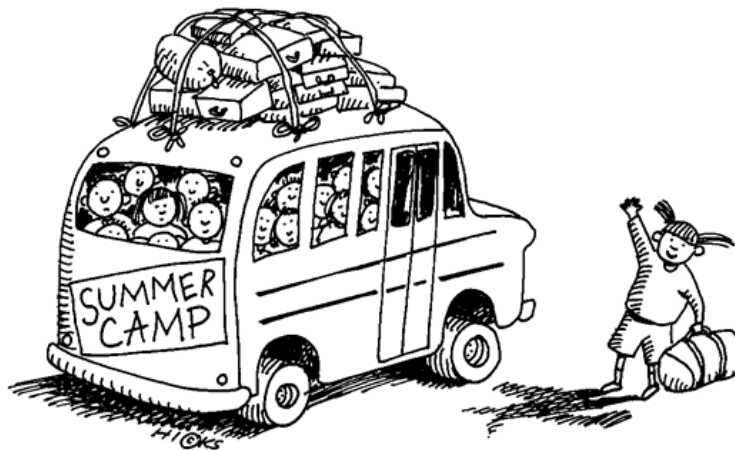




4-H Summer Camp

Operated by the Los Angeles County 4-H Youth Program

Policies & Procedures



www.4Hsummercamp.com



4-H Summer Camp

Policies and Procedures



TABLE OF CONTENTS

1.0	Introduction	1
1.1	Background.....	2
2.0	Overall Summer Camp Staff Functions and Responsibilities	5
2.1	4-H Youth Development Advisor.....	5
2.2	Adult Directors	6
2.3	Summer Camp Committee	7
2.3.1	Committee Members.....	8
2.3.1.1	Committee Chair.....	8
2.3.1.2	Past Head Adult Director.....	8
2.3.1.3	Past Head Youth Director.....	8
2.3.1.4	Treasurer - L.A. County Council.....	8
2.3.1.5	Current Year Head Adult Director.....	8
2.3.1.6	Current Year Head Youth Director.....	8
2.3.1.7	L.A. County 4-H Youth Development Program - Office Representative.....	9
2.3.1.8	District Delegates (Must be active 4-H Leader in L.A. County)	9
2.3.2	Committee Operation	10
2.3.3	Committee Meetings	11
2.3.4	Accreditation Sub-Committee.....	12
2.3.5	AD-HOC Camp Staff Interview Committee.....	13
2.3.5.1	Head Director - Adult	13
2.3.5.2	Head Director - Youth	14
2.3.5.3	Resource Leaders.....	15
2.3.5.4	Chaperones	16
2.3.5.5	Nurse.....	17
2.3.5.6	Other Camp Attendees.....	17
2.3.5.7	Camp Visitor(s)	17
3.0	Code Of Conduct.....	18
4.0	Preparation Timeline.....	19
5.0	Organizational Chart	20
6.0	Camp Staff	21
6.1	Age Requirements	21
6.2	Staff Training.....	21
6.3	Chaperone Training.....	22
7.0	Site and Food Services (ACA Section SF).....	23
7.1	Site and Food Service – Additional Considerations	23
8.0	Transportation (ACA Section TR)	25
8.1	Driver & Vehicle Policies and Procedures	25
8.1.1	Emergency Equipment/Forms (TR-12).....	25
8.1.2	Vehicle Type/Capacity (TR-4, TR-7, TR-9, TR-10).....	25
8.1.3	Vehicle Safety Checks	26
8.1.4	Passenger Orientation (TR-11).....	26
8.1.5	Driver Requirements	26
8.1.6	Travel Procedures.....	26
8.1.7	Behind-the-Wheel Training.....	27
8.1.8	Camper Behavior	27
8.1.9	Backing Up.....	27
8.1.10	Loading and Unloading Passengers.....	27
8.1.11	Fuel	27
8.1.12	Dealing with Passenger Illness	28
8.1.13	Accident Procedures	28
8.1.14	Dealing with Vehicular Breakdown.....	29
9.0	Health and Wellness (ACA Section HW).....	30



4-H Summer Camp



Policies and Procedures

9.1	Health Care Plan.....	30
9.1.1	Policy.....	30
9.1.2	Health Care Staff.....	30
9.1.3	Health Care Facilities and Supplies	31
9.1.4	Hospital / Emergency Facilities	32
9.1.5	Written Health Record Requirements For Campers and Staff Members.....	33
9.1.6	Procedures For Health Screening.....	34
9.1.7	First Aid	35
9.1.8	Emergency Medical Care.....	36
9.1.9	Daily Medical Care	37
9.1.10	Routine Health Care.....	38
9.1.11	Accident Procedures	39
9.1.12	Staff Training.....	40
9.1.13	Periodic Review Of Health Care Plan	41
9.2	Part 2: Camp Staff Responsibilities.....	42
9.2.1	Medical Consultation / Medical Service Arrangements.....	44
9.2.2	Camp Practices.....	45
9.2.3	The Camp Nurse & Health Care Assistant.....	47
9.2.4	General Camp Staff.....	47
9.2.5	In the Cabin.....	47
9.2.6	Response to Injury and Illness	47
9.3	General Routines For Camp Health Care and Sanitation	49
9.3.1	Policies Concerning Written Health Records.....	49
9.3.2	Confidentiality.....	49
9.3.3	Storing Health Records	50
9.3.4	Procedure or Health Screening.....	50
9.3.5	First Aid	51
9.3.6	Emergency Medical Care.....	51
9.3.7	Emergency Responses.....	52
9.3.8	Contacting Parents	52
9.3.9	Routine Health Care.....	53
9.3.10	Infirmary	53
9.3.11	Medication	53
9.3.12	Counselor Role in Routine Health Care.....	54
9.3.13	When First Aiders Provide Health Care	54
9.3.14	When Medications Are Administered By First Aiders.....	55
9.3.15	Health Screening Procedures and Authorization	56
9.4	Camp Treatment Procedures.....	57
9.5	Health and Wellness Review and Approval	60
10.0	Operational Management and Emergency Procedures (ACA Section OM).....	61
10.1	Introduction.....	61
10.2	Major Injuries and Accidents.....	62
10.2.1	Primary Staff Member	62
10.2.2	Secondary Staff Member	63
10.2.3	If you are out of camp (off-site):.....	63
10.3	Lost Hiker	64
10.4	Waterfront Emergency Procedures.....	65
10.4.1	General Waterfront Guidelines.....	65
10.4.2	Waterfront Emergencies At the Pool.....	66
10.4.2.1	Emergency Plan	66
10.4.2.2	Near-Drowning	66
10.4.2.3	Lost Swimmer.....	66



4-H Summer Camp



Policies and Procedures

10.4.3	Waterfront Emergencies At the Lake (Gregory or other)	67
10.4.3.1	Capsized Canoe	67
10.4.3.2	Lost Swimmer	68
10.4.4	Waterfront Emergencies Heart Rock	69
10.5	Fire Emergencies	70
10.5.1	If a group is on a fishing trip	70
10.5.2	<i>Fire Drills</i>	71
10.5.2.1	Fire Signal	71
10.5.2.2	When the Fire Alarm Sounds	71
10.5.2.3	Fire Exit	72
10.5.3	<i>Fire Emergency Procedure</i>	72
10.6	Earthquake	73
10.6.1	<i>Earthquake Emergency Procedure</i>	73
10.7	Electrical Storm	74
10.8	Flooding	74
10.9	Missing Person Procedure	75
10.10	Intruders	77
10.10.1	Intruder Procedures	79
10.11	Kidnapping	80
10.12	Utility Failure	81
10.12.1	Water	81
10.12.2	Electrical	81
10.13	Evacuation Plan	83
10.13.1	Elements of the Plan	83
10.13.2	Notice of Evacuation	83
10.13.3	Camp Emergency Response Team (CERT)	83
10.13.4	Call for Evacuation	84
10.13.5	Accounting for Population	84
10.13.6	Practice Assemblies	84
10.13.7	Method of Evacuation	85
10.13.8	Order of Evacuation	85
10.13.9	Path of Evacuation	86
10.13.10	Communication	86
10.13.11	Out Trips	86
10.14	Evacuation Procedure	87
10.15	Operational Management – Additional Considerations	88
11.0	Human Resources (ACA Section HR)	90
11.1	Child Abuse	92
11.2	Child Sexual Abuse	92
11.2.1	Procedures for Child-Abuse Complaints	93
11.2.2	Child Abuse Reporting	93
11.3	Harassment	94
11.3.1	Sexual Harassment	95
11.4	Human Resources – Additional Considerations	95
12.0	Program Design and Activities (ACA Section PD)	97
12.1	Introduction	97
12.2	Sports	98
12.3	Handicrafts	98
12.4	Nature	99
12.5	Hiking	100
12.5.1	Tips to Make Hiking Fun	101
12.5.2	Staying Found	102
12.5.3	If You Get Separated from the Group	102



4-H Summer Camp



Policies and Procedures

12.5.4	Safety Considerations	103
12.5.5	Hints For Hikers.....	104
12.5.6	Rules of the Road for Hikers	104
13.0	Program Design – Aquatics (ACA Section PA)	105
13.1	Program Design and Activities	105
13.2	General Operating Procedures	107
13.3	Pool Operating Procedures	108
13.4	Lake Gregory (or other Lake) Operating Procedures	110
13.5	Staff Use of Aquatic Facilities.....	111
13.6	Staff Use of Pool (Prior to Start of Camp).....	111
14.0	Summary	112
15.0	Additional Documentation	113
15.1	ACA Accreditation Booklet.....	113
15.2	Director and Staff Manual	113
15.3	Incident / Accident Report Form (HW-21B)	113



1.0 Introduction

4-H Summer Camp has been an integral part of the L.A. County 4-H Youth Program for at least 60 years. This document specifies policies and procedures that have evolved during these years and have contributed to the success of the Summer Camp. The intention of this document is to provide a general framework from which the many volunteers who help to contribute to a successful camp program may refer.

These policies and procedures outlined herein may be revised at any regularly scheduled meeting of the Summer Camp Committee with a quorum present. Unless otherwise noted herein, any motion put forth to the Camp Committee, including revisions to these policies and procedures, must receive at least 50% + 1 (majority) of votes to carry. A quorum is defined as a majority of the active Summer Camp Committee members. Vacant or unfilled positions are not included in determining quorum. Unless otherwise specifically outlined in this document or other 4-H Camp Policies and Procedures, Roberts Rules of Order will apply to Camp Committee meeting etiquette.

Policies and procedures affecting Summer Camp are developed and carried out by 4-H leaders, volunteers and County Office staff who serve on the permanent Summer Camp Committee. This Committee is under the jurisdiction of the Los Angeles County 4-H Council and is considered responsible for camp administration year-round. The President of the Los Angeles County 4-H Council appoints the Chair of the Summer Camp Committee, usually in July or August of each year.



1.1 *Background*

Summer Camp is a one-week program that is one of the many regular 4-H events open to 4-H youth aged 8 to 19 who reside in Los Angeles County. Other events include local, county and state fairs, snow camp, state and national conferences, field days, various recreational events, etc. 4-H was founded in 1900 to provide local educational clubs for rural youth between the ages of 8 and 19. Designed to teach better home economics and agricultural techniques and to foster character development and good citizenship, the program administered by the Cooperative Extension Service of the U.S. Department of Agriculture, state land grant universities, and county governments, emphasizes projects that improve the four H's: Head, Heart, Hands and Health.

In 1907 4-H work began under the auspices of the U.S. Department of Agriculture, and in 1914 Congress passed the Smith-Lever Act. This law made it possible for the land-grant universities and the U.S.D.A. to combine their resources. It also founded the organization we know today as Cooperative Extension. Gradually, the 4-H program expanded to include urban and suburban youth. It has nearly 5 million members in the United States and about 80 other countries also have some type of 4-H club program. The 4-H motto is "To make the best better".

In California, 4-H is part of Cooperative Extension. State 4-H staff members develop policies, procedures, and programs, and train and support the county 4-H staff. At the county level, the Cooperative Extension County Director is delegated authority to administer 4-H programs. Usually he or she in turn delegates this responsibility to 4-H Youth Advisors, who work directly with volunteers.

Volunteers who serve on the permanent Summer Camp Committee develop policies and procedures affecting Summer Camp. This Committee is under the jurisdiction of the County 4-H Council and is considered responsible for camp administration whenever camp is not in session.



4-H Summer Camp

Policies and Procedures



During the operation of camp, the adult directors (many of whom may serve on the Summer Camp Committee), are responsible for the on-site camp administration. The liaison between the L.A. County 4-H office and the Summer Camp committee is the 4-H Youth Advisor. Traditionally, the actual camp program activities are directed by a core group of five adult directors, one of which is elected Head Adult Director by the Camp Committee. If, for any reason the Head Adult Director is unwilling or unable to carry out the responsibilities of his or her position, the Adult Directors will select one individual from among themselves to serve as Acting Head Adult Director or Adult in Charge for purposes of this and other Summer Camp policies and procedures.

Each Adult Director is assigned a counterpart teenage Youth Director, who in turn is responsible for counseling and coordinating the responsibilities of a King and Queen (or two Kings or Queens if necessary). The Kings and Queens serve as the front line leaders of a particular "Team" and serve as role models for campers and peer leaders for other youth staff members assigned to that Team. Every chaperone, resource leader, nurse and nurse assistants, director, staff member and camper is assigned to one of four Teams. Team names and banners (and other paraphernalia) are selected and developed by the staff members of each team. The Head Adult Director or 4-H Youth Advisor must approve each Team name.

Staff members are selected from individuals participating in the Los Angeles County and San Bernardino County 4-H Programs. Those selected for staff must meet the requirements of the staff position being sought, complete all necessary paperwork and successfully pass an interview. Each staff member selected is reviewed and approved by the Head Adult Director.

Chaperones consist of approved 4-H leaders who stay at camp during the entire week and sleep in cabins with campers. Resource Leaders are volunteers with specific skills and talents who attend Camp as their schedule fits and assist in various special activities for camp attendees



4-H Summer Camp

Policies and Procedures



(i.e. Nature, Camp Crafts, Entomology, Hikes, Fishing Trips, Handicrafts, Camp Store, Nurse, Aquatics, Kitchen Staff, Athletics, etc.). It is the policy at all 4-H events, including Snow and Summer Camp, to require a ratio of one adult for every ten campers and youth staff members.

It is the policy at all 4-H events, including Snow and Summer Camp, to require a minimum ratio of one adult for every ten campers and youth staff members. For younger campers (aged 8 to 14) the minimum required ratio is one adult for every eight campers and youth staff members.

Summer Camp is open to all youth. To attend summer camp, you do not have to be enrolled in the 4-H Program, but must complete all the necessary forms. Additional minimal fees may be required.



2.0 Overall Summer Camp Staff Functions and Responsibilities

The 4-H Youth Development Advisor oversees all the activities related to Summer Camp. During the operation of camp and/or related staff training programs, the Adult Directors, (selected by the Camp Committee), are responsible for the on-site administration. When Summer Camp starts, the Adult Directors shall direct and supervise all facets of the day-to-day operation of Summer Camp. Those individuals are granted the charge and the authority to carry out any necessary disciplinary action deemed necessary and are responsible for the overall safety of all camp attendees.

2.1 *4-H Youth Development Advisor*

The liaison between the L.A. County 4-H Office and the Summer Camp Committee is the 4-H Youth Development Advisor. This person is responsible for many of the tasks necessary to bring camp to fruition. These tasks have included, but are not limited to the following: scheduling and sending out notices or agendas of upcoming meetings, interviews, training events, ACA events, etc. This person also acts as the liaison between the L.A. County 4-H Youth Program and the L.A. County Department of Parks and Recreation. The Youth Advisor reports to the County Director.

The 4-H Youth Advisor is also responsible for arranging reservations for the camp and camp staff training, locating and contracting with a Camp Nurse, arranging transportation details (including bus rental if necessary), collecting camp fees and seeing that the appropriate bills are presented for payment, applying for camperships and approaching corporations and individuals for donations, following up with complaints related to camp operation and staff, assisting with insurance claims or related medical emergencies or hospital visits, etc. This person is absolutely vital and camp would not be possible without their assistance.



2.2 *Adult Directors*

Traditionally, the actual camp program activities are directed by a core group of five adult directors, one of which is elected Head Adult Director by the Camp Committee. If, for any reason the Head Adult Director is unwilling or unable to carry out the responsibilities of his or her position, the Adult Directors will select one individual from themselves to serve as Acting Head Adult Director or Adult in Charge for purposes of these and other Summer Camp policies and procedures. An Alternate Adult Director can be selected at the same time as the other five Directors are chosen and he/she will complete the responsibilities as a Director if the Head Adult Director or another Adult Director is unwilling or unable to carry out the responsibilities of his or her position.

Each Adult Director is assigned a counterpart teenage Youth Director, who in turn is responsible for counseling and coordinating the responsibilities of a King and Queen (or two Kings or two Queens if necessary). The King and Queen serve as the front line leaders of a particular "Team" and serve as role models for campers and peer leaders for other youth staff members assigned to that Team. Every chaperone, resource leader, nurse and nurse assistants, director, staff member and camper are assigned to one of four Teams.

Team names and banners (and other paraphernalia) are selected and developed by the staff members of each Team. The Head Adult Director or 4-H Youth Advisor must approve each Team name. In the past there has been ample attendance to warrant the selection of six Teams; currently the camp attendance supports a maximum of four Teams. The Summer Camp Committee at the first regularly scheduled meeting following Camp decides the number of Teams for the subsequent camp.



2.3 *Summer Camp Committee*

The Summer Camp Committee is charged with the responsibility of organizing and overseeing the Summer Camp. The Summer Camp Committee is a permanent committee of the L.A. County 4-H Leaders Council. The Camp Committee has the following responsibilities (not inclusive and in no particular order):

- Sets the general direction and policies for camp.
- Adapts rules and regulations affecting camp.
- Selects the Head Adult Director, Adult Directors and Head Youth Director.
- Reviews and approves chaperones under the age of 25 and appoints resource leaders to attend camp.
- Determine number of Teams and specific staff positions.
- Contracts with an individual(s) to act as the Camp Nurse and assist in arranging a bus or alternate transportation to and from camp.
- Work closely with the 4-H Youth Development Advisor.
- Select Accreditation Chair and adopts any related accreditation policies.
- Select dates for camp, Camp Committee meetings, staff interviews and staff training.
- Establishes the annual registration fee.



2.3.1 Committee Members

The Camp Committee retains the right to delegate any of the above responsibilities to the Adult and/or Youth Directors. The Camp Committee shall be composed of a maximum of 12 members; the minimum is three members. The committee members are listed as follows:

2.3.1.1 Committee Chair

Appointed by the President of the L.A. County Council (Any District -- must be active 4-H Leader in L.A. County)

2.3.1.2 Past Head Adult Director

This individual is automatically invited to serve as a member of the Summer Camp Committee - He/she serves on the Camp Committee and the Interview Committees throughout the selection process of directors (adult and youth) as well as camp staff. Term ends after staff selection process is complete.

