

## WELCOME

I am so excited to be welcoming you as part of the Camp Moshava team. Your job this summer is simple “be the best that you can be” . Many of you, if not most of you have been to Moshava as campers and so you know what made your favourite staff your favourite. Your best memories are of the staff that became your friend, your “go to guy” when there was a problem, the one that listened when you talked, and cared when you needed some extra attention, played basketball with you instead of watched you played basketball. I am confident that you will become that favourite staff that makes this summer so memorable for our campers. You have the ability to become a mentor, a friend, a parent, a doctor-just by being here this summer.

I am here for you, is the message I want you to hear from me. No question is too trivial, no discussion is useless, it is important to me that you know that you are going to have questions, but you have to ask them to fully succeed. I do not see asking as a weakness, I see it as a strength. So please make sure to come to me to tell me how your day is going, I want to know. Let’s keep the communication open.

I am including a collection of important information that I need you to read. If you are not certain about something mentioned here, please let me know. Your Rosh Eidot, Rosh Anafim, the Staff trainer, the camper support liaison, the Rosh Mosh and myself are all here to facilitate you in reaching your goals. I expect the most out of you, and in return you will get the most out of this job; Memories that will last a lifetime and the potential to change the life of a child. Good luck. I know you will live up to the challenge.

Sincerely,

Vicky Shizgal  
Camp Director

## STATEMENT OF PHILOSOPHY

*Camp Moshava is a religious Zionist camp committed to instilling, nurturing and developing in our campers and tzevet a dedication to and love for a Torah way of life, the State of Israel and the Jewish people and stimulating the intellectual, physical, emotional and social growth of our campers and tzevet, through a safe and enjoyable summer experience.*

# GENERAL INFORMATION FOR TZEVET MEMBERS

## Transportation

The camp will provide transportation for tzevet members to camp from Toronto, Montreal and Ottawa. Tzevet members choosing not to take advantage of this mode of transportation assume responsibility for providing their own means of transportation to camp – *at their own expense* – on the day stated on their contract by the required arrival time.

## Health and Insurance

All tzevet must provide the camp office with a valid health card number and/or details of your medical insurance carrier. Out of Canada Tzevet must carry their own health insurance.

You cannot work at camp until your health form is submitted.

Tzevet members are required to bring an adequate supply of medication for any pre-existing conditions to last the duration of the camp season.

## Personal Property

Damage, loss or theft of personal property or damage to private vehicles is not covered by camp insurance. It is, therefore, recommended that you do not bring any valuables to camp.

## Camp Safe

It is recommended that all money, passports and airplane tickets be locked in the camp safe.

## Personal Vehicles

Tzevet members who choose to bring personal vehicles to camp must sign in at the camp office with their license plate number, the car's VIN number, the car's make, year and model as well as their keys. At no time are any personal vehicles permitted on camp grounds. Should you choose to use your vehicle for your time off from camp you must sign out at the office with details of your planned destination and planned time of return. You are responsible for returning at the proper time. You may NOT be in the parking lot of the camp if it is not your designated time off.

Camp Moshava is not at any time or in any way responsible or liable for you or for other tzevet members who travel in your vehicle. Tzevet members who choose to travel in vehicles of other tzevet members do so at their own risk. Tzevet members maintain and operate their own vehicles at their own risk and expense. Neither the camp nor its employees can guarantee any assistance should you break down or experience car trouble. If you are considering bringing a vehicle to camp we suggest that you obtain membership with a roadside assistance company such as CAA. **NO CAMPERS ARE ALLOWED TO BE TRANSPORTED IN A TZEVET MEMBER'S CAR.**

## Rules of Conduct

Behaving as a positive role model (*Dugma Ishit*) in all tzevet positions is essential. Your direct influence on children by proper actions, speech, dress and religious conduct is tremendous.

As a tzevet member at Camp Moshava you have the following responsibilities that are to be followed explicitly in form, function and spirit. Violations will not be tolerated.

## RESPONSIBILITIES OF ALL TZEVEET MEMBERS

As a tzevet member at Camp Moshava you have the following responsibilities:

1. To fulfil all contractual obligations as well as any duties assigned by the Camp Director and/or Rosh Moshava as he/she sees fit, such as shmira, dock duty, pool duty, madrich toran, etc.
2. To prepare, plan and carry out all phases of the camp program as required.
3. To play a leadership role in all aspects of the camp community.
4. To follow all the rules and regulations outlined in the tzevet manual.
5. To report any occurrence or reasonable suspicion of child abuse and safety hazards.
6. To be on time for all meetings, routines and programs.
7. To participate in out-of-camp trips, if and when required.
8. To be aware of his/her role in emergency procedures for fire, storms, waterfront emergencies, first aid situations, etc.
9. To serve as a model of appropriate respect and practice of halacha and as a representative of Bnei Akiva on or off camp grounds.
10. To set a good example for campers by maintaining adequate standards of hygiene, dress, table manners, good sportsmanship, and respect for personal & camp property etc.
11. To store and return camp supplies and equipment. To safeguard camp property and facilities; to report immediately any damage. Particular attention should be given to the use of the p.a. system.
12. To be available to speak to parents on Visitors Day.
13. To participate in evaluation procedures, tzevet training, meetings, conferences, etc. as determined by the Camp Director.
14. To submit all reports on time.
15. To share in the planning and implementation of eidah wide or camp-wide programming.

16. To perform the duties of each specialty (chug) area he/she has been assigned to as outlined by the appropriate supervisor (Rosh Anaf, Rosh Eidah or Rosh Moshava).

### **Staff development week**

All tzevet members are required to participate in the pre-camp tzevet training sessions usually held for one week before the campers arrive. This time is used to physically prepare the camp for the summer and for intensive training and preparation sessions. It is also a very important time for social interaction. We get to know each other and build a cohesive tzevet.

### **Post-Camp**

All tzevet members are required to participate in the post-camp activities that are usually held for a few days after the campers leave. The time is used to clean the camp and prepare everything for storage. It is also an important wind down for tzevet, putting a close to one summer and preparing for the next. This is a good time to give feedback on the summer as well. Missing day may result in loss of wages.

# RULES AND REGULATIONS

## CAMP POLICY

Any breach of any of these regulations may be grounds for dismissal.

1. No alcoholic beverages of any kind, including beer, are permitted on Camp property or during any Moshava activity at any location, on or off site.
2. No staff member shall return to camp in a manner deemed unfit for work by the Director.
3. No smoking is permitted in or around the Camp property or during any Moshava activity at any location.
4. No inhalation/injection/ingestion/application of any substance which, in the view of the Camp is of a non-medicinal nature and/or has not been prescribed for you by a licensed physician acceptable to the Camp is permitted, and such substances include, among others, marijuana, cocaine, tobacco and tobacco substitutes .
5. No fire shall be lit by anyone other than a Rosh Eidah or tripper and only fires required for cooking and heating purposes shall be permitted. Shabbat candles may be lit only in the Chadar Ochel in the area designated for that purpose. Any fires needed for any Camp program must be approved by the Camp Director/Rosh Moshava or tripper.
6. No camper for whom a tzevet member is responsible may be left in the care of any person not then authorized by the Rosh Moshava or Camp Director to be caring for such camper in lieu of such tzevet member.
7. No tzevet member may leave the Camp property or any Camp program being held away from the Camp grounds, except with the permission of the Camp Director or Rosh Moshava.
8. No male/female physical contact is permitted, nor shall any *tzevet member* or camper be permitted on the migrash of the opposite sex except with the explicit permission of the Camp Director or Rosh Moshava. Tzevet on the rabbit's run must sign out prior to leaving and may leave only at designated times.
9. No weapon of any kind (including any knife, switch blade, hunting knife, fire arm, martial arts device, etc.) firecracker, fireworks or any toy/weapon/utensil which in the opinion of the Camp Director or Rosh Moshava is or may be unsafe or dangerous to others is permitted to be on or around the Camp property.
10. No physical, verbal or emotional abuse of any kind may be directed at any person, whether purportedly for the purpose of discipline, or otherwise. Punishment such as early curfew, loss of Shekem, loss of activity privileges or the imposition of extra duties may be applied only with the prior authorization of your Rosh Eidah, the Rosh Moshava or the Camp Director.
  11. No vandalism or intentional injury, loss, destruction, damage or theft of any kind which is caused to others or the property of others will be tolerated. No failure to terminate and report any such activities which come to the attention of a tzevet member will be tolerated.

The cost of repairing any such loss or damage is the personal responsibility of the tzevet member involved.

12. No dating or romantic relationship between a tzevet member and a camper of any age..
13. The laws of the province and Government of Canada must be followed at all times.
14. If necessary, we reserve the right to search personal items in the presence of the staff member.

## HALACHIC

### 1. Dress code:

- a) The dress code of Camp Moshava applies to the tzevet as well as to the chanichim. It will apply both within the camp as well as when representing the camp both during official out of camp activities and on tzevet days and nights off.
- b) Tight fitting clothing may not be worn.
- c) Boys must wear a kippah, (or hat), and tzizit. If tzizit are forgotten (campers or tzevet), the camp will provide them, deducting the amount from the shekem account. Gym shorts or tank tops are unacceptable.

On Friday night, all boys must wear "Kachol V'lavan" – navy/black pants not khaki with a white collared or button down shirt. On Shabbat day, boys are permitted to wear khakis with an appropriate collared t-shirt. Jeans, T-shirts, shorts or sneakers may not be worn on Shabbat.

- d) Girls must wear either a skirt or pants with the minimum length coverage to immediately below the knees. All shirts or blouses must have a minimum sleeve length of slightly above the elbow. No sleeveless or cap sleeves are permitted. No plunging neckline. On Friday nights, female tzevet must wear "Kachol V'lavan" i.e. white tops and blue/black skirts. On Shabbat during the day, regular Shabbat dresses are appropriate.

### 2. The Three Weeks (Between 17<sup>th</sup> of Tammuz and 9<sup>th</sup> of Av):

- a) Our camp Yoetz Hilchati has deemed that there will be regular scheduled activities at the agam and breicha during the three weeks. During the nine days, however, only instructional agam and breicha activities will be offered. Halachot which pertain to the three weeks will be reviewed during camp.
- b) Regular laundry service will continue during the three weeks. Laundry will be sent out during the nine days only if necessary.
- c) The Camp Director and medical tzevet will determine who is not fit to fast on fast days.

### 3. Minyan:

Every tzevet member is expected to attend all t'fillot punctually every day. Tzevet members who arrive late or stand in the back and disturb, set a poor example. Tzevet are required to sit among the campers and help them find pages as well as set an example.

### 4. Kashruth:

Camp Moshava is under the supervision of the Kashruth Council of Toronto (COR).

### 5. Eruv:

Moshava has a permanent Eruv in place. The Eruv covers the general camp area up to and including the Beit Knesset, the Mach Hach cabins and washrooms, and the fence at the Camp Director's cabin. It does not extend beyond these areas.

## DURING CAMP

### Office Procedures

The office tzevet is available to assist you with a variety of tasks, from handling the mail to running off copies. Here is a brief list of the things they can do for you:

### Keys

Copies of most keys are kept in the office. If you need a key to a building or cupboard, please ask the Camp Director. All camp and personal vehicle keys are kept in the office as well. Keys may be obtained only from the Rosh Moshava and Camp Director.

### Supplies

The following supplies are distributed from the office after a **requisition form** has been filled out and approved:

- Staplers, tape, scissors, file folders, pads
- Games, cassette tapes & tape deck
- Programming materials, i.e. bristol board, markers, pens etc.

### Photocopies

Madrichim who need something duplicated should speak to the Rosh Tochnit or Rosh Eidah; Rashei Anaf should speak to the Rosh Moshava or the Camp Director. Your **requisition forms** must be submitted well ahead of your deadlines. This is particularly true for large amounts of work (printing plays) or work required during peak periods (the first or last few days of camp, prior to Visiting Day etc.). Only those authorized to do so may use the photocopying machine.

### Storing valuables

At your request, and at your own risk, we will lock up your valuables (money, passports, cameras and musical instruments) in a location that is more secure than your cabin. However, we cannot be responsible for the theft or breakage of your personal items no matter where they are stored since we are not insured against the property losses of our employees.

### Mail/Email/Fax

An outgoing mailbox is located just outside the office. Make sure that all mail has the proper postage and correct address. Stamps can be purchased from shekem if required. Incoming mail is available every weekday and should be picked up by a cabin tzevet member at a pre-designated time. He/she will distribute it to their bunk's tzevet and campers during free time.

The camp will accept email and faxes for tzevet members. Please try to limit faxes and emails. Please note that we will not open or forward any attachments. The camp fax number is (705) 292-6168. The volume of emails that Camp Moshava receives has increased sharply in recent years. This summer, the camp will be using specialized software that will print and sort these emails according to each bunk. To send an email, please go to [www.campmoshava.org/email](http://www.campmoshava.org/email).



## **Shekem**

The camp will provide each tzevet member with a \$25 shekem credit. This credit is non-transferable to another tzevet member to camper and cannot be redeemed for cash.

Shekem is available every day. Shekem order forms are distributed at breakfast. Give your completed shekem order forms to shekem tzevet before first peulah or you will not get shekem. Please make sure that the shekem forms are legible. Only cabin tzevet may pick up filled orders from shekem. Shekem crates must be returned before the end of shekem.

## **Phone Calls**

**Campers are not permitted to use the staff phones at any time.**

If friends or family call you during the day, the office tzevet will take a message, and you may return the call at night. In the event of an emergency, you will be contacted immediately and be allowed to use the office phone.

Phones with outgoing lines are located in the office, the Camp Director's cabin, the infirmary, the waterfront shed and the pool shed. The phones in the waterfront shed and the pool shed are to be used only in emergencies. There is an internal phone system which connects the following areas: the administrative office, Mach Hach, breicha, agam, infirmary, Camp Director's cabin, kitchen and the Rosh Moshava's office.

## **Cell Phones**

Personal cell phones or other wireless communication devices are permitted in Camp Moshava by staff at designated times in designated areas. Any staff member not following the rules will have their devices confiscated and returned once the campers leave.

As noted above, there are phones located in the moadon tzevet for personal use.

## **Purchases**

All purchases of camp equipment for which you want to be reimbursed must be cleared **in advance** with the Director.

## **Time Off**

All Tzevet are entitled to time off. Tzevet will all be allowed one peulah off a day with the permission of the Rosh Anaf and Rosh Eidah and all tzevet will be allowed to take day off which will be outlined in camp. All Tzevet must return to camp in a fit manner to carry out their job. Any staff member deemed unfit to work will face consequences and their jobs are subject to termination.

