

**EAST BRUNSWICK TOWNSHIP
DIVISION OF RECREATION AND COMMUNITY SERVICES**

**EAST BRUNSWICK
RECREATION
& COMMUNITY SERVICES**

**Crisis Management Plan
2011 Daisy Recreation Program**

**A COLLABORATIVE EFFORT OF
THE EAST BRUNSWICK POLICE DEPARTMENT AND
THE DIVISION OF RECREATION AND COMMUNITY SERVICES**

INTRODUCTION

The purpose of this plan is to provide guidelines to be used by the Division of Recreation Administration and Staff, as well as other township agencies, for preparing to deal with crises that might occur within or otherwise effect the East Brunswick community.

It is essential that every Recreation employee have knowledge of and access to the plan in a time of crisis affecting the Daisy Program and / or the Daisy community.

DISTRIBUTION

Upon the completion of this Daisy-specific crisis management plan, the Division of Recreation will ensure that copies are distributed to the following:

Municipal Personnel

- Business Administrator
- Manager of Recreation and Community Services
- Recreation Supervisors
- Director of Parks and Public Works
- Manager of Buildings and Grounds

Police Department Personnel / Offices

- Director of Public Safety

Fire Department Personnel / Offices

- Chief of Fire District #1

Office of Emergency Management

- Emergency Management Coordinator

CRISIS KITS

The Daisy Recreation Program will keep "crisis kits" ready and available to be used in the time of a crisis at or involving the program. Each crisis kit will include (but not be limited to) the following items which may be needed in a time of crisis:

- *Building crisis plan (which includes building maps that detail the building floor plan, location of security alarm panels and gates, and the location of chemicals and utility shutoffs)*
- *Paper, pens/pencils, markers, masking tape/duct tape*
- *Rosters of all staff and other employees*
- *Rosters of all campers (to include parent/guardian information)*
- *Emergency Contact Forms for all campers and staff*
- *Communication Call List / Chain of Responsibility*

The Daisy Recreation Program crisis kits will be in the Nurse's Office. All of the above mentioned material and more will be in the Nurse's Bag and will go everywhere the program goes. Additional crisis kits will also be kept at the Recreation Office.

NOTE: The Daisy Recreation Program will have several Municipal Radios (A hand-held communication system) to be used in an emergency. The Municipal Radio will be turned to the 'Daisy' Channel.

NOTE: The Daisy Program will also have several 'Talkabout' Walkie Talkies which each Division Leader has access to as well as the Nurse, Coordinator and Assistant Coordinator. The Recreation Manager will also have access to this channel on his own personal Municipal Radio.

MEDIA

In the event of a crisis at Daisy, the media will undoubtedly be made aware of it and will come to the center. In the event of an emergency, all media will be directed to the Recreation Office. The Recreation Office will be established as *the designated area* unless determined otherwise by law enforcement or emergency response officials.

Members of the media will NOT be allowed access to the center in the event of a crisis. They will be briefed only at the Recreation Office

PARENTS / GUARDIANS

In the event of a crisis at *Daisy*, parents and guardians will also become aware of the crisis and will attempt to come to the site. A parent information site will be established at *the Recreation Office*. A municipal official will meet with parents at the Recreation Office to share information as it becomes available regarding the crisis and camper welfare. This location of the parent information site is to be shared with the media once it has been opened and is staffed.

Parents will NOT be allowed access to the center in the event of a crisis.

Daisy Recreation Center
Bicentennial Park
Hardenburg Lane and Riva Avenue
East Brunswick, NJ 08816
(732-821-5195)

FIRE DRILL AND EVACUATION DRILL PROCEDURES

These plans have been formulated to provide the staff with procedures to be followed in the event of a fire or other reason to evacuate the buildings. Please read them and know what you are to do. We will be having fire/evacuation drills frequently to make sure that participants and staff are familiar with the safest and fastest method of evacuating the Daisy Buildings. Please review these procedures, practice the steps and emphasize the participant's responsibilities.

ASSUME EVERY TIME YOU HEAR THE FIRE ALARM IT IS A REAL FIRE AND NOT A FIRE DRILL. YOU WILL NOT ALWAYS BE WARNED OF A FIRE/EVACUATION DRILL. YOU MUST VACATE THE BUILDINGS IMMEDIATELY UPON HEARING THE FIRE ALARM. DO NOT STOP TO GET THE PARTICIPANT'S COATS. GET THE PARTICIPANTS OUT OF THE BATHROOMS, ETC. JUST GET OUT. THERE ARE NO EXCEPTIONS TO THIS.

Staff responsibilities have been listed under appropriate headings in the next few pages. Familiarize yourself with everyone else's role in case they are absent.

The Chain of command is in the order as listed.

1. Frederick L. Smith, Coordinator
2. Tara Cleary, Assistant Coordinator
3. Daisy Recreation Program Nurses, Dorothy Rose, R.N. or Susan Hartman, R.N. or Maria Montanez, R.N. or Vicotoria Romano

General Rules

There are pull stations to activate the fire alarm system next to each doorway that is designated as an EXIT. Each pull station has a clear plastic protective plexiglass cover completely covering it. To activate the pull station, you must first lift the lower front of the plexiglass cover. When you lift the plexiglass cover you will hear a loud and hopefully annoying buzzer sound which is coming from the cover. This sound is not the sound of the fire alarm being activated. This loud, annoying sound is designed to keep some of our more curious participants from seeing a pull station with it's red handle and pulling it down as they pass by or in an activity in a in a room where the pull station is located. If you need to activate the fire alarm system, lift the plastic cover, hold it up with one hand and pull down the lever.

