

HOW TO

NECYSC  
Parent-On-Duty

# Emergency - **MEDICAL**

**Camp Nurse and Medical Supply – Angela Hall room 200**

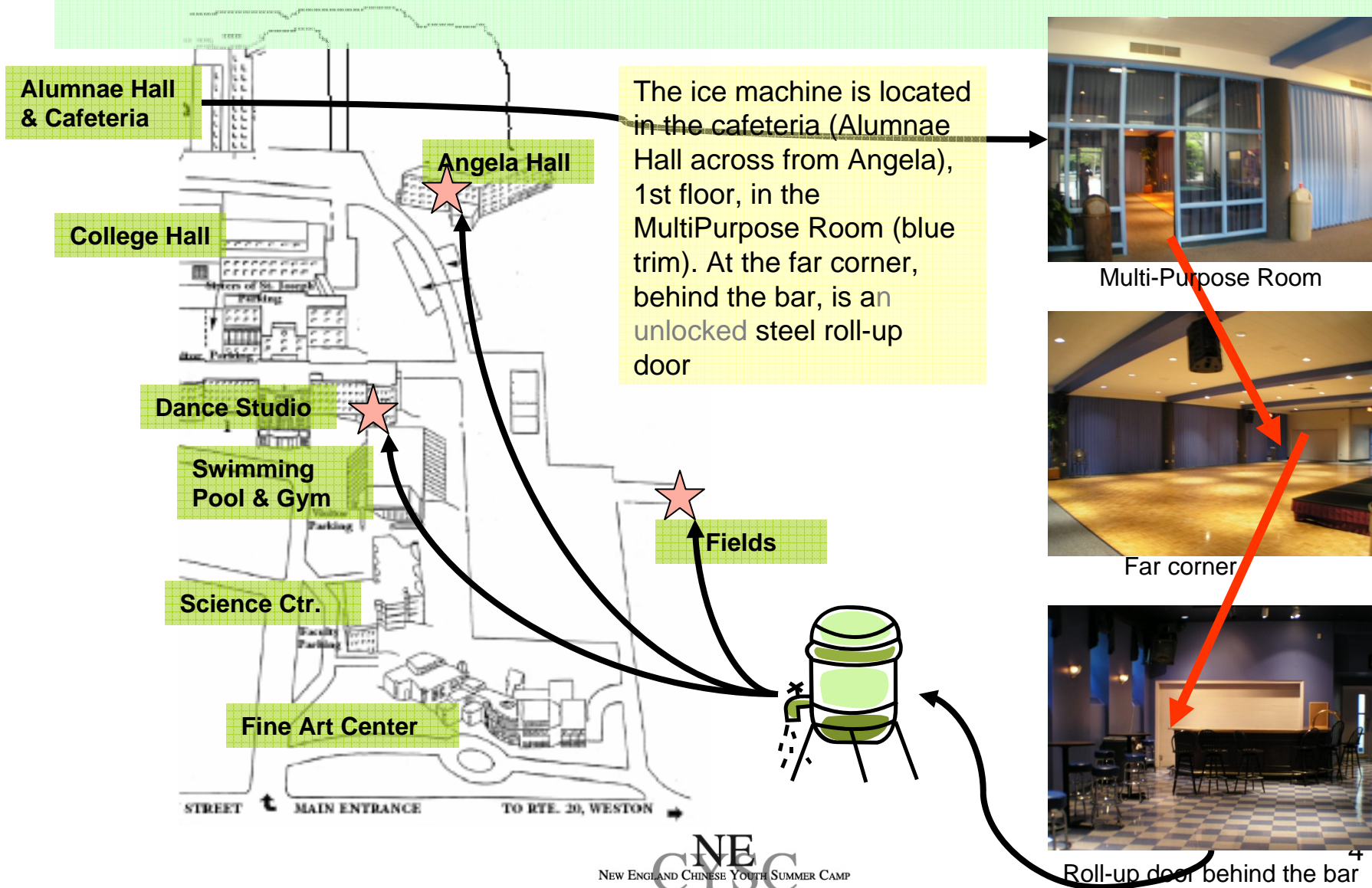
- **Notify front desk parents on duty and nurse (room 200) immediately**
- **Front desk parents on duty - notify nurse whether camper is going to room 200 or if nurse needs to go to camper's group**
- **Nurse checks out camper determines if camper is okay to return to his/her group and notifies the front desk, parents on duty.**
- **For serious condition, DO NOT MOVE CAMPER. Contact front desk, or call nurse on walkie-talkie. Keep other campers occupied and away from the incident while nurse is taking care of the situation.**
- **Nurse and counselor keeping the discussion private. Nurse evaluates situation, notify camp doctor for advise and/or call 911 when required.**

