



SAFETY, HEALTHY EXPLORATION, ILLNESS PREVENTION, INJURY and EMERGENCY PROTOCOLS

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PREVENTION: always the best cure

- Communicate with children about camp guidelines on a daily basis
- Staff check over the camp environment and assess if there are any potential dangers and address
- Keep to our routines, which encourage care, with regular eating and drinking, and both rest and active times
- Stay hydrated and encourage children to drink water on a regular basis

“Children need both affection and structure in order to develop into secure, happy adults” ~ Lisa Damour

SUPERVISION:

- 1) The sites are in the public domain, so staff must have heightened awareness
 - so that campers stay within the boundaries of the site
 - regarding strangers near the sites or in the bathrooms.

It is highly unlikely for something to happen, but an ounce of prevention is worth a pound of cure, so within reason, not getting completely anxious over it, keep an eye out for the entire camp situation. The leadership has more responsibility, as we do need staff getting actively engaged in games with kids, which is hard to do while keeping an eye over all of camp, but if everyone participates a bit, it is helpful.

Look for anyone hanging around in a car, or nearby the sites, for a long time with nothing to do. Mention it to Lead Staff, who will call EBRPD Police to investigate further. Better safe than sorry in these instances.

Check bathrooms each time before camper enters. Make sure only Monkey Business people.

- 2) Campers are not always aware of potential dangers, and it is our job to teach and/or remind them of common practices to stay safe. Prevent injuries by setting boundaries with kids in upbeat, friendly, no-nonsense manner.

- 3) Ratio- While on site, **the general rule is 1 counselor per 9 kids. If you are doing an activity and you find yourself with one or two kids, start or join another activity.** We cannot emphasize this enough, and find that it often gets forgotten, so please remind yourself regularly to check in about this. E.g., at free play time, a camper asks you to play a ball catcher game. This could work, but more likely, you should direct a CIT or JC. Instead, suggest a game of softball, soccer, three flies up, or banana tag, to get larger numbers.

At Monkey Business, staff are actively engaged in games with the kids, which gets us playing (good for our own well-being too), and creates a more fun and safe container. A referee is often needed.

Mandated Reporting:

State law requires all childcare workers, to report any suspected or disclosed child abuse. Please check in with Heather if you get disclosure or suspect something.

SUPPORTING HEALTHY EXPLORATION: HILL RUNNING, TREE CLIMBING, SHOES OFF, STICK PLAYING, TRAIL WALKING WITH POISON OAK - WHAT TO DO?

There has been a lot of recent science showing that reasonable risks are actually more important to children's health and well being than protecting them from every fall, cut, bump, or scrape. What is being found is that children learn a lot from those falls that help them in future encounters. In other words, getting a scrape or bee sting is usually recoverable, but not having chances for your body to learn and move through space causes a more hidden injury with graver, somewhat irrecoverable damage. As adults, we can forget that children are still very much learning about how things work, including their bodies. And, we also need a lot more nature connection and moving around than we sometimes realize too!

So, at Monkey Business, we do let kids run down hills, take their shoes off, and, if there is not a dangerous fall off a tree, to climb in the couple places we find on hikes, etc. Please note, there are some more dangerous falls off trees, so staff must safely "spot" campers, or a great thing to tell campers is to wait until parents come to do with them, where can get one on one attention and care. We do let them play with sticks, with some thought about how to allow with some care and connection.

For trail walking, part of our mission at camp is to turn kids into allies with nature. So, even though we want kids to be cautious and not touch plants on the sides of trails, as often there is poison, or as someone I know calls it "protector" oak (as it certainly protects the forest from human encroachment), we do not want to totally freak them out about anything that is green by saying 'Don't touch anything green!' or "Watch out", instead, here is a sample conversation to have in a circle before leaving on a hike:

Counselor: "Before we go walking, can anyone mention some things we need to be aware of?"
Camper: "To watch where we are going."

Counselor: "Yes, watch the ground to see where you are going."

Camper: "Be more quiet so we might hear some birds or see deer".

Counselor: "If we are quiet, we have a better chance to connect with some animals who otherwise might be scared of us. We can also help support them being more peaceful and not totally take over, which is a good thing for us as humans to learn. How about two other things that might be helpful for us on a hike."

Camper: "Help someone who is having a hard time." (okay, this might be wishful thinking that a camper would say this!!)

Counselor: "Yes, that is a very kind thing to do. Sometimes we need help and sometimes we can give it. It is helpful to notice. How about all the green stuff on the side of the trail, is it okay to touch all of it?"

Campers: "No, you need to be careful about poison oak!"

Counselor: "Does that mean that you need to be afraid of anything green and totally freak out like this (act out being totally freaked out)"

Campers: "No!" (laughing)

Counselors: "Raise your hand if you are not sure what poison oak looks like?"

