

Camp Response

Users Manual

Version 1.0



Camp Response – User’s Manual

Welcome to Camp Response! It is our hope that this software will improve your camp’s health and safety efforts. This user’s manual will give an overview of the all functions of this program in an effort to help you get the most out of Camp Response. If you have a specific questions, please visit www.CampResponse.com/support for additional help. (Support is not available to demo users)

Passwords and Security

Camp Response uses two different passwords:

Admin Password - This is the password created by an administrator during the set-up wizard. The admin password is used to access the Password/Security Level Admin area, which is accessible by clicking the small key icon on the top right corner of the main screen.

User Password - The administrator has the option of creating a user password which can be given to non-admin users to access Camp Response. The user password may be required based on the security level set by the administrator.

Security Level

Camp Response has three levels of security:

Level 1: No password is required. All users have full access to Camp Response, expect for the ability to set security level.

Level 2: All access for all users to the Main Page and Camp Information only. If a user attempts to do any thing else, they will be prompted for a user password. Once a user password has been entered, a user can have full access of Camp Response until the computer is inactive for 3 minutes. After 3 minutes of no activity, the user must enter the user password again to resume.

Level 3: Password is required to gain entry to Camp Response. Users will have full access once the user password has been entered.

*For security to be enabled, a user password must be created in the admin area. If a user password has not been created, security will not function.

Emergency Contacts

On the main page, click the “update” link located next the Emergency Contacts title. Now enter emergency contact phone numbers in the fields provided. Phone numbers entered like this 1234567890 will be auto-formatted to look like this (123) 456-7890.

If you right click on a title (i.e. Head Office) in the General and Health areas, you will be prompted to customize that title if you choose to do so. All emergency contacts entered will now appear on the main page of Camp Response for quick access.

Camp Information

On the main page, click “Camp Information.” A pop-up window will appear with all of your important camp information. If you have not entered your camp information, click update next to the Camp

Information title to input and update this information. In the case of an emergency, you can now open Camp Response, click Camp Information and have all the information on hand for emergency personnel if they request it on the phone.

Camp Note

Click the Camp Note button on the main page to create a record of anything you need to document. Just create a file name and enter your note details.

Note Options

Your notes can be reviewed and printed from the Note Options area. To access the Note Options area, click the Camp Note button and click Note Options on the bottom left corner of Wizard Page 1.

You will now see a table with all of the notes you have created in Camp Response. You can sort the data in the table by clicking the table headings.

Crisis Response Documents

This area is available for the storage of important documents that you may need to retrieve and review in an emergency or non-emergency situation.

To install documents into Camp Response:

1. Click Crisis Response Documents on the main page.
2. Click Document Admin Area on the next page.
3. Follow the instruction of the top of the Document upload Page to upload documents.

Once you have uploaded files, you will now be able to access and review important camp documents at the click of button.

To remove documents

1. Click Crisis Response Documents on the main page.
2. Click Document Admin Area on the next page.
3. Select the category of the document you would like to delete. All documents uploaded into that category will appear in the top table. Located the document and click remove to delete the document.

Note: The document file that you upload and save in the Crisis Response Documents area is not the same file as the one on your computer. To make sure you have the most up to date version in the documents area you must:

1. Make changes and updates to the file directly in Camp Response by clicking update in the document table.
2. Make changes to the original file on your computer and upload it into the Crisis Response Documents. Be sure to delete the old version when you are done.

Record an Incident Wizard

To record an incident that has taken place at your camp, click "Record an Incident Wizard" on the main page. Follow the wizard to create a file and record all incident details.

Investigate an Incident Wizard

Once an incident has been recorded, you will have the opportunity to record some investigation details about that incident. On the main page click "Investigate an Incident Wizard". Now select an incident from the list presented and click "Next" to complete the investigation.

Incident Analysis and Reporting

Use this feature to retrieve data out of Camp Response in the form of printable reports. To analyze or print reports, click "Incident Analysis and Reporting" on the main page. Now select the type of report you would like to produce and filter your report data by year, date range or otherwise. Once you have done this you can analyze report data and print the report by clicking Print Report on the bottom left corner of the screen.

Search

Click "Search" on the main page to do a keyword search of all data you have stored in Camp Response. You can filter your search results by choosing a category. Once your search data appears, you can organize the data by click on the table headings.

Reminders

At the bottom of the main page you will see a Reminders area. The following information will appear here:

Camp Notes – When you complete a camp note you can have Camp Response remind you about that note in a few minutes, an hour, a month or even two years! The Reminders area is where this reminder will appear in the time you have requested.

Incident Incomplete – If you have started to Record an Incident but do not complete the record, Camp Response will remind you to go back and complete the file 5 days after you started.

Investigate Incidents – If you have not investigated an incident in 7 days from the time you recorded it, Camp Response will remind you to do so.

Updates - On June 1 of every year, Camp Response will remind you to update your emergency contact phone numbers before the start of you camp season.

Crisis Response Documents – Every 6 six months you will be reminded to review and update the Crisis Response Documents you have uploaded into Camp Response.

Notes: Reminders are deleted from the "Reminders Area" once there have been clicked.

**Camp Response has been developed by Camp Standard Health and Safety Services
Visit us online at www.CampResponse.com and www.CampStandard.com*