PROGRAM LICENSE (Part 1)
CAMP SAMPLES

CAMP LICENSING RULES

BUREAU OF COMMUNITY AND HEALTH SYSTEMS

LICENSING RULES FOR CHILDREN’S AND ADULT FOSTER CARE CAMPS
Samples of Required Written Material

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

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

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

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

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

For additional assistance, you may call James Vanden Heuvel, Camp Licensing Consultant at (616) 901-3730.
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## LICENSING RULES FOR CHILDREN’S AND ADULT FOSTER CARE CAMPS

### RULE 109 (5): Staff Roster

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1/13/2020
CAMP SAMPLE

RULE 109 (7): Personnel Record

GROUP: __________________________ DATE: __________________

NAME: ___________________________________ AGE: __________

ADDRESS: ____________________________________________________________
                                                 City           state           zip

PHONE: ___________________ OTHER PHONE: ______________________

POSITION WITH ORGANIZATION: __________________________
POSITION AT CAMP (i.e. vol., staff. member) __________________________

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

EXPIRATION DATE  LENGTH OF COURSE  ORGANIZATION

ADVANCED LIFE SAVING __________________________
CPR __________________________
LIFEGUARD __________________________
BASIC WATER SAFETY __________________________
WATER SAFETY INSTRUCTOR __________________________
FIRST AID __________________________
OTHER __________________________
OTHER __________________________

PLEASE LIST NUMBER OF PREVIOUS CAMPING EXPERIENCES:
Experience as an adult leader at a summer camp?  ____WEEKENDS  ____WEEKS  ____YEARS  ____SEASONS

Experience as a camper at camp?  ____WEEKENDS  ____WEEKS  ____YEARS  ____SEASONS

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

Please explain:
__________________________________________
__________________________________________
__________________________________________

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

Job Description  Child Protection Law  Discipline Policy
Emergency Procedures  Other

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

Signed: ___________________________ Date: __________________

1/13/2020
Job Description RULE 109 (8)

POSITION: COUNSELOR

RESPONSIBLE TO: CAMP DIRECTOR

QUALITIES NEEDED:

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

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

RESPONSIBILITIES:

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

SPECIFIC:
1) Evaluate information on campers assigned to you
2) Greet campers and families upon arrival and orientate them to camp
3) Establish with campers cabin jobs, rules, and emergency procedures
4) Elect cabin council representatives
5) Plan with campers cabin activities
6) Organize and accompany cabin on overnight
7) Participate in all camp functions
8) Teach classes in a specialty area
9) Organize one all camp, program or special event
10) Attend pre-camp and ongoing staff meetings and training
11) Report any suspicion of child abuse to your camp director and discuss it with no one else
12) Help out where needed in any area of camp to contribute to the successful operation of camp
Job Description RULE 109 (8)

POSITION: PROGRAM DIRECTOR

RESPONSIBLE TO: CAMP ADMINISTRATOR

QUALITIES NEEDED:

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

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

RESPONSIBILITIES:

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

SPECIFIC:
1) Scheduling program activities
2) Assigning leadership for activities
3) Working out weekly schedule
4) Assist with waterfront schedule in cooperation with waterfront staff
5) Running and evaluating evening programs
6) Supervising and evaluating program staff
7) Preside at all camp functions
Job Description RULE 109 (8)

POSITION: ASSISTANT DIRECTOR

RESPONSIBLE TO: CAMP ADMINISTRATOR

QUALITIES NEEDED:

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

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

RESPONSIBILITIES:

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

SPECIFIC:
1) Set up staff schedules
2) Coordinate such activities such as worship services, overnights, and some special events.
3) Plan and assist in execution of staff training.
4) Organize camper council
5) Assist in hiring staff, and maintain staff files
6) Supervise and evaluate staff
Job Description RULE 109 (8)

POSITION: HEALTH OFFICER

RESPONSIBLE TO: CAMP ADMINISTRATOR

QUALIFICATIONS:

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

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

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

RESPONSIBILITIES:

GENERALLY RESPONSIBLE FOR:
- the health & well being of campers & staff along with the camp director