Counselor: "Okay, raise your hand if you do."

Counselor: "Look around and these folks can show you, so you can begin to learn." In general, if you just stay on the trail, and are cautious to go around plants that jut out into trail, you will be fine. It is easy to get distracted, so we will sometimes give gentle reminders. We are thankful, too for poison oak, as it helps protect the forest from too much human impact, so wild animals can also have some space without us.

Impart information to kids with aim toward educating, not alarming them unnecessarily.

We are educators and it's important to think about what it is we are communicating to kids. Is it reflecting the world in which we want to live?

ILLNESS PREVENTION and PROTOCOLS:

- Hand washing is one of the easiest things we all can do to stay healthy all summer. Make sure campers take soap and scrub before rinsing.
- If there is no soap, we have back up soaps in shed, and instant hand sanitizer in packs.
- Cough into sleeve or tissue.
- Occasionally a child comes to camp feeling fine but develops symptoms of illness during the day. Their behavior may be unusual, or they may be listless or irritable. We err towards waiting at least a couple of hours to see if symptoms subside unless there is a fever in which case Site Directors will call parents right away. Often going to the bathroom will help someone with an upset stomach, even though most kids insist that isn't the case. Gently nudge them to just try.
- Remember that sometimes campers are just afraid or overwhelmed, and say "I'm sick, can you call my parent to go home", to try to get needs met. See if you can give them some attention and get them connected in some way, perhaps getting another few campers to play a game with you and them. Reassess after. Make sure to let a Site Director know.
- Update: During Covid pandemic, anyone with Covid symptoms will need to be isolated and their parents called.

"Working with kids is an art, not a science." ~ Stacy Raye, Monkey Biz Co-Founder

SUN EXPOSURE:

We all are not used to being outside all day, every day, so need to take extra protection. Skin is very susceptible to skin damage, but it does not actually show up for 20 years, so we are helping prevent future cancer, which is sometimes hard to keep in mind, but it is on parent's minds.

On foggy days, 80% of UV rays can "penetrate" through the clouds, so still plan on hat wearing.

Here are steps necessary to take:

- Shade Time:
 - Book of the day- *ALWAYS in the shade.* If campers complain of cold, have them put on more clothing.
 - Lunch- campers can sit in the shade OR wear a hat. *Announce to kids when getting lunch, as very hard to manage this once they are sitting down.*
 - Encourage taking time in the shade at other times, especially when very hot.
 - Lunches/backpacks always stay in the shade. During swim days, this can be tricky, and we tell parents to add ice/be aware of this when packing lunches.
- Swim Days (it looks like Lake Anza will continue to be closed, so looks like this will not happen for Summer 2023):
 - Sunscreen at start of day, outside of dressing rooms- **MUST BE SUPERVISED WELL!!** Please make sure to get sunscreen on all exposed areas. Parents were asked to do this at home too, in case we goof and miss an area.
 - Sunscreen at additional times: if you see very red kid.
 - If campers out of water, and not planning on swimming again, *have them put on a shirt or towel.*

- Basic Days:
 - Sunscreen: If parents want their children to have, campers are supposed to come with sunscreen on and with some in their backpack. We also have extra in first aid backpack.
 - Reapply for any parents who have requested before or at Book of the Day

All staff need to participate in the direction of camp, so please do not leave the “harder” items like making sure kids wear hats to “someone else”.

TOILETING/BATHROOM AND TOILET ACCIDENT PROTOCOL:

- Announce bathroom breaks OFTEN. Leadership staff need to start to identify kids who actually need to be taken, not just asked, as will not stop on their own until too late.
- Campers need to be accompanied to bathrooms, so staff or Youth Leaders visually check the bathrooms **every time** to make sure empty. Do visual check under doors.
- Counselors must supervise or you may give a very trusted JC or CIT the job. Staff and YLs should stand outside and let camper know can help as needed. **Remember the rule of 3. You want someone else on staff to always see you. Please do not go inside the bathroom alone with a camper. Only exception would be if you checked in with Lead Staff and made decision that it is needed and all aware on the team and at least YL directed to help support you too.**
- Most campers know how to wipe themselves, but some will ask, especially for poop. *Please just coach them verbally.* If you need help, please ask the Lead Staff for support. In some cases a camper may need help getting changed, and follow details in bullet below.
- Toilet Accident: Please remind campers that it’s okay for accidents to happen and is not a big deal!
 - Our policy is to always change soiled clothing.
 - Help camper find extra clothing (almost every camper brings OR there is extra clothing bin on site) & verbally coach them through taking off the soiled clothes/putting on dry clothes.
 - Staff help put the dirty clothing in a plastic ziploc (find extras in sign in bin). Label it with sharpie: Needs to be Laundered, then place in camper’s backpack, making sure sealed well.
 - Lead Staff should verbally check in with parent at pick-up, to let them know, so not a surprise. Writing a note on sign in sheets “check in with us at pick-up” helps remind you. It is best to be discreet and not write note, due to kids’ age in this program.