## **Laundry**

Tzevet members may send their laundry out together with the camper laundry on a weekly basis. Camp Moshava assumes no responsibility or liability for loss or damage to laundry through the laundry service. There are a number of laundromats in the Peterborough area. Tzevet members can use these, at their own expense and if they arrange their own non-camp transportation, on their official days and nights off. Tzevet members may not use the washing machines and dryers on the campgrounds for their own personal laundry.

## **Tzevet Benefits and Services**

Camp Moshava provides the following services and benefits:

- a) Room & Board and weekly laundry service.
- b) Workers' Compensation for any injury received while performing your duties. This must be reported.
- c) Transportation, as determined by the Director, between Montreal, Ottawa, Toronto and Camp Moshava at the beginning of pre-camp, and end of post-camp.
- d) The use of medical services at the infirmary
- e) Transportation for nights off to and from Peterborough when available
- f) Tzevet programs – shiurim, activities
- g) \$25.00 towards Shekem
- h) A tzevet t-shirt

## **Payment**

**No payments will be issued to staff that have not provided us with their SIN number.**

Pay cheques will be handed to tzevet members upon completion of the term of their contracts only upon fulfillment of their full responsibilities, including the completion of all evaluations, reports and inventories. Personal living quarters and work areas must be left immaculately clean. All camp equipment and materials must be cleaned and returned to, or stored in, proper places.

## **Visiting Day**

Your parents and friends are invited to visit you on the camp's Visiting Day. However, please be aware of the following:

Visiting Day is not a day off!! You will have responsibilities during the day that must be fulfilled.

You are not allowed to leave camp on that day for any reason. Friends and relatives of tzevet members are not permitted to visit the Camp on other days.

## No Tipping Policy

Cash gifts/tipping by parents of campers is not permitted and shall not be accepted by staff.

## Snacks in Camp

As snacks are available through Shekem, we request that you not bring large quantities of snacks to keep in your bunk. Any food brought into camp must be kept in an **airtight container** that can fit in your cubby. Food and candy left in cabins attract raccoons and mice. No peanut products are permitted outside the Chadar Ochel. Do not bring homemade goods to share, as the potential for allergic reactions is much greater if ingredients cannot be checked. We have emphatically requested that parents not send food packages to campers.

## Camp Closing

Working in camp is rewarding, yet often very exhausting. Therefore, tzevet members are expected to return to their living quarters by 1:00 a.m. This applies every night except Friday. If this is not being followed, appropriate consequences will result.

## Leil tzrif

Every night of the week, one tzevet member, on a rotational basis, must stay in the bunk when the chanichim/chanichot of their bunk goes to sleep. We have found that instances of bullying and issues in the bunk take place during the down times (the most difficult of which is kibui orot). This rotation is to ensure the safety and wellbeing of our campers. This rotation will be scheduled by the Rosh Eidah.

## Male/Female *Tzrifim*

As we are a religious camp, no males are permitted to enter female sleeping quarters and residences for any reason and vice-versa. We have made many public areas and facilities available for social purposes including the Moadon Tzevet and the Matnas. These areas may be used at appropriate times as long as there is no conflict with other camp functions. All the facilities must be cleaned after use. This must be completed prior to "Camp Closing".

## *Shabbat* Guests

All *Shabbat* guests must be cleared by the Director. Camp reserves the right to select or turn down guests, set conditions for acceptance of individuals as guests, or modify the number of guests based on its program or other needs and considerations.

Approved *Shabbat* guests are requested to arrive at camp between two and three hours before *Shabbat*, and to depart immediately after breakfast Sunday. Individuals who arrive at camp at any time without proper authorization and permission will not be permitted to enter or remain in camp.

There is a required donation to the camp of \$36 for each *Shabbat* guest for the weekend. Guests may be required to conduct program related assignments, such as *parashat hashavua*, *snif*, *oneg*, etc. *Shabbat* guests are required to be familiar with, and adhere to, all camp regulations, and may be asked to leave camp upon violation of these regulations.

## Administrative Information

1. All vehicle keys whether personal or camp property are to be stored in the Camp Director's office. Prior authorization must be obtained from the Camp Director for the use of the above-mentioned vehicles.
2. No campers are allowed to be transported in a tzevet member's car.
3. In camp, vehicle use is restricted to authorized camp vehicles only. Camp vehicle use is restricted to the Rosh Moshava, Camp Director, truck driver, grounds superintendent and his crew, and any individual authorized by the Camp Director.
4. In order to commence work at camp you must supply us with the following documentation:
  - a) Your social insurance number.
  - b) Proof of any first aid, CPR, or EMT certification.
  - c) Proof of waterfront qualification, including re-certification if necessary (bronze cross, NLS, instructors, ORCA, sailing levels, etc.). Any non-agam/breicha tzevet member with current certification in the above is also asked to submit a copy.
  - d) Proof of a valid driver's license (Truck drivers and Rosh Plugah, Rosh Moshava, Rashei Eidah, canoe and overnight trippers).
  - e) Authorized camp vehicle drivers must provide an MVR (Motor Vehicle Record) to the Director prior to camp.
5. You will not be permitted to work at camp (or pre-camp) without:
  - a) A completed medical form
  - b) A completed tzevet contract (parent or guardian signature is required for any tzevet member under the age of 18)
  - c) Your Social Insurance Number.

## **Death & Bereavement**

We understand the tragedy of a death in the family. However, it is important that our chanichim are consistently cared for. To that end, we require anyone taking leave of camp as a result of bereavement to contact the camp on his/her first evening home to let us know when they will be returning. The camp reserves the right to replace a tzevet member if the period of time is deemed to be too long to maintain the necessary connection and care of his/her chanichim.

# BREICHA PROCEDURES

For safety and insurance reasons, no one is allowed to enter the pool area unless:

- The head lifeguard is present, or
- You are supervised by one of the other Camp Authorized lifeguards, **WITH THE PERMISSION OF THE HEAD LIFEGUARD**

Using the pool without camp authorized supervision is grounds for immediate dismissal. To respect the *Tzniut* of others, males should not be in and around the pool area during female swim and vice-versa.

## General Rules for Breicha Activities

1. Anyone (tzevet or camper) who wishes to use any of the breicha facilities or take part in any water-related activity must do so during a time scheduled for that purpose. **NO ONE IS ALLOWED AT THE BREICHA WITHOUT APPROPRIATE SUPERVISION.** Violation of this rule is grounds for dismissal.
2. Campers may only be excused from swim by presenting a note from the doctor or nurse.
3. It is very important to insure that your campers and you personally are well protected from the sun's harmful rays. After swim periods, be sure that you and your campers have reapplied sun block and rehydrate.

## Life Guarding for General Swim

For general swims: **ONCE A TZEvet MEMBER WALKS THROUGH THE POOL GATE, HE OR SHE BECOMES AN ASSISTANT TO THE LIFEGUARDS AND MUST CONDUCT THEMSELVES APPROPRIATELY. THEY MUST NOT DISRUPT THE PROGRAM OR DISTRACT THE BREICHA TZEvet.** All of the lifeguards are linked in a well-organized chain designed to effectively supervise the pool. One weak link could lead to a serious accident or injury.

## Emergency Situations During General Swim

In case an emergency situation arises, a special procedure will be instituted. Keep the following points in mind:

1. You will be taught emergency procedures during pre-camp. **IT IS YOUR JOB AS A TZEvet MEMBER TO BE AWARE OF WHAT TO DO IN CASE OF AN EMERGENCY.**
2. **IN A RESCUE, TIME IS THE MOST SIGNIFICANT FACTOR.** It takes between 3 - 5 minutes for permanent brain damage to occur when a person stops breathing.

If you have any questions about roles of people at the breicha, etc., please ask the Rosh Breicha or any other swim tzevet member.

# AGAM PROCEDURES

## Organization of Waterfront Activities

At the Agam rules are very important. This is not only to ensure a fun learning experience for all, but also to guarantee the safety of everyone involved. As tzevet members, it is our job to keep the campers aware of these rules. Furthermore, it is also our responsibility to enforce the rules.

No tzevet or camper is allowed into the agam area without a member of the agam tzevet present. Violation of this is grounds for dismissal. During agam peulot, counsellors are required to assist the agam tzevet as instructed by the on duty agam tzevet.

## General Rules for Waterfront Activities

1. Each bunk tzevet member must sign in their bunk at the beginning of their peulah.
2. It is the responsibility of the bunk madrich/a to ensure that each camper as well as they themselves are wearing a life jacket and doing so properly.
3. Counsellors must sign out their bunk when they leave the waterfront. You may only sign out after the agam tzevet has checked the agam area for cleanliness (i.e. boats, paddles, PFDs etc. are properly stored).
4. Anyone (tzevet or campers) who wishes to use any of the waterfront facilities or take part in any water-related activity must do so during a time scheduled for that purpose. Otherwise, they must first obtain permission from the Rosh Agam.
5. Counsellors are required to be at the Agam with their campers at all times.
6. At the Agam, boys and girls are expected to dress appropriately with shorts and T-shirts on top of a bathing suit
7. No food is allowed at the Agam.

## Off Hours

Permission must be obtained from Rosh Anaf, Rosh Mosh and Camp Director when requesting to use the Agam during off hours. This includes fishing and bonfires.

## KITCHEN AND CHADAR OCHEL PROCEDURES

Please keep the following points in mind with respect to the kitchen:

1. Only people involved in the preparation of food are permitted into the kitchen. If you need to speak to someone in the kitchen, go to the window separating the dining hall and kitchen areas and talk there.
2. Please treat the kitchen tzevet with respect and patience.
3. Any person working in the kitchen, be it regular tzevet, Shabbat rotation, etc. is required to wear an apron, hat or hairnet, and appropriate footwear. Hands must be washed thoroughly with soap prior to handling of any food.
4. An eating area is provided for kitchen tzevet. Eating while preparing or serving food is not allowed.
5. Meals are sent to bunks only when a note is provided from the nurse or doctor.
6. It is a kitchen tzevet member's responsibility to inform the head cook of any personal illness. The camp nurse will determine any necessary steps that may be required.
7. Toranut will be dismissed at the Rosh Chadar Ochel's discretion.
8. Second portions are not to be given out until everyone has had first portions.
9. Tzevet members are required to be at all meals. Make sure the campers are served before the tzevet. One designated member of each bunk is required to serve their table. On Shabbat, Mach Hach serves, so please be patient with them and treat them respectfully. Toranut procedures will be reviewed in pre-camp.
10. Tzevet members whose bunks are in toranut are expected to help their chanichim when necessary. Toranut is not a "free" peulah.
11. We need and expect your cooperation in helping gain quiet and order during announcements and programs in the *Chadar Ochel*. Disturbances and movement around the room during meals is disruptive and not allowed. This is especially true on *Shabbat* when a microphone is not available. Your positive participation and assistance by singing, dancing and *benching* with the camp is essential to the success of our program.

## MAINTENANCE PROCEDURES

When your cabin or any facility requires maintenance or repairs, (broken screens, burned out lamps, etc.), you should fill out the forms which can be obtained from the secretary. Make sure your writing is legible and include your name, the date and time, location of the problem and a brief description of the problem. Place the form in the box marked maintenance requests located in the office. Please allow 48 hours for any repairs.

For problems of a more immediate nature (e.g. flooded toilets) or if you want to report a hazardous situation in camp (wasp nests, fallen trees, sharp objects, a live electrical wire etc.), contact the office immediately.

The plugah tzevet requires authorization from the Camp Director prior to proceeding with any repairs. Please do not approach the plugah tzevet directly for any maintenance needs.

Smoke detectors and fire extinguishers should be found in any cabin or room where people sleep. Never disconnect or disable a smoke detector. Report any problems (low batteries, false alarms, etc.), immediately to the Camp Director.

Extra garbage bags can be found in the office. Requests for materials used for chugim and special programs should not be made directly to the maintenance tzevet, but should be made on a requisition form to the Rosh Eidah or Rosh Tochnit.



# INFIRMARY PROCEDURES

## Hours

The infirmary is open in the morning after breakfast, and again after dinner for campers and tzevet who need to be seen by the nurse or doctor. Medication distribution hour will be announced at camp. Campers in need of antibiotic will be told when they should come to the Infirmary.

PLEASE REMIND THE CAMPERS TO COME DOWN EARLY AND SIGN IN, AS THERE ARE OFTEN MANY CAMPERS AT THE INFIRMARY IN THE MORNING. A tzevet member **MUST** accompany a camper.

**DO NOT minimize the complaints of your campers. There are a variety of children's illnesses that cannot be diagnosed by an amateur. Campers should be taken to the Marp if they are not feeling well, and are to be assessed by the Nurse or Doctor.**

There will never be a time during the summer when both the nurse and doctor are unavailable.

The nurse can always be reached on a walkie-talkie, if needed. In addition to a walkie-talkie, the doctor will also carry a designated emergency cell phone with a published number. Please make sure you know the number.

A tzevet member must accompany each camper receiving any allergy shot. The camper will have to remain in the infirmary for 15 - 20 minutes after the injection for observation, and the counsellor should remain with him or her.

## Medications

**UNLESS OTHERWISE STATED, ALL CAMPER AND TZEvet MEDICATION MUST BE KEPT IN THE INFIRMARY.** No medicine is allowed in camper cabins unless approved by the doctor. When the campers unpack, ask them if there is any medication that their parents have packed into their bags, or if any extra medical forms or instructions were sent. Make sure that these forms get to the nurse along with any new information you may be aware of.

## Special Diets

All campers and tzevet have informed the nurse, via their camp application, regarding special diets or food allergies. Special food and vegetarian food is available only to those who have indicated this preference on their medical form before camp. Information regarding sensitivities to foods has been passed on to the kitchen.

## **Emergencies at night**

If there is a medical problem with a camper or tzevet member during the night, please awaken the nurse or contact via medical channel. If possible bring the sick person to the Infirmary. If moving the individual is not possible or advisable, then one tzevet member should stay with the sick person while another tzevet member goes to bring the nurse to the cabin.

Should you have the opportunity, we encourage you to obtain certification in First Aid and CPR. Our medical tzevet or appropriately certified tzevet members will review basic first-aid principles with you during pre-camp. During pre-camp, tzevet will take part in a basic first aid course and designated tzevet in a CPR course.

## CAMP BOUNDARIES

There are boundaries which campers are not permitted to cross without being accompanied by a tzevet member:

1. The public road separating the sports field from the waterfront.
2. The fence by the Camp Director's cabin.
3. The paths between the mishpachot cabins that lead to the Mach Hach area.