SPECIFICALLY RESPONSIBLE FOR:
- pre-camp training orientation if first nurse of season
- screen campers on arrival and departure and inform counselors if needed
- follow standing orders and consult with physician as needed
- daily observation of campers at meal time and in activities
- keep inventory and request first aid supplies as needed
- control all medications for both staff & campers
- provide first aid kits for field trips and have counselors report any treatment to you for inclusion in log
- follow up on injuries or other medical problems and refer to parents if needed
- arrange emergency transportation along with camp director
- when available
- keep camp director informed on camper illness or injury
- check the living quarters for health, safety, and cleanliness
- leave a message with your whereabouts on health center
- monitor staff health and recommend care, report to camp
- director any problems that may effect camp.
**Staff Training Agenda RULE 109 (10)**

**PRE-CAMP TRAINING**

DIRECTOR: ___________________

WEEKS OF CAMP _______  HOURS OF TRAINING _______

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**IN-SERVICE TRAINING**

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**Must include:** camp philosophy & objectives, child age level characteristics, camp policies & procedures, general first aid and staffs part in health policy, emergency procedures, child protection law, discipline policy, and basic water safety for any one who will be an official observer at waterfront.
Goals & Objectives RULE 109 (10a)

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

TO PROVIDE OPPORTUNITIES FOR PRACTICE IN DEMOCRATIC LIVING.
* Camper council with representation from each cabin
* Group decisions by voting
* Every camper is encouraged to provide camp program ideas through their cabin representative
* Experience in leadership roles through camp government

TO DEVELOP A SENSE OF RESPONSIBILITY AND AN AWARENESS OF ALL PEOPLE.
* Values clarification activities with children
* Experience in living together with a variety of cultures
* Conflict resolution through counselor facilitation

TO DEVELOP THE INDIVIDUAL SENSE OF RESPONSIBILITY TO CONSERVE AND PROTECT THE NATURAL WORLD.
* Ecology activities
* Experience in the out of doors
* Conservation of food, paper goods, materials, and water
* Protection of plant and animal life through education
* Introduction to and care for young farm animals to develop respect for living things

TO PROVIDE A WHOLESOME EXPERIENCE IN YOUTH-ADULT PARTNERSHIP GROWING OUT OF THE CLOSE RELATIONSHIP BETWEEN CAMPER AND COUNSELOR.
* Recruitment of responsible, caring and enthusiastic staff members who relate well to children
* Working in small cabin groups to insure each individual an opportunity to build an open relationship with an adult
* The chance to meet and work with many staff members that provide additional support and opportunities for friendships

TO DEVELOP A HIGH LEVEL OF SELF-CONFIDENCE, SELF-ESTEEM, AND LEADERSHIP SKILLS.
* Campers work to plan own activities, menus, equipment list, and experiences with the guidance of their counselor
* Opportunity to try new experiences that challenge each individual with support and encouragement from staff
* Provide campers the chance to lead, teach, or represent their peers or staff in activities
* Use of positive reinforcement for individual achievements and good choices
* Give campers the chance to represent their cabin group on the Camper Council

SPECIALTY PROGRAM CLASSES - TO PROVIDE CAMPERS WITH PROGRAM AREA IN WHICH THEY CAN SPECIALIZE IN & DEVELOP A SKILL IN.
* Each child will learn the basic skills in the area as well as learn several new skills
* They will work toward an end project or performance that will involve staff or the rest of camp
* A variety of activities/things will be tried to broaden the camper’s base of knowledge in area
* Campers will choose and plan for their experience with the guidance of their instructor

**BASIC PROGRAM CLASSES - TO PROVIDE CAMPERS WITH THE OPPORTUNITY TO TRY EACH PROGRAM AREA AS OFTEN AS THEY WISH AND BROADEN THEIR EXPERIENCE IN MANY DIFFERENT AREAS.**
* Each camper will have the opportunity to learn from an experienced instructor a few basic skills in each class
* Campers will be introduced to the overall program offered in the specialty class
* The class will be fun and work toward positive interaction between campers

**CABIN ACTIVITIES - GROUPS OF 8 TO 10 CAMPERS WITHIN THE SAME AGE GROUP WORK TOGETHER WITH THEIR CABIN GROUP AND COUNSELOR TO PLAN ACTIVITIES.**
* Each camper will have input to possible activities and will have at least one of their ideas tried by group
* The group as a whole will vote on ideas, compromise, work to decide, and one or two activities for each day
* Campers will plan and carry out the activity with guidance from their counselor
* Campers will learn to problem solve, respect others, and be responsible for their own cabin

**FAMILY MEALS AND DINING HALL PROGRAM - CAMPERS & STAFF WILL EAT FAMILY STYLE AND WORK TOWARD PROPER DINING PROCEDURES.**
* Campers will use basic proper table manners
* Campers are introduced to and encouraged to try new foods
* Campers will be asked not to leave food on their plate and instructed in reasons not to waste food
* Campers will learn how to set a table correctly
* Campers will use proper conversational skills at the table
* Campers will sing and learn new songs at the end of each meal