1. If you see smoke or see fire, activate the fire alarm system to get everyone out of the building. Make sure your group is supervised at all times. If you hear the fire alarm bells, follow the procedures outlined. It's better to look foolish and be embarrassed at causing concern than to be afraid and hesitate in alerting others. You will never be faulted if you acted in what you felt were everyone's best interests.
2. Your group is your responsibility. Account for each participant. Don't assume a participant is with someone else. Know where everyone is. Make sure all of the staff as well as participants are accounted for before you leave the building. Fred and Tara as well as Dorothy, Susan and ~~Linda~~, our nurses, must be informed of any missing staff or participants immediately. MARIA + GEEKS
3. Before you start to work with our children please take the time to learn the layout of the buildings including: rooms, closets, bathrooms, exits, stairways as well as the location of the fire alarm pull stations, and fire extinguishers.
4. Neither participant nor staff member can stop to put on a coat regardless of the weather if the fire alarm is heard. If a participant is using the bathroom have them leave immediately or remove them immediately. Don't worry about preserving modesty or dignity if the fire alarm bell is ringing. You can have the individual who was using the bathroom get cleaned up when they return to the building. Do not leave the individual in the bathroom and assume that he/she will leave.
5. Learn how to use the fire extinguishers and know their location and the location of the fire alarm pull stations. All people are to be evacuated from the building as a first priority.
6. When you enter each room please check where the Exits, fire extinguishers, fire alarm pull stations and the windows are. Think how you and your group would leave safely and properly if you heard the fire alarm.
8. Impress upon the participants the fact that fire drills are not games, Do not accept any behavior that is inappropriate.
9. If you hear the fire alarm ringing don't let a slower participant block the way. Put the slower participant at the end of the line with a staff member. During a fire drill do not send any participant back to his/her group without a counselor.
10. If your group is outside and you hear the fire alarm return to the Meeting Place so that we know you and your group are safe. The Meeting Place will be behind the "New" Daisy Building inside our fenced in backyard against the back fence on the blacktop.

COUNSELORS

1. When you hear the fire alarm bells stop your activity immediately. Quiet your children using a firm, calm voice. They need your directions to know what to do.
2. Take attendance immediately. Account for everyone. Report missing participants and staff to your division leader, Fred, Tara and the Nurse.
3. Form your group into a single file and guide the group to the nearest exit.
4. Place one counselor at the front of the line and one counselor at the end of the line. Those participants needing one-to-one assistance should continue to have that assistance provided. Place those participants needing assistance at the end of your group's line so they do not slow the group down. Extra counselors should assist the participants in the middle of the line. Have them walk quickly in line to the appropriate exit. Close the door you have used to exit the building.
5. Allow no one to re-enter the building.
6. Quiet your group down. No talking.
7. Do not walk through another group. If there is another group ahead of yours, let them exit first.
9. Walk to the MEETING PLACE, which will be behind the "New" Daisy Building inside our fenced in backyard on our basketball/volleyball court near the back fence. Realize that depending upon your group's location when you hear the fire alarm bells, you may have to walk onto the roadway to quickly exit the building you are in. If you must walk on the roadway please exercise caution to protect the children from cars which may be approaching.
10. Do not leave your group unattended.
11. Take the attendance of your group and report any missing children or staff to the division leader.

DIVISION LEADERS

1. Assist your group to exit safely when you hear the fire alarm.
2. At the Meeting Place check the attendance with the counselors. Identify /Locate any missing participants and staff.
3. Inform the Coordinator/Assistant Coordinator of the status of your division.
4. Maintain order and see to your division.

DAISY NURSE

1. After all participants and staff have left , the Nurse will check the upper and lower floor of the "Old " Daisy Building including the bathroom and inform the Coordinator / Assistant Coordinator that the building is free of people.
2. Proceed to the "Meeting Place" to assist.

Staff Member in Charge of Group/Activity in the Arts & Crafts Studio

1. Upon hearing the fire alarm bell turn off any electrical apparatus being used including the wall air conditioner. Check the bathroom inside the Arts and Crafts Studio to verify that it is empty.
2. Take attendance and identify/locate all staff/participants.
3. Assist the participants and staff to leave the Studio .
4. Close all doors but do not lock them.
5. Escort the group to the Meeting Place.
6. Take attendance upon reaching the Meeting Place.
7. Inform the coordinator or assistant coordinator of any missing staff/participants.

Staff Member in Charge of Group/Activity in Main Room, Lower Level in "Old Daisy Building" at the Daisy Recreation Center.

1. Upon hearing the fire alarm bell turn off any electrical apparatus being used.
2. Take attendance and identify/locate all staff/participants.
3. Assist participants in leaving the building.
4. Makes sure that all staff / participants are out of the lower level of the building.
5. Go to Meeting Place and assist in control of participants.

Coordinator/Assistant Coordinator

1. Activate fire alarm system and call the Police at 911 if Police assistance is required
2. Take building keys to unlock Basement, Bike Room, Arts & Crafts Studio, Furnace Room for Shop/Apartment.
3. Check the upstairs / downstairs Main Building , Arts & Crafts Studio and "New" Daisy Building to ensure that buildings are empty.
4. Check with staff and participants at the Meeting Place.
5. Await arrival of fire department/Police and assist as they direct.

