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# CAMP SAMPLE 2009

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## CAMP LICENSING RULES

**BUREAU OF CHILDREN AND ADULT LICENSING**

**LICENSING RULES FOR CHILDREN'S AND ADULT FOSTER CARE CAMPS**

### **Samples of Required Written Material**

This document is a set of sample written materials as required by the Bureau of Children and Adult Licensing (BCAL) for the Camp Licensing Rules. They are not finished products but rather samples to help you in developing your own required written forms and statements. It was created to help organizations through the state licensing process. For clarification, please see the actual rule in the BCAL Licensing Rules for Children's and Adult Foster Care Camps.

The remainder of the manual contains documentation that you will need and find helpful in planning your camp. You can build a staff handbook with this information.

It is the responsibility of each camp organization to expand and complete the finished products so that they can be used by the camp for staff manuals, training, handouts, etc. It is suggested that you have all of your policies and procedures reviewed by others including the camp board, the camp's attorney, the insurance agent and individual staff members.

It is required that the health service policy be annually reviewed and approved by a licensed physician.

To enhance the use of your time and that of your licensing consultant, it is suggested that your written materials be reviewed by your licensing consultant prior to the camp season and their onsite visit. This early review will reduce the amount of time that the consultant spends doing the onsite review. Materials should be sent directly to your camp consultant.

For additional assistance, you may call Darrell Clay, Camp Licensing Consultant, at (269) 337-5037, Steve Seager, Camp Licensing Consultant at (989) 344-5120 or Janice Tribble, Program Manager, at (517) 335-6068.

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**RULE 109 (7): Personnel Record**

**GROUP:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_ City state zip

**PHONE:** \_\_\_\_\_ **OTHER PHONE:** \_\_\_\_\_

**POSITION WITH ORGANIZATION:** \_\_\_\_\_

**POSITION AT CAMP** (i.e. vol., staff. member) \_\_\_\_\_

**PLEASE IDENTIFY TRAINING AND CERTIFICATIONS RECEIVED AND THE ORGANIZATION THAT DEVELOPED THE COURSE** (i.e. Red Cross, YMCA, and BSA: (ATTACH COPIES)

<i>EXPIRATION DATE</i>	<i>LENGTH OF COURSE</i>	<i>ORGANIZATION</i>
_____	_____	ADVANCED LIFE SAVING
_____	_____	CPR
_____	_____	LIFEGUARD
_____	_____	BASIC WATER SAFETY
_____	_____	WATER SAFETY INSTRUCTOR
_____	_____	FIRST AID
_____	_____	OTHER
_____	_____	OTHER

**PLEASE LIST NUMBER OF PREVIOUS CAMPING EXPERIENCES:**

Experience as an adult leader at a summer camp? \_\_\_\_\_WEEKENDS \_\_\_\_\_WEEKS \_\_\_\_\_YEARS  
\_\_\_\_\_SEASONS

Experience as a camper at camp? \_\_\_\_\_WEEKENDS \_\_\_\_\_WEEKS \_\_\_\_\_YEARS \_\_\_\_\_SEASONS

Have you ever been convicted of anything other than a minor traffic violation? \_\_\_ YES \_\_\_ NO

Pease explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE RECEIVED A COPY OF AND UNDERSTAND THE POLICIES CHECKED BELOW.

\_\_\_ Job Description      \_\_\_ Child Protection Law      \_\_\_ Discipline Policy  
\_\_\_ Emergency Procedures      \_\_\_ Other \_\_\_\_\_

**ADHERENCE TO POLICIES:**

I have received and read the above stated policies and understand them fully and agree to adhere to the policy as stated. I also state that the information above is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Job Description RULE 109 (8)**

**POSITION: COUNSELOR**

**RESPONSIBLE TO: CAMP DIRECTOR**

**QUALITIES NEEDED:**

**GENERAL:**

- 1) understanding of aims and objectives of camping
- 2) ability to work with children to grow in character, experiences, and insights
- 3) knowledge of camp program and planning
- 4) winning way with campers
- 5) guard the health and well being of campers at all times

**SPECIFIC:**

- 1) at least 19 years old / or at least one year college experience
- 2) experience working with children
- 3) ability to work in the out of doors comfortably
- 4) be enthusiastic & dependable

**RESPONSIBILITIES:**

**GENERAL:**

- 1) Work with a cabin of 8-10 campers to experience a safe, growing, fun camp experience
- 2) Work with other staff in a supportive manner

**SPECIFIC:**

- 1) Evaluate information on campers assigned to you
- 2) Greet campers and families upon arrival and orientate them to camp
- 3) Establish with campers cabin jobs, rules, and emergency procedures
- 4) Elect cabin council representatives
- 5) Plan with campers cabin activities
- 6) Organize and accompany cabin on overnight
- 7) Participate in all camp functions
- 8) Teach classes in a specialty area
- 9) Organize one all camp, program or special event
- 10) Attend pre-camp and ongoing staff meetings and training
- 11) Report any suspicion of child abuse to your camp director and discuss it with no one else
- 12) Help out where needed in any area of camp to contribute to the successful operation of camp

**Job Description RULE 109 (8)**

**POSITION: PROGRAM DIRECTOR**

**RESPONSIBLE TO: CAMP ADMINISTRATOR**

**QUALITIES NEEDED:**

**GENERAL:**

- 1) understanding of aims and objectives of camping
- 2) ability to deal with people
- 3) knowledge of camp program and planning
- 4) winning way with campers
- 5) ability to appear before groups of campers and staff

**SPECIFIC:**

- 1) At least 21 years old
- 2) At least three years camp experience, some preferably in administration
- 3) At least two years college experience

**RESPONSIBILITIES:**

**GENERAL:**

- 1) Setting standards for camp program
- 2) Developing the camp program
- 3) Evaluating progress of program
- 4) Coordinating activities
- 5) Coordinating and supervising program specialists

**SPECIFIC:**

- 1) Scheduling program activities
- 2) Assigning leadership for activities
- 3) Working out weekly schedule
- 4) Assist with waterfront schedule in cooperation with waterfront staff
- 5) Running and evaluating evening programs
- 6) Supervising and evaluating program staff
- 7) Preside at all camp functions

**Job Description RULE 109 (8)**

**POSITION: ASSISTANT DIRECTOR**

**RESPONSIBLE TO:** CAMP ADMINISTRATOR

**QUALITIES NEEDED:**

GENERAL:

- 1) Understanding of aims and objectives of camping
- 2) Ability to deal with people
- 3) Knowledge of camp program and planning
- 4) Winning way with campers
- 5) Ability to appear before groups of campers and staff

SPECIFIC:

- 1) at least 21 years old
- 2) at least three years camp experience, some preferably in administration
- 3) at least two years college experience

**RESPONSIBILITIES:**

GENERAL:

- 1) Coordinating and supervising unit staff
- 2) Assist in setting camp standards for camp program
- 3) Be responsible for camp operations in absence of Camp Director.
- 4) Coordinate documentation for CIS and ACA visitations.

SPECIFIC:

- 1) Set up staff schedules
- 2) Coordinate such activities such as worship services, overnights, and some special events.
- 3) Plan and assist in execution of staff training.
- 4) Organize camper council
- 5) Assist in hiring staff, and maintain staff files
- 6) Supervise and evaluate staff

## **Job Description RULE 109 (8)**

### **POSITION: HEALTH OFFICER**

**RESPONSIBLE TO:** CAMP ADMINISTRATOR

#### **QUALIFICATIONS:**

##### **GENERAL:**

- 1) understanding of aims and objectives of camping
- 2) ability to deal with people in a confidential manner
- 3) knowledge of general health procedures for children
- 4) ability to carry out first aid and emergency care

##### **SPECIFIC:**

- 1) AT LEAST 18 YEARS OLD
- 2) HOLD A CERTIFICATE FOR:
  1. PHYSICIAN - Licensed to practice in Michigan & CPR
  2. REGISTERED NURSE - Certified to practice in Michigan & CPR
  3. PRACTICAL NURSE - Licensed to practice in Michigan & CPR
  4. EMT - Licensed to practice in Michigan & CPR
  5. Camp Health Officer - An adult with Basic Standard First Aid & CPR

#### **NOTES:**

- CPR = min. 8 hour course & SFA = min. 17 hour course
- If group is more than 20% handicapped or non-ambulatory Health Officer with certification for: FIRST AIDER = must be an adult with Advance First Aid
- Any course that is equivalent to the American Red Cross courses is acceptable.

#### **RESPONSIBILITIES:**

##### **GENERALLY RESPONSIBLE FOR:**

- the health & well being of campers & staff along with the camp director

##### **SPECIFICALLY RESPONSIBLE FOR:**

- pre-camp training orientation if first nurse of season
- screen campers on arrival and departure and inform counselors if needed
- follow standing orders and consult with physician as needed
- daily observation of campers at meal time and in activities
- keep inventory and request first aid supplies as needed
- control all medications for both staff & campers
- provide first aid kits for field trips and have counselors report any treatment to you for inclusion in log
- follow up on injuries or other medical problems and refer to parents if needed
- arrange emergency transportation along with camp director
- when available
- keep camp director informed on camper illness or injury
- check the living quarters for health, safety, and cleanliness
- leave a message with your whereabouts on health center
- monitor staff health and recommend care, report to camp
- director any problems that may effect camp.



## **Goals & Objectives RULE 109 (10a)**

Camp Sample provides children with a natural setting and promotes activities that encourage the development of well-rounded individuals that benefit society.

### **TO PROVIDE OPPORTUNITIES FOR PRACTICE IN DEMOCRATIC LIVING.**

- \* Camper council with representation from each cabin
- \* Group decisions by voting
- \* Every camper is encouraged to provide camp program ideas through their cabin representative
- \* Experience in leadership roles through camp government

### **TO DEVELOP A SENSE OF RESPONSIBILITY AND AN AWARENESS OF ALL PEOPLE.**

- \* Values clarification activities with children
- \* Experience in living together with a variety of cultures
- \* Conflict resolution through counselor facilitation

### **TO DEVELOP THE INDIVIDUAL SENSE OF RESPONSIBILITY TO CONSERVE AND PROTECT THE NATURAL WORLD.**

- \* Ecology activities
- \* Experience in the out of doors
- \* Conservation of food, paper goods, materials, and water
- \* Protection of plant and animal life through education
- \* Introduction to and care for young farm animals to develop respect for living things

### **TO PROVIDE A WHOLESOME EXPERIENCE IN YOUTH-ADULT PARTNERSHIP GROWING OUT OF THE CLOSE RELATIONSHIP BETWEEN CAMPER AND COUNSELOR.**

- \* Recruitment of responsible, caring and enthusiastic staff members who relate well to children
- \* Working in small cabin groups to insure each individual an opportunity to build an open relationship with an adult
- \* The chance to meet and work with many staff members that provide additional support and opportunities for friendships

### **TO DEVELOP A HIGH LEVEL OF SELF-CONFIDENCE, SELF-ESTEEM, AND LEADERSHIP SKILLS.**

- \* Campers work to plan own activities, menus, equipment list, and experiences with the guidance of their counselor
- \* Opportunity to try new experiences that challenge each individual with support and encouragement from staff
- \* Provide campers the chance to lead, teach, or represent their peers or staff in activities
- \* Use of positive reinforcement for individual achievements and good choices
- \* Give campers the chance to represent their cabin group on the Camper Council