2.3.1.3 Past Head Youth Director

This individual is automatically invited to serve as a member of the Summer Camp Committee - He/she serves on the Camp Committee and the Interview Committees throughout the selection process of directors (adult and youth) as well as camp staff. Term ends after staff selection process is complete.

2.3.1.4 Treasurer - L.A. County Council

Elected by the L.A. County 4-H Leaders Council -- may also be a District Delegate listed below.

2.3.1.5 Current Year Head Adult Director

Selected by the Summer Camp Committee at the first regularly scheduled Camp Committee meeting (usually in September) -- may also be a District Delegate listed below.

2.3.1.6 Current Year Head Youth Director

Selected by the Summer Camp Committee at the second regularly scheduled Camp



4-H Summer Camp

Policies and Procedures



Committee meeting (usually in November).

2.3.1.7 L.A. County 4-H Youth Development Program - Office Representative

Usually the 4-H Youth Development Advisor or other 4-H staff member whose responsibilities include Summer Camp (Ex-officio - Non-voting).

2.3.1.8 District Delegates (Must be active 4-H Leader in L.A. County)

2.3.1.8.1 *Antelope Valley Council Representative*

Appointed by the Antelope Valley District 4-H Council President or Camp Chairperson.

2.3.1.8.2 *San Fernando Valley Council Representative*

Appointed by the San Fernando Valley District 4-H Council President or Camp Chairperson.

2.3.1.8.3 *North San Gabriel Valley Council Representative*

Appointed by the North San Gabriel Valley District 4-H Council President or Camp Chairperson.

2.3.1.8.4 *South San Gabriel Valley Council Representative*

Appointed by the South San Gabriel Valley District 4-H Council President or Camp Chairperson.



2.3.2 Committee Operation

All the committee members named above, with the exception of the L.A. County 4-H Office Representative, are eligible to vote at all committee meetings that they are present. Proxy votes are not allowed. Only the County Council Treasurer may appoint a designee and transfer his or her vote to that designee at any meeting that the County Council Treasurer is not in attendance. There are no term limits for any members of the Summer Camp Committee. The term of each Committee Member (except for the past adult and Head Youth Director) runs from the date of appointment until the annual camp evaluation meeting at the conclusion of camp. Committee members may also serve in the capacity as Camp Directors in the event there is an insufficient pool of qualified candidates from which to select Directors. Because of the time element involved in fulfilling the responsibilities as a Camp Director as well as other factors, it is recommended that the Camp Committee members do not serve as Camp Directors unless absolutely necessary.

The Chair of the Committee may be removed from office with a 2/3 vote from the committee members in good standing. If, for any reason (including removal or resignation) the Chair's office is vacated, then the President of the L.A. County Council will appoint a new Chair. The Camp Committee may submit one or more names for consideration to the Council President. The new appointee's term will run through to the camp evaluation meeting after the close of camp.

Camp Committee members are encouraged to attend camp in the capacity of chaperone or resource leader. Camp Committee members who attend camp will not be required to pay the camp registration fee but must complete the necessary contracts, medical treatment forms, health history, Code of Conduct and other paperwork as required to attend camp.



2.3.3 Committee Meetings

Typically, the Camp Committee meets 5 times a year.

MEETING 1	September	Prepare Camp Committee Roster
		Select Accreditation Chair
		Select or discuss camp dates
		Select Adult Head Director
		Choose number of Teams for Summer Camp
		Financial summary from previous camp
		Report from Camp Evaluation Meeting
		Announce Resource Leader positions/candidates
		Set dates for Camp Committee meetings, interviews and staff training
MEETING 2	October or November	Select Adult Directors
		Select Head Youth Director
		Appoint Staff Selection Committee
MEETING 3	December	Staff Selection Committee interviews and
		Selects Youth Directors and all camp staff positions
MEETING 4	January	Contract with Camp Nurse
		Report from Interview Committee
MEETING 5	July or August	Camp Evaluation meeting - open to the public



2.3.4 Accreditation Sub-Committee

The only permanent standing sub-committee of the Camp Committee is the Accreditation Committee. The chair of this Committee is appointed by the Camp Committee Chair at the first regularly scheduled Camp Committee meeting (usually in September).

The Accreditation Committee is charged with the responsibility of reviewing, maintaining and sustaining the accredited status of the Summer Camp. Accreditation is achieved after a successful camp visit and review from the:

American Camping Association, Inc.
5000 State Road 67, North
Martinsville, IN 46151-7902
L.A. County 4-H Member #033988

It is the policy of the Summer Camp to maintain membership in the ACA and to seek ACA Accredited status for the following reasons:

- Accreditation is a prerequisite for some financial campership support funds, including the L.A. Times Camperships.
- Accreditation is an excellent opportunity for an outside independent entity to inspect and review camp operations, including the site and facilities, camp administration, emergency procedures, personnel, health care, programming, etc. This review offers a critical look at our program and often results in useful, constructive suggestions.
- Accreditation serves as tangible proof to parents, campers and other 4-H leaders that Summer Camp is well run and meets the minimum requirements as set forth by the ACA.

The documentation created for Accreditation is an integral part of these Policies and Procedures. It is the responsibility of the Summer Camp Committee, Head Adult and Youth Directors, Adult and Youth Directors to be familiar with this documentation. A copy of these documents will be provided for other staff members and chaperones to familiarize themselves with the information provided.



2.3.5 AD-HOC Camp Staff Interview Committee

The Chair of the Camp Committee shall annually appoint a temporary, ad-hoc interview committee for the sole purpose of interviewing candidates and recommending the appointment of camp staff, including directors, Kings and Queens and all other open camp staff positions (with the exception of the Adult and Head Youth Director). The prior years' Adult and Head Youth Directors shall automatically serve on this committee.

Sometime before the selection process commences, the Camp Committee will annually determine which camp staff positions will be required for camp and how many staff will be selected for each position. This information will be conveyed to the Interview Committee who will then interview and select those candidates that they feel will best serve in the required capacity. At the next Summer Camp Committee meeting, the Committee will then review the selections and have the opportunity to override or alter said selections. No action will represent ratification of the staff selections by the Interview Committee.

Although the Interview Committee reserves the right to make exceptions, the following prerequisites shall generally be taken into consideration in filling staff positions:

- **Head Youth Director:** Must have previously served as Youth Director at any prior Summer Camp.
- **Youth Directors:** Must have previously served as either King or Queen at any prior Summer Camp.
- **Kings and Queens:** Must have previously served on staff at any prior Summer Camp.

(Exceptions to these prerequisites may be made in an exceptional circumstance)

2.3.5.1 Head Director - Adult

The most important position at 4-H camp is that of the Head Director. These individuals, one youth and one adult, are primarily responsible for the success of Summer Camp. One of the most critical functions of the Camp Committee is to select the most highly qualified candidates for these two positions. Campers and staff alike will look to these individuals for guidance and



4-H Summer Camp

Policies and Procedures



leadership throughout the planning and execution of Summer Camp and related staff training programs. This individual, also known as the Adult-in-Charge, will have the ultimate responsibility for the day-to-day operation of Summer Camp. This person must cooperate fully with the 4-H Youth Advisor and must keep that person apprised of all details, incidents and important decisions encountered with the operation of Summer Camp.

The Adult Head Director will be selected by the Camp Committee at the first regularly scheduled Camp Committee meeting (usually in September). This individual must have served previously as an Adult Director at any prior Summer Camp. After selection, this individual will serve as a voting member of the Camp Committee and, unless re-elected by the Camp Committee, his or her term will run through to the camp evaluation meeting after the close of camp.

Although there are no specific term limits as to the number of years that an individual may serve as the Adult Head Director, it is hereby acknowledged that it is important to develop a pool of individuals who are capable of serving as the Adult Head Director and a rotation after two consecutive years is strongly recommended and encouraged.

In the event that the Adult Head Director is unwilling or unable to fulfill his or her term of office, the Camp Committee will appoint a new Adult Head Director from the remaining Adult Directors and the alternate Adult Director will be promoted to active Director. If there is no alternate Adult Director, then the Camp Committee will choose another Adult Director to fill the vacant, unexpired term of office.

2.3.5.2 Head Director - Youth

The Head Youth Director will be selected by the Camp Committee at the second regularly scheduled Camp Committee meeting (usually in November). This individual must have served previously as a Youth Director at any prior Summer Camp. The term will run through to the conclusion of summer camp. He or she may only serve as Head Youth Director



4-H Summer Camp

Policies and Procedures



for one year.

The Head Youth Director will not be required to pay the camp registration fee but must complete the necessary contracts, medical treatment forms, health history, Code of Conduct and other paperwork as required to attend camp. The Head Youth Director shall not be older than 19 years of age as of August 1 of the year in which camp is held. The Head Youth Director must be either an active 4-H member or a volunteer 4-H leader. This person may sometimes be referred to as the Hi-4-H Head Director.

In the event that the Head Youth Director is unwilling or unable to fulfill his or her term of office, the Camp Committee will appoint a new Head Youth Director from the remaining Youth Directors. The Camp Committee will then choose a new Youth Director to fill the vacant, unexpired term of office.

2.3.5.3 Resource Leaders

Resource Leaders are volunteers with specific skills and talents who attend Camp as their schedule fits and assists in various special activities for camp attendees (i.e. Nature, Entomology, Hikes, Fishing Trips, Handicrafts, Camp Store, Aquatics, Kitchen Staff, Athletics, etc.). Resource Leaders serve as a key to the overall success of camp. They also are expected to assist in serving breakfast, lunch and dinner. They may also serve as chaperones in cabins if necessary. Many times Resource Leaders can function as the eyes and ears of the Adult Directors and provide assistance with problems that may arise with the camp attendees and/or the site and facilities. They can also serve as chaperones if needed, so long as the Summer Camp Committee approves them.

The Summer Camp Committee has the sole authority to appoint Camp Resource Leaders. The Camp Committee will annually determine which Resource Leader positions will be required for camp and how many Leaders will be selected for each position. They will be appointed throughout the year leading up to camp as Camp Committee members submit names.



4-H Summer Camp

Policies and Procedures



There is no minimum age requirement to serve as a Resource Leader, but if he or she is under the age of 18, they must be at least a high school graduate. Resource Leaders are not required to be enrolled in the 4-H Program as a volunteer leader and may attend camp any number of days that they are available. Resource Leaders will not be required to pay the camp registration fee but must complete the necessary contracts, medical treatment forms, health history, Code of Conduct and other paperwork as required to attend camp.

2.3.5.4 Chaperones

Chaperones consist of approved 4-H volunteer leaders who stay at camp during the entire week and sleep in cabins with campers. Chaperones serve as a key to the overall success of camp. They also are expected to assist in serving breakfast, lunch and dinner. Many times chaperones can function as the eyes and ears of the Adult Directors and provide assistance with problems that may arise with the camp attendees and/or the site and facilities.

Chaperones are expected to attend all chaperone meetings scheduled on the camp program and are expected to wear their nametags for easy identification and kinship by the campers. Chaperones must be at least 25 years old; however, chaperones under the age of 25 may apply directly to the Camp Committee and shall be approved to attend camp if a majority votes in favor of the chaperone candidate. Chaperones will not be required to pay the camp registration fee but must complete the necessary contracts, medical treatment forms, health history, Code of Conduct and other paperwork as required to attend camp.

At the same time the 4-H Youth Advisor mails the camp packets to community leaders, a similar piece will be put together soliciting volunteers to serve as chaperones. Depending on how many children from each respective club attend camp, that club may be required to send a chaperone. Currently, if a club sends at least 6 children, including camp staff, then they must supply a chaperone or arrange with another club to send an additional chaperone.



4-H Summer Camp

Policies and Procedures



2.3.5.5 Nurse

The only person who receives compensation at Summer Camp is the Camp Nurse who receives a stipend set by the Summer Camp Committee for his or her services at Camp. The Nurse will not be required to pay the camp registration fee but must complete the necessary contracts, medical treatment forms, health history, Code of Conduct and other paperwork as required to attend camp.

2.3.5.6 Other Camp Attendees

If for any reason a person desires to attend Summer Camp, they must receive permission in writing from the 4-H Youth Development Advisor and approval by the Summer Camp Committee. The necessary medical treatment forms, health history, Code of Conduct and other paperwork must be completed as required to attend camp. At the discretion of the 4-H Youth Development Advisor or the Summer Camp Committee, a unique contract may be required and agreed upon by this person and/or their legal guardian.

2.3.5.7 Camp Visitor(s)

If for any reason a person desires to visit camp, they must receive permission in writing from the 4-H Youth Development Advisor and approval by the Summer Camp Committee. The approximate length of the visit must be specified. The Summer Camp Committee shall determine the payment amount if the visitor(s) will be eating with the camp.



3.0 Code Of Conduct

All camp attendees, including campers, staff, chaperones, resource leaders, etc. will be provided and asked to sign a copy of the 4-H Code of Conduct. This Code contains several guidelines that are designed to make the 4-H Camp experience satisfying to all in attendance. All participants shall respect the individual rights, safety and property of others. The Code will be in force during the entire week of Summer Camp as well as any other related training sessions or pre-camp meetings or gatherings.

Infractions of the 4-H Camp Code of Conduct must be reported by anyone observing them to the adult in charge (Head Adult Director or any Adult Director if the Head Director is unavailable). This person will bear final responsibility for disciplinary action. Penalties may include any or all of the following:

- Sending the individual home.
- Assessing the individual the cost of damages and repairs, in the event of damage/destruction of property.
- Releasing the individual to the nearest law enforcement agency and/or the proper authorities.

In addition should the infraction be of a grave nature and the 4-H Youth Development Advisor, will consult with the County director to determine if the individual should be:

- Barred from participation at future 4-H functions (usually for a 12 month period)
- Terminated from membership (adult or youth)

Parents/guardians and the County 4-H Office will be notified of any problem, and the adult in charge and the 4-H Office will determine the disciplinary action to be taken (if at the County level). If it is determined that a member or leader should be sent home, fees will not be refunded and transportation will be at the members or leaders own expense.

(The Code of Conduct was formulated in February 1985 by a statewide committee of 4-H staff, leaders, and members representing each of the 4-H regions in the state).