ALLERGIES, FOOD SENSITIVITIES, CAMPER MEDICATIONS

- Parents filled out information about their children regarding things like allergies and food sensitivities and medications, as well as behavioral/emotional info- all printed on a special needs allergy (SNA) list, as well as over the counter (OTC) medication list.
- These lists are printed each session and placed in the camper binders, which are kept in the first aid backpacks. These binders also have 911 numbers, admin and ops team contact info, parent and emergency contact numbers, and what to do for emergency and non-emergency first aid, as well as protocols for if there is an earthquake, fire, lost camper, need to evacuate, etc. These protocols are also in this document, at the end.

- Site Directors make notes at pre-camp team meetings and speak with each parent on the first day of camp to confirm they are aware of any food allergies or sensitivities, or to ask for medications, which are stored in the main first aid backpack.
- Everyone on team needs to know details, like food allergies, to protect the campers, but SDs have full responsibility!
- The OTC (Over the Counter) lists must be checked before administering ibuprofen or Neosporin or camp sunblock to see if parents have given permission.
- Medications are given by parents to Lead Staff at drop-off, and Lead Staff must fill out camper medication bag and then store in the first aid backpack for the duration of camp. Know where camper meds are stored in the first aid backpacks-take a look to see!
 - Exception to this rule-parents who have given permission on the SNA or by filling out waiver (find blank ones in back of camper binder) to their child to carry their own medications. This is usually for an older child who might need to take home their medication daily.
 - Site Directors should make sure to see where medications located if kids carrying in their own backpack.
- If camper has meds, make sure with the camper, e.g. if the group separates, and if a child does not go with the first aid backpack, LEAD STAFF must make sure to take medication out and leave on site.

ICE PACKS & FIRST AID EQUIPMENT:

- ◆ Ice packs are stored in small coolers or if at school breaks, potentially in a freezer. Certain staff (you will know who you are) are responsible for taking home to re-freeze each night. *They are only to be used for first aid.*
- ◆ First Aid Equipment: Backpacks get taken on trips away from the site; Bins always stay at the site. Backpacks hold the camper binders. Backpacks also hold camper medications, unless parents have filled out a waiver which allows them to carry in their own pack. If a parent has chosen this, lead staff please ask to see where child will have in their backpack, so you are aware.
- ◆ Items are color coded by group and are labeled to say where the item should be placed once done.
- ◆ We cannot emphasize the important of replacing all items back in appropriate spaces, so that future people can find easily.

First Aid Backpack Contents

In BACK section of Pack

Camper Medications Pouch(sewn into pack), 6 gallon bags,Camper Meds Note taped on & 2 pens

In Smaller Lunch Container in Backpack –

Each in Qt Ziplocs –

- Antibiotic Ointment (Neosporin) and Band-Aids – Variety of sizes
- Tweezers and Hand sanitizer
- 10 gloves

In LARGER LUNCH CONTAINER in Backpack – Labeled with contents, Staff Only

Each in Qt Ziplocs – Each labeled w/ ALL contents and which Pack (i.e. “S/B 1st Aid Pack”)

- Gauze Pads, Gauze Rolls, Scissors (Small), Adhesive Tape
- Burn relief dressing
- Cottonballs & Qtips – each in smaller labeled bag to keep clean
- Eyewash & cup
- 10 gloves
- children’s ibuprofen w/ cup- check OTG list
- children’s benedryl w/ cup-need to call parent for administering this.
- thermometer with covers and note to use them

In MIDDLE section of Pack -in labeled containers (contents & location)

- Sunscreen - 2 tubes in Gallon Ziploc
- Technu – Med. Bottle in Gallon Ziploc
- 2 Instant Cold Packs and paper towel (but “use cooler ice first”)

In Medium Front Zipper Area of Pack

- Tissues (in Ziploc)
- Hand Sanitizer (small)
- Phone Card
- Nut-free Bars – 4 (in labeled bag – NUT FREE) Emergencies only.

