

Summer Camp Procedure Manual

Emergency Procedures

Medical Emergencies

If your child has a minor accident, the staff will take such actions to comfort your child (for example, cleaning a wound, applying a bandage, etc.). You will receive an Incident Report for any injuries, which will outline the steps that were taken.

If your child has an accident that results in an injury that requires professional medical treatment (for example large bumps, head injuries, uncontrollable nose bleeds, cuts that may require stitches, or possible fractures), the parent, guardian, or parentally-designated emergency contact person will be called. You will receive an Incident Report for any injuries, which will outline the steps that were taken.

In obvious emergency situations, emergency services will be called.

Inclement Weather Procedures

In the event of inclement weather (i.e. thunderstorms, lightning, hail, etc.) during camp activities, the Rollins College Summer Day camp will move all programs indoors. Campers will remain in their classes until the weather improves and are able to go outdoors or transition to their next classes.

Lightning Rods/Detectors

We have strategically positioned lightning rods throughout the camp areas. By virtue of the lightning rod's position, shape, and conductivity, the rod attracts lightning discharges much more readily than the building on which it is mounted. When struck, the connecting cable carries the discharge safely into the ground, preventing any damage to the building.

Rainy Day Drop-Off Procedures

Rainy Day drop-off is located at Rex Beach Hall. Please enter on Park Ave., turn left onto Holt Ave., and security, as well as the summer camp staff, will direct parents to the appropriate area to drop campers off. The campers will be escorted into the Alford Sports Center, upstairs in the small gym, where the early morning transition procedures will take place.

Rainy Day Pick-Up Procedures

Rainy Day pick-up is located at Rex Beach Hall. Please enter on Ollie Ave., and follow the road around. Security, as well as the summer camp staff, will direct parents to the appropriate area to pick campers up. If the weather permits, the campers will be escorted from the Alford Sports Center to their cars. If the weather is dangerous, the campers will not be moved. If the parents/guardians would like to pick up their campers, they will need to enter the Alford Sports Center and escort their campers out to their vehicle.

Emergency Preparedness

In the event of an approaching hurricane or other emergency situation, please check the Rollins College Summer Day Camp web site (www.rollins.edu/sps/camp) and/or the Rollins College main web site (www.rollins.edu), or call the Rollins College Summer Day Camp information line at (407) 646-2604 and/or the Rollins College hotline at (407) 646-2000.

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In the event of an emergency, the Rollins College Emergency Preparedness Plan will be activated to ensure the safety of the campus. At the direction of the Emergency Operations Team, information will be disseminated to members of the Rollins community, including employees and students, as well as to the Central Florida community.

In Florida, the annual hurricane season runs from June 1 to November 30. Should a storm threaten Central Florida or another emergency affect the College, members of the Rollins community should continually monitor the Web site for the most current information. The Rollins Summer Day Camp Administration will send status updates via e-mail. These communications will keep you informed of developments at Rollins such as class cancellations and closures. Local television and radio broadcasts will also provide updates on College operations.

Summer Camp classes will proceed as scheduled unless you are notified otherwise. Before, during and after any emergency, we will issue notifications of camp status and other pertinent information as needed through the Rollins Summer Day Camp web site. Unless electrical power or electronic communication is unavailable following a storm or emergency, the Rollins Summer Day Camp web site will be the official source for information.

Status updates will be posted on the web and recorded on the Rollins Summer Day Camp phone at (407) 646-2604. You may also find general Rollins College information on the Rollins College Emergency Hotline at (407) 646-2000, and the local media outlets, especially **Channel 13, Orange TV (tune to channel 9 on cable)** and **WDBO** radio (580 AM or <http://580wdb.com/>). Rollins' WPRK radio (91.5 FM) will air information for the City of Winter Park and the campus community as well. Please do not rely solely on the media, however, for Rollins College Summer Day Camp updates and information. Since our camp may have a different operating schedule, the media may not always include our detailed information in their newscasts.