

OTA Summer Staff “On-Site” Training

1. OTA Safety and Emergency Training Review

OTA staff members in determining an injury or medical situation will:

Isolate – Evaluate – Communicate

- Procedure Review
 - 1.Accountability Plan: Locating Missing Camper
 - 2.Fire Plan
 - 3.Evacuation Plan
 - 4.Group Pick Up Plan
 - 5.Heat Plan
 - 6.Natural Disasters Plan
 - 7.Notification Plan
- Procedure Review – Highlight
 - 1.Sign in and Sign Out
 - 2.Bathroom, Locker-room, Water Breaks
 - 3.Concussion Awareness
- Procedure Review – Special Activity (where applicable)
 - 1.Swim Plan
 - 2.Ice Skating Plan
 - 3.Field Trip Plan

2. Paperwork and Camp Binders Review

- Complete all Staff Paperwork for ON-SITE Binder
 - Instructor Health/Medical Training Document
 - Instructor Emergency Plans Training Document
 - Abuse Policy Acknowledgement
 - Employee Health Form

3. Camp Site - Logistics, Procedures

- The Facility: Who, Where, How - Review
- How to “open” camp / How to “close” camp

4. Facility Set Up

- Camp “Office/HQ”
- Health Treatment Area
- Equipment and Gear Storage
- Meeting Spot and Camper Bag Storage
- Arranging Stations
- Other: marketing materials, lost and found, trash, etc.