



Cape Cod Sea Camps for Groups

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WATERFRONT POLICIES

For groups using our waterfront facility the following rules and regulations must be followed:

1. **SWIMMING POOL** - Not available for use.
2. **SMALL CRAFT ACTIVITIES** - Not permitted on grounds of CCSC.
3. **SWIMMING** - CCSC does not provide a lifeguard for swimming. It is the responsibility of the user group to provide waterfront supervision if offering swimming as a part of your program. To offer swimming at our waterfront your group must abide by the following:
 - a. **The Group Waterfront Leader must be at least 21 years of age.**
 - b. **Provide Group Coordinators with a signed Waterfront Permission Form** completed by the Group Leader and have it on file in the main office;
 - c. **Provide written evidence of the following current American Red Cross certifications** or their equivalents to the Group Coordinators: Lifeguard Training (LGT) or equivalent appropriate to waterfront; First Aid or equivalent; Cardiopulmonary Resuscitation (CPR) appropriate to the age level serving or equivalent;
 - d. **Provide documented skills and/or experience which is specific to the waterfront area for rescue and emergency procedures;**
 - e. **Provide a lifeguard** who will be out of the water at all times and located in a position from which they can continuously observe and quickly assist any participant. It is important to take into consideration the swimming levels or abilities of the swimmers when arranging lifeguards.
 - f. **The American Camp Association Recommended Ratio for Lifeguards to Swimmers is the following:**
1 Guard to 25 Swimmers 1 Lookout for 10 Swimmers
 - h. **Massachusetts state law requires that all Lifeguards at camps be equipped as follows:**
 - *All lifeguards while on duty shall wear a red or bright orange bathing suit. Any shirt or jacket worn as an outer garment by a lifeguard shall also be red or bright orange and have the word GUARD printed in 4 inch lettering on the back. An orange hat or sun helmet shall be worn by all guards out-of-doors while on duty. A sunblock or other skin protection should be available to all lifeguards.*
 - *The group shall have whistles and bull horns or other appropriate voice amplification for lifeguard on duty.*
 - g. **Provide a safety system** - buddy check - which enables the lifeguard to quickly account for all swimmers;
 - h. **Provide an assessment of the swimming ability of the swimmers;**
 - i. **Provide for rescue equipment** being readily available at the waterfront. Please contact the Group Coordinators if you wish to use rescue equipment from CCSC.
 - **The following items are recommended to be present on the beach when Lifeguarding:**
 - Emergency Radio or Cell Phone
 - A Whistle for each lifeguard
 - First Aid Kit – fanny pack for each guard with mouth shield, gloves, sunscreen
 - Megaphone or bull horn
 - 1 Rescue Tuber per lifeguard
 - Rescue Surfboard
 - Access to Backboard
 - Proper Guard Attire
 - j. **Knowledge of a written emergency and accident plan** which deals specifically with near-drowning and aquatics accidents. The waterfront staff must be familiar with the **Lost Swimmer Drill** as recommended in the CCSC emergency guidelines.
 - k. **Knowledge of Cape Cod Bay area for swimming** - tidal, shallow, sand flats. Tide rises and falls every 6 hours. A hazard of Brewster flats are the incoming tides. Be aware of incoming tide when walking on outer sandbars at low tide.

EMERGENCY GUIDELINES

FIRST THINGS, FIRST!!

BEFORE an emergency occurs, know where telephones are located, First Aid Equipment, Fire Equipment, and Emergency Equipment on campus.

IN A GENERAL EMERGENCY

1. **Keep CALM!**
2. **Take full charge of your group;** never leave them alone.
3. **Notify the CCSC Group Hosts or the Main Office** immediately regarding any emergency.
4. **Administer appropriate First Aid and CPR as necessary.**
5. **Group Leader** will take appropriate measures to notify parents or guardians.
6. **Only the CCSC Administration in conjunction with the Group Leader** will talk with law enforcement officials and/or the media.