Tzevet, too, should not wander past these boundaries.

4. The roads around camp are NOT camp property

## RESPONSIBILITIES OF BUNK COUNSELLORS

The primary responsibility of all tzevet members is the health and safety of our campers.

As a bunk counsellor you should see yourself as acting in the place of parents during the summer. You should be concerned with the welfare and well-being of each camper. As such, you should:

- Familiarize yourself with personal information provided by the camp nurse, Camp Director, Rosh Moshava or Rosh Eidah prior to the camper's arrival at camp or during the camp session.
- Check on the health, involvement, and emotional state of each camper in the cabin on a daily basis. Get assistance from supervisors or medical tzevet when appropriate. NEVER GIVE CAMPERS MEDICATION (EG. ASPIRINS, ANTIBIOTICS, ETC.) UNLESS THEY HAVE BEEN DISPENSED BY THE INFIRMARY SPECIFICALLY FOR THAT CAMPER.
- Make sure that campers maintain good hygiene and cleanliness habits. Be sure teeth are brushed twice daily, hands are washed prior to meals, showers are taken regularly, clothes are changed daily and beds stripped weekly. As well, campers should not wear wet clothes longer than necessary.
- Take precautions to decrease the risk of injury or illness to campers and other tzevet. Examples include:
  - discouraging dangerous "horseplay"
  - removing or reporting hazardous objects or situations
  - staying indoors during thunderstorm
  - wearing reflective tapes on hikes
  - keeping cabins clean and uncluttered
  - keeping food out of the cabin
- Respect the confidentiality and privacy involved in issues such as bed wetting, family problems, medical problems, etc.
- Make sure that your campers dress appropriately for the weather. It is most important to wear hats and sun screen and to drink lots of fluids to reduce the risk of heat stroke and sun stroke.

Camper screening forms will be filled out on a regular basis to inform the Camp Director, Rosh Moshava and Rashei Eidah of each camper's progress. Evaluations will be completed at the end of each session as well. It is important to fill the evaluations out truthfully and accurately so that next year's tzevet will be able to make informed decisions on cabin placement, special needs, etc. Problems with campers that require intervention or special attention should be reported to the Rosh Eidah. Be sure to continually update the Rosh Eidah on the status of the situation. These issues will be reviewed at the end of the camp season. **Always be sure to ensure confidentiality.**

## Campers Who are Homesick

Every homesick child is an individual case and needs personalized attention, but all usually have a common cause; that is that these children are away from home, often for the first time. The treatment must consist in treating these individuals and not treating the cause. All children must find a way to be happy when separated from their parents. The ways of making a child happy represent the treatment of homesickness.

Complete separation from the parents at the start is critically important. There will be no visits and no telephone calls. The most important phase of treatment is to interest the child in some way so that his or her thoughts are taken away from his or her own "misery". All children have some special interest. Find the interest – no matter how trivial it may seem - and find a way to use it to your favour and to the child's benefit. Give the child some responsibility in this area of interest. Review and reinforce the positive events at the end of the day. Do this incrementally and progressively, so that each day is "better" than the previous one. The counsellor should be especially diligent during the less active periods of the day. Rest period, shower time, bed-time, *Shabbat* are times when camper's thoughts focus on home and what they left behind.

The adults in charge must give "tender loving care" (TLC) to every homesick child. The sudden change from loving parents to an indifferent, cold madrich would make any child homesick. If the madrich is a big brother or sister who offers sincere love, affection, empathy, reinforcement, support and positive regard to a homesick child, that child rapidly adjusts. Most cases can be taken care of with these few measures and with intelligence, patience and understanding on the part of the madrich in charge. Homesickness, or some sort of separation anxiety, is, perhaps, the most common adjustment disorder that we see in camp. As most of us have suffered from it in some form or another, we should be able to empathize with these affected children.

If a camper does not get over being homesick after a few days, this fact must be brought to the attention of the Rosh Eidah and the Camp Director. We ask to be kept informed as to the progress of each homesick child. Phone calls are made directly to the office, and we must be prepared to intelligently discuss each child's case with his or her parents. It is also possible that you may have an extreme case of homesickness on your hands, and will need and want assistance. Do not be ashamed to ask for it. We think more of you for asking for help than trying to solve the problem alone.

Keep in mind that the following factors may be involved in precipitating homesickness:

- Over-attachment between camper and parents
- Attachment to friends back home
- Longing for city life, TV and customary comforts and amusements
- Attachment to pets
- Lack of privacy in camp quarters
- Being unaccustomed to work, responsibility and/or sharing
- Lack of friends in camp; or anticipated friendships which did not materialize
- Lack of skills in camp activities

- Social awkwardness
- Child being sent to camp against his or her will – i.e. Parent's are going on vacation and "abandoning" the child in camp
- Timidity or fear of ridicule, of the dark, or of "rough" cabin mates
- Physical factors – i.e. constipation, illness
- Absence of someone to lean and depend on
- Noticeable physical handicaps or difficulties, deformities or abnormal mannerisms i.e. enuresis, stammering, cross eyes etc.)

### Summary of Ways of Treating Homesickness:

1. Catch it early – be alert. Watch for the *chanich* who has a tendency to go off by him or herself. Be especially careful and watchful during evening hours. Tel your Rosh Eidah about a homesick *chanich*.
2. Become a true parent substitute for the *chanich*, or find one for him if you personally do not feel you have the time. There could be another tzevet member or even another camper with whom the homesick *chanich* would most like to be. (Be careful not to interfere with the camper's own rewarding camp experience. Make it a positive learning experience).
3. Find interests and activities that appeal most to the camper and keep him busy.
4. Reinforce the camper's positive experiences.
5. Do not ridicule, shame or belittle a homesick camper. Let him know that homesickness is a common experience of persons away from home. Perhaps you were homesick once.
6. Look for possible physical symptoms such as indigestion or constipation.
7. If hysterical behavior develops, try to ignore it. Hysteria must usually have an audience. It is a method of gaining some end – such as attention or one's own way.

### Injuries

Injuries are certainly to be expected in camp situations. Often, however, they can be averted with some forethought and preventive measures. Therefore:

- Supervise the sports and games played and be sure that campers are wearing safety equipment where applicable.
- make sure that campers carefully, slowly and properly "warm up" before beginning strenuous physical activity. Make sure that they "cool down" afterwards.
- Make sure that fields, courts and activity areas are clear and free of obstacles or hazards before beginning activities.
- "Horseplay" inside of bunks often results in injuries. Do not allow campers to jump on beds, climb walls or hang from rafters, etc.
- If a child is injured, a tzevet member should always remain with the child, accompany the child to the *mirpa'ah* and/or send someone to inform the medical tzevet and the *Rosh Eidah*. In the case of a back, neck or head injury, consult with the medical tzevet before moving the injured party.

- No tzevet member is to diagnose a child's illness even if you are convinced a child is "faking". The medical tzevet must make that determination. All children who request to see the doctor must be sent to the infirmary during the marp hours. Do not hesitate to speak to the medical tzevet at anytime of the day or night if you are truly concerned about the health of the child.
- Accident reports are to be filled out by counsellors in the event of injuries at the camp.
- Incident reports are to be filled out when serious events that nearly result in injury or danger to individuals occur.

## Boy/Girl Relationships

Moshava is a coeducational camp and recognizes both the advantages and potential difficulties this presents:

- No boys or girls are allowed on the *migrash*, porch or within the bunk of the opposite sex for **ANY** reason including the visiting of a relative. **THERE ARE NO EXCEPTIONS!**
- Physical relationships, physical contact or holding hands between members of the opposite sex is not allowed (campers or tzevet!)
- Tzevet must present the proper halachic example.
- *Shabbat* walks are not to be encouraged. They often produce unnecessary social pressure and anguish for children.
- Tzevet are not allowed, at any time, in the living quarters of the opposite sex.
- If you observe *chanichim* developing relationships that are not in the spirit of the camp, please inform your supervisor.

## APPROPRIATE WORK HABITS

For some of our tzevet members, employment at Camp is the first real job that they have taken on. Acceptance of any job entails a serious commitment. Your employer counts on you, and you have undertaken an obligation to fully, properly and completely discharge your responsibilities.

Appropriate work habits include:

- Arriving to Davening on time.
- Remaining with your campers at all times during the day, including all meals.
- NOT "wandering off" during the day.
- Working conscientiously and diligently.
- Cooperating with, and showing respect for, coworkers and supervisors and being sensitive to their needs.
- Helping others with their work.
- Contributing to a positive, enjoyable and rewarding work environment.
- Being involved with your work and work team. Providing constructive feedback and suggestions. Seeking to continuously learn. Asking questions when you are unsure about something.

- Working to solve problems constructively.
- Taking your job seriously and working properly, according to directions.
- Becoming as proficient as possible at your job.
- Fulfilling your duties to your full potential even when you are doing a job you did not request or do not like to do.

### **Consequences**

If in the opinion of the Director, Rosh Moshava or Rosh Eidah your performance of your duties does not meet the expected standard (which includes the work habits referred to above), you may be asked to leave camp.

### **Tzevet Meetings**

All tzevet is required to attend meetings called for the entire tzevet or for their Eidah. If a meeting is missed due to a night or day off, it is your responsibility to ask your fellow madrichim and Rosh Eidah what you missed.

There will be Eidah meetings every Saturday night at 11:30 p.m. and every Tuesday at 11:00 p.m.. The entire tzevet of that Eidah is required to attend.

It is mandatory to attend all camp wide and Eidot meeting unless you are on Leil Tzrif or out of camp with permission

### **Tzevet Evaluations**

Tzevet members will be evaluated by the Rosh Eidah, Rosh Anaf, Rosh Moshava or Camp Director. The function of the evaluation procedure is to provide the tzevet members with a perspective on his/her performance. The first evaluation will be discussed with the tzevet member who will be given the opportunity to respond and discuss issues he/she has encountered. The evaluations will form the basis of the recommendations for tzevet hiring for the coming year.



## NOTES ON THE DAILY SCHEDULE

- Kima:** Counsellors should arise immediately upon be woken, wake their campers promptly, make sure that they are washing up and dressing appropriately, and at mifkad on time. Mifkad is not optional.
- Tefilla:** Sit with your campers, and be an example of proper respect for Tefilla. Make sure that all campers know the place in the Siddur or Chumash.
- Meals:** Campers and tzevet should remain seated during meals. Food should be distributed calmly and fairly. Be sure that campers with special dietary needs are receiving their meals. No one is to eat outside during meals.
- Nikayon:** Make sure that all beds are made properly. Sleeping bags are not to be used as blankets. Clothes should be folded neatly and placed in cubbies, laundry in laundry bags. The beds and cubbies of tzevet members should serve as models for campers. Windows should be opened and the bunk aired out. The complete bunk, including the floor under the beds and in the back of the bunk must be swept daily. The porch and grounds around the bunk are to be cleaned as well. Wet clothes should be hung up appropriately. Garbage should be removed daily.
- Nikayon wheels are an excellent aid in dividing up tasks between campers, but counsellors should be sure to participate in the clean-up. It is not reasonable for a counsellor to be resting, socializing or away from the bunk while campers are expected to be cleaning. Specialists must complete cleaning their own personal areas prior to the time at which they must be at their peulot. There will be both scheduled and spot nikayon inspections.
- Peulot:** You must ensure that all campers attend all peulot. As counsellor, you should participate with your campers in all activities. It is in this way that you can best observe your campers, assist them and be aware of their progress.
- Menucha:** Campers should relax in or around their bunks during Sha'at Menucha. This is the ideal time for writing letters.
- Lights Out:** It is important to calm your campers down in preparation for bedtime. This is a good time for building relationships: discuss the day's activities, reinforce positive points or tell stories.
- One tzevet member from each Eidah, on each migrash, is required to stay as shmira until the 11:00 p.m. shmira gets on the migrash. Each Eidah will set up its own rotation. Campers cannot be left alone without any Shmira.
- Camp Closing:** The camp officially closes at 1:00 a.m. By this time, every tzevet member must be in his or her bunk.

## DAILY TIMETABLE (Subject to change)

6:30 a.m.	Early Morning Learning and Hot Chocolate
7:00 a.m.	Kimah; radio program
7:30 a.m.	Mifkad
7:45 a.m.	Tefillat Shacharit
8:30 a.m.	Aruchat Boker
9:00 a.m.	Nikayon
	Marp hour
9:30 a.m.	B'dika
9:45 - 10:35 a.m.	Peulah 1
10:45 - 11:35 a.m.	Peulah 2
11:45 a.m. - 12:35 p.m.	Peulah 3
12:45 - 1:25 p.m.	Aruchat Tzahorayim
1:30 - 1:45 p.m.	Tefillat Mincha
1:45 - 2:25 p.m.	Menucha
2:30 - 3:20 p.m.	Peulah 4
3:30 - 3:45 p.m.	Shekem
3:55 - 4:45 p.m.	Peulah 5
4:55 - 5:45 p.m.	Peulah 6
5:45 - 6:00 p.m.	Showers
6:15 p.m.	Mifkad
6:30 p.m.	Dinner
7:15 - 7:45 p.m.	Prepare for Night Tochnit
	Marp hour
7:45 p.m.	Night Tochniyot begin
9:00 p.m.	Eidah Aleph in Tzrifim
9:30 p.m.	Eidah Aleph kibui orot
	Eidah Bet in Tzrifim
	Eidah Aleph Shmira begins
10:00 p.m.	Eidah Bet kibui orot
	Eidah Gimmel in tzrifim
	Eidah Bet Shmira begins
10:30 p.m.	Eidah Gimmel kibui orot
	Eidah Gimmel Shmira begins
11:00 p.m.	Mach Hach in Tzrifim
	SHMIRA BEGINS
	Short Shiur in Beit Midrash (Sun., Mon., Wed.) Eidah meeting (Tues.)
11:30 p.m.	Mach Hach kibui orot
	Tzevet Night Tochniyot begin
12:30 a.m.	Nights off return and sign in
1:00 a.m.	Everyone in Tzrifim/ Camp Closing

## FRIDAY NIGHT TIMETABLE

5:45 p.m.	Nikayon Bedika
6:10 p.m.	Mifkad Erev
7:00 p.m.	Kabbalat Shabbat
7:45 p.m.	Seudat Shabbat
	Oneg Shabbat
9:30 p.m.	Aleph in cabins
10:00 p.m.	Bet in cabins
	Aleph leila tov
10:30 p.m.	Gimmel in cabins
	Bet leila tov
11:00 p.m.	Shmira Begins
11:00 p.m.	Gimmel leila tov, staff Tisch
11:00 p.m.	Mach Hach in cabins
11:30 p.m.	Mach Hach leila tov
1:30 a.m.	Shmira ends

## SHABBAT TIMETABLE

8:15 a.m.	Kima
9:00 a.m.	Tfillat Shacharit
10:45 a.m.	Toranim to Chadar Ochel
11:00 a.m.	Kiddush
11:50 a.m.	Parasha or Snif
12:30 p.m.	Tzevet Shiur/Toranim to Chadar
1:00 p.m.	Lunch
1:40 p.m.	Clean up tables
2:00 p.m.	Menucha
2:00 p.m.	Marp Hours for essential visits only
6:15 p.m.	Shekem
6:30 p.m.	Parasha or Snif
7:30 p.m.	Mincha
7:55 p.m.	Pirkei Avot
8:15 p.m.	Seudah Shlishit
9:45 p.m.	Maariv
	Aleph in Cabins
10:15 p.m.	Bet in Cabins
10:15 p.m.	Marp Hour
11:00 p.m.	Gimmel in Cabins
11:30 p.m.	Eidah Meetings
11:30 p.m.	Mach Hach in Cabins
12:00 a.m.	General Tzevet Meeting
2:00 a.m.	Shmira Ends/Camp Closing

## MEDICAL PROBLEMS TO BE AWARE OF

### Lice

Although we check for lice at the beginning of camp, the issue may arise at any time during the summer. Above all, do not panic. In a calm and discreet manner, bring the campers of the bunk to the Marp to be checked. It is a laborious but treatable problem.