TRANSPORTATION

Upon consultation with police and fire supervisors, *the Coordinator/Assistant Coordinator, Daisy Recreation Program and/or Recreation Manager* will decide whether or not to further evacuate staff and participants to an evacuation site that could temporarily house participants and staff until all participants can be accounted for and transportation home can be coordinated. The alternate sites for the program are listed below and will be chosen by the Recreation Manager and/or Emergency Management Personnel.

Transportation will be provided to the alternate site and / or home as required by the specific incident. If transportation from the assembly areas becomes necessary, the use of school buses will be coordinated by *the Coordinator* and/or the Recreation Manager. Police personnel will assist with the safe positioning and loading of the buses at or near the evacuation sites.

The following will be the designated evacuation sites to be used for gathering campers and personnel in the case that an alternate evacuation site is ordered:

Site #1 - East Brunswick Senior Center

Site #2 - East Brunswick Library

Site #3 - East Brunswick Community Arts Center

*** Note: The above evacuation sites should not be released to the public prior to a crisis. ***

Shelter-In-Place Procedures

One of the instructions you may be given in an emergency is when it may be unsafe to go into the outside environment. The outside environment may be unsafe for a number of reasons i.e. the air quality, a weather disaster, an accident outside the building, etc. This procedure is called 'shelter-in-place'. This is a precaution aimed to keep you safe while remaining indoors.

The following steps should be taken if told to shelter-in-place by the Coordinator/Assistant Coordinator, Daisy Recreation Program or Recreation Manager or Emergency Personnel:

- Follow reverse evacuation procedures to bring campers and staff indoors and take attendance of campers/staff.
- The Coordinator/Assistant Coordinator, Daisy Recreation Program will initiate communication with Recreation through a municipal radio, cell phone and/or Talkabout Walkie Talkie. All subgroups should be able to talk to each other through 2 way radio.
- Recreation will notify parents or guardians that their children have been asked to remain in the Daisy Recreation Center until further notice and that they are being cared for.
- The three rooms of the 'New Daisy Building' are the rooms that will be used to shelter everyone in place. Close and lock all windows and blinds and any other openings to the outside. The Coordinator/Assistant Coordinator, Daisy Recreation Program will turn off all fans, HVAC systems.
- In the event use of one or all of the three rooms in the 'New Daisy Building' listed above becomes unsafe (due to broken doors/windows, flying glass, etc., you will use the Arts and Crafts Studio and/or the hallway adjacent to the three rooms.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery powered radios, first aid supplies, flashlights, batteries, duct tape and plastic sheeting so they are accessible to the area you are sheltering in.
- Staff may be asked to apply duct tape to seal all cracks around the doors and any vents into the room.
- Stay where you are until you are told all is safe or you are told to evacuate. Do not let anyone into or out of the Daisy Recreation Center under any circumstances.

LOCKDOWN PROCEDURES

During a crisis in or around the Daisy Recreation Center, it may become necessary to secure or 'lockdown' the building. The purpose of the lockdown of a building is to ensure the safety of campers and staff by avoiding direct contact/confrontation with an individual(s) or situation that might present a danger.

The following steps should be taken to 'lockdown' each school:

The Coordinator will announce the lockdown of the building over the PA in the telephone systems intercom or 'talkabout' walkie talkies.

DAISY RECREATION PROGRAM COORDINATOR

- The Coordinator must initially make the decision, based on the circumstances of the incident, to lockdown the building
- The Coordinator must also make the decision, based on the circumstances of the incident, to either call all available personnel to assist or to have them secure themselves within the building.
- The Coordinator is responsible for ensuring that the Recreation Office is notified of the lockdown.
- The Coordinator and Recreation Manager are responsible for evaluating the situation/incident that necessitated the lockdown and requesting additional assistance i.e. East Brunswick Police Department, East Brunswick Fire Department, etc.
- The Coordinator's Municipal Radio will be used for communication with other Division Leaders and/or the Assistant Coordinator through the 'Daisy' Channel or through the 'Talkabout' Channel depending on whom he is communicating with.
The volume of these radios/walkie talkies should be turned down low so as to not alert an intruder or their locations.

DAISY RECREATION ASSISTANT COORDINATOR/DIVISION LEADERS/COUNSELORS

- Lock their respective rooms and doors and ensure that all campers are accounted for. All campers will be moved away from the door and any windows for their safety. Staff will notify Coordinator of any staff not accounted for via Municipal Radio or Talkabout Walkie Talkie.
- Staff who are outside of a room but still inside the building with campers will go to the nearest room that can be secured.

LOCKDOWN DRILL

- Staff that are outside of the building with participants will report to the evacuation site/meeting place designated in the evacuation plan. It is program procedure that any group that may be outside the building but still on the buildings grounds have access to a walkie talkie for communications with the Coordinator.

The Coordinator will announce the conclusion of the lockdown over the telephone systems intercom. No employees or participants present in the building during the lockdown are to leave their secured location until the Coordinator advises the lockdown is concluded.

LOCKDOWN DRILL

To be effective, lockdown procedures must be practiced. The Daisy Recreation Program Coordinator, Recreation Manager, and/or Emergency Personnel will be involved in the decision to implement a lockdown drill in the Daisy Recreation Center.