In LOWER small zipper pouch on front of area above

- 3 Bee Sting bags, baking soda/spoon, w/ label to add water and USE ICE FIRST

In UPPER small zipper pouch - List of 1st aid pack contents (this sheet folded up)

- Child-proof bottle of Ibuprofen just for Staff, need parent permission for YLs-check OTC
- SB pack – bag of extra swim day wristbands for kid who come after 11 am

In SIDE net pouch

- Squeeze water bottle full of water for cleaning wounds

GENERAL DETAILS ABOUT INJURY TREATMENT, EMERGENCY PLANS AND RESPONSE

- *Since being in operation since 1998, we have had a couple emergency situations, calling for ambulances. Luckily, the last one was over 15 years ago.*
- *Instances of calling ambulances:*
 - *The first was someone who was stung when she stepped on a crack in the ground, which was a wasps nest, so we can now train you and tell you to avoid cracks on the ground*
 - *The second was an instance of tripping over a sprinkler head in a park, while playing soccer and the camper fractured his leg.*
- *Instances of injuries*
 - *Potholes in the fields- with gopher action, there can be lots of dips in the fields of Tilden, so please be careful and share with children and youth leaders before leading games, and choose areas that are more stable.*
- *The EBRPD's emergency response network number is in the front of camper binders. They have their own 911! **Put the number in your cell phone RIGHT NOW - (recommended to label 911 EBRPD or 911 Tilden).** It is also in the site cell phones.*

911 EBRPD: 510-881-1121

- First Aid protocols and emergency plans are all in our camper binders, so please follow details there.
- All staff are trained in 1st Aid and CPR and currently certified, with exception of sometimes a last minute person joining the team may not have current certification, but at least one person on staff will at all times.
- All head and eye injuries must be reported to the office regardless of whether the symptoms persist. This includes sand in the eyes and big bumps on the head, as well as cuts on the face, lips or head. Lead staff will include in the end of the day email, or if not a day to write one, will make this additional communication (okay to do during downtimes at camp). Text Heather and office.
- Lead Staff keep open lines of communication with parents about any injuries. We want parents to be informed, unless very minor injury, like a simple scrape.





MONKEY BUSINESS CAMP

Summer + School Break Day Camps for Kids

At camp, we create a safe environment for fun, enriching, creative play. There are times when people still get hurt or when nature brings an earthquake or fire.

The following procedures should be followed in responding to and reporting incidents at camp.

EMERGENCY PROTOCOLS

Medical:

Page 10: Situation Assessment Regarding Injury at Camp

Page 11: 911 Situation-Injury or Other Medical Issue

Page 12: non-911 Situation- more minor injury needing immediate parent communication

Page 13: non-911 Situation-minor injury not needing immediate parent communication

Other:

Page 14: Other Emergency Protocols Overview

Page 15: Earthquake Response Protocol

Page 16: Fire Response Protocol

Page 17: Lost Camper Protocol

Page 18: Lost Bather Protocol

Page 19: Stranger at Camp Protocol and Police Emergency Protocol

Page 20: Evacuation Plan-check here if evacuate, due to earthquake, fire or other reason

Page 21: Air Quality Response Plan

Page 22: Contact Sheet that will be found in front of each Camper Binder.

MONKEY BUSINESS CAMP MEDICAL EMERGENCY PROTOCOLS

Situation Assessment & Site Management Done by Most Senior Staff

*Assess seriousness: if situation calls for 911 OR parent call to manage

*Other aspects to decide who will take care of, besides communication:

- care of injured individual
- care of other campers-keep occupied away from the scene.

*Utilize other staff and youth leaders. Ask for help from another group, if possible. If at a location, like a pool, get assistance from

If situation calls for 911, go to next page (page 3)

If situation does not call for 911, go to page 4

MONKEY BUSINESS CAMP



MAJOR MEDICAL EMERGENCY PROCEDURE



Major issues include, but not exclusive to this list: includes any physical trauma to individual's head, eyes, or body which results in ongoing symptoms; severe reaction e.g. heat exhaustion, asthma, allergic reaction to food or bug bite causing anaphylaxis (difficulty breathing).

- 1) Access: Restrict access to scene, if safe to do so, by blocking roads, trails, posting staff, etc.
- 2) Protect yourself and others from all hazards
- 3) Provides physical and emotional first aid consistent with level of training. *Take deep breaths yourself!*
- 4) Communications to 911, Parents, and Director of Camp: done usually by Most Senior Staff
 - a) Have emergency binder, cell phone, pen and paper (take notes re: communications and times)
Provide information to **Emergency Dispatch – FIND EMERGENCY NUMBERS AT FRONT OF BINDER**
 - Name/gender identity/age of camper/any special medical information
 - Description of accident, injuries and first aid given
 - Additional resources needed
 - Best route of access for responding units
 - Hazards present, if any
 - b) After contacting emergency dispatch, contact parents of injured camper:
 - i. tell them about the incident and what is now happening
 - ii. Medical: tell them ambulance is on way & check in to see if parents have hospital request or if they want EMT to choose based on their expertise. Confirm that staff person will ride with their child and wait until parent arrives. If you need to get hospital info back to them once EMT arrives, text or call them.
 - c) Call Heather to give update: 510-701-7877. They will take over talking with parents, etc. Text her any notes.
- 5) Senior Staff should identify themselves to the first arriving units. Provide additional information-medical information on camper form and assist as directed.
- 6) Senior Staff will ride in the ambulance with the individual and stay at the hospital until parent or another MBC staff arrives. Consult with Heather and Samantha during this time, if possible.
- 7) Senior Staff make any follow-up phone calls or texts back 1) to parents with which hospital child headed to and any other updates from the medical personnel and 2) to Camp Director

