

EMERGENCY PROCEDURES – THIRD PARTY GROUPS

EMERGENCY CONTACTS	
Tybee Island - EMERGENCY 911	911
Burton 4-H On-Duty (5pm-8am, Weekends)	706-410-5983 (CALL/TEXT)
EMERGENCY PROCEDURES: In the event of a life-threatening situation, call 911 and provide our physical address: 177 Lewis Avenue, Tybee Island, GA 31328 . To avoid confusion, advise that the Burton mailbox is marked 9 Lewis Avenue . Wait by the gate entrance for Emergency Responders to arrive and enter in gate code for entry. Then notify Burton 4-H On-Duty Staff.	

NON-EMERGENCY CONTACTS		
Burton 4-H Office (8am-5pm)	912-786-5534	9 Lewis Ave, Tybee Island, GA 31328
Tybee Island Police Department	912-786-5600	78 Van Horne Ave, Tybee Island, GA 31328
Tybee Island Fire Department	912-786-4573	512 Jones Ave, Tybee Island, GA 31328

MEDICAL CARE CONTACTS		
Southern Urgent Care	912-989-2227	4717 US-80, Savannah, GA 31410
Memorial Health Hospital	912-350-8000	4700 Waters Ave, Savannah, GA 31404
Candler Hospital	912-819-6000	5353 Reynolds St, Savannah, GA 31405

AED LOCATION

The AED (automated external defibrillator) is located in the dining hall bathroom hallway on the right-side wall (next to the key lock box).

FIRST AID STATION

Burton 4-H Center on Tybee Island does not provide an on-site nurse; we recommend that, if possible, each school bring an adult with some medical training along with school approved first aid supplies. The Burton 4-H Center does provide a stocked first aid station appropriate for dealing with minor incidents. This first-aid station is on the dining hall's front porch. An adult must accompany a youth to the first aid station. It is best practice to check your youths' medical forms and/or call parents before dispensing first aid supplies, particularly consumables. Please complete the **Injury Report Form** at the station and put the completed form in the drop-box found on the porch. Items available at first aid station include and are not limited to:

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|-----------------------|---------------------------|-------------------------|
| ☘ antibiotic ointment | ☘ tape | ☘ splinter removal kits |
| ☘ band-aids | ☘ body fluid cleanup kits | ☘ thermometers |
| ☘ burn cream | ☘ pads/tampons | ☘ tweezers |
| ☘ cotton balls | ☘ eyewash | ☘ white vinegar |
| ☘ gauze | ☘ gloves | ☘ aloe |
| ☘ isopropyl alcohol | ☘ scissors | ☘ alcohol pads |

NON-PRESCRIPTION MEDICATIONS

For over-the-counter medications not available in the first aid station, please visit the Main Office or contact the On-Duty staff for access. Any medication from the Burton 4-H Center “pharmacy” will be recorded on the **Medication Log**. Non-prescription medications available by request:

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|-----------------|------------------------|---------------------------|
| ❁ Acetaminophen | ❁ Dramamine | ❁ Cold packs |
| ❁ Ibuprofen | ❁ Pepto-Bismol | ❁ Electrolyte Replenisher |
| ❁ Anti-acid | ❁ Hydrocortisone Crème | ❁ Cough Lozenges |
| ❁ Aspirin | ❁ Benadryl | ❁ Gold Bond Powder |

PRESCRIPTION MEDICATIONS / PERMISSION SLIPS / MEDICAL INSURANCE

Visiting teachers and/or school nurses are responsible for keeping up with youth medication. Refrigeration is provided on the front porch of the dining hall for medications that require being kept cool. Visiting teachers are also responsible for keeping up with school required permission slips. Burton 4-H Center on Tybee Island will not collect these. Burton 4-H Center on Tybee Island is not responsible for your group’s medical insurance. Inexpensive insurance may be available through your local Extension Office. Please contact your group leader for more information.

ACCIDENTS AND ILLNESSES

Burton 4-H Center on Tybee Island personnel are not authorized to treat illnesses or accidents; we are NOT able to provide transportation to medical clinics or the hospitals in Savannah. We strongly recommend that an adult with your group drive a vehicle to Tybee Island that can be used to transport individuals in an emergency. We do have a local 911/EMS service that can send ambulances to respond to emergencies. In case of an extreme emergency after hours, your group can contact the Tybee Island Police Department (912) 786-5600. During regular 8am-5pm office hours, messages can be relayed via 912-786-5534. After 5pm please notify the on-duty staff using the phone number provided at the time of arrival.

FIRE

The fire alarm would alert individuals of a fire. All people would be evacuated from the building. No one would be allowed re-entry into a burning building. Report to the basketball court.

SEVERE WEATHER AND LIGHTNING

Burton 4-H Center runs classes rain or shine. The most comfortable participants are those prepared with ponchos, rain jackets, hats, and/or rain pants. In the event of lightning/thunder, we will move classes indoors. In consultation with a group’s leadership, activities will remain inside until there has been no lightning/thunder for at least 15 minutes. In sudden severe weather emergencies, move inside as quickly as possible (take cover) and stay away from windows and appliances. If you are trapped outside, avoid tall trees, and open fields, and lie flat in a ditch if necessary.

MISSING PERSONS

It is the responsibility of the visiting adults to maintain group counts. Notify a Burton 4-H Center staff member if an individual is missing ASAP.

Making the best better!