- **Lockdown alert is sounded**
Announcement made by the Coordinator: This is a lockdown drill or procedure
- **Close windows and doors and turn off lights**
All doors are to be locked. NOTE: The EBPD prefers blinds to be left open so they can see from outside if needed.
- **Preferable place of assembly** is the hallway outside the main room in the New Daisy Building and/or the Art Studio in the New Building.
- **Stay away from windows**
Find a 'safe place' in the rooms. Try not to be visible from the doors or windows.
- **Get to the floor in a protective position**
Use an age appropriate term such as a 'bend & tuck' position for younger children. Our students in East Brunswick will be familiar with this term, as the physical education teachers incorporate it as part of their warm up procedures in gym class.
- **Wait Quietly for directions**
It is very important that staff and students wait for directions before leaving the room. In some cases, there may be a partial evacuation where some participants/areas may remain in the lockdown.
- **If Requested by Police to EXIT Listen carefully to exiting directions**
Unlike a fire drill, there is no set evacuation route. Staff and participants will need to listen for the safe route to exit.
- **Ensure participant accountability**
Coordinator and/or designee are to take their participant attendance book as they exit. Check attendance once outside.
- **When exiting use the 'safe sign'**
Staff and participants exit with hands held high in the air or behind their head. Participants may also exit holding hands.
- **Exit at least 300 feet from the building Into the Park or As Directed by Police**
- **Only when the Coordinator is given the all clear sign may staff and participants return to the building**

- **Coordinator will debrief with participants and staff after the drill**
Debriefing after the drill is a very important component of the process. Coordinator should give staff and participants an opportunity to share their feelings and be reassured. Also, Recreation Manager should obtain feedback from Coordinator.

SUGGESTIONS FOR DISCUSSING LOCKDOWN DRILLS W/ CHILDREN

- Maintain a calm, reassuring manner when discussing the subject.
- Introduce the drill by drawing parallels to fire drills. For example, you can discuss reasons why we have fire drills and emphasize that although we have never had a real fire, we have the drill so we will know what to do should that ever happen.
- Emphasis should be placed on the fact that children are safe now at The Daisy Recreation Center and will continue to be safe.
- Explain that this special drill is being done in case something goes wrong at The Daisy Recreation Center so they will be safe.

For younger children you can use the example that there may be a big fight out in the hallway, and the people at the site want to keep you safe in the room/classroom while the Coordinator/Site Director takes care of the problem.

For older children, you can use the example of a stranger coming into the building who has a problem. Their Division Leader/Counselor will keep them safe in the room/classroom while the Coordinator/Site Director takes care of the problem.

- Inform children that when they put their hands in the air or on their head, that is the program's signal to know they are OK. It is the program's 'safe sign'. Children can also exit the building holding hands.
- Remind children that they are very safe at The Daisy Recreation Center and that the people who work at camp know that everyone who comes into the building will have a badge or be accompanied by an employee of the Daisy Recreation Program. All doors are locked during Program hours.
- Keep in mind that children react to situations as they are presented. Adults who are calm and reassuring will greatly assist in alleviating children's concerns.
- Don't forget to debrief after the drill, giving children an opportunity to share their feelings so that they may be reassured.
- For any further questions or concerns regarding talking to children, speak with the Coordinator or Day Camp Director or Recreation Manager.

SECURITY MANAGEMENT AT THE DAISY RECREATION CENTER

- Staff will follow daily security measures as directed by the Coordinator and Assistant Coordinator of the Daisy Recreation Program.
- All entrances to building are to be secured
- The Coordinator/Assistant Coordinator's office should be located within eye-site of participant/staff entrance to building.
- All staff must wear identification badges on and off site.
- Visitors will not be permitted in the Daisy Recreation Center. In the event a person who is not part of the program must enter the building on a temporary basis he/she will be accompanied by the Coordinator/Assistant Coordinator
- The Coordinator will inspect the building upon entering and leaving the building each day. Staff will be reminded to inspect bathrooms and other rooms throughout the program day.
- Participants/staff should be instructed in the safe use of restrooms.
- Emergency routes from the Daisy Recreation Center must be posted in all areas used by the program.
- The Coordinator/Assistant Coordinator's and/or his designee are responsible for instructing all employees with regard to emergency plans for evacuation, bus, fire, lost camper/staff, 'shelter-in-place', Lock Down, and lost swimmer.

MEMORANDUM

Date: September 14, 2006
To: Staff of the Daisy Recreation Program
From: Frederick L. Smith, Coordinator and Tara Cleary,
Assistant Coordinator, Daisy Recreation Program
Re: EMERGENCY PROCEDURES

These EMERGENCY PROCEDURES have been created to provide guidance and direction in the event any of a variety of emergencies occur. We do not expect each person on staff to have the skill to provide first aid, CPR, lifesaving, etc. What we do expect is that you will study these pages and begin to think through the steps required to ensure that a participant or member of the staff will be given assistance to the best of your abilities. If your ability is limited to knowing what to do when an accident occurs and who to contact to secure assistance, then you will have done your job. We are interdependent upon one another. Read, study, practice, think and know what you should do. Keep in mind the knowledge that every other person on staff will be just as responsible for your welfare as you are for theirs.

Our Nurses are the only people qualified to voice an opinion on the medical needs of staff or participants. It is inappropriate for any member of the staff to presume to offer opinions or suggestions as to how to deal with issues of health, medication and treatment. If our Nurses ask you to do something, please do it without hesitation. All questions of a medical nature regarding medication and its administration or the relative health of participants or staff are to be directed to our Nurses. If you follow these procedures you will help to make our Nurses' jobs easier.