Additional Information: *Always remain calm, as it is contagious!*

- When parent arrives, communicate: “Okay, I will be heading back to the site now. Please be in touch with our office, as soon as you are able, to give any updates and we will check in as well.”
- Do not tell more stories about what happened, or give apologies, let Camp Director manage.
- Getting back to camp: use Lyft (pay up front and you would be reimbursed by MBC).
- Do not ever give any statements to the press/media. Leave that to the Director.

MONKEY BUSINESS CAMP

MINOR MEDICAL EMERGENCY: *NO 911/AMBULANCE*

Examples of these emergencies: injury to teeth, a seizure, sprain and cannot walk

1. Give first aid (physical & emotional), to injured individual. *Take deep breaths yourself.*
2. Phone calls to people on camper's emergency contact list. Parents provide up to 3 emergency contacts to try if you can't reach parents themselves. If you do not get through, try the next contact, *as you want to speak with someone directly.* If you cannot reach anyone directly, leave a message with parents. It is usually scary for a parent to hear from camp, so start out the call something like this: "Hi, this is Sarah from Monkey Business Camp, Evan had an incident today and he is well, but we felt it necessary to contact you."

Communicate about incident/injury and assessment. Usually assessment is either:

- a) camper is okay to stay at camp
 - b) recommend they come get their child (staff think it would be better for child to be home)
 - c) recommend that parents come to pick-up their child and take to the doctor/emergency room for assessment (e.g. limb injured and may need x-ray)
3. Once you've spoken with parent, call Heather 510-701-7877 and talk or leave message. Describe incident, first aid, and parent communication.
 4. Once parents arrive on site, welcome them, bring to child, give update, and ask if they need any assistance- for example, bringing belongings to car. Before they go, please ask them to call/e-mail the office with an update as they are able.

Other Communications that Most Senior Staff Should Manage:

- With other staff: You might need to give update, or see if Heather will manage
- With Parents: SD in the next morning, please check in with parent to see how things are going. If they do not show up or call, let Heather know by text or tell in end day e-mail.

MONKEY BUSINESS CAMP

NON-EMERGENCY

INJURY/INCIDENT

- These are considered any small scrapes, cuts, bumps, stings or bites, the symptoms of which disappear in a short time, usually within 10 minutes, maybe a bit longer.
- All staff can administer the procedure.
- Staff can determine if youth leaders can administer, too, as long as supervised.

PROCEDURE:

1. Give first aid, physical and emotional to the camper involved
2. Inform the Senior Staff on site what happened and how you responded
3. Communications to the parents:
 - write a short note for the parent on the sign-in sheet, e.g. *Frank bumped heads with another camper. We iced for 10 minutes and fine.*
 - Sign the note with your first name, not your initials, so it is clear who it is from.
 - If it is something that would be better to communicate in person, wait until pick up time. An alternative is to get the parent contact information and call them. Senior Staff may need to do this anyway, as sometimes a car pool parent picks up and it is not the best to communicate with them.

A report of a minor injury can help the parent know that we:

- are observant, caring, and communicative
- understand parents' concern about the safety of their children



Other Emergency Protocols Overview

When “camper” written in these protocols, we are including any individual at camp-staff or youth leaders, too.

Page 7: Earthquake Response Protocol

Page 8: Fire Response Protocol

Page 9: Lost Camper Protocol

Page 10: Lost Bather Protocol

Page 11: Stranger at Camp Protocol and Police Emergency Protocol

Page 12: Evacuation Plan- check here if evacuate, due to earthquake, fire or other reason

Situation Assessment & Site Management- Done by Most Senior Staff

Decide who will take care of communications & gathering paperwork, support campers, etc. Other staff step in as necessary. Everyone may need to make additional “calls” that are not addressed in these protocols, based on the situation at hand, and their experience and training. Ideally, in an unknown scenario, collaborate to come up with a decision.

Communications: Contact Heather 510-701-7877/Samantha/Kira/Brad (see phone numbers on first page of camper binder) to keep informed of situation, so they can support with communications and on site. There could be possibility that cell phones do not work, so do your best. Someone on MBC team will try to meet you if they have not heard from you, so leave notes when possible. You may have capacity to send mass text message to everyone in the camp, or Kira can send a mass e-mail out.