### **SPECIALTY PROGRAM CLASSES - TO PROVIDE CAMPERS WITH PROGRAM AREA IN WHICH THEY CAN SPECIALIZE IN & DEVELOP A SKILL IN.**

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- \* Each child will learn the basic skills in the area as well as learn several new skills
- \* They will work toward an end project or performance that will involve staff or the rest of camp
- \* A variety of activities/things will be tried to broaden the camper's base of knowledge in area
- \* Campers will choose and plan for their experience with the guidance of their instructor

### **BASIC PROGRAM CLASSES - TO PROVIDE CAMPERS WITH THE OPPORTUNITY TO TRY EACH PROGRAM AREA AS OFTEN AS THEY WISH AND BROADEN THEIR EXPERIENCE IN MANY DIFFERENT AREAS.**

- \* Each camper will have the opportunity to learn from an experienced instructor a few basic skills in each class
- \* Campers will be introduced to the overall program offered in the specialty class
- \* The class will be fun and work toward positive interaction between campers

### **CABIN ACTIVITIES - GROUPS OF 8 TO 10 CAMPERS WITHIN THE SAME AGE GROUP WORK TOGETHER WITH THEIR CABIN GROUP AND COUNSELOR TO PLAN ACTIVITIES.**

- \* Each camper will have input to possible activities and will have at least one of their ideas tried by group
- \* The group as a whole will vote on ideas, compromise, work to decide, and one or two activities for each day
- \* Campers will plan and carry out the activity with guidance from their counselor
- \* Campers will learn to problem solve, respect others, and be responsible for their own cabin

### **FAMILY MEALS AND DINING HALL PROGRAM - CAMPERS & STAFF WILL EAT FAMILY STYLE AND WORK TOWARD PROPER DINING PROCEDURES.**

- \* Campers will use basic proper table manners
- \* Campers are introduced to and encouraged to try new foods
- \* Campers will be asked not to leave food on their plate and instructed in reasons not to waste food
- \* Campers will learn how to set a table correctly
- \* Campers will use proper conversational skills at the table
- \* Campers will sing and learn new songs at the end of each meal

### **OPEN RECREATION - SEVERAL RECREATION AREAS ARE OPEN AND STAFFED FOR CAMPERS USE**

- \* Campers get to choose as individuals which area they would like to use
- \* Campers may stay as long as they like and experience as many different areas as they like
- \* Campers have a chance to work/play with different children
- \* Campers get a chance to experience and work on different skills at their own speed

### **ALL CAMP ACTIVITIES - LARGE GROUP ACTIVITIES AND/OR GAMES WITH THE ENTIRE CAMP**

- \* Campers get a chance to interact with other children in different age groups
- \* Campers interact with a large group of people
- \* Campers get a chance to play with staff and see them in a different aspect

## **Age Level Characteristics RULE 109 (10d)**

### **AGE GROUP: 7 - 8 - 9**

- love to play
- like games using competition
- deep interest in heroes and tall tales
- seek approval of adults - imitate to gain approval
- like to collect things
- work attentively for only short periods of time
- high imagination
- careless of personal appearance
- full of questions
- need! Affection, help in skills, help in cooperation, develop an appreciation of others

### **AGE GROUP: 10 - 11 - 12**

- Interest in team games
- coordination improves
- crave excitement and physical motion
- gang interest
- seek approval of the gang
- mental development rapid
- emotionally they are still young
- confidence in oneself increasing
- interests enlarges
- can be interested in the welfare of the group
- work hard on exciting jobs
- need! Opportunities to explore, experiment, and create, to continue to develop respect for peers, opportunities to help in planning and opportunity to carry responsibility

### **AGE GROUP: 13 - 14 - 15**

- Maturing physically and mentally
- appetite tremendous
- gang loyalty is very strong
- tend to overdo
- require lots of sleep
- stepping on threshold of adulthood
- see themselves through the eyes of their friends
- begin to wonder what life is all about
- need! Opportunities for making own decisions, opportunities for winning approval of friends, opportunities for use of skill

**AGE GROUP: 16 - 17**

- New aspects of self image, worries about how others see them
- needs realistic feedback and consistent esteem building from others, physically, intellectually, and psychosocially
- will show anger at personal attacks, needs increased efforts to support self confidence and esteem into future
- family relationships need to be supported
- uses cliques and relationships to build relationships with their environment until able to accept uniqueness and variation
- starts to look at occupational identity - what am i good at
- starts talking about self and others and enjoys working in a group, but sometimes over identifies with group or individuals
- looks for role models
- deeper relationships formed
- danger of feeling rejected strong at this point

## **Behavior Management Policy RULE 113**

1. DISCUSS WITH CAMPERS THE BASIC GROUND RULES of camp and why they are important, as well the consequences.
2. SET CABIN RULES TOGETHER. If possible, let children set their own and agree to them as a group, using your judgment as to acceptable behavior. Let them learn to be responsible for themselves. In most cases, they can set their own consequences as well and take responsibility for that, too. You may want to write a contract with groups who are having difficulty and need some guidance.
3. IF **SAFETY** IS AN ISSUE, do not haggle! State the rule and the behavior that is wrong and stop it immediately!!!
4. TO APPLY CONSEQUENCES: - BE CONSISTENT AND UNIFORM WITH ALL CAMPERS  
- CHECK WITH YOUR SUPERVISOR FIRST  
- BE SURE TO FOLLOW THROUGH

**DO NOT:**

- \* **DEPRIVE ANY CHILD OF FOOD OR WATER**
- \* **PLACE A CAMPER ALONE WITHOUT SUPERVISION**
- \* **SUBJECT A CAMPER TO: RIDICULE  
THREATS  
CORPORAL PUNISHMENT  
EXCESSIVE PHYSICAL EXERCISE OR EXCESSIVE RESTRAINT  
VERBAL ABUSE**

\* KEEP THE CAMP DIRECTOR INFORMED OF ALL DISCIPLINARY ACTION!

5. STEPS TO STOPPING A NEGATIVE BEHAVIOR:
  - 1) Stop activity and using a stern look and firm voice, let them know the behavior is wrong.
  - 2) If behavior is repeated, stop activity. Pull those/the person involved aside and put the responsibility on them to change their behavior by:
    - identifying the bad behavior
    - stating the broken rule
    - stating the consequences
    - issuing last warning
  - 3) If behavior persists, do not hesitate. Carry through your warning.
  - 4) If child refuses to adhere to the stated rules after warnings and consequences have been issued, get another counselor or your supervisor.
  - 5) Normally, at this point, the matter has been taken care of. On the rare occasion that the camper still persists; your supervisor will take care of this one. This is an unusual situation calling for more individual attention than a counselor has available.

6. ACCEPTABLE CONSEQUENCES OF RULE BREAKING INCLUDE:

- 1) Quiet time

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- 2)Restriction from activity
- 3)Restriction to the campsite
- 4)Clean appropriate designated facility
- 5)Conference with Director
- 6)Conference with parent/guardian

7. ADMINISTRATIVE STAFF WILL MAKE PERIODIC EVALUATIONS of the program, staff members, and camper groups to insure that the camp environment is not contributing to behavior problems.

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**ADHERENCE TO DISCIPLINE POLICY**

I have received and read the Discipline policy and understand it fully and agree to adhere to the policy as stated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Child Protection Law Plan RULE 115**

The Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being 722.621 et seq. of the Michigan Compiled Laws, and known as the Child Protection Law will serve as the guideline for discipline policies at Camp Sample.

1. Upon arrival of camper, the nurse shall screen all campers as to their physical condition. Note any bruises, cuts, or markings on the child's body.
2. The counselor shall also watch for any signs of child abuse or neglect.
3. If child abuse is suspected, follow the chain of command in reporting. If camper confides to you of having been abused or neglected, only relate this information to those in authority. Do NOT tell any camper or other staff member.
5. Camper's records and applications shall be confidential. No one shall have access to the camp and camper's files except from permission of the Director, or other designated official.
6. The camper has a right to review and screen their own record.

### **DEFINITIONS IN ACCORDANCE WITH SEC. 722.621 OF MICHIGAN STATE LAW.**

- "Child" - means a person under 18 years of age.
- "Child abuse" - means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- "Child neglect" - means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, or medical care.
- "Department" - means the State Department of Social Services.

### **ACTION TO BE TAKEN TO REPORT CHILD ABUSE OR NEGLECT**

1. Camp Director or designated official shall make an oral report within 8 hours.
2. Within 72-hours a written report shall be made to the Department of Social Services. A written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents/guardians, or the persons with whom the child resides, and the child's age. The report shall contain other information available to the Department of Social Services which might establish the cause of abuse or neglect and the manner in which it occurred.
3. If a camper appears to be injured, medical treatment will be given by the nearest medical facility.
4. Reporting is handled through the local county Department of Social Services.  
The office to report to is \_\_\_\_\_.

**Camper Roster RULE 117 (1)**

**CURRENT TOTAL COUNT IN CAMP: CHILDREN \_\_\_\_\_ ADULTS \_\_\_\_\_**

<b>NAME (last, first, middle, nick)</b>	<b>AGE</b>	<b>CABIN</b>	<b>SPECIAL INFORMATION (I.E. Health)</b>

**Camper Records Rule 117**

**Camper Record**

Name \_\_\_\_\_

Nickname \_\_\_\_\_ Age \_\_\_\_\_ Birthday \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

**If under 18:**

Parents/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_

Cell \_\_\_\_\_ Beeper \_\_\_\_\_

Other \_\_\_\_\_ Other \_\_\_\_\_

**In case of emergency contact:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Health insurance information:**

Insurance Company \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_

Policy Group Number \_\_\_\_\_

Family Physician \_\_\_\_\_ Telephone \_\_\_\_\_

**If under 18:**

Only release this camper to the following adults:

\_\_\_\_\_  
\_\_\_\_\_

Parental or guardian permission is required:

I give my permission for \_\_\_\_\_ to attend and participate in  
\_\_\_\_\_ Camp to be held from \_\_\_\_\_ to  
\_\_\_\_\_ at CAMP SAMPLE.

Please list special needs, limitations, adaptation: (write additional comments on back)

Please list any special behavioral considerations and how they are handled:

\_\_\_\_\_  
Parent / Guardian Relationship

**Camper Records RULE 117 (2)**

**Parent OR Guardian Authorization Form**

**IMPORTANT!!**

***Parent or Guardian SIGN HERE please!***

**AUTHORIZATIONS:**

My child has permission to engage in all prescribed camp activities, except as noted by me or an examining physician.

In case of injury, parents or the emergency contact person will be called immediately for their decision on medical treatment.

If parents or the emergency contact person is not available, we will use our best judgment as to what course of action to pursue and will continue to attempt contact. The camp or our organization will not be responsible for any costs incurred as a result of illness or injury. Parents should notify camp if this camper is exposed to any communicable disease during the three weeks prior to camp attendance.

I understand my child will be sent home if their behavior jeopardizes the other participants, jeopardizes the integrity of the program, or is not viewed as appropriate in anyway by the group leadership.