### Epipens/Twinjects

Some of the campers may have an anaphylactic reaction to various things at camp such as specific foods or bee stings. They must be carrying an EPIPEN in a pouch on their body. As well, there are numerous EPIPENS situated around the camp. Please note their location. EPINEPHRINE (Adrenaline) offers a temporary relief to a severe allergy.

### Dehydration & Heat Exhaustion

Dehydration (loss of significant body fluids) can be a major problem at camp. Maintaining sufficient fluid levels is important at all time, but be sure especially on hot days that you and your campers have enough to drink. Campers and tzevet should drink well past the point at which they are no longer thirsty at meals, and they should drink whenever they pass by a water cooler. Water breaks should be taken after each peulah.

Heat exhaustion may occur when someone has been active and in the sun for an extended period of time. In this case extra fluids should be given. Watch for campers with a flushed face and a hot forehead, or if they are sweating excessively. Bring the camper to the infirmary immediately for rest and observation.

### Bed Wetting

At the beginning of camp, the nurse will inform you whether any of your campers has had a bed-wetting problem in the past. Check bed wetters' sheets in the morning. If the sheets are wet, discreetly remove them after all of the campers have left the cabin for Mifkad. Extra sheets will be available from the nurse.

Bed-wetting should be treated as a perfectly normal, minor matter. Simply make sure that the camper uses the washroom before bed and that he or she does not drink excessively after supper. It may also be necessary to discretely wake the camper around midnight, or whenever you go to bed, so that the camper may use the bathroom.

Be on guard for campers who wet their beds at camp for the first time in years. This may be due to the anxiety of being away from home. or from being in a new and exciting situation. In some cases this information may have been inadvertently left off the Health Questionnaire.

## **Pink Eye**

Pink Eye or conjunctivitis can be a common problem at camp. Watch for signs of redness of the eye and/or a discharge resulting in a crusty appearance to the eye and difficulty opening the eye in the morning. Since this is extremely contagious, make sure that these campers use only their own towels and washcloths and that they come to the infirmary regularly.

## **Fever**

The best way to tell if a camper has a fever is to feel that camper's forehead with the back of your hand. Also look for a glassy look in the eyes and a flushed, lethargic look to the face. Bring the camper in to the infirmary immediately and give him/her extra fluids.

## **Infections**

Watch for areas on the skin of the camper which appear slow to heal, such as insect bites. Campers often try to hide infections due to embarrassment. Encourage the campers to show any poorly healed areas to the nurse. Toenails especially tend to become ingrown and swollen. Soaking in warm water in the infirmary is required. Campers should also be encouraged to wear socks at all times.

## **Chicken Pox**

Chicken pox is a contagious viral infection that affects almost all children at one time or another. It is passed on very easily to other campers and tzevet members who have not had the disease previously. Look for areas of rash or pimples that linger. If in doubt, always inform the nurse immediately.

## **Foot Problems**

Athlete's foot can become extremely common among campers because of the long periods of time during which they keep their shoes on. Athlete's foot causes the skin to peel and itch. In addition, after a while a camper's shoes can begin to really smell. For the sake of all those involved, ask the nurse for an appropriate powder or spray. Most important, have your campers WEAR SOCKS ALL DAY LONG AND SHOWER SHOES IN THE SHOWER.

## **Stomach Pains**

There can be many causes of stomach discomfort. These may include constipation, stomach flu, and even more serious problems. Bring your camper to the infirmary if he or she complains of stomach pains. To avoid most of these ailments ensure that your campers eat plenty of fruits, vegetables, and fibre to help regulate their bowels.

Stomach pain/discomfort can also be a subconscious sign of anxiety or emotional distress. This pain, while not symptomatic of a physical ailment, feels and is 'real' to the child. Report this to your Rosh Eidah and have the child assessed by the Marp tzevet.

## **Coughs and Colds**

The common cold is caused by a virus, although cold-like symptoms might also be caused by allergies. Some campers take allergy medications on a regular basis. These medications are administered in the infirmary. For colds a swim note may be given by the doctor or nurse to excuse the camper from swimming.

## **Reaction to Bee or Insect Bites**

Insect bites can be very serious depending on the severity of the allergic reaction. Shortness of breath and swelling at the site of the bite are signs of an allergic reaction to a sting or bite. If campers have their own EpiPen or Anakit, check the instructions regarding their use. If an allergic reaction to a sting or bite occurs, bring the camper to the infirmary immediately. If on an overnight or canoe trip, bring the camper or tzevet to the Head Tripper immediately. Any camper who is allergic to bee stings should carry an EpiPen at all times.

## **Bleeding Nose**

Reassure the camper that a bleeding nose is not serious, and administer direct pressure by pinching the bridge of the nose. Keep the head erect. NEVER TILT THE HEAD BACK.

## **Orthodontic Appliances**

Some appliances such as braces can loosen and break. In this case, the camper should be brought to the infirmary. The nurse will make an appointment with the local Dentist or Orthodontist.

## **Asthma**

Some campers with a severe asthma problem will come up to camp with compressors and may need as many as 3 treatments per day. These campers will be familiar with their own treatments, but they will require a reminder from their counsellors. Their medications and equipment must be kept in the infirmary. However, when authorized by the nurse, their inhalers can be kept with them in their cabins.

## **Hyperventilation**

Some campers may begin irregular breathing upon excitement or anxiety. If this occurs, keep the camper calm, bring the camper to the infirmary, and have the camper cup his hands over his nose and mouth and breathe deeply and slowly. If this problem occurs with many campers in your cabin, it is possible that the campers are hyperventilating as a group activity on purpose. Please let the Camp Director know if you suspect that this is the case.

## **Inadequate Sleep or Rest**

Good health and safety are essential for a successful summer. Please ensure that you get enough sleep and rest, and see that your campers do as well. Lack of sleep or rest can cause lowered resistance to disease.

## **Minor Injuries**

FIRST AID KITS are available in each cabin for the treatment of minor injuries. These include a disinfectant for cleaning cuts and abrasions, calamine lotion for mosquito or insect bites, cotton balls, and band-aids.

Have the first aid kit in your cabin refilled at the infirmary as needed. There are also kits to be found in other parts of the camp. These include: kitchen, waterfront, A & C office, ski boat, tripping shed, administrative, head tzevet and Mach Hach offices and in the Camp Director's cabin.

## **Sun Screen**

As tzevet and campers are participating in outdoor activities all day, it is of vital importance that everyone apply sun screen 1/2 hour before exposure and wear hats and drink fluids at all times.

## **Mosquito/Insect Bites**

Along with the need for precautionary action to safeguard both tzevet and campers, we have updated our protocols regarding repellents and dress requirements. Campers must be directed to apply sufficient repellent to protect themselves and must also be directed to dress in socks/sneakers and long pants in the evening hours when mosquitoes are most prevalent. Tzevet should exercise precautionary rules as well.

## EMERGENCY & SAFETY PROCEDURES

In case of any emergency situation, the Camp Director and the medical tzevet must be informed of the situation as quickly as possible.

In the case of a health emergency, the most qualified person available should initiate appropriate life saving methods until a more qualified person arrives; under no circumstances shall the injured person be left unattended. Other less qualified persons should be delegated to inform the office and the marp of the situation. The Camp Director and/or medical tzevet will contact emergency services as deemed necessary. Telephones are located at the office, agam, pool and marp. At these locations the telephone numbers of local fire department and ambulance services are prominently displayed.

In the case of a fire, make sure that all campers and tzevet are out of immediate danger. Everyone should evacuate the area and meet at a designated safe location. Tzevet should count their campers and will be given further instructions. Please note that fire extinguishers are available in the bunks but should be used only if the fire is small and easily contained. In any event, campers must be evacuated immediately.

In the event that an ambulance and/or fire engine is called, a driver will go to the highway intersection to direct the emergency vehicles to the camp. An announcement over the ram-kol will identify the site of the emergency, and all other tzevet will direct campers away from the site. Tzevet with life saving training will proceed to the site to see if their assistance is needed.

### Leil Tzrif

#### *Purpose:*

In order to preserve quiet on the migrash and to ensure the health and safety of every camper,.

#### *Organization of the Shmira team:*

- i) Rosh Shmira: one member of upper tzevet
- ii) 1 staff member must remain in the bunk ones with the campers the entire evening.
- iii) 2 madrichim and 2 madrichot on the main field and 2 in Mach-Hach field on leil Shabbat

The Rosh Shmira will stay in the misrad during the entire Shmira period. During the Shmira period, the Rosh Shmira will be in contact with each group periodically.

Each team will have a flashlight and a walkie-talkie. In case of any emergency, the Shmira tzevet will stay with the camper and the Rosh Shmira will be contacted using the walkie-talkie. The Rosh Shmira will then contact the director/medical tzevet.



## **Procedure in Case of Missing Person**

An up to date list of all persons in camp is to be kept in the office as part of the fire procedure and missing person's procedure. All those who are leaving camp must sign out in the office.

### **If a person is reported missing during the day:**

- i) The office is to be notified and an announcement made on the Ram Kol that everyone is to quickly come to the mifkad area and line up in mifkad formation by bunk, all campers standing behind the madrichim
- ii) The office will call the Roshei Agam and Breicha and have them check the Agam/Breicha. The emergency response protocol will be initiated if needed and additional help will be summoned. If the Agam/Breicha are clear, the Rosh Agam/Breicha are to call the Director using the walkie talkie notifying him that there is no problem at the Agam/Breicha and are then to proceed to the mifkad area.
- iii) Once it has been established that someone is missing and the Agam and Breicha are clear, the Director, with the assistance of the Rosh Moshava, will dispatch tzevet to check inside and outside all buildings, fields and roads in camp as per Fire Procedure and report back to the Director.
- iv) If the person has not been found, the Director will summon all tzevet, except for the minimal number needed to supervise the rest of the campers, and form a human chain to check the Agam.
- v) The Director will call the police for assistance if the person is still missing.

### **If a person is reported missing during the night:**

- i) All tzevet will report back to their bunk and check that all are accounted for and no extra person is in the bunk. Each Rosh Eidah will speak to the Madrich/a in each bunk in their Eidah and report to the director who will check the list in the office to see if the missing person has been signed out
- ii) The office will call the Rosh Agam and Breicha and have them check the Agam/Breicha. The emergency response protocol will be initiated if needed and additional help will be summoned. If the Agam/Breicha are clear, the Rosh Agam/Breicha are to call the Director using the walkie talkie notifying her that there is no problem at the Agam/Breicha and are then to proceed to the mifkad area.
- iii) Once it has been established that someone is missing and the Agam and Breicha are clear, the Director with the assistance of the Rosh Moshava will dispatch tzevet to check inside and outside all buildings, fields and roads in camp as per Fire Procedure and report back to the Director.
- iv) If the person has not been found, the Director will summon all tzevet except for the minimal number needed to supervise the rest of the campers and form a human chain to check the Agam.

- v) The Director will call the police for assistance if the person is still missing.

## Fire Protocol

Prior to or during pre-camp, the director and caretaker will check each cabin and building to be sure that there is a functioning smoke detector and fire extinguisher present and mounted in an appropriate location. The electrical supply to each building is to be assessed prior to camp to be sure there will not be overload of the electrical system. **Each Erev Shabbat, plugah will check to be sure the fire extinguisher and smoke detector are functional.** All tzevet will be instructed on when it is appropriate and when it is not appropriate to use the fire extinguisher. Prior to pre-camp the caretaker will check the automatic sprinkler system in the kitchen and explain the system to the kitchen tzevet on their arrival to camp. All doors leading into the kitchen will be kept unlocked at all times that cooking is being done. The Rosh Moshava will designate a senior tzevet member to be responsible for each of the 8 areas listed below. Each Rosh Eidah will designate one of their madrichim/madrivot as acting Rosh Eidah. The Rosh Moshava will not authorize any day/night off until a substitute has been designated as a replacement and the responsibilities reviewed with the replacement. A fire drill will be held during pre-camp, again within 2 days of the arrival of the campers and at least one more time during the course of camp. When a fire is seen or the smoke detector alarm is signaled, a tzevet member from each bunk will gather their campers. If the fire is in the cabin, the first priority is to get everyone out of the cabin and notify nearby cabins to evacuate. No attempt should be made to put out the fire using the fire extinguisher until everyone is out of the cabin and only if the fire is small and can be extinguished with no risk to the tzevet member.

One tzevet member will stay with the campers, a second tzevet member will notify the office of the location of the fire. Phones are located at: the agam, Marp, director's cabin, office, pool and Mach Hach. If door is locked, break down the door in order to get to the phone. At each location the telephone numbers of the director, Rosh Moshava, fire and ambulance are posted. The director and Rosh Moshava will be carrying a walkie-talkie at all times. Once the call is made, the director will phone the appropriate emergency numbers. If there is a delay in reaching the Director or Rosh Mosh, the tzevet member is to make the calls. Tzevet on Shmira will have walkie-talkies and will be able to contact the director using them.