**OPEN RECREATION - SEVERAL RECREATION AREAS ARE OPEN AND STAFFED FOR CAMPERS USE**
* Campers get to choose as individuals which area they would like to use
* Campers may stay as long as they like and experience as many different areas as they like
* Campers have a chance to work/play with different children
* Campers get a chance to experience and work on different skills at their own speed

**ALL CAMP ACTIVITIES - LARGE GROUP ACTIVITIES AND/OR GAMES WITH THE ENTIRE CAMP**
* Campers get a chance to interact with other children in different age groups
* Campers interact with a large group of people
* Campers get a chance to play with staff and see them in a different aspect
Age Level Characteristics RULE 109 (10d)

AGE GROUP: 7 - 8 - 9
- love to play
- like games using competition
- deep interest in heroes and tall tales
- seek approval of adults - imitate to gain approval
- like to collect things
- work attentively for only short periods of time
- high imagination
- careless of personal appearance
- full of questions
- need! Affection, help in skills, help in cooperation, develop an appreciation of others

AGE GROUP: 10 - 11 - 12
- Interest in team games
- coordination improves
- crave excitement and physical motion
- gang interest
- seek approval of the gang
- mental development rapid
- emotionally they are still young
- confidence in oneself increasing
- interests enlarges
- can be interested in the welfare of the group
- work hard on exciting jobs
- need! Opportunities to explore, experiment, and create, to continue to develop respect for peers, opportunities to help in planning and opportunity to carry responsibility

AGE GROUP: 13 - 14 - 15
- Maturing physically and mentally
- appetite tremendous
- gang loyalty is very strong
- tend to overdo
- require lots of sleep
- stepping on threshold of adulthood
- see themselves through the eyes of their friends
- begin to wonder what life is all about
- need! Opportunities for making own decisions, opportunities for winning approval of friends, opportunities for use of skill
CAMP SAMPLE

AGE GROUP: 16 - 17
- New aspects of self image, worries about how others see them
- needs realistic feedback and consistent esteem building from others, physically, intellectually, and psychosocially
- will show anger at personal attacks, needs increased efforts to support self confidence and esteem into future
- family relationships need to be supported
- uses cliques and relationships to build relationships with their environment until able to accept uniqueness and variation
- starts to look at occupational identity - what am i good at
- starts talking about self and others and enjoys working in a group, but sometimes over identifies with group or individuals
- looks for role models
- deeper relationships formed
- danger of feeling rejected strong at this point
Behavior Management Policy RULE 113

1. DISCUSS WITH CAMPERS THE BASIC GROUND RULES of camp and why they are important, as well the consequences.

2. SET CABIN RULES TOGETHER. If possible, let children set their own and agree to them as a group, using your judgment as to acceptable behavior. Let them learn to be responsible for themselves. In most cases, they can set their own consequences as well and take responsibility for that, too. You may want to write a contract with groups who are having difficulty and need some guidance.

3. IF SAFETY IS AN ISSUE, do not haggle! State the rule and the behavior that is wrong and stop it immediately!!!

4. TO APPLY CONSEQUENCES: - BE CONSISTENT AND UNIFORM WITH ALL CAMPERS
   - CHECK WITH YOUR SUPERVISOR FIRST
   - BE SURE TO FOLLOW THROUGH

**DO NOT:**
* DEPRIVE ANY CHILD OF FOOD OR WATER
* PLACE A CAMPER ALONE WITHOUT SUPERVISION
* SUBJECT A CAMPER TO: RIDICULE
  - THREATS
  - CORPORAL PUNISHMENT
  - EXCESSIVE PHYSICAL EXERCISE OR EXCESSIVE RESTRAINT
  - VERBAL ABUSE

* KEEP THE CAMP DIRECTOR INFORMED OF ALL DISCIPLINARY ACTION!

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

6. ACCEPTABLE CONSEQUENCES OF RULE BREAKING INCLUDE:
   1) Quiet time

1/13/2020
2) Restriction from activity
3) Restriction to the campsite
4) Clean appropriate designated facility
5) Conference with Director
6) Conference with parent/guardian

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

_____________________________ cut here _______________________________

ADHERENCE TO DISCIPLINE POLICY

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

Signed: _______________________________ Date: ________________
Child Protection Law Plan  RULE 115

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

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

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

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

ACTION TO BE TAKEN TO REPORT CHILD ABUSE OR NEGLECT

1. Camp Director or designated official shall make an oral report within 8 hours.

2. Within 72-hours a written report shall be made to the Department of Social Services. A written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child’s parents/guardians, or the persons with whom the child resides, and the child’s age. The report shall contain other information available to the Department of Social Services which might establish the cause of abuse or neglect and the manner in which it occurred.

3. If a camper appears to be injured, medical treatment will be given by the nearest medical facility.

4. Reporting is handled through the local county Department of Social Services. The office to report to is ______________________________.
Camper Roster RULE 117 (1)

CURRENT TOTAL COUNT IN CAMP: CHILDREN _______ ADULTS _______

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</tbody>
</table>
Camper Record Rule 117
Camper Record
Name ____________________________________________
Nickname ________________________________ Age ________ Birthday ____________
Address ____________________________________________
City ____________________________________________ State ______ Zip ____________
Telephone __________________________ Email: ____________________________

If under 18:
Parents/Guardian ____________________________________________
Address ____________________________________________
Telephone (Day) __________________________ Phone (Night) ____________________________
Cell __________________________ Beeper ____________________________
Other __________________________ Other __________________________

In case of emergency contact:
Name __________________________ Phone __________________________ Relationship ____________
Name __________________________ Phone __________________________ Relationship ____________
Name __________________________ Phone __________________________ Relationship ____________

Health insurance information:
Insurance Company ____________________________________________
Policy Holder’s Name ____________________________________________
Policy Group Number ____________________________________________
Family Physician ____________________________________________ Telephone __________________________

If under 18:
Only release this camper to the following adults:
__________________________________________ ____________________________
__________________________________________ ____________________________

Parental or guardian permission is required:
I give my permission for __________________________ to attend and participate in __________________________ Camp to be held from ____________ to ____________ at CAMP SAMPLE.

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

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

Parent / Guardian __________________________ Relationship __________________________

1/13/2020
IMPORTANT!!

Parent or Guardian SIGN HERE please!

AUTHORIZATIONS:

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

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

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

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

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

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

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

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

______________________________, ________________________________.
______________________________, ________________________________.
______________________________, ________________________________.
______________________________, ________________________________.

Signed: ______________________  Relationship: ___________  Date: ___________
Health Service Policy RULE 119
GENERAL HEALTH POLICY

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

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

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

CONSULTATION SERVICES
Our camp doctor is: ______________________
Address___________________________________________

Phone: ______________________ Days/Hours: ____________________________________

Emergency Number: ______________________ Where: ________________________________

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

EMERGENCY TRANSPORTATION AND SERVICES
In the event of an emergency or serious injury, the ___________________________ (Health Officer) or _______________________ (Administrative Staff) will make the decision to call EMS or to transport the individual(s) concerned for medical treatment. EMS service is available from Croswell Ambulance service by calling the Sheriff's Department at: 911
Other emergency transportation may be provided by an Administrator’s car.

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

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

1/13/2020
Attached are statements of emergency care for this season which has been agreed upon by both institutions. As stated in these agreements, a staff member will accompany any person sent by either car or ambulance to the hospital.

PARENT NOTIFICATION
Camper’s parents or legal guardians will be notified by the ______________________ or ______________________ as follows:
1) Immediately in the event of death
2) Immediately following admission to the hospital
3) The day following an overnight stay in the Health Cabin
4) As soon as possible if Health Officer and/or physician recommends that camper returns home due to serious injury or illness.
5) At Health Officer’s discretion if other matters that require their attention related to the health of their child.
6) _________________________________________________
   __________________________________________________

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

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

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

MEDICATION STORAGE AND ADMINISTRATION
All campers and staff medications must be turned into the Health Officer. They should be in the original container with the dosage and frequency marked. The Health Officer is responsible for keeping all prescription drugs and medications under locked storage, in the ___________________ (Health Cabin). When the Health Officer is off duty, The ___________________ or ___________________ will retain a key to the locked storage cabinet(s) and assume the responsibility. The Health Officer will prepare and dispense medications to the appropriate persons at ___________________ (mealtimes). Those campers who receive bedtime medications will ___________________ (come to the Health Cabin between 9:00 and 10:00 pm) to obtain them. If the Health Officer is off duty, the ___________________ or Assistant Director will assume the responsibilities under the direction of the Health Officer. Other
medications needed for routine health problems will also be dispensed by the Health Officer or ___________________________ (appointed staff member) according to our standing orders.

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

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

Any medication dispensed or treatments given will be recorded by the ___________________________ (counselor). All parties will check back in with the Health Officer upon their return. The Health Officer will review the treatment log for any follow up that should be done. A staff member with First Aid and CPR training will accompany all groups leaving the campgrounds. If an accident occurs while away from camp, the ___________________________ (Camp Director) will be notified immediately, and the proper course of action will be taken. If medical treatment is needed, an accident report form will be filled out.
Health Services Policy Rule 119 (2)

ANNUAL PHYSICIAN’S REVIEW

SAMPLE LETTER

Dear Camp Sample Director,

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

Camper Health Screening

On-call services

Emergency Care and Transportation arrangements

Health Care Supplies

Storage and Administration of medications

Daily camper observations

Off-site procedures

Authorized person notification

Health Care staffing

Exposure control plan

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

Sincerely,

Dr. U R Healthy, MD
Health Service Policy RULE 119

EXPOSURE CONTROL PLAN

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

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

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

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

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

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

A. Identification of risk areas: Contact with blood-borne pathogens (e.g., hepatitis, HIV), Contact with airborne pathogens (e.g., common cold, TB), contact with surface-borne pathogens (e.g., staph infections).

B. Education about the nature of the risk: Method of transmission, virulence of pathogens, resistance factors related to potential host, symptoms and information sources which provide clues to potential risk areas.

C. Work practices designed to minimize exposure:
1. Availability of personal protective equipment (PPE) – Gloves, CPR mask, Antimicrobial soap, (eye, nose, and mouth) shield, Body fluid spill clean-up kits.
2. Double-bagging via red bag and disposal procedure for hazardous waste.
3. Screening individuals who come to the program.
4. Requiring participants to provide health information.
5. Use of universal precautions by staff.
6. Education for people working in risk areas: Health care team members, lifeguards, housekeeping, kitchen staff.
7. Hepatitis B vaccination for nurses: Camp pays for vaccinations done by the local provider during the nurse's contracted time. Camp encourages non-vaccinated nurses to get vaccinated.

8. Video which teaches effective use of the CPR mask.

9. Sharps container provided which has biohazard label affixed.


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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Time Line</th>
<th>Employee’s Actions</th>
<th>Camp Nurse’s Actions</th>
<th>Camp Director’s Actions</th>
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</thead>
<tbody>
<tr>
<td>Within next 48 hours</td>
<td>Continue medical follow-up per MD orders. Begin counseling support.</td>
<td>Monitor client adjustment to situation; answer questions as needed. Provide needed cares.</td>
<td>Follow testing of source individual as warranted. Consult with mental health professional to arrange post-camp therapy per need.</td>
</tr>
<tr>
<td>Beyond first three days</td>
<td>Continue post-exposure prophylaxis as directed by MD. Participate in review of incident.</td>
<td>Participate in review of incident.</td>
<td>Maintain contact with employee to follow incident. Lead review of incident. Review incident, adapt camp practices as needed to manage risk, to minimize chance for repeat of situation. Maintain records for duration of employment plus 30 years.</td>
</tr>
</tbody>
</table>
Information on Universal Precautions

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

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

1. All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or body fluid of any person is anticipated.
   Personal Protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.

2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.

3. Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present.
   As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags ("red bags") are to be used for dressings or other materials used to soak up blood or other infectious waste.

4. Remove gloves properly – pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.

5. Masks, protective eye wear, gowns or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other body fluids.

6. Needles should NOT be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
   After use, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant “sharps” containers for disposal.

7. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves.

All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other body fluids must be trained to follow appropriate procedures.
### Health Facilities RULE 119 (3d)
#### Health Center & First Aid Supplies

