

Camp NeeKauNis  
40 Neekaunis Rd,  
Waubashene, ON  
LOC 2C0; 705 538 2357  
[www.neekaunis.org](http://www.neekaunis.org)

2025 EMERGENCY and SITE SAFETY PLAN  
**Health and Safety Policies and Protocols**

**Excerpt from O. Reg. 503\_17\_Recreational Camps**

**CAMP SAFETY**

**Operator training**

6. Every owner of a recreational camp shall ensure that every operator of the camp is trained in the administration, management, and operation of the camp and in the camp's safety procedures. Results of inspections to be posted.

7. Every operator shall ensure that the results of any inspections conducted by a public health inspector are posted in accordance with the inspector's request.

**Communicable disease**

8. Every operator shall ensure that every camper or camp staff member in a recreational camp is free of any communicable disease.

**Animals susceptible to rabies**

9. Every operator shall ensure that no animal that is susceptible to rabies is brought into a recreational camp unless, (a) the animal has a rabies immunization certificate issued by a veterinarian, indicating that the animal is current on its rabies immunizations; and (b) the animal's last rabies immunization was administered at least 30 days before it was brought into the camp.

**CAMP SAFETY PLAN**

10.
  - (1) In every year, before opening or operating a recreational camp, the operators of the camp shall develop and submit a camp safety plan, in writing, to the medical officer of health or a public health inspector.
  - (2) The camp safety plan shall set out safety plans and procedures for the camp, including, (a) procedures for maintaining records regarding campers, including their name, address and emergency contact; and (b) procedures for maintaining a record of health and safety incidents that occur in the camp.
  - (3) The camp safety plan shall include, at a minimum,
    - (a) communicable disease control;
    - (b) fire safety;
    - (c) a description of land-based and water-based activities at the camp, an identification of the risks of those activities and a strategy to control and minimize those risks, including supervision procedures if appropriate;
    - (d) waterfront safety, including, if applicable, the availability of safety equipment and communication devices and procedures;
    - (e) a list of all camp staff members who have a current first aid certificate; and
    - (f) the minimum ratio or ratios of camp staff members to campers as determined in subsection 13 (1) or (2).
  - (4) Every operator shall ensure that any health and safety incidents that occur in the recreational camp are recorded in accordance with the procedures set out in the camp safety plan.

# Emergency Numbers

911

Camp Administrator: TBA. Contact Clerks

Physical Development/Maintenance:

Mark Abbott, local: 705 309 4366

Kris Wilson-Yang: 613 327 4499; [neekaunis.pd@gmail.com](mailto:neekaunis.pd@gmail.com)

Laird Nelson: 613 475 2226; Managed Forest

Camp NeeKauNis Committee Clerk (Chair): Interim Jenn Preston, Gala Arh [neekaunis-clerk@quaker.ca](mailto:neekaunis-clerk@quaker.ca)

## 2025 SEASON SCHEDULE

Community Camp (Adults and Children with Parents): July 19 to July 26

Family Camp (Adults and Children with Parents): July 26 to Aug 2

Tween Camp (8-12): August 2 to August 9; ratio of Staff to Campers: 1:2 or better

Teen Camp (13-15): August 16 to August 23; ratio of Staff to Campers: 1:3 or better

Carry on Discovering (Adults over 55): September 3 to September 10

**2023 SEASON DIRECTORS/RESPONSIBLE ADULT. Contact camp administrator for contact information.**

Children's Camps:

Patrick Power

David Nield

Daisie Auty

Family and Adult Camps:

Gala Arh

Diana Stephens

Alice Preston

Pat Connolly

Resort/Outside Rental Use:

Jenn Preston

Other Named Interim Directors (2025): Gala Arh; Eric Preston, Kris Wilson-Yang and Kate Holden. Others Pending.

## **2023 CAMP STAFF QUALIFICATIONS**

Standard First Aid: All lifeguards; Kate Holden (to May 2028)

Water System: Kris Wilson-Yang, Trained Person (to 2027); Eric Preston (to November 2025), and Mark Abbott (to September 2025)

Lifeguards: (Adult Camps with parent-accompanied children)

Food Handlers Certification: Stephanie Kerridge (Community Camp; Family Camp); TBC (Tween); Christa Perez (Teen); TBC C.O.D Camp.

## **ADDITIONAL CONTACT INFORMATION.**

**Closest Hospital: Georgian Bay General Hospital, 1112 St Andrews Dr, Midland, ON L4R 4P4; 24hr service: (705 526-1300)**

**Closest Walk-in Clinic: From Here to There Nurse Concierge 9225 County Rd 93, Midland, ON L4R 4K4: (249 492-6406)**

## **OTHER USEFUL NUMBERS.**

- **Tay Township Fire Department: 445 Pine St, Waubauskene, ON L0K 2C0: (705 534-7248)**
- **Tay Township Services 450 Park St, Victoria Harbour, ON L0K 2A0: (705 534-7248); <https://www.tay.ca/en>**  
**Fire Extinguisher Inspection:**  
**Huron Fire and Alarm, Midland, ON (705-526-9311)**
- **Simcoe Muskoka District Health Unit:**  
**Danielle Pastore, Inspector ([danielle.Pastore@smdhu.org](mailto:danielle.Pastore@smdhu.org))**
- **Ministry of the Environment: Water System Inspector:**  
**Peter Vreugdenhil ([peter.vreugdenhil@ontario.ca](mailto:peter.vreugdenhil@ontario.ca))**
- **Septic Inspection:**  
**Fast Environmental (705 788 2695)**
- **Septic Cleaning:**  
**Pepi Sewage (705 765 2644)**
- **Plumber:**  
**Harris Plumbing (1 866 786 1801)**
- **Electrician:**  
**Kevin Taylor (705 791 9974)**
- **Arborist:**  
**Ian Sheldrake ([looknbelieve@hotmail.com](mailto:looknbelieve@hotmail.com))**

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## Description of Site and Activities

**Camp NeeKauNis** is a Quaker camp, located on traditional Wendat (Huron) and Anshinaabeg land, on the shore of Sturgeon Bay, (off Georgian Bay) near Waubaushe, Ontario, 130 km. (about an hour and a half to two hours by car) north of Toronto. Programs for people of all ages offer an experience of caring and sharing in the spirit of Quakerism, in worship, play, work, and reflection. We welcome both children and adults as campers, either on their own or together. Camp can be a joyous and rejuvenating time for an adult, and an experience a child will treasure for life.

The facilities and programs at Camp NeeKauNis are the result of the volunteer efforts and contributions of F/friends over more than seven decades. Programs for families, children, young adults and mixed groups are offered in a series of camps which provide opportunities for relaxation, recreation and spiritual growth. Each camp is staffed by volunteers and paid lifeguards.

Daily worship, shared meals (and meal preparation and cleanup!), waterfront sessions of swimming and boating, games, quiet and creative activities take place in a rustic setting where campers participate and share in an inclusive and caring community.

The ongoing care and operation of the camp is under the direction of a committee of the Religious Society of Friends. We adhere to the guidance of the Simcoe Muskoka District Health Unit and other relevant Government of Ontario regulations.

**Mission Statement.** We are an intergenerational Quaker Camp. We bring people together to build an intentional community through work and play in a safe, inclusive, natural environment. We nurture the spiritual lives in our community through Quaker Testimonies including integrity, peace, simplicity, equality, justice, and unity with creation.

**Vision Statement.** NeeKauNis will be a welcoming, inclusive camp with creative programming that is engaging and reflects Quaker values. We will foster a vibrant community where we come together in an atmosphere of spiritual refreshment. We will be a sustainable camp, accessible to all who wish to come, in a natural setting with facilities that are clean, safe and environmentally sound. We offer programs for all ages with a focus on youth and families.

## More about Camp NeeKauNis

Camp NeeKauNis is a public residential camp that is owned by Canadian Yearly Meeting (CYM) of the Society of Friends (Quakers). It is located at 40 NeeKauNis Road, Waubaushe ON L0K 2C0.

Camp NeeKauNis is administered by the Camp NeeKauNis committee, a standing committee of CYM. Membership on the committee is restricted to Members and Attenders of the Monthly Meetings, through a nomination process, overseen by the CYM Nominating Committee. These nominated individuals form what is Friends' equivalent to a Board of Directors. We have a mandate given in Organization and Procedure of Canadian Yearly Meeting. Canadian Yearly Meeting is a registered charity and Camp NeeKauNis is part of that structure. Camp NeeKauNis is financially audited yearly as part of compliance with the CRA Charities Regulations.

## **2 Emergency Protocols:**

### **2-1 Children's Camps**

**For a list of designated adults for children's camps and other emergency contacts please see the first four pages of this safety plan. THERE WILL BE DRILLS AT LEAST ONCE A CAMP SESSION**

#### **a. Fire**

- Dial 911
- Empty ONE fire extinguisher only when situation is safe to do so.
- Run to kitchen and depress meal-teams buzzer to the continuous-on position.
- Counsellors will bring their campers to the muster point in the playing field in their cabin groups.
- All other persons on site will also gather at the muster point in their cabin groups.
- The Director will verify that all persons are present.
- If applicable, connect with the Waterfront to verify if there are people at the beach.
- DO NOT re-enter buildings
- Stay in place until Fire Department calls an all clear.

#### **b. Missing Persons**

- Run to kitchen and depress meal-teams buzzer to the continuous-on position.
- Counsellors will bring their campers to the muster point in the playing field in their cabin groups.
- All other persons on site will also gather at the muster point in their cabin groups.
- The Director will verify that all persons are present.
- If applicable, connect with the Waterfront to verify if there are people at the beach.
- Dial 911
- Establish a safe supervised space for the children and keep them there until the emergency is over.
- Begin search protocol as per Appendix item 2 posted at each phone.
- Ensure that walkie talkies and/or cell phones are co-ordinated and there is a central call-receiving station: Rogers Cabin is the best place. Report to Camp line or to Director's cell phone.
- The beach must be searched under the direction of the lifeguards by the first search team (Team A).

- The roadway to Hwy 12 must be searched next by the second search team (Team B).
- Other teams (minimum of 2 adults) will walk the perimeter and search all buildings and call out and search accessible wooded areas.
- Communicate regularly with EMS and 911 services.
- Search teams return to muster point to await further instructions.

**c. Storm Severe Weather Protection Waterfront and Main Camp:**

- Responsible adult staff must respond to cell phone alerts of severe weather
- If you can safely get to the kitchen, depress the continuous buzzer (if power on)
- If no power or unsafe us air horn in Swan medicine cabinet
- Consider using car horns as a back-up.
- If at the Waterfront, use air horn and or whistles
- Muster cabin groups and get to shelter away from windows
- Safe locations are:
  1. Wash House showers
  2. Cooks' Cabin basement
  3. McNicol cabin shower area
  4. Fireplace in meeting centre
  5. Low lying areas on beach path (only if caught on the path)
  6. Behind boat house

**d. Loss of Power/WiFi**

- Camp NeeKauNis has two landlines that are operative during a power outage. One is in Rogers Cabin and one is in the Camp House. There is always access to 911 service.
- The Nelson-Hall bell can be rung continuously for emergency signalling.
- Directors should have paper copies of Campers and Staff information at all times.
- In the event of wifi service disruptions, please use your cell coverage and the landlines. There are paper copies of most documents.
- We have batteries and flashlights on site and campers and staff are encouraged to bring their own.
- Keep freezers and fridges closed as much as possible.
- Our cookers can be lit by match by cook staff only.
- Make sure to have petrol (gas) canisters full for emergency use of vehicles.

**e. Injuries Requiring Hospitalization**

- First Aid holders and designated adults will assess the situation and determine if the injured person can be driven to the hospital in Midland or 911 needs to be called.
- Parents must be called first if time and seriousness of injury warrants.



- At all times two adults should accompany the injured persons: the driver and a second person.
- Reports can be made on our standard incident forms.
- After treatment, it will be decided with parents and camper if the camper will return to camp or go home.

## **B-2 Families and Resort Use**

All protocols for Children's Camps are followed for Family and Resort Use. If there are ANY children on site, even when accompanied by a parent or responsible person, Camp NeeKauNis provides its Emergency and Safety Protocols for due diligence and to support our Camp community.

**Exception:** Fire and Missing Persons: At non-children's camps, the Director is responsible for making a head count with the involvement of any responsible person: parent, spouse, or support person.

## **C. Site Safety**

### **C-1 Children's Camps**

- Staff and Campers are oriented to physical dangers on Camp Property and dangers to the Camp Property. Our document "Safe Nurture of Vulnerable Persons in our Care" provides our standard safety talk. It is in the Appendix.
- Open fires-permit/hose/adult supervision.

#### **a. Camper and Staff Personal Information**

- All staff and camper personal information should be printed out and kept by the session director.
- Otherwise, all information is stored on our website through our registration system.

#### **b. Waterfront Operation**

- 911 instructions are posted at the Beach House.
- Driving directions to the Beach are available in Rogers Cabin. They are laminated.
- Waterfront operations are outlined in the Waterfront Manual in the appendix
- All campers must follow the direction of the Lifeguards with respect to all operations at the waterfront including boating protocols and swimming rules.
- No child camper is permitted to go to the waterfront with out a lifeguard and a buddy and anytime during a children's camp even for work period.
- All child campers must take a swim test and a list of swimmers and non-swimmers will be maintained by the lifeguard supervisor.
- At Camp NeeKauNis non-swimmers are not permitted past the buoy line marking shallow water.
- Lifeguards are required to bring a cell phone AND a charged walkie-talkie with them to the Beach.
- Lifeguards or other responsible adult are required to bring the Camp Zoll AED to beach.
- Safety Equipment on Site at Waterfront
  1. One 12 ft long reaching pole with arched end, wrapped in black electricians tape.
  2. 48 personal floatation devices sizes ranging from infant to large adult
  3. Rescue boat with outboard motor: only for use of Lifeguards with Boating Certification.
  4. Belay boating equipment for 5 craft, including bailers, ropes, whistles
  5. 2 spine boards with all straps and head security cushions
  6. One throwing ring
  7. One orange torpedo throwing assist
  8. Waterfront First Aid kit with all components as listing in the Regulations
  9. Buoy Lines defining shallow/non-swimmer are approximately 10 feet x 15 feet
  10. Air horn to alert boaters

11. Whistles
12. Safety lights on dock and floating dock/raft.
13. Walkie talkie (brought down to Beach each waterfront period)
14. Zoll portable AED brought down to Beach each waterfront period

### **c. Disease Prevention and Reporting**

- CoVID Protocols for the 2022 season are found on our website and is given in the appendix along with our camper and staff attestation document.
- Other disease reporting. Please see <https://www.simcoemuskokahealth.org/HealthUnit/Workplaces/Businesses/recreationalcamps/Control-of-Communicable-Diseases>. A communicable disease reporting form is in the appendix.

### **d. Cleaning and disinfecting protocol**

- Kitchen:
  - a. We have at least one person onsite for Camp Sessions over 10 people who holds a Food Handler's Training Certificate.
  - b. All surfaces are wiped down with a solution of 5% Javelle water routinely and at least once a day
  - c. All tables for eating and serving food are wiped down with 5% Javelle water three times a day before and after each meal.
  - d. Disinfecting solutions are checked and refreshed when needed.
  - e. Dishes are washed using a three-sink method which includes 45 second final soak in 100 ppm Javelle water.
  - f. There will be no cardboard storage containers for any food product.
  - g. Food handlers review food storage daily
- Cabins:
  - a. Mattresses in childrens' cabins are wiped down with 5% Javelle water after each stay.
  - b. All surfaces including sinks are wiped down
  - c. All garbage is removed.
- Outhouses/Latrines:
  - a. Each latrine is cleaned daily and the seats sprayed down with 5% Javelle water. We encourage campers to do this cleaning after each use
- Wash House and Shower Building:
  - a. The Wash House and Shower building is cleaned daily and the floors swept and washed with 5% Javelle water.
  - b. toilet seats, handles, and sinks and faucets are wiped down daily with 5% Javelle water.
  - c. toilets are cleaned at least every other day with cleanser.

### **e. Pest Control**

- We regularly inspect (monthly) our buildings for pest access. We train and assign staff in cleaning and removal of minor pest incursions, including using masks and gloves.
- We wipe down all common areas with bleach water.

**f. Animals on site**

- Only companion animals with rabies vaccinations are allowed on site as per regulations

**g. Physical Safety, Bullying and Harassment Policies**

- Staff to Camper ratio during children's camps are 1:4 or better at all times. Children under the age of 13 are supervised at all times.
- Staff training document including bullying and harassment is provided in the appendix. All staff are required to sign a certificate of completion. These documents are saved on our webpage.
- Physical Site Safety is included in online and onsite training. See training document.
- Incident Reporting. Lifeguards and Directors are responsible for filling in incident forms, storing them in double-locked situation in Rogers safe or in the First Aid room. A report of injuries and incidents is given at the season's end and remediations discussed and implemented. For other incidents, reports are gathered and directors with the assistance of the Clerk of the committee work to resolve them and follow through with sending home policies if necessary.

## **3.2 Family and Resort Use:**

All protocols for Children's Camps are followed for Family and Resort Use. If there are ANY children on site, even when accompanied by a parent or responsible person Camp NeeKauNis provide its Emergency and Safety Protocols for due diligence and to support our Camp community.

**Exception:** Waterfront Use It is possible to have an at risk beach waivers which have safety guidance are signed in that case and a standard example is given in the appendix.

## 4. General Health and Safety

Camp NeeKauNis is subject to all applicable provincial and federal laws. We are specifically governed by ONTARIO REGULATION 503/17 RECREATIONAL CAMPS and ONTARIO REGULATION 493/17 FOOD PREMISES

We maintain our buildings, pathways and play areas; we comply with fire regulations; we have a severe storm protocol; and remain current with health and safety issues related to wildlife, poisonous plants, and water-borne illnesses.

We are inspected annually by Simcoe County District Health Unit for compliance with Health Regulations; this inspection includes our kitchen, waterfront, fire safety, and water quality. We adhere to a strict schedule of water sampling. We carefully accommodate food allergies. We isolate hazardous materials. An approved Fire Safety plan is in place.

The Camp drinking water system is operated and monitored in accordance with Ontario Regulation 170/03. Annual Reports on the water system are prepared in accordance with Regulation 170/03, and are available at the Camp office or upon request.

Safety gear is supplied where needed to protect hearing, sight and to prevent other physical harm.

**Camper Health and Safety** There are First-Aid certificate holders at Camp when we are running programs. We have list included on the third page of this safety plan. We have an emergency call protocol posted by each telephone. We are within 15 minutes of Simcoe Muskoka District Hospital and have 911 service. There is a walk-in clinic available at the Huronia Mall located at 9225 County Rd 93, Midland, ON L4R 4K4. We keep reports of incidents. Our First Aid cabin, “The Swan” provides a clean, quiet place for campers and staff to be treated. “The Swan” acts as our infirmary should anyone require a supervised bed to recover from minor ailments.

**Child Protection.** All staff at Camp programs where children and youth are present are required to present a Police Records Check for those working with Vulnerable Sector. Our staff to camper ratio is 1:5 or better.

We use policies developed by the Camp NeeKauNis committee and those policies that are applicable to Camp which are part of Canadian Yearly Meeting. Please look at our Statement on Bullying and Harassment and the Sending Home Policy at the bottom of this page.

**Volunteer and Paid Staff Health and Safety.** Although we are primarily a volunteer organization, we strive for a provincial standard workplace level of care guided by Ontario Labour Law, The Ontario Human Rights Acts and other related laws and statutes.

**Volunteer Screening.** Our volunteer staff is screened through staff application forms which are on the website. We ask for references and a Police Records Check (PRC). More information on the PRC is given in Camp NeeKauNis Requests Police Records Checks. Staff is trained on-site and through participation in weekend training sessions. The Camp website has all related documentation, forms, and protocols available to Directors. Some are in the public area of the website, and others that are for specific use by Directors are in a password protected area.

We do not accept volunteers who are younger than 15 years of age. Volunteers under the age of 18 are considered children and need a parent to sign all documents. Volunteers under the age of 18 are not required to have a vulnerable sector police records check.

**Lifeguard Training and Support.** We use only qualified lifeguards. List of Names is included on the third page of this safety plan Camp NeeKauNis follows the provincial regulations for a protected beach area. Our lifeguards are paid for their waterfront duties and assist in other areas of the program. Lifeguards receive on-site orientation and training given by former lifeguards and/or experienced Directors. They receive a detailed job description. They are provided with all necessary aids for waterfront safety. Our waterfront has access, by cellphone and walkie-talkie, to emergency services and to the Camp Directors. A First Aid kit and hydration supplies are available at the waterfront when it is staffed. Sun protection: sun-screen and shade is available at those times also.

### **Privacy/Health Records/ Personnel Records.**

**Privacy.** Camp NeeKauNis follows CYM privacy policies as they pertain to Camp NeeKauNis. We do not collect names and contact information without explicit permission. We do not sell our lists. We use your information for Camp fundraising and Camp program news only and only with your permission.

We will ask for health information for your child: medications taken; allergy information, vaccination status inclusive of MMR (measles, mumps, rubella), DTP (diphtheria, tetanus, pertussis, polio), MenC (meningococcal disease), and chicken pox, CoVID-19 vaccinations and boosters for all attendees according to age-limits and appropriate exemptions; other information deemed necessary by parent, and contact information of family physician when he or she is at a Camp session without you. However, we do not retain any health information after it is no longer needed for your child's protection. We do not retain any registration form after the end of the calendar year in which it was collected

We will retain any incident reports for the prescribed time period. They will be held in a secure double-locked location. We will not ask for your health card. We will not ask for medical information for adult campers but do ask that if you feel that you need to share a condition with the Directors or lifeguards, you do so in the knowledge that it will be held in confidence.

**Camp Telephone/ Cell Phone and Electronics Use.** Camp NeeKauNis has a Cell phone and Electronics policy. We discourage the use of electronics, including cell phones, at Camp. Use by campers during children's camps is not permitted. Adults are requested to keep electronics in the

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31

- Inbox

3.9K
- Unread
- Starred
- Drafts
- 14
- Sent
- Archive
- Spam
- Trash
- Less
- Views
- Show
- Folders
- Hide
- New Folder
- 01 NKN Approvals
- 2021
- 2022
- 2023
- 02 2021Racism
- 03 NKN Water
- 04 Programs
- 2022 Tween Camp
- 2023 Teen Camp
- 2023 Tween Camp
- 2023 Work Weekends
- 05 NKN Donations
- 2022
- 2023
- Income 2022
- 2001
- 2007 Department re...
- 2012 Fall incident
- 2021
- 61
- 2022 Kris Business
- 6
- 2023 728 Maintenance
- 2023 OMM Premises
- 90th Payments

[treasurer@quaker.ca](mailto:treasurer@quaker.ca), Please type the name of your Camp Session or event in the memo line. Autodeposit has been set up so there is no need for a secret word.

To pay by cheque, send your cheque to Camp NeeKauNis c/o 91a Fourth Ave., Ottawa, ON K1S 2L1

Event Information and Location						
Tween Camp 2023 Sunday August 13th, 2023 4:00 PM-Sunday August 20th, 2023 11:00 AM						
Participant Role	Camper					
40 NeeKauNis Rd. Waubashene, ON L0K 2C0 Canada						
<a href="#">Download iCalendar entry for this event.</a>						
<a href="#">Add event to Google Calendar</a>						
Help spread the word						
Please help us and let your friends, colleagues and followers know about: <b><a href="#">Tween Camp 2023</a></b>						
<a href="#">Twitter</a> <a href="#">Facebook</a> <a href="#">LinkedIn</a>						
<b>You can also share the below link in an email or on your website:</b> <a href="https://www.neekaunis.org/civcrm/event/info?id=143&amp;reset=1">https://www.neekaunis.org/civcrm/event/info?id=143&amp;reset=1</a>						
Event Fee(s)						
Item	Qty	Each	Total			
Camp Fee - First camper	1	CA\$630.00	CA\$630.00			
Full camp, 7 nights						
Total Tax Amount		CA\$0.00				
Total Amount		CA\$630.00				
Registration Date		July 31st, 2023 3:24 PM				



**NKN Recruiting**    🔍

[neekaunis@civcrm.ca](mailto:neekaunis@civcrm.ca)  
[Edit contact](#)

Activism

Bonnet

BRINK 20

Camp Neekaunis Arc...

Charity Receipts

2022

2023

Corporation HY... 5

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elena

family

Friends

HYMPC Interac

Lise, David and other...

NKN 2010 Staff and ...

NKN Registrations

RESP EMAILS

sandy

To discard

Camper Medical Information	
Which medications if any, is this camper taking	none
List any significant allergies (e.g. medications, latex, or food)	none
Does the Camper have up to date vaccinations listed above.	Yes
Other medical information	none
Family physician name and phone number	Dr Norman Bethune
Emergency Contact	
Emergency Contact Name	The Princess Royal
Emergency Contact Relationship	Friend
Emergency Contact Phone Numbers	613 730 4499
Emergency Contact City and Province	London UK
Food	
Food Allergies and Severity	none
Food Sensitivities and Severity	none
Dietary Preference	Omnivore
Dietary Details	lots
Participation Agreement	
Participation Agreement	Yes
Waiver: Hold Harmless Agreement	Yes
Camp NeeKauNis photography and media release	Yes
Completion	Yes





cabin. There are exceptions for Camp administration and for lifeguards. The Camp telephone is for Camp business but may be used for Camper and Staff needs use on request.

**Violence in the Workplace.** We follow those parts of the CYM policy on Violence in the Workplace that are relevant to Camp NeeKauNis.

Camp has had a Sending Home Policy in place since 2004 which has recently been revised as an adjunct to the Bullying and Harassment Policy.

**Risk is reduced at Camp through:**

- volunteer screening and the request for PRCs.
- control and restriction of casual visitation during our programs by processing all requests through the Camp Director responsible.
- reporting protocol for incidents of abuse, drug and alcohol use, impairment, bullying and harassment documentation and retention of records.
- mandatory police involvement for all incidences of sexual harassment and physical violence causing physical harm.
- challenging strangers.
- night patrols to midnight, as a minimum.
- having a staff member with PRC overnight in cabins of junior and intermediate-aged children.

**Conflicts and Complaints**

If you have a concern, please first approach your Camp Director. The Camp Director may then contact a member of Camp Personnel and Recruitment and/ or the Clerk of the Camp NeeKauNis Committee for assistance.

If this is not appropriate for your concern, please contact the Clerk of the Committee directly at [neekaunis-clerk@quaker.ca](mailto:neekaunis-clerk@quaker.ca)

Camp NeeKauNis has protocol for dealing with issues, and we will also follow CYM protocols where they pertain.

## Appendices

### 1.Frequently Asked Questions

**-links are on the website and supporting documents are available in the Camp office or by email.**

#### **Q: How do I get to Camp NeeKauNis?**

**A:** NeeKauNis can be reached by car, bus, or airport shuttle. Its address is 40 Neekaunis Road, Waubaushene, ON, L0K 2C0. Here is a [map](#).

**By Car:** NeeKauNis is 130km north of Toronto, Ontario, Canada. From Toronto, take Hwy 400 north and exit at Hwy 12 travelling west in the direction of Waubaushene. NeeKauNis Road is 1.5km west of the exit. From points East, take Hwy 401 to Hwy 400. If you want a more direct route from Ottawa or want to explore the smaller highways, use mapquest to help or contact neekaunis-clerk@quaker.ca.

**By Bus:** There is bus service from Toronto to Coldwater, a small town nearby to camp. For information, contact Ontario Northland. [www.ontarionorthland.ca](http://www.ontarionorthland.ca). Call your Director for pick up. Make sure you have Camp's contact number and any useful cell phone numbers.

**By Airport Shuttle:** The closest airport is Toronto Pearson. There is a shuttle run by Simcoe County Airport Service at [www.simcoecountyairportservice.ca](http://www.simcoecountyairportservice.ca) that serves the communities around Camp. Otherwise, take the Union-Pearson line to downtown for connections to the Ontario Northland bus.

Rides can sometimes be arranged through Directors. Please ask if you have any questions.

#### **Q: Where do I sign up?**

**A: Register on-line or contact your Director through [neekaunis-admin@quaker.ca](mailto:neekaunis-admin@quaker.ca).** Go to our Registration tab and check it out! Our Camp Administrator can also provide you with email contacts or addresses. Adults do not have to provide health information unless they feel the need but are expected to have their medications and health cards on hand. We must have health card numbers and emergency contacts for children who are attending Camp without a parent or guardian.

#### **Q: I feel sick, should I still come?**

**A: Campers with communicable diseases should not come to Camp.** Please contact your Director if you have registered and are unable to attend.

**Q: I or a member of my family is immunocompromised. Am I safe at Camp?**

**A: We cannot guarantee that immunocompromised people will not be at risk.** Please use your best judgement if you decide to attend any Camp program. Children under 15 months are not fully vaccinated if the vaccination schedule for the Province of Ontario is being followed. It is possible, though, to rent Camp for personal programming as an alternative. NeeKauNis will help advise you in your planning if this is helpful.

**Q: Can people with personal support needs come to Camp?**

**A:** We value the participation of all individuals in Camp programs and know that caregivers often find the community at Camp to be supportive and enriching. However, as a volunteer run organization Camp NeeKauNis does not have the ability to care for those with personal support needs. Individuals who require assistance at home or in school must be accompanied by the appropriate support personnel when attending Camp. Paid support workers can attend Camp programs free of charge, but still need to register. If attending a Children's camp, the support worker will have to have a recent Vulnerable Sector Police Check.

**Q: Do we need to send a deposit?**

**A: Yes, each registration form must be accompanied by a \$100.00 non-refundable deposit.** You may send your deposit or, even better, your full fees by email deposit to neekaunis-assistant-treasurer@quaker.ca. In the memo line of your transfer type "Fees and your Camp session". You may also send cheques payable to Camp NeeKauNis sent to your Director, or to 91a Fourth Ave, Ottawa, ON K1S 2L1. There is still a pay-on-site option.