Resources in the Community Near Some of our Programs:

- Tilden Nature Center or Lake Anza Lifeguard Station or other centers at local parks- there could be staff on duty that can support in emergent situations.
- Reservoir at top of Spruce, outside of Tilden Park- some open space, and water fountain.
- Step One School-499 Spruce Street in Berkeley, near Tilden Park, we know the director, Sue Britson. Phone # of school: 510-527-9021 and across the street from there is Dorothy Bolte Park, which does not have a bathroom, but in the case of emergency, hopefully Step One would let us use, or staff do the best you can.
- Shepherd of the Hills Lutheran Church just outside of Tilden on Grizzly Peak Blvd and Wildcat Canyon Road-since 2003, we have used this space, but starting during Covid pandemic, in 2020, they have new pastor, but still possible to check in with them. As of February 2023, we still have keys at the office for their outdoor bathrooms, for example.
- Other City Parks or Schools- these might be good areas to evacuate to, in certain circumstances, on foot. If have cell service, identify on phone. For example, down hill from Tilden: Cragmont School, Live Oak Park, Cordinices Park, King Middle School. If in Oakland or S.F, find similar.
- If no cell service, ask for support from local people in the area, who might be able to direct you to a local park or school, for example.
- Heather and Brad used to live at 1288 Carlotta Avenue, Berkeley, CA 94707, and the neighbor in the rear, Tom, is friendly, and the commercial space next door, at 1641 Hopkins, Berkeley, which abuts the driveway could be a space to hang out.
- Debbie Lloyd is a neighbor near Berkwood Hedge (BH), and she is former employee at Berkwood Hedge, who was their Operations/Facilities Manager, and she sometimes does part-time support for them. Her number to use in case of emergent situation near BH: 510-579-5734

MONKEY BUSINESS CAMP EARTHQUAKE PLAN

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

When you hear any rumbles or feel the ground shake or roll:

- 1) Direct all individuals at camp to an open outdoor space, away from all structures, large trees, and wires. If inside, go underneath tables.
- 2) Each group, gather site cell phone, sign in sheets, the emergency backpack with camper binder that has parent contact info.
- 3) Take head count once able, using sign in sheets.
- 4) Wait for movement to stop, as there might be aftershocks or a large quake following a small one.
- 5) Make contact with MBC Admin/Ops team.
- 6) Depending on location, others may be able to support. If in EBRPD parks, like Tilden, the park supervisor knows our camp is in the parks and they have told us they would stay in communication as they are able. At Berkwood Hedge, school staff might be available. For Pre-K Camp, Step One School is nearby and has long term relationship with Heather. If OTG group is on a field trip, venue or transit staff should provide directions.
- 7) If someone was hurt, follow our usual protocols (page 2-5) for helping them and contacting their family as needed.
- 8) Do as much as you can to create stability, by having some staff focus on programming for kids while others help kids injured and/or communicate. Play circle game, sing songs, read few books.

Please note:

- We will store a couple 5-7 gallon water containers in the storage shed at Meadows site in Tilden, so that we will have a supply of safe drinking water in case there is damage to the water fountains. Other sites might have containers of water for handwashing, that could be used for drinking if needed.
- Heather or Brad might be able to bring water to other locations – ask if you need that support.



MONKEY BUSINESS CAMP FIRE PLAN

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

For small fires (like a trash can fire), use water or fire extinguisher to put the fire out. Depending on location, call emergency or non-emergency 911 to notify (see first page of binder for numbers for your program). Give them a description of what happened. If fire units arrive, identify yourself. Provide additional information and assist as directed.

For larger fires, Most Senior Staff Manage, or, if not available, Other Staff Manage:

- 1) Calmly assess from what direction fire or smoke is coming from and **contact emergency – find numbers at front of binder.** Do not hang up first. Give any information you have about fire:
 - a. Type of Fire?
 - b. Size of Fire?
 - c. Are persons in danger?
 - d. Rate of Spread?
 - e. Are there any associated hazards (i.e. power lines, hazardous materials, etc.?)
 - f. Ask if they have any info to share with you, so you might know if you should evacuate.
- 2) Depending on what you hear, make assessment, depending on timing, including higher management in the decision making. You might just stay put, or need to move camp away from current location. In Tilden, safer areas could be Meadows Picnic Area (has sprinkler system), Lake Anza, the Nature Center, or outside of Tilden, at Dorothy Bolte Park on Spruce Street, near Grizzly Peak, or other Berkeley city parks further down the hill-King or Live Oak. For programs located at a school, might need to go to a different part of campus, or evacuate entirely. For OTG groups on a field trip, follow directions given by venue or transit staff.
- 3) If you need to leave: Each group, bring site cell phone, sign in sheet binder & the emergency backpack with camper binder.
- 4) Take deep breaths.
- 5) If timing permits, have campers and staff bring their belongings, as it might be helpful to have contents (food, water, clothing). Leave camp equipment, except for cell phones and perhaps water jugs, behind. Staff make assessment based on time.
- 6) Take head count before departure.
- 7) If someone was hurt, follow our usual protocol (pages 2-5) for helping them and contacting family as needed.
- 8) Keep all campers together and staff keep themselves and kids calm.
- 9) Contact MBC Admin staff to keep informed of situation, so can meet you and support as needed.

