family/adult patient) requests otherwise.
- If the rescue squad is called, the 4-H Center policy dictates that minors must be taken to the hospital.
- Copies of the patients health history form must accompany the patient(s) off of the property.
- Camp Medics will complete appropriate documentation (medical logbooks, accident/incident report form, etc.)
- The Camp Medic, Ruritan National Staff, and/or Program Director will notify parents/guardians immediately if a camper/teen requires emergency medical care.
- The Ruritan National Staff and/or 4-H Center Program Director will follow-up with campers/parents within two (2) weeks of receiving emergency medical care while at camp.

## Adult Chaperone Training Verification Form

I, \_\_\_\_\_, verify that I have completed the chaperone training for the 2022 Ruritan National Youth Camp.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature