

Summer Camps/Trips Safety E-mail

To:

BH: Jana, Katelyn, Elizabeth

Children: Chanda, Chris

Students: Mark Cole, Garrett, Clayton

Senior Adults: Woods, Janet

CC: Debbie, Pattie, Bill, Hope

BCC: Mark Fenn, MW

Team,

As we get ready for another summer ministry season, I wanted to check in and remind us all about a few IMPORTANT reminders about church-provided transportation and general safety.

The safety of our children, students, adults and volunteer leaders is, of course, paramount in everything we do. It goes without saying that safety sometimes results in inconvenient delays to our schedule and planning. I know you know this, but let me say it anyway: BEING SAFE IS ALWAYS OUR FIRST PRIORITY.

Thank you in advance for all the ways you diligently prepare and execute camps, trips and events through the summer months!

Let me direct you to pay close attention to these key safety measures:

- 1. Adult Supervision** — Adult leaders should be evenly spaced out across all parts of summer ministry events. This is especially important on any church-provided transportation of any duration. Ensure that adult leaders and staff are distributed proportionately across multiple buses and vans whenever we are transporting adults or minors on a church-sponsored trip.
- 2. Hot Weather Contingencies** — Plan in advance for any hot weather contingencies, such as bus or van mechanical issues. Bottled water is an absolute necessity for summer trips, since some situations could arise where it would be important to have quick access to water in a dangerously high-temperature environment for extended periods.
- 3. General Safety** — In any contingency such as those described above, remember our first responsibility is the safety of our kids, students, adults and adult volunteers. That remains true at all times during transport and while at a church event. Our abuse prevention policies remain in full force at all times for any event and that means that no adult should be alone with a minor at any time. As always, watch for signs and signals if any adult leader appears to be overanxious or eager to create opportunities for adult/minor time away from the group. Be alert for trip and fall hazards, especially with relation to entering and exiting busses and vans (especially important for senior adult trips).

- 4. Backup Transport Plans and Protocols** — The bus rental company is responsible for backup transportation in the event of an on-the-road breakdown. Depending on the situation, this may take some time and kid/student/adult safety is paramount and our FIRST RESPONSIBILITY. Be sure to have a clear transport breakdown contingency plan when traveling in multiple vehicles. Never leave a broken down bus or van behind unless its occupants are safe and replacement transport is on the way. If it is excessively hot, make plans to get stranded individuals to an air-conditioned rest stop or other area, especially if the ETA of replacement transportation is not known.
- 5. Medical Releases and Liability Waivers** — Be sure to have designated leaders on each bus with access to appropriate medical releases. Answer these important questions:
- Who has the list of every kid/student/adult volunteer on each bus or van? (Every bus or van leader—and overall event leader—should be able to account for their charges and be aware of any medical conditions present)
 - If a medical emergency occurs during transport, do your leaders know what to do?
 - Who has the release form required for medical care if a kid/student/adult volunteer is taken to a hospital?
- 6. Equipment and Vehicle Maintenance** — As a trip and event leader, you have the right to require a replacement bus or van if there are major mechanical issues with the vehicle provided by the rental company. Among any range of serious mechanical issues, it's important to have properly functioning air conditioning in the summer months, for example. If you are uncomfortable with any other issue, huddle with other leaders and insist on a replacement if you see anything that compromises safety.

Thank you for everything you do to ensure the safety of our people in the days ahead.

Be safe and well,

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