The director or appropriate senior tzevet member will decide on the site of gathering of the camp depending on the location of the fire (the site is either the sports field or the field by the outdoor Beit Knesset) and will notify the camp of the presence of a fire using the ram kol. All tzevet and campers will assemble at announced locations in mifkad formation by bunk, all campers standing behind the madrichim.

A tzevet member will be designated to take a vehicle to the corner of Tara and Murphy road to await the emergency vehicles and direct them to the proper location in camp.

The secretary will present to the counsellor assigned by each Rosh Eidah to be the acting Rosh Eidah a list of all campers and tzevet in the Eidah. The list of days off will also be included. After doing a roll call, the acting Rosh Eidah will notify the Rosh Moshava of any camper/tzevet unaccounted for. The

Rosh Moshava will report to the director that everyone is accounted for or if someone is missing the director will organize a search. The director will make the decision about evacuation.

Camp is divided into the following 7 areas. A senior tzevet member will be assigned to check each area, being sure that all buildings are checked inside and out and then report to the gathering location:



## STORAGE OF DANGEROUS MATERIALS

All flammable, dangerous and poisonous materials must be carefully dealt with at all times. Liquid flammables include gasoline, kerosene and other liquid fuels and paints and solvents. Poisonous materials include bleach, many cleaning agents, insecticides, etc. Explosives include firecrackers. Please observe the following guidelines carefully:

- All gas and liquid flammables, explosives and poisonous materials must be stored in covered safe containers that are plainly labeled as to the contents including appropriate warnings.
- The above materials are ONLY to be handled and used by persons trained and experienced in their use.
- They are to be stored in locations separate from food. Please note the importance of keeping floor-cleaning agents away from food except when washing the floor. Please be careful not to mix any cleaning agents i.e. ammonia-based products with bleach or chlorine-based products.
- All tzevet should be cognizant of the dangers of these materials and inform their supervisors if they observe potentially dangerous situations.
- 

## USE OF POWER TOOLS

The following safety rules are to be practiced when using power tools:

- NO TZEvet MEMBER IS EVER TO USE A POWER TOOL UNSUPERVISED!
- NO CAMPER IS EVER TO USE A POWER TOOL UNSUPERVISED!
- All power tools are to be used with the proper safety devices. No safety device or shield is ever to be removed even if it facilitates its use.
- Power tools are only to be used when in good repair. If you have any question concerning the proper maintenance of a power tool, please bring it to the attention of the camp director or the camp caretaker.
- Power tools may only be operated by those persons who are properly trained and experienced in their use. The camp director is the only supervisor authorized to determine those who meet the proper criteria in this area.
- Do not use any electrical or power equipment which have frayed power cords or exposed wires. Please promptly report any such equipment, or any other equipment-related hazards and repair needs, to the caretaker and director.

## UNAUTHORIZED ENTRIES INTO CAMP

As we are located in a secluded location well off the main road, the intrusion of unauthorized persons into our campsite has not been a problem. However, we must always be alert to the potential difficulty. Please follow the following guidelines in this area:

- If you see someone entering the camp property that you do not recognize yet does not seem out of place or dangerous, please make sure to approach them politely and offer assistance. All visitors should be escorted to the main office. If you are unable to leave your group or activity, please find a tzevet member who is able to escort them to the office.
- Please call the camp office and inform them about the visitors.
- If the visitors appear dangerous in any way, DO NOT APPROACH them yourself. Please call the Director to deal with the potential intruders.
- When in town, it is recommended that tzevet members NOT identify the exact location of the camp to local people that you speak with. Suggestive banter with people outside of camp could encourage their "cruising or "scoping out" the area.
- If a tzevet member sees individuals in the woods around camp, please do NOT assume that it is a tzevet member of Moshava. Instead, inform the Camp Director so that it may be checked out.
- Campers are NEVER allowed to leave the campgrounds without proper supervision.
- During pre-camp, there will be training for tzevet concerning the appropriate steps to follow when dealing with uninvited guests in camp.
- Our Rosh Bitachon and camp director should be made aware of any potential threats or questionable activity

## INTRUDERS IN CAMP

When intruders are thought to have entered the camp property but their location has not been identified, the following procedures will be taken:

- The Director will set up search groups composed of a minimum of two people equipped with walkie-talkies. These search groups will be sent to various sections around the camp.
- All campers will be counted and MUST remain with their counsellors until further notice.
- A camper will NOT be allowed to return to a bunk unsupervised FOR ANY REASON until an all clear signal is given.
- Tzevet members will be informed not to return to tzevet cabins alone.
- No search group is to directly confront the intruders without direct authorization from the camp director. Rather, the administration, with our caretaker or security personnel, will handle that directly.

## SUPERVISION OF CAMPERS IN PUBLIC PLACES

There are obvious dangers that can result when campers are taken to public places. These include campers separating from the group and becoming lost, campers being harassed by outsiders, and campers being kidnapped. *Tiyulim, Machanot Chutz* (overnights) and trip days are an important part of our program. Supervision while campers are not on our property becomes much more essential. The following procedures should be instituted when campers are out of camp in parks or other public places:

- Programs outside of camp are not days off for the tzevet.
- Public places present great potential dangers and tzevet must very carefully follow the supervision guidelines outlined by the *Roshei Eidah*.
- Campers must repeatedly be counted to be sure that none have wandered off or are missing. Each camper should be assigned a "buddy" and carry ID cards with camp information on them.
- When off campus, everyone shares responsibility for all campers, not only their own.
- When buses are boarded, an exact list of campers and tzevet on each bus is to be compiled. One copy is to be left in the office. One copy is to be kept by the bus counsellor. Campers are to return to camp on the same buses.
- When arriving at a park, campers are to be taken as a group to the main "staging" area where meals will be held and where an emergency supervisor will be available during the day.
- Nitzanim and Eidah Aleph campers must remain with their counsellors at all times
- Campers cannot go to public washrooms alone. They must be accompanied by a tzevet member
- Campers are to be oriented towards proper behaviour in public and respect for other's dress, religion, colour, property, etc.
- Campers are not to use public transportation. Only camp approved vehicles are to be used when moving from one location to another.
- When walking on public streets, campers and tzevet are to follow all local laws. Campers should move together as a group accompanied by their tzevet.
- If a camper is separated from the group, he should know the location of the emergency supervisor.
- All counsellors and campers must report to the departure point at least 30 minutes before departure. This will leave time for stragglers to appear.
- All buses are to be loaded and names checked off a minimum of two times. Bus counsellors must see the child respond to his/her name. Once a name is checked off, the child or tzevet member may not leave the bus.
- Campers are to remain in their seats at all times. Please be courteous and respectful to the drivers. Please help to keep the bus clean.

- Should a child or tzevet member be missing, the bus counsellor should report the information to the trip leader. The bus counsellor will remain with the bus. The trip leader will coordinate the search including choosing tzevet that may remain behind to search, informing the park and informing the camp.
- Upon arrival and departure the trip leader will contact the camp.

## COMMUNICATIONS – DURING EMERGENCIES

During emergencies, it is essential to make sure that the right people are informed as quickly as possible.

- In the event of a health emergency, the Camp Director, Rosh Mosh, doctor and infirmary need to be informed as soon as possible. It is best to contact the main office and they will coordinate the communication. If not available, contact the Rosh Mosh who can page the appropriate people. At night, the Rosh Shmira is in the office until 1:00 a.m. After that, please go directly to the infirmary, call the Director on the intercom at her house, or go to the Camp Director's house. If out of camp, inform the trip supervisor. He/she will contact the camp.
- In the event of natural disasters, same as above.
- Only the Camp Director and Doctor are authorized to call in outside community emergency services.
- Only the Camp Director is authorized to call in law enforcement agencies.

# PRE-TRIP CHECKLIST

**CABIN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

RESPONSIBILITY	TO BE DONE	DONE	SIGN
OFFICE	CELLULAR PHONES CHARGED		
	EMERGENCY PHONE NUMBERS		
	CHECK WEATHER FORECAST		
MADRICH/A	CHECK CLOTHING LIST FOR EACH CAMPER		
	EPIPENS FOR THOSE WITH ALLERGIES		
	TAKE CAMPERS' MEDICATION		
	EVERYONE WEARING HAT		
	EVERYONE APPLIED SUNSCREEN		
	EVERYONE HAS WATER IN CANTEEN		
NURSE	FIRST AID KIT IS CHECKED AND RESTOCKED		
	PORTABLE NEBULIZER IS CHARGED		
	CAMPER/TZEVET MEDICATIONS ARE SENT		
	PRE-TRIP SESSION COMPLETED		
ROSH EIDAH	MEET WITH NURSE AT LEAST 24 HOURS BEFORE DEPARTURE TO REVIEW SPECIFIC HEALTH CONCERNS; USE OF THE FIRST AID KIT AND NEBULIZER		
	CELLULAR PHONE FOR EACH SITE		
	CELLULAR PHONE AND NEBULIZER IN WATERPROOF CONTAINER FOR CANOE TRIPS		
	WHISTLES/WALKIE TALKIES TO BE TAKEN		
TRIPPER/ROSH AGAM	TO HAVE DONE THE ROUTE BY BOAT PRIOR TO DEPARTURE		
	EVERYONE WEARING A HAT		
	EVERYONE IS WEARING A PFD IN GOOD CONDITION		
DIRECTOR	TO ENSURE ALL THE ABOVE HAS BEEN COMPLETED AND THEN TO AUTHORIZE THE TRIP TO LEAVE CAMP		



## CONTACTING PARENTS

Only the Camp Director can contact parents or guardians directly. All others must get specific permission from the Camp Director before calling. Parent contact forms are to be filled out and turned into the main office after contacting parents.

### Contacting Media

**ONLY THE CAMP DIRECTOR IS AUTHORIZED TO EVER CONTACT THE MEDIA UNDER ANY CONDITIONS.**

## APPENDIX A

### CAMP CLOTHING & EQUIPMENT LIST

- 2 heavy wool blankets
  - 1 pillow
  - 3 pillow cases
  - 1 pr. extra shoelaces
  - 4 bath towels
  - 3 face towels
  - 3 wash cloths
  - 1 pr. of slippers
  - 1 warm bathrobe
  - 16 pr. underwear
  - 20 pr. socks
  - 2 pr. light pajamas
  - 2 pr. flannel pajamas
  - 8 pr. slacks, khakis, jeans, skirts
  - 5 pr. Shorts (basketball short legth)
  - 8-10 shirts (no cap sleeve or tank tops)
  - 1 groundsheet
  - 2 mesh laundry bags
  - 1 flashlight and batteries
  - 2 sweatshirts
  - 1 warm jacket
  - 2 sweaters (heavy & light)
  - 3 pair tzitzit (boys-mandatory)
  - 3 kipot (boys-mandatory)
  - 2 baseball caps (boys & girls)
  - 12 lg. safety pins (socks-laundry)
  - 1 pr. Tefillin (boys)
  - 3 swimming suits (no bikini suits)
  - 1 pr. shoes for Shabbat
- 1 pr. shower shoes
  - 1 pr. sneakers
  - 2-3 cot-size bed sheets
  - 1 pr. rubber boots
  - 1 raincoat and rain hat
  - toothbrush & toothpaste
  - 1 plastic drinking cup
  - 1 box facial tissues
  - soap & soap box
  - shampoo
  - deodorant
  - comb & brush
  - insect repellent
  - sunscreen
  - radio (optional)
  - stamps, pens, writing paper
  - stationery, pens, stamps
  - watch and alarm clock
  - 1 outdoor sleeping bag
  - 1 durable waterproof knapsack
  - 1 canteen
  - 1 pr. roller blades/inline skates (optional) and full safety gear (mandatory)

Shabbat – BOYS: Friday night tilboshet is mandatory for all Tzevet, 2 pr. navy blue pants 2-khakis/slacks. (no jeans)

Shabbat – GIRLS: Friday night tilboshet is mandatory for all Tzevet 3 dresses, 2 navy/black skirts (not jean).

#### Females:

##### *Permissible:*

- All skirts or shorts (basketball shorts or capris) must fully cover the knee when sitting or standing
- Skirts that have slits that do not extend above the knee

- Sweat pants, loose fitting jeans, pants etc.
- Modest style neckline not going below the collar bone
- *Not Permissible:*
- Tank tops, sleeveless shirts, cap sleeves, low-cut shirts, tight-fitting shirts
- Suggestive slogans/pictures may not be worn
- Tops that expose the waist/midriff
- Shorts, tight-fitting skirts or mini skirts
- Form-fitting, knit or spandex fabrics that hug the body
- Underwear **may not** be shown at any time

#### **Males:**

##### **Tzitzit and kippot must be worn at all times**

- Shorts must reach the top of the knees
- *Not Permissible:*
- Shirts: tank tops, sleeveless undershirts (worn alone), or spandex tops
- Shorts: spandex shorts
- Underwear may not be shown at any time
- Shabbat day: other appropriate Shabbat clothing may be worn
- No jeans or weekday clothing is appropriate to wear on Shabbat

**WASH AND WEAR OR PERMANENT PRESS MATERIALS ARE RECOMMENDED. Do not bring valuables. –i.e. expensive watches, jewellery.**

Tzevet are required to make their beds with sheets and regular blankets. *No tzevet member may use a sleeping bag as their primary blanket, or sleep in their sleeping bag in the bunks.* It is both messy and unhealthy. Please bring a pillow. Camp does not provide pillows.

**Please make sure to send sun screen; it is imperative that tzevet and campers use sun screen on a regular basis to protect themselves from the sun.**

**Cell phones are not permitted in camp. Please bring your phone to the office to be placed in the camp safe. You may, of course, request it for days/nights off.**

## APPENDIX B

### DIRECTIONS TO CAMP MOSHAVA

#### From Toronto:

1. Highway 401 east to 115/35 (just past Bowmanville).
2. Follow 115/35 northeast for approximately 18 km until 115 and 35 split.
3. Take 115 towards Peterborough for approximately 22 km—until sign for 28 South/7A Fowler's Corners.
4. **Take that 28/7A cutoff** and follow around the curve, keeping to the **right**. You are now on 7A heading north for Fowler's Corners.
5. Continue **straight** through the light at Fowler's Corners and follow Road 26 (Frank Hill Road) 6 km to the stop sign at the intersection with Victoria County Road 14 (Yankee Line). Turn **right** and drive 1 km to the **first left turn**, called Boundary Road. Be careful, this left turn is not well marked and the road is a secondary road. It comes up very quickly, so be prepared to turn almost immediately.
6. Follow Boundary Road 8.3 km to the end, which is a stop sign at Tara Road. (Along the way you will pass a lake on your left as you round a curve. This is Pigeon Lake—you're almost there!)
7. At the stop sign, turn **left** onto Tara Road. Drive 1.4 km and turn **right** at the Grandview sign. This road is called Kerry Line. Follow it for 1 km and turn **left** onto Murphy Road. Drive for 0.7 km to the (well-marked!) camp entrance. Turn **right** onto the camp road. *Welcome to Camp Moshava!*

#### From Montreal:

Highway 401 west to Highway 28 Port Hope exit. Follow Highway 28 north for about 30 km, until 7A East. Go under the bridge, towards Fowler's Corners. Do not turn onto Highway 115! Follow directions from #4 above.