I understand my child may be participating in camp activities that may include Technical Tree Climbing, Horseback Riding, Boating, and Archery. I understand that there may be inherent risks in these activities.

If my child must return home due to illness or behavior, I will incur the cost of transporting them home or I will arrange transportation for my child within a realistic time specified by the group leadership.

I also give my permission for my child to be photographed or videotaped and allow our group to release said pictures for publicity purposes.

In the event that I am not able to pick up my child, she (he) may be released only to the following people:

\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Health Service Policy RULE 119**  
**GENERAL HEALTH POLICY**

**STAFFING**

Our Health Officer who holds certification in/as \_\_\_\_\_ and is current in CPR will be living in \_\_\_\_\_ on the campgrounds. The Health Officer, or other staff member designated by the Health Officer, shall be on duty at the camp at all times while the camp is in session. This designated person will be \_\_\_\_\_ who has had Red Cross Standard First Aid Training & CPR. The Health Officer shall indicate their whereabouts on camp property, preferably on a sign posted on the Health Center door or \_\_\_\_\_, and will always inform \_\_\_\_\_ if he/she is leaving the campgrounds so that continuous coverage will be available for emergencies.

**HEALTH OFFICER QUALIFICATIONS**

- PHYSICIAN - Licensed to practice in Michigan & CPR
- REGISTERED NURSE - Certified to practice in Michigan & CPR
- PRACTICAL NURSE - Licensed to practice in Michigan & CPR
- EMT - Licensed to practice in Michigan & CPR
- Camp Health Officer - An adult with Basic Standard First Aid & CPR

NOTES:   o CPR = min. 8 hour course & SFA = min. 17 hour course  
          o If group is more than 20% handicapped or non-ambulatory Health Officer with certification for: FIRST AIDER = must be an adult with Advance First Aid  
          o Any course that is equivalent to the American Red Cross courses are acceptable.

**CONSULTATION SERVICES**

Our camp doctor is: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Days/Hours: \_\_\_\_\_

Emergency Number: \_\_\_\_\_ Where: \_\_\_\_\_

He/she has agreed to \_\_\_\_\_ and be accessible by phone to us and to see sick or injured campers in office and bill the parents directly.

**EMERGENCY TRANSPORTATION AND SERVICES**

In the event of an emergency or serious injury, the \_\_\_\_\_ (Health Officer) or \_\_\_\_\_ (Administrative Staff) will make the decision to call EMS or to transport the individual(s) concerned for medical treatment. EMS service is available from Croswell Ambulance service by calling the Sheriff's Department at: **911**

Other emergency transportation may be provided by an Administrator's car.

If advanced emergency services are required, we will take campers to \_\_\_\_\_, at \_\_\_\_\_, phone \_\_\_\_\_.

The hospitals medical staffs are available on a twenty-four hour basis.

Attached are statements of emergency care for this season which has been agreed upon by both institutions. As stated in these agreements, a staff member will accompany any person sent by either car or ambulance to the hospital.

**PARENT NOTIFICATION**

Camper's parents or legal guardians will be notified by the \_\_\_\_\_ or \_\_\_\_\_ as follows:

- 1) Immediately in the event of death
- 2) Immediately following admission to the hospital
- 3) The day following an overnight stay in the Health Cabin
- 4) As soon as possible if Health Officer and/or physician recommends that camper returns home due to serious injury or illness.
- 5) At Health Officer's discretion if other matters that require their attention related to the health of their child.
- 6) \_\_\_\_\_  
\_\_\_\_\_

**DAILY OBSERVATION**

It is each \_\_\_\_\_ (Cabin Counselor's) responsibility to be aware of each of their camper's physical condition on a daily basis. Any changes in appearance, appetite, activity level, behavior patterns, or health habits are to be reported to the Health Officer. The Health Officer will investigate the situation further.

**SCREENING OF CAMPERS**

All campers will be screened by the Health Officer within twenty-four hours of their initial arrival at camp. This screening will include a review of the camper's health history, a general physical assessment, a discussion of health needs with the camper, and a checking in of all medications. The Health Officer shall be alert to the signs of communicable disease in the camper and \_\_\_\_\_.

**FIRST AID AND HEALTH CARE SUPPLIES**

Emergency first aid supplies will be located in the following areas: \_\_\_\_\_ (Health Cabin, Waterfront, Stables, and Kitchen). First aid kits will be available for camp outs and field trips, and will be stored in the health cabin when not in use. All medications will be kept in the health center in a locked place if it is not medically contraindicated to do so. An inventory of supplies is attached.

**MEDICATION STORAGE AND ADMINISTRATION**

All campers and staff medications must be turned into the Health Officer. They should be in the original container with the dosage and frequency marked. The Health Officer is responsible for keeping all prescription drugs and medications under locked storage, in the \_\_\_\_\_ (Health Cabin). When the Health Officer is off duty, The \_\_\_\_\_ or \_\_\_\_\_ will retain a key to the locked storage cabinet(s) and assume the responsibility. The Health Officer will prepare and dispense medications to the appropriate persons at \_\_\_\_\_ (mealtimes). Those campers who receive bedtime medications will \_\_\_\_\_ (come to the Health Cabin between 9:00 and 10:00 pm) to obtain them. If the Health Officer is off duty, the \_\_\_\_\_ or Assistant Director will assume the responsibilities under the direction of the Health Officer. Other

## CAMP SAMPLE 2009

medications needed for routine health problems will also be dispensed by the Health Officer or \_\_\_\_\_ (appointed staff member) according to our standing orders.

### **FOLLOW UP**

The \_\_\_\_\_ (health director) or \_\_\_\_\_ (camp director) will return all medications at \_\_\_\_\_ (time of departure) and check at that time for any continuing problems that should be taken care of once home. Parents will be able to talk to \_\_\_\_\_ if there is anything they need to know.

### **CAMP OUTS AND FIELD TRIPS**

The \_\_\_\_\_ (cabin counselor) is responsible for checking out a first aid kit from the Health Officer prior to leaving on a camp out or field trip. The Health Officer will give instructions to the counselor as to any prescription medications which must be given to the campers involved and they will be kept in a locked box if it is not medically contraindicated.

Any medication dispensed or treatments given will be recorded by the \_\_\_\_\_ (counselor). All parties will check back in with the Health Officer upon their return. The Health Officer will review the treatment log for any follow up that should be done. A staff member with First Aid and CPR training will accompany all groups leaving the campgrounds. If an accident occurs while away from camp, the \_\_\_\_\_ (Camp Director) will be notified immediately, and the proper course of action will be taken. If medical treatment is needed, an accident report form will be filled out.

**Health Services Policy Rule 119 (2)**

ANNUAL PHYSICIAN'S REVIEW

SAMPLE LETTER

Dear Camp Sample Director,

This letter serves to confirm Camp Samples health service policy covering the following topics:

Camper Health Screening

On-call services

Emergency Care and Transportation arrangements

Health Care Supplies

Storage and Administration of medications

Daily camper observations

Off-site procedures

Authorized person notification

Health Care staffing

Exposure control plan

Has been reviewed and is considered appropriate to the population served by the camp and for the environment and activities of the camp.

Sincerely,

Dr. U R Healthy, MD

## **Health Service Policy RULE 119**

### **EXPOSURE CONTROL PLAN**

#### **Exposure Control Plan**

This information is provided to camp employees in partial compliance with OSHA's Bloodborne Pathogen Standard. It is the intent of the camp to educate people about issues related to exposure to body fluids, to use management techniques and equipment to minimize exposure risks for employees, and to monitor individuals' use of these techniques. The camp program recognizes universal precautions as an effective control measure. This describes the application and monitoring of potential sources of risk in the camp program, the steps taken by camp to protect employees, and the actions taken by camp if blood or body fluid exposure occurs.

**JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, INCUR THE RISK OF EXPOSURE TO BLOOD AND OTHER BODY FLUIDS:** Nurse, Nursing Assistant

**JOB CLASSIFICATIONS WHICH, BY VIRTUE OF JOB DESCRIPTION, PROVIDE FIRST AID CARE AS AN ANCILLARY TASK RATHER THAN A PRIMARY TASK:** Designated wilderness first aider in Camp tripping programs, Lifeguarding staff when on-duty at the waterfront.

**(ALL OTHER JOB CLASSIFICATIONS ARE NOT EXPECTED TO PROVIDE FIRST AID BUT RATHER REFER PEOPLE IN NEED OF HEALTH CARE TO THE NURSE/NURSING ASSISTANT.)**

Camp nurses and nursing assistants (NAs) can reasonably expect to come in contact with blood and other body fluids. The potential for exposure to transmitted diseases is greatest for these staff members. Consequently, the program follows these practices:

Members of the Camp health care team are oriented to the potential for exposure by Camp's Health Care Administrator. A record of who received the education and its content is kept for three years by the Administrator. Orientation includes:

- A. Identification of risk areas: Contact with blood-borne pathogens (e.g., hepatitis, HIV), Contact with airborne pathogens (e.g., common cold, TB), contact with surface-borne pathogens (e.g., staph infections).
- B. Education about the nature of the risk: Method of transmission, virulence of pathogens, resistance factors related to potential host, symptoms and information sources which provide clues to potential risk areas.
- C. Work practices designed to minimize exposure:
  - 1. Availability of personal protective equipment (PPE) – Gloves, CPR mask, Antimicrobial soap, (eye, nose, and mouth) shield, Body fluid spill clean-up kits.
  - 2. Double-bagging via red bag and disposal procedure for hazardous waste.
  - 3. Screening individuals who come to the program.
  - 4. Requiring participants to provide health information.
  - 5. Use of universal precautions by staff.
  - 6. Education for people working in risk areas: Health care team members, lifeguards, housekeeping, kitchen staff.

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7. Hepatitis B vaccination for nurses: Camp pays for vaccinations done by the local provider during the nurse's contracted time. Camp encourages non-vaccinated nurses to get vaccinated.
8. Video which teaches effective use of the CPR mask.
9. Sharps container provided which has biohazard label affixed.
10. Resource personnel to answer questions: Camp Health Care Administrator, Camp Supervising Physician, and State Dept. of Health Epidemiologist.

### D. Behavior expected from employees to minimize risk:

1. Use of PPE
  - A. Gloves are used when in contact with body fluids or providing skin treatment (e.g., applying medication to poison ivy, washing a rash).
  - B. CPR mask is used to provide CPR/artificial respiration.
2. Minimum 15 second hand washing with antimicrobial soap after: Removing gloves, Contact with potential risk, unprotected contact with any body fluid.
3. Minimum 60 second hand washing with antimicrobial soap after blood splash.
4. Use of body fluid spill's clean-up kit.
5. Vaccination to protect from hepatitis B.
6. Sharps disposed of properly: No re-capping of needles, All sharps (lancets, needles) placed in sharps container immediately after use, Full sharps container given to Administrator for disposal through local hospital.
7. Participation in education about disease control.
8. Immediate reporting suspected exposure (e.g., needle stick) to supervisor and Administrator.
9. Performing job tasks in a manner which minimize/eliminate exposure potential.

Evaluation of compliance with the camp exposure control plan as part of the camp personnel management system.

