



OVERNIGHT CAMPS

Camp Sea Gull • Camp Seafarer • Camp Kanata

INCIDENT REPORTING FRAMEWORK

LEVEL 1 REPORTING

Level 1 • Incidents

- Loss of personal items
- Unhappy/disengaged (alone, no friends, squatting, wandering, avoiding, etc.)
- Fears/homesickness
- Disagreement with friend(s)/conflict with peer(s)
- Horseplay/name calling/teasing
- Explicit language
- Refusing to follow directions
- General rule breaking
- Basic first aid (ice pack, bandage)
- Sunburn/skin irritation/bug bite
- Physical health complaint
- Hygiene concern (1st)

Level 1 • What to Do

ALL INCIDENTS:

1. Counselor addresses concern with camper.
2. Counselor reports to Head Counselor/Camper Services/Senior-in-Charge.
3. Parents receive communication by phone or within weekly letter home.
4. Counselor notes are reported using the Cabin Reporting Form or verbally to Camper Services.

LEVEL 2 REPORTING

Level 2 • Incidents

- Theft of or damage to personal items/food
- Nutrition concern (picky eater, forgotten lunch, multiple days of not eating, etc.)
- Persistent unhappiness/disengagement
- Persistent fears/homesickness
- Repeated disagreements or conflict with peer(s)
- Repeated use of explicit language
- Repetitive rule breaking
- Aggressive horseplay, contact with intent to harm or change others' behaviors
- Injury that leaves a mark
- 2+ reports to staff of same physical health complaint
- Mental health complaint (1st)
- 2+ hygiene concerns
- Aquatics rescue/incident not requiring first aid

Level 2 • What to Do

ALL INCIDENTS:

1. Counselor immediately addresses concern with camper.
2. Counselor reports to Head Counselor/Camper Services/Senior-in-Charge.
3. The Head Counselor/Camper Services/Senior-in-Charge addresses concern with camper.
4. Head Counselor/Camper Services/Senior-in-Charge reports to Director of Camper Life.
5. There is a Physician/Health Center consultation (if needed).
6. Within 24 hours there is a phone call home by the Head Counselor/Camper Services and/or a Director.
7. Counselor notes are reported using the Cabin Reporting Form or verbally to Camper Services.
8. An Incident Report is completed (if needed).
9. A Health Report is completed (if needed).

The YMCA is committed to early reporting and communication on the part of our staff. While this document was created to assist in your reporting procedures, a part of every emergency action plan includes notifying your supervisor or Camp leadership.

LEVEL 3 REPORTING

Level 3 • Incidents

- Broken hearing device/glasses/braces/tooth
- Eating disordered behaviors
- Bathroom/menstrual period incidents
- Bullying
- Threats to physical/mental/emotional safety of others
- Running away/hiding/being in unauthorized spaces
- Destructive behavior
- Inappropriate use of technology
- Continuous issues with following rules/refusal to participate
- Hits to head/face/neck/genitals
- Significant physical injury
- Health concerns (heat related, insect sting/bite, mild allergic reaction, vomiting/diarrhea, temperature above 100.1, medication issue, lice, rash, suspected illness, suspected broken bone, suspected concussion, severe sunburn, etc.)
- 2+ reports to staff of mental health complaint
- Aquatics rescue/incident in which there is concern that child swallowed/inhaled water
- Discussions of camper sexual orientation or gender identity

Level 3 • What to Do

ALL INCIDENTS:

1. Counselor notifies Head Counselor/Camper Services/Senior-in-Charge.
2. The Counselor and Head Counselor/Camper Services/Senior-in-Charge addresses concern with camper.
3. Head Counselor/Camper Services/Senior-in-Charge immediately reports incident to Director of Camper Life.
4. Director of Camper Life addresses concern with camper.
5. Director of Camper Life reports to Camp Executive Director.
6. There is a Physician/Health Center consultation (if needed).
7. A phone call home is made the same day as the incident by a Director.
8. Director documentation is completed.
9. An Incident Report is completed (if needed).
10. A Health Report is completed (if needed).
11. Others to contact:
 - Risk Management
 - People Team (if needed)

LEVEL 4 REPORTING

Level 4 • Incidents

- Reported or suspected abuse/neglect
- Missing child
- Behaviors resulting in immediate suspension or dismissal
- Discriminatory language (religious, gender-based, sexually oriented, ethnic, racial, and socio-economic bullying or slurs)
- Staff/volunteer to camper misconduct
- Sexual misconduct
- Significant physical altercation
- Repetitive bullying
- Repetitive running away/hiding/being in unauthorized spaces
- Destructive behavior resulting in property damage
- Significant physical injury that requires medical care
- Self harm/suicidal ideation
- Severe health concerns (allergic reaction requiring emergency medication, respiratory distress, seizure, diabetic emergency, compound bone fracture, loss of consciousness, etc.)
- Events requiring rescue breathing, CPR, AED or O₂ use, including aquatics rescue
- Boating accident involving injury or damage to vessel

Level 4 • What to Do

ALL INCIDENTS:

1. Responding staff calls 911 (EMS, police and/or fire), if needed.
2. Counselor notifies Head Counselor/Camper Services/Senior-in-Charge.
3. The Counselor and Head Counselor/Camper Services/Senior-in-Charge immediately addresses concern with camper.
4. Head Counselor/Camper Services/Senior-in-Charge reports to Director of Camper Life.
5. Director of Camper Life addresses concern with camper.
6. Director of Camper Life reports to Camp Executive Director.
7. Camp Executive Director reports to Operational Vice President.
8. There is a Physician/Health Center consultation (if needed).
9. A phone call home is made by the Director.
10. Director documentation is completed.
11. An Incident Report is completed (if needed).
12. A Health Report is completed (if needed).
13. Within 1 hour first-person staff statements are submitted (if needed).
14. A CPS report is made (if needed).
15. A police report is filed (if needed).
16. Others to contact:
 - Risk Management
 - Y-USA (if needed)
 - People Team
 - NC Wildlife (if needed)
 - Avance Care (if needed)