ADDITIONAL INFO:

- SEE PAGE 20 for additional details for evacuation.
- In the case of Extreme Fire Weather Days in Berkeley (there have been about 4 since 2018), and it being on a Tilden camp day, we most likely will not operate in the park.

MONKEY BUSINESS CAMP LOST CAMPER PLAN

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

1. If a camper is lost, first take a deep breath! That is a stressful and scary thing.
2. Note the time when staff noticed camper missing.
3. When was the last number count, so you know the last time you were certain of the camper being there.
4. Keep the other campers occupied with programming. *If at a lake or pool, alert a life guard immediately-see more about that on the next page, in Lost Bather Plan.*
5. Determine who can search the area and call the camper's name. Sometimes campers hide in bathrooms, or behind buildings. For OTG groups on public transit, one counselor can take a return train/bus to check previous stops, per the Lost from the Group Instructions that you hand out to the campers. For OTG on a field trip, building staff may be able to make an announcement.
6. If camper is not found after about 20-30 minutes of intense searching, **call emergency – find number at front of binder** and be prepared to give them basic details like name, age, race, gender identity, and last time they were seen, but also other details staff or other campers recall: what the camper was wearing, height, hair color, eye color.
7. Parent communication- Heather will take care of this, please keep her informed, including letting her know asap within 10 minutes of still looking for camper. If for some reason, you cannot reach her, try Samantha, or, if you do not reach either, most senior staff may need to contact all the child's emergency contact numbers until you reach someone.
 - a. If you do need to call parents, this will be one of the hardest calls you will ever need to make. "Hello, this is Sara from Monkey Business Camp and I have some hard news. {child's name} is currently missing. We discovered it during a regular number check, and have searched for 25 minutes, have now alerted emergency services, and are still actively searching."
 - b. Keep to the facts, and know that this will bring up strong emotions for parents, so try as best as you can to bring calm and compassion to the entire situation and everyone involved.

MONKEY BUSINESS CAMP LOST BATHER PLAN-AT POOL, LAKE

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

1. If a camper is lost while you are at a water element, first take a deep breath! That is a stressful and scary thing.
2. Note the time when staff noticed camper missing. Note time of last number count.
3. Alert lifeguard, and send someone to check bathrooms. Be prepared to give basic details like name, age, race, gender identity, and last time they were seen, but also other details staff or other campers recall: what the camper was wearing, height, hair color, eye color.
4. Once it is established that camper not in bathrooms, Lifeguard can make announcement for all campers to leave the water.
5. Engage other campers.
6. Some people continue to help lifeguards search, per any direction.
7. Call Heather 510-701-7877 or other MBC Admin team on first page to inform of incident and what is currently happening, so they can support.
8. If the camper is not found quickly with lifeguard's help, assess with lifeguard about who will contact emergency services.
9. Call Heather to have her call the parents of camper at this time to inform them of what happened and what actions are currently being taken. If you cannot reach her to do so, MBC staff call. This will be one of the hardest calls you will ever need to make. "Hello, this is Sara from Monkey Business Camp and I have some hard news. {child's name} is currently missing. We discovered it during a regular number check, and have alerted the Lifeguards, and are actively searching all areas in and around the swim area."
10. Be prepared to provide the following information to Park Police:
 - a. Name/gender/age of camper
 - b. what the camper was wearing, their height/hair color/eye color, and the last time they were seen. Ask other staff, youth leaders, or older campers for help remembering these details.
 - c. Description of what happened and any other pertinent information

MONKEY BUSINESS CAMP STRANGER AT CAMP PLAN

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

We are often in public spaces, and people may be walking nearby throughout the day. If someone lingers close to camp for a while:

- 1) MBC Staff make note of person's description-hair, height, build, skin color, clothing and location.
- 2) Assess whether seems best to approach them to check in, keep eye out or call police or some combination. If call police, see #6 below about info to provide.
- 3) Decide about potentially moving to another area. If time permits, identify if you can bring certain items on Evacuation Plan on page 12.
- 4) If at a lake or pool, and someone is watching the campers in a way that seem inappropriate, alert the lake/pool staff.
- 5) Contact Heather/Samantha about any reports.