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

<table>
<thead>
<tr>
<th>In the Health Center</th>
<th>In First-Aid Kits</th>
<th>First-aid kits are stocked and available at the following activity areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>adhesive strip</td>
<td>absorbent cotton</td>
<td>_ archery range</td>
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<tr>
<td>adjustable wooden crutches</td>
<td>antibacterial soap</td>
<td>_ cabin clusters</td>
</tr>
<tr>
<td>alcohol</td>
<td>adhesive strips (assorted)</td>
<td>_ crafts</td>
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<tr>
<td>analgesic ointment</td>
<td>butterfly bandages (lg, sm)</td>
<td>_ dining area</td>
</tr>
<tr>
<td>antibiotic ointment</td>
<td>change for phone</td>
<td>_ horse stable</td>
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<tr>
<td>anti-fungal cream</td>
<td>CPR mask</td>
<td>_ lake</td>
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<tr>
<td>anti-diarrheal treatment</td>
<td>disposable gloves</td>
<td>_ pool</td>
</tr>
<tr>
<td>antihistamine</td>
<td>elastic bandage</td>
<td>_ sports area</td>
</tr>
<tr>
<td>anti-inflammatory cream</td>
<td>emergency phone numbers</td>
<td>_ vehicles</td>
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<tr>
<td>bleach (disinfecting, 1:10 sol.)</td>
<td>gauze pads</td>
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<tr>
<td>cardboard box splints</td>
<td>gauze rolls (2-inch)</td>
<td></td>
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<td>chemical cold packs</td>
<td>insect sting kit</td>
<td></td>
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<tr>
<td>conforming bandage roll (assorted)</td>
<td>instant cold pack</td>
<td></td>
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<tr>
<td>cotton-tipped swabs</td>
<td>moleskin</td>
<td></td>
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<tr>
<td>decongestant</td>
<td>needles</td>
<td></td>
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<tr>
<td>dental rolls (nose packing)</td>
<td>non-stick pads</td>
<td></td>
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<tr>
<td>disposable gloves</td>
<td>note pad, Pencil</td>
<td></td>
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<tr>
<td>ear drops</td>
<td>roll of adhesive tape</td>
<td></td>
</tr>
<tr>
<td>elastic bandage roll(assorted)</td>
<td>safety pins</td>
<td></td>
</tr>
<tr>
<td>eye pads</td>
<td>sanitary napkin</td>
<td></td>
</tr>
<tr>
<td>iodine skin cleanser</td>
<td>scissors</td>
<td></td>
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<tr>
<td>non-adherent pads (assorted)</td>
<td>sealable plastic bags</td>
<td></td>
</tr>
<tr>
<td>paper towels</td>
<td>sterile dressing(4x4, 2x2)</td>
<td></td>
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<tr>
<td>safety pins (large)</td>
<td>triangle bandage</td>
<td></td>
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<tr>
<td>seal able bags (infectious waste disposal or ice bags)</td>
<td>tweezers</td>
<td></td>
</tr>
<tr>
<td>slings</td>
<td>zinc oxide</td>
<td></td>
</tr>
<tr>
<td>sponge rubber rolls</td>
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</tr>
<tr>
<td>sterile gauze pads (4x4, 2x2)</td>
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<td></td>
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<tr>
<td>tongue blades</td>
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<td></td>
<td></td>
<td>Plus, for out-of-camp trips, a first-aid kit should include:</td>
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<tr>
<td></td>
<td></td>
<td>_ emergency meds (Epi-pens, pain relievers, antihistamines)</td>
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<tr>
<td></td>
<td></td>
<td>_ individual camper medications</td>
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<tr>
<td></td>
<td></td>
<td>_ inflatable splints</td>
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<tr>
<td></td>
<td></td>
<td>_ insect repellent</td>
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<tr>
<td></td>
<td></td>
<td>_ steri-strips</td>
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<tr>
<td></td>
<td></td>
<td>_ sunblock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>_ thermometer</td>
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<tr>
<td></td>
<td></td>
<td>_ water-purifying tablets</td>
</tr>
</tbody>
</table>

Each time you use a first aid kit, check the supply level. It is the counselors’ responsibility to turn in a note (with information for health treatment details) and a list of needed supplies to the health supervisor. This person will restock the first aid kits as advised.
**Staff Health Requirements RULE 125**

**STAFF HEALTH HISTORY**

<table>
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<th>SEX</th>
<th>BIRTH DATE</th>
<th>POSITION</th>
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<tr>
<th>MEDICATIONS NEEDED OR USED (including psychiatric)</th>
<th>CURRENTLY TAKEN ?</th>
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<tr>
<td>KIND</td>
<td>DOSAGE</td>
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<tr>
<td>FREQUENCY</td>
<td>YES   NO</td>
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<tr>
<th>SPECIAL CONDITIONS to be watched for especially ALLERGIES TO FOOD OR DRUGS ETC.?</th>
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<th>TEST</th>
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<td>X-RAY IF SKIN TEST IS (+)</td>
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ACTIVITY RESTRICTIONS BECAUSE OF ANY PHYSICAL DEFECT OR ILLNESS?  __ yes  __no