In the event of one of the following emergencies, use your own judgment and discretion as to which step to take first.

A. LOST SWIMMER DRILL

Any swimming activity from any property of CCSC must be supervised by a certified American Red Cross Lifeguard or the equivalent. The following procedures for a missing person drill will be used if a person is not accounted for after a buddy check.

Land Search

1. Adult sent to emergency phone to alert camp office 896-3451 or main office.
2. Adult gives complete description of the missing person, including sex, height, color of hair, skin color, weight and type of clothing.
3. Send available staff to check cabin area, program areas, dining hall, meeting areas, bathrooms etc.
4. If group leader is notified child is not in these areas then:
 - a. Announce name over PA system from main office - wait 10 minutes and repeat.
 - b. If still missing, sound **ALL CAMP ALARM** - announcing assistance on PA system or continued short blasts on the dining hall siren or power horn.
5. Systematic search will begin.
 - a. Half staff arrive at main office to receive description of child, age, where last seen. All other staff not involved in the search will be supervising the children.
 - b. Send two people to the beach to go East and West;
 - c. Three cars with two people in each to go East and West on Route 6A and one out Millstone Road;
 - d. Send four people to bike trails, two to go East and two to go West;
 - e. Remaining staff should be assigned to search camp grounds again.
6. If unable to locate in one hour, CCSC Group Coordinators in conjunction with group leaders will notify parents and police as necessary.

Water Search

1. Give a whistle signal (three blasts) to clear the water of all swimmers. Initiated immediately after it has been determined that a person swimming is not accounted for.
2. Adult sent to main office or call 896-3451.
3. While swimmers are clearing the water, begin to set the initial boundary for the area to be searched.
4. Ask staff searching **SHALLOW WATER** areas to report to a specific location in the water. Assign one lifeguard to organize the search teams and to give a quick explanation of the procedures to be followed.
5. While they are being organized, the remaining lifeguards should begin to check the deep-water area. depending on the clarity of the water, this can be done by using a short series of dives or by swimming with masks, snorkels, and fins along the surface.
6. At all times during these operations, one person will direct the activities i.e., Lifeguard or group leader or other designated person "in charge".
7. In the event a lost swimmer is located and is injured or requires resuscitation, this will be performed immediately by a qualified staff member. Local rescue personnel will be called by CCSC Group Coordinator and/or group leader. **RESCUE SQUAD - DIAL 911**
8. If person is not found after a thorough search of the swimming area, call in additional support personnel from rescue or fire department.

9. Continue searching the swimming area until additional support personnel arrive at the scene.
10. Group Leaders will take appropriate measures to notify parents or guardians.
11. Only the CCSC Administration in conjunction with the Group Leaders will talk with law enforcement officials and/or the media.

Procedure for Underwater Search: Shallow Water

People link arms or hold hands and wade in a line across the designated swimming areas. As the line progresses forward slowly, have the searchers gently sweep their feet across the bottom with each step they take. Any staff member or child tall enough to stand in the water may assist in this type of search. The searchers should not go beyond chest-deep water or approximately 4 feet.

Procedure for Underwater Search: Deep Water

When a search is made for a lost swimmer in deep water, a line search pattern will be used. Deep water is anything over 5 feet deep. Deep water will be searched immediately if an individual who has been reported missing cannot be found in shallow water.

Line Search: The searchers form a straight line, no more than an arm's length from each other. On command from a lifeguard, they surface dive to the bottom and swim forward a set number of strokes - usually two. The searchers hands touch the bottom lightly as their arms sweep outward from, and then inward toward, the midline of their bodies. The sweeping actions of the arms are slow and continual, touching the bottom gently with their palms.

The searchers swim straight up to the surface after completing the two strokes. They then back up about 6 feet, reform their line, count off to insure they are all accounted for, and repeat the diving sequence. Repeat these procedures until the entire area has been covered in one direction. Then sweep the area at a 90 degree angle to the first pattern. Areas under the docks and outside the swimming area must also be searched.