MONKEY BUSINESS CAMP POLICE EMERGENCY PLAN

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

- 1) Situation: What is the Situation/Incident
- 2) Use site cell phone to call **Emergency – find number at front of camper binder** and give information- see #5 below for details on what information to have ready
- 3) Access: Restrict access to scene, if safe to do so, by blocking roads, trails, posting staff, etc.
- 4) Protect everyone from all hazards, which might mean moving to another area. You might need to run and find place to hide, and if possible to blockade yourself from a dangerous individual.
- 5) If you have time, see page 12 for items to bring with you, if you need to evacuate. If no time, do the best that you can.
- 6) Provide updated information to Dispatch-write down as you are able quickly:
 - Any injuries? Name/age/race/gender of individual and any special medical info
 - Any first aid given
 - Are there weapons involved
 - Is the crime still in progress
 - Are suspects still there
 - Description of suspects?
 - Direction of flight?
- 7) Identify yourself to the first arriving police units. Provide additional information and assist as directed.
- 8) Contact Heather/Samantha about any reports.

MONKEY BUSINESS CAMP EVACUATION PLAN

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

If circumstances are such that it seems that you must evacuate the camp site entirely, what to bring:

Each group, bring:

- group cell phone
- daily log clipboard
- emergency backpack with camper binder
- some sports ropes, so campers can hold onto that while walking as needed

If timing permits, have all individuals at camp:

- Use restrooms
- Bring their belongings, as it might be helpful to have contents (food, water-refill if possible in fountains, clothing).

Leave all other camp equipment behind, unless staff judges some other items would be easy and good to bring. For example, maybe in the case of an earthquake, if there are water jugs, bring those, in case water systems are disturbed. Or someone can carry a ball or a few board games (ones like Apples to Apples that can occupy multiple campers best) to keep campers occupied with something to distract them once you arrive to another location.

Take head count before departure.

Leave a note if possible and tape to table, etc, in case someone comes there to find you. Consider other communications if available. If possible, ask higher management to send families text message.

Keep all campers together and staff keep themselves and kids calm.

If you are in Tilden, if you need to leave the entire park, exit campers up Canon Drive. Canon Drive is a very narrow road, *so very important to follow general line protocols when in the street, or crossing streets:*

Line/Street Protocol (to follow anytime you are in a street or crossing a street): remind kids to stay to right, walking single or in buddies (twos) and keep the line tight (front of line slows down to keep the back together with the front).

Vehicles- if advice is coming to take vehicles, in the case of a major emergency, do what is needed, even if not typical standard protocols, if it is a matter of saving lives.

MONKEY BUSINESS CAMP AIR QUALITY RESPONSE PLAN

The most senior staff on site manage specific details, deciding who will take care of communications & gathering paperwork, supporting campers, etc. Other staff step in as necessary.

Each family and staff will have on their camp pack list to bring an N95 to wear in the case of poor air quality. If a poor air quality is known in advance, we would send message to all parents explaining that we will reschedule camp to part day on Zoom. If emergent at camp, then lead staff contact Heather or Samantha, who will work with Kira in the office to send messages to all the parents explaining the situation, and depending on details, recommending, or requiring them to come pick up their children asap.

AQI Basics for Ozone and Particle Pollution

| Daily AQI Color | Levels of Concern | Values of Index | Description of Air Quality |
|-----------------|--------------------------------|-----------------|---|
| Green | Good | 0 to 50 | Air quality is satisfactory, and air pollution poses little or no risk. |
| Yellow | Moderate | 51 to 100 | Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution. |
| Orange | Unhealthy for Sensitive Groups | 101 to 150 | Members of sensitive groups may experience health effects. The general public is less likely to be affected. |
| Red | Unhealthy | 151 to 200 | Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects. |
| Purple | Very Unhealthy | 201 to 300 | Health alert: The risk of health effects is increased for everyone. |
| Maroon | Hazardous | 301 and higher | Health warning of emergency conditions: everyone is more likely to be affected. |

**FOR EMERGENCIES:
CALL TILDEN PARK POLICE DISPATCH #
510-881-1121**

**NOTE: They will call the park's emergency response units.
911 will take longer to come to the scene.**

Be prepared to give:

- 1) Name/race/gender identity/age of camper/any special medical information
- 2) Description of accident, injuries and first aid given
- 3) If lost camper or bather or other police emergency, their description (clothing, hair/skin/eye color, height) and any other pertinent information.
- 4) If fire, indicate location, size, etc.

Do not hang up first!

**LOCATIONS in TILDEN: MEADOWS PICNIC AREA,
BIG LEAF PICNIC AREA**



| Administrative Staff: | Contact Information |
|------------------------------|--|
| Office | 510.540.6025 (open part time daily) |
| Heather Mitchell | Cell: 510.701.7877 |
| Samantha Swor | Cell: 510.280.4584 Home: 510.845.7262 |
| Brad Olson | Cell: 832-248-9757 |

***The Group Cell Phone will have these numbers in contacts. Park Dispatch is entered as 911Tilden.**