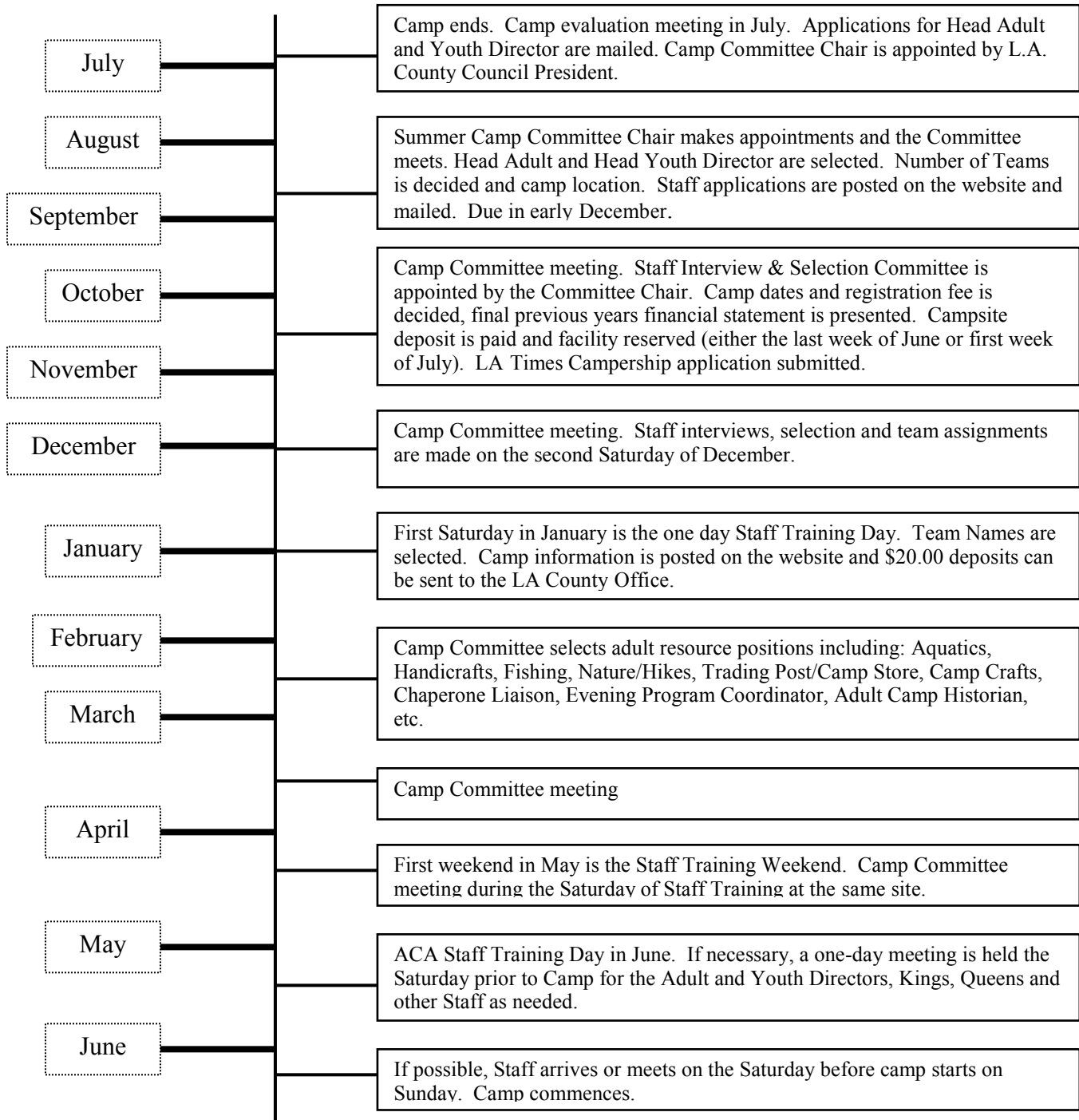
4-H Summer Camp

Policies and Procedures



4.0 Preparation Timeline

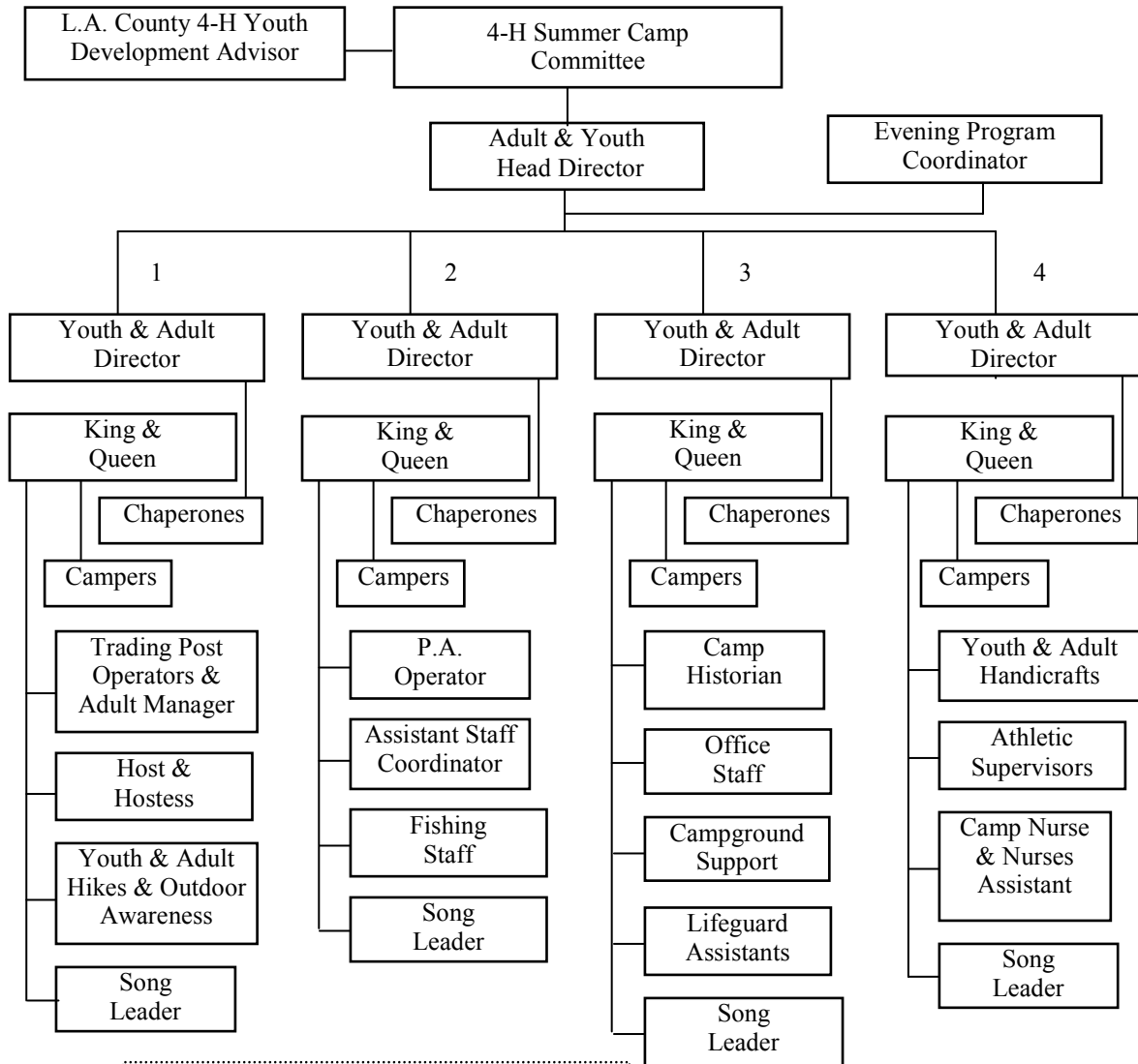
The attached timeline will give a general idea what has to occur when and the events, training and meetings leading up to and after camp. As this is subject to modification, this timeline is intended to be used merely as a guide for Camp Committee members in planning and organizing a successful Summer Camp.





5.0 Organizational Chart

The Camp organizational chart illustrates the reporting relationship between the camp committee, directors and other staff members. Again, this is intended as a general outline and may be revised annually as necessary.



Note: Staff positions / team assignments subject to change. If necessary, staff members may hold multiple positions. Some positions may not be filled.



6.0 Camp Staff

6.1 *Age Requirements*

The age eligibility requirement to be on staff at 4-H Summer Camp is they must be aged 14 or older as of June 1st prior to camp. These people are eligible to apply for any staff position he or she deserves, regardless of prior staff experience. The Camp Interview Committee (appointed by the Camp Committee, typically comprised of all present Adult Directors and the past and present Youth Head Director) will make the final determinations of placing staff.

6.2 *Staff Training*

Appropriate training and development is a key to improving the quality of the camp staff and this area has a high priority at Summer Camp. In the past, there have been as many as three separate staff training events in which attendance is mandatory. Every individual on Camp Staff must attend all training sessions; failure to attend even one training session unexcused may result in a staff position demotion or immediate removal. Excused absences can only be granted by either the Head Adult Director or Head Youth Director and must be made in advance of the training event. A *Director and Staff Manual* is provided to all staff members outlining the operation of camp.

Staff Training is designed to meet the minimum requirements specified by ACA. This training consists of a minimum of 52 hours, broken down as follows:

1. Get acquainted one day event - may specialize in first aid, CPR or other specific training. Usually in January, approximately 8 hours
2. Weekend Retreat - Staff Training at Hear Park or other location. Usually in March, approximately 18 hours
3. ACA Camp Staff Training Day. Usually in June, approximately 8 hours.
4. Staff Training onsite - Saturday at Summer Camp before Campers arrive on Sunday. Usually in June or July, approximately 18 hours



Any individual selected to serve on Camp Staff serves in an "at will" capacity and may be removed at anytime by the Summer Camp Committee. Either or both of the Head Directors may at anytime submit a request to the Summer Camp Committee Chair and he or she will convene a meeting as soon as practical to make a decision whether or not to remove that person from Camp Staff. Such meeting may take place via telephone if necessary.

6.3 Chaperone Training



7.0 Site and Food Services (ACA Section SF)

7.1 Site and Food Service – Additional Considerations

1. **Appropriate insect/weed control methods are in effect, and only approved pesticides or herbicides are utilized on the property as identified by state/local codes.**

Considerations: What substances are banned in your jurisdiction? Is the advice of local soil conservation officials periodically sought and followed? Are appropriate insect control methods utilized in the dining hall? Is the safety of persons and animals considered in decisions relating to control methods? Are maintenance persons aware of banned substances or those that create problems for humans and animals? Are persons using chemicals provided with Material Hazard Sheets?

2. **Laundry facilities are available on site or nearby for campers and staff in long-term camps and for campers with special needs.**

Considerations: Are there campers with bladder control problems that may require frequent washing of bedclothes? How are you handling contamination from bodily fluids? Sensitivity to staff and camper needs often separates the good from the excellent. How are you evaluating these needs and addressing persistent complaints/comments?

3. **Storage facilities are available for all supplies and equipment both during the season and off-season.**

Considerations: Are equipment and supplies protected from unauthorized use? Is the camp's investment in supplies and equipment protected by safe and adequate storage, including protection from insects/rodents and extreme temperatures? Does insurance coverage reflect the location of equipment both during the season and off-season?

4. **Adequate shelter for all campers and staff is provided during inclement weather.**

Considerations: Is there adequate space for program to continue in spite of the weather? Has appropriate shelter been provided/identified for use in case of tornado, flood, extreme heat, sun shelter, or other severe conditions? What future needs can you predict?

5. **Dining facilities have adequate space to allow freedom of movement at and between tables.**

Considerations: Can the dining hall be vacated quickly in an emergency? Is there room to carry hot food safely between kitchen and tables? Do persons with restricted mobility have freedom of movement in the dining hall?

6. **Permanent, enclosed dining facilities provide protection from problem insects.**

Considerations: In areas where either types or quantities of problem insects could constitute a



health problem, are all doors and screens in good condition?

- 7. The site provides separate facilities to provide privacy and freedom from campers for staff during their time off.**

Considerations: Is there a place for staff to "get away?" What steps could be taken to provide staff with living areas, lounges, or places where they can relax with some privacy on their time off?

- 8. Administrators using a non-owned site have a written agreement with the site owner specifying responsibility for the use of the site, facilities, equipment and services.**

Considerations: Is there a clear line of authority and responsibility for the above-named items? When was this contract last reviewed by legal counsel?

- 9. The camp has implemented a system to respond to special dietary needs of participants.**

Considerations: When and how are special dietary needs discovered? Is the camp/food service staff able and willing to accommodate them?

- 10. Food records including menus, purchase records, inventories and numbers of meals served are maintained.**

Considerations: Who is responsible to maintain this information? Where are these records stored?

- 11. Menus have been planned and/or approved by a nutritionist, dietician, or other person qualified to evaluate the nutrition and balance of the meals served.**

Considerations: Do menus include food items that reflect the cultural diversity and food preferences of your clientele? Who is this qualified person? When were menus last reviewed?

- 12. Food service staff wear appropriate hair covers as required by state/local regulations, and wear clean, neat, practical clothing.**

Considerations: Local health departments are the source for current information on the hair cover requirement. What training might be available from local health departments or colleges to train food service staff?

- 13. The site is free from observable evidence of a sewage disposal problem.**

Considerations: Is there standing water around sewage disposal areas? Is there a foul smell coming from these areas? Is there evidence that recommendations of local health officials are being implemented to correct any problems?



8.0 Transportation (ACA Section TR)

8.1 *Driver & Vehicle Policies and Procedures*

Transportation safety is an important component of the Summer Camp's overall risk management plan. The following standards help administrators consider the critical aspects of traffic control, vehicular safety, driver qualifications and training, and camper education concerning vehicle safety.

DEFINITIONS

Arrival and departure: Refers to participants coming to or leaving the camp premises.

Pick-up and drop-off: Refers to the camp picking up or returning the camper to his or her home or a central location.

8.1.1 **Emergency Equipment/Forms (TR-12)**

Every vehicle used to transport campers and staff should be equipped with a first aid kit and emergency accessories such as fire extinguisher, reflectors, maps, motion sickness bag, change for a pay phone, flashlight, blanket, chalk, and container of fresh drinking water. For trips over 10 miles from camp, the staff member accompanying the group must carry health forms for all passengers and a cell phone for emergency communication. A rental agreement or vehicle registration, vehicle mileage sheet, insurance information, vehicle safety maintenance checklist, and this sheet should be in the vehicle at all times.

8.1.2 **Vehicle Type/Capacity (TR-4, TR-7, TR-9, TR-10)**

Campers and staff should only be transported in vehicles designed to carry passengers. They are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (i.e. fire evacuation.) Vehicles should carry only the number of passengers specified by the vehicle manufacturer. There should be a seatbelt for each passenger. A staff member (adult) must be present in each vehicle. If traveling by bus, this is in addition to the driver. Extra staff and/or aides must be present for campers with disabilities, based on ratios established for persons requiring additional assistance or supervision. (See established camp ratios.)



8.1.3 Vehicle Safety Checks

Prior to transporting campers, the following must be checked and recorded in the vehicle log book:

__ lights __ tires __ horn __ windshield and wiper condition
__ brakes __ mirrors __ fluid levels __ emergency warning systems

*On designated camp vehicles, these items must be checked monthly, regardless of vehicle use.

8.1.4 Passenger Orientation (TR-11)

Passengers should be instructed in the following safety procedures prior to transporting:

1. Passengers should remain seated at all times with hands and arms inside vehicle.
2. Seatbelts should be fastened – one person per seatbelt.
3. Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
4. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.

8.1.5 Driver Requirements

To transport campers or drive camp vehicles off the site, drivers must be 21 years of age and hold valid vehicle operator's license for the size and type of camp vehicle, have no moving violations for previous 18 months, verified by a background check through DMV, and have participated in (when required) and passed random drug and alcohol testing.

8.1.6 Travel Procedures

Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy. Drivers should pre-establish rest stops to check in with each other. All drivers should have maps, complete directions to destination, and appropriate telephone numbers. One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops. After three continuous hours, the vehicle must stop to rotate drivers and rest the passengers. All traffic laws of the state are to be strictly obeyed when transporting campers and staff.



8.1.7 Behind-the-Wheel Training

If you are driving a vehicle that you normally do not drive, the camp director will evaluate and determine when additional behind-the-wheel training is required before transporting persons or equipment. (Includes training in vans, camp trucks, buses, and vehicles pulling trailers.)

8.1.8 Camper Behavior

In larger vehicles, behavior problems should always be the responsibility of adults or staff members other than the driver. If the driver is the only staff member available to handle disruptive behavior and verbal corrections are not successful, he/she should pull off the road in a safe area. Follow established camp discipline procedures (see staff manual).

8.1.9 Backing Up

Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to back, here are a few simple safety rules:

1. Look at your path.
2. Back slowly using your mirrors.
3. Back and turn toward the driver's side whenever possible.
4. Use a helper whenever possible.

8.1.10 Loading and Unloading Passengers

Load and unload in areas that are free from vehicular traffic unless an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from staff member. Campers should be directed where to assemble after unloading and kept under supervision of an adult.

8.1.11 Fuel

The designated emergency vehicle should not get below half a tank of gas. Always refuel before getting down to a quarter of a tank. The engine must be turned off to refuel. If transporting campers, they are to remain in the vehicle. Do not allow unsupervised campers to leave the vehicle for any reason.



8.1.12 Dealing with Passenger Illness

1. Administer first aid as needed. Keep the camper comfortable.
2. If you need to stop, try to do so in an authorized or designated area.
3. Contact camp about the camper or return to camp as soon as possible and have the camper check in with the Health Care Supervisor.

8.1.13 Accident Procedures

1. Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
2. Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
3. Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Campers must be supervised by an adult at all times.
4. Contact Camp Director or designated emergency contacts.
5. Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed.



8.1.14 Dealing with Vehicular Breakdown

1. Move off the road as far as possible. It's better to drive on a flat tire than park in an unsafe place.
2. Place the transmission in low, reverse or park. Turn off ignition and remove key.
3. Set the emergency brake.
4. Set four way turn (emergency) blinkers.
5. If vehicle must stop in non-designated parking area (i.e., the side of the road), carry reflective triangles between yourself and the oncoming traffic when placing reflectors in the following places:
 - a. On the traffic side of the vehicle, within ten feet of the front or rear corners.
 - b. About 100 ft. behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
 - c. Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - d. If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.
6. If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure campers are supervised at all times by an adult. If evacuation from a bus is necessary, follow established procedures and directions of the staff member.
7. Contact camp with information about nature of the breakdown and your exact location. Additional help may be requested if needed. One staff member must stay with the vehicle and campers.



9.0 Health and Wellness (ACA Section HW)

9.1 Health Care Plan

9.1.1 Policy

Summer Camp will provide health care personnel, treatment, supplies, and emergency transportation only for individuals and groups for whom Summer Camp has responsibility for supervision and major programming. This includes the one-week resident camp held annually in late June or early July.

For weekend staff training programs, Saturday staff training prior to camper arrival on Sunday, Summer Camp is not responsible for providing personnel, supplies, transportation, or health care services.

9.1.2 Health Care Staff

- A. The Camp Nurse will be located on-site during the weeklong Summer Camp and is designated as the Camp Health Manager and has the day-to-day responsibility for monitoring health care, maintaining records and implementing the Health Care Plan at Summer Camp. The Camp Nurse (if possible, a 4-H leader) will be a Registered Nurse (RN), licensed emergency medical technician (EMT), licensed paramedic or a licensed physician (if possible, a 4-H leader). The Camp Nurse must be certified in American Red Cross Standard First Aid Certificate (minimum requirement), Medic First Aid, or the equivalent. The Camp Nurse may designate an adult(s) to serve as Assistant Nurse or otherwise assist the Camp Nurse. It is preferred that the adult assisting the Camp Nurse be certified in American Red Cross Standard First Aid Certificate, Medic First Aid, or the equivalent. 4-H youth staff members will assist the Camp Nurse and preferably be currently certified for their age level in cardiopulmonary resuscitation (CPR) from the American Red Cross, the American Heart Association, or the equivalent.
- B. Camp Nurse will screen incoming campers/staff for health problems, illness/injury, medications and special health needs. The Camp Nurse will be responsible for care of ill/injured campers, staff members, resource leaders, kitchen staff and chaperones during camp.



- C. Camp Nurse to be located on-site unless emergency or illness occurs to nurse or if he/she accompanies ill or injured campers, staff members, resource leaders, kitchen staff or chaperones to emergency care. Adults (including designated Chaperones) may supervise the First Aid Office (also known as the infirmary), ill/injured campers and staff members and dispense medications. Assistants may help with the care of minor cuts, blisters, sunburn, bug, bites, stinging nettles or poison ivy afflictions, etc. Adults may also assist the Camp Nurse in other care.
- D. Camp Nurse will be located primarily in First Aid Office. When Camp Nurse is not in the First Aid Office, he/she will designate an Adult, Nurse's Assistant or other staff member to stay in the office during his/her absence and the Camp Nurse will inform that person where he or she will be located. Camp Nurse's office will be staffed 24 hours/day during Camp. At night, the Camp Nurse will sleep in the infirmary and care for any ill/injured campers or staff members who may need the services of the First Aid Office.
- E. The Camp Nurse will bring to Camp any relevant licenses or certification cards to substantiate his/her medical qualifications. Staff members or adults who assist the Nurse in First Aid must also bring to Camp any relevant licenses or certification cards.

9.1.3 Health Care Facilities and Supplies

- A. At Camp Seeley, the infirmary is located in an easily recognizable separate building adjacent to the main lodge.
- B. Infirmary has a bed for the Camp Nurse, at least four beds for ill or injured campers/staff, and additional beds will be made available in other rooms as needed. The infirmary will have a minimum of one bed per 50 campers and staff. Infirmary will provide protection from the elements and will be equipped with toilet(s) and sink(s) and sufficient water for drinking and cleaning. It also will have easy access to the main lodge, recreation areas, kitchen and cabins.
- C. The Camp Nurse has additional responsibilities regarding first aid supplies and equipment. Supplies (including but not limited to: ample bandages, first aid kits, tissue, thermometers, snake bite kits, over-the-counter medications, ointments, lotions, etc.) are inventoried before and after Camp; Camp Nurse is authorized to make any purchases deemed necessary (to be fully reimbursed by 4-H Camp Account), and stock



all supplies and equipment in an organized and easily accessible manner.

9.1.4 Hospital / Emergency Facilities

- A. At Camp Seeley, ill / injured individual(s) will be transported to

St. Bernadine's Hospital
2101 North Waterman Ave. (at Highland Ave.)
San Bernadino, CA 92404
(909) 883-8711

Or

Mountain Community Hospital
29101 Hospital Road (just off Highway 173)
Lake Arrowhead, CA 92352
(909) 336-3657

In case of dire emergency, any camp attendee may call 911 to summon paramedics who will then determine which medical facility to transport the ill/injured individual(s). Other important phone numbers near Camp Seeley are: Crestforest Fire District: (909) 338-3311; Forestry Station (909) 337-2444; and the Sheriff's Department - Twin Peaks (909) 336-0600. Insurance/accident forms are to be kept in the Camp Office and/or First Aid Office. These forms will accompany any person transported from or otherwise leaving Campgrounds. Phone numbers for all local agencies will be posted in the First Aid Office and/or Camp Office.

- B. The Camp Nurse will make the determination as to course of emergency action if necessary. If he/she is unwilling or unable to make such decisions, the Head Adult Camp Director or the Los Angeles County 4-H Youth Advisor is authorized to determine the course of emergency action.
- C. In the event of an earthquake, fire, disease, outbreak of riots, war, severe inclement weather (including tornado, hurricane, etc.), flood, or other catastrophe, all parents or guardians must contact the Los Angeles County 4-H office at (323) 260-3845 and/or the San Bernardino 4-H office at (909) 387-2179, and speak to the 4-H Youth Advisor for specific information on picking up their children if necessary. No campers/staff members will be allowed to leave camp prematurely without the consent of the Head Adult Camp Director or Camp Nurse.
- D. REFERENCE: Important camp phone numbers are as follows: Camp Seeley: (909) 338-2722 (Camp Manager - Zeke) and (909) 338-9002 (Main Lodge Pay Phone); Camp Seeley mailing address: P.O. Box 3372, Crestline, CA 92325. The City of Los Angeles Recreation and Parks Department - Camping Division, 200 North Main St., Los



Angeles, CA 90012, operates Camp Seeley.

