

UW-STEVENS POINT SUMMER CAMPS EMERGENCY PROCEDURES

1. Stay with the Camper

2. Life or Death Situation

- a. Have another Supervisor, Coach, Desk Host, Camp Counselor, etc. CONTACT:
Ambulance.....911 if OFF campus or 9-911 ON Campus
 - Provide Your Name
 - Identify Location on Campus
 - Identify Situation
 - Condition of Victim
 - Aid Being Given
- b. Check vital signs and provide First Aid as needed.
- c. Contact Camp Director, parents and Camp Health Staff.
- d. Secure Camp Health Form for Hospital Emergency Room.
- e. If Situation involves an accident, complete UWSP Accident Report Form.
- f. Send copy of UWSP accident report form to UWSP risk management office and deliver a copy to the Camp Health Staff at the next mealtime.
- g. If camper is covered under UWSP camp insurance, Camp Director to get camper to complete an Insurance Accident Claim Form.

3. When NOT Life or Death Situation

During Regular Business Hours(7:45 to 4:30 Monday through Friday)

- a. Provide First Aid as needed. Urgency of situation to determine whether immediate treatment is needed, or an appointment could be made.
- b. Contact camp health nurse @ 715-346-2049 or on-call cell 715-340-3108-If nurse not available, call UWSP health service 715-346-4646 located in Delzell Hall, 910 Fremont Street, Stevens Point.
- c. Arrange for appointment. Assign camp staff member to accompany camper.
- d. Contact Camp Director, parents and Camp Health Staff.
- e. Arrange transportation to Saint Michael's Urgent Care or emergency room. If person is unable to move under own power, ambulance will be called.
- f. Secure Camp Health Form. Bring it with camper to UC/ER.
- g. If situation involves an accident, complete UWSP Accident Report Form.
- h. Send copy of UWSP Accident Report Form to UWSP risk management office and deliver a copy to the Camp Health Staff at the next mealtime.
- i. Camper to complete an Insurance Accident Claim Form if applicable.

After Regular Business Hours (Evenings and weekends)

- a. Provide First Aid as needed.
- b. Assign camp staff member to accompany camper to St. Michael's ER/Urgent Care.
- c. Contact St. Michael's ER/Urgent Care in advance...346-5100
Location.....St. Michael's Hospital
- d. Contact Camp Director, Parents and Camp Health Staff. Arrange transportation to Saint Michael's Urgent Care or Emergency Room. If person is unable to move under own power, ambulance will be called.
- e. Secure Camp Health Form. Bring to UC or ER.
- f. If situation involves an accident, complete UWSP Accident Report Form.
- g. Send copy of UWSP Accident Report Form to UWSP Risk Management Office and deliver a copy to the camp Health Staff at the next mealtime.
- h. Camper to complete an Insurance Accident Claim Form if applicable.