

RDC Guest Information Manual
EMERGENCY PROCEDURES & SAFETY

SMOKING

We strongly encourage our guests not to smoke in any RDC facility, however, if you must smoke, be sure to crush cigarettes and matches before discarding. **SMOKING IS NOT ALLOWED IN ANY RDC BUILDING THAT IS COMMON TO ALL GUESTS.** RDC's buildings are old wooden structures, susceptible to fire, therefore please avoid smoking in or near any RDC facility.

FIREPLACE USE

When using camp fireplaces, be sure the screen is snug against the fireplace and a full bucket of sand is next to the fireplace. Do not leave a fire unattended. Please stop fueling the fire long before you plan on leaving the room. If coals are still hot when you plan to leave, separate the coals with a poker, again be sure the screen is snug against the fireplace and always keep flammable objects (e.g. newspapers, kindling, wood, rugs, etc.) a safe distance from the fire. The bucket of sand is to be used for emergency situations only. All cottages are equipped with smoke detectors.

Our staff will deliver firewood and kindling material as needed. If the coals are not hot, they will also lay a new fire.

IF A FIRE EMERGENCY SHOULD OCCUR:

There is a fire extinguisher and a bucket filled with sand next to the fireplace for your immediate use. If the fire becomes uncontrollable:

1. Evacuate the cottage immediately.
2. If you are unable to quickly notify the office or camp management call **911**.
Don't hang up first. Make sure Dispatch has all the information it needs!
3. Notify the office staff or any other RDC employee as soon as possible. After office hours (9 p.m. - 7:30 a.m.) call 968-3606 or 968-3836 to reach camp management. If you do not have access to a phone, go directly to the nearest staff housing facility. An employee will assist you in contacting camp management.

INJURY

If someone becomes sick or injured please notify a staff member immediately. Staff have access to first aid kits. Many staff members have been trained in various levels of first aid and CPR. If the illness or injury is very serious the office has a listing of local doctors and hospitals. If it is determined that an **AMBULANCE** is needed call **911**.

SWIMMING

RDC swimming areas and cottage docks have multiple uses, (swimming, docking boats, picnicking, sunning, etc.). It is essential that precautions are taken to avoid potentially dangerous situations.

RDC Guest Information Manual

- a. DO NOT swim beyond 150 ft. from shore without being accompanied by a canoe or row boat. It is very difficult for a boat moving at even a reasonable speed to see or hear a swimmer in open water.
- b. Never swim alone and swim with someone who has the ability to help when necessary.
- c. Never substitute the use of floating devices for swimming ability.
- d. The lake shore slopes steeply in many places; extreme care should be taken by non-swimmers.
- e. Do not use breakable objects near cottage docks or swimming areas.
- f. No child should be left unattended on cottage docks or at swimming areas. There are no lifeguards; parents are responsible for the supervision of their children.
- g. Observe personal safety rules, such as not swimming when overheated, overtired or during an electrical storm and diving only in known and safe depths.

Swimmers must be constantly alert to the hazards of the aquatic environment. Panic, exhaustion, and cramps are three conditions of personal danger.

OUTDOOR ACTIVITIES

- a. Please be careful when walking or running in and around camp. Be aware of poison ivy, ticks, and various debris such as rocks and roots on trails. *Be sure to carry a flashlight at night.*
- b. Time your hikes, be aware of your direction, and prepare for any adverse situations. Be sure to check with the Recreation Committee or the Camp Managers for information on any hikes that are new to you. Always carry water, first aid kit, and overnight emergency gear for a lengthy hike.
- c. Do not feed the wildlife.
- d. When participating in a camp activity please remember that the goal of the game is to have fun. Please do not participate in games that may be above your physical capability. We ask that parents monitor their children's participation in these activities.
- e. All rules and safety precautions are set up by the camp administration and recreation committee. Please consult them if you have any questions.