9.1.5 Written Health Record Requirements For Campers and Staff Members

- A. Health history forms are to be submitted to the Los Angeles County 4-H Office in advance of Camp. Address follows:

Los Angeles County 4-H Youth Program
University of California Cooperative Extension
4800 E. Cesar Chavez
Los Angeles, Ca 90022
(323) 260-3845

Health history forms are to be screened by Camp Nurse and kept on file at Camp in infirmary. The Health history forms must be completed or updated within the six months prior to camp attendance and will describe any current health conditions requiring medication, treatment, or special restrictions or considerations while at Camp. May also include a record of past medical treatment, record of immunizations (including the date of the last tetanus shot) and a record of allergies. If the individual is a minor, a parent or guardian must sign this form. Should also include the name and telephone number of the individual's physician or health care facility (if available).

- B. Health screening by the Camp Nurse at Camp will be an integral part of initial camper and staff registration/check-in (See Article V - PROCEDURES FOR HEALTH SCREENING).
- C. Medical Treatment Form (4-H 1109, Parent Permission for Emergency Care Form) is sent to the Los Angeles County 4-H Office in advance of Camp. Emergency Care Forms are to be reviewed by Camp Nurse and kept on file at Camp in infirmary. If a parent or guardian refuses to sign this form, the Camp Nurse must have a written record of such refusal. This form may include the participant's full name, age, home address and telephone number; the name, address and telephone (including business) of responsible adult, and the telephone number(s) of persons to contact in case of emergency
- D. Health Record Log - Health Record Log is used to enter all visits to infirmary including date, time, name, cabin, nature of complaint, treatment administered or



disposition and the initials or signature of the individual who handled the visitor.

- E. Accident/Incident Report Forms will be completed for all accidents resulting in injury requiring professional medical treatment and/or the Accident Claim Form that is required to notify the current insurance carrier if necessary.
- F. Checklist of Possible Indicators of Abuse Form will be completed for all campers or staff members who may display any behavioral or physical indications of neglect and/or sexual abuse, emotional abuse or physical abuse.
- G. Record Retention Policy - All records including Medical Treatment Form, Emergency Care Forms, Health History Forms, Health Record Log, Accident/Incident Report Forms and Checklist of Possible Indicators of Abuse Forms are to be kept at the Los Angeles County 4-H Office for at least two years (or whatever the statutory limit - whichever is less) from the close of Camp.

9.1.6 Procedures For Health Screening

- A. Camp Nurse shall administer health screening as part of the standard check-in procedure for arriving campers and staff members. This screening shall occur within 24 hours after arrival of campers and staff members.
- B. The purpose of screening is to:
 - 1. Identify observable evidence of illness, injury or communicable disease;
 - 2. Review and update the Health History forms;
 - 3. Identify any current medical treatment (including medications).Particular attention will be paid to allergies and dietetic restrictions.
- C. Camp Nurse will have access to an up-to-date list of all campers, staff members and chaperones and their respective cabin assignments.
- D. Cabin chaperones, cabin counselors and/or staff members will be informed by the Camp Nurse of any relevant health issues that may arise from campers/staffers in their assigned cabins.
- E. For overnight camp trips, hikes, or activity locations where the Camp Nurse is not immediately available, the Camp Nurse will perform pre-trip screening to ensure the campers meet the minimum health requirements of the trip and post-trip screening to ensure all campers return healthy. First Aid Kit, snakebite kit, special supplies, special needs or medication are given/communicated to trip leader(s). General health



instructions will be given in the area of sunburn precautions, dehydrations, altitude sickness, hypothermia, etc. Trip leader must be an adult and will be primarily responsible for the routine health care needs of the participants and will handle life threatening medical emergencies and the environmental hazards associated with the area. "Life threatening medical emergencies" refers to known or reasonably expected potential emergencies related to known health conditions of the participants on the overnight camp trip. Examples include if a child has epilepsy, the trip leader should be trained in how to handle seizures; also if a child is known to be allergic to bee stings, the trip leader should be specifically oriented to deal with that need. It is general policy at Summer Camp to disallow participants from overnight camp trips who may be subject to seizures and/or allergic to bee stings. Only the Camp Health Manager (Camp Nurse) is authorized to make exceptions to this policy.

9.1.7 First Aid

- A. First Aid will be administered only by the Camp Nurse or trained adults or staff, under supervision of and trained by Camp Nurse. Any Adults and/or staff with current First Aid Certificate and/or CPR Certificate will also be able to administer First Aid.
- B. First Aid supplies and equipment are to be kept in the infirmary.
- C. Health Record Log is to be used whenever First Aid is dispensed and must to be kept in the infirmary.
- D. Procedures and/or standing orders are to be written and easily located in the infirmary.
- E. Training for staff may be provided at pre-camp training sessions or at camp. (See Article X - STAFF TRAINING).



9.1.8 Emergency Medical Care

- A. Camp Nurse will administer emergency medical care (per their license). The Camp Nurse will also be responsible for identification of points at which professional medical advice/treatment should be sought.
- B. Emergency transportation of ill/injured campers/staff will be by designated adult staff, Camp Nurse or offsite paramedics only. Emergency transportation will be available at all times for medical emergencies. A designated automobile will be parked conveniently near the First Aid office; keys will be located in the First Aid office. At Camp Seeley, a minimum of two additional vehicles will be designated for emergency use and will be parked adjacent to the Main Lodge. In addition, arrangements prior to Camp may be made with community emergency services by sending notification letters to municipal providers of emergency transportation services. See Section BT (Administration of Transportation) in the ACA Accreditation Binder (Camp Policies and Procedures) for additional information.
- C. Campers/staff is instructed to notify Camp Nurse of any emergency. First Aid Office adults and staff will receive additional instructions in case of emergency.
- D. All relevant records, including Emergency Care Forms (AKA Medical Release Form), Health History Forms, Accident/Incident Report Forms, Insurance forms, and written notes on the individual will accompany any person off the Campgrounds.
- E. Camp Nurse, Head Adult Camp Director or other designated adult will communicate illness/injury status to parents when deemed significant, including notification of need to transport to medical facility for evaluation. Parents may be requested to pick up camper/staff member or may be advised that the camper/staff member is being treated at the appropriate local medical facility.
- F. Emergency Care Forms (AKA Medical Release Form), Health History Forms, Accident/Incident Report Forms, Insurance forms, and written notes are to be kept in the Camp Office and/or First Aid Office, unless the individual departs from camp. (See Article III, A - HOSPITAL/EMERGENCY FACILITIES) for additional information regarding local emergency facilities.



9.1.9 Daily Medical Care

- A. The First Aid Office will be under continual supervision and access to Camp Nurse will be available 24 hours/day during Camp. At least one staff member will always be present when campers are in the infirmary for health or medical reasons. It may be the Camp Health Care Manager or a staff member who is following the directions of the Manager.
- B. All records, including Emergency Care Forms, Health History Forms, Health Record Log, Accident/Incident Report Forms and Checklist of Possible Indicators of Abuse Forms will be located in the First Aid Office and/or Camp Office and will be well organized and easily accessible.
- C. Medication is dispensed before meals and before bedtime to those individuals who require medication. Prescription medication brought by campers, adults and staff will be administered as indicated by the Camp Nurse. Medication may be dispensed as needed for non-scheduled needs.
- D. To prevent the unauthorized use of drugs, all drugs and medication are required to be stored under lock and key (including those needing refrigeration), except when in the controlled possession of the person responsible for administering them. Prescription drugs will be dispensed only under the specific directions of a licensed physician (including directions on an original prescription bottle, a note on the signed health examination record, or something in writing from a licensed physician). Non-prescription drugs (i.e. aspirin, cold tablets, etc.) will be dispensed only under the terms and conditions of this health care plan or under the signed instruction of the parent/guardian or the individual's physician.
- E. In general, all camper and staff medications are to be stored under the control of the Camp Health Manager. Exceptions would be for a limited amount of medication for life-threatening conditions carried by camper or staff person (e.g. bee sting medication, inhaler) or limited medications approved for use in first aid kits. The Camp Health Manager should be aware of all medications in the possession of persons on the camp property, whether or not they are kept in the health care facility.
- F. Communication with parents/guardians - (See Article VII, F - EMERGENCY MEDICAL CARE).



9.1.10 Routine Health Care

- A. The Camp Nurse is designated as the Camp Health Manager and has the day-to-day responsibility for overall health care at Summer Camp. Instructions, announcements or pep talks will be given regularly at Campfires, other camp activities and/or team meetings.
- B. The Camp Nurse is primarily responsible for the monitoring of personal hygiene of campers/staff members; Cabin counselors, chaperones and staff members have a duty to report to the Camp Nurse any individual who may be lacking in the area of personal hygiene.
- C. The Camp Nurse will supervise administering and dispensing daily medications. A list of medications, campers/staff members, dates and time for doses are to be posted on door of medicine cabinet or other obvious location.
- D. The Camp Nurse will implement this health care plan for basic treatments such as cuts, infections, sprains, elevated temperatures, diarrhea, sore throat, etc. In addition, the Nurse will be responsible for identification of points at which professional medical advice/treatment should be sought.
- E. The Camp Nurse will be responsible for evaluation the overall sanitation of the Camp. This will include cleanliness, hygiene and health practices throughout the Campgrounds including camper and staff living areas, the dining hall and kitchen, and garbage and waste disposal areas.



9.1.11 Accident Procedures

In case of an accident, the Camp Nurse, staff member, adult volunteer or other person in charge must follow these procedures:

- A. He or she must either provide or secure care for the injured,
- B. Will be responsible for supervising those who were not injured,
- C. Will specify whom to notify in an emergency, and
- D. He or she will identify witnesses and obtain appropriate accident or emergency information.



9.1.12 Staff Training

- A. Training for staff may be provided at pre-camp training sessions or on-site at camp. Staff training will focus on the limits and expectations of their participation in the delivery of health care, including first aid and the supervision of camper health and hygiene in camp.
- B. Typical camp instruction may include handling of choking and seizures, first aid procedures, bedwetting, homesickness, persons in wheelchairs or those who use prosthetic or orthopedic devices, and so forth. Attention will be given to both recognition of these situations and to proper staff handling of them.
- C. Instruction to staff will also be provided on the contents, use, availability, and re-supply of first aid kits. Training will also identify proper use of any other equipment or supplies to be used by staff,
- D. Instruction will also include sanitary procedures to be followed when dealing with medical waste and/or body fluids. "Medical waste" includes such things as syringes, needles, or dressings wet with body fluids or blood. The use of barriers (masks or gloves), hand washing, sanitizing procedures and appropriate waste disposal will be reviewed during staff training. Additional procedures in this area may be provided by the California Department of Health.
- E. Instruction to staff may also be provided in the area of recognizing behavioral or physical indicators of neglect and/or sexual abuse, emotional abuse or physical abuse, understanding their reporting responsibilities, and to know when to get professionals involved.



9.1.13 Periodic Review Of Health Care Plan

- A. This Health Care Plan for Summer Camp will be reviewed and revised if necessary annually by the Summer Camp Committee and/or the designated Camp Physician. Any revisions will require a majority (50% + 1) vote with a quorum present.
- B. This Health Care Plan for Summer Camp will be reviewed and revised if necessary at least annually by a licensed physician. This plan was reviewed and revised by Irving N. Klitsner, M.D. of Encino, California in May, 1993, in May, 1997 and by Victoria Szatalowicz (AKA Victoria Rosenfield), M.D. of Culver City, California in June 2000, June 2001, June 2002, June 2003, June 2004, June 2005, June 2006, June 2007, June 2008 and June 2009.



9.2 Part 2: Camp Staff Responsibilities

All camp staff has health care responsibilities specified in their job descriptions. Procedures for health, safety, sanitation, and security are part of written manuals, pre-camp and in-service training, and activity guidelines. First Aid and CPR qualifications are strongly recommended and refreshers are part of pre-camp and in-service training with emphasis on potential injuries in particular activities or locations. All staff is expected to provide a positive example.

The Head Adult Director is responsible for the total Health Care Program through implementation of procedures and supervision of staff. All camp staff, including service staff, is expected to understand and support camp discipline and child abuse reporting policies and procedures. Procedures are distributed and discussed during pre-camp training.

The camp's Health Care Administrator or Camp Nurse is responsible for providing first aid and nursing services and for monitoring health and sanitation procedures throughout camp. The Health Care Administrator or Camp Nurse instructs staff in first aid procedures including those related to protection from pathogens in bodily fluids, provides for special medical needs, educates campers and staff in accident/illness prevention, makes sure medications are safeguarded and administered, and keeps accurate records. The Health Care Administrator or Camp Nurse is generally on site when campers are in session and is responsible for orienting her/his backup(s) when she/he is absent.

Camp Staff and adult volunteer chaperones and resource leaders are responsible for maintaining high standards of health and safety in all activities, for seeing that camper health needs are recognized and met, and for supervision of personal hygiene. Camp staff and chaperones will report to the Head Adult Director if the shower water temperature is too hot; this will be report to the Camp Manager for assessment and correction. One counselor in each cabin is assigned responsibility for seeing that health procedures are implemented, that first aid kits are maintained and that required medications are taken on schedule. Counselors are alert to symptoms of illness, follow up on instructions from the Health Care Administrator/Camp Nurse, provide for special needs/accommodations and report to the Health Care Administrator or Camp Nurse on all treatment/first aid they provide.

Cabin Counselors and Camp Staff are responsible for maintaining high standards of health and safety in the activities they supervise. They assure that campers are physically and



4-H Summer Camp

Policies and Procedures



emotionally ready for the activity, that qualified personnel supervise the activity, that activity areas and equipment are in safe condition before use and is safeguarded from casual use.

Food Service and Maintenance Staff are responsible for conducting their activities according to established procedures and regulations. Kitchen staff is responsible for providing healthy foods, using sound health practices, implementing sanitation and safety practices, and rehearsing emergency procedures. Special dietary needs are recognized and accommodated when possible. If a diet requires something that the camp cannot provide, the parent or individual may be asked to provide supplementary foods. Maintenance staff is responsible for using safe practices and for being alert to environmental hazards and notifying program personnel appropriately.



9.2.1 Medical Consultation / Medical Service Arrangements

A Medical Advisory board is available for advice and consultation. The chair reviews and revises Medical Treatment Procedures and other materials annually, consults with Health Care Administrator or Camp Nurse and Head Adult Director as requested, advises in situations involving hospitalization or fatality, and when there are parent concerns.

Arrangements are made annually for medical services:

- Local Ambulance Services - emergency transportation
- St. Bernadine's Medical Hospital, San Bernadino, CA - advice and hospitalization
- Mountain Community Hospital, Lake Arrowhead, CA - resident camp service/advice



9.2.2 Camp Practices

- A. Emergency procedures are practiced for a variety of emergency situations specific to the site: fire, evacuation of buildings, flood, electric storm, lost campers, etc. Emergency fire drills are held within the first 24 hours of the beginning of the session. Emergency drills involve the total camp, including maintenance and kitchen staff in resident camp.
- B. The appearance and safety of activity and living areas is the responsibility of the Adult Directors and Camp Nurse.
- C. This includes safe storage of equipment and supplies, policing the areas, posting rules, and safeguarding areas not in use. The Health Supervisor is responsible for conducting weekly inspection tours of the total camp.
- D. Supervision and teaching personal hygiene is the responsibility of cabin counselors and staff. This includes, but is not limited to frequent hand washing, regular tooth brushing, and showers at least weekly.
- E. Organizational Safety Policies and ACA standards are basic to all activities. Deviation from those standards is done only after consultation with the camp Head Adult Director. Details of the Health Plan are contained in the following documents:
 - Basic Information about Health and Emergency Procedures
 - Handling of Serious Accidents, Major Emergencies and Fatalities
 - Letters of Agreement with clinics, hospitals, emergency transportation providers
 - Medical Treatment Procedures, including procedures for screening and protection from blood borne pathogens
 - Emergency Numbers
 - Emergency Procedures - Camp Staff and Administrative Staff
 - Pre-Camp Training Plan/Job Descriptions
 - Health Examination/Health History Forms
 - Site Hazards
 - Discipline Policy and Interpretation/Reporting Child Abuse
 - Camp Health, Safety, and Sanitation
 - Camp Health Procedures



4-H Summer Camp

Policies and Procedures



- Checklist for Camp Inspection

The camp's health care plan describes general information about the program's healthcare values, the concept of stewardship related to wellness, and about the authority vested in staff members for making healthcare decisions. The Healthcare Manual supports the plan for Camp Nurse and Healthcare Assistants, which define procedures that operationally the healthcare plan. The plan is based on guidelines from the American Camping Association's (ACA) Standards and State Department of Health regulations.



9.2.3 The Camp Nurse & Health Care Assistant

Whether a Registered Nurse (RN), a recent nursing graduate or an advanced trainee in first aid and CPR, management of the camp's health and safety program is a tremendous responsibility. The Healthcare Manual provides operational guidelines for the role. A variety of health care delivery systems are used within the camp program, but it is general practice that at least one member of the team lives on-site in housing provided by the camp. This housing is part of the health center and helps assure availability of health care staff in case of emergency.

The Camp Nurse autonomously treats people's response to injury, illness and/or life events. The Health Care Assistant (HA) works within the same context but does not have the autonomy of the Camp Nurse and is more closely supervised as a result. The Camp Nurse/Health Care Administrator's responsibilities do not replace the medical expertise of a licensed physician or an equipped medical facility.

9.2.4 General Camp Staff

There are two levels of health care in which camp staff participate. The first helps maintain the health of campers. The second is a support role during illness and injury. It is reasonable for parents to assume that their child will return from a camp experience in good health. Consequently, it is the responsibility of the entire staff to help monitor that health status and refer the child to the Camp Nurse as warranted.

9.2.5 In the Cabin

Within the cabin, it is the responsibility of counselors to monitor self-care (i.e., teeth brushing, management practices appropriate to the activity). While enjoying unscheduled time, it is the responsibility of staff to be aware of camper activity around them and appropriately intervene. Each of these needs attention in a way, which compliments the campers' developmental stage.

9.2.6 Response to Injury and Illness

The second level of general staff participation in health care is specific to injury/illness. It is the position of the camp that people too ill to participate in the program should be under the care of the Camp Nurse/Health Care Administrator. As a result, staff refers sick people to the Camp Nurse/Health Care Administrator for assessment and assist with providing an appropriate



4-H Summer Camp

Policies and Procedures



activity level for those in a recovery mode.

The camp position with regard to injury is based on the State Good Samaritan law and use of universal precautions. Staff assist injured people according to the level of their training, initiate the camp emergency response system per protocol, and relinquish care of an injured person to the designated camp emergency response team. This acknowledges that different staff members have different training and experience with emergency situations. In addition, the staff — with guidance from the Head Adult Director and Camp Nurse — organizes and drill camp emergency responses so that everyone knows their responsibility.