**Q: I may need bursary. What do I do?**

**A:** Contact your Director to access our bursary program before you come to Camp. We encourage you to consider covering food costs to the order of \$20/day. Young Friends from Eastern and Western Canada may apply with a minute of support for travel help from their Monthly Meeting or Worship Group. Other funds are also available through Canadian Yearly Meeting's Education and Outreach Funds on recommendation of the Committee. Please consider donating to Camp's funds so we can continue this ministry of support.

**Q: Just how long do you hold on to personal information?**

**A:** We hold information until it is no longer needed or to the end of the calendar year, and then it is destroyed. We will ask your permission to retain your address for Camp related communications like our Newsletters.

**Q: Are there general Camp policies that I can read to my family?**

**A: Here are [current policies](#).**

**Q: What should we bring?**

**A: [Here is a list](#).**

**Q: How do we volunteer for Camp?**

**A: Look on the website for dates, download a form and mail it to your session Director. Make plans to have a Police Records Check (Vulnerable Sector) done.** If you need us to sign a volunteer hours form, please make sure to bring it with you for signing or make arrangements to have it signed.

**Q: Is there training for Staff?**

**A: Yes.** Training is provided on-site before your program begins, through on-site guidance by experienced staff and at weekend training sessions. We will shortly have some of this training available on-line on our website.

**Q: Are your lifeguards qualified?**

**A: Yes.** Senior Guards are fully trained NLS lifeguards as required by regulation. Junior Guards have a minimum Bronze Medallion.

**Q: Can you accommodate food allergies?**

**A: Yes.** Please let your director know but come prepared with your anaphalaxis or other necessary medications. If you are sending your child, you can let us know the details on the registration form or in a separate letter.

**Q: May we have fires?**

**A: Yes.** If Simcoe County has not issued a fire ban, fires will be part of the programming.

**Q: May we bring our bicycles?**

**A: Only as a means of transport to and from Camp.** We do not permit trail-riding or bicycles in the main camp area.

**Q: May my dog come?**

**A: Service dogs are always welcome. Other dogs must be on leash at all times, well-controlled and remain in your cabin if you are not directly supervising them.** Animals must have current vaccinations. No animal is permitted in the kitchen at any time. Dogs are not to be let free at Camp at any time. You must have consulted your director beforehand.

**Q: May I have friends drop in?**

**A: Never during childrens' camps. At other times, Campers and Staff are strongly discouraged from this practice,** but may ask the Camp Director for advice. All overnight guests must register and are expected to pay and to participate fully in programming.

## 2.Camp NeeKauNis Search Protocol: Fire and Missing Persons

Missing Persons and Fire Buzzer Sounded.

Meet at muster point in playing field. Call 911 if warranted.

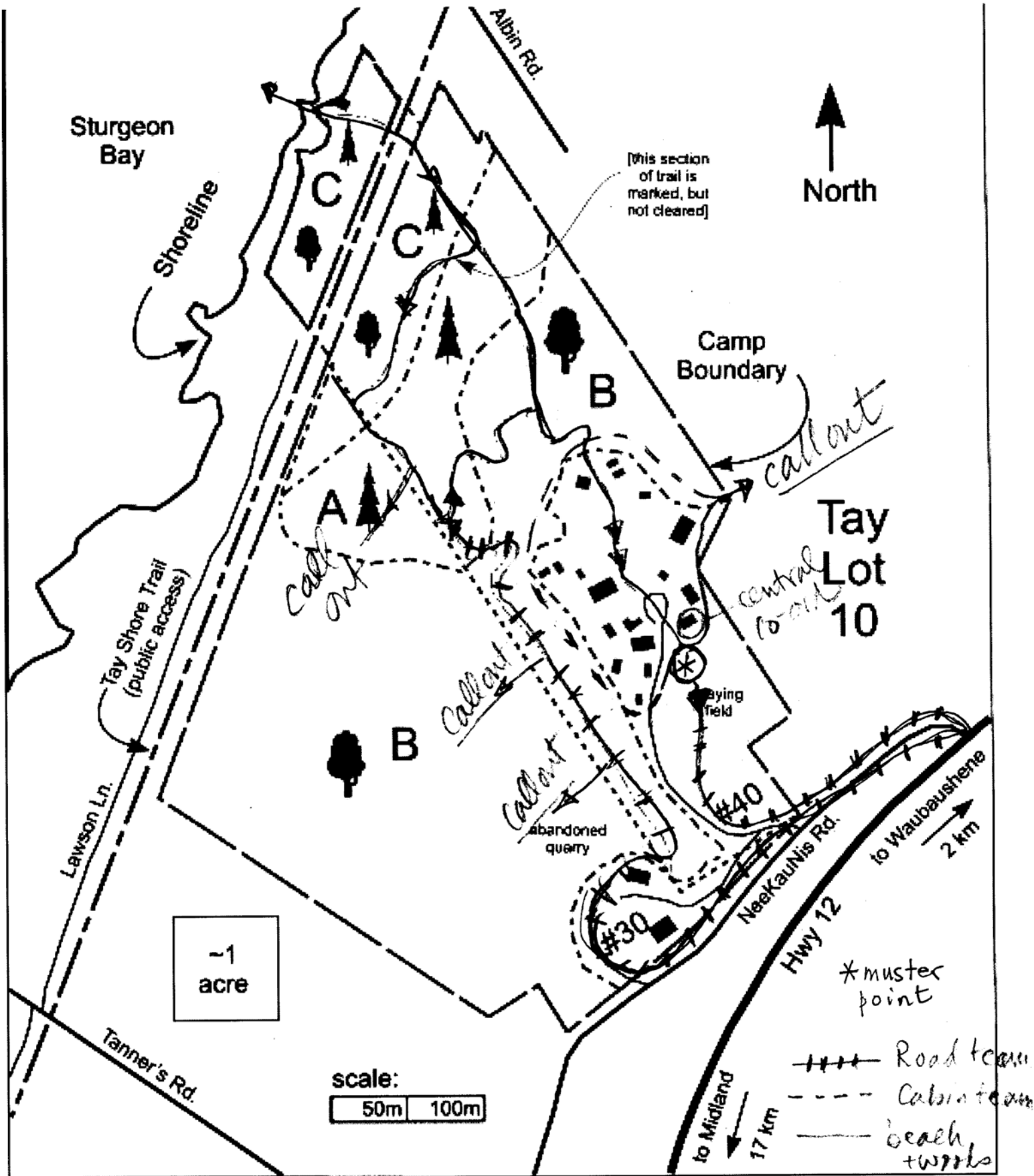
Form three search teams (2 people each at a minimum) with Camp maps and cell phones. Concurrent searches. Assign communication clerk to monitor contact with Camp phone.

Team A : Lifeguards and all available adults immediately to Beach to perform water search. Return to upper camp via alternate beach path through woods? Mossy rock trail? End at Beach Trail head and meet at muster point.

Team B: Driveway and Roadway Search. Follow with search of Camp house area. Take path along old quarry to new washhouse and follow trail past it and out houses to beach trail head. Check trail to Second Hill. Return to Muster Point.

Team C: Search all Cabin areas, inside cabins, Nelson-Hall; Meeting Center. Return to muster point

If there are children present establish a safe supervised space and keep them there.



Stewardship Planning Map  
(Details)  
Camp NeeKauNis  
40 NeeKauNis Road  
Waubaushene, ON  
LOK 2C0

- |   |                   |   |                        |
|---|-------------------|---|------------------------|
|  | Camp Buildings    |  | Compartment Boundaries |
|  | Deciduous Forest  |  | Trails                 |
|  | Coniferous Forest |  | Roads                  |

CAMP NEEKAUNIS EMERGENCY PROCEDURES

# **LONG CONTINUOUS BUZZER AND 911**

## **Meet in Playing Field**

BEACH AND UPPER CAMP TO BE IN IMMEDIATE CONTACT BY CELL AND/OR WALKIE TALKIE WHENEVER CAMPERS OR STAFF ARE AT THE BEACH.

DIRECTORS AND LIFEGUARDS MUST SHARE CELL NUMBERS

EMS DIRECTIONS ARE POSTED AT EACH PHONE AND AT THE BOATHOUSE.

## **A SEARCH TEAM MUST BEGIN AT BEACH FOR MISSING CHILDREN**

**AS PER WATERFRONT STAFF INSTRUCTIONS.**

**TWO ADULTS MUST Search Roadway and Highway  
Entrance at the same time.**

**FIRE**

**MISSING PERSON IMMEDIATE DANGER**



# 911

BEACH AND UPPER CAMP TO BE IN IMMEDIATE  
CONTACT BY CELL AND/OR WALKIE TALKIE  
WHENEVER CAMPERS OR STAFF ARE AT THE  
BEACH.

DIRECTORS AND LIFEGUARDS MUST SHARE CELL NUMBERS  
EMS DIRECTIONS ARE POSTED AT EACH PHONE AND AT THE BOATHOUSE.

OTHER EMERGENCIES INCLUDING MEDICAL  
EMERGENCIES

**AIR HORN BLAST plus  
CONTINUOUS BUZZER (if power on)**

**GET TO SHELTER AWAY FROM WINDOWS  
WASHHOUSE**

**COOK'S BASEMENT**

**SHOWERS IN McNicol Cabin**

**FIREPLACE IN MEETING CENTRE**

**LOW LYING AREA on BEACH PATH**

**BEHIND BOAT HOUSE**

**EXTREME WEATHER**

### **Cellular Phone**

The Senior Lifeguard will have a cellular phone for emergency purposes only. It should be kept (in a designated spot) in boathouse and used to activate EMS should this be necessary

All lifeguards must be familiar with EMS activation sheet to give directions to Camp and/or waterfront.

### **EMS Directions:**

“Hello this is \_\_\_\_\_ at Camp NeeKauNis 2 miles west of Waubaushene. I am a lifeguard here. Our telephone number is 705 538-2357 and this cell phone number is \_\_\_\_\_.

We have \_\_\_\_\_ (#) casualties/missing persons.

Their conditions are as follows:

---

Camp NeeKauNis is at 40 Neekaunis Road but our waterfront is on Sturgeon Bay, closest address is 290 Albin Road. It is reached as follows:

Take Highway 12 into Waubaushene. Go onto Sturgeon Bay Road.