#### From Ottawa:

1. Highway 417 west to Highway 7. Highway 7 to Television Road. Right on Television Road until Parkhill.
2. **Left** on Parkhill until Chemong Road. **Right** on Chemong Road towards Bridgenorth. Make a **left** at the traffic light onto Victoria County Road 14 and go over the Causeway. Make a **right** on Robinson Road 14 (just past the Causeway) to Ennismore. Stay on the main paved road until the four-way stop at Sullivan's General Store. Turn **right** onto Tara Road. Follow Tara Road for about 4.5 km and turn **right** at the Grandview sign (Kerry Line). Follow it for about 1 km and turn **left** onto Murphy Road. Drive about 0.7 km to the (well-marked!) camp entrance. Turn **right** onto the camp road. *Welcome to Camp Moshava!*

## APPENDIX C

### IMPORTANT ADDRESSES & PHONE NUMBERS

#### Camp Moshava – Toronto Office

Camp Moshava  
159 Almore Avenue, 2<sup>nd</sup> Floor  
Toronto, ON M3H 2H9  
Phone: (416) 630-7578  
Fax: (416) 630-8301  
Toll Free: 1 (877)-MOSHAVA (667-4282)  
Email: [office@campmoshava.org](mailto:office@campmoshava.org)  
Web Site: [www.campmoshava.org](http://www.campmoshava.org)

#### Camp Moshava – During Camping Season

Camp Moshava  
1485 Murphy Road  
R.R. #1  
Ennismore, ON K0L 1T0  
Phone: (705) 292-8143 (9:30 a.m. – 6:30 p.m.)  
Fax: (705) 292-6168  
Email: [office@campmoshava.org](mailto:office@campmoshava.org)  
Web Site: [www.campmoshava.org](http://www.campmoshava.org)

#### Camp Moshava – Camp Emergency Number

*Please note that this number is for use only in cases of extreme emergency (i.e. medical emergency, death in the family etc.) after our office closes. All other calls, even if they are very important, should be made to our Camp main office number. A voicemail box will take your message after hours. All calls will be returned within 24 hours.*

Emergency Phone: (705) 875-3784

## APPENDIX D

### MOST COMMONLY USED HEBREW WORDS AT MOSHAVA

Rosh Mosh (Moshava) .....	head counsellor
Madrich(a) .....	male (female) counsellor
Hadracha .....	counselling tzevet
Sgan .....	assistant
Shaliach .....	Israeli representative of Bnei Akiva
Chadar Ochel .....	dining hall
Mitbach .....	kitchen
Rosh Mitbach .....	supervisor of kitchen tzevet
Tzrif .....	cabin
Misrad .....	office
Shekem .....	canteen
Mirpa'ah (Marp) .....	infirmary
Chanich(a) .....	male (female) camper
Nikayon .....	clean-up
Mifkad .....	assembly
Shiur .....	class
Sicha .....	discussion group
Chug .....	interest group
Peulah .....	activity period
Shira .....	singing
She'at menucha .....	rest period
Amod dom .....	stand at attention
Amod noach .....	stand at ease
P'turim .....	dismissed
Ram kol .....	public address system
Tiyul .....	hike
Machane chutz .....	overnight camping trip
Tzofit .....	scouting
Leil tzrif .....	night bunk duty
Aruchat boker .....	breakfast
Aruchat tzaharayim .....	lunch
Aruchat erev .....	dinner
Kibui orot .....	lights out
Kimah .....	wake-up
T'fillah .....	davening (prayers)
Matnas .....	recreation center
Agam .....	waterfront
Breicha .....	pool
Rosh Eidah .....	division head
Rosh Anaf .....	specialty head

**Notes:**

## EMERGENCY MEDICAL TREATMENT

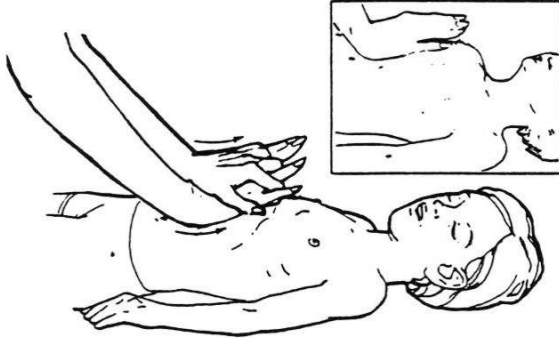
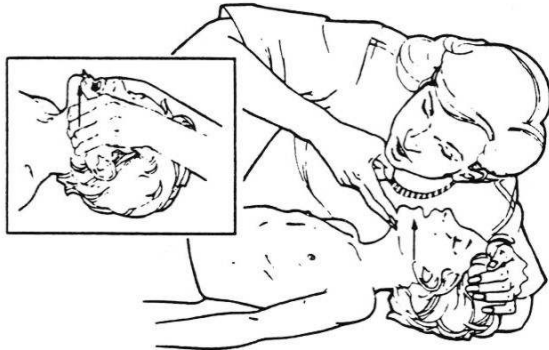
When you are a bystander or involved in a situation that causes injuries, take these steps:

- Try not to panic! Thinking clearly and in logical sequence can save lives.
- Call for help as soon as possible
- Stay with the patient if you are the only one and proceed according to the ABC's: Assess Airway, Breathing and Circulation in that order. Then tend to minor injuries.

The following pages include diagrams and descriptions of procedures to follow in the event of emergencies that might be encountered at camp. This was taken from "Emergency Medical Treatment: Children" by Dr. Stephen Vogel and David Manhoff.



# Not Breathing/ No Pulse



Gently tap or shake child. Ask: "Are you OK?" If child does not respond, shout for help.

## 1 Open airway, check breathing.

Lay child on back. If you must roll child on back, keep (support) head and neck in straight line. Tilt head back gently, lift chin slightly. If you suspect neck or back injury, pull open jaw without moving head (see inset). Look, listen, feel for breath (3-4 sec.). If not breathing, or you are in doubt, start rescue breathing (#2). If breathing, place child on side (unless head, neck or back injury).

## 2 Give two slow breaths.

Pinch nose. Cover child's mouth with yours. Give two slow, *gentle* breaths (1-1½ seconds each) into child's mouth. Allow chest to rise and fall between breaths. NOTE: *Watch chest.* If chest does not rise and fall after 2 breaths, retilt head, lift chin up and try again. If airway is blocked, go to picture #3. If chest does rise and fall, *check pulse* as in picture #5.

## 3 Something in windpipe.

Straddle child's thighs. Place the heel of one hand just above the navel, but well below lower tip of breastbone. Place your other hand directly on top of your first hand with fingers pointing to head. Press upward into stomach with up to 5 quick thrusts. Open mouth by grasping tongue and lower jaw between thumb and fingers, and lifting. Only if you see object, gently sweep index finger (hooking motion) deeply into mouth at base of tongue to remove from throat.

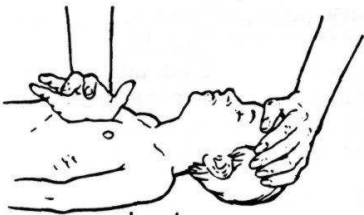
## 4 Repeat two slow breaths.

Tilt head back. Lift chin. Pinch nose. Cover child's mouth with yours and give two slow, *gentle* breaths. Watch chest rise and fall. Repeat #3 and #4 if necessary.

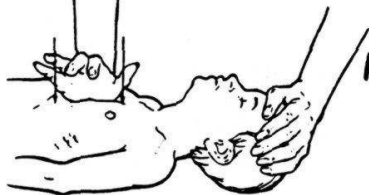
NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.



**5 Check for pulse on side of neck.**  
Press 2-3 fingers into neck just to side of Adam's apple. Feel for pulse 3-4 seconds. *If no pulse*, start chest compressions immediately (#6) along with rescue breathing. If child has pulse, but is not breathing, continue one breath every 3 seconds for one minute (20 breaths). **Call 911/ambulance.** Return to child, recheck breathing/pulse (3-4 sec.). Continue one breath every 3 seconds until child breathes on own or ambulance arrives. Roll child onto side if breathing resumes (unless head/neck/back injury suspected).



**6 Place heel of hand below mid-breastbone.**  
Follow rib cage to where it meets in the center of the lower part of chest. Place entire heel of hand 1-2 finger widths above lower tip of breastbone, just below mid-breastbone.



**7 Push down on chest 1"-1½" (2.5 - 3.8 cm) - 5 times.**  
Straighten your arm, lock elbow and push straight down on chest 5 times (a rate of 100 per minute). Let chest relax completely between downstrokes, without removing hand from chest.



**8 Give 1 breath.**  
Tilt head back. Lift chin. Pinch nose. Give 1 slow, gentle breath.



**9 Continue with 5 chest compressions then 1 breath for 20 cycles (one minute). Call 911/ambulance.**

Alternate 5 compressions and 1 breath for 20 cycles (1 minute). Call for ambulance and quickly return to child. Recheck pulse/breathing (3-4 sec.). If there is a pulse but no breathing, give 1 breath every 3 seconds (20 per minute). If no pulse, continue 5 chest compressions then 1 breath until child breathes on own or ambulance arrives. Recheck breathing/pulse every few minutes. NOTE: Allow chest to rise and fall between breaths, let chest relax completely between downstrokes. Roll child onto side if breathing resumes (unless head/neck/back injury suspected).

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# Choking (THE HEIMLICH MANEUVER)

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Ask: "Are you choking?"

## 1 Recognize choking.

Child is unable to speak, breathe or cough. DO NOTHING if child is coughing, talking or breathing. DO NOT slap child on back or turn upside down. DO NOT probe throat with fingers.



## 2 Stand behind child with arms wrapped around the waist.

Wrap your arms around the child's waist from behind. Make a fist and place the thumb side against the stomach just above the navel but well below lower tip of breastbone as pictured. Grasp fist with your other hand.



## 3 Pull fist upward into child's stomach with up to 5 quick upward thrusts.

Give up to 5 upward thrusts. Check child. Repeat giving 5 upward thrusts/check child until obstruction is cleared or child becomes unconscious. For small child, use less force.



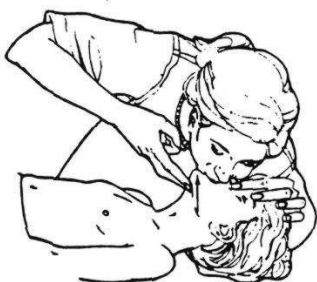
**IF CHILD BECOMES UNCONSCIOUS, SHOUT FOR HELP. GO TO #4.**

NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.



#### **4 Lay child on back and check airway.**

*Only if child is unconscious*, open mouth by grasping tongue and lower jaw between thumb and fingers, and lifting. Only if you see object, gently sweep index finger (hooking motion) deeply into mouth at base of tongue to remove from throat.



#### **5 Give two slow breaths.**

Tilt head back gently, lift chin slightly. Pinch nose. Cover child's mouth with yours and give two slow, gentle breaths (1-1½ seconds each). Allow chest to rise and fall between breaths. NOTE: If chest does not rise and fall after 2 breaths, retit head, lift chin up and try again. If airway is still blocked, go to #6.



#### **6 Give up to 5 upward stomach thrusts.**

Straddle child's thighs. Place the heel of one hand just above the navel, but well below lower tip of breastbone. Place your other hand directly on top of your first hand with fingers pointing to head. Press upward into stomach with up to 5 quick thrusts. Open mouth by grasping tongue and lower jaw between thumb and fingers, and lifting. Only if you see object, gently sweep index finger (hooking motion) deeply into mouth at base of tongue to remove foreign body from throat.



#### **7 Repeat two slow breaths as above.**

Repeat procedure #5. If airway is still blocked (chest *does not* rise and fall), repeat #6. If airway is clear (chest *does* rise and fall), go to #8.

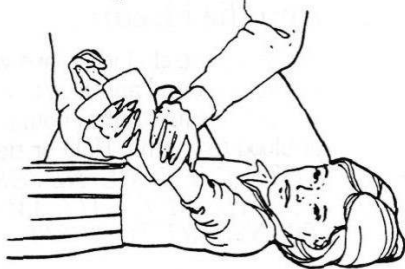
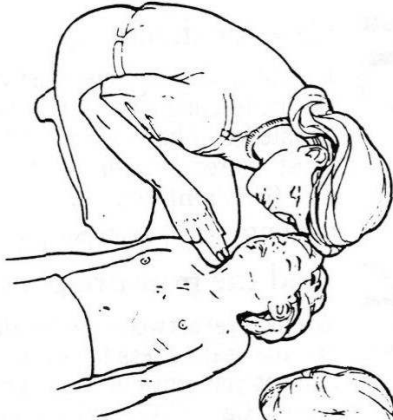


#### **8 Check for pulse on side of neck.**

Press 2-3 fingers into neck just to side of Adam's apple. Feel for pulse 3-4 seconds. If no pulse, start chest compressions (page 7, #6) along with mouth-to-mouth breathing. If child has pulse, but is not breathing, continue one breath every 3 seconds for one minute (20 breaths).

Call 911/ambulance and quickly return to child. Give 1 breath every 3 seconds until child breathes on own or ambulance arrives. Recheck breathing/pulse every few minutes. Roll child onto side if breathing resumes (unless head/neck/back injury suspected).

# Bleeding



If child is unconscious, does not respond, or bleeding appears to be serious, shout for help.

## 1 Make sure child is breathing and has a pulse BEFORE YOU STOP THE BLEEDING.

Tilt head back gently, lift chin slightly. Listen, look and feel for breath (3-4 sec.) Check pulse in neck just to the side of Adam's apple (3-4 sec.). If not breathing or no pulse, turn immediately to page 6. If breathing and has pulse, go to #2.

## 2 Apply direct pressure on bleeding wound with clean cloth.

Do not remove dressing once it's on wound. If blood-soaked, place new dressing on old one.

## 3 Keep pressure on.

If wound is on arm or leg, apply pressure and elevate limb so that it is above the heart (unless limb is broken).

## 4 Bandage firmly but not tightly when bleeding is controlled.

NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.