The Chain of Command (who is in charge) remains exactly as under non-emergency conditions:

- (1) Frederick L. Smith, Coordinator
- (2) Tara Cleary, Assistant Coordinator
- (2) Dorothy Rose, R.N., Maria Montanez, R.N., Susan Hartman, R.N., Victoria Romano R.N.

The people listed under the Chain of Command must be kept informed of every incident, problem, accident, etc. no matter how slight or insignificant the event may appear.

Because the Daisy Recreation Program operates at the Daisy Recreation Center in Bicentennial Park, at Crystal Springs Family Aquatic Center and at other sites both within and outside the Township, we have listed the procedures to be followed in a variety of situations.

Minor Injuries (definition)

These are injuries that would normally be treated by the administration of first aid. The nature of the injury is not life threatening nor so serious as to raise concern for the safety and well being of the participant or staff member. The injured individual would normally return to the activity and complete the day's program. (Examples of minor injuries- abrasions, splinters, cuts, etc.). If any of these minor injuries are deemed more serious upon closer inspection then they would be treated as a major injury. The determination of major vs. minor injury will be made by the Nurse/Coordinator/Assistant Coordinator.

Major Injuries (definition)

These are injuries that, while initially treated with first aid procedures, will need treatment by a physician and would by their nature be either life threatening or otherwise serious and thus necessitate a more major response to save a life or deal with a serious injury. Examples of major injuries- injury to eye, bleeding that is difficult to control, concussion, broken limb, etc. Neither participant nor staff member having a "major injury" would continue with their activity nor return to the program unless permission to return is secured from a physician in writing and the Daisy Nurse and the Manager, Division of Recreation, approve.

STEPS IN HANDLING A MINOR INJURY- (AT THE DAISY RECREATION CENTER)

1. Injury occurs.
2. If ambulatory (Ex: a splinter in a finger, an insect bite, etc.), the injured individual is brought to the Nurse at the building.
3. If non-ambulatory (Ex: a child falls, is dizzy, notify the Nurse, Coordinator or Assistant Coordinator and they will come to the accident site. **DO NOT MOVE THE INJURED PERSON. DO NOT CARRY THEM TO THE NURSE.**
4. The Nurse determines if it is a minor injury and can be treated with first aid.
5. First aid treatment is provided by those qualified to do so.
6. Depending upon the nature of the injury, the individual will rest in the office until the Nurse feels the injured individual may rejoin their group/activity.
7. The Nurse logs the minor injury and first aid treatment in the Medical Log Book and the Weekly Minor Accident Report.
8. The Nurse or Coordinator will contact the injured individual's parent and advise them of the injury and first aid treatment if appropriate.

9. During the evening of the same day the Coordinator or Nurse may contact the parent to check on the participant's status. The need for a follow up call to the parent will be determined by the nature of the injury and the individual circumstances of each participant.

→ 10. Each Friday, a copy of the Weekly Minor Accident Report will be sent to the Manager of the Division of Recreation.

STEPS IN HANDLING A MINOR INJURY-(OFF SITE)

1. Injury occurs off site .

2. If site has first aid personnel, request their assistance if the Daisy Nurse determines it is needed.

3. If first aid assistance is provided by other than the Daisy Nurse, record this information upon your return to the Daisy Recreation Center.

4. If site does not have first aid personnel the Daisy Nurse will administer first aid.

5. Upon the return to the Daisy Recreation Center, the injured individual will be re-examined and further evaluation of the injured individual's status will be performed.

6. The Nurse will determine if the injury is minor and if additional first aid treatment is needed.

7. The Nurse will enter details in the Medical Log Book.

→ 8. The Nurse will log the details in the Weekly Accident Report.

9. The Nurse or Coordinator may contact the parent and advise them of the minor injury.

10. The need for a follow up call to the parent will be determined by the nature of the injury and the individual circumstances of each participant .

STEPS IN HANDLING A MAJOR INJURY- (AT THE DAISY RECREATION CENTER)

1. Injury occurs.

2. The injured individual is kept at the site of the accident and remains under supervision.

3. The Coordinator, Assistant Coordinator and Nurse are notified and come to the accident site.

4. First aid is administered to prevent further serious injury or to save the life of the injured individual.

5. The Coordinator / Assistant Coordinator / Nurse contact the East Brunswick Police by calling **911** on the telephone or **Channel # 15 (Township Wide 1)** on the Township Radio. Regardless of the method of contacting the First Aid Squad and Police, the following information must be provided by the staff member calling for this assistance:

a. "This is (Give your first and last name.)"

b. "I am calling for the Daisy Recreation Program."

c. "We have had an injury(ies) to an individual (s)." (Give the number of injured and their approximate ages.)

d. Describe what happened and what treatment is being given.

e. "The accident/injury took place at _____."
(Give the location.)

f. Please send a First Aid Squad to _____." (Give the exact location not just "the park", or" the field". The First Aid Squad must know exactly where the injured individual is located.)

g. "One of our staff will remain at the site to direct the First Aid Squad to the injured Individual."

h. "The telephone number I am calling from is _____ " (Give the telephone number. It is on the telephone or on the wall next to the telephone).

I. DO NOT HANG UP THE TELEPHONE UNTIL THE PERSON YOU ARE SPEAKING TO TELLS YOU THAT THEY HAVE ALL THE INFORMATION THAT THEY NEED.