### **Camp Counseling Staff**

While the potential for exposure to blood-borne pathogens is minimal for general counseling staff, it does exist. The camp health care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR/artificial respiration and slowing severe bleeding.

In keeping with accepted practices, the Camp Health Care Administrator educates Camp staff during orientation about appropriate response practices:

1. Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the waterfront and health center.
2. Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first aid kits. Staff members who want to carry a pair on their person may obtain them from the health center.
3. Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
4. Staff are instructed to initiate the camp emergency response system immediately.
5. Staff participate in a discussion of "emergency" to establish defining attributes of their response.
6. Staff are educated to approach care of minor injuries from a coaching perspective and

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specifically directed to refer injured people to the Camp healthcare team if self-care is inappropriate or impossible.

**Post-Exposure Plan for Camp**

Camp employees who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the employee who must immediately (within fifteen minutes) notify the camp nurse when a blood exposure incident occurs. The following plan is initiated. Records of the incident are maintained for the duration of employment plus thirty (30) years by the camp director and according to OSHA requirements (i.e. separate from personnel records). Camp administration debriefs each incident in an effort to identify ways to improve the camp's exposure risk.

<b>Time Line</b>	<b>Employee's Actions</b>	<b>Camp Nurse's Actions</b>	<b>Camp Director's Actions</b>
Within 24 hours	Exposure incident occurs. Report incident to camp nurse within 15 minutes of happening  Begin prophylactic treatment. Complete WkComp form & incident report with camp director	Notify camp director. Begin 15 second scrub of area with bacteriostatic soap followed by application of disinfectant Contact supervising MD and refer client for assessment  Begin psycho-social support process.	Determine source of contamination, initiate request to have source screened for infectious diseases. Notify insurance. Create incident report file with supporting documentation.  Contact mental health professional for employee. Complete WkComp & incident report form with employee.
Within next 48 hours	Continue medical follow-up per MD orders.  Begin counseling support	Monitor client adjustment to situation; answer questions as needed. Provide needed cares.	Follow testing of source individual as warranted.  Consult with mental health professional to arrange post-camp therapy per need.
Beyond first three days	Continue post-exposure prophylaxis as directed by MD.  Participate in review of incident.	Participate in review of incident.	Maintain contact with employee to follow incident. Lead review of incident. Review incident, adapt camp practices as needed to manage risk, to minimize chance for repeat of situation. Maintain records for duration of employment plus 30 years.

## Information on Universal Precautions

As part of an overall exposure control plan, mandated by the OSHA Bloodborne Pathogens Standard, "universal precautions" are part of infection control practices. They are specific guidelines which must be followed to provide every person protection from diseases which are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other body fluids.

The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross- contamination from blood-borne pathogens.

1. All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated.  
Personal Protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.
2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.
3. Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present.  
As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.
4. Remove gloves properly – pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.
5. Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.
6. Needles should NOT be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.  
After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant "sharps" containers for disposal.
7. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.

**Health Facilities RULE 119 (3d)**  
**Health Center & First Aid Supplies**

The following are lists of suggested supplies to have for your potential health care needs:

<p><b>In the Health Center</b></p> <ul style="list-style-type: none"> <li>_ adhesive strip</li> <li>_ adjustable wooden crutches</li> <li>_ alcohol</li> <li>_ analgesic ointment</li> <li>_ antibiotic ointment</li> <li>_ anti-fungal cream</li> <li>_ anti-diarrheal treatment</li> <li>_ antihistamine</li> <li>_ anti-inflammatory cream</li> <li>_ bleach (disinfecting, 1:10 sol.)</li> <li>_ cardboard box splints</li> <li>_ chemical cold packs</li> <li>_ conforming bandage roll (assorted)</li> <li>_ cotton-tipped swabs</li> <li>_ decongestant</li> <li>_ dental rolls (nose packing)</li> <li>_ disposable gloves</li> <li>_ ear drops</li> <li>_ elastic bandage roll(assorted)</li> <li>_ eye pads</li> <li>_ iodine skin cleanser</li> <li>_ non-adherent pads (assorted)</li> <li>_ paper towels</li> <li>_ safety pins (large)</li> <li>_ seal able bags (infectious waste disposal or ice bags)</li> <li>_ slings</li> <li>_ sponge rubber rolls</li> <li>_ sterile gauze pads (4x4, 2x2)</li> <li>_ tongue blades</li> </ul>	<p><b>In First-Aid Kits</b></p> <ul style="list-style-type: none"> <li>_ absorbent cotton</li> <li>_ alcohol/swabs</li> <li>_ antibacterial soap</li> <li>_ adhesive strips (assorted)</li> <li>_ butterfly bandages (lg, sm)</li> <li>_ change for phone</li> <li>_ CPR mask</li> <li>_ disposable gloves</li> <li>_ elastic bandage</li> <li>_ emergency phone numbers</li> <li>_ gauze pads</li> <li>_ gauze rolls (2-inch)</li> <li>_ Insect sting kit</li> <li>_ instant cold pack</li> <li>_ moleskin</li> <li>_ needles</li> <li>_ non-stick pads</li> <li>_ note pad, Pencil</li> <li>_ roll of adhesive tape</li> <li>_ safety pins</li> <li>_ sanitary napkin</li> <li>_ scissors</li> <li>_ sealable plastic bags</li> <li>_ sterile dressing(4x4, 2x2)</li> <li>_ triangle bandage</li> <li>_ tweezers</li> <li>_ zinc oxide</li> </ul> <p>Plus, for out-of-camp trips, a first-aid kit should include:</p> <ul style="list-style-type: none"> <li>_ emergency meds (Epi-pens, pain relievers, antihistamines)</li> <li>_ individual camper medications</li> <li>_ inflatable splints</li> <li>_ insect repellent</li> <li>_ steri-strips</li> <li>_ sunblock</li> <li>_ thermometer</li> <li>_ water-purifying tablets</li> </ul>	<p>First-aid kits are stocked and available at the following activity areas:</p> <ul style="list-style-type: none"> <li>_ archery range</li> <li>_ cabin clusters</li> <li>_ crafts</li> <li>_ dining area</li> <li>_ horse stable</li> <li>_ lake</li> <li>_ pool</li> <li>_ sports area</li> <li>_ vehicles</li> </ul>
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Each time you use a first aid kit, check the supply level. It is the counselors' responsibility to turn in a note (with information for health treatment details) and a list of needed supplies to the health supervisor. This person will restock the first aid kits as advised.

**Staff Health Requirements RULE 125**

STAFF HEALTH HISTORY

NAME: (first, last, middle)	SEX	BIRTH DATE	POSITION
MAILING ADDRESS		TELEPHONE NUMBER	

MEDICATIONS NEEDED OR USED (including psychiatric) KIND	FREQUENCY	CURRENTLY TAKEN ? DOSAGE	CURRENTLY TAKEN ?	
			YES	NO

SPECIAL CONDITIONS to be watched for especially ALLERGIES TO FOOD OR DRUGS ETC.?

TEST	DATE	TYPE	RESULTS
TUBERCULIN (TB)			
X-RAY IF SKIN TEST IS (+)			
OTHER			
OTHER			

ACTIVITY RESTRICTIONS BECAUSE OF ANY PHYSICAL DEFECT OR ILLNESS? \_\_ yes \_\_no  
EXPLAIN:

I CERTIFY THAT THIS INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Camper Health Requirements RULE 127 (8)**  
**MEDICAL RECORD LOG RULE 127 (8)**

PAGE \_\_\_\_\_ of \_\_\_\_\_ PAGES

TIME            NAME            CABIN            NATURE - ILLNESS/INJURY            TREATMENT/DISPOSITION    BY

TIME	NAME	CABIN	NATURE - ILLNESS/INJURY	TREATMENT/DISPOSITION	BY

**Health Service Policy RULE 119**  
**INDIVIDUAL CAMPER MEDICAL SHEET**  
**CAMP SAMPLE CAMP MEDICATION RECORD**

Name			Unit/Cabin			Allergies			Physician Phone#			
Staff Responsible			Session/Dates			Parent(s) Phone #						
<b>SCHEDULED MEDICATIONS</b>												
Medication (Name, Dose, Route, Frequency)			Date									
			Hour									
Initials	Full Signature					Initials	Full Signature					
1						3						
2						4						

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Name	Unit	Allergies	Unit Staff							
<b>PRN and ONE-TIME MEDICATIONS</b>										
MEDICATION (Dose, Route, Frequency)	Reason for Med	Date, Time, and Initials								Effects Noted
<b>DOCUMENTATION of OMITTED DOSE of MEDICATION</b>										
MEDICATION (Dose, Route, Frequency)	Dose Omitted				Reason for Omission				Initials	

**Food Service Policy RULE 131**

1. Camp will provide \_\_\_\_ (3) meals and \_\_\_\_ snacks each day.
2. Meals will be served family style with occasional salad bar and buffet. Snacks will be served informally.
3. Staff members will sit \_\_\_\_\_ or at each table with children.
4. Special dietary problems will be handled under directions from camper's parents or campers physician or \_\_\_\_\_.
5. Camp health officer or \_\_\_\_\_ is responsible for checking that diet provided meets camper needs.
6. All weekly menus will be kept on hand, at camp, for the entire season.

**7. MEAL SCHEDULE:**

BREAKFAST \_\_\_\_\_ AM

LUNCH \_\_\_\_\_

DINNER \_\_\_\_\_ PM

SNACK \_\_\_\_\_ AM \_\_\_\_\_ PM

JUICE BREAK \_\_\_\_\_ AM \_\_\_\_\_ PM

**8. NOTES/ COMMENTS:**

## **Transportation Policy Statement RULE 143**

### **GENERAL POLICY**

DRIVER QUALIFICATIONS: All drivers of camp vehicle must be:

- o At least 18 years old
- o Possess a valid Michigan driver's license appropriate for the vehicle to be driven
- o Be listed on camps insurance policy
- o A chauffeurs license is preferred

VEHICLES:

Drivers must complete a pre-trip safety check and document it. The camp director will periodically check vehicle logs and perform prevention maintenance at intervals as recommended by vehicle manufacturer. Once a year, all vehicles with a capacity of 12 or more will be inspected by the State Police.

RIDERS:

- o One staff member in addition to the driver will accompany each group of 12 or less campers
- o All campers and staff will wear vehicle safety belts
- o All riders must remain seated
- o Campers will refrain from distracting driver

EVACUATION:

Staff will be aware of all available exits from the vehicle to be utilized. Campers are to be evacuated away from vehicle and any other hazards and held as group until they can be released to their parents or another vehicle. Once clear of vehicle staff will take a head count. The vehicle will be marked with flares if in a traffic area.

LOADING/UNLOADING:

- o All loading and unloading of campers and gear will be done off roadways
- o Campers are to remain orderly and enter and leave in single file
- o A staff member is to make head count each time campers enter or leave
- o No gear can be stored in a manner that causes aisles or exits to be blocked

TRIPS:

When a vehicle leaves on a trip with campers aboard there must be a trip agenda left behind. The driver should carry: maps, emergency hospital information, campers records and emergency health release, camp emergency contact numbers, and this information.