Not all injuries require full emergency response measures. The Camp Nurse is designated to educate staff so they understand the scope of care they can safely provide for routine injuries. Staff members are expected to adhere to training guidelines.



9.3 General Routines For Camp Health Care and Sanitation

9.3.1 Policies Concerning Written Health Records

All staff members complete the staff health form as a condition of employment. This form is a health history completed within six months of beginning the job. If an individual has not provided a completed form when their employment begins, the Camp Nurse gives the person a copy of the form and asks for it to be completed within the next 24 hours.

Campers also complete a health form. It too contains a health history but also a physician's exam. In addition, the camper form has a parent/guardian permission statement that authorizes both emergency and routine care. If a camper arrives without a health form, the child's parents are asked to complete one insofar as they are able. If the child's parents are not available, the Camp Nurse completes the form with the child and contacts the parent via phone to confirm gathered information. Parental signature for permission to treat is obtained via fax with a hard copy sent via mail.

It is camp policy that a copy of individual health forms accompanies groups that leave the camp and/or local area. The person responsible for the group's health care usually carries these.

9.3.2 Confidentiality

Health information is confidential and privileged information. Health forms are sent to the L.A. County 4-H Office who, in turn, gives them to the Head Adult Director or Camp Nurse. The Camp Nurse reviews the forms and shares information with counseling and/or kitchen staff on a need-to-know basis. Staff must treat disclosed information in confidence.

The Camp Nurse is responsible for maintaining complete and up-to-date health records following the procedures outlined in the Healthcare Manual. Individual health forms contain information about each individual's health care and are the place where nursing notes are recorded. The daily medication administration record serves as documentation for routinely dispensed medications. The log provides summary information for surveillance. Health records are confidential and available only to health care staff and the L.A. County 4-H Office.



9.3.3 Storing Health Records

At the end of the summer camp season, health forms and records are collected by the nurse and archived at the camp's permanent facility for the period of statutory limits as defined by the State. (Currently seven years beyond the age of majority.)

9.3.4 Procedure or Health Screening

The camp health care team conducts screening within 24 hours of participant arrival (staff and campers). The practice is a risk management strategy to (a) protect the camp community from preventable illness and (b) obtain up-to-date and complete health information for each person. The procedure, a standing order from the supervising physician of the camp, is described in the Healthcare Manual. In general, the process updates the health form, gathers information about medications, assesses current health status (including a pediculosis screening), and specifically asks about exposure to communicable disease. It is expected that campers and staff arrive for their camp experience in good health. The camp reserves the right not to admit an ill person.

Significant findings from the screening are acted upon as warranted by the situation. For example, cases of pediculosis are treated and people exposed to chicken pox (who have no history of the illness) are quarantined. Parents/employees are notified of potential health concerns identified in the screening process (e.g., immunization needs, dental pain, vision problems).

In addition to the initial health screening, people who participate in out-of-camp excursions (i.e., canoe trips, overnights) are assessed by the Camp Nurse/Health Care Administrator to determine their ability to tolerate the trip. This is done a maximum of 24 hours before the trip leaves. In consultation with the trip leader, a recommendation about each person's participation is made.



9.3.5 First Aid

The person designated to administer first aid is the Camp Nurse/Health Care Administrator. However, it is expected that individual staff members will coach first aid care to the level of their training when the Camp Nurse is unavailable or until the Camp Nurse arrives. It is also expected that the staff person with the most training will assume primary caregiver status in a given situation.

First aid supplies are available in the health center. The Camp Nurse makes first aid kits appropriate to the needs of the camp program and trains staff about their use. A record of first aid care is documented in each kit. The Camp Nurse periodically checks the kits, restocks them, and monitors record keeping.

First aid kits are placed at the activity areas that pose risk of injury. Typically these areas include waterfront, arts and crafts, the kitchen, the camp van, and hiking/over-night programming. Each kit has a notebook with instructions to document first aid kit use. Staff is expecting to follow documentation guidelines (outlined in the Health Care Manual).

Because the Camp Nurse is available in the camp and relieved by someone with at least first aid certification, the waterfront is the only additional location where a first aid and CPR-certified person must be present when the activity is open.

9.3.6 Emergency Medical Care

Medical care is the province of a physician. Victoria Szatalowicz, MD, a licensed medical doctor residing in Culver City, CA and a 4-H Club Volunteer (AKA Victoria Rosenfield), acts as supervising physician for the camp program. She annually reviews and updates healthcare procedures with the Health Care Administrator and/or Camp Nurse. She is available to the Head Adult Director(s) and Camp Nurse by phone. She may also recommend adjunct physicians who provide care to campers and other camp participants outside the local area.



9.3.7 Emergency Responses

Designated vehicles on-site or the area's ambulance services provide emergency transportation. The Camp Nurse and Head Adult Director cooperatively decide which mode of travel will be used. In general, the ambulance service is used when the victim is not stable and/or has need for special equipment (e.g., life-support systems). It is an annual responsibility of the Health Care Administrator to contact local emergency response systems and arrange for their services.

Based on camp protocols, staff is trained to assist in emergencies. This training is initiated during orientation and supported by sessions led by the camp health care team and other leadership staff. Emergency situations to which health care staff are expected to respond include: clearing and establishing a patent airway, initiating CPR, controlling severe bleeding with pressure and elevation, cooling a burn and keeping a suspected fracture quiet. All staff should know what to do in the lost-camper drill, activating the camp emergency response team, and knowing the camp's severe weather response.

As part of risk management procedures, each unit's staff rehearses their lost-camper drill during the first week that campers are on-site. Continued drill is at the discretion of the Head Adult Director.

9.3.8 Contacting Parents

Phone contact with parents/guardians is established in an emergency. Each person's health form contains contact information as well as designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the Head Adult Director and/or the lead health care provider but can be delegated to an appropriate staff member. Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a person's health and/or when a situation is not progressing as expected. A letter, which provides specific information about the situation, follows phone contact.

Because many people remotely access their voice mail, it is expected that camp personnel leave voice messages on answering machines that appropriately communicate the need for a given parent to call the camp. All contact – successful and unsuccessful – is documented on the individual's health form.



9.3.9 Routine Health Care

Routine health care is provided by the camp health care team and is governed by practices outlined in the Healthcare Manual. The camp's supervising physician and the Health Care Administrator review this manual annually. Each member of the healthcare team is given a copy during orientation. Orientation of the healthcare team includes a review of medical protocols, communicable disease control techniques, organization and administration of the camp health center, instructions about use of health care inventory (medications and supplies), guidelines for sanitation checks, record keeping policies, and education about culture-bound health care beliefs.

9.3.10 Infirmary

The camp has an infirmary with a medicine dispensary, office, admission area, bathroom, shower, and nurse's room. There is one admit bed available for every 50 people (staff and campers) on-site. If necessary, these beds can be separated to ensure that genders can be isolated.

The infirmary maintains a 24-hour availability to be seen by the Camp Nurse. If the Camp Nurse needs to leave the office for any reason, a note informing everyone of her/his location is placed on the door.

9.3.11 Medication

It is policy that all medication (stock meds and personal meds of both staff and campers) is kept in a locked area under the Camp Nurse's supervision. This complies with ACA standards and California Department of Health guidelines.

Routine personal medications are administered under the supervision of the Camp Nurse and in accord with orders from a physician or – as in the case of vitamins – upon the request of parents. Medications are most commonly given at a meal simply because people are easy to find and the Nurses Office is located next to the kitchen/mess hall. The Camp Nurse makes special arrangements with a person if their meds need to be taken at a different time.

Use of "as needed" the Camp Nurse supervises medication. It is important to realize that the rationale for giving a particular medication must be documented. The camp recognizes that most over-the-counter medications can be administered by people educated to do so (e.g., the nursing assistant) but the decision to use most medications requires professional assessment. Consequently, not all members of the healthcare team have equal ability with regard to



medications. It is the responsibility of the Camp Nurse to assess the camp health care team and determine who is capable of administering what medications and to supervise that process.

In cases where question exists about medication, the Camp Nurse must contact the appropriate person (i.e., prescribing MD, parent) by phone to clarify the issue. This conversation is documented in the client's health record and supported by an order with the consulting individual's signature.

It is possible that a parent may send a camper with a variety of medications packaged together. The Camp Nurse may not be able to identify the medication. Camp Nurse may not administer medication unless they follow standard nursing medication practices. Consequently, the Camp Nurse may have to tactfully arrange with the parent for a new supply of appropriately labeled medication. To minimize this potentially time-consuming event, the program's Parent Handbook clearly instructs parents how to route medications into the program. Camp Nurse is expected to refuse to give a medication that does not meet safety guidelines.

9.3.12 Counselor Role in Routine Health Care

The supervision of routine health care is specifically charged to the Camp Nurse and health care team. Counseling staff, however, are integral to healthcare also. They are specifically charged with managing cabin and activity groups to support activities of daily life (e.g., adequate rest, water, nutrition). Counselors often note symptoms of illness or signs of injury before the Camp Nurse notes them. Consequently, it is their responsibility to act appropriate to their observations. Specific directives are described in the Staff Handbook.

In addition to records kept by the Camp Nurse, the camp makes use of incident reports to document unusual situations. The camp Head Adult Director determines when to initiate the incident report and is charged with maintaining documentation as well as appraising camp administration. Policy in this area is located in the Head Adult Director's Manual.

9.3.13 When First Aiders Provide Health Care

A first aider is one who has taken training and is certified to give immediate emergency aid until medical care can be obtained. The first aider's certification and a record of training given at camp should be on file with the camp administrator.

Administration of medications does not fit this description and is therefore not within the authority of the first aider unless specific instructions have been given by the parent or a physician. This includes medications such as aspirin and Tylenol.



Three essentials for administering medications, regardless of the qualifications of the Health Care Provider are:

1. Written directions from the parent for any medications that will be given or applied for any existing condition, OR written order of a physician (including procedures in Treatment Procedures).
2. Written record of treatment, which includes the reason for the treatment, the dates and times of treatment, and the person giving treatment. When medications are given, the written record should show the medication, dosage, authority for giving it, and the name of the person administering the medication.
3. Written information provided to the parent for anything that was done other than what was discussed in advance.

Medications must be in the care and protection of the Health Care Provider (in a locked container) to assure proper use and to protect against unauthorized use. Medications must be dispensed from the original pharmacy container with instructions for use, and must refer to the individual being treated (see below for exception).

The health history or health exam asks about being under a physician's care and about medications. This is an alert to discuss a health condition with a parent and to request the appropriate written instructions. It is not a direction to treat.

If a first aider doesn't have written instructions when a child develops a stomachache, sore throat, or headache or other minor complaint:

- Provide a place for the child to rest. Use throat lozenges, hard candy, water, etc..
- Call the parent if the condition persists. Record the content of the call.
- Take the child to a medically qualified person. Send the child home if no other resolution is possible.

9.3.14 When Medications Are Administered By First Aiders

It is essential that in addition to the above standards, the first aider:

- Understands the importance of giving the medication as directed.
- Knows what to do if there is an error, such as failure to give before a meal or as otherwise directed.
- Knows possible reactions or side effects and how to respond.

The Health Care Administrator/Camp Nurse is responsible for training first aiders for this



responsibility. If the Health Care Administrator/Camp Nurse is a first aider, this training should come from the parent or physician.

When medications are administered away from the camp and it is not reasonable to send the entire supply on the trip, the appropriate dosage may be put into a sealed package or vial (that has not been previously used), with the individual's name, name of medication, and complete instructions for when and how to give it. The package should be in the controlled care of the adult. A written record is required.

9.3.15 Health Screening Procedures and Authorization

The Health Care Provider/Camp Nurse will review each camper's health information and, if necessary, is authorized to conduct health screenings for incoming campers according to the following procedures:



9.4 *Camp Treatment Procedures*

Abdominal pain – With or without nausea, vomiting, or fever. Put patient to bed until seen by Camp Nurse or physician. Give nothing by mouth without nurse or physician's order.

Abrasions, scratches, cut – Clean with soap and water. Apply sterile dressing – if necessary. If bleeding is severe or cut extensive, apply sterile dressing and pressure to control bleeding and take to physician or Camp Nurse at once. Check tetanus/shot status.

Animal bites – Wash thoroughly with soap. Identify the animal and attempt to capture animal if it can be done safely. Notify physician or Camp Nurse.

Bed-wetting (Enuresis) – Every case should be reported to the camp medical and administrative staff, who will then work out a plan for management. Done discreetly.

Bleeding – Apply sterile pressure dressing. Tourniquet only in extreme cases. Compressing the soft portion of the nose between two fingers can almost always control nosebleed. The patient should sit erect with head forward.

Bruises or bumps – Apply ice. Consider possibility of fracture or deep injury.

Burns – Place in cold water to relieve pain. Cover with sterile dressing. Take to physician or Camp Nurse. Salt-containing fluids may be offered.

Communicable disease – Consider all sick staff and campers with rashes as having a contagious problem until advised to the contrary by physician or Camp Nurse. Isolate until released by physician or Camp Nurse.

Constipation – Offer extra fruit (prunes, water, etc.). Consult physician or Camp Nurse.

Convulsion – Notify physician or Camp Nurse. If feverish, sponge with cool water. Protect the patient from hurting him or herself.

Diarrhea – Admit to infirmary. Review diet, food sanitation, and health of food handlers and notify physician or Camp Nurse. Notify counselors to watch for, and report, other cases.

Earache – If temperature is elevated or earache persists, notify physician or Camp Nurse. If discharging from ears, also notify physician or Camp Nurse.

Fever/Temperature Elevation – Put to bed in isolation area. Note other signs or symptoms. Notify physician or Camp Nurse. If physician or Camp Nurse is not available and abdominal pain is not present, give Tylenol/acetaminophen and clear fluids.

Foreign body in eye – Wash with water, if not successful, very gently try to remove with moist sterile cotton swab unless the foreign body is on the cornea. If the object is not easily removed notify physician or Camp Nurse.



4-H Summer Camp

Policies and Procedures



Fractures – Splint any suspected fracture in an approved manner with the least possible disturbance to the body part. Take to physician or Camp Nurse at once. Make no attempt to reduce fractures.

Headache – If not otherwise ill, rest in a quiet, dark place. If not relieved, notify physician or Camp Nurse. Children's Tylenol may be administered with written parent permission.

Head Injuries – If any head injury is accompanied by dizziness, unconsciousness, headache, nausea, vomiting, change in pulse rate, bleeding from nose or ears, or other symptoms: Put to bed, keep warm and quiet. Elevate head. Contact physician or Camp Nurse at once. A person with a severe head, neck, or back injury should be moved only with medical supervision.

Heat Exhaustion – Get physician or Camp Nurse.

Infections (scratches, boils, etc.) – Apply warm saline solution or soaks. Take temperature. Admit to infirmary until advised by physician or Camp Nurse.

Ingestion of poisons – Call nearest poison center for advice. Do not induce vomiting for gasoline, kerosene, fuel oil, acids, or alkali. For other poisons dilute with water and induce vomiting. Notify Camp Nurse and/or physician if available. If not immediately available, first identify what was ingested and then call nearest poison center.

Insect bites and stings – Remove stinger, if still present. Ice will reduce discomfort. Apply approved ointment.

Poison Ivy/Oak – Apply Ivy Dry cream or liquid according to directions on label.

Scabies, impetigo, ringworm, and pediculosis – The policy regarding exclusion of campers with these conditions from camp will be decided by the Adult Head Director and Camp Physician (if available) and/or Camp Nurse. Treatment will be prescribed by Camp Physician and/or Camp Nurse.

Sore throat – Isolate. Take temperature and notify physician or Camp Nurse. Symptomatic treatment according to physician's orders may include extra fluids, Tylenol and voice rest.

Splinters – Clean skin with soap and water. If the end of the splinter projects from skin, it may be removed and then rewashed with soap and water. Do not dig or open the skin to remove a splinter – this is a job for the physician or Camp Nurse. Check tetanus/shot status.

Sprains, strains – Cold applications for 10-15 minutes, then support with ace-bandage or substitute. Elevate if possible.

Sunburn – Prevent if possible. Sun screen preparations or sun block lotion is helpful. Exposure should be brief at the beginning of the season.



4-H Summer Camp

Policies and Procedures



Sunstroke – Get physician and/or Camp Nurse. Reduce temperature. Prevention - avoidance of direct sunlight, wear hat or other head covering and light clothing. Ensure adequate hydration; discourage high activity levels during the hottest time of day in direct sunlight.

Toothache – Rinse mouth with warm salt water. Oil of cloves to the tooth until a dentist can be seen. Tylenol or ibuprofen may be administered for pain relief with written parent permission.

Call physician and/or Camp Nurse for any situations not clearly addressed in these descriptions. All treatments, minor or serious, will be entered in the Permanent Medical Log with an ink pen – pencil entries are specifically prohibited.



4-H Summer Camp

Policies and Procedures



9.5 Health and Wellness Review and Approval

As indicated in section 9.1.13, the entire Health and Wellness section, including this Health Care Plan for the 4-H Summer Camp is reviewed and revised annually by the 4-H Summer Camp Committee, Camp Nurse and a licensed physician as required. Any revisions will require a majority (50% + 1) 4-H Summer Camp Committee vote with a quorum present.

	Year	Approvals		
		Camp Committee	Licensed Physician	Camp Nurse
Print	2008			
Sign				
Date				
Print	2009			
Sign				
Date				
Print	2010			
Sign				
Date				
Print	2011			
Sign				
Date				
Print	2012			
Sign				
Date				
Print	2013			
Sign				
Date				
Print	2014			
Sign				
Date				
Print	2015			
Sign				
Date				
Print	2016			
Sign				
Date				
Print	2017			
Sign				
Date				
Print	2018			
Sign				
Date				



10.0 Operational Management and Emergency Procedures (ACA Section OM)

10.1 Introduction

The Operational Management standards include those basic administrative practices that relate to creating a positive, protective environment for campers, staff and user groups. The standards include policies and procedures related to emergencies, protection of participants, and other areas of risk management and strategic planning.

ACA camps range from complete day camp and multiple week resident camp programs to camps that provide only a few support services to user groups who lease their site. Therefore, administrative practices will vary widely depending on the need. These standards provide for the development of procedures in important areas such as risk management but do so without dictating the content of those procedures to each site or program.

Many of the policies and procedures required by these standards may be implemented directly by the camp staff or may be provided to a user group with a copy of their contract agreement, or both.

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well being of the campers and staff ALWAYS comes first.

The Adult Head Director will ensure that during staff orientation and/or during staff training sessions, all staff will be trained in the camp's emergency procedures and safety regulations. Also, an overview will be provided to the chaperones during the chaperone orientation on the first day of Camp.