Turn left on Ouida Street, then left onto Albin Street. Follow this until it crosses the Tay Trail a second time and someone will meet you there. The closest home is 290 Albin Street. Walk about 50 metres west (towards Victoria Harbour) on the Tay Rail Trail path and take a right turn onto the beach where there is a small ‘No trespassing’ sign on the left.)

Only if asked: Longitude and Latitude are 44, 44, 8 North and 79, 43, 5 West

### **3. Waterfront Policies and Procedures**

#### **SWIMMING:**

Children go to the beach only (a) during swim period

(b) under adult supervision

(c) by permission of camp director

- Campers are subject to the rules of water safety while swimming or boating.
- During swim periods, all campers are subject to the authority of the swimming supervisor.
- **All swimmers must take a swim test to determine if they may swim in deeper waters or to the raft.**
- **Lifeguards will keep a list of non-swimmers.**
- Non-swimmers stay inside the roped area closer to shore
- Swimmers stay inside the area marked by buoys
- Swimmers must use the buddy system and report to the lifeguard upon entering and leaving the
- water
- Lifesaving devices (reaching pole, throwing device, etc.) must be available on the dock during
- swim periods.
- Swimmers swim only under supervision of parent or lifeguard.
- Those wishing to swim greater distances must be accompanied by the rescue boat. There
- should be one person who can swim for every person in the water and since the boat holds only
- four people there may then only be two swimmers. Each person must have a lifejacket
- available in the boat.
- No diving from the dock as water is shallow and rocks are plentiful.

## **BOATING:**

- Lifejackets are to be worn at all times by any person using a camp boat. They should be the correct size and done up properly.
- The rescue boat must be available for all swim and boating periods.
- Persons wishing to use any of the boats must make the necessary arrangements with the director or boat person.
- The key is to be returned after the use of the boat.
- The maximum number of persons in any of our boats is 4.
- All boats must be in before dark.
- The use of any canoe, kayak, sailboat, surfboard or rowboat is at the discretion of the camp director or person in charge of the boats. Anyone taking a boat out is responsible to see that the above rules are followed by the passengers.
- All boats must contain a bailing can, 8 metres of 1/4" rope and a whistle.

**FIRST AID SUPPLIES:**

- 1) A lockable first aid cabinet is located in the boat house for use by the lifeguards or boat person. The portable AED device is to be stored there for every swim period. A pillow, blanket and spine board are also there for first aid purposes. A small box of band aids will be available to campers.
- 2) A hip pouch (fanny pack) to be available in the boathouse for people with extreme medical conditions (allergies, asthma, angina) to take medications with them when out in a boat.

**Staffing of Waterfront**

The Staff at the waterfront are significant in four primary capacities:

- 1) Teaching:      swimming  
                         boating  
                         water safety
- 2) Supervision of the above, so that the waterfront will be fun and safe for everyone.
- 3) Rescue in case of emergency
- 4) EMS activation

The waterfront committee should ensure that there will be a Senior Lifeguard (waterfront supervisor), junior lifeguard and a boat person (who preferably has lifeguard qualifications in case emergency back-up is required). Boating certification is required for the lifeguard-operator of the rescue boat. The waterfront committee should ensure that equipment is in good working order and maintained as such.

**Duties of the Senior and Junior Lifeguards:**

- 1 a) The Senior and Junior Lifeguards report to the camp director: they shall ensure that the waterfront area is operated in accordance with Ontario Regulations on page 8, and in accordance with requirements of the NeeKauNis Waterfront Sub-Committee.
- b) Each of these persons has the responsibility to contact immediately the Clerk of the Waterfront Sub-Committee or the Clerk of the Camp NeeKauNis Committee in the event of any unresolved dispute re: water safety.

- 2 The Senior Lifeguard acts as team leader and directs the work of the other lifeguards during “designated swim periods” and also on all occasions when water safety is an issue (e.g. Wye Marsh Canoe Trip, canoe outings), and also on all matters related to water safety. The Senior Lifeguard is responsible for seeing that vigilance is maintained and that there are appropriate breaks to allow for rest.

- 3a) The main duty of the Lifeguards is to organize and supervise the daily swim periods, in accordance with NeeKauNis “Water Safety Procedure” (copy attached). Swim periods are arranged by the Camp Director and will normally be:

a.m.: 10:30 – 12:00	The “before breakfast” (7:00 a.m.) morning dip
p.m.: 3:00 -- 5:00	is at own risk for adults. All safety equipment is available.
7:30 -- 8:00 .	

- b) Responsibility for maintenance of waterfront policies:

- i) Swimming at set times only (or as arranged by director)
- ii) Buddy system to be used.
- iii) Life buoy, reaching stick and rescue aids ready during swim periods
- iv) Boats to the left, swimming to the right of dock (facing out to the bay).

- c) Practice “mock emergency” to include
- windsurfer blown out into the bay
  - search for missing swimmer -in water
    - on beach
    - locate at camp
    - gone out with boat
  - drowning victim –activate EMS
  - head/spinal injury –activate

- d) Some important points are:

- i) Campers are subject to your authority. During scheduled swim periods no camper will be permitted in the water unless you have so directed. You will not leave the swim area until all swimmers are out of the water. This authority may be accepted by some other qualified person provided that the swimmers are made aware of the change.
- ii) The buddy system will be used for all swimmers (i.e., report into and out of the water in 2’s, join hands and stand still for buddy count, change buddies only with the consent of the lifeguard.
- iii) Adults swimming at non-swim times are expected to assume responsibility for selves and children.

- iv) Ask the camp director to provide an adult camper to:
  - keep a watchful eye on waders
  - provide support in implementing waterfront policy if such seems desirable.
- v) arrange with camp director for appropriate swim periods each day according to weather and other camp activities.
- vi) Blow whistle at start of each swim period.
- vii) At beginning of each camp check swimming abilities of all campers. Only good swimmers are allowed past the first buoy line and into deeper waters. No swimmers should go beyond the outer buoy line. The waterfront staff will keep a list of non-swimmers and give to the Director.
- viii) Watch swimmers from lifeguard stand on beach and from end of pier.
- ix) Do not give over charge of the beach to anyone but a qualified lifeguard.
- x) Beach house – unlock at beginning of swim period and lock up afterwards in cooperation with boating supervisor. Please be sure to place the AED in the First Aid cabinet.
- xi) Keep a constant count of the number of persons in the water and report unsafe practices to the camp director.
- xii) Ensure that only waterfront staff come past the line on the dock i.e. to minimize distracting the lifeguard.
- xiii) Cellular phone is the responsibility of the Senior lifeguard and is for emergencies only.
- xiv) Fill the cooler with cold water and bring to beach. Return to kitchen, empty it afterwards.

Compliance with the above rules is important for the safety of NeeKauNis campers. Their purpose is to ensure that no swimmer will slip beneath the water and not be noticed. This is a most frightening possibility and one which we must constantly guard against.

4. The secondary duty of the lifeguard is to assist the boat person with:

- teach sailing, windsurfing, canoeing, kayaking
- assist boat person with set up and storing of boats and equipment
- clean up of boathouse at the end of each Camp



- see “boat person” job description

5. In addition, lifeguards have certain chores during camp. These will be assigned by the camp director, but may well include:

**Daily:**

Kitchen Floor – assist chore person to wash kitchen floor each evening after dinner

- dishes are done.
- Outhouse/Wash House Tour – assist in outhouse/wash house cleanup each day
- undertake such other tasks as may reasonably be assigned, having regard for available
- staff and the needs of camp.

**At the end of camp:**

- Supervise cabin wash out during children’s camps.
- Assist cabin wash-out during other camps i.e. get pails, mops, measure chlorine into pails, etc.

6. It is expected that anyone undertaking to assist with the program at Camp NeeKauNis

will be aware that their responsibilities as a member of staff are much wider than just the job at hand.

All staff are expected to take a part in caring for the general well-being of camp and do what they can to help the campers have an enjoyable experience. It is hoped that you will take the initiative in improving the camp well-being whenever a need becomes apparent, either personally or by bringing it to the attention of the director or program co-ordinator. Of course, we expect you to follow the usual camp procedures, as defined for all campers: tidy cabin, participation in program, meal teams, showing concern for others, etc.

**Job Description: Boat Person**

Duties as follows:

a) Rescue Boat:

- The rescue boat is to be set up and test started for any waterfront period and before any other boats may be taken out.
- The boat is to be moored beside the wooden dock with everything ready, should the need for a rescue situation arise. It is not to be used for other than rescue purposes.

- There are boat bumpers to protect the dock and the boat, while moored. Please use them.
- Three lifejackets (including at least one PFD for the boat operator), bailing can, whistle, 8 metres of ¼" rope, and an anchor must be kept in the boat at all times.
- Campers and staff should stay clear of the boat during waterfront periods.

b) Kayak:

- Kayakers must show competence in handling the boat before taking it out.
- Kayakers must perform successful wet exit in boating area, closely supervised by boating supervisor.
- A lifejacket is to be worn at all times, rope and whistle must be present.
- The skirt must be worn in rough weather.

c) Canoe:

- Only capable canoeists can go out in the stern position
- Two people should take out a canoe together unless in and around the dock for lessons.
- All canoeists must wear lifejackets; rope whistle, bailing can must be present.
- No boats to be out after dark.

d) Sailing:

- A capable skipper only can take out a sailboat.
- Everyone must wear a lifejacket
- There must always be a paddle, a bailing bucket, rope, whistle, and a spare lifejacket in the sailboat when it goes out.
- Instructions in sailing are given to those over 13 years old only.

d) Windsurfers:

- set up and dismantle at the beginning and end of swim period
- instructions should be given to stay away from rocks and pier but stay close to camp.