**Transportation Policy Statement RULE 143**  
**EMERGENCY TRANSPORTATION**

**CARS DESIGNATED EMERGENCY VEHICLES:**

Will carry first aid kits and fire extinguisher, be registered, have a full tank of gas, be insured, and have seat belts for every person.

**EMERGENCY TRANSPORTATION AND SERVICES**

In the event of an emergency or serious injury, the \_\_\_\_\_ (Health Officer) or \_\_\_\_\_ (other member Administrative Staff) will make the decision whether call EMS or to transport the individual(s) concerned for medical treatment using the camp emergency vehicle:  
belonging to \_\_\_\_\_, or \_\_\_\_\_.

In emergencies we will use EMS when possible.

Our camp's arrangements for Emergency Transportation are with \_\_\_\_\_ and they will send an ambulance from the \_\_\_\_\_.

If advanced emergency services are required, we will take campers to \_\_\_\_\_, at \_\_\_\_\_, phone \_\_\_\_\_.

The staff will take along if possible the parent release form, insurance information and health history form along with any medication the camper has at camp. A \_\_\_\_\_ staff member will attend to patient in transit when possible.

The hospitals medical staff are available on a twenty-four hour basis and will be called to alert the to our campers arrival. Administrative staff at camp will contact parents. A \_\_\_\_\_ staff member will accompany any person sent by ambulance to the hospital.



**Transportation Policy Statement RULE 143**  
**VEHICLE CHECK LIST**

**VEHICLE CHECK LIST - TRIP CHECK LIST**

- \_\_\_\_\_ Lights
- \_\_\_\_\_ Lighting systems
- \_\_\_\_\_ Tires
- \_\_\_\_\_ Exhaust system
- \_\_\_\_\_ Windshield wipers
- \_\_\_\_\_ Tires
- \_\_\_\_\_ Emergency warning systems
- \_\_\_\_\_ Steering
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Braking system
- \_\_\_\_\_ Oil level
- \_\_\_\_\_ Emergency supplies
- \_\_\_\_\_ Coolant level
- \_\_\_\_\_ Cooling system
- \_\_\_\_\_ Emergency warning system
- \_\_\_\_\_ Windshield wipers
- \_\_\_\_\_ Lubrication system
- \_\_\_\_\_ Transmission system
- \_\_\_\_\_ Suspension system

**Traveling Groups (FOR TRIP OUT OF CAMP MORE THEN A DAY) RULE 145**

TRAVEL GROUP: \_\_\_\_\_  
 DESTINATION: \_\_\_\_\_ DATES OF TRIP: \_\_\_\_\_ TO \_\_\_\_\_  
 MODE OF TRANSPORTATION: \_\_\_\_\_

STAFF NAME	POSITION	CERTIFICATIONS (ARC)	NOTES

Person in Charge \_\_\_\_\_

Second in Command \_\_\_\_\_

Driver \_\_\_\_\_

Other Staff \_\_\_\_\_

Other Staff \_\_\_\_\_

Campers on Trip: (attach roster)

Vehicle Identification:

\_\_\_\_\_

Make	Model	License #	Registration #
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**ITINERARY:**

DEPART DAY / TIME	STOPS ESTIMATED TIMES	DESTINATION ADDRESS/PHONE	ARRIVAL TIME	EMERGENCY NUMBERS

**PLAN FOR GROUP CHECK IN WITH HOME CAMP:**

**EMERGENCY PLAN for lost TRAVEL group:**

- 1) Contact nearest official and ask for assistance in locating group, give itinerary information, and vehicle identification.
- 2) Alert emergency services that their services may be needed.
- 3) If local official is unable to locate group within 2 hours, contact the State Police and Coast Guard Rescue teams if appropriate.
- 4) Contact organization representative and ready PR operation.
- 5) Contact parents of campers within 2 more hours after State Police contact.
- 6) Send camp management representative to area where the group was supposed to check in and backtrack.

## **Site Safety & Emergency Procedures RULE 149**

### **FIRE EMERGENCY**

#### **CAMPERS... IF THERE IS A FIRE IN A CABIN...**

- **Get out to safety!**
- **Call** a staff member! (If no one is around send 2 runners to find help)  
If you can't find a staff person at the office, call 911 at the payphone in Lodge
- **Tell** other cabins near yours of the danger and send them to the flagpole.
- **Walk** quickly away from fire and meet your group at the flagpole.  
DO NOT STAY TO FIGHT FIRE... GO DIRECTLY TO THE FLAG POLE!

#### **CAMPERS... IF YOU HEAR THE FIRE ALARM...**

- **Stop** what you are doing! Stay calm.
- If time, wear shoes and bring a towel or a cloth to put over your face.
- **Walk** quickly, follow a main path or road, and meet at the flagpole.
- If the fire is near the flag pole head out to main road or down beach and call 911!

#### **STAFF... IF THERE IS A FIRE IN A CABIN...**

##### ***Get the campers out to safety!***

##### **If fire is large or spreading...**

- Get everyone (including yourself) out to safety!
- Alert other staff/adults in area.
- Gather campers in your area and calm everyone! (Bring shoes and towels if time)
- Send runner for help to office or dial 911 on Lodge Pay Phone!
- Evacuate to the Flagpole. If that is blocked head out the driveway or down the beach

##### **If the fire is small...**

- Use fire extinguisher by twisting out pin, aim hose at base of fire and pull trigger
- Tell campers to alert other staff
- Send runner for help at office and send all campers to the flagpole by the lodge
- If fire is not out - evacuate and if no one is in office, call 911 on Lodge Pay Phone!
- If fire is out - send for other fire extinguishers to make sure it will stay out!
- Report incident to office! Calm campers and reassure everyone!
- If no camp staff is found and an evacuation is needed call 911 and then sound alarm which is the large red button by the light switches in the lodge and dining hall. Fire alarm is three short blasts with break in between FIRE-FIRE-FIRE repeat till everyone is accounted for.

## Site Safety & Emergency Procedures RULE 149

### BAD WEATHER

#### FOR CAMPERS...

##### IF YOU HEAR THE WARNING FOR BAD WEATHER...

1. **Stop what you are doing!** Stay with the adult or group you are with. Stay **calm**.
2. **Walk** quickly on a main road or path.
3. **Listen to staff** and do as they say.
4. If you cannot get to a cabin **lay in a low spot** on ground.
5. **Listen for one** siren blast to say it is ok and meet at flagpole.

#### FOR STAFF...

##### IF THERE IS TORNADO OR STORM WATCH... we will let you know

###### *WE WILL NEED YOU TO:*

1. **Meet** your campers at your cabins.
2. **Report** to your supervisor if anyone is missing.
3. **Keep Everyone Calm** and make sure they have fun!
4. **Do Not Leave Your Cabin** without permission.

##### IF THERE IS A TORNADO OR STORM WARNING... you will hear a siren (or be told)

###### *WE WILL NEED YOU TO:*

1. **Gather any campers** you are with and take them to the nearest Southwood Cabin, Northwood cabin, or Brookside Shower house. If you cannot get to a cabin take cover in a low area or on the west side of a cliff.
2. **Do not move to another building** unless you are told.
3. **Huddle** campers in counselor room or bathroom doorway on mattresses.
4. Put **mattresses over you** if weather sound threatening.
5. Try to keep everyone **calm**. Make a list of everyone with you if possible.
6. **Wait** until you are told to relax & go back to your cabin bunks.
7. Wait until someone gives you an **all clear** to come out.
8. If the storm does **damage** to your cabin, evacuate to next cabin. If anyone is injured send staff to phone 911 for help.

*(Watch means there are storms possible of producing a tornado; Warning means a tornado has been spotted)*

## Site Safety & Emergency Procedures RULE 149

### MISSING CAMPER

#### FOR STAFF

#### IF YOU CANNOT LOCATE A CAMPER...

##### *WE NEED YOU TO:*

1. Do a quick check of the area
2. Ask other campers for information
3. Check with other staff/adults in area
4. Let an administrative group member know you are looking for a camper.
5. Check all their favorite places and other camper cabins.
6. If you do not find the camper within 10 minutes let the administrative staff know and they will help.
7. If they do not find the camper in 15 – 20 minutes they will do a fire drill and start a lost camper drill.

#### LOST CAMPER DRILL...

1. Your group leadership will set up a **contact person** in the office.
2. **Run a fire drill** to bring in all campers and staff to flagpole.  
Ask campers for more information about missing camper.  
Calm everyone and have two staff supervise campers and lead songs
3. **Organize searchers to:**
  - Check each area and building in camp.
  - Use vehicles to search north and south along M-25.
  - Cover beach area.
  - Check all trails and roads.
  - Set up lines of people to sweep through wooded areas.Searchers will:
  - Call the camper's name as they search.
  - Report in to pass along information and get their next assignment.
  - Continue to search until you hear a blast of fire alarm or a whistle.

#### WHEN CAMPER IS FOUND...

The camper **will be treated "gently"** and the situation will not be discussed with the camper until an administrative group person is present. The fire alarm and whistles will be sounded to call in the searchers. Campers will go on with programming.

#### IF CAMPER IS NOT FOUND...

Administrative staff will contact Sheriff and guardian.

## **Site Safety & Emergency Procedures RULE 149**

### **WATERFRONT EMERGENCY**

#### **IN CASE OF LOST SWIMMER:**

**WATER SEARCH** - Waterfront Director or lifeguard organizes and controls search

1. Three blasts on the whistles to **evacuate water**.
2. Send a runner (adult) to alert Administration to:
  - *Send staff to waterfront to assist*
  - *Run a fire drill to account for all campers*
  - *Alert Sheriff Department 911*
  - *Assign staff to gather and account for all children on the waterfront.*
3. Begin water search.

*Start a walking or swimming search in the area the person is suspected to be.*

*SHALLOW AREA: WALKING - Have adults walk through shallow water in a line with arms linked at elbows. Sweep feet out and around as you walk forward. Feel with your feet and look down into the water. Start against the direction of the waves, beginning just outside the rope and ending several feet beyond the rope at the other end. Cover the area from the shore to just beyond the first rope.*

*DEEP AREA: SWIMMING - If there is enough staff, begin a deep-water search at the same time, using W.S.I.s and A.L.S.s. Cover the deep area where lost swimmer was last seen by forming a line of swimmers. Then use a surface dive to get to the bottom and swim along the bottom using your hands to sweep as you go. Surface, backup one stroke, check the status of your swimmers, and dive again until you cover the area.*

4. Water search continues until person missing is found and brought to the waterfront or outside help arrives.

#### **SWIMMER IN TROUBLE**

1. Three blasts on the whistle to evacuate water.
2. Observer may perform a non-swimming rescue if they are the first one to spot the emergency. Must also immediately alert the W.S.I. or A.L.S. who will perform any necessary swimming rescue.

#### **SUSPECTED NECK OR BACK INJURY**

1. Three blasts on the whistle to evacuate water.
2. Adult runner is sent to alert administration and any first aid personal.
2. Lifeguard makes the contact with the victim and directs removal from water with backboard.
3. Other campers are sent up to front of Lodge.