10.2 *Major Injuries and Accidents*

10.2.1 **Primary Staff Member**

If you are the primary staff member at the scene in camp:

1. In the event of a major injury or accident, stay calm and evaluate the scene and the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. Look around the emergency scene. Stay with the victim.
4. Do not move the victim unless he is in more potential danger. Keep the camper safe and out of the way.
5. Is it safe to touch the victim?
6. Are you or the victim in any danger?
7. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the camp health log within 12 hours of the incident.
8. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
9. Contact the Camp Nurse first using the walkie-talkie or other means. Explain exactly where the location is, who is hurt, what kind of injury. If there is no walkie-talkie available, then you must select any nearby camper, staff member, parent, chaperone, resource leader or other individual as a runner and direct them to immediately run to the Nurse's office or otherwise designated area to notify the appropriate personnel.
10. The Adult Head Director and/or an Adult Director(s) will be contacted by walkie-talkie or other means to locate the appropriate authority and have that person come to the site or meet in the Nurse's Office if the sick or injured camp participant will be relocated to the Nurse's Office.
11. Begin collecting the facts. What happened? How? When? Where? Who saw the accident? Witnesses? Where was the staff? Campers? What could the victim have done to prevent the injury? Fill out an incident report within 24 hours and return it to the



Adult Head Director. The Adult Head Director will give a copy of the incident report to the L.A. County 4-H Youth Advisor and/or County Director at the conclusion of camp or sooner via fax if warranted.

12. Once the Camp Nurse and/or the Head Adult Director arrive at the scene, summarize the situation and answer questions. The health care supervisor or director will take charge.
13. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

10.2.2 Secondary Staff Member

If you are a secondary staff member at the scene: Campers' safety is first!

1. You are responsible for the camper's safety. Quickly and quietly follow the directions of the person in charge of the situation.
2. Get the other campers away from any potential danger and from the scene if possible. Engage them in their regular activities.
3. Do not panic . . . remember, you must set an example for the campers at the scene.
4. Offer advice only if you are more knowledgeable about the incident or you are asked.
5. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials. Keep them away from any media.
6. Assist in the gathering of information; Assist in preparing reports as needed.
7. Be there to comfort them and to listen to them. Direct them to the Adult Head Director if they need to talk some more or if they have any questions.

10.2.3 If you are out of camp (off-site):

1. If the injury is not life threatening or is an illness, contact the camp first. Speak to the Adult Head Director, Adult Director(s), or Camp Nurse only. If the injury appears to be life threatening, contact 911 immediately and then contact the camp.
2. Be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments "off the record." Do not speculate. If you come into contact with the media, DO NOT SPEAK to them or allow anyone else in the group to do so. Refer them to the Adult Director(s) who will handle the media. Do not give out any information to anyone other than camp personnel or the authorities.



4-H Summer Camp

Policies and Procedures



3. Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the Head Adult Director.
4. Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved.
5. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.
6. The L.A. County 4-H Office will be responsible for contacting the camper's parents or guardians. You may not contact the child's parents unless you have authorization from the Head Adult Director or health care supervisor.

10.3 *Lost Hiker*

1. No camper or counselor should go on a hike at the lake by himself or herself. The counselor in charge of the hike must take a walkie-talkie, med pack, and water. It is advised to take a Camp Nurse along too. A list of participants must be left with the Adult Head Director before leaving.
2. In case a camper wanders away from the group, contacts the Head Adult Director and Adult Director(s) immediately. Missing person's procedures will be started immediately.



10.4 Waterfront Emergency Procedures

10.4.1 General Waterfront Guidelines

1. The buddy system is used at all aquatic activities. The buddy board is also used at the pool area.
2. “Buddy checks” need to occur at least once during each aquatic activity period.
3. Waterfront staff and watchers should have periodic rehearsals of aquatic rescue procedures.
4. In the event of an aquatic emergency, the waterfront staff member with highest qualification/position shall be in charge.



10.4.2 Waterfront Emergencies At the Pool

10.4.2.1 Emergency Plan

1. There shall be adult supervision at all times.
2. In case of emergency, assess the situation and clear the pool.
3. If professional help is needed, either lifeguard or adult supervisor shall call 911.
4. Camp Manager and Head Adult Director shall be notified after 911 is called.

10.4.2.2 Near-Drowning

1. The lifeguard signals a long blast on the whistle. This signal alerts other pool staff and watchers that it may be necessary to clear the pool and put rescue procedures into action.
2. Lifeguard on duty will reach victim in the fastest possible way and administer appropriate lifesaving techniques. If she/he requires help in the rescue, she/he extends a clasped fist into the air. Remaining lifeguards assist with the rescue.
3. Lookouts and additional guards signal all campers and staff to leave the water and the pool area. The lookouts/counselors will supervise the campers.
4. One counselor will be asked to report immediately to the office and explain the nature of the incident. The health care supervisor and Head Adult Director will be contacted immediately. If the emergency is a drowning or major injury, 911 will be contacted. (Follow procedures for Major Incidents and Accidents.)

10.4.2.3 Lost Swimmer

If a camper is missing during a buddy check or the camper's buddy or counselor notifies the lifeguards or lookouts that a camper is missing:

1. A whistle is blown for a "buddy check." Everyone immediately gets out of the water and a recount of swimmers is immediately taken.
2. Unit staff assigned by the waterfront director or lifeguard will take other campers out of the pool area or other designated place.
3. Waterfront staff will immediately scan the pool, and then check the changing room and restrooms.
4. Waterfront staff will designate a staff member to inform the camp office of emergency details. If the camper is not found, Missing Person Procedures will be followed from the Emergency Procedures.



10.4.3 Waterfront Emergencies At the Lake (Gregory or other)

10.4.3.1 Capsized Canoe

1. Campers must complete a “tip test” prior to canoeing to receive instructions on what to do in the event of a capsized canoe. Everyone in a canoe must wear a size-appropriate PFD.
2. When the staff has spotted a capsized canoe, instruct the other campers to move away from the area. Talk to the campers and tell them to do just what they did during the “tip test.”
3. If the campers are unable to maneuver them and the canoe to safety, a staff member should canoe next to the campers and assist them.
4. There will always be one counselor in a canoe at all times. The counselor should ensure the safety of all the campers in the lake and talk them through the procedure to tip the canoe back upright.



10.4.3.2 Lost Swimmer

Campers are not allowed to swim in the lake. In the event that a camper has capsized his/her canoe or fallen into the lake, follow appropriate rescue techniques. If a camper is missing:

1. Remove everyone immediately from the lake and onto the shore while a head count is quickly taken.
2. The lifeguard on duty will be in charge of coordinating the rescue.
3. If the camper/stiffer or other camp participant cannot be found immediately, contact authorities immediately.
4. Chaperones or counselors will take campers away from the lake and inform the office of emergency details.
5. All lifeguards, the Head Adult Director, Adult Director(s), the Camp Nurse, and other available counselors should be used to help scan the lake and provide support as needed until other help arrives.
6. The administrative staff contacts other staff members and proceeds to the lake area with a warlike talkie. One staff member will stay by the phone. A rescue squad (911) should be contacted, and the Emergency Procedures followed.
7. A designated drill person will stay on the shore and direct the others to look for the camper, moving with as little movement as possible. Depending on the condition of the lake, the staff may look via canoe, rowboat, or by swimming: The safety of the staff members is very important! If needed, masks, snorkels, and other rescue equipment are available at the pool area.
8. The search continues until rescue authorities arrive and take over and direct the staff on their duties.



10.4.4 Waterfront Emergencies Heart Rock

1. Absolutely no one is allowed to swim at Heart Rock.
2. In the event that anyone slips and falls into Heart Rock, the lead counselor should take control of the situation.
3. Call the Adult Head Director and Adult Director(s) immediately. Give exact location if possible, the nature of the emergency, and who is involved. The Adult Head Director will notify the Camp Nurse, the Camp Seeley Manager and determine if 911 should be called.
4. The secondary counselors should make sure that all other campers are moved as far back from the area as possible.
5. Only attempt to go into the water to rescue if the person if it is safe to do so, you are trained in water rescue, or the water level is low enough to allow you to get to the victim.
6. **Stay with the victim. Assess the situation. Begin proper CPR or First Aid if needed and possible.**



10.5 Fire Emergencies

In the case of any type of fire, the emergency signal shall be used to alert the camp. Proceed as quickly as possible to softball field. Keep campers calm. If the group is unable to reach the softball field, use good judgment and maintain safety. Contact the Adult Head Director by walkie-talkie or other means and relay the group's exact location. Call 911 if necessary to ensure proper safety.

If the fire is in a cabin or building, a counselor should lead the evacuation immediately. Lead the campers away from the fire (upwind or downhill). Another counselor will be responsible for alerting the Adult Head Director and/or Adult Director(s). The fire alarm should be activated and the Camp Seeley Manager notified. Other counselors should only attempt to contain the fire if it is absolutely safe to do so. Use a rake, shovel, water, or fire extinguisher. Use good judgment and do not risk injury to any campers or staff.

10.5.1 If a group is on a fishing trip

If the group is still at Lake Gregory, follow the directions of the Lake staff. Remove the campers to a safe area. Contact the Adult Head Director and/or Adult Director(s) immediately. Proceed to the parking lot immediately.

In the case of a forest fire, the Adult Head Director will remain in close contact with the Camp Seeley Manager and forest service personnel. The emergency signal will be used to gather all participants so that in case an evacuation order is given, it can be done so in a timely manner.



10.5.2 Fire Drills

Fire drills are held within the first 24 hours of each session as prescribed by state law. The safety of campers and staff depends on everyone performing their job efficiently. To avoid confusion during an emergency, learn your responsibilities well.

Review with campers an emergency exit from their sleeping area and where to assemble when they hear the alarm.

10.5.2.1 Fire Signal

Blasts of the air horn. When the signal is heard in the unit, blow the emergency whistle to assemble campers. Contact the camp office by intercom, walkie-talkie, or runner to let them know you've heard the signal and to receive any instructions. If a unit has not been contacted within 5 minutes, a runner will be sent and contact will be attempted by intercom.

If the fire is in the unit, designate one staff member to walk the campers away from the fire (upwind or downhill). Another staff member is designated to sound the air-horn alarm and to notify the camp office. (Use the intercom or send a staff runner.) Other staff members attempt to contain the fire using hoses, rakes, shovels, bucket brigade, and fire extinguisher. Begin fighting the fire at the outside perimeter, not in the middle, since attacking the center tends to spread it more. Use good judgment! Do not risk injury to staff or campers.

10.5.2.2 When the Fire Alarm Sounds

Stop all activities, assemble all campers in a buddy line and count to be sure all the campers and staff are present. All persons, if possible, should have shoes on their feet, and if at night, flashlights. Proceed quickly and quietly to the softball field. Upon arrival, do another head count and report the number of campers and staff present to the person in charge. Keep the campers quiet and calm and wait for further instruction.

If the fire prevents you from reaching the softball field, use good judgment. Stay put so



an administrative staff can reach you OR exit quickly, using the safest route, to the nearest road.

Wait at the road for assistance.

If possible, bring the campers' medications and the unit first-aid kit.

Staff without unit responsibility will carry out their assigned tasks.

10.5.2.3 Fire Exit

If it is necessary to immediately evacuate the camp, campers will be divided by units and loaded into all camp vehicles and staff cars and transported to a safety zone. To expedite this process, all cars should be parked facing out.

10.5.3 Fire Emergency Procedure

1. At the sound of the fire alarm or a verbal command the staff will accompany campers and reassemble on the Softball Field.
2. Staff Members and Chaperones will remain with campers in their charge unless relieved by another staff member or adult to do other assigned duties.
3. Based upon the extent of the emergency the Head Adult Director or Adult-in-Charge will determine one of the following:
 - a. Remain on the softball field until further notice.
 - b. Directed to return to regular camp activity,
 - c. Directed to assemble in an orderly fashion in a designated area.
4. Campers will not be allowed to leave camp except with their parents present or a designated Head Adult Director or Adult-in-Charge.
5. Forest Rangers, Firemen, police or other applicable authorities will be contacted to assist if evacuation of the camp is deemed necessary.
6. Adults in Charge are not allowed to let campers to leave the group - they must keep them together, under control, calm, and maintain a current list of the



campers and staff members when the fire started and maintain a current list of the campers and staff members at all times. In an emergency situation, all members of the emergency teams are to report to the Head Adult Director and await instructions.

7. Members of the emergency teams who have camper responsibilities should make arrangements with another adult to take charge and supervise their campers and then report to the Head Adult Director.
8. Refer to Earthquake Emergency Procedures for emergency teams.

10.6 Earthquake

Most campers are well rehearsed in earthquake “duck and cover” drills at school. If campers are inside, have them move away from windows and “duck and cover” under beds, tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Seek an open area.

After an earthquake, do not enter any buildings until the camp administrative staff or the rangers have checked them. If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks.

Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories, etc.) until help arrives.

10.6.1 Earthquake Emergency Procedure

Staff Responsibilities during an Earthquake

1. During the Earthquake (shaking) stay indoor.
2. Initiate a drop (take cover) procedure until shaking has ceased.
3. Earthquake (Take Cover) - "Drop" drill:
 - a. Staff issues command "drop".
 - b. Campers drop to their knees, under something, facing away from windows.



- c. Bury face in arms - close eyes and remain until staff commands "all clear."
4. After shaking stops and staff member issues "all clear" command everyone is to proceed to the baseball field.
5. Adults and youth staff members must remain with campers in their charge unless assigned by an Adult Director to do other duties.
6. Based on the extent of damage the Adult-in-Charge will determine one of the following:
 - a. Remain on Softball field until further notice
 - b. Return to regular camp program
 - c. Assemble in an orderly fashion in a designated area.
7. Campers will not be allowed to leave camp except with their parents or adult designated in writing by their parent/guardian.
8. All problems are to be reported to the Head Adult Director or the Adult-in-Charge.
9. If major damage occurs - even with injuries to campers & staff - make every effort to keep your group together and to get to the baseball field and wait for further instructions. DO NOT allow campers to leave the group - keep them together, under control, and maintain a current list of the campers assigned to you when the quake started and a current list of those campers with you at the present.
10. In an emergency situation all Adult Directors are to report to the Head Adult Director and await instructions.

10.7 *Electrical Storm*

Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile. All swimmers and canoers must go to the edge and get out of the water upon the signal from the waterfront staff.

10.8 *Flooding*

In the event of flooding, all participants shall be moved to higher ground. All campers, Chaperones, and counselors in cabins shall be moved into the dining hall. Each cabin group will have a walkie-talkie to maintain communication with all camp staff.



10.9 Missing Person Procedure

On the first day of the session, review with campers “Staying Found” (see Hiking Procedures) and what to do if separated from the group with campers. Upon determination that a camper is missing:

1. During any camp event, campers should never be left alone.
2. If a camper is discovered to be missing, notify the Adult Head Director and/or Adult Director(s) immediately.
3. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers and ensure that another counselor stays with the current group of campers.
4. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Was she depressed or angry, threatening to run away? Did he tell anyone where he was going; was he near any dangerous surroundings? Did she fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search.
5. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Enlist the help of other counselors who are not supervising campers. Check the camper's cabin, all bathrooms, the showers, the main lodge, the Nurse's office, the dining hall, and pool. Before leaving the rest of the group to find a camper, see that another staff member supervises them.
6. Check with the camper's friends or known accomplices to see if they know where he/she may be or if he/she may have said anything recently.
7. Check bathrooms, dining hall, the cabin, and a friend's cabin.
8. Contact the Head Adult Director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The Head Adult Director will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The L.A. County 4-H Office will institute a public search that will include contacting the sheriff department, fire department, ranger station, and



4-H Summer Camp

Policies and Procedures



camper's parents.

9. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity. Keep them involved in their activities. Do not allow campers to try to search for the camper. Make sure that other campers do not leave the area without a counselor.
10. Complete an Incident Report and return it immediately to the Adult Head Director.



10.10 *Intruders*

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. This is private property and not opened to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, then approach the person accompanied with another staff member. Someone should stay with the campers away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the Camp Manager, observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Teach the campers to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, real or imagined, never tell the child “it really wasn’t anything,” “there is no need to be afraid,” or “it was just your imagination.” Frightened children need to be allowed to experience their fear, to know that it is okay to be afraid, and to talk about their experience.

If you are off camp property, keep a staff member with the campers while two other staff



4-H Summer Camp

Policies and Procedures



members go to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the Head Adult Director and/or Adult Director(s) immediately of any intruders. Complete an incident report and any other reports requested.



10.10.1 Intruder Procedures

1. The camp gate should remain closed (but not locked) at all times except on the first day of camp when campers and their parents arrive and the last day when they are picked up. A “**No Trespassing**” sign is posted near the gate. The Camp Seeley Manager’s residence is located near the main and only entrance to the Camp and will also monitor the camp gate.
2. If unauthorized vehicles or persons is seen or discovered on camp property, the following procedures should be followed:
 - a. Notify the Adult Head Director, Adult Director(s), and Camp Seeley Manager immediately by walkie-talkie communication or in person, whichever is quicker.
 - b. Do not approach persons or vehicles alone. Assess the situation and determine if it is safe to speak to the persons. If it is safe to do so, explain to the persons that they are on private property. Inquire into the reasons why they are on the site. If they have business with the Camp Seeley Manager or Directors, direct them to the appropriate persons. If they are intruding, politely ask them to leave. The Adult Head Director, Adult Director(s), or Camp Seeley Manager should escort them off the property.
 - c. Try to observe the make, model, and license plate of the vehicle.
3. If a threatening situation occurs, make sure that all campers and staff are removed from the area and moved quickly into a safe building. Lock all doors. Notify the Adult Head Director, Adult Director(s) and Manager of the situation immediately. Notify the appropriate authorities as instructed or if the Camp Manager, Adult Head Director, and Adult Director(s) are incapacitated.
4. The camp will work with the Camp Seeley Manager to review annually the safety and security of the campsite and to identify and define acceptable solutions to any security problems.
5. If an intruder is suspected at night, notify the Adult Head Director and/or Adult Director(s) immediately. Quietly inform other staff members of the situation. Ensure the safety of the campers. Make sure that all campers are accounted for by counting heads. If you feel that the campers, chaperones and counselors in the cabin sites are at risk, notify the counselors in those units quickly and quietly and assist them in moving



their campers to the dining hall, whichever is closer.

6. If a camper encounters an unfamiliar person on camp, they should immediately inform a staff person. Campers should never be alone at any time. Teach them to never approach the stranger.
7. During an off-site trip, ensure that the buddy system is always used and that campers are supervised at all times. If someone is behaving inappropriately or suspiciously, gather the entire group together and make sure that a counselor is supervising them. Have two other counselors go to notify the authorities.

10.11 Kidnapping

DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP !

1. No one should ever leave camp without first notifying the Adult Head Director. **CAMPERS SHOULD NEVER BE ALLOWED TO LEAVE CAMP WITH AN ADULT DURING THE CAMP SESSION** unless the Adult Head Director has previously notified the campers' counselors about the arrangements. Follow Camper Release policies if this should occur.
2. All staff members will refer all visiting persons (stranger or known) to the Adult Head Director. Under **NO** conditions may a camper be removed from camp without the permission of the Head Adult Director.
3. Strangers may come to the camp in search of potential victims. Custody disputes between parents or adoption cases can result in an attempt to remove a camper from camp. Parents must sign a form indicating who will pick up the child from camp and parents must inform the Adult Head Director if a child will be late to camp or picked up early by a different person. The Adult Head Director will verify the instructions if someone come to pick up a camper. Identification will be required.
4. If a camper is taken from camp without the expressed and direct approval of the Adult Head Director, immediately notify the Adult Head Director and/or Adult Director(s). Get a description of all persons involved if possible (make, model and license plate of the vehicle, hair color and style, clothes, height, weight, etc.) Notify the Head Adult Director **IMMEDIATELY**.