6. All telephone calls not related to this emergency will cease immediately.

7. The telephone line used to contact the First Aid Squad/Police will be kept clear to permit them to contact us for additional information/directions.

8. A staff member will be directed to remain where visible to the First Aid Squad/Police to direct them to the site of the accident.

9. A staff member will be directed to take a copy of the injured individual's **EMERGENCY CONTACT FORM** and their **MEDICAL RECORD AND PHYSICAL EXAMINATION FORM** from their file in the Daisy Office to the site of the accident and give it to the Coordinator/Assistant Coordinator/Nurse, who is directing the staff.

10. The First Aid Squad will arrive and determine the injured individual's condition.
11. If the First Aid Squad needs to transport the injured individual to a hospital, they will be asked to transport the injured individual to the hospital facility listed on the **EMERGENCY CONTACT FORM** if at all possible.
12. The Coordinator/Assistant Coordinator/Nurse will contact the parent or Emergency Contact person listed and advise them of the injury and where the First Aid Squad is taking the injured individual.
13. The Coordinator/Assistant Coordinator/Nurse will notify the Manager of the Division of Recreation at 732-390-6797 and Sharon Fredman-Margolin, Claims Coordinator, at 732-390-6816 of the injury and where the injured individual is being taken by the First Aid Squad.
14. The Coordinator or Assistant Coordinator and a counselor will accompany the injured individual to the hospital and will remain there until the parent/guardian arrives. The Coordinator/Assistant Coordinator will take the injured person's Emergency Contact Form and medical form to the hospital.
15. Either the Coordinator or the Assistant Coordinator will remain at the Daisy Recreation Center to coordinate additional responses to the injury.
16. The Coordinator/Assistant Coordinator/Nurse will fill out the following forms:
 - a. Supervisor's Accident Investigation Report
 - b. Accident Investigation Report (for non-employee)
17. These forms are to be submitted to the Sharon Fredman-Margolin, Claims Coordinator with copies to the Manager of the Division of Recreation within 24 hours of the injury.
18. The Coordinator/Assistant Coordinator will keep the Manager of Recreation, Division of Recreation Staff, aware of the status of the injured individual.
19. The Coordinator/Assistant Coordinator or Nurse will contact the parent/guardian that evening.
20. The Coordinator/Assistant Coordinator will send a memo to the Manager of the Division of Recreation with copies to the Manager of the Division of Personnel, detailing the accident and steps taken to deal with it.

STEPS IN HANDLING A MAJOR INJURY-(OFF SITE)

1. Injury occurs.
2. The staff member in charge (Coordinator, Assistant Coordinator, Nurse, Division Leader) assesses the situation. The Daisy Nurse is notified.
3. The Daisy Nurse determines the appropriate response.
4. The injured person is NOT moved except if their life is in jeopardy if they remain where they are. The injured individual should only be moved by a First Aid Squad.
5. If injury occurs at a facility that has a FIRST AID STATION , the staff notifies the FIRST AID personnel and requests assistance.
6. If the injury occurs at a site where there is no First Aid assistance directly available, the following information must be provided when calling for the Police or First Aid Squad using either a public or private telephone:
 - a. "This is (Give your first and last name.)"
 - b. "I am calling for the Daisy Recreation Program."
 - c. "We have had an injury(ies) to an individual (s)." (Give number of injured and their approximate ages.)
 - d. Describe what happened and what treatment is being given.
 - e. "The accident/injury took place _____."
(Give the location.)
 - f. Please send a First Aid Squad to _____." (Give the exact location not just "the park", or" the field". The First Aid Squad must know exactly where the injured individual is located.
 - g. "One of our staff will remain at the site to direct the First Aid Squad to the injured Individual."
 - h. "The telephone number I am calling from is _____ " (Give the telephone number. It is on the telephone or on the wall next to the telephone).
- I. DO NOT HANG UP THE TELEPHONE UNTIL THE PERSON YOU ARE SPEAKING TO TELLS YOU THAT THEY HAVE ALL THE INFORMATION THAT THEY NEED.

6. The Coordinator/Assistant Coordinator is directed to notify the Daisy Recreation Center of the injury at (732) 821-5195 or (732) 821-9280.
7. The Coordinator/Assistant Coordinator remains with the injured individual at all times including transport to the hospital.
8. The Coordinator/Assistant Coordinator will notify the Manager of the Division of Recreation at (732) 390-6797, Sharon Fredman-Margolin, Claims Coordinator at (732) 390-6816 and the parent/guardian. All parties will be advised of the status of the injured individual as well as the name of the hospital that they are being transported to.
9. The Coordinator/Assistant Coordinator awaits the arrival of the parent/guardian.
10. During the time the Coordinator/ Assistant Coordinator is waiting at the hospital, he/she will keep the Township advised of developments.
11. When the injured individual has been cared for and their condition has been stabilized, the Coordinator / Assistant Coordinator / Nurse will fill out the necessary accident forms and submit them to Sharon Fredman-Margolin, Claims Coordinator within 24 hours. Copies of all forms must be retained at the Daisy Recreation Center. (Supervisor's Investigation Report, Investigation Accident Report (for no-employees)
12. The Coordinator will send a memo to the Manager of the Division of Recreation with copies to the Manager of the Human Resources and Sharon Fredman-Margolin, Claims Coordinator.
13. The Coordinator/Assistant Coordinator/Nurse will contact the parent/guardian to check on the condition of the injured individual.
14. The injured individual may return to the Daisy Recreation Program when written permission from the appropriate physician is provided that indicates that they may resume activities and with the permission of the Manager, Division of Recreation and the Daisy Nurse.