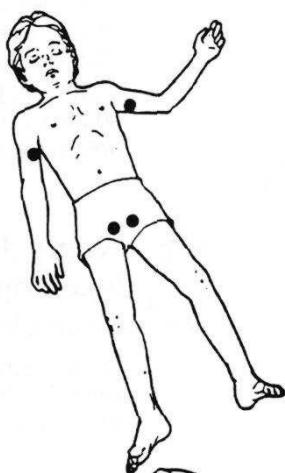
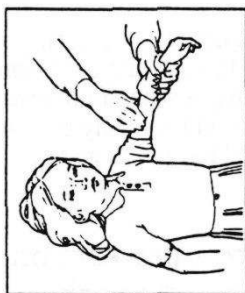
## 5 Care for shock.

If child is cool, clammy or lethargic, elevate feet and keep warm. Note: Do not elevate feet if head injured, unconscious, chest injured, breathing difficulty. Call 911/ambulance.

IF BLEEDING CONTINUES

## 6 Find the pressure point

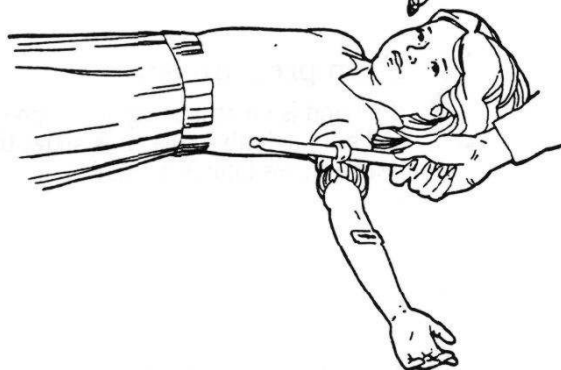
(see picture) between the bleeding wound and the heart. Press firmly with other hand as you continue direct pressure on wound. Call 911/ambulance.



A TOURNIQUET IS ALMOST NEVER NEEDED AND IS DANGEROUS. Even bleeding arteries can almost always be controlled with pressure.

## 7 Use a tourniquet ONLY AS THE LAST RESORT. Appropriate only when all other methods do not stop the bleeding.

Wrap a piece of cloth above wound, between wound and heart. Twist a stick around ties just tight enough to stop flow of blood to wound. Hold or tie cloth. *NOTE THE TIME. NEVER LOOSEN TOURNIQUET. CALL AMBULANCE/TRANSPORT TO HOSPITAL.*



## 8 Amputation.

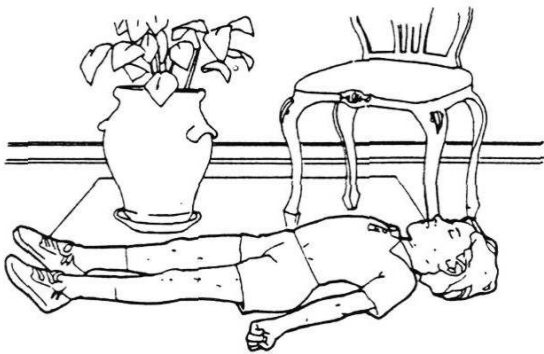
Control the bleeding. Wrap amputated part in gauze or towel, put in waterproof plastic bag or container and place on a bed of ice. Do not pack amputated part directly in ice. Transport to hospital emergency room with child or as soon as part is found. (If part is still partly attached, stabilize it without removing or tearing off. Call ambulance/transport to hospital.)



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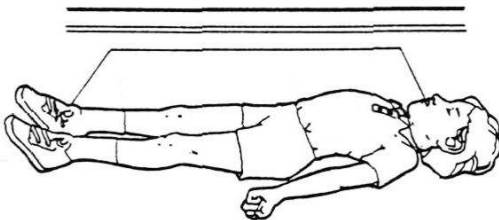
# Seizure/Convulsion

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After seizure, make sure airway is clear and child is breathing.

- 1** Child is stiff/jerking.  
Movements, if any, are jerky. Unconscious. Mouth may be frothy. Lips may appear to be blue.

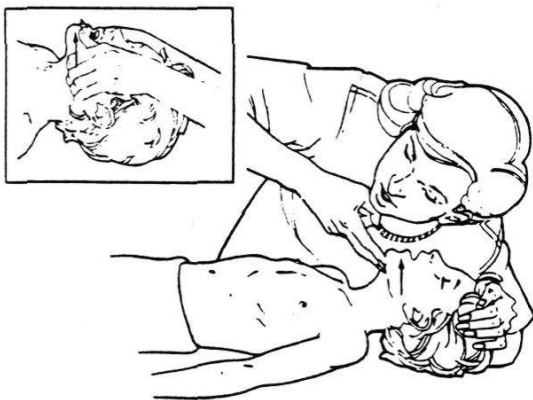


- 2** Move harmful objects out of way.  
Do not restrain child or put anything in mouth. Protect the head with something soft, such as coat, towel.



- 3** Roll onto left side.  
Protect airway if vomiting. SEIZURE MAY LAST 2-3 MINUTES.

AFTER SEIZURE, make sure child is breathing. If not breathing, start rescue breathing (#4). Child may be unconscious or confused after seizure. Shout for help.



- 4** Open airway, check breathing.  
Lay child on back. Tilt head back gently, lift chin slightly. If you suspect neck or back injury, pull open jaw without moving head (see inset). Look, listen, feel for breath (3-4 sec.). If not breathing or you are in doubt, start rescue breathing (#5). If breathing, place child on side (unless head, neck or back injury).

NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.



**5 Give two slow breaths.**  
Pinch nose. Cover child's mouth with yours. Give two slow, *gentle* breaths (1-1½ seconds each) into child's mouth. Allow chest to rise and fall between breaths.  
NOTE: *Watch chest.* If chest does not rise and fall, retilt head, pull chin up and try again. If airway is blocked, go to picture #6. If chest does rise and fall, *check pulse* as in picture #8.

**6 Something in windpipe.**  
Straddle child's thighs. Place the heel of one hand just above the navel, but well below lower tip of breastbone. Place your other hand directly on top of your first hand with fingers pointing to head. Press upward into stomach with up to 5 quick thrusts. Open mouth by grasping tongue and lower jaw between thumb and fingers, and lifting. Only if you see object, gently sweep index finger (hooking motion) deeply into mouth at base of tongue to remove from throat (never put fingers in mouth of seizing child).

**7 Repeat two slow breaths.**  
Tilt head back. Lift chin. Pinch nose. Cover child's mouth with yours and give two slow, *gentle* breaths. Watch chest rise and fall. Repeat #6 and #7 if necessary. Check for pulse.

**8 Check for pulse on side of neck.**  
Press 2-3 fingers into neck just to side of Adam's apple. Feel for pulse 3-4 seconds. If no pulse, start chest compressions (page 7, #6) along with rescue breathing. If child has pulse, but is not breathing, give one breath every 3 seconds for one minute (20 breaths). **Call 911/ambulance** and quickly return to child. Continue 1 breath every 3 seconds until child breathes on own or ambulance arrives. Recheck breathing/pulse every few minutes. Roll child onto side if breathing resumes (unless head/neck/back injury suspected).



# Poisoning

## 1 Make sure child is breathing and has pulse.

Tilt head back gently, lift chin slightly. Listen, look, feel for breath (3-4 sec.). Check pulse in neck just to the side of Adam's apple (3-4 sec.). If not breathing or no pulse, turn immediately to page 6. If breathing and has pulse, go to #2.

## 2 Call Poison Control Center, hospital or doctor IMMEDIATELY before doing anything else.

Be prepared to tell WHAT and HOW MUCH child swallowed, as well as child's AGE and WEIGHT. Save the container and try to determine how much child actually swallowed and how long ago. If you cannot call or reach poison control center, hospital, doctor or 911/paramedics, follow #3 - #5.

## 3 DO NOT CAUSE VOMITING if child has swallowed any of these products, or any product like them.

*Acids and Caustics.* Dilute child's stomach with 1-2 glasses of water or milk unless child is already vomiting, is sleepy or unconscious, or has bloody diarrhea. Note: *Never* give salt water or mustard water.

## Call for help!



Bleach, ammonia, detergent, lye, drain cleaner, lime remover, dishwasher detergent, waxes (floor or furniture), polishes, oils, cleaners, kerosene, gasoline, paint thinner, lighter fluid, toilet bowl cleaner, charcoal lighter fluid.

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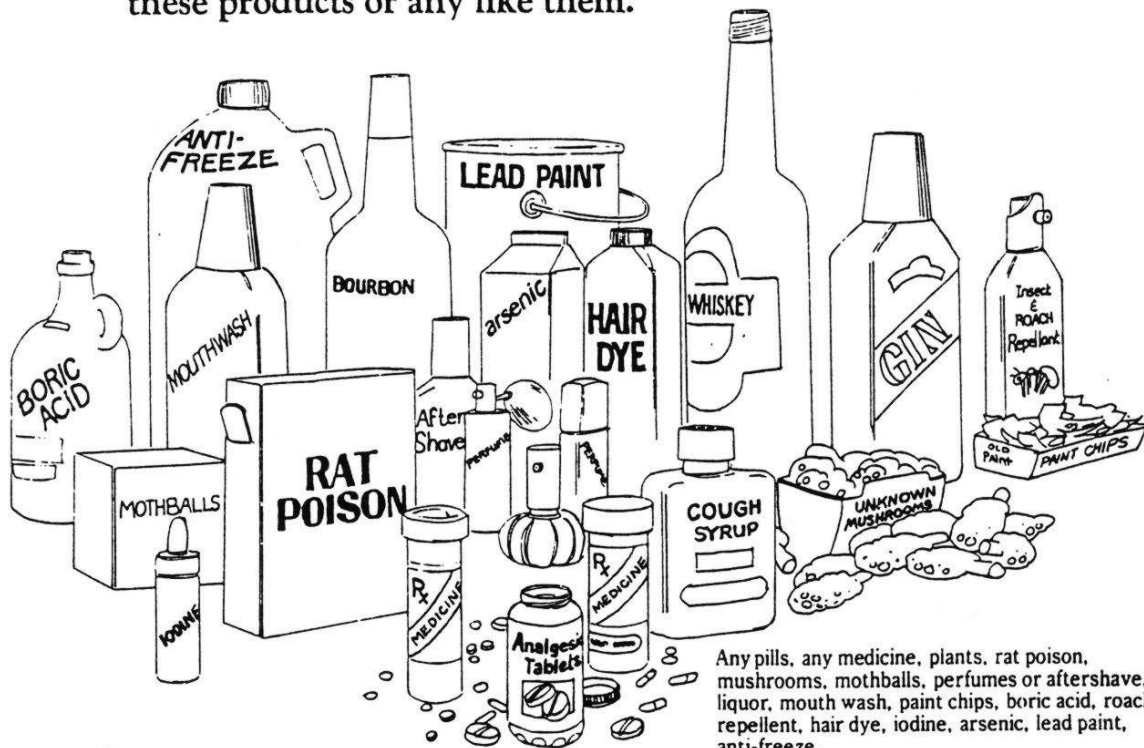
NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.

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**4** Do not make child vomit if unconscious or in convulsion or if you are unsure of what child swallowed.

**5** ONLY UNDER DIRECTION OF POISON CONTROL CENTER OR DOCTOR MAKE CHILD VOMIT if child has swallowed any of these products or any like them.

If directed, give child one Tablespoon of Syrup of Ipecac and 1-2 glasses of water (no milk or pop). Repeat after 20 minutes if child has not vomited. Lower child's head below the waist. Save vomit for doctor.



Any pills, any medicine, plants, rat poison, mushrooms, mothballs, perfumes or aftershave, liquor, mouth wash, paint chips, boric acid, roach repellent, hair dye, iodine, arsenic, lead paint, anti-freeze.

**6** Lay child on left side.  
TRANSPORT TO HOSPITAL/ CALL AMBULANCE.

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# Drowning

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Shout for help!

## 1 Remove child from water any possible way.

Use pole/rope/piece of clothing to pull from water — panicked child can grab rescuer and pull down/drown. If unconscious, be careful not to move head and neck if question of head and neck injury. **DO NOTHING** if child is talking or breathing.

IF CHILD IS UNCONSCIOUS OR DOES NOT RESPOND:



## 2 Open airway, check breathing.

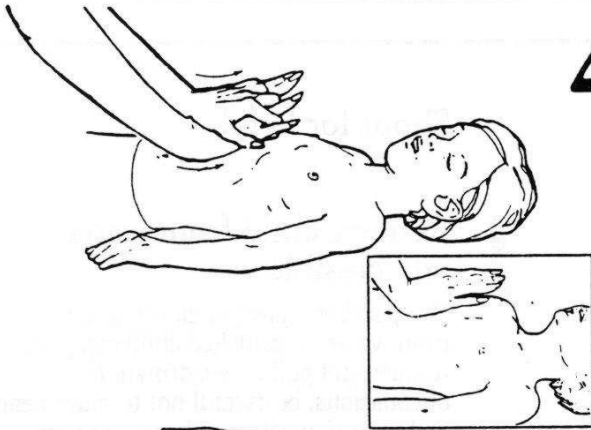
Lay child on back. Tilt head back gently, lift chin slightly. If you suspect neck or back injury, pull open jaw without moving head (see inset). Look, listen, feel for breath (3-4 sec.). If not breathing or you are in doubt, start rescue breathing (#3). If breathing, place child on side (unless head, neck or back injury).



## 3 Give two slow breaths.

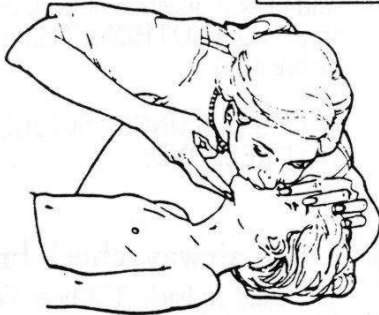
Pinch nose. Cover child's mouth with yours. Give two slow, *gentle* breaths (1-1½ seconds each) into child's mouth. Allow chest to rise and fall between breaths. **NOTE:** *Watch chest.* If chest does not rise and fall after 2 breaths, retilt head, lift chin up and try again. If airway is blocked, go to picture #4. If chest does rise and fall, *check pulse* as in picture #6.

NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.



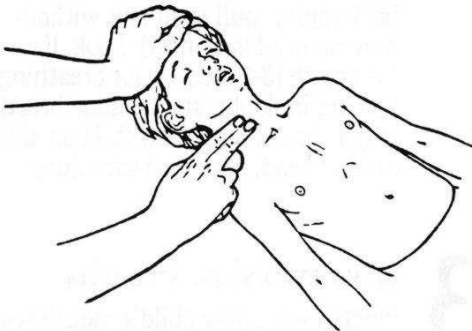
## 4 Something in windpipe.