10.12 *Utility Failure*

10.12.1 **Water**

The limited water supply requires us to practice conservation, and teach the campers and other camp participants to restrict the amount of water they consume.

1. Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. The units at the end of the system are typically the first to notice the problem. Immediately notify the camp office if you suspect a problem.
2. Should a major leak/break in the line occur in your area, shut off the water as instructed during pre-camp training. Use the intercom to notify the camp office.
3. If the water system fails, the Adult Head Director, Adult Director(s) and the Camp Seeley Manager should be notified immediately. The Camp Seeley Manager shall assess the situation and handle all repairs.

10.12.2 **Electrical**

A power loss may occur from sources inside or outside the camp. An electrical fire must be dealt with immediately. Be sure everyone knows that the wires and electrical equipment substations and large green transformer boxes are dangerous and off limits. Complete a Request for Repair for the maintenance staff if you see one unlocked.

1. Lack of Power: Check the circuit breakers as instructed during precamp training. A “tripped” breaker will be positioned midway between on and off, and may have some red showing. To reset, turn the breaker off then back on again. If the breaker trips again, and you can manage without the circuit, switch the breaker to “off” and report the problem along with the breaker number on the Request for Repair form. Note: The intercom phone will not work if the power is off to the entire camp. Stay put. The administrative staff will come with an appraisal of the situation and instructions.
2. Electrical Fire: Sound air horn and divide duties. Assemble and evacuate all campers, notify camp office while staff fights the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.
3. Downed power lines are extremely dangerous. Stay clear and don’t touch them. You risk



4-H Summer Camp

Policies and Procedures



death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

4. If a power outage occurs, the Adult Head Director, Adult Director(s) and the Camp Seeley Manager should be notified immediately. If a downed power line occurs, make sure everyone stays clear of the line and no one attempts to touch it.
5. If an electrical fire occurs, sound the emergency alarm and follow the fire procedures. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.



10.13 Evacuation Plan

10.13.1 Elements of the Plan

- Notification of Evacuation
- Camp Emergency Response Team
- Call for Evacuation
- Accounting for Population
- Practice Assemblies
- Method of Evacuation
- Order of Evacuation
- Path of Evacuation
- Communication
- Out Trips

10.13.2 Notice of Evacuation

The need to evacuate will be determined by the State Department of Forestry, according to set procedures. The State Department of Forestry will notify the County Sheriff's Department to notify all occupants in the danger areas of the need to evacuate. Each year the camp will notify the County Fire and Sheriff Departments in writing of the anticipated schedule of use for the facility. Included in this annual notification will be the name(s) and contact telephone number for the facility in the case of evacuation.

10.13.3 Camp Emergency Response Team (CERT)

When the camp is notified that there is a need to evacuate, the Camp Manager will notify the Head Adult Director. This team will be made up of the following individuals with the following responsibilities:

- Camp Manager: accounting for all facility service personnel, coordination of evacuation procedures, communication with the Sheriff and Department of Forestry
- Head Adult Director and all Adult Directors: rosters of all participants, visitors, and staff
- Camp Nurse: mobile first aid, participant medications, staff and participant medical treatment authorizations

If one member of the team is unavailable at the time of evacuation, the responsibility will fall on the next individual of responsibility, according to the operational organization chart. Each year members of the CERT will be trained and/or review the Evacuation Plan and their respective roles.



10.13.4 Call for Evacuation

After the CERT has been notified of the need to evacuate, the facility manager or his/her designate will sound the emergency assembly alarm. If the alarm is found unusable due to lack of power, each member of the CERT will cover the facility to notify the camp population of the need to assemble.

Areas to cover if electric alarm is disabled:

- Camp director: meeting with participants at assembly area
- Facility manager: facility staff, food service staff
- Health care manager: health center
- Support directors or user group leader: living areas, program areas

10.13.5 Accounting for Population

At the time an emergency assembly is called, all camp participants will gather at the designated location. The location most appropriate is in the open meadow, clear from trees and power lines.

The Head Adult Director will check with the CERT to determine if all participants and staff are accounted for. In the case that a participant or staff member is missing, the camp director will organize a search using the Missing Person Procedure.

Once the population is accounted for or at the appropriate time, the facility manager or his/her designate will instruct the population on the situation and how to proceed with the evacuation.

10.13.6 Practice Assemblies

Within the first 48 hours of a population using the facility, an emergency assembly drill will be conducted. The CERT will practice their roles as if it was an actual emergency. The participants using the facility will be informed of the procedures to follow in the case of an actual emergency.



10.13.7 Method of Evacuation

In cooperation with the State Department of Forestry and the County Sheriffs, the facility manager will determine the best location for the population to go. The CERT will execute the best and safest method of evacuation.

- **Use of Vehicles in Camp:**

In accordance to camp policy, all vehicles in camp will be ready to use in the case of evacuation. This means that all owners of vehicles will have pre-authorized the use of their vehicles for evacuation of participants in the case of an emergency. All owners of vehicles in camp will keep a set of keys with the facility manager to be used in case of emergency. These vehicles will be used to shuttle participants under the coordination of the camp director, using the guidelines to establish the order of evacuation. (See Order of Evacuation.)

- **Bus Transportation:**

The L.A. County 4-H Office has an agreement with a commercial transportation company to supply our organization with emergency transportation. If needed, they can provide necessary transportation to a neutral location.

10.13.8 Order of Evacuation

If the case arises that the entire population will need to be shuttled to an evacuation location, the following will be a guideline as to the order in which the population shall be evacuated:

1. Medically critical with medical support personnel
2. Persons with limited mobility with attendants
3. Persons with special physical and/or developmental needs with attendants
4. Youngest participants
5. Adult participants
6. Non-essential staff
7. CERT



10.13.9 Path of Evacuation

The path of evacuation will be determined by the direction(s) of the impending danger. The most viable path of evacuation would be via the site's main entrance from the highway. From this location, the evacuation can proceed in either direction to a designated safe area.

10.13.10 Communication

In the case of evacuation, communication methods will be essential

- To site: The site has one main phone number to the office and facility manager's residence. (Number) There is also a pay phone located in the lodge back room.
- On site: On site communication is provided by two-way radios. The base station is located in the infirmary and all members of the CERT have walkie-talkies on the same frequency. (Frequency)
- Off site: As part of the evacuation plan, the camp director will be responsible to inform the organization's central office (number) and its officers (numbers) of the situation. The camp director will have cellular phone capabilities to communicate with the organization's office to facilitate contacting the participant's family and responding to their inquiries as well as inquiries from the media.

10.13.11 Out Trips

Prior to any out trips (backpacking, hiking, etc.) the trip leader will provide the camp director with a complete roster of all participants, itinerary including departure and return times, and route to be taken. In the case of all overnight trips, the trip leader will identify all possible evacuation routes from the overnight camp route and location. The camp director will review the evacuation routes prior to the group's departure.

Procedure for all out trips (backpacking, hiking, etc.) requires that a two-way radio be taken. In the case of evacuation, the camp director or his/her designate would contact the out trip staff member with the evacuation information. The out trip staff member will coordinate with the camp director or his/her designate the safest and best method and path for evacuation.

Related ACA Standards SF-3, TR-13, OM-9, OM-14, OM-17, PD-11



10.14 *Evacuation Procedure*

The Camp Seeley Manager will notify the Adult Head Director and Adult Director(s) if an evacuation of the camp is required. The camp will be in contact with the Forestry Service and the Sheriff's Department as to the procedures to follow and the location the camp will go to for reassembly.

1. The Adult Head Director, Adult Director(s), or other designated person will sound the emergency signal. All campers and counselors should begin emergency procedures immediately and head to the parking lot. Stay in radio communication on channel one until advised otherwise.
2. If an evacuation is necessary, the Adult Head Director, Adult Director(s), or Camp Seeley Manager will provide instructions including vehicle assignments. All persons will be divided up and loaded into camp and staff vehicles and transported to a safe area.
3. In the event that the main road leading into camp is blocked or inaccessible and an evacuation is necessary, the following alternative evacuation procedure will be followed:
 - a. Proper authorities, including the Camp Seeley Manager will be notified by the Head Adult Director or Adult Director(s).
 - b. If the Camp Seeley Manager provides an alternative plan, his plan will be followed.
 - c. Staff shall supervise and everyone shall stay together as possible.
4. In the event that the Highway is blocked or is inaccessible, the Camp Seeley Manager, Forest Service, Sheriffs, Highway Patrol or other public authority will advise the camp on proper evacuation procedures.
5. The Camp Nurse and other medical personnel will ensure that all medical forms, prescription drugs, and emergency supplies will be transported to the evacuation site.
6. Communication Procedures:
 - a. The phone located in the lodge back room will be accessible. No one will be allowed to use this phone during evacuation unless authorized to do so.
 - b. The Adult Head Director, Adult Director(s), all medical personnel, Camp Nurse, and several other staff members will carry the two-way walkie-talkies and will be on channel TWO. This is NOT our normal channel but is in direct communication with each other.



- c. The Adult Head Director will be responsible for contacting and remaining in contact with the L.A. County 4-H office in at 4800 E. Cesar Chavez Ave., Los Angeles. Cell phones will be available for use once the evacuation process has begun and the camp population is moved off site.

10.15 Operational Management – Additional Considerations

1. Parent/camp communication is facilitated through interviews, visits, newsletters, evaluation/suggestion forms, etc.

The purpose of communication may be to evaluate camp, provide information to parents, give opportunity for parents to interact with staff, etc.

2. Procedures are in practice regarding the use and release of any and all personal information regarding campers and staff.

Do you obtain permission to release or print photos of individuals? Who has access to personnel records, financial records, medical records, and camper evaluations? To whom and under what conditions is information released to persons outside of the camp?

3. Policies are in place regarding participants bringing their personal items to camp.

What are the expectations regarding use and storage of personally owned items such as cameras, radios, electronic games, etc.? What are the policies about liability for loss or damage of such items?

4. Budgeting, bookkeeping and audit procedures consistent with good accounting practices are utilized annually.

Should your audit procedures be carried out internally or externally? Are auditors' recommendations sought and followed concerning record keeping and other financial matters?

5. Inventories of all facilities and equipment are reviewed and revised at least annually.

Are the inventories reviewed by camp administration in consideration not only of purchasing needs but also in light of insurance needs, equipment replacement schedules, depreciation schedules, and identification of equipment or supplies available for use? Who is responsible for updating inventories?

6. Insurance policy includes health and accident coverage for staff members.



4-H Summer Camp

Policies and Procedures



In addition to the workers' compensation identified in standard OM-11 (see page 78), health and accident insurance may encourage staff to seek treatment to be able to remain on the job.

7. Arrangements for legal counsel have been made and such counsel is available as problems arise.

Has the advice of legal counsel been sought concerning review of application forms and contracts (camper and staff), risk management planning, and personnel policies and practices? Who is the camp's legal counsel? How can this person be reached?

8. The camp has identified appropriate laws, codes, and regulations affecting its operation?

Laws may include, but are not limited to areas such as wage and hour laws, ADA regulations, sanitation codes, bathing codes, boat and vehicle registration and inspection, fire codes, plumbing codes, child abuse reporting regulations, and required operational permits and licenses. Does the camp administrator/director participate in ACA meetings to stay current with legislation and obtain a listing of applicable laws. Are those requirements made known to affected staff?

9. It is camp policy to provide staff-led programming during transit if campers are traveling one hour or more.

Does the staff provide leadership for travel games or songs? Is it possible for campers to participate in planning, discussions, or orientation on the way to a program site?



11.0 Human Resources (ACA Section HR)

One of the objectives of the Summer Camp is to promote a positive and healthy behavior management program that affords plenty of opportunities for growth and development among camp attendees.

Camp administration, including any directors or staff, may never use physical or verbal abuse in dealing with a camp attendee who has violated one or more of the Camp Rules. Corporal punishment, although in some remote cases may seem warranted, is specifically not allowed. This includes but is not limited to: hitting, spanking, striking or otherwise physically harming any campers or staff members.

Typically the most severe punishment handed down from the camp administration results in a camper or staff member who is suspended immediately from camp ("sent down the hill") and may or may not be barred from future participation in 4-H summer camp or other programs sponsored by the L.A. County or the San Bernardino County 4-H Youth program for a period of one year or permanently if deemed appropriate. Other degrees of punishment may include being put on probation, assessing the attendee the cost of damages and repairs in the event of damage/destruction of property, cabin reassignments, reassignment of staff responsibilities, noting such activity on a staff member's evaluation form, disallowing a certain individual(s) from applying for a staff position for summer camp in the future, disallowing an individual from attending summer camp in the future, releasing the camper or staff member to the nearest law enforcement agency and/or the proper authorities, etc.

Parents and the County 4-H office will be notified of action taken. If a camp attendee is sent home, fees will not be refunded. All campers, staff, counselors and directors must sign a copy of the Camp Rules and acknowledge the penalties for infractions. Any infractions must be reported immediately by anyone observing them to the Head Adult Director, who will bear final



responsibility for disciplinary action.

One of the primary goals of the 4-H Summer Camp is to assure that all camp attendees respect the rights of other campers and staff. This includes behavior toward each other within the confines of a camp cabin and a mutual respect of ones personal property, including sleeping bags, pillows, clothing, toiletries, flashlights, etc. Specifically, camp administration will take very seriously any allegations of inappropriate staff behavior with campers (or vice versa), incidents due to the use of drugs and alcohol (for all camp attendees), fighting, smoking, stealing, inappropriate sexual conduct among campers or staff members, etc.

The camp administration, consisting of the Adult Directors, is responsible for deciding and administering all disciplinary actions. Such actions are resolved or carried out upon validation by a majority vote of the Adult Directors. The Adult Directors may first seek and consider a recommendation of appropriate action from the Youth Directors, depending on the situation.

The Camp Administration understands the fact that campers and staffers with entirely different backgrounds and cultures are united at camp and expected to behave in a mature and respectful fashion toward each other. Although it is inevitable that friction among campers and/or staffers is sure to arise, it is the goal of the camp administration to convey their expected minimum requirements among all camp attendees and clearly indicate the penalties and or disciplinary actions that will occur if any of the Camp Rules are violated.

Staff training and other information will also address the need to be aware of and recognize indications or symptoms of child abuse. Information will also include the identification and prevention of child abuse. A form has been adopted by the Summer Camp Committee called the Checklist of Possible Indicators of Abuse Form and it must be completed by the Nurse or a member of the camp administration for all campers or staff members who may



display any behavioral or physical indications of neglect and/or sexual abuse, emotional abuse or physical abuse.

11.1 *Child Abuse*

Child abuse has been in the spotlight of public attention since early 1985. We have all become much more sensitized to the potential occurrence and serious implication of such at any day or resident camp.

Child abuse is legally wrong. We are required to report any alleged physical or sexual abuse that takes place at camp to the State Child Protective Services within 24 hours after the allegation is made known. Any allegation of abuse prior to a camper's arrival at camp is to be reported within 8 hours, with a written report within 72 hours.

In a camp setting, physical abuse is most likely to happen when a counselor is disciplining a rebellious or unruly camper. Anything done to inflict pain while disciplining a camper is considered child abuse. (See Behavior Management Policy)

The physical size and strength of staff members necessitates that you use discretion and restraint in all physical contact activities with campers. Games that encourage intense competitive activities with physical contact that potentially could cause injury must be eliminated or supervised very closely by non-participating staff members.

11.2 *Child Sexual Abuse*

We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused staff member and the camp. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse.

Child sexual abuse includes, but is not limited to, any contact or interaction between a



child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced, whether or not the child has consented.

Do NOT touch the genital area or buttocks of ANY camper. A quick hug is considered acceptable, but a prolonged hug or embrace is not. Use good judgment.

11.2.1 Procedures for Child-Abuse Complaints

1. Any actions you observe that are not acceptable behavior according to the above guidelines should be reported as soon as possible to the camp director.
2. The camp director will notify the appropriate authorities and parents.
3. The camp director will take appropriate internal action.

11.2.2 Child Abuse Reporting

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). Our camp encourages appropriate touch; however, at the same time prohibits inappropriate touch or other means of sexually exploiting children.

In the event that there is an accusation of child abuse the camp will take prompt and immediate action as follows:

At the first report of probable cause to believe that a child-abuse incident has occurred, the staff person receiving the report will notify the camp director, who will then review the incident with the Head Adult Director or a designate. However if the summer camp director is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate each child-care provider to report information they have learned in their professional role regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.



The camp will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

In the event the reported incident(s) involve a staffer, chaperone, resource leader or other volunteer, the Head Adult Director will, without exception, immediately suspend that person from the camp. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.

Whether the incident or alleged offense takes place on or off camp property, it will be considered job-related (because of the youth-involved nature of the camp).

Reinstatement of the staff person will occur only after all allegations have been cleared to the satisfaction of the director. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore, should only discuss the incident with the Head Adult Director or County Director or 4-H Youth Advisor.

11.3 *Harassment*

Summer Camp recognizes that a person's right to freedom from discrimination includes the opportunity to work or study in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's employment opportunity.

Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal



harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).

11.3.1 Sexual Harassment

In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment AND/OR submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual.

Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the camp director.

Any individual who is found to have harassed another individual, will be subject to discipline. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behavior must report the incident to the camp director.

11.4 Human Resources – Additional Considerations

- 1. Each staff member is provided with contract or employment information specifying salary or wages (if applicable), length of employment, benefits, and reference to job description and personnel policies.**

If staff contracts or employment agreements are used, has legal counsel reviewed them recently?

- 2. Each staff member is provided with or has access to an organizational chart.**



4-H Summer Camp

Policies and Procedures



Charts not only provide an overview of the entire staffing pattern, but also provide a clear picture of lines of responsibility and authority. Does your chart reflect the current organization and makeup of your camp staff?

3. To help encourage equal treatment of all children, the camp administration advises parents and staff that gratuities are prohibited.

Gratuities include monetary and/or expensive gifts. Common professional practice identifies it as the camp's responsibility to appropriately remunerate its staff. Have you reviewed salary ranges in similar camps and made efforts to update salary structures annually? Have you instituted a graduated salary structure that recognizes experience, education and skills/certifications?

4. At least 20% of the camp administrative staff possesses at least a bachelor's degree.

What efforts have been made by the camp administration to continually update the skill, training, and experience level of its staff?



12.0 Program Design and Activities (ACA Section PD)

12.1 Introduction

Program is the heart of camp, where camp philosophy and objectives are implemented in a sustained experience that provides a creative, recreational, and educational opportunity in the camp environment. Camp programming utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

The Program Design must be flexible to allow for variations with camp staff and environmental changes. The chart below shows a general list of the Program Activities commonly performed at the Summer Camp.