Daisy Recreation Program

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A LIFE THREATENING EMERGENCY - PROCEDURE # 911

A "life-threatening emergency" means a situation in which a prudent person could reasonably believe that immediate intervention is necessary to protect the life of the person receiving services at a facility for persons with developmental disabilities or a facility for persons with traumatic brain injury or from a public or private agency, or to protect the lives of other persons at the facility or agency from an immediate actual threat or actual occurrence of a potentially fatal injury, impairment to bodily functions or dysfunction of a body organ or part.

In the event of a life-threatening emergency:

1. All staff shall be responsible to immediately call 911 in the event of a life-threatening emergency, except as provided in 2. below.
2. A staff member need not call 911 if the staff member is certain that another staff member has already called 911 about the life-threatening emergency; that is, a staff member need not call 911 if the staff member has seen or heard another staff member call 911 about the life-threatening emergency.
3. If a staff member is unsure whether a medical condition such as an elevated temperature, seizure or other condition has become a life-threatening emergency, he or she shall call 911 about the life threatening emergency.
4. When only one staff member is present when a life-threatening emergency occurs, that staff member shall call 911 and, if he or she is trained to provide immediate assistance, the staff member shall provide assistance.
5. When the person suffering the life-threatening emergency has a DNR Order in effect, existence of a DNR Order does not relieve the staff member from the requirement to call 911. Staff shall call 911 if there is a life-threatening emergency related to the person's terminal condition but provide a copy of the DNR Order to emergency staff responding to the 911 call.
6. The 911 call shall include:
 - The address and/or location of the emergency;
 - The telephone number where the emergency is located;
 - A brief description of the problem including whether the person(s) is conscious and/or breathing, and, when appropriate, that the person is developmentally disabled or has a brain injury; and
 - The name of the staff member calling 911.

7. Once the call has been made, the staff member shall stay on the line if necessary to respond to questions from the 911 operator.
8. Every 911 call, every delayed 911 call and every failure to make a 911 call in the event of a life-threatening emergency shall be reported to the Department as an unusual incident and the facility shall maintain a record of all such calls and failures to make such a call.

**EMERGENCY PROCEDURES TO BE FOLLOWED WHEN
TRAVELING ON VEHICLES**

1. The drivers are responsible for ensuring that the vehicles are safe to operate.
2. Staff (Division Leaders, Counselors) are responsible for maintaining order on the vehicles.
3. All individuals riding on vehicles including staff and drivers must wear seat belts.
4. If the vehicle becomes disabled the staff member(s) must stay with the passengers while the driver seeks assistance.
5. In the event of a traffic accident the driver shall follow the appropriate procedures as indicated by the laws of the State of New Jersey.
6. The vehicle driver and staff's primary responsibility shall be the safety and care of the participants.
7. In the event of a traffic accident, the staff members shall advise the Daisy Recreation Center of its occurrence and shall provide for the individuals if they are injured .

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A " LOST CHILD"

"Lost Child" at the Daisy Recreation Center-

1. Notify Coordinator/Assistant Coordinator, Nurse and Division Leaders.
2. Verify the height, weight, hair color, clothing of the "Lost Child" and any distinguishing characteristics.
3. Identify child in a photograph on the back of their Emergency form
3. Check all rooms, hallways and closets in buildings.
4. Take keys necessary to open doors.
5. Check immediate grounds within and outside the fence.
6. Search the surrounding grounds, lake area, woods, ball fields, tennis courts, basketball courts, roadways.
7. Designate who is to remain at the Daisy Office to coordinate the search.
8. All telephone calls not dealing with this " Lost Child" are to cease.

9. The The Coordinator/Assistant Coordinator in charge will contact :

a. the Manager of the Division of Recreation at (732) 390-6797.

b. the East Brunswick Police -911

c. the child's parent/guardian.

10. Re-check all areas.

11. Await arrival of and directions from the East Brunswick Police.

"Lost Child" off site. (not at the Daisy Recreation Center

1. Notify the Coordinator, Assistant Coordinator, Nurse and Division Leaders.

2. Designate staff members to remain with the group.

3. Identify child in a photograph on the back of their Emergency form and verify the height, weight, hair color, clothing, etc. of the "Lost Child".

4. Direct staff to search immediate areas including buildings, grounds, etc.

5. Notify personnel responsible for the site (if known) and the local police.

6. Provide description of missing child to the police and make them aware of the identification band on the child's wrist.

7. Notify the staff member designated to coordinate the search who is at the Daisy Recreation Center who will in turn notify:

a. the Manager, Division of Recreation - (732) 390-6797

b. the East Brunswick Police -911

c. the parent/guardian of the participant

8. The staff will see that the balance of the participants return to the Daisy Recreation Center while one or more staff remain at the site while the search continues.

9. When the "Lost Child" is found, notify:

a. the Manager, Division of Recreation- (732) 390-6797

b. the local police

c. the East Brunswick Police- 390-6900 not 911

d. the parent/guardian of the "lost child"

10. A detailed memo will be sent to the Manager of the Division of Recreation within 24 hours.

11. Staff members are asked to direct all questions regarding the incident to the Coordinator/Assistant Coordinator who will in turn direct these questions to the Division of Recreation.

