



# **Section 9: Policies for a Medical Camp**

## Universal Precautions and Exposure Control Plan

Universal Precautions emphasize the need for Camp MYDA volunteer's to consider all persons as potentially infected with blood-borne pathogens, so reasonable precautions should be undertaken to prevent blood exposures. At Camp MYDA our main concern is with blood from **finger pokes**, **pump sitechanges** and **IV starts**.

**Gloves** are available, if needed, but can be used at the discretion of the volunteer Med Team. Although the use of gloves helps greatly in maintaining hygiene for the Med Team, their use is also optional when handling tears, sputum, nasal secretions, sweat, urine, and vomit, unless they contain visible blood. The ideal scenario is that Med Teams wear gloves when doing BG sticks on campers, and that the gloves be changed between campers. This is not a requirement, however. **Alcohol gel** use between campers is a good practice, so we recommend that each volunteer carry an individual gel container to do this during night rounds.

The **lancets** that we use at Camp MYDA may be placed in ordinary waste containers, as they are not a pokerisk. **Pen needles**, **syringes** and **pump infusion set insertion needles** should be disposed of in sharps containers. Needles should not be recapped before disposing of them in the sharps containers.

Insulin pens are not to be used as multi-dose units between campers. If using an insulin pen for multipleuses (i.e. night rounds), a single use syringe must be used to draw insulin each time.

It is best to keep our areas/tables/testing sites clean by wiping them down with **sanitation wipes** after use involving soiling with blood. This wiping should be accomplished on a routine basis, at least once a day.

Injuries or accidents from needle sticks or sharps or splashes or blood must be reported immediately to the Medical Director. Immediate evaluation by the medical director to determine the risk and appropriate response are necessary.

## **DISASTER PLAN**

In the event of a fire or other disaster requiring a quick response and possible evacuation of the camp, it is important that a plan be in place to organize such a response. The camp director will ring the bell continuously to activate this plan, for either drill or for an actual emergency.

### **MEETING PLACES AND PROCESSES AT CAMP:**

The Hagen Hall fire warning bell will be sounded continuously by directors or designated individual. This is Camp's fire emergency signal.

- All residents of the camp will gather at the beachfront next to the campfire area.
- Campers will gather with their counselor in their cabin group. If a retreat group is present, they will gather in their respective groups and by cabins.
- Each counselor will take a head count and report to their leader, who in turn reports to the Associate Director.
- Should persons be missing from the head count, the Associate Director, or their appointee, shall determine the appropriate action needed for locating the missing persons.
- The Associate Director will appoint an individual to notify authorities. Appointee will call 911, give your name as a Volunteer member at Flathead Lutheran Bible Camp (Flathead Lutheran Bible Camp, 550 Lutheran Camp Road, Lakeside, MT, 59922) and report the fire type (building, brush or trees). The person designated by the Associate Director will remain in the office to answer phones and be the only contact with media if safe.
- The Program Coordinator will arrange for a volunteer to meet the emergency personnel at the camp entrance if that is not a threatened area.

### **EVACUATION PLAN**

#### **A. Evacuation Plan when Able to Drive out of Camp Road**

- If needed, call 911.
- Delegate available volunteers to alert all other personnel to calmly gather with their campers in cabin groups near the campfire pit, including any Outback and Servant groups onsite. Daily onsite schedules are posted in the Camp Office and in the Kitchen.
- If necessary, ring the bell on Hagen Hall continually for several minutes to gather all cabins. Each counselor will make sure all campers are present and notify their program leader.
- If safe, designate one person to stay in the office and answer phones if safe. The Executive Director, or a person designated, is the only person who should speak to the media.
- Call Eidsvold Lutheran to inform them of the evacuation, 406-857-3529. Also call the

Kalispell camp office, 406-752-6602. If we cannot use Eidsvold, then change plans to evacuate to the White Oak, Best Western Hotel, 406- 857-2400

- Start sending cabin groups with counselors, to Eidsvold Lutheran Church, using the directions found below. Designate drivers to shuttle people in camp vehicles.
- Designate two personnel to recheck every building on site starting at Cabin 1 and moving to Trailblazer Hill.
- If safe, collect all computers from the camp. and kitchen offices. 21
- If time permits, designate remaining support people to collect important camp items as designated.

#### **B. Evacuation Plan when Unable to Drive out of Camp Road**

- If necessary, call 911.
- Delegate available volunteers to alert all other personnel to calmly gather with their campers in cabin groups near the campfire pit, including any Outback and Servant groups onsite. Daily onsite schedules are posted in the Camp Office and in the Kitchen.
- If necessary, ring the bell on Hagen Hall continually for several minutes to gather all cabins. Each counselor will make sure all campers are present and notify their coordinator.
- Call the Kalispell Office to inform them of the evacuation, 406-752-6602. Designate one person to stay in the office and answer phones. The Associate Director, or a designated person is the only person who should speak to the media.
- Bring all available boats, life jackets and paddles to the campfire area and begin to evacuate campers in cabin groups onto the boats. Boats will proceed to Glacier Camp, less than a mile south of camp on the west shore of Flathead Lake. Campers will wait here for further instruction.
- Designate two persons to recheck every building on site starting at Cabin 1 and moving to Trailblazer Hill. • If possible, collect all computers from the camp office
- If time permits, designate remaining support people to collect important camp items as designated.

#### **Lost Person/Camper:**

In the event of a lost person, it is the desire of Flathead Lutheran Bible Camp not to draw attention to the situation.