## **Site Safety & Emergency Procedures RULE 149**

### **TORNADO EMERGENCY**

#### **Administrative Staff**

CAMP DIRECTOR or Person in charge will make decisions according to information gathered on storm, group's abilities, and number in camp. We have options: 1) to continue programming and begin close storm watch, 2) move to cabins, and 3) move to bath houses or basement of house up front.

#### **STAY IN CABINS**

1. Calmly alert core staff
2. Send campers & counselors to cabins/ evacuate primitive / program areas
3. Send core staff to each unit/ alert stables
4. Plan program or snack if time
5. Review with staff procedure for BAD WEATHER DRILL:
  - Move into counselor room or bathroom, if time put on shoes
  - Use mattresses to cover campers and protect heads in crouch positions
  - Open two windows
  - Wait for all clear or other instructions

#### **EVACUATE CAMP**

This option will only be used if there is a very high threat and ample warning.

1. Alert core staff / Alert horse staff
2. Send van or runner to primitive
3. Call 911 for sheriff's department for help
  - Give: your name and that you are from Camp Sample
  - Located: lakeshore rd. ½ mi north of county farm road
  - Enter: main gate or south gate
  - Evacuating to: house up front
4. Take: master list & radios
5. Use runners or alarm to notify unit staff
6. If needed, use vehicles to transport or light the way, walking is dangerous in storm
7. Forward calls to house, take laptop
8. Health officer bring first aid kit
9. If time bring flashlights, things to drink and eat, fans, mattresses, musical instruments.

#### **CORE STAFF WILL**

1. Report to office for directions gathering any children on way
2. Do not search for missing campers, report to office or shelter and we will send searchers
3. Help calm campers and keep counselors informed

#### **HORSE AREA WILL:**

1. Call main camp to inform them of kids & staff that are with you
2. Take campers to house up front

## **Site Safety & Emergency Procedures RULE 149**

### **MISSING CAMPER**

#### **Administrative Staff**

LOST CAMPER DRILL: COUNSELORS CANNOT ACCOUNT FOR A CAMPER.

STEP 1.

A quick check with other staff as to the whereabouts of the missing camper shall be done. Be sure to check camper's favorite places- barn, waterfront, camp craft area, Tajar ring, kitchen, main lodge, bathrooms, and other cabins.

STEP 2.

If camper fails to be found, Two (2) designated staff will drive out of camp, one (1) going south and one (1) going north.

STEP 3.

All waterfront personnel will conduct a water search immediately. Call a fire drill and take a count and information from staff, counselors and campers.

STEP 4.

Call sheriff's office immediately to inform of name, age, appearance, and when last seen.

STEP 5.

Remaining counselors will search woods on the south end of camp, starting at the woods of camp at southwest, back to barn and wooded area to the end of property-orchard.

Remaining counselors under direction of Unit Leader will search north end of camp, starting at the camp road to the fence, cover archery range, and down to the beach.

Remaining staff and older campers will search the entire north end along the beach to the fence line.

STEP 6.

After a reasonable time the parents will be contacted by the Director to inform them and find out if camper has called.

!!! It will be important to have younger campers in the lodge playing games and singing. This will be handled by Junior Counselors and one designated staff person if needed. The rest of the campers can be used in the search.

## **High Adventure Activity RULE 401 (2)**

### **HORSEBACK RIDING**

- A. HORSEBACK RIDING WILL BE HELD ON CAMP.
- B. HORSEBACK RIDING WILL BE UNDER THE CONTROL OF DIRECTION OF THE CAMP SAMPLE STAFF AND OUR CAMP COORDINATOR.
- C. HORSEBACK RIDING WILL CONSIST OF CAMPERS SITTING ON THE HORSE WITH A VOLUNTEER SITTING DIRECTLY BEHIND THEM AND HAVING THE HORSE LED AROUND A SMALL AREA. ADDITIONAL STAFF WILL BE PLACED AROUND THE HORSE.

The horse area is located on the west side of camp. No camper is to be in the general area without adult supervision, and no camper or staff member should be in the riding ring or stable without a Director.

### **EQUIPMENT**

Equipment for riding is stored in the shed, which remains locked until the Riding Director is in the area to feed or supervise campers or staff members. Equipment consists of: Saddles, bridles, stirrups and other appropriate tack, and Helmets equipped with chin straps. All equipment is to be inspected by the Riding Director before each use. This includes proper fitting of tack on each horse before use.

### **OPERATION:**

#### **GENERAL**

All riding programs are conducted by the Riding Director. The Riding Director sets the standards for each of the levels of riding as well as the general standards for conduct around the horses. The riding program will operate no more than 10 horses. Staff/camper ratios will be 1 instructor /six campers per instructor, or 1 instructor/five campers when both staff members are on duty. Ratio will be lowered for beginners.

EACH CAMPER OR STAFF MEMBER IS EXPECTED TO:

- 1) Conduct themselves quietly and calmly around all horses.
- 2) Move slowly and speak to the horse gently when moving from behind.
- 3) Dismount to adjust clothing or equipment.
- 4) Always approach a group of riders at a walk.
- 5) Keep a horse length distance between horses.
- 6) Be considerate of fellow campers and avoid behavior around horses which might cause others to be injured.
- 7) Remember that a horse is a living thing; treat him with kindness.

#### **TRAIL RIDES**

All trail rides take place within camp property unless pre-arranged with the Camp Administrator. For each trail ride:

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- 1) Two instructors will accompany.
- 2) Instructors will set the pace according to the most timid rider or the slowest horse.
- 3) Riders will ride in a single file line.
- 4) Instructors will inspect all trails prior to their use by campers.
- 5) In the case of accident, the Riding Director will return to camp with the group, avoiding unnecessary haste. Assistant Riding Director is to remain with the camper until help arrives.
- 6) When approaching the stables, have all horses at walk.

### **LEADERSHIP**

The Riding Director is an experienced horsewoman that is at least 21 years of age. She should have four years experience riding and caring for horses, and at least 8 weeks experience as riding instructor. The Assistant Riding Director should have at least two years experience riding and caring for horses.

### **SAFETY PRECAUTIONS**

Each camper is to wear clothing appropriate for riding. Long pants, hard shoes, and helmets are all worn to prevent injuries and discomfort as much as possible. Horses will be brought to each rider when the Riding Director has seen that each horse is tacked properly and each rider is attired correctly. The Riding Director or Assistant Riding Director remains at the side of the horse while the rider is mounting. After the rider has mounted, the Riding Director or Assistant Director will check the tack on each horse to ensure proper fit. No camper is to be in the horse area without adult supervision.

### **HORSE TIME SCHEDULE**

**FEED** Horses are brought in on mornings when they are to be used. They are fed, watered, and given ample time to eat and rest before being worked. Each horse is grained according to its own needs as well as its work schedule. They are also grained in the afternoon during their hour break. We use a premixed sweet feed. Hay is given morning and evening; water is kept before them at all times.

**TIME** Morning feed is at 7:45 a.m., first ride tacks up and grooms at 9:30 rides at 10:00 a.m. Morning rides end at 12:30 p.m. and the horses rest until 2:30 p.m. They then work until about 5:00 p.m. Some days they are also used from 6:30 until 7:30 p.m.

## **High Adventure Activity RULE 401 (2)**

### **AQUATIC**

#### **DESCRIPTION OF WATER FRONT**

Waterfront is located on Lake Huron directly east of the Lodge. It is entirely enclosed by ropes both on the beach and in the water. The only access allowed by campers and staff is at the gate between the lifeguard stand and the buddy board. The lifeguard stand is located at the top of the beach in the center. The buddy board is visible from the lifeguard stand and to the beach. The Waterfront swim area is divided into four areas.

1. Beach - from the top (west) of the roped in area to the shoreline.
1. Red/Beginner area - from the shoreline to the first buoy-line. (approximately three and a half feet deep).
2. Blue/Intermediate area - from the first buoy-line to the second buoy-line. (approximately five and a half feet deep)
4. White/Swimmer/Raft area - from the second rope to raft. approximately six feet deep)
5. Watercraft area (launching) located south of the Swim area, north of the pier.

#### **GENERAL PROCEDURES**

All campers are given a waterfront orientation the first time they come down. The orientation includes general rules, swim areas, buddy board operation, staff, testing, & safety procedures.

#### **SAFETY RULES**

- No one is allowed on the Waterfront without Aquatic Supervisor present.
- No campers come to the Waterfront without a staff person.
- No aquatic activities after dusk.
- No swimming outside the designated areas.
- No swimming in areas beyond tested ability.

All campers are tested their first time in the water by the waterfront staff. The campers are separated into those who do not want to test, those who want to test for blue area, and those who want to test for white area. One staff stays on shore and records test result on camper roster. One staff member works in each area with testing swimmers, one staff member oversees operation. When the staff member in the water signals they are ready, several swimmers are sent out to them; they are put through the test and sent back to shore. The staff person signals the result of each to the recorder. If a child does not make it, they are allowed to try again later in the session.

Their buddy tags are then marked with the corresponding color of their ability level or area they can swim in and they are not allowed to swim in an area greater than tested for.

#### **TESTING**

Red area - non-swimmers/anyone

Blue area - must be able to swim width of swim area (long way), float for two minutes and tread water for one minute.

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White/Raft area - Five-minute continuous swim test, float for two minutes, and tread water for two minutes.

**CAMPER ACCOUNTABILITY**

The Buddy System is used to check in and out of the waterfront. Check onto the Buddy Board with a buddy going into the same area. Odd numbered swimmers are the "guards" buddy in that area. Buddy checks (whistle) are called at least every ten minutes. Swimmers entering or leaving the water other than at the beginning or end of swim time must tell guard for the area. Check buddy tags into home spot when leaving area. Everyone changes his or her own tags.

**STAFFING**

There is an Aquatic Supervisor present at each aquatic activity, and at least one aquatic observer per ten campers or fraction thereof. If 50 or more campers are engaged in a waterfront activity one of the observers will have also be an ALS, or LFG, with CPR. There is also one staff person on the buddy board during all free swim periods.

