



FLORIDA A&M UNIVERSITY OFFICE OF THE RISK MANAGEMENT ADVISORY

OGC ADVISORY NO. 2014-01	INITIAL ISSUANCE DATE: 07/10/2014
ATTACHMENT(S): n/a	REVISION DATE(S):
TO:	University Administrators, Faculty, Staff and Volunteers
THROUGH:	Avery McKnight, Vice President and General Counsel, Legal Affairs
FROM:	James Jacoby Risk Manager
SUBJECT:	Procedures and Best Practices for FAMU Camps and Programs

Purpose:

To protect participants and university employees participating in Florida A&M University (FAMU) Camps and Programs by establishing procedures and best practices to maintain a safe environment for all. The FAMU Risk Manager has the responsibility of investigating incidents and injuries that occur in the course of any FAMU Summer Program as well as reporting it to the appropriate parties when necessary. This may include Human Resources, State of Florida Risk Management and any insurance carriers that may need to respond.

Procedures:

1. All FAMU Camps and Programs must be reported to the Risk Manager for review and verification to determine if Accident and Sickness Coverage is required.
2. Rosters must be submitted to the Risk Manager five (5) business days prior to the start of the camp or program.
3. Any revisions to the roster must be reported to the Risk Manager within one (1) business day of the start date for the camp or program.
4. All injuries must be reported to the Risk Manager by the next business day.
5. All incident or accident reports must be submitted to the Risk Manager within three (3) business days.

6. All FAMU Camps and Programs are to comply with the [Division of Continuing Education Summer Camp Staff Agreement](#).
7. The Risk Manager is to be updated weekly on incidents, accidents violations and injures that have occurred with regard to the summer programs by the Division of the Continuing Education.
8. Operation of all FAMU Motor Vehicles is governed by FAMU Board of Trustees Policy Number 2006-05. All employees, staff and volunteers shall comply with this policy.

Best Practices to be followed by All FAMU Camps and Programs:

1. Participants should not be allowed participate in physical contact sports activities unless such are verified to be an approved sports program and medical clearances have been obtained for each participant.
2. All physical activities are to be supervised by a qualified staff counselor at all times.
3. Walk-in-Clinics should be utilized when seeking medical attention for non-emergency injuries and illnesses of affected participants. The FAMU Student Health Services is available to review camp participant injuries as needed.
4. Involve the Risk Manager with the implementation of policies and procedures to reduce the potential for injury to participants.
5. Implement an appropriate diet and hydration routine for all participants and staff.
6. Obtain detailed medical history of each participant during the registration process and review any needs with the staff. Verify the camper has sufficient mediation at their arrival for the duration of the program. Ensure that staff members are appropriately notified of any serious allergies of the camp participants.
7. A copy of each participant's medical insurance coverage should be obtained and appropriately maintained on file including a copy of the insurance card and claim filing information. Such insurance information should be presented to the health care provider at the time of treatment as appropriate.
8. Staff should have Red Cross Training - First Aid, CPR and AED training and or certification as needed.
9. Written duties and responsibilities for participants and staff should be disseminated.
10. Supervisors should be fully informed of their duties prior to assuming responsibility for participants.
11. Directors, staff and participants should review the Division of Continuing Education Web-page at the link below to ensure compliance with all policies and procedures as it relates to the operation of the particular program.

<http://thefamumarching100.com/index.cfm?continuinged&FORMS>

12. Camps and programs should have a director who is a FAMU employee with documented written qualifications for the position along with a written job description that clearly sets forth the position's duties and responsibilities.
13. Camps and programs should have a set of qualifications for the staff and consideration should be given to unique activities of the camp when selecting personnel.