# Emergency - FIRE

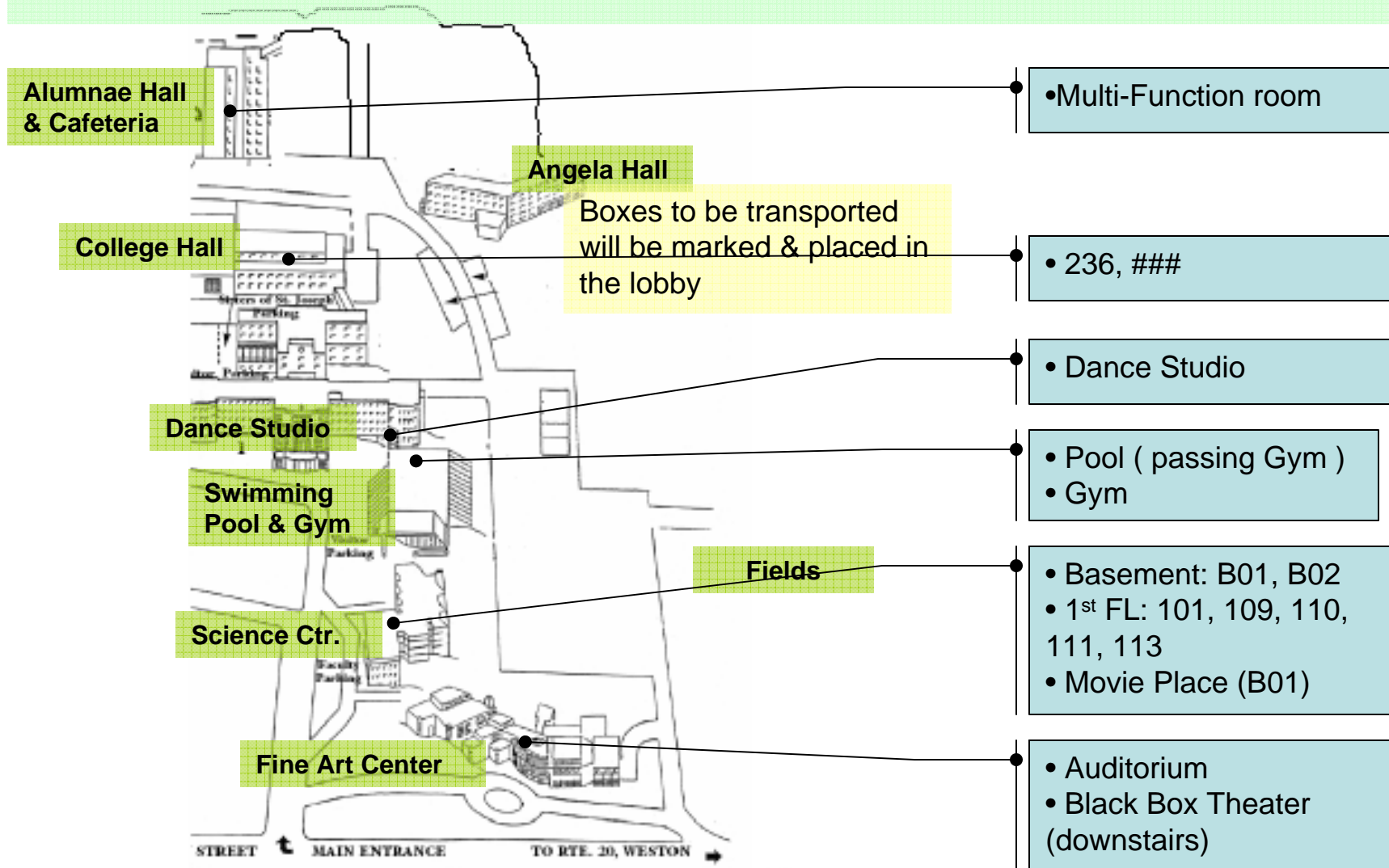
## Call 911

- **Alarm** - Call 911 or the above Emergency Number and give them the following information:
  - Building name and address: Angela Hall, Regis College
  - Location of fire in the building
  - Known information about the fire/smoke
  - Call-back telephone number
  - Do not hang up until the emergency services operator does so
- **Rescue** - Remove any persons in the area of fire
- **Contain** - Close door to contain fire, use fire extinguishers if available
- **Evacuate area**
  - Staff and counselors in the area shall guide the campers to evacuate the area immediately to the designated location.
  - At the designated area, group counselor should conduct a roll call and report the number to the director.
  - Camper must remain in the designated areas until the fire drill/alarm has ended.

# Deliver Water & ice coolers



# Deliver Material to Classrooms



# Visitors Sign in/Out

- Only parents/guardians can sign in as visitors, unless approved by director, assistant director, or coordinator. *"Parents-Visitors sign in/out form"*
- All visitors need wear Visitor name tag while at camp
- All visitors needs to pay for their own meals in the Cafeteria
- All visitors have to sign out by 10pm and return the name tag

# Snack Setup and Assistance

- When – See POD Checklist
- Location: 2 long tables in Common area of Angela Hall
- Snack
  - Sort snack into 300 small cups
- Drinks
- Monitor snack consumption
  - Based on quantity available
  - Stay in snack area for late comers – make sure there are some leftovers
- Clean Up
  - Remove trash
  - Pack up tables and store them against wall
  - Vacuum floors if needed

# Night Curfew & Monitor

**10:30pm** Curfew call (lights out)

**10:50pm** Room Check

Rm Check & Hallway Monitor: **11-12pm**

Area: **1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> fl; rooms, bathrooms, hallway & staircase**

- Check the lights are off, no music allowed, room can not be locked
- Make sure one camper in each bed (2 to a room)
- Please walk in hallway and open / close door quietly! *Campers are sleeping..*
- AFTER making sure all campers are in the correct rooms, patrol hallways **at least** every hour on the hour
- Please do **NOT** shine flashlights to see if they are in bed or not.

# Night Curfew & Monitor

## **IF camper is not in his/her room**

- Check bathroom or nurse room #200
- If in nurse room - tape “camper at nurse” note on the camper's room door
- If in the bathroom, check again later

## **IF camper is in the wrong room**

- Send him/her back to own room
- Note the camper's room # and name
- Notify head counselors and coordinator