##### **A. In Case of a Lost Person/Camper**

- Whoever first notices the missing person is responsible for bringing it to the attention of anyone in the chain of command, regardless of their position on said chain.
- Using walkie talkies, the chain of command individual will communicate to all program personnel the situation, and who is being searched for. All available program leaders will report to the camp office.
- Upon arrival to the camp office, the highest person on the chain of command present will dictate where to send people to search. All search parties will have a walkie talkie for

communication. 20

- If any of the search parties are able to find the missing person/persons, they are to report it over walkie talkie immediately. All search parties will then return to the office to debrief.

**B. Places to search include:**

- Cabin Row- Search each cabin individually.
- Trailblazer Hill, Amphitheater area, and Tent cabins above Amphitheater- Search each cabin individually.
- Beach, campfire, and courts area.
- Big Field, boating area, and outback area
- Bear Valley tent cabins, Labyrinth Area, and outdoor chapel area.
- Meadow area, and Sunset Trai

**Personal supplies to evacuate:**

Depending on the immediacy of need for evacuation, campers and volunteers may be asked to bring certain clothing and personal items. Consideration may be given to having them collect their personal diabetes/medical supplies in labeled individual bags (to be kept with them at all times).

**Food supplies to evacuate:**

Depending on time and circumstances, a meal (or supplies for this) might be quickly assembled, or priority equipment and food items might be packed for evacuation. A prewritten list of prioritized procedures would be of help if time is short.

**Medical supplies to evacuate:**

Each Lead Medical will gather the records needed to continue to monitor the DM care of those on their team. Include equipment/supplies adequate for checking BG and ketones for one day, for one pumpsite change, for administering medications for the next day, for treating 50+ lows and for delivering first aid (Infirmary Emergency Kit). A prewritten list of prioritized supplies and procedures would be helpful for quick departure, if needed.

**Notification of Families:**

Timing of notification can be settled, based on circumstances. In the event of need for immediate evacuation, notification should be delayed until evacuation has been accomplished. It is imperative that the caller know the status and location of the individual campers, when notifying their family. A master list containing the notification information for all the campers should be available to each of the Directors.

## **TRANSPORTATION OF CAMPER OR VOLUNTEER TO AN OUTSIDE MEDICAL FACILITY**

### Transportation Protocol:

1. The Medical Director, in consultation with the Medical Lead director and camp director, if time allows, will determine the need to transport a camper or volunteer to an outside medical facility, and if an ambulance is needed.
2. An ambulance should be called for the following situations:
  - a. Any need for CPR
  - b. Anaphylaxis with respiratory distress or shock
  - c. Significant respiratory distress from any cause
  - d. Loss of consciousness from any cause except hypoglycemia
  - e. Significant, or possible multi-system trauma (e.g. MVA)
  - f. Multiple, severe, or compound fractures
  - g. Severe laceration or severed artery
  - h. Extensive second degree or any third degree burns
  - i. Possible cervical spine injury
  - j. Bizarre, violent, or suicidal behavior, as warranted
  - k. As directed by Medical Director or Medical Lead and Camp Director
3. Inform the camp director and Medical Leads of the name of the camper or volunteer to be transported. If possible, a Medical Lead or Medical Support should ride in the ambulance. A second volunteer should follow in another vehicle.
4. If transported by van, a team leader should accompany the camper or volunteer
5. The health care team is responsible for ensuring that the following items accompany the camper or volunteer:
  - a. Medical folder with permission to treat, insurance forms (if available, and insulin/blood sugar record
  - b. List of known allergies
  - c. Any medications the patient is taking
  - d. Insulin and syringes
  - e. Blood sugar monitoring equipment
  - f. Hypoglycemia supplies and food (e.g. juice, peanut butter crackers, etc.)
  - g. Referral medical information about the current problem and any significant ongoing medical or psychological issues
  - h. Bring any/all camper/counselor personal belongings if necessary and time permits or arrange for the supplies to be returned to the family if the camper/counselor will not be returning to camp.

6. Note that a Medical Lead and a second volunteer (as determined by the Medical Director) must remain with all transported campers or volunteer under age 18, until the parents arrive, she/he is discharged home, or she/he is admitted to the hospital floor.
7. Notify the parents of the camper or volunteer
8. Fill out accident/incident report, as needed

If transportation is required via helicopter: the following information will be needed:

### **ON Site Camp Contact NUMBERS:**

Emergency Contacts In case of emergency, alert personal according to this chain of command:

- If appropriate, call 911
- Margie Fiedler- Executive Director 406-890-0662
- Jacob Kvale- Wilderness & Operations Director 563-517-1068
- Karen Heser- Program Coordinator 406-696-7559
- Retreat Coordinator 406-260-5606
- Shane Smith- Maintenance Coordinator 406-249-8765
- David Doney- Maintenance Coordinator 406-212-9785
- Administrative Assistant- office: 406-752-6602

In the event that a parent, guardian, or caretaker needs to be contacted regarding a camper, guest, or volunteer, it must be brought to the attention of a Camp Director. This is to ensure privacy for parties involved in any emergency, and to ensure that the directors are aware of any situation that needs their attention. The first available Camp Director will then be in touch with the appropriate people to ensure that the situation is handled tactfully and professionally.

### **EMERGENCY NUMBERS**

Call 911, identify yourself, give your name as a volunteer at Flathead Lutheran Bible Camp and report the type of emergency camp is experiencing (fire, medical emergency, weather emergency, etc.).

- Camp's Location: Flathead Lutheran Bible Camp 550 Lutheran Camp Road, Lakeside, MT, 59922

Kalispell Regional Hospital: 406-752-5111

Flathead County Sherriff: 911 or 406-758-5585

Life Flight Alert Air Ambulance World: 888-238-1428; ask for the

Missoula Community Medical Center: : 406-728-4100

2 Bear Air: 406-758-5610