2. Responsible for maintenance of a tidy boathouse including hanging up of lifejackets, sails, etc. so that they can dry.
3. Responsible to see boating equipment is put away and locked where indicated, after each period of use.
4. Give canoe or sailing lessons, supervise those already capable, co-ordinate times with directors.
5. Additional chores during camp will include:
  - help with grass cutting
  - help wash kitchen floor in the evening
  - see that the games equipment is put away before dark

- supervise and assist in washout of cabins and Nelson hall at the end of camp programs.
  - outhouse 'tour'
6. Provide leadership during work period, helping to supervise and by setting a good example.
  7. Follow usual camp procedure as defined for all campers: tidy cabin, participate on meal teams, show concern for others.
  8. Undertake such other tasks as may be reasonably assigned, having regard for available staff, and the needs of camp.
  9. It is expected that anyone undertaking to assist with the program at Camp NeeKauNis will be aware that their responsibilities as a member of staff are much wider than just the job at hand. All staff are expected to take a part in caring for the general well-being of camp and do what they can to help the campers have an enjoyable experience. It is hoped that you will take the initiative in improving the camp well-being whenever a need becomes apparent, either personally or by bringing it to the attention of the director or program co-ordinator. Of course, we expect you to follow the usual camp procedures, as defined for all campers: tidy cabin, participation in program, meal teams, showing concern for others, etc.

**ONTARIO REGULATION 503/17****RECREATIONAL CAMPS****WATERFRONT AREAS***Waterfront supervision and equipment*

**24.** (1) Every operator shall ensure that every waterfront area in the recreational camp that is used for aquatic activities is under the supervision of a lifeguard who is at least 16 years of age and who holds a lifeguard certificate obtained within the previous two years.

(2) If the waterfront area in a recreational camp is in use, the operator shall ensure that supervision is provided in accordance with the following rules:

1. Two lifeguards are required if one to 25 campers are in the water.
2. Three lifeguards are required if 26 to 100 campers are in the water.
3. If more than 100 campers are in the water, one additional lifeguard shall be provided for each additional group of 25, or fewer, campers.

(3) Despite the supervision required under subsection (2), the lifeguard shall ensure that, where non-swimmers, campers with special needs or campers under five years of age are using the waterfront area in the recreational camp, additional supervision is provided that, in the opinion of the operator, is adequate having regard to the characteristics and number of campers using the waterfront area.

(4) Every operator shall ensure that the following equipment is easily accessible at every waterfront area in the recreational camp in case of an emergency:

1. One or more buoyant rescue aids attached to a shoulder loop with a six millimetre line at least 1.60 metres in length.
2. One or more reaching poles of three metres or greater in length.
3. One or more buoyant throwing aids attached to a six millimetre line at least eight metres in length.
4. A spine board.
5. A paddleboard or boat, when any part of the swimming area is more than fifty metres from the shore.
6. First aid supplies in sufficient quantities, which must include, at a minimum,
  - i. a current copy of a standard first aid manual,

- ii. safety pins,
- iii. individually wrapped adhesive dressings,
- iv. sterile gauze pads, each 75 millimetres square,
- v. 50 millimetre gauze bandages,
- vi. 100 millimetre gauze bandages,
- vii. individually wrapped sterile surgical pads suitable for pressure dressings,
- viii. triangular bandages,
- ix. rolls of splint padding,
- x. roll-up splints,
- xi. scissors,
- xii. non-permeable gloves,
- xiii. a resuscitation pocket mask,
- xiv. tweezers,
- xv. instant ice packs,
- xvi. antiseptic solution,
- xvii. incident report forms,
- xviii. water-resistant, sterile bandages,
- xix. waterproof adhesive tape, and
- xx. a blanket and pillow.

*Owner and operator requirements*

**25.** (1) Every operator shall ensure that,

- (a) all waterfront areas in the recreational camp are maintained in a sanitary condition and free from hazards, including but not limited to broken glass or hidden underwater dangers;
- (b) water hazards such as drop-offs, rocky bottoms or shallow areas are clearly identified;

- (c) a telephone or other communication device,
  - (i) is readily accessible from every waterfront beach area or swimming area, and
  - (ii) has a list of names and telephone numbers of emergency services;
- (d) swim tests are administered in shallow swimming areas; and
- (e) the portion of any waterfront beach area or swimming area that is intended to be used by campers is,
  - (i) clearly designated by signs, buoys, buoy lines or a combination of these, and
  - (ii) clearly visible and recognizable from the water by users of personal watercraft and other boaters.

(2) In subsection (1),

“shallow swimming area” means an area of water that is equal to or less than 1.35 meters deep.

**26.** Omitted (revokes other Regulations).

**27.** Omitted (provides for coming into force of provisions of this Regulation).

## **CAMP NEE-KAU-NIS WATERFRONT**

### **NORMAL OPERATING PROCEDURE**

#### **Initial Set-up**

- 1) Put AED in beach house First Aid area. The senior lifeguard is the custodian of our automatic electrical defibrillator (AED) unit.
- 2) Rescue boat in water with:
  - motor & gas tank in working order and tested oars
  - 3 adult life jackets, 1 child's life-jacket
  - throwbag (8 metre  $\frac{1}{4}$  " rope)
  - whistle and bailing can
  - mini first aid kit
- 3) torpedo rescue can and short pole on chair
- 4) torpedo rescue tube and reaching pole on dock
- 5) cell phone set up to receive on dock or by chair lifeguards on station

#### **Routine Operation**

One lifeguard on the beach: to:

- scan swimming area
- scan boats that are out
- observe beach
- be alert to any changes in weather etc

One lifeguard situated on the end of the dock to:

- intensively scan the swimming area
- react immediately to any dangerous behaviour

The remaining lifeguard should assist with boating and undertake any "housekeeping" duties in and around the boat house. They should be alert to any assistance needed by the other lifeguards (see EAP).

The lifeguards should rotate every 20 minutes.

When only 2 lifeguards are on duty the lifeguards must supervise the swimmers and the camp director may ask for the assistance of a responsible adult to oversee the boats. Using the guard chair may not be ideal in a two-guard situation. A maximum of 25 swimmers is permitted. However, it is recommended that a third lifeguard be available quickly to help with an incident.

**Boats**

The boat person should assist campers with the use of boats but campers remain responsible for properly putting away any boats used. The boat person should check that all boaters are wearing an appropriate and correctly fastened P.F.D., that the boat is correctly rigged, that the person responsible for the boat is competent and that safety equipment is in the boat.

**Cellular Phone**

The Senior Lifeguard will have a cellular phone for emergency purposes only. It should be kept (in a designated spot) in boathouse and used to activate EMS should this be necessary

All lifeguards must be familiar with EMS activation sheet to give directions to Camp and/or waterfront.



**CAMP NEE-KAU-NIS WATERFRONT**  
**EMERGENCY ACTION PLAN (2000/rev 2022)**

## **E.A.P. For Swimming Area**

When an emergency is detected by a lifeguard one of two procedures should be followed:

- i) for a minor incident NOT requiring the lifeguard to enter the water, where additional team support is not required and where no major first aid is likely
- ii) for a more major incident where the responding lifeguard may need to enter the water, where team support is needed or where major first aid may be required.

### **MINOR INCIDENTS**

The first responding lifeguard should sound their whistle twice, signal that they are taking action and begin any immediate action required. The remaining lifeguard will cover the observation duties of the responding lifeguard while the boat person (non-observing lifeguard) moves rapidly to observe the responding lifeguard's zone to ensure continuity of supervision. The responding lifeguard shall continue to treat and reassure the victim as required. Once the incident has been dealt with they should complete an incident report form and return to their duties.

### **MAJOR INCIDENTS**

The first responding lifeguard shall sound their whistle 3 times and commence immediate action. Support shall be rendered immediately by the other observing lifeguard who should enter the water if the responding lifeguard initiates a contact rescue. The boatperson (non-

observing lifeguard) shall then assist as directed, to clear the water, fetch equipment, provide support or activate the EMS.

## **SUSPECTED SPINAL INJURIES**

Section removed at suggestion of Simcoe Muskoka Health Unit inspector Daniel Pastore in 2022. Consider spinal injuries under major incidents.

## **MISSING PERSONS & BOATS (Non Children's Camps)**

As soon as a person is reported missing at the waterfront the lifeguard should gain the attention of the swimmers and request that everyone stand still, a further check should then be made. If the person is still missing, the water should be cleared. The junior lifeguards should begin an aquatic search starting at the deep area and extending past the buoy lines. The senior lifeguard should coordinate this operation and contact camp to initiate a fire drill to attempt to locate the missing person. 911 should be alerted. Adult Swimmers should be organized into search parties but should not search water above their waist height.

If a boat goes missing the senior lifeguard should be alerted. The bay should be quickly searched by the boat person from the boat and if the boat is not seen, 911 (Marine & Air SAR) service should be alerted and the water cleared. The lifeguard team should then prepare for a full boat rescue and continue to search the bay.

### **E.A.P. For Boating Incidents**

The lifeguard observing boats shall assess the urgency of any response to any boating incident. Where some mechanical or meteorological factor has affected the return of a boat but no immediate urgency is present, the boat person should be alerted and should then respond alone in the rescue boat to tow or give assistance/advice etc. Where the observing lifeguard deems the incident to be serious the water shall be cleared immediately. The boatperson and senior lifeguard shall start to scramble the rescue boat while the remaining lifeguard fetches the first aid kit and any other equipment deemed necessary. The remaining lifeguard should then prepare for the return of the boat with a casualty. It is advisable to contact camp to place them on standby for EMS activation.

### **Disputes**

In the event of any dispute over rules etc, the lifeguard involved should summon the non-observing lifeguard to take over supervision of their zone. If the dispute is not resolved the lifeguard should relieve the senior lifeguard of their supervision duties to enable them speak with the person in dispute. Any unresolved disputes should be referred to the current Director, then to Waterfront Personnel (Ben Bootsma; Kate Holden: text first) but lifeguards are reminded that all campers and staff swim or boat under their authority.

### Waterfront Closing Routines

#### At the end of each swim period:

- 1) Rescue boat pulled past high-water mark using the boat roller with plug pulled and boat tipped back for water drainage. Lock. \*
- 2) Canoes and sailboats flipped over on telephone pole rack on beach so that rainwater doesn't collect in them.
- 3) All boats chained together and locked to discourage unauthorized use/theft.
- 4) Kayaks flipped over and hung in rafters of boathouse to drain water, skirts hung up to placed in racks
- 5) Windsurfers stored in annex with rigging, sails hung to dry in boathouse if required.
- 6) Motor and tank **chained** into motor house shed and door locked\*
- 7) Boathouse door locked.
- 8) Return walkie talkies to Director's cabin.
- 9) Return AED unit to Rogers Cabin (Directors' Cabin).