Straddle child's thighs. Place the heel of one hand just above the navel, but well below lower tip of breastbone. Place your other hand directly on top of your first hand with fingers pointing to head. Press upward into stomach with up to 5 quick thrusts. If water or vomit comes out, roll child to the side (against your knee) and clear mouth. Open mouth by grasping tongue and lower jaw between thumb and fingers, and lifting. Gently sweep index finger (hooking motion) deeply into mouth at base of tongue.



## 5 Repeat two slow breaths.

Tilt head back. Lift chin. Pinch nose. Cover child's mouth with yours and give two slow, *gentle* breaths. Watch chest rise and fall. Repeat #4 and #5 if necessary.



## 6 Check for pulse on side of neck.

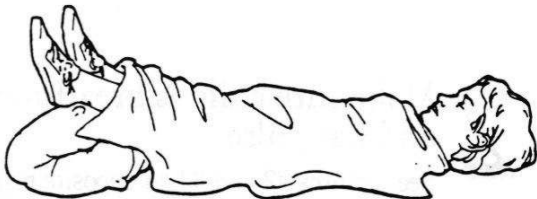
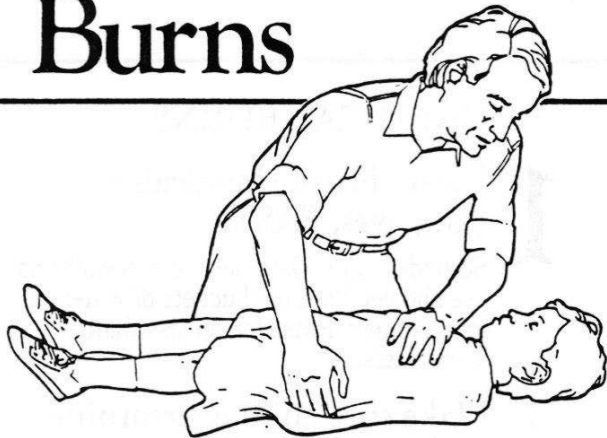
Press 2-3 fingers into neck just to side of Adam's apple. Feel for pulse 3-4 seconds. *If no pulse*, start chest compressions (page 7, #6) along with rescue breathing. If child has pulse, but is not breathing, go to #7.



## 7 Give one breath every 3 seconds for one minute. Call 911/ambulance.

Continue mouth-to-mouth breathing, one breath every 3 seconds for one minute (20 breaths). Call for ambulance and quickly return to child. Recheck breathing/pulse (3-4 sec.). Continue giving one breath every 3 seconds (20/min). Recheck breathing/pulse every few minutes until child breathes on own or ambulance arrives. Roll child onto side if breathing resumes (unless head/neck/back injury suspected).

# Burns



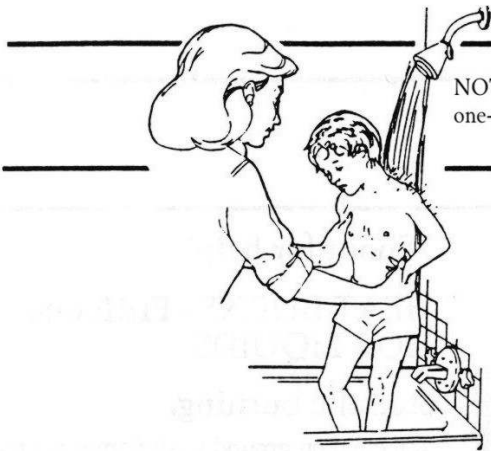
Shout for help!

## HEAT BURNS - FIRE OR HOT LIQUIDS

- 1 Stop the burning.**  
Roll child on ground until flames are out (Stop, Drop & Roll), or use water.
- 2 Make sure child is responsive and is breathing.**  
Tilt head back gently, lift chin slightly. Listen, look, feel for breath (3-4 sec.). If not breathing, start mouth-to-mouth breathing (#3).
- 3 Give two slow breaths. Check for pulse.**  
Pinch nose. Cover child's mouth with yours. Give two slow, *gentle* breaths into child's mouth. Check for pulse on side of neck (3-4 sec.). If no pulse, turn to page 7, #6. If child has pulse but not breathing, give one breath every 3 seconds for one minute. Call 911/ambulance, return to child. Recheck breathing/pulse, give one breath every 3 seconds until child breathes on own or ambulance arrives. Recheck breathing/pulse every few minutes.
- 4 Cover with clean, dry sheet. Elevate legs.**  
Do not use ointment, salves or any other medication. Do not remove blisters, skin. Remove hot/burned clothes that come off easily. Do not remove clothing stuck to skin.

CALL 911/AMBULANCE

SEE PAGE 25 FOR LESS SEVERE BURNS.



NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.

## CHEMICAL BURNS

### 1 Rinse/brush chemicals off skin, eyes, FAST.

Seconds count. Get child's clothes off and use shower/hose off/buckets of water immediately. Rinse for no less than 30 minutes.

### 2 Make sure child is breathing and has pulse.

See pictures #2 and #3 on opposite page and follow instructions.

### 3 Cover with clean, dry sheet. Elevate legs.

Do not use ointments, salves or any other medication. Do not remove blisters, skin.

CALL 911/AMBULANCE



## ELECTRICAL BURNS/INJURY

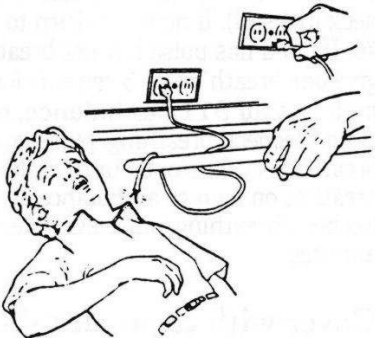
### 1 Do not touch child until electricity is turned off. Remove child from source of electricity.

Unplug cord, turn off electric current.

### 2 Make sure child is breathing and has pulse.

See pictures #2 and #3 on opposite page and follow instructions. Note: Cover and keep warm.

CALL 911/AMBULANCE





# Head, Neck and Back Injury



Gently tap child. Ask: "Are you OK?" If child does not respond, shout for help.

- 1** Assume neck/spinal injury. **DO NOT MOVE OR ELEVATE HEAD OR MOVE CHILD UNLESS IN LIFE-THREATENING DANGER. Make sure child is breathing.**

Open airway by pulling jaw forward *without moving head or neck* (see inset). Look, listen, feel for breath (3-4 sec.). If not breathing or you are in doubt, start rescue breathing (#2).



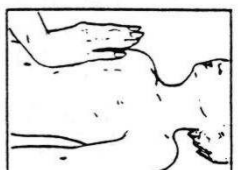
- 2** Give two slow breaths.

Pinch nose. Cover victim's mouth with yours. Give two slow, gentle breaths (1-1½ seconds each) into child's mouth. Allow chest to rise and fall between breaths. NOTE: *Watch chest.* If chest does not rise and fall after 2 breaths, lift chin up and try again. If airway is still blocked, clear airway (#3).



- 3** Something in windpipe.

Straddle child's thighs. Place the heel of one hand just above the navel, but well below lower tip of breastbone. Place your other hand directly on top of your first hand with fingers pointing to head. Press upward into stomach with up to 5 quick thrusts. Open mouth by grasping tongue and lower jaw between thumb and fingers, and lifting. Only if you see object, gently sweep index finger (hooking motion) deeply into mouth at base of tongue to remove from throat.



- 4** Repeat two slow breaths.

Tilt head back. Lift chin. Pinch nose. Cover child's mouth with yours and give two slow, *gentle* breaths. Watch chest rise and fall. Repeat #3 and #4 if necessary.

NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.



## 5 Check for pulse on side on neck.

Press 2-3 fingers into neck just to side of Adam's apple. Do not move child's head. Feel for pulse 3-4 seconds. If no pulse, start chest compressions with mouth-to-mouth breathing found on Page 7, #6. If child has pulse, but is not breathing, continue one breath every 3 seconds for one minute (20 breaths).

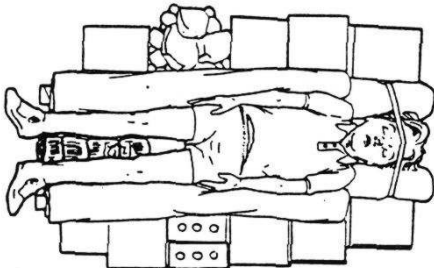
Call 911/ambulance. Return to child, recheck breathing/pulse and continue giving one breath every 3 seconds until child breathes on own or ambulance arrives. Recheck breathing/pulse every few minutes.



## 6 DO NOT MOVE OR ELEVATE HEAD.

Make sure child's head and neck cannot move. Place rolled up towels on either side of head. Anchor towels with heavy object or sand bags as pictured. Tape forehead down to floor if possible. Loosen collar. Slip small pad under neck without moving head or neck.

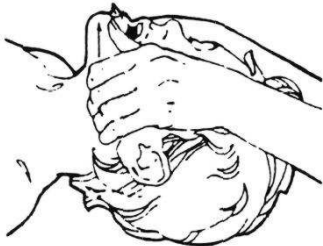
CALL 911/AMBULANCE



## 7 Keep entire body from moving.

Place rolled up towels around rest of body and anchor with heavy objects or sand bags as pictured.

DO NOT MOVE CHILD UNLESS YOU ABSOLUTELY HAVE TO.

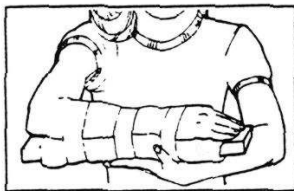
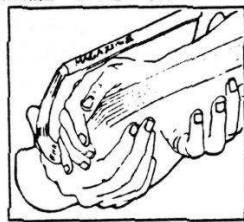
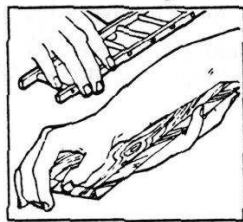
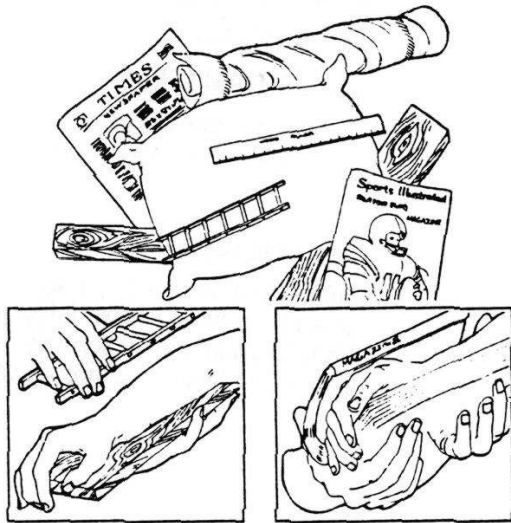
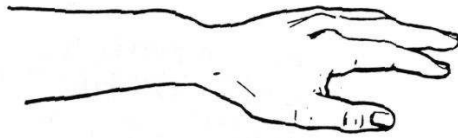


## 8 Make sure child is breathing.

If child is having difficulty breathing (loud/snoring breathing) or is unconscious, open airway by pulling jaw forward without moving head or neck. Look, listen, feel for breath (3-4 sec.). If not breathing or you are in doubt, start rescue breathing (#2 & #3). If child is breathing, help keep airway open if necessary.



# Broken Bones, Dislocations



If child is unconscious or does not respond, shout for help. Turn to page 6 immediately.

**1**

## Identify injured area.

Broken bone may appear bent in an unusual way or deformed. There may be swelling and pain. Child may not be able to move broken arm or leg, or put his weight on it. *If bone sticks through skin, or skin cut over possible break, cover with a clean or sterile cloth. Call 911/ambulance*

**2**

## Stabilize injured limb.

Splint it as it lies. Materials you can use as splints include rolled up newspaper, magazine, wood, pillow, rolled up towel.

**TRY NOT TO MOVE INJURED LIMB AS YOU SPLINT.**

## SPECIFIC INJURIES

### Broken collar bone, shoulder, elbow.

Place arm in sling to support arm. Tie to body. Place icebag over break, not directly on skin.

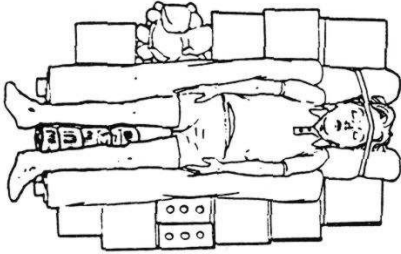
### Broken arm, wrist.

Splint arm or wrist with rolled up newspaper, magazine or wood. Tie *securely*. Place in sling as above. Tie to body. Place icebag over break, not directly on skin.

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NOTE: The use of disposable non-latex gloves and mouth barrier with one-way valve (for rescue breathing) is recommended.

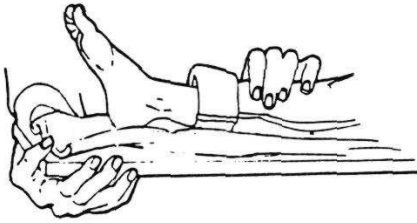
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**Broken pelvis, hip, upper leg.**  
**CALL FOR HELP. DO NOT SPLINT OR MOVE CHILD UNLESS YOU ABSOLUTELY HAVE TO.**

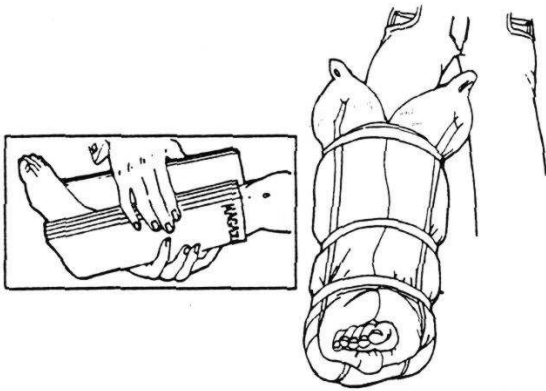
CALL 911/AMBULANCE

If child complains of pain in pelvis, hip or thigh assume broken bone.



**Broken leg.**

Splint leg with rolled up magazine, newspaper, wood or board. Use pillow or cloth for padding. Tie securely. Place icebag over break, not directly on skin.



**Broken ankle or foot.**

Splint ankle or foot with pillow. Tie securely. Place icebag on break, not directly on skin.

**Notes:**