

TRIP DOCUMENTATION & EMERGENCY INFORMATION

Section 5: Out-of-Camp Safety, Information Security & Crisis Handbooks (Standard PD.4)

Accreditation Compliance: American Camp Association (ACA) PD.4

Document Code: SOP-OPS-PD4

Operational Model: Non-Medical Field Responder Model

Review Cycle: Mandatory Annual Pre-Camp Evaluation

1. POLICY PURPOSE & SCOPE

When camp cohorts venture outside primary property borders for beach trips, park excursions, or commercial trips, access to identity, background medical history, and treatment consents must remain completely intact. This policy governs the procurement, field transport, data protection, and emergency deployment of participant records carried by out-of-camp trip leaders to protect participant safety while complying with the American Camp Association (ACA) standards.

2. MANDATORY TRIP DOCUMENTATION: THE FIELD EMERGENCY PORTFOLIO (FEP) (PD.4.1)

Prior to passing vehicle checkpoints or leaving camp coordinates, the designated Trip Leader is required to secure a physical, waterproof **Field Emergency Portfolio (FEP)**. While digital summaries may reside as alternate encrypted backups on camp mobile hardware, a physical binder must remain in the leadership's active presence. The FEP must contain identical hard copies of the records listed below for all attending minors and staff:

- **Trip Master Roster:** A verified printout detailing full legal names, active age records, pre-assigned buddy pair markers, and underlying base-camp cabin classifications.
- **Duplicate HW.1 Camper Health History Forms:** Full intake sheets mapping past clinical profiles, physical or mental processing limits, medications, and documented severe allergen trends.
- **Signed Permission-to-Treat Forms:** Signed legal authorizations executed by an authorized parent or legal guardian enabling first aid responders to authorize advanced medical intervention if necessary.
- **Emergency Contact Architecture:** Multi-tiered telephone listings for primary parents, alternate guardians, and listed private family practitioners.

- **Camp Administrative Credentials:** Hard documentation verifying camp commercial general liability insurance coverage, site vehicle permits, and immediate crisis phone trees to contact the main camp office.

2.1 Field Incident and Treatment Log

The back partition of the FEP must house a specialized **Trip Treatment Log**. Operating under a non-medical responder model, all field first aid interventions (e.g., clearing debris from an abrasion, applying dry gauze, or flushing a marine sting with vinegar) must be logged immediately at the time of care. These field log entries must be surrendered to the central office to be transcribed into the camp's main master file within 12 hours of trip return.

3. INFORMATION SECURITY, CARE, & CHAIN OF CUSTODY

3.1 Uncompromising Location & Proximity Restraints

The Field Emergency Portfolio is a dynamic safety tool and cannot be separated from the leadership core. It must be kept within immediate arms-reach of the Trip Leader or Assistant Trip Leader during all operational phases of the excursion. Binders are strictly forbidden from being left unattended inside locked transport vehicle glove boxes, parked buses, or central gear drops while campers are active. If the cabin cohort moves down to the wave line or open trails, the FEP must be transferred into a weatherproof dry bag and carried by the leadership team directly into the field theater.

3.2 Data Protection and Information Security

The information contained within the FEP health templates is highly personal and legally confidential. The Trip Leader functions as the sole defensive custodian of these portfolios. The binder must remain securely closed and visually shielded from members of the general public, third-party commercial park operators, or un-involved program participants. Upon return to the main camp facility, the Trip Leader must personally return the FEP to the administrative office to be logged back into locked central filing cabinets.

4. EMERGENCY FIELD DEPLOYMENT PROTOCOL (PA.3 / PD.4)

In the event of an acute traumatic injury, severe systemic illness response, or a missing participant scenario, the Trip Leader must immediately open the FEP and activate the following structured response sequence:

Step 1: Basic Stabilization Response

Staff apply immediate standard first aid adjustments matching responder training thresholds (e.g., control bleeding, shade from heat).

Step 2: Emergency Service Activation (Dial 911)

Dial 911 immediately. Concurrently, pull the participant's explicit health history copy from the FEP to trace pre-existing allergen sensitivities or active health markers.

Step 3: Transfer of Physical Records to Responders

Upon municipal EMS arrival, hand the duplicate HW.1 Health History sheet and Permission-to-Treat form directly to incoming paramedics, providing immediate clinical clarity and legal authority to treat during emergency transport.

Step 4: Central Command Notification

Utilize the camp administrative tree inside the binder to alert the home base office, triggering the formal HW.8 parent notification sequence.

ACA Portfolio Integration Checklist

This document serves as your camp's formal written operational policy for standard PD.4. File a printed copy inside your master trip operations manual. During your active seasonal evaluation, your ACA visitor will check trip binders, verify that hard copies of emergency files travel with all off-site groups, and test trip leadership knowledge on routing parental waivers directly to incoming paramedics during field drills.