#### At the end of each camp:

- 1) Inspect all boating equipment and lifejackets for repair and safety factor
- 2) Check First Aid for re-supplying needs.
- 3) Tidy boathouse and annex.
- 4) Refuel gas tank (1:50 oil to gas mix) if required.

**At the end of camp season** (before fall committee meeting): Motor to be taken to Camp House for winter storage. Servicing to be arranged now or in spring—drain water, oil in cylinders

- 1) Tarp Camp NeeKauNis sign and leave in place.
- 2) All watercraft to be stored in the boathouse and boathouse annex
- 3) Any boats not able to be stored in the boathouse, bring up top to be stored in the Meeting Centre.
- 4) Put up and lock shutters

## EMS Directions:

“Hello this is \_\_\_\_\_ at Camp NeeKauNis 2 miles west of Waubaushene. I am a lifeguard here.

Our telephone number is 705 538-2357  
and this cell phone number is \_\_\_\_\_.

We have \_\_\_\_\_ (#) casualties/missing persons/missing boats.

Their conditions are as follows:

Camp NeeKauNis waterfront is on Sturgeon Bay, the closest address is 290 Albin Road. The main Camp office is at 40 Neekaunis Rd. Please do not go to the main Camp. We have contacted them.

It is reached as follows:

Take Highway 12 into Waubaushene. Go onto Sturgeon Bay Road. Turn left on Ouida Street, then left onto Albin Street. Follow this until it crosses the Tay Trail a second time and someone will meet you there. The closest home is 290 Albin Street. Walk about 50 metres west (towards Victoria Harbour) on the Tay Rail Trail path and take a right turn onto the beach where there is a small ‘No trespassing’ sign on the left.)

Only if asked: Longitude and Latitude are 44, 44, 8 North and 79, 43, 5 West  
13

CAMP NEEKAUNIS BEACH INCIDENT REPORT FORM

(June 2000)

(To be completed by Waterfront Supervisor or Lifeguard immediately after incident has been dealt with.)

Date & Time of incident

Name(s) of injured person(s):

Nature of injury:

Environmental conditions:

Water:

Weather:

Visibility:

Temperature:

Human factors:

Swimming experience:

Time of last meal:

Medications/Alcohol/Drug Use:

Physical Disability:

Condition of Victim: Exhausted \_\_\_\_\_ Tired \_\_\_\_\_ Panicky \_\_\_\_\_

Conscious \_\_\_\_\_ Other \_\_\_\_\_

Likely cause of incident:

Comments:

Signed: \_\_\_\_\_

(This form to be taken to the Camp Director as soon as it is convenient to do so.).



#### 4. NeeKauNis At Risk Waterfront Waiver 2022

The NeeKauNis waterfront is an at-risk beach at times in 2022. Your interim director will advise you when this is the case.

You accept that you will not go to the waterfront alone and will not allow any child in your care to go to the waterfront without an adult. Please consult the posted waterfront policies.

You will have access to safety equipment and protocols as regulated by the province for public waterfronts including: personal floatation devices, reaching assists; first aid supplies; walkie-talkie connection to the main camp; and 911 Emergency Medical Service instructions. You must exchange cell phone numbers with your interim director.

NeeKauNis cannot advise you to enter the water or use watercraft. Should you wish to enter the water or use watercraft, you accept that you do so at your own risk. Signs will be posted to this effect.

I have read and understand this information and consent to use the Camp NeeKauNis Waterfront under these conditions and restrictions.

Name: \_\_\_\_\_

Camp Session: \_\_\_\_\_

Date: \_\_\_\_\_



**simcoe  
muskoka**  
DISTRICT HEALTH UNIT

15 Sperling Drive,  
Barrie, ON L4M 6K9  
*Your Health Connection*

## Diseases of Public Health Significance Notification Form

Disease being reported:		Date:
Please indicate type of institution/facility reporting: <input type="checkbox"/> School <input type="checkbox"/> Child Care Centre <input type="checkbox"/> Other (please specify):		
Person reporting to health unit (Name and Position):		
Name of Institution/Facility:		
Address:		
City:	Postal Code:	
Phone:	Fax:	
Name of Child/Student:		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> _____
Date of Birth:	Date of Onset:	
Name of Parent/Guardian:		
Home Address:		
City:	Postal Code:	Phone:
Comments:		
<p><i>This information is collected under Section 5 of the Health Protection and Promotion Act, R.S.O 1990, c.H.7. The personal health information collected in this form will be used for case management and to provide statistical data to the Ontario Ministry of Health and Long Term Care. Questions regarding the collection and use of personal health information should be directed to the Director, Program Foundations and Finance, Simcoe Muskoka District Health Unit, 15 Sperling Drive, Barrie ON L4M 6K9, telephone (705)721-7520.</i></p>		
<p>Note: Bolded diseases are to be phoned immediately to the Communicable Disease team at 705-721-7520 ext. 8809. All other diseases are to be reported the next working day. <b>PLEASE FAX THE COMPLETED COPY OF THIS FORM TO THE SIMCOE MUSKOKA DISTRICT HEALTH UNIT CONFIDENTIAL FAX LINE: (705) 733-7738.</b></p>		



## 8. CAMP NEEKAUNIS STAFF TRAINING MODULE

### **Brief Guidance**

This document is based on Canadian Yearly Meeting document: *The Safe Nurture of Vulnerable Persons in Our Care* and policies developed at Camp NeeKauNis. We recommend that Camp Committee members and directors read the *Safe Nurture* document in its entirety. It is in the Committee Members and Directors areas on the website.

### **A Guide to Training Staff and Orienting Campers at CAMP NEEKAUNIS**

#### **Part 1: Basic Safety**

Most important things about being together are to be safe and have fun. These two things aren't often mutually exclusive, but when it doubt, safety should win over fun. As a rule of thumb, if you think what you are doing isn't safe, it probably isn't. At Camp NeeKauNis general camp policies are posted and on registration forms and staff applications there are importance pledges that you have all signed.

At the most basic level, we need to keep ourselves safe.

**Staying on Camp Property:** Part of being safe means knowing where everyone is. During the day, you are to remain on the main part of camp property at all times, so no going below the entrance to the woods at the bottom of the hill, no going out on the road and no going beyond the fence line. The only exceptions to this are swim period (where you can be on the beach/walk down the path), work period (under supervision of staff) or when you have special permission and are accompanied by a staff (who has let the director know where they are going). The Camp house at the end of the road is also off limits unless accompanied by staff with the permission of the director.

The same general rules apply to staff. Staff need director's permission before going off site. There are a couple of places that you should be not be going without permission.

**Staying safe on camp property:** So you're doing the right thing by staying on the camp property, but we need to do more than that. There are a few hazards around camp that can cause serious injury.

**Poison Ivy and Giant Hogweed:** Firstly, poison ivy it grows throughout camp, especially near on the edge of the woods and the field on the hill [list other areas, if any, where it grows]. When walking to the waterfront stay on the path. If you get poison ivy on it on you, wash with heavy-duty dish soap immediately (and tell the lifeguard). Also, watch out for giant Hogweed [show picture of it....note areas, if any, where it grows....], which can cause serious skin burns and

even blindness. While you have little time to play with if you get poison ivy on you (and it generally can be removed if you wash with heavy-duty detergent), for Giant Hogweed, the damage is done very quickly, so if you're in doubt, don't go near anything that looks like it.

***Ticks and Lyme Disease:*** We know that there are ticks at Camp NeeKauNis. If we are venturing through the woods or especially through long grass, cover up. Wearing light colours is useful for finding ticks. If you have a tick do not pull it off. Let a director know and they will find a lifeguard or first aid person. We have several people who are experienced tick removers and encourage others be trained.

***Buildings to stay away from:*** So, that's a quick overview of where you're allowed. While you are welcome to hang out in common areas, your only people assigned to the cabin should be in that cabin (this is respectful of your cabin mates and for your own safety). The workroom and main kitchen are off limits unless given permission/accompanied by staff. You can seriously hurt yourself in both places. Tool sheds are also off-limit.

I have read Part 1

## **Part 2 - Health and Safety**

So we've covered where you are supposed to and not supposed to be at camp, but there's more to safety than that.

***Alcohol and drugs:*** Alcohol and drugs are not permitted at camp, period. Anybody caught with them or found to be impaired on Camp property, will be sent home immediately (this includes staff), no exceptions.

***Smoking:*** Smoking or vaping is only permitted at the fire pit. Cigarette butts are to be disposed of in a butt-can, not in the pit itself (this can cause a fire). Likewise, smoking elsewhere, can cause a fire. Camp does not want to encourage smoking, so we ask that smokers do not turn the fire-pit into a social place.

I have read Part 2

## **Part 3 - Waterfront Safety**

Campers are only allowed at the waterfront under the supervision of lifeguards, no exceptions. Even if you are down there for work period, you need a lifeguard.

All campers and staff are to listen carefully regarding instructions from the lifeguard.

I have read Part 3

## **Part 4 – Fires, Missing Persons and Extreme Weather**

Emergency procedures are posted by all phones at Camp NeeKauNis. In the case of fire or missing persons a long extended buzz from the kitchen buzzer will sound. 911 must be called. All people at Camp must assemble in their cabin groups and await instruction. In the case of a

missing child, the waterfront and the roadway must be checked immediately. Lifeguards will oversee all waterfront searches. Two or more adults will be assigned to the road way.

In the case of extreme weather, an air horn blast will indicate that shelter must be found immediately: in the Washhouse, under Cook's cabin, in any interior washroom, in the firebox in the Meeting Centre, any low point on the beach path. Avoid windows.

Drills must take place once each Camp session.

I have read Part 4

## **Part 5 - Physical and Emotional Safety**

This brings us to the most important part of our safety, making everyone feel physically and emotionally safe. Camp should be a place where all people should be able to come to feel included and accepted for who they are. Harassment and bullying can have a negative impact on both the individuals involved and the camp community as a whole.