EXPLAIN:

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

SIGNATURE: ___________________________________________  DATE: _______________
Camper Health Requirements RULE 127 (8)
MEDICAL RECORD LOG RULE 127 (8)

PAGE _____ of _____ PAGES

<table>
<thead>
<tr>
<th>TIME</th>
<th>NAME</th>
<th>CABIN</th>
<th>NATURE - ILLNESS/INJURY</th>
<th>TREATMENT/DISPOSITION</th>
<th>BY</th>
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<td>Name</td>
<td>Unit/Cabin</td>
<td>Allergies</td>
<td>Physician Phone#</td>
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<td>Staff Responsible</td>
<td>Session/Dates</td>
<td>Parent(s) Phone #</td>
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**SCHEDULED MEDICATIONS**

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<thead>
<tr>
<th>Medication (Name, Dose, Route, Frequency)</th>
<th>Date _</th>
<th>Hour _</th>
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# PRN and ONE-TIME MEDICATIONS

<table>
<thead>
<tr>
<th>MEDICATION (Dose, Route, Frequency)</th>
<th>Reason for Med</th>
<th>Date, Time, and Initials</th>
<th>Effects Noted</th>
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# DOCUMENTATION of OMITTED DOSE of MEDICATION

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<thead>
<tr>
<th>MEDICATION (Dose, Route, Frequency)</th>
<th>Dose Omitted</th>
<th>Reason for Omission</th>
<th>Initials</th>
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Food Service Policy  RULE 131

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

7. MEAL SCHEDULE:
   BREAKFAST _____________ AM
   LUNCH _________________
   DINNER _____________ PM
   SNACK _____________ AM _____________ PM
   JUICE BREAK _____________ AM _____________ PM

8. NOTES/ COMMENTS:
Transportation Policy Statement  RULE 143

GENERAL POLICY

DRIVER QUALIFICATIONS: All drivers of camp vehicle must be:
   o At least 18 years old
   o Possess a valid Michigan driver’s license appropriate for the vehicle to be driven
   o Be listed on camps insurance policy
   o A chauffeurs license is preferred

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

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

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

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

TRIPS:
When a vehicle leaves on a trip with campers aboard there must be a trip agenda left behind. The driver should carry: maps, emergency hospital information, campers records and emergency health release, camp emergency contact numbers, and this information.
Transportation Policy Statement RULE 143

EMERGENCY TRANSPORTATION

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

EMERGENCY TRANSPORTATION AND SERVICES

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

In emergencies we will use EMS when possible.

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

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

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

The hospitals medical staff are available on a twenty-four hour basis and will be called to alert the to our campers arrival. Administrative staff at camp will contact parents. A ___________________________ staff member will accompany any person sent by ambulance to the hospital.
Emergency vehicles must be appropriately licensed and inspected. List emergency vehicles and drivers.

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<tr>
<th>NAME</th>
<th>MAKE</th>
<th>MODEL</th>
<th>YEAR</th>
<th>LICENSE</th>
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Note Location of KEYS:
Transportation Policy Statement  RULE 143

VEHICLE CHECK LIST

VEHICLE CHECK LIST - TRIP CHECK LIST

_______  Lights
_______  Lighting systems
_______  Tires
_______  Exhaust system
_______  Windshield wipers
_______  Tires
_______  Emergency warning systems
_______  Steering
_______  Horn
_______  Braking system
_______  Oil level
_______  Emergency supplies
_______  Coolant level
_______  Cooling system
_______  Emergency warning system
_______  Windshield wipers
_______  Lubrication system
_______  Transmission system
_______  Suspension system
Traveling Groups (FOR TRIP OUT OF CAMP MORE THEN A DAY) RULE 145

TRAVEL GROUP: ____________________________________________
DESTINATION: ___________________ DATES OF TRIP: ____________ TO ____________
MODE OF TRANSPORTATION: __________________________________

<table>
<thead>
<tr>
<th>STAFF NAME</th>
<th>POSITION</th>
<th>CERTIFICATIONS (ARC)</th>
<th>NOTES</th>
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Person in Charge ____________________________________________
Second in Command ____________________________________________
Driver _____________________________________________________
Other Staff _________________________________________________
Other Staff _________________________________________________
Campers on Trip: (attach roster)

Vehicle Identification:

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>License #</th>
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ITINERARY:

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<tr>
<th>DEPART DAY / TIME</th>
<th>STOPS ESTIMATED TIMES</th>
<th>DESTINATION ADDRESS/PHONE</th>
<th>ARRIVAL TIME</th>
<th>EMERGENCY NUMBERS</th>
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PLAN FOR GROUP CHECK IN WITH HOME CAMP:
EMERGENCY PLAN for lost TRAVEL group:

1) Contact nearest official and ask for assistance in locating group, give itinerary information, and vehicle identification.
2) Alert emergency services that their services may be needed.
3) If local official is unable to locate group within 2 hours, contact the State Police and Coast Guard Rescue teams if appropriate.
4) Contact organization representative and ready PR operation.
5) Contact parents of campers within 2 more hours after State Police contact.
6) Send camp management representative to area where the group was supposed to check in and backtrack.
Site Safety & Emergency Procedures  RULE 149

FIRE EMERGENCY

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

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

  **DO NOT STAY TO FIGHT FIRE... GO DIRECTLY TO THE FLAG POLE!**

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

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

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

*Get the campers out to safety!*

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

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

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

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

FOR CAMPERS…

IF YOU HEAR THE WARNING FOR BAD WEATHER…

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

FOR STAFF…

IF THERE IS TORNADO OR STORM **WATCH**… we will let you know

**WE WILL NEED YOU TO:**

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

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

**WE WILL NEED YOU TO:**

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

*(Watch means there are storms possible of producing a tornado; Warning means a tornado has been spotted)*
Site Safety & Emergency Procedures  RULE 149

MISSING CAMPER

FOR STAFF

IF YOU CANNOT LOCATE A CAMPER...

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

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

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

IF CAMPER IS NOT FOUND...
Administrative staff will contact Sheriff and guardian.
Site Safety & Emergency Procedures  RULE 149

WATERFRONT EMERGENCY

IN CASE OF LOST SWIMMER:

WATER SEARCH - Waterfront Director or lifeguard organizes and controls search

1. Three blasts on the whistles to evacuate water.
2. Send a runner (adult) to alert Administration to:
   · Send staff to waterfront to assist
   · Run a fire drill to account for all campers
   · Alert Sheriff Department 911
   · Assign staff to gather and account for all children on the waterfront.
   Start a walking or swimming search in the area the person is suspected to be.
   SHALLOW AREA: WALKING - Have adults walk through shallow water in a line with arms linked at elbows. Sweep feet out and around as you walk forward. Feel with your feet and look down into the water. Start against the direction of the waves, beginning just outside the rope and ending several feet beyond the rope at the other end. Cover the area from the shore to just beyond the first rope.
   DEEP AREA: SWIMMING - If there is enough staff, begin a deep-water search at the same time, using W.S.I.s and A.L.S.s. Cover the deep area where lost swimmer was last seen by forming a line of swimmers. Then use a surface dive to get to the bottom and swim along the bottom using your hands to sweep as you go. Surface, backup one stroke, check the status of your swimmers, and dive again until you cover the area.
4. Water search continues until person missing is found and brought to the waterfront or outside help arrives.

SWIMMER IN TROUBLE

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

SUSPECTED NECK OR BACK INJURY

1. Three blasts on the whistle to evacuate water.
2. Adult runner is sent to alert administration and any first aid personal.
3. Lifeguard makes the contact with the victim and directs removal from water with backboard.
4. Other campers are sent up to front of Lodge.
Site Safety & Emergency Procedures  RULE 149

TORNADO EMERGENCY

Administrative Staff

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

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

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

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

HORSE AREA WILL:
1. Call main camp to inform them of kids & staff that are with you
2. Take campers to house up front
Site Safety & Emergency Procedures  RULE 149

MISSING CAMPER

Administrative Staff

LOST CAMPER DRILL: COUNSELORS CANNOT ACCOUNT FOR A CAMPER.

STEP 1.
A quick check with other staff as to the whereabouts of the missing camper shall be done. Be sure to check camper’s favorite places - barn, waterfront, camp craft area, Tajar ring, kitchen, main lodge, bathrooms, and other cabins.

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

STEP 3.
All waterfront personnel will conduct a water search immediately. Call a fire drill and take a count and information from staff, counselors and campers.

STEP 4.
Call sheriff’s office immediately to inform of name, age, appearance, and when last seen.

STEP 5.
Remaining counselors will search woods on the south end of camp, starting at the woods of camp at southwest, back to barn and wooded area to the end of property-orchard.

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

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

STEP 6.
After a reasonable time the parents will be contacted by the Director to inform them and find out if camper has called.

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