

STAGE DOOR CONSERVATORY PROCEDURES FOR EMERGENCY/SERIOUS OCCURANCES

Definition of an Emergency/Serious Occurrence:

is any occurrence which involves a serious injury, a disaster, an alleged abuse or mistreatment of a child, a situation where a child is lost for any extended period of time, or a death.

Prior to the Start of Camp:

Camp directors should be familiar with Stage Door Conservatory Emergency Response/Guideline.

Emergency Protocol:

1. Police must be called immediately (911). An ambulance may also be called (911).
2. The staff will report the occurrence to the Camp Director (or designee) immediately.
3. The Camp Director will ensure that those persons identified with the knowledge of the occurrence remain until excused by the police.
4. The Camp Director or designee will contact the parents or guardian.
5. The Camp Director will complete the Emergency/Serious Occurrence Report within 24 hours of the occurrence and fax it immediately to Stage Door Conservatory's administrative offices at 509-472-8487.

Corrective Action:

Following a review of the occurrence, any follow-up action required will be the responsibility of the Camp Director. All forms will be filled with the Camp Director.