*What is harassment and bullying?* There are a bunch of behaviors that can be considered harassment and bullying. Some are easy to spot. The ones that are easy to spot are generally **never acceptable** at Camp or elsewhere:

- Aggressive verbal behaviors such as threatening or intimidating someone, or screaming abusive names at them:
- Physically assaulting someone, such as hitting, punching, biting or restraining someone against their will
- Sexual assaulting someone
- Unwelcomed sexual touching
- Deliberate excluding from the Camp community

Other times, it is not so easy. Some behaviors that may seem innocent or harmless sometimes, may be quite hurtful other times. Sometimes you may not even realize you are doing these behaviors. For example, it's fine for friends to make fun of each other a bit. However, sometimes you might tell a joke about your friend or cabin-mate or call them a name. The first time you tell the joke, they find it funny. However, if you tell the same joke repeatedly, it might start to hurt their feelings. Another example might come when you have a group of campers who are all really good friends (especially ones who've known each other for a while) and hang out together a camp all the time. The problem is that you may make another camper feel excluded, even if you don't mean to. Telling secrets about another camper to someone can lead to rumors, even if you only meant to share it with one person. Consider some gentle role-playing if this will help bring awareness.

The above examples are just some of the behaviors that can lead to harassment and bullying. Because so many behaviors may be considered harassment or bullying in different contexts, we ask all members of the Camp community to reflect on their behavior towards other members of the camp community.

If you are unsure if your behavior is bothering someone ask yourself the following:

**Would I like to be treated the way I am treating this person?**

If the answer is no, may need to reconsider your behavior.

*What to do?* So, the above is a list of things that are (or might) be considered bullying or harassment. The question then is, what do if you are experiencing them? Seeing them?

If the behavior of another person at Camp is making you feel uncomfortable, or if you think someone is being bullied or harassed, we ask that you speak with the director or a member of the staff immediately. If, for whatever reason, you are not comfortable with approaching the director or staff you can contact your parents or a member of Camp's Ministry and Counsel [insert appropriate contact info here].

*What will happen?* The consequences of harassment and bullying behavior will vary on a case by case basis. However, please note that serious behaviors involving any form of violence or sexual assault will automatically result in the removal from Camp.

I have read Part 5

**APPENDIX SN - F**  
**The Agreement of Care for Canadian Yearly Meeting**

**To complete this training I agree:**

- to follow appropriate action in all my relationships with children/youth/vulnerable adults, as defined by my training/ orientation;
- to use only the physical contact that is deemed appropriate by the Safe Nurture for Vulnerable Persons in our Care document, which I have read and understand;
- to use appropriate language;
- to show no bias based on gender, gender identity, ethnic background, skin colour, faith, intelligence, age, religion, sexual orientation or socio-economic status;
- to not harass or bully others;
- to respect confidentiality and privacy, unless a child, youth or vulnerable adult is in danger. Then I will report to a supervisor, child protection agency or the police.

I have read and agree with this Agreement of Care.

Name:

Date:

## 9.CAMP NEEKAUNIS POLICIES (revised September 2016)

**A. General.** Campers are asked to show respect for their own safety, for camp property, for the rights and wishes of other campers, and for the community life of the camp.

**Specifically, campers are asked not to bring or use the following:**

Firearms; Fireworks; Alcoholic beverages; Illegal drugs;  
Animals or pets (except by arrangement with the director);  
War toys or toys which endorse violence;  
Supplies or equipment that may be dangerous;  
Bicycles/all-terrain vehicles and motorcycles (except as transport to Camp);  
Motorized watercraft/ jet skis.

**B. Health and Safety/First Aid.** Let your director or a lifeguard know if you or a fellow camper/staff are sick or injured. Your director will instruct you on fire drills and storm protocol. If you hear a prolonged sound from the buzzer, meet in the playing field in groups with your cabin mates.

Camp NeeKauNis is a bullying and harassment free zone: policies are posted.

Camp NeeKauNis has a Sending Home policy that pertains to physical abuse, drug or alcohol use, and to persistent harassment and bullying and not respecting cabin segregation by gender during children's camps. All incidents of sexual abuse and physical abuse with injury will be reported to the police.

Stay on our trails! We have poison ivy and giant hogweed on the property.

**C. Cabins and Cabin Areas.** Each cabin should have a wastebasket and a blue basket for recycling, a broom and a dustpan, and a bottle of environmentally-friendly all-purpose cleaner. Every cabin has a smoke detector and a fire extinguisher. Please let the director know if any of these items is missing.

Please keep your cabin clean. Garbage should be brought to the kitchen and sorted.

Campers should respect the privacy of cabins and cabin areas. Please, no noise after 10:00 pm or as determined by the director of a specific program.

When you leave Camp, please leave your cabin swept, tidied, and disinfected so it will be a clean home for the next occupant.

**D. Camp Property.** Do not deface camp property with graffiti: you or your parents will be asked to provide the paint, materials and labour to restore the property. In most cabins there are hexagonal boards mounted on the walls specifically for campers to sign their names etc.

Do not remove bark or otherwise damage trees, shrubs, etc. Camp is part of the Managed Forest Plan: please refrain from walking off-trail or climbing banks and cliffs.

Dispose of refuse in garbage cans, compost container or blue recycling boxes, as appropriate. Recycling boxes are in the kitchen and in the shed between the Swan and Nelson-Hall.

**E. Smoking and Vaping.** Smoking and vaping are permitted only at the Fire Pit. Cigarette butts, matches, etc., must be disposed in fireproof containers. Empty them in the green bin when cooled. Tobacco can be poisonous when ingested by children and small animals.

**F. Meals and Kitchen.** Meal times are set by the director and cook. They are approximately: breakfast - 8:30, lunch - 12:15, supper - 6:00. Campers share the kitchen and dining room duties, and meal team schedules are posted. Please report fifteen minutes before meal time, or at the time of the buzzer.

All meals are preceded by a silent grace. A daily reading will be given during breakfast.

Campers should remain at table until announcements have been made and mealtime is completed.

Food wastage is strongly discouraged. Please speak with the cook or director if you have problems with meals.

**G. Program.** Campers are asked to be present and on time for meals, meeting for worship and activities. It is expected that you stay for the entire program, unless other arrangements are needed.

The director or designate (head cook, lifeguard) must know if you and your child leave the building area. Children should not leave the building area except with a parent/guardian.

Weekend and short-term campers must obtain permission to attend camp from the director ahead of time and should participate in the programs offered at the time they attend.

**H. Waterfront.** Swim only when the lifeguards are on duty, and obey the lifeguards' instructions. This usually includes using the buddy system and reporting to a lifeguard when entering or leaving the water.

Lifesaving equipment (reaching pole, throwing device, etc.) will be on the dock will be available any time the beach is in use.

Non-swimmers must stay where the water is shallowest. Swimmers should stay within the buoy line. See the director and lifeguards with requests for distance swims.

Children may not go to the beach without adult supervision.

Diving and jumping are not permitted. The water is shallow and rocks and zebra mussels are plentiful.

Use boats only with the knowledge and approval of the boat supervisor or the director. A responsible person must remain on the beach and watchful.

All persons in any boat must wear lifejackets, properly-fitting and fastened. The person who has arranged for taking the boat out is responsible for ensuring that all passengers obey these rules. An emergency kit (belay bag) must be in any boat being taken out.

All boats must be in before dark.

Any accident or injury ***must be immediately reported*** to the lifeguard, who will take the necessary steps to deal with the situation.

**I. CampTelephone/ Cell Phone and Electronics Use.** Camp NeeKauNis has a Cell phone and Electronics policy. We discourage the use of electronics, including cell phones, at Camp. Use by campers during children's camps is not permitted. Adults are requested to keep electronics in the cabin.

There are exceptions for Camp administration and for lifeguards.

The Camp telephone may be used for Camper and Staff needs on request.

## 10.aCamp NeeKauNis

## General Incident Form

LEAVE IN BINDER IN NURSES STATION. KEEP DOOR LOCKED

Date:

Name:

Address:

Type of Incident:

Where occurred:

Description:

Actions Taken:

Persons giving treatment/direction:

People notified:

EMS Badge Numbers:

Time Called:

Form filled by:

Note: If a camper or staff member is sent home for any reason the Clerks must be notified immediately.

Revised July 2012



## **10.bCYM Incident Account Form**

### **Reporting requirements:**

Separate copies of this form are to be completed by the person allegedly harmed, the person who allegedly caused harm, and all witnesses to the incident.

**This form is to be completed as soon as possible following the incident, and then given to the person with oversight of the situation, or directly submitted to the CMMC Investigating committee ([cmmc-inv@quaker.ca](mailto:cmmc-inv@quaker.ca)) or, if employees are involved, to the Clerk of CYM Personnel Policy Committee (PPC) ([personnel-clerk@quaker.ca](mailto:personnel-clerk@quaker.ca))**

These *Incident Account Forms* and the *Incident Report Form* will be used by the CMMC Investigating Committee or employing committee, to determine next steps and implementation of the CYM Violence and Harassment Program. As necessary, this information may be shared with police, insurance, or other bodies.

### **Confidentiality:**

We seek to protect each person. We ask persons who are involved in the incident to understand the importance of confidentiality and not to circulate rumours or seek to gain information to which they are not entitled. Inappropriate sharing of information may endanger the integrity of the investigation and may subject those involved to possible lawsuits for defamation of character.

## Incident Account Form

### Personal information

Name:	
Position (if any):	
Phone:	Email:
Date and time of completing this form:	

### Information on the incident (use additional sheet[s] as necessary)

Time and Date of incident:	
Location of incident:	
My experience was as a: <input type="checkbox"/> Person allegedly harmed <input type="checkbox"/> A person who allegedly caused harm <input type="checkbox"/> Witness	Relationship (if any) to: - Person allegedly harmed _____  - Person who allegedly caused harm _____
<b>What happened immediately prior to the incident that precipitated this report?</b>	
<b>Who visually witnessed the incident(s)?</b>	

**Describe the incident/situation in detail** (note type of incident – ex. push, shove, threat, comment, etc.; describe incident in detail including what happened, who was involved, what you heard, saw, etc.)

---

**Signature of person who completed form**

**Date**