PROCEDURES TO BE FOLLOWED WHILE AT CRYSTAL SPRINGS FAMILY AQUATIC CENTER

1. If it begins to rain, swimming will cease or will be delayed until the rain has stopped.

2. If there is a thunderstorm and /or lightning we will seek shelter in the buildings.

3. All injuries shall be brought to the attention of the Nurse, Coordinator and Assistant Coordinator. Accident forms at Crystal Springs must be filled out.

4. Minor injuries shall be treated by the Nurse.

5. The Manager or Supervisor at Crystal Springs shall be informed of all accidents/injuries.

6. Injuries of a serious nature (major injuries) shall be treated in the same manner as other off-site major injuries.

BUDDY CHECK SYSTEM WHILE SWIMMING AT SWIMMING FACILITIES OTHER THAN AT CRYSTAL SPRINGS FAMILY AQUATIC CENTER

Prior to the start of each swimming session, the Division Leaders will assign to individual staff members the responsibility for specific children within their groups. At approximately 5 minute intervals the lifeguard will call for a **BUDDY CHECK**. Upon hearing the call or signal for a **BUDDY CHECK**, each staff member will join hands with the participant(s) whom they are responsible for. They will stop talking, raise the joined hands high over their heads and hold their hands in that position until the lifeguard indicates that the **BUDDY CHECK** is over.

The Lifeguards in each swimming area will check that each participant is with a staff member and that there are no participants without supervision.

Staff members will indicate which participants and staff are not in the water or sitting on the deck but have gone to the bathrooms when a **BUDDY CHECK** is called.

If any staff/participants are identified as missing we will institute our **LOST SWIMMER PROCEDURES**.

LOST SWIMMER PROCEDURES

1. Clear the water of all swimmers and have participants and staff assemble in their groups.

2. Counselors will count and identify any missing participants and staff.

3. The Division Leaders /Coordinator/Assistant Coordinator will be informed of any missing individuals.

4. Once the water has been cleared, all lifeguards, in conjunction with supervisory staff will institute a search for the missing swimmer.

5. Depending upon the depth of the water the search will be a **SHALLOW WATER SEARCH** or a **DEEP WATER SEARCH**.

SHALLOW WATER SEARCH

a. Upon the direction of the supervisor the water shall be cleared of all swimmers.

b. The staff and other volunteers shall be utilized to assist in this search.

c. The supervisor shall stand where he/she can be seen and heard by staff and lifeguards.

d. The lifeguards and staff will be instructed to form a line on the shore line and:

1. Face the area to be searched.

2. Form a straight line.

3. Hold hands.

4. Spread out evenly.

5. Keep the line straight at all times.

6. Move forward slowly.

7. Look for bubbles rising to the surface

8. Feel along the bottom as they shuffle their feet a few inches from the bottom.

9. Listen for further instructions.

e. Upon a signal from the supervisor the line will start walking into the water and will continue until, upon reaching chest-depth water on the shortest searcher, they are signaled to halt.

f. When the line stops, all participants will:

1. Drop hands

2. Turn around

3. Rejoin hands

4. Proceed toward shore in formation

g. The search will continue until the victim is located or until the Beach Manager is satisfied that the victim is not in that section.

h. If search efforts are prolonged, alternate lengthwise and width wise patterns.

DEEP WATER SEARCH

a. This search will be conducted by lifeguards only.

b. The individual in charge of the waterfront will direct the deep water search from shore.

c. Using two or more lifeguards for the search, the individual in charge shall determine the area to be covered; and direct the lifeguards to use a systematic series of surface dives and swimming side by side in line formation, cover the bottom in overlapping lanes until the victim is located or the individual in charge is satisfied that the victim is not in that section.

d. Under conditions in which it is impossible to locate the victim by sight, the lifeguards will swim in a side by side, straight line formation, six inches above the bottom sweeping with their hands ahead of them.

e. Lifeguards will rest as necessary, resuming search efforts as soon as possible. The person in charge of the waterfront will end the search if the victim cannot be located only after securing permission from the appropriate Township official.

FLS/fls

CC: Michael Reissner, Manager, Division of Recreation

Emergency Procedures 09-14-06

COMMUNICATIONS

COMMUNICATIONS QUICK-CALL LIST

POLICE DEPARTMENT..... 9-1-1 FIRE DEPARTMENT9-1-1

NON-EMERGENCY - 732-390-6900 NON-EMERGENCY - 732-390-6962

Doctors Care Center (Township Doctor) - 732-238-6800

Division of Recreation - 732-390-6797

Public Work Department - 732-390-6884

Parks Department - 732-390-6806

East Brunswick Township Personnel

**Frederick L. Smith
Recreation Supervisor, Day Recreation Program
Cell Phone - 732-236-2588**

**Tara Cleary
Assistant Coordinator, Daisy Recreation Program
Cell Phone - 908-812-7951**

**Michael J. Reissner
Manager of Recreation and Community Services
Recreation/Work Cell Phone - 732-735-9556
Personal Cell Phone - 732-213-4680**

**James R. White
East Brunswick Township Business Administrator
Work Phone (Mon. - Fri. 8am to 5pm) 732-390-6810**

TRANSPORTATION

First Student Bus Company - 732-536-3485

Township of East Brunswick Daisy Recreation Program Staff Structure