## **IF camper still "missing" –do not panic–**

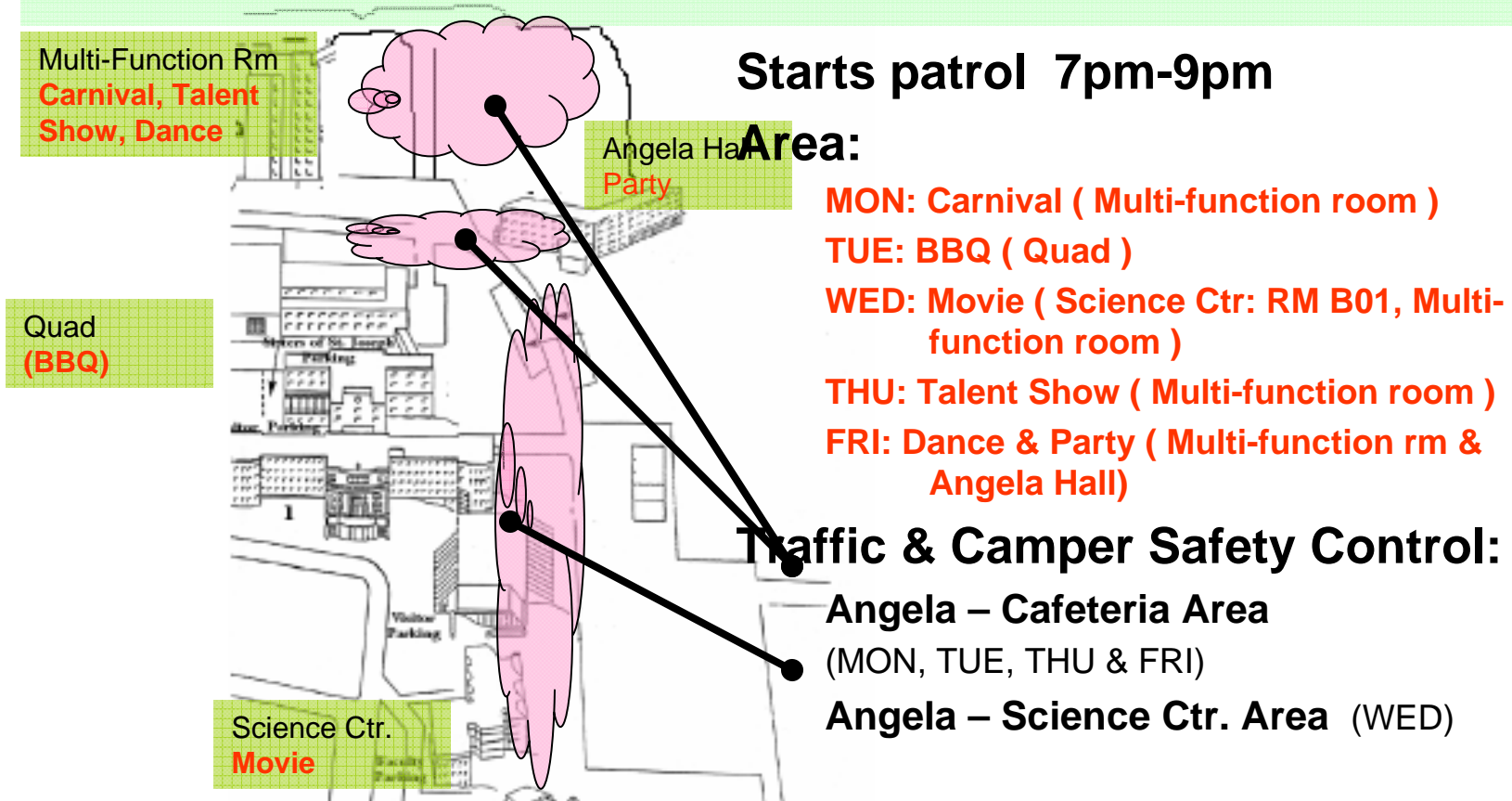
- Note camper room # and name on the door into dorm checklist
- Notify Director, Head Counselor, Coordinator ASAP.

# Night Building Outside Patrol

Starts 10:30pm

- Area – surrounding the Angela Hall and parking lots
- Frequency - Hourly
- Building side doors need to be locked.
- No campers allowed outside Angela Hall after 10:30pm
- No lights should be on after 10:30pm,
  - except rooms 100, 200, 300, 400 and CIT/Counselor rooms
- No window screens taken down or opened
- Use of flashlights is recommended.

# Evening Campus Patrol



- **Guests (parents) without nametags are NOT permitted**
- **Campers must have nametags (except for Dance on Friday)**
- **Any problems – notify Head Counselor/Coordinator/Director**

# Name Tag Enforcement

- All campers, staffs are required to wear “NECYSC” name tag
- All guests are required to wear “Visitor” name tag
- Campers who lost “NECYSC” name tag will be recorded and replaced with “Temporary” name tag
- Campers can wear wrist band instead in Friday dance event.

# Clean Room Competition

- Check all camper rooms for cleanliness
- Visual inspection ONLY, please do not open any drawers or closets
- Each day, select the 2 cleanest rooms per floor to receive the Clean Room Award (8 rooms total) and record on the Clean Room Award Form
- During camp week, the same room can not win more than once (see Clean Room Award Form for previous winners)
- After checking rooms, make sure to leave all doors **OPEN**

# Laundry Assistance

Starts: Midnight

- All the wash-needed NECYSC shirt will be collected in the laundry basket – marked as “DIRTY”
- Make sure all NECYSC shirt are marked with name
- Get the Laundry machine card from POC
- Laundry machines located down in basement
- After drying, fold into the laundry basket – marked as “CLEAN”

**THANKS!**

# Thanks POD!