**QUALIFICATIONS:**

Waterfront Supervisor is: \_\_\_\_\_ (name)

Waterfront Observers are: \_\_\_\_\_ (name)

\_\_\_\_\_ (name) \_\_\_\_\_ (name)

\_\_\_\_\_ (name) \_\_\_\_\_ (name)

**AQUATIC SUPERVISOR:**

UNDER 50 campers - be on duty at each aquatic activity, be responsible to enforce rules, meet the requirements for Advanced Life and CPR or Lifeguard, must be over 18 years of age

OVER 50 campers - (other than pool) all of the above, as well as meet the requirements of a Water Safety Instructor

**AQUATIC OBSERVER:** - not less than 16 years of age, meet basic requirements of Basic Water Safety

- ON DUTY:           - 20 OR FEWER PARTICIPANTS: 1 Aquatic Supervisor \*  
                          1 Aquatic Observer
- 21 TO 30 PARTICIPANTS: 1 Aquatic Supervisor \*  
                          2 Aquatic Observers
- 31 TO 40 PARTICIPANTS: 1 Aquatic Supervisor \*  
                          3 Aquatic Observers
- 41 TO 50 PARTICIPANTS: 1 Aquatic Supervisor \*  
                          4 Aquatic Observers

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- 51 TO 60 PARTICIPANTS: 1 Aquatic Supervisor (must be adult)  
4 Aquatic Observers  
1 Aquatic Observer with ALS & CPR, or LFG  
note: two of these staff must be adults)
- 61 OR MORE PARTICIPANTS: Same as above but add one  
Aquatic Observer per 10 additional participants

NOTES: \* = An Adult Aquatic Observer may serve as an Aquatic Supervisor if assisted by a lifeguard. Guards must not be involved in activities that may distract them from their duties. CPR course must be at least an 8 hour course

### MAINTENANCE

Daily Check on:

- Lines enclosing Waterfront
- Buddy Board
- Safety and Rescue equipment

Periodic Checks (weekly and/or after rough weather) on:

- Raft placement
- Anchors
- Bottom of Swim area

### EQUIPMENT

#### SAFETY AND RESCUE

- |                        |                           |
|------------------------|---------------------------|
| Reach Poles            | First Aid Kit             |
| Ring Buoys             | Rescue Tubes              |
| Torpedo Buoy           | Whistles                  |
| Back Board with straps | Rescue Board              |
| Bull Horn              | P.F.D.s                   |
| Emergency Rescue Boat  | Masks, Fins, and Snorkels |

#### RECREATIONAL

- Rowboat
- Kayak
- Inner Tubes
- Beach Toys
- Noodles

### WATERCRAFT ACTIVITIES

- **Aquatic supervisor** supervising at all times
- In over 4 ft. of water Aquatic Observer on beach watching watercraft activity and rescue boat near by
- Everyone wears a P.F.D. and is instructed in its use
- Basis boating safety taught before using watercraft
- Must be at least an intermediate swimmer to use watercraft and have instruction before going out, non-swimmers must be accompanied by waterfront staff
- No watercraft in the swimming area
- No boating after dark

**NOTE:** Waterfront activities are flexible due to location of waterfront. (weather and wave action) All waterfront activities may be restricted at any time under the discretion of the Waterfront Director due to weather/wave condition.

## **High Adventure Activity RULE 401 (2)**

### **WOODSHOP**

#### **Woodshop Safety Procedures**

##### **BAND SAW**

- 1) Make sure band saw is unplugged while you check machine.
  - Check blade and replace if needed (use instructions).
  - Replace all guards.
  - Check area to make sure nothing will interfere with work.
  - Make sure switch is off and plug in machine.
- 2) Set blade guide to 1/4 inch above work piece on table.
- 3) Put on your safety goggles.
- 4) Turn on machine and begin to work.
  - Hold piece firmly down on table.
  - Guide piece slowly into blade.
  - Be sure that hands are on either side of the work piece. Do not at any time have your hands in the path of the blade.
  - Continue cutting through the work piece by gently pushing it toward blade. Do not pull the work piece back toward you. Do not backup or reverse! If you are stuck and need to backup, stop and turn off machine and gently wiggle the piece back off blade so you can cut in again.
- 5) If a piece of wood cutting is on table and in the way:
  - Use a small piece of wood to move it away from blade and off table.
  - Do not reach in near the blade with your fingers.
- 6) If a piece of the wood falls into the blade hole:
  - Turn the machine off
  - Use a stick to try and disengage it
  - If that does not work unplug machine and get it out
- 7) If the blade comes off turn off machine immediately and unplug it. Follow directions in manual for replacing it.
- 8) Do not talk to people or look away from machine while you are cutting.
- 9) When you are done turn off machine and leave goggles on knob.

##### **DRILL (Hand drill)**

- 1) Make sure drill is unplugged while you change drill bits.
  - Select drill and hand tighten into chock.
  - Spin chock by hand to see that the drill is properly centered in the chuck.
  - Tighten chuck with key
  - Check area to make sure nothing will interfere with work.
  - Make sure switch is off and plug in drill.
- 2) Securely clamp work piece to the table.
  - Check to make sure piece is overhanging and you will not drill through table.
- 3) Turn on power and begin.
  - Slowly lower the drill bit into the work piece.
  - Apply firm even pressure until hole is drilled.
  - Back drill back out of hole slowly keeping drill vertical.
- 4) Do not talk to people or look away from machine while you are drilling.

- 5) When you are done turn off drill and unplug.
  - Take drill bit out of drill and replace in case.
  - Put drill and bits away.

#### COPING SAW

- 1) Make sure coping saw has a good blade in properly.
  - Check blade and replace if needed (use instructions).
  - Make sure teeth are pointing outward and back toward handle. Blade should be taught.
  - Check area to make sure nothing will interfere with work.
- 2) Clamp work piece to workbench or support it with a hardwood coping saw support (clamped to bench).
- 3) Begin to work.
  - Hold piece firmly down on support.
  - Begin cutting by firmly pulling down on saw handle.
  - Gently push the blade into the work as you pull down.
- 4) If the blade breaks or comes off replace it.
- 5) Do not talk to people or look away from your tool while you are cutting.
- 6) When you are done return hardwood support block and coping saw to proper location.

#### ELECTRIC SANDER

- 1) Make sure sander is unplugged while you check machine.
  - Check paper and replace if needed (see instructions).
  - Fasten on sandpaper with spring clips provided.
  - Check area to make sure nothing will interfere with work.
  - Do not use in wet locations or without shoes on!
  - Make sure switch is off and plug in machine.
- 2) Hold the sander and turn on poser.
- 3) Clamp down piece and begin sanding:
  - Move sander slowly in the direction of the grain.
  - Keep sander in motion until desired smoothness is achieved.
  - Stop and turn off machine while you change paper or when done.
- 4) Do not talk to people or look away from machine while you are using it.
- 5) When you are done turn off machine and return to cupboard.

#### WOOD BURNING

- 1) Always assume that a wood burning iron is hot when you reach for it.
  - Make sure wood burner is unplugged while you get in place to use it.
  - Check area to make sure nothing will interfere with work.
  - Select burning tip and install in iron (see directions).
- 2) Plug in iron.
  - Be sure that the iron is resting on it's cradle or that tip is not in contact with anything.
  - Check to make sure that no combustibles such as solvents, wood chips or paper are in near proximity to the iron.
- 3) Turn on the iron and begin to work.
  - Hold wood piece firmly down on table.
  - Slowly push lightly on tool and begin to draw line.
  - Keep tip moving slowly along work.
  - Do not stay in one place too long.

- 4) Be careful not to talk to others or wave the wood burner in the air.
- 5) When finished turn the burner off. RETURN it to the cradle or resting place and unplug.

## **EMERGENCY PROCEDURES FOR WOODSHOP**

A woodshop instructor will be present all times. A communication device to call for assistance will be available at all times. A first aid kit will be available.

### **MINOR PROBLEM:**

If someone has a minor problem that will take your full attention, class will be halted or the office will be called to send additional staff.

- Handle problem
- Talk with them once over and process what happened.
- Write incident report and let counselor know about incident

### **EMERGENCY:**

If a person is injured or is in danger in some way.

- Use all methods above
- Call 911 or other help if needed and clear bystanders from area
- Evaluate problem and direct people to provide additional assistance if needed
- Handle the problem
- Complete any first aid needed
- Talk down situation if possible
- Write incident report and let counselor know about incident

## **High Adventure Activity RULE 401 (2)**

### **ARCHERY**

The archery range is located on the north side of camp, past the dining hall facility. The area is designated by yellow ropes and a warning sign. No camper is to be in this area unless with an adult supervisor. The area is situated so that all arrows are to be directed away from the main areas of camp. Hay bales are placed at the north end of the range, with only trees and underbrush behind.

### **EQUIPMENT**

Equipment for archery is located in the shed that is west of the archery range. Equipment is gathered before the activity by the adult supervisor responsible. During use, if any equipment is damaged, the adult present should set that piece to the side and report it to the Administrative Staff. They will see that maintenance is alerted to the situation.

### **OPERATION**

No one is to shoot an arrow until the instructor has so stated, and everyone shoots together. On the first round, each camper's hand and body position, as well as bow and arrow position are checked and monitored. If a camper is not following the directions as stated, they are re-instructed and monitored as they shoot. Generally, each camper shoots three arrows per round.

When each camper has finished the round, they are to put their bow on the ground, sit behind it and wait until given the command to look for arrows at the target. Campers return and stand behind their bow and place their arrows on the ground in front of them, NO camper is to pick up their bow until the instructor has returned to position behind the campers and gives the command to shoot.

### **LEADERSHIP**

Archery is one of the activities in which each staff member participates during pre-camp. At this time, someone that is qualified, either by having had a class in archery or years of experience instructs the staff in teaching archery to campers as well as using the equipment themselves. Each staff member is evaluated on his or her technique and his or her ability to demonstrate proper care and usage of the equipment. Only those staff members that appear qualified are asked to instruct archery.

### **SAFETY PRECAUTIONS**

No camper is to be at the archery range unaccompanied by an adult. When campers arrive at the range, they are to stay outside the yellow ropes until the instructor opens the gate and asks them to step in. Only those campers designated to shoot at that time should be in the roped-in area. No more than six people should be shooting at one time. No one should pass the line of shooting until all the arrows have been shot and the bows have been laid down. Emergency phone is located in kitchen.

## **High Adventure Activity RULE 401 (2)**

### **HIGH ROPES COURSE**

#### **STAFF QUALIFICATIONS**

Staff has an understanding and has been trained to meet or exceed standards which pertain to the challenge course field through the Association for Challenge Course Technology. These standards include but are not limited to proper equipment wear, set up and take down of the ropes course, knots, belay techniques and emergency takedown procedures. Staff will follow written policies and procedures regarding the high ropes course. Staff will have basic First Aid and CPR. Staff has documented training during a pre-camp session showing they have demonstrated the skills necessary to work the high ropes course.

#### **SUPERVISION**

Staff will provide appropriate supervision of participants and oversight of the activities based on the skill, number, and experience of the participants. Staff will be located in appropriate positions based on the design of the high ropes course in order to provide adequate supervision. Staff/camper ratios will be determined by design of the high ropes course with a general ratio of being 1 instructor for every 5 participants with a minimum of 2 staff on the course at all times.

#### **PARTICIPATION AND SAFETY CONSIDERATIONS**

Participants are provided with adequate instruction which covers getting on the high ropes course to include but not limited to proper commands, use of equipment, and risk management procedures. Participants will proceed at a pace that is appropriate for all group members which will help create a safe psychological and physical environment. Participants will be continually assessed for safe use of the high ropes course based on physical and psychological limitations. Participants will be briefed prior to the activity. This briefing as a minimum will cover expectations for behavior, a discussion of goals and objectives and other issues such as food, water and clothing requirements. The program has its ropes course, training and equipment inspected by a qualified challenge course professional per the Association of Challenge Course Technology on a periodic basis. A first aid kit and emergency takedown kit will be located at the ropes course when the course is in use.

#### **RESPONSIBILITIES OF STAFF**

All participants must have signed and completed a Hold Harmless Form before entering the course. Staff will be aware of inherent risks of their high ropes course based on location, design and population being served. Staff will insure all gear is in good working order prior to being used. Staff will insure the ropes course has been inspected and is in good repair prior to being used. Staff will insure all gear is being worn correctly and used safely based on industry standards. Staff will insure all participants go through a ground school and understand commands, transfers and all other protocols related to the high ropes course. There will be a minimum of two staff at all times on the high ropes course to include setup and takedown time. Staff will insure each days use is recorded in a log to include but not limited to number of participants, staff running the course, weather of the day, gear use and any near misses.