SPORTS	Basketball, Volleyball, Horseshoes and Ping-Pong
HANDICRAFTS	If you have original or unique ideas for things to make, then this is the place to make them.
HIKES	There will be opportunities for hikes, during the day. Be sure to bring your own equipment.
FISHING TRIPS	There are fish up there, so bring your own fishing gear in order to catch them. Those over 16 need a fishing license.
SWIMMING	Don't forget your swimming suit. There is a lot of fun at the pool. Swimming instruction may be available this year.
CABIN DESIGN	Be sure to bring up decorations for the cabin design contest. Decorations for inside and outside your cabin. (e.g., streamers, posters, stuffed animals, etc.)
CAMP COSTUMES	Don't forget those warm PJ's for the pajama breakfast. Themes: See Daily schedule.
TALENT SHOW	Bring your talent and your ideas for camp skits to camp. If you play an instrument (one that is portable) bring it.



12.2 *Sports*

Summer Camp program will provide for youth development in sports through appreciation, participation & skill development. Both hands-on and verbal instruction will be provided to all participants.

Under the direction of Adult Directors, youth staff will select the activity areas prior to camp and with the campers will enrollment the program. The program will include experiences in:

- Team Sports
- Individual Sports Aquatics
- Team Tournaments
- Table Games
- Sports Safety
- Sportsmanship

12.3 *Handicrafts*

1. Campers are given an opportunity to develop artistic skills and appreciation of natural environment by using available materials for crafts such as pine cones, twigs, rocks etc.
2. Campers are given an opportunity to be creative through the use of leather craft, shell art, bean art, yarn art, tie dying, etc.
3. All campers are encouraged to experience a hands-on development of skills.
4. Campers choose to participate in handicrafts for short or extended periods of time depending on their interests and skills.



12.4 *Nature*

Summer Camp program will provide for youth development in nature through appreciation, participation & skill development. Both hands-on and verbal instruction will be provided to all participants.

Under the direction of Adult Directors, youth staff will select the activity areas prior to camp and with the campers will enrollment the program.

The program will includes a compulsory overview and voluntary focus in the following fields of outdoor awareness:

- Geology
- Wildflowers & Trees
- Entomology
- Herpetology
- Bird watching
- Fishing
- Environmental respect
- Hiking skills
- Camp Crafts
- Astronomy
- Orienteering



12.5 *Hiking*

Hiking is more than walking to cover distance or get to a destination. Summer Camp is concerned with personal enjoyment of the out of doors, with personal safety and the safety of others, and the protection of the environment. Hiking trails enable the campers to have the adventure of exploring the uniqueness of the Camp Seeley and the surrounding environs. The age, experience, and readiness of the camper group will determine which hike to take.



12.5.1 Tips to Make Hiking Fun

1. Don't be in too big of a hurry — take time to see and investigate things — curious shapes, insects, scenic views, etc.
2. Play games during sitting down rest stops — what do you see in cloud shapes, what noises do you hear, how many colors can you see in nature?
3. Walk in small groups, a staff member with each group. Stay in voice contact with each other. Put fast walking campers in one group and slow walking campers in another. Put the slowest walkers in the front. First aider should be at the back.
4. Be sure distances between rest stops are realistic. It's better to have several short rest stops than one long one. At rest stops, wait until everyone has had a chance to rest before walking again. Do not start when the group in the back catches up, they don't get a break!
5. When you are pointing out interesting things along the way, be sure everyone hears, not just the front of the line.
6. Remember to take a snack — make some trail mix; raisins, apples, or oranges are good choices.



12.5.2 Staying Found

1. Check your position — orient yourself frequently. Make note of special landmarks as you hike. Be aware of the direction of the sun.
2. Stay with the group. If you want to stop to rest, or go exploring to investigate something interesting, or tie your shoe — tell the counselor!
3. Use the buddy system. You and your buddy are to pay attention to the whereabouts of each other and look out for each other's well-being. Be ready to tell the counselor if anything is unusual.
4. Stay on trails and don't try to take short cuts. It is easy to become confused and tired.

12.5.3 If You Get Separated from the Group

1. The greatest danger is panic within yourself. Sit down, rest, think, and stay calm. You will be found! There are no animals in our area that will hurt you. The counselors will not be angry with you should you become lost. (Staff Note: Lost children have avoided searchers because they were afraid of punishment.)
2. Stay near those places where searchers are likely to look for you. Along a trail or road, near the place where you were with the group.
3. Select a tree, rock, or bush and stay with it until you are found.
4. Stay out in the open where you can be easily seen — don't be tempted to hide, even though you are frightened. If you hear helicopters, make yourself BIG. Get out in the open and lie down with your brightest colored clothing on top.
5. Searchers will be calling out, then listening for your answer. When you hear voices, shout "I'm here," count to 100, then shout again. The searchers will come toward your voice.



12.5.4 Safety Considerations

1. A staff member must obtain a hiking first-aid kit from the health care center and carry a walkie-talkie on hikes outside the main camp program areas. Carry an Epi-kit if someone in the group is allergic to bee stings. Review the symptoms and first aid for heat stroke and heat exhaustion.
2. Sign out in the camp office and notify them of your expected time of return.
3. There must be 1 staff member per 8 campers. There is always a minimum of 2 staff members present regardless of the number of campers.
4. Before leaving camp, have an orientation meeting with the campers. Talk about where you are going and the fun you expect to have! Review the procedures of Staying Found and what to do if separated from the group. Remind campers how to identify poison ivy/oak, and to check themselves for ticks when they return from the hike. Discuss safety regulations and ways they can protect the environment.
5. Check campers to be sure they have shoes and socks, a hat, water, sunscreen on, and clothing appropriate for the trip.
6. Take drinking water from camp or other tested source. Don't drink from streams or ponds, etc.
7. When planning menus for hike lunches or dinners, choose foods that will not spoil easily in the time they are away from refrigeration.
8. Don't take unnecessary chances with wild animals by feeding or attempting to catch them.
9. The best way to avoid rattlesnakes is to be alert! Review the "Freeze — snake" procedure with the campers. Don't step where you cannot see. Don't put your hands in holes in logs, trees, or rocks.
10. In case of a thunderstorm, seek shelter under low trees. Remember that lightning will strike the tallest thing.
11. In case of emergency, remain calm, and contact the camp office or health center. Follow the Camp Emergency Procedures.



12.5.5 Hints For Hikers

1. Use a steady, rhythmic pace. Shorten steps to go up an incline, lengthen going down.
2. When hiking in single file, keep three or more feet apart to avoid whipping branches and falling rocks.
3. Keep arms and hands free when hiking.
4. Wait a few minutes before drinking cold water or eating, so blood can go out of the muscles and back to the stomach.
5. Leave the woods, streamsides, and trails so that no one will be able to tell that you have been there. Leave flowers for others to enjoy.
6. A good position for resting is flat on your back with your legs raised.
7. Encourage campers to use the rest room before leaving camp. In case of an “emergency” use an individual “cat hole” at least 200 feet away from the trail or water.

12.5.6 Rules of the Road for Hikers

1. Keep one staff member in the front of the group, and one staff member (the first aider) at the end of the line.
2. Stay on the trail. No shortcuts, cutting switchbacks, etc.
3. If it is necessary to walk on the road, walk on the left side, facing traffic.
4. Observe trespassing signs. Get permission to go on private property. Leave gates as you find them.
5. Cross roads as a group. Line up single file along the side of the road facing the opposite side of the road, with a staff member at each end. The staff members call “all clear from the right (or left)” then the group walks across as a single line.
6. Do not ask for or accept rides from strangers.
7. Be responsible for your own safety, for the safety of your buddy, and of the group.
8. Give trail right-of-way to faster hiking groups. Step off the trail to the uphill side for horses.
9. When hiking at night, wear light-colored clothing and carry flashlights (turned downward).
10. Enjoy the silence of the woods. You’ll see more wildlife! In public places, be courteous. Loud singing and shouting or loud games will disturb others.



13.0 Program Design – Aquatics (ACA Section PA)

13.1 Program Design and Activities

1. **Contracts have been signed with all providers of program services such as aquatics, adventure/challenge, horseback riding and tripping that specify responsibility for meeting the intent of appropriate ACA standards.**

Such contracts should identify items such as who is responsible to provide and maintain safety equipment or other gear used in the activity, responsibility for classifying and/or excluding campers from participation, establishing safety rules, providing emergency care in case of illness or injury, and other conditions established in the standards for the given activity. Have such contracts been reviewed by the camp's legal counsel?

2. **Participants in overnight and short trips receive orientation prior to departure.**

Are participants informed of applicable safety regulations? Are they made aware of health and sanitation practices such as procedures for toileting, hand washing, and general health care? Does the orientation address ways to protect the environment including proper trail use, trash disposal, and protection of plants and flowers, etc.?

3. **The program is set up to provide balance in the campers' activities.**

Does the program provide opportunities for both quiet and active times during the day? Do campers have various opportunities to participate individually, as well as in small and large group activities?

4. **Campers participate in program planning in a variety of in-camp and off-season ways.**

What deliberate methods have been implemented to identify and meet camper needs, interests, and preferences?

5. **The camp provides flexibility in programming as evidenced by willingness to modify schedules and by the encouragement of spontaneous activities.**

Are staff trained to respond to "teachable moments" and to modify schedules for weather or other reasons? Are staff and campers involved in the periodic evaluation of camp program?



6. The camp provides intentional opportunities for campers to practice decision-making in daily program and group living activities.

Decision-making skills are important in the growth and development of campers. Opportunities for individual choice and group decisions on a routine basis help campers practice these skills.

Are there deliberate occasions where campers may make choices and decisions in how some of their time is spent in scheduled or unscheduled camp activities? What training could be provided to staff to help them assist campers in the development of skills such as decision making, relating effectively with others, and so forth?

7. The camp provides deliberately planned program activities designed to foster understanding of individual differences and group cooperation.

As our world "shrinks" and becomes a mosaic of individuals from varied backgrounds, it is important for the camping community to be proactive in developing skills of understanding and cooperation.

8. The camp provides deliberately planned program opportunities designed to help campers develop socially.

Are staff trained to design and implement programs that encourage campers' social development?

9. Campers are free to practice their religious customs and to discuss spiritual matters in a manner that does not offend the rights and beliefs of others.

This statement does not require the camp to conduct religious services or provide religious instruction. Rather, it indicates that persons are free to practice their customs (e.g., prayer, recognizing religious holidays, etc.) or discuss spiritual topics in an open, non-forceful atmosphere.



13.2 General Operating Procedures

1. The Waterfront Director is responsible for scheduling qualified personnel for the pool and fishing program during operation of the summer resident camp.
2. Each aquatic activity shall be staffed by certified lifeguards in accordance with the proper ratios established for the activity. There must be a person or persons certified in Standard First Aid and CPR and a stocked first aid kit at each aquatic activity.
3. A watcher is on duty to assist the lifeguards in maintaining safe supervision of campers. **Don't do:** reading, sunbathing, long conversations, letter writing, or other activities that distract from camper supervision. Watchers have been oriented to their responsibilities and have demonstrated elementary forms of non-swimming rescue.
4. Campers and staff must follow all safety rules as posted at waterfront areas. Staff accompanying campers are expected to assist in enforcing rules.
5. The buddy system is always in use at the waterfront areas.
6. If severe weather approaches (thunder and lightning) all waterfront areas will be closed and campers must leave the area immediately. Other weather conditions (fog, high winds, mist) which may close down the waterfront areas will be up to the discretion of the Waterfront Director and/or Adult Head Director and/or Program Director.
7. Staff will be trained in and demonstrate non-swimming rescues during pre-camp and will be oriented to their responsibilities as watchers. Emergency procedures will be periodically rehearsed throughout the season at the direction of the Waterfront Director.



13.3 *Pool Operating Procedures*

1. Swimming pool will be locked when not in use.
2. A certified lifeguard must **always** be present when swimming occurs.
3. Backboard and rescue tube are required at the pool facility during swim periods.
4. Emergency telephone numbers will be posted by the telephone at the pool facility.
5. Swimming after dark will not be allowed.
6. Each camper who wishes to swim must be tested by the Lifeguard or Waterfront Director and placed in a swimming group based on ability.
7. Instruction in basic swimming safety rules is given on the first day:
 - No running
 - No horseplay
 - Don't touch the rope between deep and shallow ends
 - Jumping only in deep end, no diving, no flips
 - Balls stay in shallow end
 - No gum or Band-Aids
 - No breakable beverage containers (e.g., glass or mugs) are allowed in pool area
8. Camper and staffer nametags must be provided to the Lifeguard, Waterfront Director or Assistant Lifeguard when entering the pool area. This will provide the staff an accurate method of tracking those using the facility.
9. For every group of 25 swimmers or less, a minimum of three qualified persons must be on duty, one of which must be over 21. One person holding a current lifeguard certification and two watchers skilled in the use of basic rescue equipment. When there are more than 25 swimmers, an additional currently certified lifeguard is needed. The overall ratio of one staff person for each ten swimmers must be maintained at all times.
10. Staff accompanying campers to the pool should plan to have the campers ready to enter at the scheduled time. Campers line up outside the gate in a buddy line until previous group leaves the pool area.
8. Upon entering the pool area, campers must rinse in the shower and sit on designated deck area until the Lifeguard, Waterfront Director or Assistant Lifeguard indicates that they may enter the water.



4-H Summer Camp

Policies and Procedures



9. Whenever a whistle is blown all swimmers will immediately go to the side of the pool, find their buddy and wait for instructions.
10. Wheelchairs in the pool area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling.



13.4 Lake Gregory (or other Lake) Operating Procedures

1. Staff will be instructed in basic small craft safety rules and emergency procedures during pre-camp training.
2. All campers and staff must properly wear a personal flotation device (PFD) while in a canoe.
3. All canoes and equipment should be inspected on a regular basis and any repairs reported immediately to the waterfront director. PFDs are given a safety check immediately prior to use.
4. All campers are instructed in safety rules and given basic canoeing instruction, including dry land practice before going out on the lake. Training to include:
 - a. Self-rescue in case of capsize or swamping
 - b. Boat handling, boarding, debarking, trimming, loading, and changing positions
 - c. Donning and use of PFD
5. Safety rules to be reviewed and enforced
 - a. Must wear PFD
 - b. No horseplay
 - c. No standing in canoes
 - d. Paddle on opposite sides
6. No swimming is allowed in lake at any time.
7. A staff member (watcher) must always be present on the shore.
8. Buddy system must be used while on the lake.
9. There will be one certified boating instructor for each six boats on the lake. The overall ratio of one staff person for each ten participants must be maintained at all times.
10. Wheelchairs in the lake area must have the brake set and a wooden block in front of the wheel to prevent accidental rolling. Trained staff only may assist persons with restricted mobility as they transfer from the wheelchair to a canoe.



13.5 Staff Use of Aquatic Facilities

Staff may not swim unless a certified lifeguard is on duty on the deck. At the lake the guard may be supervising from the shore or in a canoe. The guard must be attentive to duties!

13.6 Staff Use of Pool (Prior to Start of Camp)

The Camp Manager schedules pool and lake use for user groups during the “off season.” User groups are advised in advance to bring their own appropriately certified personnel for life guarding and first aid/CPR needs, as well as their own stocked first aid kits. The Site Manager will explain the use of the buddy system, ways to evaluate swimming abilities, suggested ratios for lifeguards to participants, and use of PFDs to user groups. User group leaders will be provided with written safety regulations and emergency procedures (to be shared with the group) for all aquatic activities.



14.0 Summary

4-H Summer Camp is only one of many events that occur during a given year in the 4-H Youth Program. Like other 4-H Youth Programs, the primary objective is to create and promote opportunities for youth development. Camp is purposely structured to give youth participants the maximum amount of involvement and direct accountability that will assist them in developing leadership and interaction skills that help today's youth become tomorrow's leaders. Camp staff members are encouraged to develop unity and work together to provide a safe and enjoyable camp experience for all camp attendees.

The 4-H motto, "Learn By Doing" is well exemplified in the planning, organizing and implementation of the actual summer camp program. Unlike other camps, the youth staff members at 4-H camp are expected to plan and carry out all of the day and evening activities and programs. Volunteer Leaders and the 4-H Youth Advisor help build the framework for each year's camp, but the ultimate success or failure of Summer Camp lies directly with the youth that comprise the camp staff.



15.0 Additional Documentation

The following documents are considered a part of Summer Camp's Policies and Procedures:

15.1 ACA Accreditation Booklet

The ACA Accreditation Booklet is maintained and reviewed each year. Every three years the camp must undergo an inspection by ACA representatives. This booklet documents how Summer Camp complies with their standards.

15.2 Director and Staff Manual

The Director and Staff Manual is presented to the camp staff members each year during staff training. This manual is reviewed each year and updated as necessary.

15.3 Incident / Accident Report Form (HW-21B)



Camp Name _____ Date _____

Address _____
Street & Number City state Zip

Name of person involved _____ Age _____ Sex _____ Camper Staff Visitor
Last First Middle

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name of Parent/Guardian (if minor) _____

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. _____
2. _____
3. _____

Type of incident Behavioral Accident Epidemic illness Other (describe)

Date of Incident/Accident _____ Hour _____ a.m. p.m.
Day of Week Month Day Year

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____

Where occurred? (Specify location, including location of injured and witnesses. Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury? Yes No If so, what activity? _____

Any equipment involved in accident? Yes No If so, what kind? _____

What could the injured have done to prevent injury? _____

Emergency procedures followed at time of incident/accident _____

By whom? _____

Submitted by _____ Position _____ Date _____

Phone number _____

Medical Report of Accident



Were parents notified? _____ Yes No By Writing Phone Other
By whom? _____ Title _____ When _____
Time Date

Parent's Response _____

Where was treatment given (check and complete all that apply)?

At Accident Site: Where? _____ By whom? _____
Treatment given _____ Date _____

Camp Health Service: By whom? _____ Title _____
Treatment given _____ Date _____

Released to Camp Activities Home Other _____ Date _____

Doctor's Office: By whom? _____ Title _____
Treatment given _____ Date _____

Released to Camp Activities Camp Health Service Home Other _____

Hospital: By whom? _____ Title _____

Was injured retained overnight in hospital? Yes No If so, which? _____

Where? _____ Date _____ Out-patient In-patient

Name of physician in attendance _____

Date released from hospital _____

Released to Camp Home Other _____

Comments _____

Persons notified such as camp owner/sponsor, board of directors, etc.

Name	Position	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any contact made with/by the media regarding this situation _____

Signed _____ Position _____ Date _____

Insurance Notification

1. <input type="checkbox"/> Parent's Insurance	By <input type="checkbox"/> Parent <input type="checkbox"/> Camp	_____
2. <input type="checkbox"/> Camp Health Insurance		_____
3. <input type="checkbox"/> Worker's Compensation		_____
4. <input type="checkbox"/> Camp Liability Insurance		_____



CAMP
gives kids
a world
of good.®

© AMERICAN CAMPING ASSOCIATION