## EMERGENCY GUIDELINES

The facilitator and group members are responsible for safety. At any time an activity may be stopped to ensure the safety of all involved individuals. Participants as well as facilitators have the right and obligation to stop an activity. The program will have a policy and procedure that details how to respond to an emergency based on their location and the construction of their high ropes course. All incidents and accidents will be reported and logged. Staff will have a means of communicating to the main office in the event of an emergency.

**The high ropes course area is off limits without a guide or an instructor**

**High Adventure Activity RULE 401 (2)**

**CLIMBING / RAPPELLING**

**SUPERVISION**

**STAFF QUALIFICATIONS**

Staff is familiar with and has been trained to meet or exceed climbing and rappel standards as documented through the American Mountain Guides Association, Climbing Wall Association and the Association of Challenge Course Technology. Staff will have the maturity and judgment to maintain a safe, secure environment both physically and emotionally. Staff will have Basic First Aid and CPR. (Due to the isolation of most climbing sites staff should have advanced medical training) Staff has documented training during a pre-camp session showing they have demonstrated the skills necessary to safely run a climbing / rappel site for individuals and groups.

**SUPERVISION**

Staff will provide appropriate supervision of participants and oversight of the activities based on the skill, number, and experience of the participants. General ratio is 1 instructor for every 5 climbers based on experience of the climbers, climb site and environmental hazards with a minimum of 2 staff present at all times. When participants are beginners or novices, staff must maintain contact with participants that will allow them to confirm that equipment, spotting, knots, belaying, and anchors are being used properly.

**PARTICIPATION AND SAFETY CONSIDERATIONS**

Participants will proceed at a pace that is appropriate for all group members and which will reasonably prevent injury or illness. Climbers are mindful to not climb too fast for their belayers. Climbers are careful and deliberate in their selection and the use of foot and handholds in order to climb efficiently and avoid causing rockfall. Participants will practice and have a strong understanding of skills needed to perform climbing and rappel activities prior to the event. Participants will be properly dressed and wear appropriate safety gear prior to climbing or rappelling. Participants are given a safety briefing prior to climbing or rappelling that will cover such areas as expectations for behavior, a discussion of goals and objectives, along with inherent risks involved with the activity. Participants will stretch prior to the activity.

**RESPONSIBILITIES OF THE STAFF**

Staff must insure they are following written program expectations such as supervising requirements, equipment requirements, types of anchors, use of helmets and working near edges. Staff will monitor the strenuousness of the activity and adjust the pace as needed. Staff will gauge a participant's fitness and comfort levels, and if / when a person is physically, mentally or emotionally unable to complete an activity, the participant may not be required to continue. Staff will insure the activity at the climb or rappel site is being conducted properly. Staff will insure the program is following accepted industry standards. Staff will insure participants are tying into the climbing rope using direct tie-ins or locking carabiners. Staff will insure participants are using helmets, harnesses are properly fitted and there is an understanding of a communication system between the climber and the belayer. Climbing routes and rappel sites will be selected based on participant's skill levels. Staff will have the entire group present when presenting important information. Staff will insure that participants not involved in the activity are at a distance away from cliff edges and from falling items.

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Staff will insure participants are hydrated, taking breaks and maintaining appropriate energy levels during the activity. Programming will not be conducted at night or during diminished conditions. Staff will insure a first aid kit is at the location. Staff will insure all equipment is safe for use and in good conditions prior to course use. Upon course completion staff will log and check equipment.

### EQUIPMENT REQUIREMENTS

Equipment needs will vary depending upon location, size of group, type of activity and the needs and expectations of the participants.

- ropes: standard single dynamic or static 10.5 to 11mm UIAA certified 50 to 60 meter rope
- webbing: 1-inch tubular webbing of various lengths, cordelette 7 to 8mm that is 5 to 7 meters long
- harness and helmets: 1 each per participant and instructor
- belay tools, locking and non locking carabiners, nuts, cams, hexs as needed
- rescue gear: 4 locking carabiners, prussic loops with rigging, Grigri

### EMERGENCY PROCEDURES

The facilitators and group members are responsible for safety. At any time an activity may be stopped to ensure the safety of all involved individuals. Participants as well facilitators have the right and obligation to stop an activity. The program will have a policy and procedure that details how to respond to an emergency based on their location and other variables. The emergency response should include but is not limited to scene management, external assistance, rescue procedures, and notification. All incidents and accidents will be reported and logged.

## **High Adventure Activity RULE 401 (2)**

### **GROUP INITIATIVE**

#### **SUPERVISION**

##### STAFF QUALIFICATIONS

Staff has been trained in Pre-camp on organization, operation, safety, and first aid.

Staff will be evaluated during pre-camp for skill level and ability to control activity.

Only experienced staff will supervise area. Newer staff may assist in the area.

##### SUPERVISION

The activity will have a ratio of 1 adult to 10 children, and this number will be adjusted according to skill level of children.

Older children will not need as much supervision if they are with others that have done the activity before or been prepared through teaching.

#### **PARTICIPATION AND SAFETY CONSIDERATIONS**

##### ELIGIBILITY REQUIREMENTS

All campers shall participate in instruction and specially supervised practice of skills involved. They will be evaluated as a group to determine which activities they will work on.

##### RISK IDENTIFICATION

- Abrasions, ropes, trees, wood
- Splinters
- Burns, sun and rope
- Twisted ankles, broken bones
- Head injuries, winded
- Environmental damage

##### SAFETY RULES

Thoroughly explained to all children

- Appropriate clothing for activity
- Shoes must be worn at all times
- The entire group is responsible for each other. Spotters are responsible for safety at each move, leader is always there to spot if needed
- No put downs or negative statements, no clowning or wild behavior
  - People are evaluated by leader and asked for any special injuries or weaknesses that leader should be aware of
- A first aider is nearby
- Everyone must stay with the group, no uninvited guests
  - Everyone not involved directly in a task is a spotter and is responsible for others safety
- Each activity has limits set to make the activity as safe as possible.
- The activity area is off limits with out a guide or instructor
- No one should attempt an activity without proper instruction first

**GROUP INITIATIVES EMERGENCY PROCEDURES**

- A first aid kit is available in room nearby, if wound is small. treat, record in health book keep clean and report to Health Officer
- If injury is more involved do temporary first aid and have staff walk them to H.O.
- If severe send one staff running with information regarding accident, extent, location and help needed to office

**PROGRAM/ EQUIPMENT DESCRIPTION**

**SKILL LEVEL AND ACTIVITY TYPES**

- Campers will progress in the activity from basic skills in a progressive manor to advanced forms. Campers who are doing an activity easily will be challenged with another limitation
- They are many different initiatives each with many different levels of use, some are physical, some are mental

**EQUIPMENT**

All equipment is inventoried and checked at beginning of season. Each time equipment is used it is evaluated and removed if damaged. Each week the staff member in charge of initiatives thoroughly checks area and equipment. staff are responsible to re-inspect area before they put children on activity.

## **Aquatic Procedures RULE 411**

### **GENERAL PROCEDURES for Waterfront Area**

All campers are given a waterfront orientation the first time they come down. The orientation includes general rules, swim areas, buddy board operation, staff, testing, & safety procedures.

#### **SAFETY RULES**

- No one is allowed on the Waterfront without Aquatic Supervisor present.
- No campers come to the Waterfront without a staff person.
- No aquatic activities after dusk.
- No swimming outside the designated areas.
- No swimming in areas beyond tested ability.

All campers are tested their first time in the water by the waterfront staff. The campers are separated into those who do not want to test, those who want to test for blue area, and those who want to test for white area. One staff stays on shore and records test result on camper roster. One staff member works in each area with testing swimmers, one staff member oversees operation. When the staff member in the water signals they are ready, several swimmers are sent out to them; they are put through the test and sent back to shore. The staff person signals the result of each to the recorder. If a child does not make it, they are allowed to try again later in the session.

Their buddy tags are then marked with the corresponding color of their ability level or area they can swim in and they are not allowed to swim in an area greater than tested for.

#### **TESTING**

- Red area - non-swimmers/anyone
- Blue area - must be able to swim width of swim area (long way), float for two minutes and tread water for one minute.
- White/Raft area - Five minute continuous swim test, float for two minutes and tread water for two minutes.

### **CAMPER ACCOUNTABILITY**

The Buddy System is used to check in and out of the waterfront. Campers check onto the Buddy Board with a buddy going into the same area. Odd numbered swimmers are the "guards" buddy in that area. Swimmers entering or leaving the water other than at the beginning or end of swim time must wait for a buddy check and tell the guard for that area. They then check their buddy tags into the area they wish to enter or into it's original spot for if leaving area. Everyone changes their own tags.

Buddy checks (2 whistles) are called at least every ten minutes more often if conditions warrant. During a buddy check, everyone must stand still and quiet holding their buddies hand in the air. Guards point to their buddy if they have one. The Buddy Board Watcher counts the tags in each area and relays the information to the guards who count the swimmers. Any camper who wishes to leave or change a buddy tag must come out now. If the count is correct, a whistle is blown and campers continue to swim. If the count does not agree then emergency procedures are followed.

### **RAFT PROCEDURES**

There is no diving from raft unless waterfront staff allows and supervises. It is only done on the shore side of raft and in water greater than 5 feet except during lessons. Only 5 people are permitted on the raft at one time, and there is no horseplay of swimming under the dock. The raft is the outer boundary of the swimming area and swimmers cannot pass beyond it.

**EMERGENCY PROCEDURES for Waterfront Area**

**GROUP:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOST SWIMMER**

-buddy tag is on the board, no corresponding swimmer in the water.

W.S.I. (Waterfront Director) organizes and controls search procedure.

- Three blasts on the whistles to evacuate water.
- Send a runner (staff) to alert Administration to:
- Send staff to waterfront to assist
- Run a fire drill to account for all campers
- Alert Sheriff Department
- Assign staff to gather and account for all children on the waterfront.
- Begin water search.
- Walk through shallow water, (may use non-swimming and novice staff) link arms, feel with feet and watch for anything unusual. Walk with the direction of the waves, beginning just outside the rope and ending several beyond the rope at the other end. Cover the area from the shore to just beyond the first rope.
- If there is enough staff, begin deep water search at the same time, using W.S.I.'s and A.L.S.'s. Cover the entire blue and white area by diving down and swimming along the bottom, then cover the area just outside the ropes.
- Water search continues until child missing is found and brought to waterfront or outside help arrives.

**SWIMMER IN TROUBLE**

- Three blasts on the whistle to evacuate water.
- Observer may perform a non-swimming rescue if they are the first one to spot the emergency. Must also immediately alert the W.S.I. or A.L.S. who will perform any necessary swimming rescue.

**SUSPECTED NECK OR BACK INJURY**

- Three blasts on the whistle to evacuate the water.
- W.S.I. makes the contact with the victim and directs removal from water with the backboard.
- Runner (staff) is sent to alert administrator and nurse.